YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	RAMAKRISHNA MISSION VIVEKANANDA CENTENARY COLLEGE
• Name of the Head of the institution	Swami Kamalasthananda
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	+919432516982
• Alternate phone No.	03325682049
• Mobile No. (Principal)	+919432516982
• Registered e-mail ID (Principal)	rkmvccollege@rkmvccrahara.org
• Address	Ramakrishna Mission Vivekananda centenary College, Rahara, Kolkata-700118
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700118
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	28/02/2017
• Type of Institution	Men
• Location	Semi-Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the IQAC Co-ordinator/Director	**DR. PRADYOT KUMAR MEDDA**
• Phone No.	**03325682049**
• Mobile No:	**9831943122**
• IQAC e-mail ID	**rkmvccollege@rkmvccrahara.org**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.rkmvccrahara.org/images/uploads/FileUpload_211205032522009.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.rkmvccrahara.org/upload/Category_4_211205041223258.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.14**	**2014**	**10/12/2014**	**31/12/2022**

6.Date of Establishment of IQAC	**02/09/2014**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Institution	**CPE**	**UGC**	**21/07/2016**	**11000000**
Institution	**DST-FIST**	**DST**	**18/09/2019**	**15000000**
Institution	**DBT STAR**	**DBT**	**29/02/2020**	**10400000**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File

9.No. of IQAC meetings held during the year	3	
- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	Yes	
- If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No	
- If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Application for NIRF ranking and securing All India Rank 15 at the level of College Category.

Organization of National and International Seminars and Workshops related to development of teaching-learning, research and innovation, value and ethics. and Orientation of other Colleges for NIRF in various workshops.

Promoting participation of students in various skilled-oriented Hands on training workshops and participation of students in summer internship programmes like Science Academies SRPF, VSRP of TIFR, MTTS of NBHM etc. in various prestigious national institutes and universities like CDRI, Lucknow, TIFR, IISER, IITs, BHU etc.

Introduction of New Courses: Generic Elective course on Electronics

Organization of 7 days National level Intercollegiate Online FDP on Outcome Based Education and Bloom's Taxonomy in collaboration with ipsr solutions limited, Kottayam. 1611 faculty members all over India participated in this program

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Application for NIRF Ranking	The college secured 15th rank in college level
Organization of seminars and workshops	Total seminar=59; International= 9, National=35, State level=15
Participation of students in academic and co-curricular activities	Sourabh Kundu from Department of Microbiology has successfully completed one-month summer internship on the subject "Single molecule level detection of cisplatin drug treated DNA" under the guidance of Dr. Rupa Mukhopadhyay, senior scientist, Department of Life science, Indian Association for the Cultivation of Science (IACS), Kolkata Somnath Roy, Joydip Majumder, and Sohamdeep Chakraborty from Department of Microbiology has successfully completed one-month summer internship training on the subject "Principles of Computer aided Drug Design" at NIELT (National Institute of Electronics and Information Technology) Guwahati during 29th June to 30th July, 2021. Anubhab Das, from Department of Microbiology qualify the Young Academy of India's MentX 2021 programme and doing the internship on "Laser molecular spectroscopy and imaging methods for fast label-free detection of viruses" under the guidance of Dr. Mrinal Majumder, Department of Biophysics Manipal School of Life science. Koushik Bhattacharya, and Rakesh Ghosh from Department of Microbiology has successfully completed one-month summer internship training on the subject "Adaptive

Evolution in Microbial Genome" Under the guidance of Prof. Sujoy Chattopadhya, head, Center of Health Science and Technology at JIS Institute of Advance Studies and Research, Kolkata Arghya Acharya, UG Fifth Semester student and Arya Mukherjee, UG Third Semester student from the Department of Zoology got selected Young Academy of India's MentX programme for doing the internship under Dileep Vasudevan, PhD, Scientist, DBT - Institute of Life Sciences, Bhubaneswar . A paper entitled 'Proving inequalities via definite integration: a visual approach' by Nazrul Haque, a Sem VI student of the Dept. of Mathematics has been accepted for publication by The Mathematical Gazette of the Cambridge University Press. Sawan Bhattacharya, a Fourth Semester, Computer Science Hons student received the Certificate of Quantum Excellence in 2021 Qiskit Global Summer School on Quantum Machine Learning in the field of Quantum Computing, Quantum Machine Learning which continued from July, 2021 to August, 2021 where he received the highest grade 100/100. He completed the two-week intensive course provided by IBM Quantum, completing all graded lab work assignments with a final cumulative score above 75%, demonstrating applied understanding and comfort with and about Quantum Computing and Quantum Machine Learning using Qiskit. Sawan Bhattacharya

	received the Certificate of achievement for successful completion of two months summer internship at QRDLAB Pvt Ltd during 20/5/2021 to 18/07/2021. 18 students of the Second Semester student of the Department of Zoology Devjyoti Mondal, Swapnamoy Chakraborty, Anamitra Sen, Debnath Bid, Kaushik Mitra, Sandip Acharya, Debjyoti Goswami, Akash Roy, Subhamoy Mondal, Tathagata Chowdhury, Pratyush Kumar Datta, Arya Mukherjee, Debabrata Das, Subhagata Ghosh, Akash Chatterjee, Debayan Chakroborty, Rajat Subhra Bhattacharya participated in the Online International Summer Program 2021 Osaka University, Graduate School of Science. Arghya Acharya, Sem IV student and Anamitra Sen, Sem II student from the Dept. of Zoology received a Certificate of Appreciation from WWF-India, West Bengal State Office for exceptional performance in a virtual interactive session for the observation of World Environment Day in a virtual programme on 'Sharing thoughts for Ecological Restoration' on 6th June, 2021 on the topics 'Ecological restoration for Wildlife and Biodiversity'and 'Ecological restoration for climate & environment' respectively.
Students Achievements	Koushik Bhattacharya participated a workshop on "Computational Structural Based Screening and Molecular based Dynamics" conducted by Rajiv

Gandhi Centre for Biotechnology (RGCB) Anamitra Sen, Third Semester student of the Department of Zoology submitted a proposal on the topic 'Non-conventional way of Hydrogen Economy - Hydrogen fuel & car in greener & cost-efficient way' for Nasser Bin Hamad International Youth Creativity Award which has got selected for the judging round. Sukriti Maity, a Fifth Semester student in the Department of Zoology has been selected internationally amongst the top 50 candidates to participate in Scientific Illustration Workshop organized by the Centre for Cognitive and Brain Sciences, IIT Gandhinagar. Sukriti Maity, a Fifth Semester student in the Department of Zoology has participated in the hands-on training program on NGS & Other large scale biological data analysis conducted by Shodhaka Life Sciences Pvt. Ltd., from 5th June 2021 to 19th June 2021 The training mainly focused on the use of biological databases and tools for mass scale data analysis. Sukriti Maity, a Fifth Semester student in the Department of Zoology successfully completed the online quiz with 95% score conducted by Junglemahal Zoological Park, Jhargram held on 1st July 2021 by the Directorate of Forests, Govt. of West Bengal Jhargram Division. Many students qualified for the entrance examinations in different M.Sc. and Integrated Ph.D courses in reputed institutions like TIFR, IITs,

IISERs, HRI, Kerela School of Mathematics, RKMVERI etc. Students of the Department of Computer Science got job placements in various reputed companies like WIPRO, TCS etc. 1) Rishav Kar, Department of Microbiology, got Young Researcher Award 2021, organized by Institute of Scholars (INSC) Bengaluru. for his review article Medico Ethnobotanical Effects and Other Health Benefits on Nine Divine Plants of Navapatrika, published in International Journal of Engineering Applied Sciences and Technology, Vol. 5, Issue 3 2) Sayonil Sen, Department of Zoology got the Second Prize in Online Poster Competition on Environmental Pollution on 10th February, 2021 organised by COHORT Team DS Bengal-Can supported by Switch on Foundation 3) Chandan Bahumik, our 2018 B.Sc. Mathematics Hons. alumnus, received the Chairman Board of Governors Gold Medal after completing M.Sc. in Maths and Computing from IIT Kharagpur in 2021 4) Sawan Bhattacharyya presented his dissertation work on 'Post Quantum Cryptography- A brief survey of classical cryptosystems, their fallacy and the advent of post-quantum cryptography with the deep insight into hashed based signature scheme' done under the supervision of Dr. Amlan Chakraborti. AK Chowudhury School of Information Technology, University of Calcutta at the 5th International Conference on Data

Management, Analytics and Innovation (ICDMAI 2021) on 17th January, 2021 1) Intercollege competitions as a part of Student Development Program- Date- 5th June, 2021, on the occasion of World Environment Day Organized by- Department of Environmental Science, Department of Microbiology, Department of Botany and Department of Zoology, research and guidance cell of Vijaygarh Jyotish Ray College, Kolkata in collaboration with the Science Association of Bengal, Kolkata Topic- 'Nature and Development go hand in hand' 2) Intercollege debate competition 1st position secured by: Nirmalendu Mukherjee, Department of Microbiology, RKMVCC Rahara 2nd position secured by: Tamonash Debnath, Department of Microbiology, RKMVCC Rahara 3) Intercollege quiz competition Sandip Acharyya, Dept. of Zoology, RKMVCC Rahara stood 3rd in quiz program organized by Bijoygarh Jyotish Roy college 4) World Environment Day Competitions organized by Alipore Zoo, Kolkata: 1. Sandip Acharyya, Dept. of Zoology, RKMVCC Rahara stood 3rd in online quiz contest 2. Abhishek Shyam Chowdhury and Arpan Mondal, Department of Botany stood 3rd in poster competition organized by Acharya Brojendra Nath Seal College Cooch behar. 5) Competition on Concept note on Ecological Restoration WWF- INDIA Prizes won by our students: ? Ecological Restoration for Wildlife and

Biodiversity - Arghya Acharyya, Dept. of Zoology, RKMVCC Rahara ? Ecological Restoration for Climate and Environment - Anamitra Sen, Arghya Acharyya, Dept. of Zoology, RKMVCC Rahara ? Ecological Restoration for Habitat and Home - Mayukh Mitra, Arghya Acharyya, Dept. of Zoology, RKMVCC Rahara 6) PPT Presentation Competition by Team Bengal CAN: Mr. Anamitra Sen, Mr. Akash Chatterjee and Mr. Mayukh Mitra students of Ramakrishna Mission Vivekananda Centenary College have secured the winners position for the PPT Presentation competition on 24th April 2021 at Earth Day Competition themed "Restore our Earth" by Team Bengal CAN. 7) Internships: 5 students from PG section of our College has been selected for summer internship at INST, Mohali. They are pursuing their internship at INST Mohali from April-June 2021 Anamitra Sen from Ramakrishna Mission Vivekananda Centenary College (Autonomous),Rahara, Kolkata has successfully secured COVID-19 Awareness Survey &Research internship at Dr. APJ Abdul Kalam Research Foundation through Internshala. Anamitra Sen from Ramakrishna Mission Vivekananda Centenary College (Autonomous),Rahara, Kolkata has successfully secured Research (Biologist) internship at FaunaNation (Flora & Fauna Conservation & Development Society) through Internshala. Nobendu Mukherjee, Dept. of Microbiology published paper in International Journal of

