SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

RABINDRANATH THAKUR MAHAVIDYALAYA

VILLAGE - HARISHNAGAR P.O. BISHALGARH BISHALGARH, SEPAHIJALA,
TRIPURA
799102
www.rtmbishalgarh.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nestled in a sylvan background of a tea estate, Rabindranath Thakur Mahavidyalaya, Bishalgarh caters to the craving need of higher education of rural youths coming from minority ethnic groups and marginalized sections of society in Sepahijala district in Tripura. The college was established in July, 2012 at a sprawling campus of nine acres in a tranquil natural setting at Harishnagar village only 15 km away from Agartala, the capital city of Tripura. The college is affiliated to Tripura University (A Central University) and recognised by UGC under section 2 (f)& 12(B) of the UGC Act 1956 and presently preparing for NAAC accreditation. The college offers honours programme in six Arts subjects and one in Biological Science along with general courses in Arts and Biological Science. The college, with its dedicated faculty members and available resources, strives its best to inculcate the desire for lifelong learning among the students and transform them to be the change makers for the development of our nation.

Vision

The vision of Rabindranath Thakur Mahavidyalaya is to create an environment devoid of fear where students would have the confidence to express their thoughts freely and believe in their own learning ability. Filling the quest of students with knowledge, inculcating human values of highest order and imbibing the secularism , patriotism, traditions and culture among the students are also priorities that led to the establishment of this institute after name of this great legendary.

Mission

- Encouraging the students to enrol for higher studies.
- Guiding and supporting the students to complete the course.
- Affording to reduce the number of dropout students.
- Motivating the students to become self-reliant.
- Developing required infrastructure for quality learning.
- Collaborating with the local institutions and inhabitants for the development of the surrounding.
- Establishing a professional- learning community for the sustainable development of the college.
- Promoting national and traditional values among the students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Sprawling beautiful campus surrounded by lush green tea garden.
- Obedient and enthusiastic students.
- Good infrastructure
- Enthusiastic and committed staff
- Better coordination among the stakeholders of the college.

- Democratic and Dynamic leadership
- Spacious library and laboratories
- Better academic results of students compared to the overall performances of students in the university examination(s) across the state.

Institutional Weakness

- Lack of 21st-century skills among the students.
- Drop out rate / low Progression rate of students to higher education.
- Limited academic/ research publications of the faculty members.
- Poor attendance of the students
- Untrained non-teaching staff.
- Limited opportunity for research
- Absence of departmental room and laboratories some for subjects in Humanities
- Absence of high speed/ broadband internet connectivity

Institutional Opportunity

- Proximity to the National Highway No 8, the state capital and the University.
- Support and collaboration from the community and other institutions
- Continuous support from Government (Department of Higher Education)
- Facility for professional development of the faculty members from Tripura University, NIT and NIELIT
- Making it a green college.

Institutional Challenge

- Socio-economic backward condition of students
- Disproportionate computers -student ratio.
- Early marriage of the girls
- Placement of the graduates
- Devoid of regular Principal
- Lack of adequate quality faculty members
- Absence of a librarian
- Absence of skilled courses for students
- Limited internet connectivity in the college.
- Limited transportation facility from the Highway to college

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Rabindranath Thakur Mahavidyalaya, Bishalgarh, is affiliated to Tripura University, and the college implements the curriculum prepared by the university. The college adopts a number of strategies for the effective implementation of the curriculum through which the objectives of the college are achieved. Academic

calendar and class routine are prepared at the beginning of each academic year. The college takes regular feedback from its stakeholders for the better implementation of the curriculum. The implementation of the curriculum and the academic plan is monitored by the HODs and then it is reported from time to time to the Principal. The curriculum is delivered by using effective teaching strategies. Seminars, Workshops and programmes are organised on a regular interval to fulfill the mission, vision and objectives of the college. The college offers 7 programmes in Humanities and 2 programmes in Biological Science. The college also accommodates Distance Education Centre under the Director of Distance education of Tripura University to provide UG courses. In regular curriculum, skill-based courses like computer skill and communications skill as well as Interdisciplinary course of Environmental studies and a separate Multidisciplinary course have been incorporated as compulsory core courses. Further, the college offers remedial classes, tutorial classes and the students of 6th semester are to take projects to develop the skills and understanding of the 21st century.

Teaching-learning and Evaluation

The college pays serious attention to improve the quality of the teaching-learning process. The college has taken a number of steps to improve the quality of teaching-learning by adopting effective teaching strategies which are student-centred. Faculties use lecture methods. Group discussion, Pair work, quiz, PowerPoint, videos and other ICT tools to create interest and curiosity among the students and make learning joyful. Of late, teachers are encouraged to follow teacher diary and academic calendar to complete the syllabus in time. Teachers are encouraged to participate in Orientation Programmes, Refresher Courses, Seminars and Workshops for their professional development, The college follows the process of continuous multimodal assessment of students by conducting exams and tests as directed by the university. Besides ongoing class assessments and Home assignments, two sessional examinations and semester end exams are conducted in the college. Remedial classes are being arranged for the students who perform poorly in the internal tests and faculties guide the advance learners for the enrichment of their learning. The admission process has been made online, complying with all the government and the university norms. 100 point roster is followed in the reservation of seats for the admission in the college. Equal opportunity is provided to all who come for admission and no discrimination is made on the basis of caste, creed or gender. All the staff are punctual and a good number of Guest Teachers have been engaged to by the college to maintain the student-teacher ratio reasonably good.

Research, Innovations and Extension

RTM, Bishalgarh always encourages its faculty members to undertake research activities wherever possible in spite of the limited opportunity in the college. The college authority extends all possible help to the faculty members for pursuing Ph.D. and publish research articles. One faculty has recently completed her Ph.D. and one more faculty has been pursuing his Ph.D. from Tripura University. Many faculties have published research-oriented articles in various peer-reviewed and other ISSN and ISBN journals.

The NSS unit in the college came into existence in 2015 and since its establishment, the NSS has been arranging a number of outreach programmes and extension activities like Swachch Bharat, environment awareness, and other awareness programmes. All the staff and students participate actively in these programmes and help in fulfilling the objectives of the programmes. Of late, the college adopted Harishnagar village for encouraging the students to learn through service and collaborate with the village panchayat for raising awareness among the villagers on health, education and environment-related issues. The villagers also will be made aware of various Govt. schemes for the greater benefit of the community. The students of 6th

Semester are encouraged to undertake projects to study and find solutions to some prevailing issues in the village. The paucity of fund and limitation of time leave limited opportunity for the students and staff to focus extensively on the extension activities.

Infrastructure and Learning Resources

The college has massive infrastructure with the facilities like, adequate number of classrooms, separate spacious Administrative Block, separate offices for Placement Cell, Distance Education Centre, IQAC and NSS, well furnished IT Lab and a smart class, Laboratories for the Department of Botany, Zoology and Human Physiology, separate common rooms for boys and girls, drinking water facilities for students and staff, large playground, library with adequate number of books and a multipurpose seminar hall. State-of-the-art facilities are provided in all the labs and library. Three rooms have already been equipped with ICT tools and the efforts are being made to enable all the classrooms with ICT facilities. Students and staff take active part in maintaining beautification and cleanliness of the campus and total five outsourcing staff are engaged in maintaining sanitation and security of the college. Boundary wall, a Guard room and a Gate at the entrance secure the large college campus.

Student Support and Progression

After admission to the college, the students are extended various supports for their progress and completion of the course. The students are supported by various Govt. scholarships so that they may continue their studies. Total of 1656 students are benefited in the last five years by various Govt. scholarships. The college pays attention to redress the grievance of the students promptly. Though the drop out rate is high due to backwardness in social and economic condition, the average pass percentage of the students is 81.89% which is much higher than the state average. There are separate common rooms for boys and girls and separate toilet blocks for them. The college has an Assistant Professor in IT for assisting the students to develop their basic computer skills. Additional books are recommended to the advanced learners and remedial classes are arranged for slow learners. Some students performed quite well on various inter college and state level programmes on sports and cultural activities. The college promotes their talents by encouraging them and extending all possible support to these students to nurture their talent. Only three batches of the students are graduated from the college since its establishment and they took an initiative for forming Alumni Association in the last year. The Alumni Association is in the process of getting its registration under Society Act 1860. The Association is already actively involved in organising various college programmes and it has already arranged some meetings for the development of the college.

Governance, Leadership and Management

Being a government college, the whole administration is run following rules and regulations policy and decisions adopted by the Government of Tripura from time to time. Overall management and administration of the college are under the direct control and supervision of the Directorate of Higher Education, Government of Tripura. At the College level, the Principal is academic and administrative head and everything is under the supervision and control of the Principal, who is accountable to the Directorate of Higher Education. He is assisted by various sub-committees headed by a convener as and when required. Some of the important committees that assist the principal in getting the vision and mission and objective of the college get materialized are noted below :

1. Academic Committee

2. Examination Committee

3. Library committee

4. Internal Quality Assurance Cell

5. Admission Committee

6. Cultural Committee

Besides, there are some compulsory cells that are formed in the college as mandated by the

University and other notification of government from time to time like the followings;

1. Internal Complaint Committee

2. Anti Ragging Committee

3. College Placement Cell

The management of the college is decentralized and participative in nature. The college has been making full efforts for developing a transparent system in the governance of the college. The Internal Quality Assurance Cell since its formation a few months back serving efficiently for improving the overall teaching-learning system of the college.