	Research in Engineering and Science (IJRES) vol. 8, Issue 10. Nobendu Mukherjee, Dept. of Microbiology published paper in International Journal of Science and Research (IJSR) Nobendu Mukherjee, Dept. of Microbiology published paper in International Journal of Pharmaceutical Research and Applications (IJPRA) Vol. 6, Issue 1
Appreciation Certificate to the college	Jal Shakti Abhiyan : Catch The Rain" by National Water Mission & MyGov. in , The Festivals of India by MyGov Manipur, Wetland Management and Biodiversity Conservation by Govt of India, International Day of Yoga by Ministry of Ayush MoA, Govt. Of India, Clinical management of patients with COVID 19: Initial approach to the acutely ill patient by World Health organization, by COVID-19 and work: Staying healthy and safe at work during the COVID-19 pandemic by World Health organization , Guidance on mask use in the context of COVID 19 by World Health organization, COVID-19 vaccine-specific resources by World Health organization, Health and peace: Concepts and tools for frontline workers by World Health organization Prevention, identification and management of infections in health workers in the context of COVID 19 by World Health organization, Introduction to Infection Prevention & Control (IPC) by World Health organization, Leadership and programme management in Infection

	Prevention and Control (IPC) by World Health organization, Standard precautions: The role of personal protective equipment (PPE) by World Health organization, Transmission-based Precautions by World Health organization, COVID-19 infodemic management: risk communication and community engagement challenges by World Health organization, Clinical management of patients with COVID-19 - Rehabilitation of patients with COVID-19 by World Health organization, by COVID-19 vaccination training for health workers by World Health organization, Neglected tropical diseases in the context of the COVID 19 pandemic: impact and by World Health organization, guidance by Orientation to national deployment and vaccination planning for COVID-19 vaccines by World Health organization, Clinical management of patients with COVID-19 - General considerations by World Health organization.
13.Was the AQAR placed before the statutory body?	**Yes**

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Body	**11/12/2020**

14.Was the institutional data submitted to AISHE ?	**Yes**

- Year

Year	Date of Submission
01/03/2021	01/07/2021

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **15**

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.Student

2.1   **1014**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	No File Uploaded

2.2   **203**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.3   **203**

Number of students who appeared for the examinations conducted
by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

3.Academic

3.1   **294**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

3.2   **56**

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1

15

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.Student

2.1

1014

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	No File Uploaded

2.2

203

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.3

203

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

3.Academic

3.1

294

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

3.2 Number of full-time teachers during the year:	56

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

3.3 Number of sanctioned posts for the year:	56

4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	189
4.2 Total number of Classrooms and Seminar halls	40
4.3 Total number of computers on campus for academic purposes	190
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	137.18

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curriculum introduced, designed and developed by the various departments of our college addresses the needs of the society considering local, national, regional and global needs to foster the quest for higher studies in society.

The periodical revision of the curriculum by involving industrialists, entrepreneurs, alumni, scientists, employers

and prominent members in the Board of Studies and other academic and administrative bodies to address the skillbased, employability based and value based needs of the society by enhancing the quality of education and students' employability in the highly competitive national and international scenario. Students' regular feedback on all courses plays a crucial role in the revision of the curriculum. Curriculum is fine-tuned through proper feasible relevant instructional methods and strategy with necessary mechanism for ensuring consistent academic growth of the students. Students are exposed to the innovative and student centric learning and teaching methods. They are encouraged to evolve innovative thinking by the mandatory project works, data analysis etc. Programme Outcomes(Pos) are clearly stated in the prospectus and on the website of the college. The Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) are also introduced to the students at the beginning of each semester. The Departmental committee. Monastic members, the Internal Quality Assurance Cell(IQAC) and the Standing Committee of the Academic Council periodically review these three outcomes. Our college is committed to assure the Programme Outcomes of the teachers thereby assuring the outcomes of the other two. Unique Curriculum Practices are developed to meet the local/regional/national and global needs. While developing the curriculum each department carefully keeps this in mind so that students graduating from our college can be sensitive enough to understand the problems of the locality where they belong to. We can claim, for example, that the students passing from the Department of Chemistry may be absorbed in local schools and colleges and they would have the necessary laboratory skills and teaching bend of mind to facilitate catering the local needs. The entire curriculum is developed in such a manner that the students can understand the national needs in a comprehensive manner. They are made aware of their rich heritage and traditions. All the Departments are trying to develop skills in respect to language acquisition and assimilation Programme outcomes. It helps to perform successfully in various National-Level competitive examinations.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	Nil

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

1

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

32

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

32

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

1

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

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

The college integrates the principle 'man-making and character-building' in harmony with the various present day's issues like Professional Ethics, Gender, Human Values, Environment and Sustainability in its curriculum.

Professional Ethics: Proper understanding of the subjects and its applications and scopes, exposure to recent advances in research and individual project works and field studies lay the foundation for easy access to employment among our students. It also helps to inculcate the professionalism in carreer. Each practical based paper has one portion related to Good Laboratory Practice for better performance in laboratory. Moreover, in The course work of Ph.D. students one portion is present which is called Research Ethics.

Gender: The College is an integral part of the Ramakrishna Mission working along the lines laid down by great personalities like Sri Ramakrishna, Holy Mother Sri Sarada Devi and Swami Vivekananda. They had always preached highest reverence for all, both men and women, as the veritable manifestations of God. Imbibing that spirit, the institution advocates worshipful adoration for every human being. This idea is inculcated informally through the daily inter-personal dealings and conversations and formally through seminars and discourses on the ideals of the Ramakrishna Mission. It is to be noted that though the college is only for male students but highest honour and glory of women as the Divine Mother Herself is an integral feature of the institution. During the Annual Free Cataract operation, many women patients along with other male patients are also admitted for the operation and served with due care and honour by the students, staff and volunteers in the college itself. In the Genetics portion of Botany, Zoology and Microbiology students deals the scienic study of the gender issues and its role in heredity and progeny.

Human Values: As already pointed out, the institution inculcates the spirit of reverence and service towards all through a very natural way. However, any complaint or grievance is given a patient hearing and necessary actions are taken accordingly. The college has introduced the Value Education and Indian Culture in its Skill Enhancement Course. Moreover many courses are taught each year as the certificate course for adding values in the existing curriculum.

Environment and Sustainability: It is an integral part of the curriculum provided by the College and is common for all the Departments. Field studies pertaining to the Dept. of Botany, Microbiology and Zoology provide a first hand experience about nature and her crises. The college organises many seminar throughout the year related to Environment protection and Sustainability. The college has introduced the " Environmental Studies" paper as the Ability Enhancement Course. Ecology and Eco modelling is a portion of the study for the Botany, Zoology and Microbiology students.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

22

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1014

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

332

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://rkmvccrahara.org/upload/Category_4_220121185925712.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://rkmvccrahara.org/upload/Category_4_220120183302190.pdf
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

420

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

189

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Evaluation is the only measurement of an individual's education. The very process of assessment begins with an admission test followed by viva voce. Further stages of assessment are as follows:

- **In the first few weeks of education, each department tries its best to find out the weakness and strengths of their newcomers.**
- **Every department has their program and curriculum to help their students with their specific requirement. Deficiency and proficiency on any issues are identified at the early stages of education. There are programs like short bridge courses, language, and technical skill development,and personal guidance to overcome the student's weaknesses as well as enhance their proficiencies. Outside of these curricula students are guided separately.**

- Every department tries to follow a few programs to provide extra care and guidance to the students separately, who fail to perform up to the mark in their annual examination.
- Each department arranges remedial courses as per their need.
- There are provisions of bridge courses for weaker students. Few special classes are organized for these students to achieve the expected level of knowledge. In addition to this, there are also group and one to one discussion.
- The departments facilitated with laboratory arrange a special program for newcomer students, to make them familiar with various instruments and tools.
- Each department tries to focus on a three-tire format to find out Advanced learners: a) performance in the admission test and interview, b) classroom interaction, and c) performance in the institutional examinations.

The college helps and guides its advanced students to reach the pinnacle of efficiencies in various ways:

- The college provides special coaching with internal teachers and external experts for national/state-level competitive examinations like JAM, JEST; entrance tests for ISI, IACS, IISERs, JNU, JU, or other universities, etc at the UG level. For the PG level students are prepared for M.Phil, Ph.D. entrance tests, as well as NET, SET, GATE, SSC, etc.
- Apart from all these, advanced students are encouraged to take participate in various academic discourses inside and outside the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/03/2021	1014	78

File Description	Documents
Upload any additional information	No File Uploaded

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:

Teachers in this institute believe that education should address the distinct learning needs, interests, and aspirations of individual students. To accomplish this goal, teachers engage the students in a wide variety of methods-from modifying assignments and instructional strategies in the classroom to entirely redesign the students are grouped and taught. Various methods have been introduced to enhance student centric learning and their enrichment. Learning through experience:

- Practical Classes: Students of Physics, Chemistry, Mathematics, Computer Science, Botany, Zoology, and Computer Science conduct experiments to acquire first-hand knowledge of theirrespective subjects.
- In-house student projects in various programmes.
- Off-Campus project works done by the students of Physics, Chemistry in institutes like CU, Cultivation of Science and IIT and students in Mathematics in IISER, MTTS program of NBHM, TIFR, students in Biological Sciences departments in SRFP and other programmes of Science Academies, .IISER, BHU, etc.
- Assignments

Study-Tour/Field work- Through educational tours and field tours the students get first-hand idea of the flora, fauna, bio-diversity and landscape of the place visited. Participative Learning :

- Institutional E-learning through college E-Study resource and Library
- Intra and Inter-Classroom Debate Sessions
- Class-Presentations
- Peer-Discussion, Teaching and Symposium
- Quiz
- Showing of Movie, Documentary (Especially in the Dept. of English, Bengali and Sanskrit)
- Power-Point Presentations
- Students Seminar Organized by almost all departments

 Other Innovative Methods of Enhancing Learning :

- The college instils the values to the students by

introducing an SEC on Indian Culture and Heritage which helps them to adhere to the basic values of human life. It enables them to grow as a balanced human being. It embraces their whole learning process and thereby it integrates a holistic development of their personality.

- The college invests a sincere attempt to unearth the originality and creative impulse in every individual student. Keeping up this in mind, students are sent to the summer camps, different academic creative competitions etc. Thus, they also develop an insight in solving
- various problems, learning life and knowledge management skills.
- The college has vibrant culture for instilling inquisitiveness and scientific temperament among students through various activities.
- Publication in journals where students can showcase their inclination towards creative and scientific writing.
- Publication of Departmental Wall Magazines which at the end of every academic session become an Inter-Departmental Wall Magazine Competition. Each Department Publish at least one Wall magazine once in an academic session.
- Through Presenting Papers in the class and submitting term-papers on arising issues they develop an argumentative aptitude in them.
- The project and writing papers are now an integral part of curriculum for almost each programme. The faculty members play a role of facilitator and guide for the students
- in Selection of Topics
- Devising Methodology
- Guiding the Students for the final presentation of projects/papers
- Teachers act as evaluators along with external faculty members

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

In most of the departments of the college, digital classrooms have been set up to facilitate students with Information technology.

The facilities that are now available for conducting audio-visual classes and effective learning processes are the following:

- Classrooms and seminar halls are facilitated with LCD/LED projectors, either fixed on the wall or portable.
- Computer-facility has been created in each department, where teachers, as well as students, can prepare digital programs like, PPTs, prepare videos and photographs, relevant to a specific discussion.
- The teachers often use PPTs and other programs besides the traditional use of board, chalk, and duster.
- The college has an e-Library and e-Reading Room.
- The college has enabled wifi internet connection all over the buildings. Teachers as well as students can use it to fetch numerous articles, journals, or other information.

The online resources that are mostly been availed at present, are the followings:

1. Institutional LMS
2. INFLIBNET e-books and e-journals
3. Pearson and Oxford E Books
4. National Digital Library
5. SWAYAM-NPTEL platforms
6. Sodhganga

- The college encourages the teachers to equip their teaching with ICT-enabled teaching-learning methods.
- Along with the traditional teaching-learning process, Teachers are now using PPTs or another audiovisual medium to enhance a topic of discussion for the students.
- The college has its web portal and learning management system. Every department tries to maintain an archive of their ICT classes.
- The departments of literature often use ICT equipped classes to show films, documentaries, visual texts as a model of the teaching-learning process.
- Students are encouraged to take up online courses on different academic subjects through NPTEL-Swayam and other international platforms like coursera, edx.
- Each department tries to conduct special classes on ICTs, where students are introduced to use online resources. Besides this, students are taught to contribute their knowledge and views on any topic of discussion through

online journals and magazines.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://rkmvccrahara.org/upload/Category_4_220119084109471.pdf
Upload any additional information	**No File Uploaded**

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

78

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	**No File Uploaded**

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

- **The college Prospectus gives a clear idea of our courses offered, the history of the college, the disciplines to be maintained in the college campus.**
- **The college has a detailed academic calendar which is distributed to the students at the commencement of every academic session.**
- **The teachers of every Department, at the beginning of the each semester and during the semester as well, elaborately discusses with the students about the teaching plans-its design, progress, difficulties in implementation, modification and receive feedbacks from the students. A strict adherence and maintenance in regards to the academic calendar are followed and the same is distributed among the students and the teachers.**
- **Our college organizes a parent-teacher meeting in general with the administration and also with the respective departments where they can get the progress report of their ward from the teachers and they also voice their issues and**

concerns for teaching plans and mental counselling.

- The teachers of different departments meet together with the Examination Committee, IQAC and administration to analyse academic calendar, evaluation issues and teaching plans the modalities, expectations, shortcomings, constrains and strategies to overcome difficulties.

- At the very beginning of each semester the respective Departments prepare a detailed routine, a study plan for each individual course and assignments for evaluating the course. The teachers are allocated classes in the routine which is displayed at the students' notice board in front of the respective departments. Assignments are also specified for the teachers for each semester and put up in the departmental notice board.

- The Administration and/or Department of Controller of Examinations holds a meeting at the beginning of every academic year with the students to orient them for the examinations pattern, schedule and regulations. These details are put up on the notice board as well.

- Individual teacher provides course outline and course schedule prepared by the respective departments at the commencement of each semester.

- The success of the process is maintained through effective monitoring by the Principal/Controller of Examinations /HODs. Through the full cooperation of all teaching staffs all the departments have completed the entire teaching learning and assessment process within the stipulated time.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

78

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

6

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1486

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

Nil

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File]()
Any additional information	**No File Uploaded**

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

1

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	**No File Uploaded**
Upload any additional information	**No File Uploaded**

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

- **The college examination system is monitored under the supervision of a well structured Department of Controller of Examinations and Examination Committee. There is one designated Controller of Examinations assisted by a Assistant Controller of Examinations.**
- **CoE has designated staff members, Data Entry Operator and IT technician.**
- **An Examination Management System has been developed over the years through the deployment of ICT.**
- **The entire examination system is automated that includes Notification for examinations for different stake holders at different levels, Registration Generation, Admit Card generation, Award**
- **Sheet generation, Tabulation Sheet preparation, Grade Sheet preparation and Certificate generation.**
- **At present, the college follows CGPA system in grading.**
- **The semester system of the college has been introduced since 2017.**
- **Since the 2017-2018 session, the college has started its CBCS pattern which has been revised in 2019-2020 session.**
- **The bodies/committees, that occasionally and periodically**

assesses the Examination Management System as well as Evaluation Procedure are the following:

- Standing Committee of the Academic Council IQAC
- Controller of Examinations Department
- Examination Committee of the College Teachers' Council
-

The methods by which the process of evaluation takes place are the following:

- Mid Semester
- End Semester
- Internal assessment
- Project and assignment

The steps/medium taken by the college to inform and aware the students about the evaluation processes are:

- The college Prospectus
- College Web Notice
- Classroom briefing by teachers.
- Notice display in college.
- Briefing to students by the Principal and the Controller of Examinations
- All departments follow internal-external expertise combination in paper setting, moderation, and evaluation in UG and PG Programs to achieve utmost objectivity in the grading of marks.
- The Controller of Examination maintains a peer-reviewer group to examine draft question papers before finalization. Further modification and improvisation are done to provide error-free question papers to examinees.
- Evaluators are encouraged to point out mistakes and put corrective remark while evaluating a paper so that a student will benefit when they get to relook their paper.
- Students can get a chance to appeal for re- evaluation.
- Besides this, the college provides an academic calendar in advance. However, students are given opportunities to appeal for substitute dates of examination within the fixed tenure while considering personal constraints.
- After the finalization of the examination schedule, a draft copy is circulated among all departments and to students. After receiving all the feedback and necessary guidance of modulation the examination schedule is finalized. This final schedule is strictly maintained.
- Students are being intimated about the schedule of

examination in advance.
- The controller of examination reserves its confidentiality while dispersing answer scripts or paper setting and moderation to external experts as well as collecting them. The entire process is done by the office staff personally. All these stages have smoothened the entire examination exercise within the schedule.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

- Programme outcomes and course outcomes for all Programmes offered by the Institution are stated and displayed on website and communicated to teachers and students.
- Being an autonomous college, we are completely dedicated to students' performance and focused on learning outcomes.
- Students while intending to take admission to our college, can go to our website where the Programme Outcomes (POs) and course outcomes (COs) are clearly spelt out.
- Before taking admission to this institution students can have an idea about the Programme Outcomes (Pos) and the individual Course Outcomes (COs) separately while just visiting out website.
- All these Course Outcomes (COs) are ultimately linked to the employability by enhancing and empowering the skill level and knowledge level of the students.
- The Standing Committee of Academic Council along with Internal Quality Assurance Cell (IQAC) of the college and the Department of Controller of Examination as well as the Departments take the initiative to communicate the Course Outcomes (COs) to the students admitted to the college.
- IQAC in its meetings during the semesters and at the end of the semesters discuss with all stakeholders regarding the achievements of POs and COs. The constraints of achieving these are also deliberated upon.
- Administration also sit with the students and as well as with the faculty members to take note of the level of completion of the curriculum and also to identify the

difficulties the students are facing in understanding the courses. The outcomes of such interactions are communicated to the concerned stakeholders.

- At the end of each academic year the faculties and the administration sit together to analyse the level of achievements of Learning Outcomes and also the limitations and/or shortfalls. IQAC also assists the departments in this regard. In the Academic Council meeting and in the meeting of the Governing Body, these matters are also discussed and the proceedings arising therefrom are also taken into serious consideration for the academic transactional planning, pedagogical alterations, if needed, assessment modifications etc in succeeding semesters.
- Graduate attributes are well spelt out at the website and also communicated to the students at different level of interactions.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Programme Outcomes, Programme Specific Outcomes and Course Outcomes Attainments are monitored in the following manner :

- In Mentor-mentee system, individual mentor is assigned with the duty to monitor the learning level of the mentee and to identify his shortfall or difficulties in understanding the courses. These are then intimated to the concerned Departmental Committee and also to the administration.
- During Semester, Department also meets the students formally and informally to understand their difficulties in understanding the courses.
- Administration also meets the students in this regard and the meeting outcomes are informed at appropriate level.
- After the semester results are published, IQAC and HoDs sit together to scrupulously analyse the performance of the students and try to understand the learning levels in terms of theoretical and practical as well.
- At the end of each semester, Departments once again meets

together to know the final performance of the students in the national and international level competitive examinations and also in the job sector.

- Annual report of the college reflects this attempt of some of the findings of such Learning Outcomes

Attainment of this college can be briefed in the following manner :

- Pass percentage of the college is almost 100 in last one decade.
- Drop out is almost nil in this period.
- Although in some papers, students are required to appear in some arrear papers, but considering the total number of papers and students, it is also negligible, specially in core courses.
- Students of UG level, in maximum, prefer to opt for higher studies. Many students get chances to study in institutes like ISI, TIFR, IISC, IACS, IITs, IISERs, NIBMG, BHU, HCU etc. It is interesting to note that a good number of students get chances to study I-PhD programmes competing with the students of PG levels of other institutes.
- Some students opt for jobs – in private sector or in public sector. They also crack it within a couple of years.
- Students studying this college feel an urge to know more and thus they opt for different summer programmes, internships and some also take up some courses through online mode (NPTEL, SWAYAM etc).
- The college is also satisfied with the attainment of general Graduate Atributes by the students and it has found that its learners passing out become a true citizen and develop a genuine love for their country and fellow men. A selfless service attitude is being developed among them from their student time and it culminates in setting up some service group to do welfare activities for the underprivileged sections of the society.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

100

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://rkmvccrahara.org/upload/Category_4_220113043244314.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Research policies: We have a well-formed Research Policy made under the guidance of our Research Committee, while the corresponding departments have their Ph.D. committees. This policy is regularly revised, updated and uploaded in our website. We take appropriate measures to maintain the research ethics according to the latest UGC guideline. Possible plagiarism detection is done through a software available in our affiliating university.

Research facilities: We have State-of-the-art research laboratories for Physics and Chemistry departments, with sophisticated instruments like Flow Cyclometer, Flourimeter, IR Spectrophotometer, Flash Chromatography, Cyclic Voltameter, HPLC, HPTLC, GCMS, and several high-end servers. All these high-end equipment and servers are maintained under respective AMC.

Promotion of Research: In commemoration of 150th Birth Anniversary of Swami Vivekananda, we conceived in 2013 the establishment of a

research Centre in our College. In persuasion to this idea, we duly got recognized as a research Centre under West Bengal State University. The University then granted us the permission to start Swami Vivekananda Centre for Multidisciplinary Research in Basic Science and Social Science to conduct Ph.D. courses. We conduct Course-work towards registration of enrolled Ph.D. scholars, where a special focus is given on the Research Methodologies as an integral part of the course work. The Institution has the requisite infrastructure to conduct Post-Doctoral Research work also. Reseach centre also facilitates publication of research papers and books/monographs. We have conducted a seminar on IPR (intellectual Property Rights) with a focus on Patent laws of Scientific research.