Institutional Values and Best Practices

The college is conscious of maintaining a green and eco-friendly environment in the campus. The NSS takes initiative for gardening and cleaning of the campus. Plantation programmes have been undertaken from time to time. Separate persons have been appointed for regular cleaning of garbage. The institution has taken many initiatives for the safety and security of the students by sensitizing gender equity. There is a separate common room for girls. The institution produces minimum wastage and keeps the surrounding clean and green. The institution always prefers to make the plastic-free campus and paperless office for the safeguard of the environment. The institution has developed a code of conduct for teachers, students and for non-teaching staff and uploaded it on the institutional website. The institution has taken an initiative to inculcate human values among the students by which inter-alias include the extension of service to the village and programs on the birth and death anniversaries of national heroes. The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions. In its efforts to render its best, the college adopted the following innovative processes and practices as mentioned below;

1. Extension activities in the village by village adoption

2. Singing National Anthem during college hour

3. Sahitya Sabha for inculcating Rabindra Bhavna among the students.

4. Online receiving feedback from the stakeholders

Over the last few years, the staff and students have made a significant contribution and transformed this rural college to a new height and tried to translate the vision, mission and objectives of this college into a reality.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RABINDRANATH THAKUR MAHAVIDYALAYA
Address	Village - Harishnagar P.O. Bishalgarh Bishalgarh, Sepahijala, Tripura
City	Bishalgarh
State	Tripura
Pin	799102
Website	www.rtmbishalgarh.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Sukhendu Bikash Kar Choudhury	0381-2356152	8794043834	0381-	rtmbishalgarh@gmail.com
IQAC Coordinator	Chitra Pal	-	9862472537	-	palchitraagartala@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	15-06-2012

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tripura	Tripura University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	16-04-2018	View Document
12B of UGC	16-04-2018	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Village - Harishnagar P.O. Bishalgarh Bishalgarh, Sepahijala, Tripura	Rural	9.17	2408.047

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Bengali	36	H.S. Passed	Bengali	40	20
UG	BA,Englsih	36	H.S. Passed	English	10	7
UG	BA,Political Science	36	H.S. Passed	Bengali	40	33
UG	BA,Histroy	36	H.S. Passed	Bengali	30	19
UG	BA,Education	36	H.S. Passed	Bengali	30	25
UG	BA,Philosophy	36	H.S. Passed	Bengali	10	0
UG	BSc,Zoology	36	H.S. Passed	English	10	10
UG	BA,B A General	36	H.S. Passed	Bengali	1000	425
UG	BSc,B Sc General	36	H.S. Passed	Bengali	30	20

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				3				6
Recruited	0	0	0	0	1	2	0	3	3	3	0	6
Yet to Recruit				1				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	10	4	0	14
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	1	1	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	1	0	2	2	0	6

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	7	5	0	12

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	298	0	0	0	298
	Female	236	0	0	0	236
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	38	30	32	68
	Female	40	26	31	32
	Others	0	0	0	0
ST	Male	4	7	14	24
	Female	3	11	8	6
	Others	0	0	0	0
OBC	Male	52	34	29	75
	Female	43	32	18	35
	Others	0	0	0	0
General	Male	204	150	101	218
	Female	150	100	104	143
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		534	390	337	601

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 09

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
09	06	06	05	05

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
390	337	601	447	436

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
575	560	560	546	508

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
164	90	40	1	1

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	16	12	13	10

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 16

Number of computers

Response: 15

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
24.79418	19.66676	47.25067	30.77700	41.66545

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The college is affiliated to Tripura University, a central university, and hence it receives the prescribed curriculum from the university. At the beginning of each semester, the faculty members in respective department make a plan and Strategize the delivery of the respective course. Routine is prepared, Annual Calendar is made, Unit wise question bank is prepared, reference books are selected and study materials provided , if required. Guest Lecturers are appointed as and when required.

Every semester begins with an induction programme where students are made familiar with the syllabus and they have also been shared with the planning of the semester. Although the lecture system is mostly followed , efforts are made to diversify the delivery mechanism as best as possible. Besides the lecture system, there are interactive sessions like quiz, group work, pair work and classes with ICT Tools. Home assignments are given to the students . This practice engages students with the content and attains deeper comprehension. Students are encouraged to visit the library on a regular basis for reading, taking notes and borrowing books. Of late, teachers have begun to use Teachers' Diary to execute their plan in a systematic manner and keep a record of their all activities. The Principal of the college occasionally meets with the HODs and inquire and interact the HODs regarding the modus operandi of classes attended by faculties as well as status and progress of academic achievements of the concerned department and the faculties . Internal Tests comprising both written and viva are conducted on a regular basis and the students who do not perform well are given remedial classes and the advanced learners are guided to for further enrichment.

File Description	Document
Any additional information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 6

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	02	02	02

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 235.29

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	07	06	06	06

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 88.89

1.2.1.1 How many new courses are introduced within the last five years

Response: 8

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 9

File Description	Document
Name of the programs in which CBCS is implemented	<u>View Document</u>

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<u>View Document</u>

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Human Rights and Gender Studies have been included in the curriculum as soft skills for the students of 6th Semester. As the college is a co-education college, attention has been paid to ensure equal rights and opportunities to the boys and girls in the college. Gender equality is followed in every practice in college. 'Gender studies' as a soft course is included in the syllabus and spread over in different subjects like Bengali , Political Science ,English etc embodying some novels, essays, poems in the course and these have made the students more gender sensible and raised the dignity of females inside the complex to a new height. Some of the notable essays and novels taught in the syllabus of Bengali and English subjects emphasize on Gender studies . Syllabus of Bengali Honours/ General course that are related to gender studies include novel, drama, poetry of eminent writers like Rabindranath Thakur, Sharat Chandra Chattopadhyaya, Bibhutibushan Bandopadhyaya narrating the picturesque description of rural India showing admiration and respect of the society towards the women of the country in particular and learning of these texts is no less than prevalent concepts of gender sensitization

Gender studies is also included in Political Science Paper I . It deals with the topic Feminist views of

Politics . encompassing discussion from history of gender subordination in the political arena to the way of fighting it out etc. Besides, students also come across with the knowledge on professional ethics and this course is also taught to the students through a soft course called ' Public Administration

Environmental Studies included as Foundation Course for the students of 3rd Semester for 100 marks intended to create awareness among the students about environmental issues and overall sustainable development. This course also sensitizes students towards present national and global environmental challenges and possible way-outs to mitigate the dreary impact of those environmental disorders nefarious for human survival. With a view to involving the students into the necessity of the above issues, the college affords to organize some Programmes like annual Vanamahotsava, Swacchata Abhiyaan, awareness campaign against the misuse of plastics and conservation of water , oil etc., which in turn make the students informed about the changes in the environment, Eco-system, Bio-diversity and Conservation, Environment Pollution, Environment Protection etc.

Besides imparting academic lessons, our faculty members encourage the students to pursue their education against all odds and inculcate values essential for healthy living. As role models, teachers follow a professional code of ethics. All the faculty members demonstrate integrity, resemble impartiality and upright punctuality in the classroom as well as in the campus in dealing with the students and their parents. Students are guided in times of their need to overcome their challenges and for their higher studies.

Thus institution acts a role model in replicating the vision of the great legendaries like Rabindranath Thakur in particular and tries to accommodate and integrate the cross-cutting issues aimed at making the students more humane than making them a machine-minded human being.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 00

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

Response: 00

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 38.36

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
390	337	601	433	436

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1200	1170	1170	1140	1060

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 18.4

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
74	85	130	116	99

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Learning levels of the students are enhanced through classroom assessments and home assignments. After admission to the college , the college authority tries to assess the learning levels of students. Generally, the merit list prepared by the college during admission to 1st semester class is the handy information of academic performance of students and thus it is followed as first indicator for the assessing the learning levels of students. This helps the faculty and college authority to delve the students into slow and advanced learners . Later on students are again grouped into slow learners and advanced learner based on the performance, response , punctuality and personal interaction of students in the classrooms. Different strategies are adopted for slow and advanced learners. Both the groups are provided necessary supports by our faculty . For slow learners , generally special classes , remedial classes , special discussion on the topic studied previously in the school is arranged and important concepts and area of studies found important and relevant in the graduation level are revisited so that learning gap of students becomes narrower. Besides slow learners who need additional help are also given some remedial classes, handouts, suggestive questions and MCQs. The questions of previous years are discussed with them and solved so that they may comprehend the pattern of the university question papers and prepare themselves for the end semester examinations. They are also encouraged to study in the Common Room to utilize their time in the college in an optimum manner. The advanced learners are recommended some additional books. All the possible questions are discussed with them and they are encouraged to prepare the answers to the questions on their own and then required feedbacks are given for further improvements. They are asked to use the library extensively to satisfy their queries. Advanced learners are also given various leadership roles in the college to nurture their talents in right direction. Advanced learners also act as ambassadors for the college and attend / represent the college in various competitions like debate , quiz , extempore speech etc in and outside the sub-division. They are asked to anchor various programmes held in the college like Nabin baran Utsav, literary talk and participate in departmental seminar as speakers etc.