Even before the formal inception of Reseach Centre, Dr. Chandrakanta Bandyopadhyay and Dr. Tapas Ghosh of Chemistry Department, (registration was under the University of Calcutta), Dr. Biswajit Ghosh of Botany Department (registration was under Calcutta University) and Dr. Swapan Kumar Ghosh of Botany Department (registration was under Kalyani University) were involved in guiding PhD students. After the establishment of Research Centre, we have constructed in due course, a dedicated research wing in the new Annex building, and some young faculties have got involved in research under its aegis.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	https://rkmvccrahara.org/upload/Category_4_220113215618942.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0.64 lakhs

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

4

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

6.2 lakh

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

12

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

6

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	**No File Uploaded**
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

4

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Our College has been successfully able to evolve a research ecosystem, which can be seen from the fact that we have already filed two patents as an outcome of successful research done in our Botany Department.

Towards creation and transfer of knowledge we engage ourselves

into different collaborations with various Academic Institutions and get into Memoranda of Understanding with some of them.

We also facilitate research level publications, that include both research papers in peer reviewed/reputed journals and books/monographs under the aegis of Swami Vivekananda Centre for Multidisciplinary Research in Basic Science and Social Science.

Towards our Institutional social responsibility, we constantly and systematically motivate our students to involve themselves in the holistic development of under previledged area in our North 24 Parganas district, as a part of their selfless service to the Nation. Being trained here in an institution that is steeped with the ideologies of manmaking and character-building education, as envisioned by Swami Vivekananda, some of our boys grow up to get themselves involved in some NGOs and take up the service to these downtrodden areas, in particular during the times of disasters and natural calamities, to which this area is naturally prone, due to its geographical locations. The college has adopted one nearby fully Tribal village called MAHADEVER ATH. Moreover, under the Unnat Bharat Abhijan the college adopted 5 villeges in oue district.

Our faculties motivate the advanced learners to take up research career in future and as a result our students regularly get selected in various national level Summer Internship/Camps organized by the topmost Academic institutions of our Country.

Some of our students in Computer Science are trained to begin startups on their own. The Skilled oriented PG Diploma course in Agriculture Biotechnology offered by the college is designed to enable the student towards entrepreneurship in Plant Tissue Culture.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

Nil

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

8

File Description	Documents
URL to the research page on HEI website	https://rkmvccrahara.org/upload/Category_1 0_220118184925543.pdf
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website

during the year

36

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

32

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

2

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

.11lakh

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<u>View File</u>
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

.54 lakh

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<u>View File</u>
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

"Education is the manifestation of perfection already in man", so said Swami Vivekananda. Our College, driven by the ideology of Swamiji's view of man-making and character-building education, endeavours to educate young men in its charge according to the best traditions of the country, while instructing them in modern branches of sciences. Our aim is to ignite the young minds in search of knowledge, rather than merely burdening them with ever-growing and overpowering pool of information around us. In other words, it also attends to their overall growth and development so that they may become strong and healthy individuals with sound moral principles, learn to respect higher values of life and become conscious of their obligations to the poor masses around them. It does all this and much else besides, not only by instruction but also by involving the inmates in a series of well-planned activities. This creates an elevating experience for the students towards a feeling of oneness with the society. Towards imbibing these value system every year at the beginning of the academic session (both in UG and PG), we organize number of Induction Programs for the freshers, wherein they get the idea of service to the mankind by giving priority to the benefit of the others in the society at large than their individual interest and benefit. This ideology of giving importance to selfless altruism against petty self-interest is being inculcated amongst our students for past fifty eight years uninterruptedly. This practice is then continued throughout the tenure of their stay here by a well-thought and accordingly designed course on Value education, which is a compulsory part of the curriculum, of which the classes are usually taken the Monastic members of the Ramakrishna Order. We also occasionally organize seminar/workshops on various social emerging issues towards creating social awareness among our students. The impact of this training can be seen in their future life, where many of them are found to get associated with reputed philanthropic serving NGOs and in turn we invite them to interact with us towards training and orienting our students such that they may feel and realize the problems regularly faced by the people in the neighbouhood community. Some alumni even establish such NGO of their own for social service. Every year we organize Blood donation camp at our College through the aegis of Association for Voluntary Blood Donors, WB, where our students and staff donate blood. Moreover, every year we organise a free Eye operation camp (IOL) for the people residing in remote villages, slums and railway platforms where 50-60 people have been operated and spectacles are also given to them. Ideas

pertaining to Communal harmony, Cleanliness (Swachhhata) and environmental awareness are preached and practiced.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

25

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	[View File](#)
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

6

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

131

File Description	Documents
Reports of the events	[View File](#)
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/

student exchange/ internship/ on-the-job training/ project work

15

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

5

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The physical infrastructure of the institution regarding teaching-learning includes the following: Apart from adequate number of normal classrooms, we have a number of ICT enabled classrooms, both in the old building and the newly constructed annex building. Free Wi-Fi facility is available inside the college campus Separate teachers' room for each of the departments 4 Seminar halls (Auditorium) in the building. 2 state-of-the-art Conference rooms in the old building A meditation space in the new building. Five dedicated Examination halls fitted with CCTV camera. There are 4 elevators altogether in the old and new College Buildings. There are a number of tactile paths Divyangjan (specially-abled persons). We have special washrooms for Divyangjan (specially-abled persons). Canteen (run by external hands) with reasonably priced food items, where the

necessary infrastructure, water, electricity etc. are provided by the College free of cost. Departmental wall magazine board

Models to aid teaching Dedicated Computer laboratories, apart from the department of Computer Science, in the departments of Mathematics, Physics, Microbiology and Chemistry. All other departments also have their own independent computer facilities as per their academic need. Apart from the College Library and the departmental libraries, we have a District library in the Campus catering to the students and teachers. We have Seminar library in each of the departments with rich collection of reference books which students are allowed to borrow. Access to e-Book and e-journals are made available through Inflibnet. There is a dedicated computer center for the students, with 120 All-in-one computers with internet facility. Photocopying facility is available in the campus. There are separate and fully equipped state-of-the-art laboratories in the Physics, Chemistry, Botany, Zoology, Microbiology departments for the students of UG and PG, apart from a number of research laboratories. Students are encouraged to participate in a variety online NPTEL courses, for which our College is a Nodal Centre with one a faculty designated as a one-point contact. The college has one Polyhouse and 2 Green houses.

The college has three 125 KVA green generators for the need of the college during external power faliure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

- Adequate infrastructure facilities are keys for effective and efficient conduct of the educational programmes. Keeping this in mind the other supportive facilities on the campus are developed to contribute to the effective ambience for curricular, extra-curricular and administrative activities. The college has adequate space and facilities to foster the interests in students for

cultural activities, sports and games, gym and yoga etc. Lively participation in extra-curricular activities helps them to maintain a balanced personality in life.
- The college conducts so many cultural activities in the campus under the supervision of the standing committee of the college for cultural activities.
- The college conducted various cultural competitions such as creative writing, essay writing, extempore talk, wall-magazine, etc.
- There are three huge playgrounds where football, cricket, shotput, jumping events (long jump and high jump) and other track events are played.
- The college possesses one multi-station gymnasiums. The students' gymnasium comprises with the following list of equipment:
  - Jogging machine
  - Cycle Argo machine
  - Rowing machine
  - Stepper
  - Treadmill
  - Multi-gym

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

37

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

16.378

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

A well-organized and well-maintained library with a rich collection makes the institution even greater. The College Library started its journey way back in 1963 merely with a few almirahs of books. With the passage of time, it has got bigger and better in all senses – documents, users and staff. The library was earlier situated in the main college building. On 2018 the new College Annex Building was inaugurated and since then the College Library has been shifted to this Annex . The newly built library is housed on 1st floor of the Annex Building.

There is sufficient seating capacity in the Reading Room and it is equipped with different types of books – Text Books, Reference Books, Competitive Books, Journals & Magazines. The e-Library is the new addition to the library which is equipped with 20 All-In-One PCs, Internet connectivity through Wifi, Printer, and 2 OPAC terminals. Both Reading Room and E-Library are under CCTV surveillance. The students are allowed unlimited access to Internet strictly for academic purposes. They are also provided with unlimited Printing facility.

The day-to-day operations of the Library is managed by an Integrated Library Management Software, namely KOHA.

The library subscribes to NLIST (e-ShodhSindhu). The Library has also purchased e-books from renowned publishing house namely Pearson and Springer. The e-books have been purchased on perpetual mode. The Pearson e-books can be accessed from anywhere using user id and password while the Springer e-books can be accessed within the College premises.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.2.2 - Institution has access to the following: **A. Any 4 or more of the above**
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	**No File Uploaded**

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

2.77018

File Description	Documents
Audited statements of accounts	View File
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

220

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The College is committed to providing Information and Communication Technology (ICT) resources to support, enable and enhance its activities. This policy:

- **outlines acceptable use (and misuse) of ICT resources;**
- **supports the college through effective provisioning and management of ICT resources; and**
- **best IT practices followed in the institution**
- **seeks to protect the college reputation and safeguard its resources.**

This policy applies to users of RKMVCC ICT resources including, but not limited to:

- **Students;**
- **Staff;**
- **Contractors and consultants;**
- **Visitors;**
- **Affiliates and third parties.**

Each department has its own laboratory for conducting its own practicals as per the curriculum. The users in the college have accessibility to wifi connection and the bandwidth of the internet connection suffices to the requirements of the students, and staff. In today's ICT world, there are numerous valid reasons to use Open Source software. In addition to costs and independence from software vendors (vendor lock-in), the high-quality software, competitive features and technical capabilities as well as adaptability are important features of Open Source software . The college encourages students to use of Open Source software such as Linux, Libreoffice, Inkscape, GNU tools, R, Python, Latex in their academic pursuits.

Some of the benefits of Open Source software include:

- **high-quality, stable source code**
- **high performance and enhanced security**
- **Global communities ensure further development and promote a high level of innovation**
- **Security gaps are quickly discovered and closed**

Security issues related to ICT are handled with the following measures: 1.All confidential data are password protected 2.Data related to the accounts section, the examination section and the library are backed up separately. 3.The general network service is password protected 4.Making all users aware of keeping their passwords and other confidential data private. 5.The LAN systems are firewall protected. Additional firewalls on the PC can also be enabled for enhanced security. 6.Installation of Antivirus Softwares (Microsoft Security Essential, Quick Heal, Kaspersky, MacAfee)

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1014	**210**

File Description	Documents
Upload any additional information	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	**No File Uploaded**
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content

A. All four of the above

**development: Facilities available
for e-content development Media Centre
Audio-Visual Centre Lecture Capturing
System (LCS) Mixing equipments and
software for editing**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
List of facilities for e-content development (Data Template)	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

26.725172

File Description	Documents
Audited statements of accounts	[View File](#)
Upload any additional information	**No File Uploaded**

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

We have a dedicated construction and maintenance department with designated office under the supervision of a monastic member. It has several wings as follows: 1.Civil 2.Plumbing 3.Carpentry 4.Electrical

Regular waste food from canteen is disposed by designated staff, a part of which is used in the manure in the college garden to make vermicompost for their use, while the other part is taken by designated person from local municipality.