All the students are encouraged to share their learning , books and study materials with each other. Students are shared the mobile number of the faculty members and therefore, they can access the teachers

any time they require and ask for specific help or support they need. WhatsApp Groups formed by the various departments are also useful in supporting the advanced and slow learners.

2.2.2 Student - Full time teacher ratio

Response: 22.94

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.26

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The college follows the student-centric methods such as experiential learning, participative learning and problem-solving methodologies to enrich students' learning experiences and fulfill its vision.

Group work and pair work are used to facilitate participative and collaborative learning. Students are taken to field trips, engaged in different activities on the campus for experiential learning. The students of Science departments are given projects to know the traditional medicinal plants, they are taken to Horticulture department and the places to know and witness research work in tissue culture, True Potato Seed (TPS) production. Mushroom, spawn production. They are also given assignments for their internal assessment. In large groups, students are given some topics for problem-solving. Students of the 6th semester are also given particular projects for finding solutions to the problems. Involvement of the students in NSS and Students' Council helps them to develop problem-solving skill among the students. Various other programmes are arranged for the students for their joyful learning. They are shown slides, videos, PPTs, relating to the topics in their syllabus to create interest in them for learning. Resource persons are invited to some programmes and they enlighten the students and update them on the latest knowledge on that particular topic. Representatives of the students are consulted before taking any important decisions and they are given autonomy in organizing programmes like Saraswati Puja, Fresher's Day etc. Feedbacks are received from the students to improve the teaching-learning situation.

Students are always consulted regarding the problems encountered in learning. The feedback of students are taken to know opinion of students about the teaching learning process and understand their need to improve teaching learning in the institution.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 70.59

2.3.2.1 Number of teachers using ICT

Response: 12

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 39

2.3.3.1 Number of mentors

Response: 10

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and Creativity are becoming increasingly important for the development of the students in the 21st-century classrooms to develop creative approaches and find new methods, solutions and practices to grab the attention of the students. The college is committed to innovations in knowledge delivery through optimal use of available technology. The teachers use various innovative methods like debate, discussion, quizzes to make the teaching-learning more interesting. The pedagogy used by the teachers is aimed at developing the creative and critical thinking skill of the students. The teachers employ experiential learning process such as taking the students to field trip, campus tour, village tour, project learning to make them understand the practical problems and finding solutions to solve them. Students are also encouraged to participate in the service activities in and around the college. Service gives them an opportunity to learn and apply their knowledge in real life situation. These are helpful for them to develop leadership, teamwork, social skills and communicative skills.

To commemorate the great leaders and celebrate important days, students are encouraged to participate in debates, discussions or go on rallies promoting social awareness. Some faculty members use powerpoint presentation for their lectures and google forms for taking feedbacks. Students are also motivated to use the internet, You-Tube and such tools to know the latest developments in their specific topics. WhatsApp groups are also used for sharing learning and ideas.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 1360

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 19.15

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	02	02	03	02

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 10

2.4.3.1 Total experience of full-time teachers

Response: 170

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 60

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	01	01

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The evaluation of the students is very important to know the efficacy of entire teaching learning system. It is an integral part of teaching and learning. The semester examinations are conducted in the institution on behalf of the university .The question papers of examinations are designed and provided by the university and the answer papers are evaluated at the central level by the examiners appointed from the college faculty members.

Two session examinations are organized in every semester as per the guidelines of the university with a weightage of 20 marks in each paper. From the very beginning of the academic year, the entire process of evaluation is systematically planned and presented before the students. At the beginning of the session, faculty members share the syllabus, course objectives, nature and pattern of question papers and weightage of marks for the topics prescribed as per the norms and regulations. Continuous multimodal evaluation is conducted for the internal assessments of the students in form of Unit Tests, Oral Tests, Projects writing, Home-Assignments, Observation, Field-Tours, Site Visits etc.
The followings are the evaluation processes implemented by the institution:
1. Written Assessment: Written assessments are conducted for the internal assessments and the Semester Examinations. This helps the students to improve their writing skill, logical thinking, communication skill, composition skill etc.

2. Oral Assessment: Oral assessments are part of Internal Assessments and used extensively during

classroom assessments. This develops communication skill, confidence and personality among the students.

3. Project-work: All the students of 6th Semester are given projects as per the guidelines of the university. The teachers evaluate the projects on the basis of the work done by the students and active participation for completion of project. The objectives to enhance critical thinking, analytical skill, and collaborative learning skills are fulfilled through project works.

3.Assignments: The students are asked to submit Home-Assignments as per the schedule the departments. This develops among the students writing skill, learning skill, capacity to analyse and comprehension of the topics.

Besides , throughout the session , academic performance students are evaluated by the faculty through group discussion, questioning and participation in the class . In science stream the students performance in practical helps the faculty to gauge the degree of knowledge gathered by the students from theories learnt

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment for all courses and subjects is done strictly as per university guidelines. The college conducts internal assessment throughout the semester. The internal tests comprise 20 marks for each subject. Written assessment, oral assessment and project work are given to the students. Session Examinations (I & II, written) consist of MCQ type questions and broad type question limited to 16 marks and the rest 4 marks are alloted for Internal Viva-voce. For written assessment, students are informed in advance about question pattern as well as distribution of marks . After the written assessment is over, the faculty members discuss the strength and weakness of the students and give feedbacks accordingly. If the students fail to secure, the minimum pass marks, they are allowed to reappear in the Tests for the improvement of their marks. Project work for each subject comprises 100 marks and it is compulsory for the students of 6th Semester. Teachers guide the students in selection of topics and appraises of the structure and modus operandi of writing the project, which resultantly brings a radical transformation in the writing and thinking capacity of the students.

The teachers initially discuss the structure and make them understand each step of the project and then time to time the guide teachers assist the students to complete their projects. Projects are assessed on the basis of the rubrics shared with the students in advance. Assignments are also given to the students to either to go deeper into the topic or to study the reality of their localities so that the students may relate the topic with the domain knowledge of subject. Teachers assess the learning of the students on a continuous basis by asking questions, observation, quizzes and by class tests. Marks are allotted by the concerned faculty members and then these are overseen by the HODs. Students can contact respective subject teacher in case of any grievance about the marks they scored and this is verified immediately if found under-valued or ill-evaluated etc .

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The following mechanism of Internal Assessment is adopted :

- The Examination sub-committee decides the time schedule for the Sessional Assessments. Two Sessional Assessments are conducted as per the guidelines of the University and the timings are reflected in the Annual Calendar of the college besides notice is circulated to the students at least fifteen days before the date of commencement of such examinations.
- The Semester exams are organized by the University and these are held in the month of June and December.
- The departments prepare the question papers for Internal Assessment and then submit to the Examination Committee in scheduled time. The question patterns and marks distribution are shared with the students in advance.
- Separate dates are scheduled for Viva-voce/Group Discussion
- If the students have any grievance for marks obtained in Internal Assessment, he/she may instantly contact the concerned faculty against his / her dissatisfaction regarding the mark awarded to the respective student. Generally, the concerned teacher resolves the matter within one or two days and sometime instantly.
- If the student is found still un- satisfied with the reply of concerned faculty , the aggrieved student may take the matter to the notice of the Principal in writing . The principal generally examines the merit of the grievance of the student and if required the Principal either himself or with the help of some experienced faculty arranges the re-examination of the answer script and settle the matter amicably. Till date no such report is there that the students had to knock at the Principal for a redress regarding undervaluation / poor evaluation / nor any aggrandizement / personal recalcitrance of any teacher towards students relating to answer script evaluation. The concerned department or the convener , Academic Committee addresses the matter promptly.
- If the students have grievance for marks obtained in semester examination conducted by the University, they may apply for inspecting /seeing their evaluated answer scripts in the University as per norms set by the university. But the whole process is to be carried out by the students with the information and knowledge of the college
- The faculty members invigilate the examination in the specific hall where the students sit as per the seat plan prepared by the Examination Committee.
- The mechanism of assessment and examination is reviewed in every academic year and the examination sub-committee is suitably altered in the Teachers' council meeting to keep it functional and effective.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution prepares its own academic calendar in the beginning of the semester. The academic calendar contains the relevant information about the tentative days of normal classes held in a semester , dates of internal examinations, tentative dates of Semester Examinations conducted by the University, including different programmes celebrated in the college, Holidays and vacation etc. As per the existing academic calendar , as many as 90 classes are generally held in every semester besides scheduled

curricular and co-curricular and extension activities carried out in the college. The arrangements of internal examinations and Semester Examinations are done by the Examination Sub Committee.

As per the schedule, Semester Examinations are conducted in the month of June and December, while Internal Assessments are conducted in February, April, August and October with Viva-voce conducted just after written assessments. Practical examinations which are a part of term end examinations are conducted in the college as per the schedule of the university. Generally, these examinations are conducted in the months of May and November.