For maintenance of the Computers at our College, we have designated staff under the supervision of a monastic member. The high-end servers have been put under the AMC with appropriate body. There is a fully functional modern fire-extinguishing system, which is periodically maintained. The Solar power plant in the College roof top is maintained by designated staff. We have a

fumigation chamber installed in the library. Fumigation in Library and also each departmental seminar library is done annually before Puja Holidays. Hazardous chemicals for Chemistry laboratory are stored separately in a shade in the courtyard outside the main College building.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

804

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<u>View File</u>
Upload any additional information	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

67

File Description	Documents
Upload any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene)

A. All of the above

Awareness of Trends in Technology

File Description	Documents
Link to Institutional website	**Nil**
Details of capability development and schemes	View File
Any additional information	**No File Uploaded**

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

360

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees   **A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of outgoing students progressing to higher education

192

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

11

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

46

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

'A child teaches itself ' – this core statement of Swamiji's educational philosophy has inspired the formation of an apolitical students' council called ' Vivekananda Shiksharthi Samiti' which is meant to empower the students in using their cognitive, emotional, and decision making faculties in the best possible manner. Indeed, this initiative well resonates with the new educational paradigm 'Learning to be'.

The Samiti is made up of elected members from the students. The 'Samiti' with a number of subcommittees works harmoniously with the college administration and the Teachers' Council for the academic, cultural, and other overall improvements of the college. Some of these subcommittees are briefly referred to as below:

The Seminar and Cultural Subcommittee coordinates

- cultural competitions
- annual prize distribution ceremony

Literary Activities Subcommittee coordinates the publications of

- The college e Journal, Books
- the college wall magazines

Religious and Cultural Functions Subcommittee helps to conduct religious and cultural functions such as

- Freshers' welcome
- Prize Distribution
- Saraswati Puja

Celebrations Subcommittee organizes annual celebrations such as

- Independence Day
- Republic Day
- Netaji's Birthday Observation
- Swami Vivekananda's birthday

Thus the students are given an opportunity to have their say in various activities in the college. Understandably, this gives a boost to their self-worth and helps them hone their decision making faculties. Involvement of college students in the policy-making process, decision-making process and real time activities has no doubt put unique influence on the entire ambience. This may be described in the following way :

- Students are most important stakeholder in determining the curriculum.
- Students are first invited to submit their need in connection with the library and laboratory infrastructure.
- Within a given tenure students decide the dates of their final examinations.
- Students are free to submit any problem in relation with the teaching-learning, even of a particular teacher.
- Four students' groups look after four segments of infrastructural development and maintenance – civil, electrical, plumbing and carpentry.
- In each institutional activity students take part as volunteers and in fact, it becomes a 100% involvement if all such activities are counted.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

24

File Description	Documents
Report of the event	[View File](#)
List of sports and cultural events / competitions organised per year	[View File](#)
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

We have a registered Alumni Association of our College. The association was formed in 1970s with an aim to unite all the ex-students of the college in a single forum. The Alumni Association has remained engaged since its inception in the task of bringing all alumni of the college closer to each other and to strengthen the bond of love between them and their alma mater. It was registered under WB Societies Registration Act XXVI OF 1961. The alumni of the college meet in each years to celebrate the Reunion of friends and families. Apart from that, the registered members of this platform also meet once in a year in an Annual General Meeting where members vote to form an Executive Committee which is committed to the functioning of the alumni body throughout the year through various activities and regular meets. Although the registered body of association includes around 2000 alumni, the college has thousands of alumni who are not yet brought under the registered platform. The process is on to reach out even to the oldest boys of the college and get them registered in this body. The alumni association continues to build and support the connection between college and its alumni.

The association works incessantly to facilitate close interaction among its members as well as to stay by them when they need help. It extends regular financial assistance to the needy students of the college through various forms of scholarships and prizes. The body also stands by the ex-students in their dire need. It has always been a motto of the body to serve the society in various capacities; in fact, it has a separate fund dedicated to Social Services, through which it helps needy students and patients of the surrounding localities. It also have organized several academic day-out, distributing books and other accessories

to the students, organized in the premises of certain schools of the nearby villages. The association also assists people seeking medical help and it regularly contributes to the Medical Camps organized by the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

A. ? 15 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

The Ramakrishna Mission Vivekananda Centenary College strives to educate young men in consonance with Swami Vivekananda's ideal of "Man making and character-building education". Goals and objectives of this institution since its inception have been:

1. To help the young learners imbibe the essence of Swamiji's teachings during formative years of their lives.
2. To provide ample opportunities to the underprivileged and meritorious students from rural areas for persuing higher studies at a minimal cost in highly congenial atmosphere for academic pursuit.
3. To build a thriving learning culture, responsive to the needs of community, both at regional and National level.
4. To create an ambiance of fellow feeling and togetherness and inculcate among the learners the ethos of a meaningful social and corporate life.
5. To create an environment of intellectual stimulus, Scientific enquiry and spiritual education through control of mind
6. To achieve excellence in quality teaching, learning, research and extension activities

7. To infuse the sense of civic responsibilities in the stakeholders through various extension activities.

The faculty members are actively involved in decision making process of the college. They hold periodical departmental meeting and meetings of various cells, committees and Boards in a democratic and decentralized manner. In addition, there are Board of Studies, where academic and administrative matters are discussed and important decision are taken. Two of the faculties represent the Teaching staff in the highest decision-making body (Governing Body).Teachers also have their adequate representations in Academic Council and all other statutory bodies where important administrative and academic decisions are taken in the philosophy of "upward filtration" mechanism. Teachers, who are by default members of the respective Boards of Studies of the corresponding department, take active part in discussing and policy framing regarding teaching-learning and syllabus or examination reforms. The IQAC is at constant vigil to maintain and upgrade the quality initiatives at every matter of the academic and administrative structure. The status of Autonomy was conferred on us during the year 2017-18 which was implemented in the same academic session. Following list of functional committees are formed with the faculties as members towards smooth operation of the academic and administrative requirements:

- Academic Calendar and Routine Committee
- Anti-ragging Cell
- Discipline Committee
- Examination Committee
- Institution Complain Committee
- Internal Quality Assurance Cell Placement Cell
- Career Counselling Committee
- Provident Fund Committee
- Sports Committee Standing
- Committee of the Academic Council
- Admission Council
- Cultural Committee
- Equal Opportunity Cell
- Grievance Redressal Subcommittee
- Institutional research Ethics Committee
- Library Committee
- Planning & development Committee
- Purchase Committee
- Publication Committee
- Staff Benefits and Service Book Committee
- Swami Vivekananda Centre Research Advisory Committee

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Decentralization and participative management are undoubtedly two interlinked key features for any institute run with a modern outlook towards excellence. While we have several sub-committees constituted with our teaching/non-teaching/monastic members, looking into corresponding matters under their respective jurisdictions, one example of such initiative, that is being followed in our institution can be seen in our ADMISSION PROCESS for both UG and PG level. We highlight some salient features of the same, showcasing our practice in this regard.

- **At the suitable time (usually some days before the publication of the result of the corresponding pre-requisite examination [e.g. Higher Secondary for the case of UG, while for PG, final examinations of the UG level] the Principal holds a meeting of the Examination and Admission Committee (which includes all the HOD) to discuss and frame the policy of admission for that year, where the following issues are discussed at length and finalized.**
- **Eligibility criterion for online filling of the form [viz. Cut-off marks in the last admissible examination] Subject(s) for which a student has to write the admission test of a particular department**
- **Date(s) of Admission test (avoiding, if possible, the already announced dates of the other reputed institutions)**
- **Selection Criterion (viz. making of specific formula for the preparation of final list, giving appropriate weightages to the marks scored in our admission test and that in specific subject(s) of the qualifying examination, about which the respective Heads come with specific suggestions that are chalked out at their departmental level discussions a priori).**
- **Syllabus, Question pattern (MCQ/Short or Broad Answer Type) and distribution of marks.**
- **Fixing of fees for the form-filling process (to be done**

ONLINE compulsorily)
- Date of submission of the question paper prepared by the respective departments, and that of the evaluated answer scripts to the Controller of Examination [which is then put in computer for the preparation of the merit list according to the prescribed formula, by the designated members of the College office under the supervision of the Controller of Examination.]
- Specific assignment of duties [Teachers / Non-teaching staff] for the date(s) of Admission test(s), towards smooth operational and logistic support on the particular date(s).
- Date of Counseling for the 1st merit list, 2nd merit list [and a 3rd as well, if necessary for some department]

On the dat eof admission, all the teaching and non-teaching staff of the College has to attend compulsorily to perform his specific assigned duty towards smooth organization of the Admission test.

After admission Test on the day of Counseling after the publication of the merit list online, the Principal and a few other Monastic Members and the Head of the corresponding department meet the candidate along with his parent/guardian where his need for financial help is assessed and accordingly partial or full free studentship is provided to the needy ones.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The college chalks out its strategic plan every year at the outset of the academic session. Concerned bodies and members are consulted and the plans are finalized. After that relevant measures are taken up to deploy the plan.

As it was felt that we are in dearth of space, related to lecture rooms, smart classes, library along with multi-level stack rooms,

reading rooms with ICT facilities and, to facilitate the expansion of research laboratories and administrative offices, it was decided in 2014 to solve all these problems through the construction of a new annex building that will provide all these above-mentioned facilities along with a modern state-of-the-art auditorium. The initial financial support was sanctioned by the Govt. of West Bengal. However, thanks to the kind successive financial commitments and or donations of several Well-wishers of the Ramakrishna Mission in general and our Institution in particular, by on 2018 the opening of the 5 storried building with an auditorium with 250 seating capacity.

Library is shifted to the 1st floor of the new building with all facilities like Reading Room, Stack Room, Processing Room, Storage space, etc.

The whole Department of Mathematics is shifted to the 2nd floor of the new building with spacious 2 computer laboratories, PG class rooms and the space for Ph.D. students.

The newly formed Department of Computer Science is housed in the 2nd flood of the building with three well equiped Computer laboratories and spacious classrooms.

Moreover 2 Studios are present on the 1st floor for the preparation of the online study matterials for the faculties. A well furnished Language laboratory is also present on the 1st floor.

6 well furnished GUEST Rooms are present in this building which will help for the accomodation of the reputed faculty members from outside the state.

A GYMNASIUM with all state of art equipments is present on the ground floor of the building.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The hierarchical Organogram of the institution in relation with different statutory or non-statutory bodies or committees may be put in the following pattern :

Governing Body? Academic Council ? Internal Quality Assurance Cell? Board of Studies, Finance Committee, Other Statutory Committees

Role of different committees:

Sl. No.

Name of Committee

Functions

1

Academic Calendar and Routine Committee

Prepares the schedule of annual academic plan and list of holidays at the beginning of the academic session

2`

Admission Committee

Looks after the admission criterion, date of admission test, nature of admission question papers, date of counseling and admission.

3

22-09-2022 10:20:02

Anti-Ragging Cell

Deals with ragging related complain, if it happens

4

Cultural committee

Plans and supervises all the cultural activities and programs of the College.