Academic calendar also specifies the period of enrolling the name of students for project papers as well as the last dates for the submission of project by students in the college The modus operandi of writing the topic , selection of topic and nomenclature of the topic for project paper, name of project guide etc are notified by the concerned department in the departmental notice board . Besides the academic calendar also expatiates tentative dates for submission of annual examination forms and fees to the college and date of admission to semester classes in the college . Although separate notices are made for every important occasions , academic calendars are found very much helpful to students and it makes a section of students informed and abreast of the dates, time and other details and in turn it makes the admission of students to semester classes except 1st semester classes and filling up forms for examination by a section of students hassle free and timely compliance. The dates are altered only in case of any unwanted situations like natural calamities, strike. Thus, the academic calendar of the college plays a vital role in preparing the students for the various ongoing internal evaluations.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college communicates the information of all the programmes and courses to the students by arranging induction programme. Program Outcomes for General higher Education Programmes, as identified by the National Assessment and Accreditation Council (NAAC) and, adopted by our college are mentioned below. Students of all undergraduate general degree programs should have acquired the following abilities/ values at the time of graduation:

PO1. Critical Thinking: It is the objective analysis and evaluation of an issue in order to form a judgment.

PO2: Effective Communication: Speak, read, write and listen clearly and make meaning of the world by connecting people, ideas, books, media, and technology.

PO3. Social Interaction: A social interaction is an exchange between two or more individuals and is a

building block of society.

PO4. Effective Citizenship: Demonstrate empathetic social concern and equity-centered national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

PO5. Ethics: Recognize different value systems including your own, understand the moral dimensions of

your decisions, and accept responsibility for them.

PO6. Environment and Sustainability: Understand the issues of environmental contexts and sustainable development.

PO7. Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes.

The subject teachers communicate the students about the Course Outcomes and Programme Outcomes in the beginning of the session. Course outcomes are mentioned in the printed syllabus and also available on the college website.As an example the Programee specific outcome of English (H) is given below

1. The course enhances the skills of reading ,writing, speaking and listening.
2. It encourages recognition and awareness of different genres like the short story, poetry, feature articles, etc.
3. Topical and social themes form an integral part of the course.
4. The course teaches the students speaking and listening skills in class and tests these skills for a constant monitoring of their proficiency.
5. The course broadens the horizons of the text by project work which is flexible, and enhances the creativity of the student.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution ensures the outcomes stated by the institution are achieved during the three years of study in the college. The evaluation system and student feedback ensures that the course objectives are achieved. The institution conducts one written term end semester examination, two written internal assessment, two viva-voce and continuous class assessments to check whether the stated objectives of the curriculum are achieved during the implementation. Class tests are arranged to gain confidence of the students in the relevant subject. The weaker areas are identified and the individual problems and shortcomings are discussed with the respective student. In some departments, faculty members take responsibility of particular semester students to support them in a continuous manner. The subjects in which the student seems to lag behind are taken for remedial classes. If the student is from a socially or economically deprived class, they are given scholarships as per the government and institutional policies to enable them progress in studies. Various departments and committees arrange different programmes like Raksha Bandhan by Bengali Department, Kokborok Day by Kokborok department Extension activities such as

awareness rallies, cleanliness campaigns, awareness programmes, Blood Donation Camps are arranged which help the students to develop values like service, creativity, leadership skills, cooperation, collaboration and also ethics in students As a result of this continuous and constant mentoring from the qualified and enthusiastic faculty members, the institution is able to achieve the programme and course outcomes.

2.6.3 Average pass percentage of Students

Response: 81.89

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 294

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 359

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 29

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college is sincerely willing to develop research culture aimed at benefitting not only the faculty members of the college but   its students also. In spite of having the limited resources and paucity of fund, the college has adopted practical approach in the recent years to keep the staff and the students updated with the latest knowledge in their respective fields of study and some of the steps include the following :

    1.A few classrooms are equipped with LCD projectors to enhance the learning of the students and

promote research mentality among them.

2. The students of the 6th Semester are encouraged to undertake project works related to existing societal problems/ local issues under the supervision of the faculty members. They use survey method, case study and other descriptive research methods to find answers to their research questions and thus they are encouraged and motivated for innovation.

3. The faculty members are encouraged to write innovative research papers, publish them as chapters, books and in journals with ISBN and ISSN respectively.

4. The college formed a Seminar and Research committee to organize workshops and seminars with the students and staff on various topics to keep them abreast of the latest information and learning on the concerned topics.

5. External resource persons are also at times invited to share their learning with the staff and students. These lectures spark off the creativity of the students and sharpen their innovativeness.

6. The IT lab and the science labs provide the students to get a hand on experience and experiment their ideas.

7. Students who are interested in creative writing are encouraged by the language teachers to write in magazines, journals, and newsletters. Lash green natural environment surrounded by tea garden create the perfect ambience for innovation in the institution.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document]()

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document]()

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.14

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	03	01	00	02

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 2.21

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	7	4	5	1

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

RTM, Bishalgarh believes that students learn better when they learn from their surroundings, when they learn through activities, when they apply their learning in real life situation, when they collaborate with others. Keeping these in view, RTM, Bishalgarh sensitises the students on the social issues prevailing in our society to attain harmonious development. The extension activities undertaken by the college influence the students and their understanding about the problems engulfing the rural areas and make them know the possible solutions . Besides, the various policies of the government and impact of the policies on such social issues embarking on human life and the society as a whole are brought to the knowledge of the students. They are encouraged to participate in various community development programs to develop their all-round personality, to know the realities, to learn and collaborate with the village leadership and agencies. The college has formally adopted Harishnagar village in the vicinity of the college for the harmonious development of the students and they are extending utmost services for the development of the village. A note of the activities undertaken by the students, over the few years, in the neighbourhood community is exhibited below

- The NSS organises its special camp for 7 days and extends its services in the village during the special camp.
- Swachch Abhiyaan is arranged in the village
- Rallies are arranged on various issues for the awareness of the villagers.
- Door to door visit was made in the neighbourhood of the college to make the villagers aware of some Govt. schemes.
- Surveys are made to know the realities of the village
- Projects are given to the students to explore their own neighbourhoods.
- Plantation programme is undertaken in the neighbouring village.
- Villagers participate in large numbers in the celebration of Saraswathi Puja, Fresher's' Day and the important National festivals like The Independence Day of India ,The Republic Day of the country.
- Village youths are, at times , invited to the college for performing in cultural programmes.

These activities enable the students to cultivate and illuminate the inherent qualities like self-confidence, leadership, self-discipline, commitment and devotion, hard work and team work and the same qualities also help them to excel in academics as well. The students explore new domain of knowledge and fill their basket of knowledge, with new ideas develop empathy for the socially deprived or oppressed. These activities enkindle the students a spirit of service and give them the confidence to be a change-maker / reformist for the development of our nation.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 26

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	9	7	0	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 34.34

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
170	140	180	130	120

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 3

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

RTM, Bishagarh began its journey in the year 2012 with 167 students in this big academic block consisting of 25 Rooms and a separate administrative block with adequate rooms for administrative work. In 2012, there was only one programme viz. Bachelor of Arts General. Since then, the college could increase its number of programmes gradually and raise the number of programmes to 9 (nine) , to cater to the needs of the students.

In the academic building, there are 16 class rooms, 3 labs for Science department, IT Lab, Smart Class room, Multipurpose Hall for programmes, spacious library with reading facility, separate common rooms for boys and girls, room for placement cell, separate toilet blocks for boys and girls.

Each class room is equipped with adequate number of benches, lights, fans and boards. Classrooms are spacious and filled with natural lighting.

Some of the classrooms are ICT enabled with requisite facilities. To cater to the needs of the increasing number of students, college equips itself with adequate furniture and other lab items.

All the science labs are enriched with the learning needs of the students. Adequate number of lab equipments has been procured for fulfilling the practical aspect of the science subjects.

Books are purchased to enrich the college library and it houses 4127 books .

The college has a full-time regular IT faculty , an IT Lab, 21 computers and a big UPS (uninterrupted power supply) to impart some basic computer skills to the students of the 4th Semester with a weightage of 100 marks.

The college has 2 projectors and a sound system.

File Description	Document
Link for Additional Information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The college has a very large playground for various outdoor games and sports. Students play football, volleyball and badminton in the college playground. The students also play traditional games like ' Daribandha', GollaChut' etc (called in local nomenclature) .

The indoor games facilities include carom, chess, chinese checker, ludo etc. The College encourages the students to participate in various intercollege tournaments.. Yoga classes take place with the collaboration of local yoga centre.

Students actively participate in various cultural activities in the college when there is some celebrations. All the programmes in the college include some songs, dances, recitation. Students also perform indigenous dances and songs during the college programmes with their traditional outfits. Some of the students received state and national awards .

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 31.25

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 48.38

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
18.6	8.5	10	13	25.1

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The college library is spacious   with 4127 books comprising 1000 titles books for the use of students and staff. It is a member in National Digital Library (NDL) where from in the e- copies are available to the students and staff in need. Registration ID of the National Digital Library is rtmbishalgarh@gmail.com.

The faculty members of the college extend their duties at present to keep the library functioning for the benefit of the students. There is a reading section attached with the library so that students and staff can read in the library. The students are allowed to take two books using their library cards. The library plays a very important role in the learning of the students as most of the students are not able to buy the required number of books recommended by the teachers due to their financial constraints. The college is in the process of making automation of the library with a software called Inflibnet. A computer is installed in the library for keeping some records and online search of books and other information.