5

Discipline committee

Deals with discipline related matters that may arise time to time

6

Equal Opportunity Cell

Ensures the equal opportunity to all the issues related to SC/ST/OBC/Minorities

7

Examination committee

Oversees the regular functioning of evaluation of teaching-learning that includes Continuous assessment, Mid-semester and End-Semester examinations. It meets before the formal publication of results regularly for consistency checking.

8

Grievance Redressal Committee

Redresses the Grievance, if any, of stakeholders of the Institution

9

Institutional Complain Committee-cum-Anti Sexual Harassment Cell

In case of such an event, though highly unlikely in our Institution, the committee is there to investigate the matter, and

recommend stringent measures, if necessary.

10

Institutional Research Ethics Committee

It frames and executes the relevant policy of research ethics to prevent any possible plagiarism.

11

Library committee

It supervises the regular functioning of the Library, decides about the standard library service, necessity of augmentation of furniture and fittings, procurement of books and magazines. It frames and updates library policy and rules for the users including its hour of operation.

12

Placement Cell & Career Counseling committee

It organizes knowledge building sessions, training in basic communication and soft skills, guidance for competitive examinations, motivational lectures, information about emerging career opportunities.

13

Planning & Development Committee / Purchase Committee

As per the availability of funds, the committee decides upon the priority of augmentative procurements. It also looks after the proper tendering process towards procurement of requisite articles ensuring its quality.

14

Provident Fund Committee

Looks after the Provident fund of the employees and regularly ensures the preparation and issuing of the provident fund statements. Also it sanctions the loan application from provident fund, if any, and helps in smooth disbursement of provident fund to an employee after his retirement from service.

15

Publication committee

It looks after the publication of College Report, College magazine, Books, Online Journal, E resources.

16

Sports committee

It organizes and looks after all the Intra-College sports and Games related events, including inter departmental sports.

17.

Staff Benefits and Service Book committee

Looks after the regular updating of Service books of the staff

18

Swami Vivekananda Centre for Multidisciplinary Research in Basic Science and Social Science Advisory Board

It decides on the policy of research and related

publication.

It takes necessary measures to check plagiarism

and vet the article/books submitted before

publication.

File Description	Documents
Paste link to Organogram on the institution webpage	Nil
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in   A. All of the above

areas of operation: Administration Finance and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Documen	**No File Uploaded**
Screen shots of user interfaces	[View File](#)
Details of implementation of e-governance in areas of operation	[View File](#)
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has always been keen in its approach towards safeguarding the welfare of its employees, teaching or Non-teaching alike. It also facilitates in all possible ways to the career development or progression of all its employees.

For the teachers in substantive Government approved posts, the College

- **Encourages them to attend the Faculty development programs like OP [Orientation Program], RC [Refreshers Course] as and when needed for career advancement and professional/academic progression.**
- **Grants leave-on-duty for attending/addressing [as a resource person], Seminars/Symposiums at Local/National / International levels in India/Abroad**
- **Grants Sabbatical leave for higher studies (e.g., Ph.D.) as per the UGC and Government rules**
- **Grants seed money towards travel/registration for attending Seminars/Symposiums, if required**
- **Timely processes the relevant documents and paper-works towards formation of necessary committees etc. for their career advancement.**

For the Non-teaching staff in Government approved posts, the College

Ensures the timely preparation and processing of the documents regarding their Government approved career advancement scheme at

the 7th, 10th and 20th years of their service.

There is a staff welfare society, named Ramakrishna Mission Vivekananda Centenary College Cooperative Credit Society, where all the permanent staffs members (both teaching and non-teaching, in substantive Government payroll) can apply for personal loan whenever necessary, as per the Cooperative rules framed by the Government. It is a registered body, run by the elected Board of Directors chosen out of its members in its AGM and the College provides free of cost the physical infrastructure necessary for running its office and takes the responsibility to deduct the requisite amounts, if any, against the repayment of loans for any loanee member through its accounts department.

Moreover, as and when any staff approches for loan from his Provident Fund accumulation the college immediately pass his appeal in the Governing Body and arrange quick sanction of the loan from treasury office. After superanuation, all staff members get their pensionary benifits including Leave Salary and Gratuity, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

13

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Financial audit of the College is conducted in three phases generally.

1.Internal Audit Team, appointed by the Ramakrishna Math, Belur, appoints one auditor team who audits

- **Individual vouchers for all the expenditures**
- **Bank reconciliation statement**
- **Professional tax and GST documents**

At this stage of audit, the monthly statements of receipts and payments is sent to the Central office of the Ashrama, which is finally submitted to the Ashrama headquarter at Belur Math.

1.A Statutory audit team, appointed by Belur Math, headquarters of RKM Ashrama, which visits the College annually and prepares an annual report on the basis of evaluation of the audit done by the

Internal Audit Team. In fact, they check through the four (quarterly) reports of internal audit done by the Internal audit team and also evaluates the action taken with regards to those reports. The team also looks into the Annual bank reconciliation statement, outstanding payments and outstanding receipts, yearly balance sheet, income and expenditure statements, and financial schedule (investment and permanent funds).

2. The Audit Team, appointed by the Government of West Bengal, visits the accounts section of the College once a year and examines the documents related to Government funding, fees and charges of the students, Provident Fund and Tax related documents and also cross checks the Utilization certificates of all the relevant fund received from the Government.

Since the College is SIRO [Scientific and Industrial Research Organization] accredited by DST (Department of Science and Technology) Govt. of India, any devotee of Ramakrishna Mission in general, or any well-wisher of our Institution in particular, who wants to donate towards the research and development of our College, is entitled to get 100% tax exemption for the donation amount, under section 35/1/2 (or 80GGA) of Income Tax act. For this, as per the Government rules we submit every year, the annual audited statement of accounts to the IT department and every three years we have to send necessary documents for the renewal of this scheme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

71002

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	[View File](#)
Any additional information	**No File Uploaded**

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

The institution has a well thought strategy towards mobilization of funds from as many resources as possible and towards its sustained utilization in upkeeping and augmenting its infrastructures. It harbors around the following main areas that are targeted and trapped: 1.Donation from Alumni: The large spectrum of our alumni is approached both in writing and/or verbally, through our Alumni Association or sometime directly, in specific causes/issues or in general routine requirements for further development of their Alma mater, to which many of them gracefully respond to the best of their abilities. 2.Financial Assistance sought from NGOs and Corporate sectors: As for example,fund received from WEBEL infotech for purchasing the Interactive Board for the students, fund received from Peerless Finance for the purchasing the Interactive Board for the students. Fund received from Dongfang Electric (India) Private Limited for the purchasing the e-books of our college.

3.Government grants are also pursued: Apart from the routine grants of State and Central governments and UGC, we also approach the appropriate authorities for additional financial support for specific development plans of our College. Apart from that, Members of Parliament and State Legislative Assembly are approached for financial help from their respective local area development fund (LAD). 4.Fund raised from Well wishers of the Institution, Ex-Faculty members, Devotees of the Ramakrishna Math and Mission and Affluent Philanthropic people willing to do something for the society.

We ensure that, all the resources thus received are utilized to the best possible extent keeping the highest possible norms of transparency and accountability. Further, we also see to it that the person/agency concerned be reported time to time about the proper utilization of the fund provided by them.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

IQAC role in the last 5 years:

- **Granting of Autonomy**
- **UGC conferred the status College with Potential of Excellence**
- **DBT has conferred the status Star College**
- **DST has conferred the status DST FIST for the second time**
- **Installation of 54 KVA on-grid roof top solar power station in the college building**
- **Central Iron Removal Plants (2) present for removing the iron from the underground water.**
- **Sensor based auto changeover water reservoir system in College premises.**
- **Introduction of "Choice Based Credit System" and restructuring of the entire curriculum**
- **Introduction of the B.Sc.(Hons.) program in Microbiology and Computer Science**
- **Introduction of the M.Sc. program in Mathematics and Zoology.**
- **Installation of CCTV surveillance system in the entire campus.**
- **Swami Vivekananda Multidisciplinary Research in Basic Sciencs and Social Sciencs Centre for Research is established**
- **Installation of Sensor based two 125 kV auto changeover electric power generator.**
- **High-end server bought for research in Chemistry Department**
- **HPLC system for the Research Laboratory in Botany Department.**
- **Flow cytometer for the Cancer Research Laboratory.**
- **Institution of E-reading room.**

- Completion of the construction of 5-storied multi-functional New Annex Building (including an auditorium) of the college
- Weil furnished gymnasium
- language laboratory with state of art technology
- 2 studios for preparation of the online matterials for the teachers.

Two important thrust area of the IQAC:

- We strongly feel that in-depth research is of paramount importance in the advancement of teaching-learning process. That is how, under the active guidance and leadership of IQAC, the College took up several initiatives towards Continuous Expansion of Research Facilities during the last five years as can be seen from the detailed information uploaded in the link. A group of young energetic faculty members took up several research projects and the relevant instrumental up-gradation and procurement of several sophisticated scientific equipment have been done in this period, particularly in the departments of Chemistry, Zoology and Botany. During this period the Research Centre was established in our College, where students can enroll for Ph.D. degree.
- The IQAC in collaboration of the HoDs and administration regularly monitors the academic progress of the students. At the end of the each examination there is an analysis with HoDs to identify the slow learners and advanced ones and decide the steps to be adopted for both the groups as required. In fact, the learning outcomes of the students are discussed almost at individual level and the students are called and / or met individually and collectively to know their suggestions and / or constraints. After admission also, students learning levels come under the scrutiny and suitable bridge courses are organised at departmental level. For slow leaners remedial sessions are organised and for the advanced learners seminars, workshops etc are conducted. They are also encouraged to take part in internship or summer courses organised by other reputed institutes. Final performance of our learners are also mapped with the courses offered at the end of the programme by the IQAC along with HoDs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Introduction of CBCS for both UG and PG programs. The education plays enormously significant role in building of a nation. As an educational institution, engaged in imparting knowledge, we have entered into semester system with CBCS pattern prescribed by UGC. Under the active guidance of IQAC, from 2017, we introduced CBCS with credit based grading system for all UG courses. Then from the academic session 2018, we introduced CBCS with credit based grading system for all PG courses.

Direct Surveillance of IQAC After every End-Semester examination of our College, once the result is prepared, the IQAC meets to supervise the development of the students and suggest required mentoring/guidance/remedial measures to them through their respective heads of the departments, who are invited to attend those meetings, unless they were members of IQAC.

For advanced students 1.Departmental Seminar by invited experts of the corresponding fields to expose them to the frontiers of their knowledge domain so as to motivate such students towards research 2.Special coaching for different National/State level competitive examinations by the help of the college teachers and by the help of the external agencies.

- Our College being the local chapter of NPTEL, an online platform for learning almost any subject across various disciplines at any time of a day, the advanced students are encouraged to join the same through the Single Point of Contact (SPOC) Mr. Manas Moulic of the department of English. SPOC helps the students (present and ex- students as well) to enroll and register into any such course and arrange a centre for the ensuing examination in consultation with the respective Course Co-ordinators of the NPTEL
- Sending them for Project work/Summer School etc. in other institution
- Keeping a track of such students' progression to other National institutes of repute (e.g. IIT, ISI, IISc, TIFR

etc. including State and Central Universities) after completion of UG/PG in our College

For academically backward students: Remedial Coaching at the departmental level For all the Students in general: Mentoring under specified teacher assigned to each of them right from the beginning of the semester. [Though this is a long standing practice in our College, we have started to keep a formal written record of the same.]