File Description	Document
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college library is in a spacious room with 4127 books about 1000 titles books for the use of students and staff. It is a member in National Digital Library (NDL) where in the e- copies are made available to the students and staff in need.Registration ID of the National Digital Library is rtmbishalgarh@gmail.com. The faculty members of the college extend their duties at present to keep the library functioning for the benefit of the students. There is a reading section attached to the library so that students and staff can read in the library. The students are allowed to take two books using their library cards. The library plays a very important role in the learning of the students as most of the students are not able to buy the required number of books recommended by the teachers due to their financial constraints. The college is in the process of making automation of the library with a software called Inflibnet.

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books

5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.58

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	1.09791	1.28593	.49838	00

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 12.29

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 50

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

RTM, Bishalgarh is not lagging behind in the IT facilities. The College has a Computer Laboratory used for the computer classes of the students and for training and developing IT skills among the faculty members . The college has developed one smart classroom and built a seminar hall with the amenities of LCD projectors for PowerPoint Presentations, Showing of video clips etc.

The college possesses 23 Desktops and 3 Laptops. Out of these computers, 15 computers are used by the students and the rest are used by the office and teaching community . All the computers in the college are provided with UPS Back-up facility.

Besides computers, other ICT equipments like, Printers, photocopiers, LCD Projectors, Speakers, Amplifiers, Wireless Microphone etc. are available in the college in adequate number to feed the requirements of 23 desktop computers and 3 laptops

HRMS (Human Resource Management System) regarding salary related matters of faculties and staff has been successfully implemented in the college. The other financial transactions are also made through online Treasury.

The college has no broadband connection but it gets access to the internet using mobile hotspot or Jio-fi, a wifi router, with a speed between 6 - 15 mbps. The department assured of providing high speed internet and the efforts are on as intimated to the college authority.

File Description	Document
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 26

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 16.36

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4.99948	5.98941	4.47372	4.49828	2.94999

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

To monitor the quality of the policies and procedures of the institution, the college follows various systems and procedures for the effective functioning of the college. Some of them are listed below.

Laboratory: The lab facilities are open to all the students of the concerned departments. The attendance of the students is taken when they use laboratories. The students are divided into groups so that the components or computers can be given equally when the students use them. The students record their learning in their respective notebooks. The concerned teacher and lab attendant extend support to the students in the laboratory.

Library:The library follows certain procedures in the usage of books. When books are purchased , they are enlisted in the accession register as serial number and then these are made available for distribution to the students with the support of a register for lending books to the staff and students.

At the beginning of the first semester, each student is encouraged to make his/her library card. Students can borrow two books at a time and they are eligible to borrow again only after the previously borrowed books are returned in good condition . At the end of every semester, all the students must return the books to the library. Mark-sheets are given only after getting a clearance certificate from the library. Likewise, the teachers are allowed to take any number of books after making necessary entries in the issue register of books meant for Teachers They also need to return the books after they finish reading. Return of books is compulsory for all irrespective of students and faculties at the time of leaving the institution, be it a student or a faculty and obtain a no dues certificate from the librarian.

Sports Complex: Students are allowed to play after their classes get over. They can take the sports materials after signing the register and then again return it back.

Computers: Students can access computers when they have their practical classes. Otherwise, they can use it during the time of making projects or for any activity but with permission from the teachers.

The specific guidance relating to admission of the students is received from the department before each session begins. The admission policies adhere to the norms prescribed by Tripura University with regard to the selection of students. The students need to fill in the online application form and then they are to submit the printed form at the college. Application forms are then scrutinized and admissions are done on the basis of merit in a very transparent manner. Generally, all the students applying for admission to B.A. General course are admitted to the college but the opportunity of admission to honours programmes and science programmes is limited to the approved intake capacity of students earmarked for the college.

File Description	Document
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 77.63

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
297	332	354	404	280

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

7. Yoga and meditation

8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.43

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	02	01	00	00

File Description	Document
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 25.61

5.2.2.1 Number of outgoing students progressing to higher education

Response: 42

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 3

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	02	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Student Council provides an opportunity to the students to engage in an effective partnership with teachers, students and college authority in the functioning of the college. RTM, Bishalgarh formed its Students' Council from the year 2013 following the guidelines given by the Department. The election of the class representatives and Union Council is held simultaneously after the notification of the election is issued by the Principal.

Student Council body consists of 18 office bearers and 17 class representatives. The key office bearers of the council are the President, the General Secretary and the Vice President.The Principal of the college is the ex-officio president of the council. The Student Council members and members of all other committees contribute significantly for the development of the college by actively involving themselves in all the college activities.The council helps the students in the admission process and makes them familiar with the college environment. It helps in organising different co-curricular programmes in the college, effective communication between students and authority, maintaining discipline in the college premises. The council members are also members of important committees of the college like Anti -Ragging committee, Internal Quality Assurance Cell, Internal Complaint Committee. This year the election of the Council has not yet been done as we are yet to receive any notification from the department in this regard.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 12.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	13	12	12	11

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college has formed an alumni association viz. Rabindranath Thakur Alumni Association and since its formation quite actively involved for the development of the college. The process has been initiated to register the association. The registration form has been submitted to the Registrar office for its registration under Society Act 1860 andhopeful of receiving the registration quite soon. Only four batches of the college have been graduated till now. Some of our alumni are in Govt. services, some of them are pursuing their higher education but many of them are either in private jobs, business or engaged in traditional livelihoods .The alumni committee members are always in touch with the faculty members and the students of thecollege. They extend their all possible support not only in academic growth of the students but also by their active engagements in organising National Youth Day, swacchata abhiyan and paying tribute to the Retired Principal. They also planned to assist the college by organsing a blood donation camp, generating fund for developing the college library.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The vision of the college resonates the ideology of Noble laureate Rabindranath Thakur and the vision is reflected in the governance of the college. The decision-making process of the college is based on democratic principles and transparency.

Various sub-committees are formed after consultation in the Teachers' Council for the effective functioning of the college and they are recast, if necessary, at the beginning of every academic year. The sub-committees comprised the teaching and non-teaching staff of the college. Meeting of Teachers' Council is organised on a regular basis and at times, the meeting is also arranged where non-teaching staff and students' representatives remain present . The Teachers' Council and Sub-Committees extend assistance to the Principal on academic and administrative matters.

A fear-free environment is created in the classroom for the effective participation of the students. They are encouraged to ask questions and give feedback to take required steps to enhance their learning. Participation in the various activities and programmes give them confidence in their abilities and cultivate the values to become responsible citizens of the country .

The college authority sincerely follows the guidelines given by the department from time to time in running the college. Transparency is ensured the voluntary disclosure of information buttressed by sharing relevant information with all the stakeholders in various gatherings meetings, and uploading the important information in the college website audit, RTI. All administrative organs of the institution aim at working with core values of the institution prioritizing healthy interpersonal relation for effective cooperation and with focus on the mission and vision of the College. Teachers actively participate in the meetings of all committees and sub-committees. Teachers provide a caring and supportive climate to students and encourage them to voice their opinion freely. The opinions expressed by the teachers in the meetings of the committees and sub-committees on various affairs of the college are properly recorded and then the decisions were executed. Active participation of the students in the functioning of the college is ensured through the participation of General Secretary of Students' Council in some important meeting of the college and the council plays an active role in the involvement of most of the students in all the college programmes.

6.1.2 The institution practices decentralization and participative management

Response:

The Principal is the Head of Office who takes the lead in the governance and management of the college. He consults with the Secretary of the Teachers' Council and the Head Clerk on a regular basis in running

the institution. Meeting of the Teachers' Council is arranged on a regular basis to discuss the various affairs of the college with a special emphasis on improving the teaching and learning of the college. The work of the college administration is decentralised and many subcommittees are formed at the beginning of the academic year to support the system. Decentralised and participatory management may be resembled from the following:

1. Admission committee arranges the admission of the college.
2. HODs play key role to ensure quality in teaching-learning in their respective departments. They plan in consultation with the other faculty members of the departments for fulfilling the course objectives. They decide about the projects and syllabus of the session examinations. They share their requirements to the Principal.
3. Examination committee ensures the smooth and fair arrangement of the sessional and semester examinations,
4. Cultural Committee arranges all the cultural programmes on different occasions and also arranges the observation of all the important days in the college.
5. The Placement Cell , formed recently took a number of initiatives for guiding and raising awareness among the students on various jobs available and opportunities for higher studies.
6. The Internal Quality Assurance Cell (IQAC) has been taking initiatives for the improvement of the academic section and organising the efforts of the departments for effective teaching-learning system. Internal Complaint Committee and Anti Ragging Committee are formed following the guidelines of the concerned authorities.

Every subcommittee is led a convener and the Principal is the Chairman by virtue of his/her post. The sub-committees meet, plan and then execute the plans for the effective functioning of the college by the participation of all the stakeholders. A committee has been formed consisting of the people of the locality for obtaining the local support in running of the college and obtaining all required assistance in maintaining or restoring the beauty of the college.

Besides , the students take an active part in the physical arrangements of the activities on the campus and in extension activities. The Students' Council extends its support in executing all important policies relating to students and place the demands and requirements of the students to the Principal. Feedbacks are obtained from the students to improve the quality of the services rendered. The Students' Council under the guidance of the faculty members arranges programmes like Freshers' welcome, Saraswathi Puja and other programmes in the college.

The decentralisation and participation of all the stakeholders result in collaboration, unity and team spirit which are helpful in fulfilling the mission and vision of the college.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Plans are prepared by different departments and sub-committees and these get incorporated in the College Academic Calendar at the beginning of the session for the smooth working of the College. Principal

conducts regular meetings with the departmental heads, conveners of different sub-committees/ clubs and student council to discuss the policies and plans and their ways of implementation. SWOC Analysis is done for preparing the objectives, strategies are then made and the concerned agencies implement the same. The institution adopts various modes to monitor and evaluate different policies and plans for effective implementation and improvement regularly. Feedbacks are sought from all the stakeholders - verbally and online for further improvement in the service. This also helps in the qualitative improvements of the institution. The departmental meetings and guidelines also add some of the programmes and plans and these get enriched by their constant guidance and communication.

The institution has its strategic plan (perspective Plan) and these are submitted to the department of higher education and some of the salient features include;

1.   Introduction of skill based course related to tea industry and rubber industry for which local area is known for.
2   Introduction of Physical sciences in the college
3.   Introduction of Geography and Psychology and Music subjects in the college
4. Entrepreneur development courses
5. Establishing the renewable energy source (solar energy)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

1. **Organisation Structure of the College**
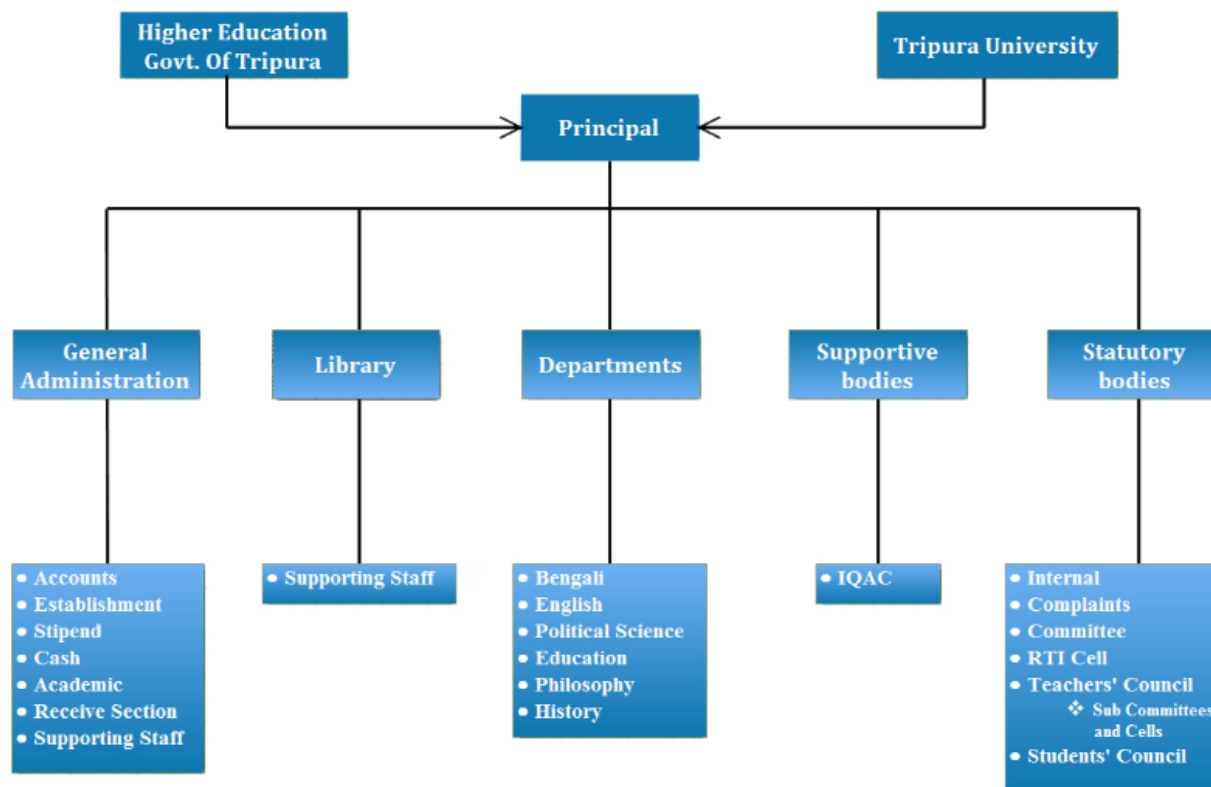
2. Functions of the Principal:

2.1. The Principal of the college executes all the guidelines received from the University and Department time to time and provides leadership in all the affairs of the college.

2.2. He is the liaison between the college and the Department and the University and provides all the information and reports required by the higher authorities.

2.3. The Principal is the Head of Office and Drawing and Disbursing Officer (DDO) of the college.

2.4. He/She presides over all the meetings of the Teachers' Council and other sub-committees of the college.

2.5. He/She supports all the HODs in their plans for providing quality education to the students.

2.6.He/She supervises that fund received from the department is utilised in a proper manner and also monitors whether proper record of accounts is maintained in the college.

2.7. He/She ensures students' participation in decision making and ensures student-centric decisions.

2.8. He/She extends his guidance and support to all the sub-committees formed at the beginning of the year for the all round development of the college.

1.Functions of various Bodies in the college: The Principal supervises, guides, assist and evaluates

the functioning of other bodies for the effective functioning of the college. The important bodies of the college are,

3.1. Teachers' Council:

3.2. Placement Cell:

3.3. Internal Quality Assurance Cell

3.4. Internal Complaint Committee:

3.5. Anti Ragging Committee:

3.6. Grievance Redressal Cell:

3.7. Admission Committee

3.8. Examination Committee

3.9. Cultural Committee

4.Service rules: All the employees of the college follow Tripura Civil Services (Conduct) Rules, 1988 as they all are state govt employee.

5.Procedures: The College follows standard Administrative Procedures and Office Procedures for the proper functioning of the college. Files and Registers and Assets are maintained and recorded through the system adopted in government offices. Transparency in Governance is ensured by the accessibility of Information to Stakeholders subject to official procedure. The College ensures adherence to RTI Act. and appoints the SPIO and ASPIO and displays it on wall outside.

6.Recruitment: Recruitment of regular faculty members and non-teaching staff is done by the Department of Higher Education, Govt. of Tripura but the recruitment of Guest Faculties is done by the college authority following the UGC /Departmental guidelines. Some of the supporting staff for cleaning and security of the college are outsourced through Co-operative Society, Bishalgarh.

7.Promotional policies: Career Advancement Scheme of the regular Faculty Members or promotion to Associate Professor or Principal is done by the department as per the norms of the UGC. Promotion of Non-Teaching Staff is done as per the policies of the Govt. of Tripura.

8.Grievance Redressal Mechanism:

The College has Grievance Redressal Cell, Committee Against Sexual Harassment (CASH)/ Internal Complaint Committee (ICC),, and Anti Ragging Committee. Though most of the grievances are made

orally, a few written complaints are also received. The college authority is quite sincere to solve the problems relating to grievances of the students. Now on the college website also dedicates a specific space for recording online complaints.

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Most of the committees are active and record their resolutions in their minutes and implement those resolutions. Admission committee, Academic committee Examination committee and IQAC take the responsibility of the academic aspects of the institution.

Admission Committee: First, the admission committee scrutinizes the applications received from the prospective students and prepares the list of eligible candidates as per eligibility prescribed by the university/ Department. It is the responsibility of the committee to verify certificates and finally select the candidates for admission.

The Examination Committee: The examination committee adheres to the guidelines given by the university and plans the dates and such exam related activities. The examination committee is responsible for arrangement of the Semester Examinations as per the dates given by the Tripura university. The committee decides the dates for the two sessional examinations, guides the HODs and other faculty members to upload the internal marks timely in the university portal.

Internal Complaint Committee and Anti-ragging Committee: These committees work hand in hand to create a fear-free environment for the learning of the students. These committees ensure that the students are given proper instruction at the time of the orientation program to treat everyone with respect and dignity.

Cultural Committee and Sports Committee: The responsibility of the cultural committee is to arrange all the programmes in the college. The celebration of all the important days is arranged by the cultural committee. The committee explores and promotes the artistic talents of the students. Though there is no faculty member for Physical Education, the students take keen interest in sports and games under the guidance of some enthusiastic faculty members. The talented students are identified and sent to represent the college at intercollege programmes and sports meet.

Seminar Committee: The seminar committee takes responsibility to organise the workshops and seminars in the college for the professsional development of the faculty members and make the staff and students aware of many important issues.