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

At the core of Ramakrishna-Vivekananda ideology burns bright the

lamp of human dignity, borrowing as it does the light of the immortal Self resident in every being. Every person, this ideology reinforces in no uncertain manner, is to be looked upon in terms of his/her underlying divine essence – all other descriptions of a person being incidental at best. Indeed, this ideal runs so deep in the modus operandi of our college that in principle there remains no scope for gender-inequity to rear its ugly head in any conceivable manner. It's important to note however that in the context of our college, traditionally a boys' college, the common-sense notion of gender-equity mostly morphs itself into the idea of propriety towards the other gender. Below we touch upon a few measures allied with this idea.

- The college has its own share of organizing seminars, symposiums, and workshops alike in which women participation is surely no rarity. Anticipating such turnout, This ashrama is liberally studded with infrastructural outposts such as common room, guest room etc which can temporarily house the woman visitors to the campus , ensuring their safety and security.

- The College culture enjoins on every student to put the highest premium on according genuine respect to every human being. Such repeated counselling has resulted in our boys displaying exemplary moral behavior in course of their interactions with others – in particular, with the other gender.

- During the relief work and service activities conducted in different villages, our college students serves the village women as their mother. So after the camp is over, all villagers greeted all the students of our college so warmly. Our college organise free Eye operation camp for the poor and destitute persons. Every year out of 50-60 patients are operated free of cost, but 30 to 35 women out of the total patients are operated. Our students took all responsibility i.e. pre-operative screening and post-operative measures, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy

A. Any 4 or All of the above

conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

File Description	Documents
Geotagged Photographs	[View File]()
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Cleaning department of the College that runs under the exclusive supervision of a monastic member, has its own designated staff and equipment. The entire college compound have sufficient number of litter bins installed. The solid waste thus accumulated is routinely disposed off through the standard arrangement with the local municipality. The sewage system of the College is connected to the main drainage system of the municipality, which in turn in connected to the STP for recycling of liquid sewers by the municipality. Regular waste food from canteen and garden is disposed by designated staff, a part of which is used in the Solid waste management system of the college to make good quality manure for their use in garden, while the other part is taken by designated person from local municipality. For Solid waste management the college has a special machine of Reddonatura make. Hazardous chemicals for Chemistry laboratory are stored separately in a shade in the courtyard outside the main College building. However, we do not deal with radioactive materials or substances. E-waste in the form of discarded computers, printers and relative accessories are kept separately in a designated store room of the college and are disposed off from time to time by selling them out to proper agencies.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	[View File]()
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available   A. Any 4 or all of the above

in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geotagged photographs / videos of the facilities	[View File](#)
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

    A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

    A. Any 4 or all of the above

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental**

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promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of facilities	No File Uploaded
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The Great Teacher, Sri Ramakrishna himself preached and practiced the lofty ideal of harmony and equipotentiality of all the roads that may lead one to the ultimate goal of manifestation of the divinity from within that in turn may lead to the unison with the Lord. Our Great Nation in itself is a vibrant example

of showcasing Unity in Diversity.

In our institution we also welcome various facets and forms of diversity, be it linguistic, communal or regional geographically, among other aspects. Apart from Bengalis, our students come from diverse linguistic, regional and cultural environment that includes the states of Maharashtra, Bihar, Chhattisgarh, Tripura, Assam, Jharkhand . To cater to their needs, we do take classes in English as a common medium of expression and occasionally discuss with them in Hindi as well. Among our staff, teaching and non-teaching, though the majority are Bengali from different regions of our state, we do have people from Bihar, Andhra Pradesh and other regions serving our institution to fulfill our common goal of man-making.

Our students and staff are not from Hindu community only; indeed, we have students and staff with Muslim religion, tribal students having their own distinct religious practices, Buddhists and Christians as well. All are equally looked upon, and all are free to practice and maintain their own faith and belief. Moreover, the College officially celebrates the occasions like Christmas-Eve, Buddha Purnima along with Durga Puja, Janmastami, Saraswati Puja, Sivaratri, Dolyatra in the same fervor, where students of every community participate.

The community dining principle as observed here in the Canteen, make everyone to sit together in the canteen and take the food where caste, creed, religion or socio-economic barriers, be it for the distributors, or for the people dining, are completely ignored.

One significant fraction of our students come from socio-economically backward class, there are first generation learners and students coming from families belonging to BPL (below poverty line) category.

Many of these students are helped financially by partial or full free studentship as per their requirements from our side. Our College uniform of all blue Shirt and Trouser leaves no place to discriminate them economically in their physical appearance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

".. sacrifice your life for the good of others - this is my wish and blessing." This parting message of Swami Vivekananda to one of his disciples verily constitutes the guiding principle of the work-ethics of our college. We believe this underlies the core of citizenship ideal too. To one, fortified with this ideal of selflessness, the citizenship ideal becomes a natural trait.

Indeed, our college tries its utmost to infuse into its students and employees alike the life-sustaining ideals of such enlightened citizenship. While the operational rhythm of our college is naturally productive of citizenship spirit - on formal occasions such as Republic Day, Independence day, Gandhi birth day, and on the birthday of Netaji Subhash Chandra Bose et all, no efforts are spared to sensitize our students and employees alike about the responsibilities of a citizen. Such days do indeed act as perfect reminders for the performance of our civic duties or moral duties as enshrined in Indian Constitution.

- To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem
- To cherish and follow the noble ideals which inspired our national struggle for freedom
- To uphold and protect the sovereignty, unity, and integrity of India
- To defend the country and render national service when called upon to do so
- To promote harmony and the spirit of common brotherhood amongst all the people of India
- transcending religious, linguistic and regional or sectional diversities
- To value and preserve the rich heritage of our composite culture
- To protect and improve the natural environment
- To develop the spirit of humanism

Indeed our students and employees alike display their true

absorption of the above values at appropriate moments. Some practices based on the above are worth mentioning :

The students clean the campus. They also some time clean their own laboratories and properly disposes the laboratory waste. They ownself take care the plants used for experimental purposes.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

In keeping with the ongoing tradition, Ramakrishna Mission Vivekananda Centenary College, Rahara duly commemorated the days of national importance , along with organizing the yearly cultural programmes. Here is a brief summary of the events.

Every year saw the commemoration of such national days as Republic day(26th January), Independence day(15th August), National Youth day i.e birth day of Swami Vivekananda (12th January, and Birth day of Netaji Subhas Chandra Bose. On each such occasion , the significance of the relevant day was duly communicated to the students.

Navinvarana: Each year a cultural programme was organized wherein newly admitted PG and UG first year students presented vocal/instrumental music and recitation.

Saraswati Puja: Every year , as a part of the celebrations of Sri Sri Saraswati. Puja, a cultural function was held with great eclat.

Teachers' Day Celebration: The College centrally organizes a function in the morning, where all the faculties participate, the life story of Dr. Radhakrishnan is discussed. In the afternoon students of every cultural/academic programs at the departmental level.

Birthday (Tithipuja) of Bhagavan Sri Ramakrishna: Every year , on the holy occasion of birth anniversary of Bhagavan Sri Ramakrishna, a procession was organized by our college in which students took part and sang devotional songs.

Apart from that the college also observes the birth days of great leaders like Mahatma Gandhi, Sardar Ballabhbhai Patel, Sister Nivedita, Achary Prafulla Chandra Roy, Acharya Jagadish Chandra Bose, S S Bhatnagar etc.

Students and teachers also observe the important days like : International Yoga Day, International Mother Tongue Day, National Mathematics Day, International Philosophy day, National Science Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Title of the Practice: 'Character-building Education'

Goal:

Being a part of the Ramakrishna Mission, the Institution is instrumental in giving shape to Swami Vivekananda's ideas regarding education. Swami Vivekananda says 'What is education? Is it book-learning? No. Is it diverse knowledge? Not even that. The training by which the current and expression of will are brought under control and become fruitful is called education.' So according to Vivekananda, a man whose will does not drag him hither and tither but rather he himself possessing full control over his will employs it along positive and beneficial channels is a truly educated man. Such an education which rests on self-control and correct self-exertion is what Vivekananda called 'Man-making, Character-building Education'.

Inspired by such a lofty ideal of education the Institution attempts to inculcate a combination of practical skills to fulfill the basic needs, moral values for a superior inter-personal relationship, spiritual wisdom for a fearless existence.

Practices:

- First of all the very ambience of the Institution instills orderliness and calmness in one and all. As one enters the college the gigantic portraits of Swami Vivekananda as if calls upon the 'sleeping soul' towards a glorious way of life based on self-confidence and self-sacrifice. The main campus welcomes the visitors into the holy precincts of a Universal Temple dedicated to Shri Ramakrishna, the Prophet of Religious harmony. Thus just an unplanned entry into the campus is gifted with an elevating experience. The students having got an opportunity to study in such an environment imbibes the spirit of holiness and serenity within them.
- A number of programmes are arranged to expose the students to the ideals of Indian Culture and Spirituality with a background of Universalism as propounded by the great lives and teachings of Shri Ramakrishna, Holy Mother Shri Sarada Devi and Swami Vivekananda. Some of the important measures taken in this direction to fortify the character of the

youth are given below:

1. Seminars on Swami Vivekananda's ideas are arranged in the college. Eminent speakers from all walks of life starting from Professors coming from Science, Arts and Engineering fields, Vice-Chancellors, Monks of the Ramakrishna Mission and many other dignitaries enlighten the students towards right understanding and implementation of Swamiji's bold and strong ideas. They shed light on different aspects of the great one's life and message like Vivekananda's concepts on Education, Science and Technology, Service, Nation-building, Youth, Human Development and so on. Thus, inspirations run along varying channels and mould the student community according to one's unique tendencies but always in a positive direction.
2. Books on value education and personality development are often distributed among the students free of cost.
3. The young students are given a taste of the bliss involved in selfless service and its efficacy in elevating oneself. During the Annual Voluntary Blood Donation Camp, the Annual Eye Operation Camp etc. the students are given a chance to serve the 'Living-God' as manifested in the form of the suffering patient hailing from dire circumstances.

Evidence of Success:

The healthy interaction between the junior and the senior students without any tinge of ragging or any sort of harassment is a silent evidence for the natural sense of decorum prevalent in the college.

All the students of the college are Day Scholars. They come from far and near to the college every day. As a result they get a chance to mix with the society. So they are able to assess the importance of the values they receive at the college in comparison with the greater societal cross section.

The spirit of selfless service which the students imbibe in their college days often grow in dimensions in future. Many of them while pursuing their higher studies or jobs start their own NGOs for serving the society especially the poor and the afflicted.

Many of our students who are employed in Pharmaceutical Companies spontaneously come forward to supply medicines and eye drops for our Eye camp. Some of our students donate generously for the betterment of the college.

Many renowned ex-students of our college when invited for a talk come and emphasise the issue of moral growth to the students which they had once learnt from the college and from the inspiring ideas of Swami Vivekananda.