Placement Cell: This cell provides career guidance and counselling for the final year students by organizing career guidance seminars, and placement drive to help them secure a good job.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The welfare measures for the teaching and non-teaching staff are decided by the Govt. are governed by the regulations and policies of the Govt. and it is modified time to time when recommendations of the pay commissions are accepted. In case of regular teaching staff, the recommendations of the UGC are accepted. A few welfare measures that enjoy the staff are mentioned below;

- **Salary is revised time to time as per the recommendations of UGC, Pay commission/committee, annual increment is given every year, DA is given time to time.**

- **Promotion/ Career Advance Scheme is in vogue for all the regular staff as per the guidelines of the UGC/State Government.**

- **General Provident Fund Account is available for the regular staff.**

- **Medical Bills are reimbursed in case of any medical issue but those (Group C & D Staff) who are not entitled to receive medical reimbursement , are given monthly medical allowance.**

- **Faculty members are encouraged to participate in Orientation Programmes/Refresher Course/Seminars /Workshops**

- **Staff can avail leaves on various grounds after getting approval from the concerned authority.**

- **On the completion of Ph.D programme, the faculty members receive benefits as recommended by the UGC.**

- **All the regular staff of the college enjoy all other benefits like HRA, DA, Gratuity, Group Insurance as applicable to the state Govt employees.**

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 10.45

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	0	2

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance Appraisal is the systematic evaluation of the performance of the employees and to understand the abilities of a person for further growth and development. Performance appraisal encourages the accountability and responsibility of the employees. It makes the employees to reflect and plan for their individual developmental goals to help in their personal growth. The college began to receive feedback from the students and staff online using Google Form to know its strength and improvement areas. The Faculty members are also given formats for their self-appraisal. They are also being encouraged to use Teacher Diary to record their activities and maintain it on a regular basis from this academic year. The appraisal forms are assessed by the Principal and the required support and guidance are extended for better performance. Non teaching staff are not given any appraisal form but their performance is assessed by the Principal informally by looking at their timely completion of their assigned works in a proper manner. The Principal one on one talks to the non-teaching staff and give required feedback for improving their quality work.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Being a Govt. college, the audits are done only by the initiatives of the Department. The college maintains its cash books and stock registers as per the guidelines received from the departments and procedures followed in the Govt. offices. An internal Audit was conducted by the department for the period from 11.06.2012 to 30.11.2016. The college has taken actions on the findings of the auditor and brought some changes to systematise the procedures to maintain finance. The college follows the codal formalities in procuring the various assets for the college. Purchase Committee is formed for taking the decisions relating to purchase. Recently a committee for GeM has been constituted for making the purchases on line.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Principal and DDO ensures that the fund is utilised for the specific purpose for which it has been obtained. He monitors and supervises the mobilisation of fund. On receipt of any fund, it is recorded in the Head wise appropriation registers. The Principal in consultation with the Purchase Committee/concerned department follow the formalities for utilisation of fund. Quotations are sought and then following the required formalities Supply Order is given to the vendor for purchase of any material. At times, purchases are made the local Cooperative Society. Of late, the department asked the colleges to make the purchases from GeM and a committee has been constituted for it. Beneficiaries are added to the software and the payments are made online through Treasury. Concerned departments are consulted with for optimal utilisation of resources and protocols are followed for utilisation of resources in the labs and library.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC of the college has been set up on the eve of applying for IIQA and since its establishment the Cell contributed significantly for institutionalizing the quality assurance strategies and processes. The following steps have been taken by the IQAC in this regard;

1. Development of College Website:

2. Receiving Feedback from the stakeholders

3. Self Appraisal of the Faculty members

4. Teacher Diary

5. Question Bank

6. E Resource Bank

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

As mentioned earlier, the IQAC came into existence only a few months earlier but the college reviews its teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals in regular Teachers' Council meetings. HODs also convene departmental meeting to review the teaching-learning process of the concerned department and take required steps for further improvement. HODs meet with the Principal time to time to review the areas mentioned above. Receiving feedbacks from the various stakeholders helps to take required steps. The Sessional Examinations and regular class

tests help in assessing the learning outcomes.All the meetings, feedbacks and assessments contribute to improve the teaching-learning process in the college, develop some structures and methodologies of operations. The teachers began to use Teacher Diary and fill up Self Appraisal Forms. Departments began to adopt strategies for completing syllabus in time keeping in mind the need of the advanced and slow learners.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Over the last five years , mammoth development has come up in the college right from the growth of infrastructure to diversity of courses and increase in number of faculties . A laconic presentation is given below .

1. **Increase of 8 more programmes**: 8 more programmes including honours courses and B.Sc. in Biological Science General were introduced in the college during the last five years.

2. **Lab facilities:** The institute has 3 well equipped Bio Science laboratories and 1 spacious Computer Lab.

3. **Distance Education :** The college is a centre of distance education which offers undergraduate courses under Tripura University.

4. **Introduction of NSS:** The college became a unit of NSS in the year 2015 and since then it has been functioning quite well under the leadership of the college faculty.

5. **Establishment of Placement Cell**. Recently a Placement Cell has been established in the college for guiding and training the students of final semester.

6. **Introduction of Biometric Machine**: The institution has recently bought a biometric machine for recording the attendance of its staff.

7. **Village Adoption:** The college has adopted Harishnagar village for learning through rendering service.

8. **Formation of Student Council** : Student Council was formed in the college since 2013 and functions efficiently for the development of the college.

9. **Development of College Play Ground:** College playground was developed after receiving financial grant from MNREGA.

10. **Boundary Wall with entrance Gate**: Boudary Wall and the front gate keep the college safe and secure.

11. **Parking Facility**: A big shed was built for the parking of all the vehicles/

12. **Plantation in and around the campus:** Plantation is being done in the college campus to keep the college green and beautiful.

13. **Statue of Rabindranath Thakur   :** Statue of Rabindranath Thakur was built in front of the Academic Building.

14.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 4

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	0	0

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

> 1. **Institution shows gender sensitivity in providing facilities such as:**
>   1. **Safety and Security**
>   2. **Counselling**
>   3. **Common Room**

Response:

RTM, Bishalgarh is a co-education college and it pays serious attention to create a favourable environment for gender equality. The institution is well aware of the challenges faced by its girl students and therefore takes a number of initiatives for sensitizing the students and staff about the issues relating to the safety and security of women. The college has already established the Internal Complaint Committee following the guidelines of the UGC which takes required steps for raising awareness among the students and staff about the safety and security of the women in the college campus. So far no untoward incident regarding the safety and security of female students and staff is reported to the college authority that could embarrass the authority and it is really a feather of success for the institution.

The institute provides a safe and secure environment in the institution campus for the female students, faculty members and other female staff. The college building is situated near the community in a quite safe location. The college campus is protected all around with boundary wall and there is an mammoth gate at the entrance of the college and security guards protect the campus 24X7. The services of police personnel are sought only during the period of election to students union held once in a year and during the term end examinations and admission of students to 1st semester classes and at times when the Police department organizes programme like PRAYAS (An honest attempt) and make the students aware of various road

safety measures, awareness programmes on women etc enabling the students enrich their way of life and avoid any untoward incident / accident in life .

The girl students are encouraged to be confident and motivated to find solutions to their own problems. Female students are trained with many communication skills and self defense methods so that they can safely swim over the un-toward incidents. They are allowed to talk with the college authority including the faculties regarding their study matters to personal and family matters even. Students are also counseled by some senior faculties regarding the future career prospects. The teachers extend guidance and counselling whenever they require any guidance and the members are easily accessible to the students. In case of other cases , the college authority refers the cases to the appropriate committee for an immediate redress. The students also find easy access to the Principal.

Common Room

The college provides a spacious common room to its girl students keeping in mind the needs of girl students. The room is designed to provide the girls students with a space to relax, study and socialization during the off periods. The common room is facilitated with leaning bench, sports items, fan, water facility, attached toilets etc. and it is well maintained by the cleaning and sweeping staff of the college. Besides, committee for girls common room constituted at the Teachers'Council led by a faculty looks after the issues related to the common room.

7.1.3 Alternate Energy initiatives such as:

    1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 37.8

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 10.99

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 422

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 3840

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

RTM, Bishalgarh takes pride in saying that minimum waste is generated in the campus. Solid waste which mainly involves paper and plastic is collected in separate waste bins kept in different locations of every floor of the campus. Students are asked to dispose of wastes in the designated bins. To reduce the use of paper, many written communications like short template , notices are given and attached inside the college premise. The recurrent uses of email and WhatsApp for making communication with the faculties and the higher authority resemble the efforts and consciousness of the college towards solid waste management .

As the college is quite new, it hardly suffers from e-wastes. College does not use CD or DVD. Use of pen drive is also very minimum. All the important data and documents are stored on G-drive for future reference. Some of the computers which went out of order are repaired and reused.

For liquid waste soak pits have been prepared. All the liquid waste is released into the soak pits. The rest if any is let to pass through the drain.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Geographically Bishalgarh is situated in a rain-fed area and it receives plenty of South-East Monsoon rainfall . As a result the campus never suffers from acute dryness of soil. The Green Campus is itself the proof the of statement. With a view to reducing the lifting and extraction of ground water for the daily necessities of the college and improving better ecological balance, the construction of a reservoir for rain water harvesting is a necessity. Rain water harvesting structure, in true sense, could not be done due to constraint in fund allocation. But the authority has been contemplating to materialize the rain water harvesting in near fear to utilize the rain water in existing campus as far as practicable in consultation with the Department of Higher Education that may help for proper watering in the garden and during the water when water table in this high sea level areas goes down. .

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Geographically Bishalgarh is situated in a rain-fed area and it receives plenty of South-East Monsoon rainfall . As a result the campus never suffers from acute dryness of soil. The Green Campus is itself the proof the of statement. With a view to reducing the lifting and extraction of ground water for the daily necessities of the college and improving better ecological balance, the construction of a reservoir for rain water harvesting is a necessity. Rain water harvesting structure, in true sense, could not be done due to constraint in fund allocation. But the authority has been contemplating to materialize the rain water harvesting in near fear to utilize the rain water in existing campus as far as practicable in consultation with the Department of Higher Education that may help for proper watering in the garden and during the water when water table in this high sea level areas goes down. .

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails

    4.Braille Software/facilities

    5.Rest Rooms

    6.Scribes for examination

    7.Special skill development for differently abled students

    8.Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document]

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 3

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document]

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 21

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	4	4	4

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal

harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 16

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	2	2

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Our college, with its aim towards developing students into responsible, accountable citizens organizes activities that foster greater values of life, such as, love, integrity, solidarity, fraternity, and patriotism within their personalities. Celebrations of National festivals are organized regularly by the College with such a solemnity that auspiciousness of the festivals in the lives of people of the nation remains alive in the minds of the participants and gets reflected in their lives. The following days are celebrated;

Independence Day: We celebrate our Independence Day each year with sincere respect. The national flag is hoisted by the Principal with great honour. A cultural programme is organized by the teachers, staffs, and students in which the memory of Indian Freedom Struggle is evoked through talks cultural performances and all present in the programme take a pledge to carry on the responsibility of keeping our tri-coloured flag flying high forever.

Republic Day: The Republic Day of India is celebrated in the college with earnest sincerity. The celebration starts with the formal hoisting of the National flag by the Principal in presence of the staff and students of the college. A great number of villagers also remain present and enjoy the celebration.. A short but profound cultural programme along with valued speeches of teachers, staff and students are organized on the campus.

Teacher's Day: Teachers' Day in India is celebrated commemorating the birth anniversary of Dr. Sarvepalli Radhakrishnan, the celebrated academician and second president of India. A special programme is arranged every year by the students of our college to pay their tribute to their to the teachers. With

various cultural performances and speeches from students expressing their respect, honor and gratefulness to the teachers, the celebration continues to remind the central theme, i.e. the importance of teacher-student relationship in life.

Rabindra Jayanti: We celebrate Rabindra Jayanti (the Birth anniversary of Rabindranath Thakur) with great pomp and show in our college. The college is named after this nobel laureate and hence the enthusiasm and spirit are very high among the students and staff. Students, Teachers, and Staff participate whole-heartedly in the cultural programme and they are refreshed with the philosophy and ideology of the great poet of Bengal.

Vidyasagar Jayanti: The birth anniversary of Vidyasagar is celebrated every year on the 26th September. All the participants in the programme are reminded his contribution for promoting women education, Bengali prose, social reforms.

Gandhi Jayanti: The birth anniversary of the Mahatma Gandhi, the Father of Nation is celebrated on the 2nd October. All the stakeholders of the college participate in the programme. Through the speeches and quizz all the participants realise the relevance of the teachings of Gandhiji - non violence, staya graha , peace and universal love.

The objectives of all the programmes mentioned above are to inculcate among students the great value of love and patriotism over selfish desires.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college maintains transparency in all the spheres of its functioning - the financial, administrative and academic functions. The institution follows all the formalities relating to financial, administrative and academic management. Internal audit is conducted by the initiative of the Department. The University makes academic audit on the eve of any new course to be introduced. The Examination committee keeps the examination related to matters open and transparent to all.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Title of the Practice: Service Learning in the village

The Context: It has become quite essential for the students to apply their learning in real life situation, study the realities of a place, learn from serving the community. Therefore, the college has decided to adopt a neighbouring village to explore the possibilities of service opportunity in the village for the development of the village. The students will learn to serve, experience the joy of service, overcome the challenges, develop required skills for service- communication, analysis, decision making, execution of plan, reflection, socialization. College is situated in Harishnagar village and therefore, making communication with the villagers will be quite easy. The NSS Unit of the college extended its service from the very beginning of its formation in the college but this year the village has been formally adopted by the college in presence of the students, villagers, staff and the members and the Pradhan of the village panchayat.

Objectives of the Practice

1. To develop among the students required skills for service.

2. To assist the students to plan, execute and overcome the challenges.

3. To create opportunity for the students to apply their knowledge in a real-life situation.

4. To assist the villagers to make their homes and surroundings swacch.

5. To make them aware to deal with the existing social challenges.

6. To make them aware of various Govt schemes for the welfare of the people

7. To arrange health club in the village for raising awareness on health-related issues and extend medical service to the villagers with the help of the local hospital.

8. To make the villagers aware of sustainable development.

Practice:

1. Meetings are arranged with the Village Panchayat and other village dignitaries.

2. A survey is conducted in the village to know the realities of the village.

3. Various awareness programmes are organized in the village with the help of the NSS Volunteers, students and the faculty members of the college.

4. Village Panchayat and other NGOs working in the village are consulted with while making action plan for the development of the village.

5. Village children are encouraged to continue their studies.

6. Villagers are invited in various programmes in the college like Saraswati Puja, observation of

Independence Day and Republic Day and they are given refreshments.

7. Tree plantation is done in the neighbourhood.

8. Village youths are invited to college programmes to perform cultural programmes.

9. Some students of 6th Semester do project works in the village.

Evidence of success:

i) Students enjoy rendering services in the village and they learn the qualities and skills required for success.

ii) Students realise their responsibility

iii) The village is cleaner than before

iv) Most of the children go to schools

v) There is a good collaboration with the village leadership.

vi) The Panchayat extend all possible support in the smooth functioning of the college. The Panchayat provided fund for the development of the college play ground.

Problems Encountered and Resources Required:

Students find very limited time for rendering service in the village after completing their regular college works. Therefore, sustaining any initiative is quite challenging. It would have been better if the village children would be supported by our students after their school gets over. The paucity of fund is also a big challenge to extend sustained support for the development of the village.

2. Title of the Practice: Inculcating Rabindra Bhabna among all the stakeholders

The Context : The vision of the college reflects the philosophy of Nobel laureate poet Rabindranath Thakur and the college is also named after this great poet of Bengal. The college is, therefore, sincere in inculcating the ideals of Kabiguru among the students. A number of programmes are arranged every year so that the students become familiar with the philosophy of Rabindranath Thakur.

Objectives of the Practice:

i) Creating love among the students for reading poems composed by Rabindranath Thakur

ii) Encouraging the students to feel the joy of listening to Rabindrasangeet.

iii) Making the students familiar with the educational philosophy of Rabindranath Thakur.

iv) Inculcating love among the students love for Bengali literature.

v) Encouraging the students to begin their creative writing

vi) Encouraging the students to publish wall magazine.

Practice:

i) Rabindra Jayanti is celebrated with immense enthusiasm and high spirit.

ii) Sahitya Sabha is organised on a regular basis on the literary aspects of Rabindranath.

iii) Students are allowed to spend time in the beautiful natural surrounding to learn from the nature and develop empathy for nature.

iv) Wall magazine is published by the students under the guidance of the Bengali Department.

v) Rally is organised on the day of Rabindra Jayanti

Evidence of success:

i) Most of the students know some of the poems or songs of Rabindranath Thakur

ii) Wall magazine is published.

iii) Rabindrajayanti is celebrated with great pomp and show

Problems Encountered and Resources Required:

Attendance of the students in the Sahitya Sabha is not always encouraging. The college is yet to receive fund for making a Rabindra Hall with quotations and writings of Rabindranath.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The only college of our state which organises Assembly every day from 12.15 p.m. to 12.30 p.m. The class work remains suspended during the period so that all the students and staff can participate in the Assembly. National Anthem is sung with profound respect, followed by sharing of the quotations by the great Indian personalities. The Principal makes important announcements in the Assembly and other faculty members also share relevant news with the students and staff. This helps to create love and

harmony among all the students and staff as once a day all are together in one place and energised by the recitation of National Anthem and inspiring words of the great Indian personalities. The students by turn are given the responsibility of conducting the assembly and sharing the quotations and this develops immense confidence and courage among the students. Students are also allowed to perform some cultural activities in the assembly. The news of any achievement of the students is announced in the assembly and they are appreciated for their achievements. Talks on different values also motivate the students to cultivate these values to become responsible citizens of our nation.

5. CONCLUSION

Additional Information :

- According to the tradition of this rural area, a good number of girl students get married just after admission to the college. The faculty members encourage the married students to pursue their education.

- The college began conversation with the ONGC and Indian Oil Bottling Plant to receive fund for the development of its infrastructure.

- Yoga classes are incorporated in the class routine so that all the students may get the benefit of yoga. The local volunteers extend their service in conducting the yoga classes.

Concluding Remarks :

The college is named after the versatile genius, the pride of Bengal, the great poet Rabindranath Thakur and its vision is also derived from his great philosophy. The staff and students of the college are committed to fulfill the vision of the college to create an environment devoid of fear in which the students believe in their own learning ability and inculcate human values of highest order among them. In spite of being a new college of only six years, all the stakeholders have been making sincere endeavours to make it a premier educational institute in the state with the available resources of the college. With the dynamic leadership and supporting team, the college is sure of fulfilling its mission and vision in the days to come. The process of preparing the SSR itself is very helpful for the college to systematise its efforts and putting priorities for achieving the next milestone.