Problems Encountered and Resources Required:

The society is still not yet unanimous towards the initiation of character-building education system as a vital and urgent requirement. Hence it is the institution alone that stresses the need for such a necessity along with few guardian, teachers and students in favour of such a move.

Title of the Practice:

'A parallel Research wing along with curricular academics'

Goal: The institution feels that it is necessary to pursue research along with the regular curriculum to create a deep-rooted academic ambience. The main reason behind it is the common observation that a fixed curriculum with minor changes often leads to stereotyped teaching-learning process. Whereas, research brings about creativity and exploration along newer avenues. For the faculty, research helps them to get greater grasp over the subject and opens the windows to explore the recent findings in the field of science. For the students this offers a glimpse beyond the walls of curriculum. The taste of a few drops trickling down from the research world will motivate them to pursue higher studies and research in Pure Science in future. This is vital for the nation since the students engaged in serious research work in pure science should increase and complement the growth in Technology.

The Practice:

- Every Department has worked on minor research projects.
- The Department of Botany, Zoology and Mathematics have major research projects.
- All total 8 Research scholars have taken admission for their Doctoral thesis in the college during the year. Out of them 6 Research scholars are in the Department of Botany , 1 Research scholar is in the Department of Zoology and 1 Research scholar in the Department of Mathematics.
- Till now 10 scholars have completed their Ph. D. research work from the college.
- The thrust areas in major Research Projects are Inorganic Chemistry, Plant Tissue Culture, Mycopathology, Complex

Analysis, Real Analysis, Ecology etc.

- Most of the research projects are funded by UGC, DST etc.
- The college has a well-equipped lab infrastructure for research. A rich collection of sophisticated instruments including HPTLC, UV & IR Spectrophotometers, Fluorometer, Freeze Dryer, Geldoc, Growth Chamber, Leica microscopes etc. are supporting the rapid growth of research.
- The research wing has not been kept divorced from the rest of the college curriculum.

- The PG students must work on some project in these research labs.
- Often the Research scholars guide the UG and PG students in Laboratory classes.
- The interaction between the UG and PG students with the Research Labs is highly beneficial for developing a creative knack in the subject.
- The findings in the research labs have been able to find a place in peer-reviewed journals.

Evidence of Success:

- The college has turned out to be an important centre for research. The publications prove the quality of research.
- Some of our faculty members have patent over their research outcomes. For e.g. In Mycopathology Lab one patent has been filed.
- Research scholars from other reputed Institutes come to our research labs for summer projects or for using our instrumental facility.
- Several collaborative research schemes are active with other Research Institutes.
- Seven Research scholars have already been awarded the Doctoral Degree.
- Retention of many faculty members with research aptitude has been possible by this well-established research facility in the college.
- The college is self-sufficient to carry on PG project works at the college itself with the support of the Research Labs.
- Unlike typical Research Institutes, the Research scholars get a chance to guide the UG and PG practical classes which gives them a teaching experience.

Problems Encountered and Resources Required

- The main crisis felt in the field of research is the

financial crunch. With exorbitantly expensive instruments, chemicals and reagents the smooth and unhindered research work at college level at times comes into question.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

'Character-building Education'

The following are the activities were being conducted last one year (2020-21):

Activity& Duration :

Skill Enhancement course on Value Education and Indian Culture: July-December 2020

Service Projects for students where students serve people irrespective of any distinctions of caste, creed or religion.:

i) Free Eye Operation Camp: 3.2.2021 to 28.2.2021

iii) NSS Relief camp for Rural Development: July, August, December, 2021

iv) Service Project on teaching, cleaning and helping the needy: October,2021

Art Competition of Swami Vivekananda's Universal Ideas and Inspirations: 12 January, 2021

Essay writing competition on Swami Vivekananda's Universal Ideas and Inspirations: 12 January, 2021

Extempore competition on Swami Vivekananda's Universal Ideas and Inspirations : 12 January, 2021

Seminars and workshops on Universal Values and Ethics

The college has organized the National Youth Day celebration on 12.02.2021 in the Barasat, Subhas Gram area. About 150 local school students have participated in this program. They have participated in essay competition, elocution competition, music competition in the life and message of Swamiji.

National Webinar on The Philosophy of Education and Swami Vivekananda Sponsored by Indian Council of Social Science Research, New Delhi on 13th & 14th July, 2021.

Celebration of 7th International Yoga Day Webinar on Yoga and Youth of India on 24th June, 2021 where more than 1200 participants all over India participated in online platform.

Publication of books with ISBN to promote Universal Values and Ethics

Swami Vivekananda, Indian Society and Nationalism

First Published in 2020

The book highlights the different aspects of the thought processes in the Indian society and upliftment of the masses and love for the country.

This book was distributed to more than 150 copies to students and persons of all profession.

Part B
CURRICULAR ASPECTS
1.1 - Curriculum Design and Development
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curriculum introduced, designed and developed by the various departments of our college addresses the needs of the society considering local, national, regional and global needs to foster the quest for higher studies in society.

The periodical revision of the curriculum by involving industrialists, entrepreneurs, alumni, scientists, employers and prominent members in the Board of Studies and other academic and administrative bodies to address the skillbased, employability based and value based needs of the society by enhancing the quality of education and students' employability in the highly competitive national and international scenario. Students' regular feedback on all courses plays a crucial role in the revision of the curriculum. Curriculum is fine-tuned through proper feasible relevant instructional methods and strategy with necessary mechanism for ensuring consistent academic growth of the students. Students are exposed to the innovative and student centric learning and teaching methods. They are encouraged to evolve innovative thinking by the mandatory project works, data analysis etc. Programme Outcomes(Pos) are clearly stated in the prospectus and on the website of the college. The Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) are also introduced to the students at the beginning of each semester. The Departmental committee. Monastic members, the Internal Quality Assurance Cell(IQAC) and the Standing Committee of the Academic Council periodically review these three outcomes. Our college is committed to assure the Programme Outcomes of the teachers thereby assuring the outcomes of the other two. Unique Curriculum Practices are developed to meet the local/regional/national and global needs. While developing the curriculum each department carefully keeps this in mind so that students graduating from our college can be sensitive enough to understand the problems of the locality where they belong to. We can claim, for example, that the students passing from the Department of Chemistry may be

absorbed in local schools and colleges and they would have the necessary laboratory skills and teaching bend of mind to facilitate catering the local needs. The entire curriculum is developed in such a manner that the students can understand the national needs in a comprehensive manner. They are made aware of their rich heritage and traditions. All the Departments are trying to develop skills in respect to language acquisition and assimilation Programme outcomes. It helps to perform successfully in various National-Level competitive examinations.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	**Nil**

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

1

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

32

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

32

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

1

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

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

The college integrates the principle 'man-making and character-

building' in harmony with the various present day's issues like Professional Ethics, Gender, Human Values, Environment and Sustainability in its curriculum.

Professional Ethics: Proper understanding of the subjects and its applications and scopes, exposure to recent advances in research and individual project works and field studies lay the foundation for easy access to employment among our students. It also helps to inculcate the professionalism in carreer. Each practical based paper has one portion related to Good Laboratory Practice for better performence in laboratory. Moreover, in The course work of Ph.D. students one portion is present which is called Research Ethics.

Gender: The College is an integral part of the Ramakrishna Mission working along the lines laid down by great personalities like Sri Ramakrishna, Holy Mother Sri Sarada Devi and Swami Vivekananda. They had always preached highest reverence for all, both men and women, as the veritable manifestations of God. Imbibing that spirit, the institution advocates worshipful adoration for every human being. This idea is inculcated informally through the daily inter-personal dealings and conversations and formally through seminars and discourses on the ideals of the Ramakrishna Mission. It is to be noted that though the college is only for male students but highest honour and glory of women as the Divine Mother Herself is an integral feature of the institution. During the Annual Free Cataract operation, many women patients along with other male patients are also admitted for the operation and served with due care and honour by the students, staff and volunteers in the college itself. In the Genetics portion of Botany, Zoology and Microbiology students deals the scienic study of the gender issues and its role in heredity and progeny.

Human Values: As already pointed out, the institution inculcates the spirit of reverence and service towards all through a very natural way. However, any complaint or grievance is given a patient hearing and necessary actions are taken accordingly. The college has introduced the Value Education and Indian Culture in its Skill Enhancement Course. Moreover many courses are taught each year as the certificate course for adding values in the existing curriculum.

Environment and Sustainability: It is an integral part of the curriculum provided by the College and is common for all the Departments. Field studies pertaining to the Dept. of Botany,

Microbiology and Zoology provide a first hand experience about nature and her crises. The college organises many seminar throughout the year related to Environment protection and Sustainability. The college has introduced the " Environmental Studies" paper as the Ability Enhancement Course. Ecology and Eco modelling is a portion of the study for the Botany, Zoology and Microbiology students.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

22

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	**No File Uploaded**
Any additional information	**No File Uploaded**

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1014

File Description	Documents
List of students enrolled	View File
Any additional information	**No File Uploaded**

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

332

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://rkmvccrahara.org/upload/Category_4_220121185925712.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://rkmvccrahara.org/upload/Category_4_220120183302190.pdf
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

420

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

189

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Evaluation is the only measurement of an individual's education. The very process of assessment begins with an admission test followed by viva voce. Further stages of assessment are as follows:

- **In the first few weeks of education, each department tries its best to find out the weakness and strengths of their newcomers.**
- **Every department has their program and curriculum to help their students with their specific requirement. Deficiency and proficiency on any issues are identified at the early stages of education. There are programs like short bridge courses, language, and technical skill development,and personal guidance to overcome the student's weaknesses as well as enhance their proficiencies. Outside of these curricula students are guided separately.**
- **Every department tries to follow a few programs to provide extra care and guidance to the students separately, who fail to perform up to the mark in their annual examination.**
- **Each department arranges remedial courses as per their need.**
- **There are provisions of bridge courses for weaker**

students. Few special classes are organized for these students to achieve the expected level of knowledge. In addition to this, there are also group and one to one discussion.

- The departments facilitated with laboratory arrange a special program for newcomer students, to make them familiar with various instruments and tools.
- Each department tries to focus on a three-tire format to find out Advanced learners: a) performance in the admission test and interview, b) classroom interaction, and c) performance in the institutional examinations.

The college helps and guides its advanced students to reach the pinnacle of efficiencies in various ways:

- The college provides special coaching with internal teachers and external experts for national/state-level competitive examinations like JAM, JEST; entrance tests for ISI, IACS, IISERs, JNU, JU, or other universities, etc at the UG level. For the PG level students are prepared for M.Phil, Ph.D. entrance tests, as well as NET, SET, GATE, SSC, etc.
- Apart from all these, advanced students are encouraged to take participate in various academic discourses inside and outside the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/03/2021	1014	78

File Description	Documents
Upload any additional information	No File Uploaded

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:

Teachers in this institute believe that education should address the distinct learning needs, interests, and aspirations of individual students. To accomplish this goal, teachers engage the students in a wide variety of methods-from modifying assignments and instructional strategies in the classroom to entirely redesign the students are grouped and taught. Various methods have been introduced to enhance student centric learning and their enrichment. Learning through experience:

- Practical Classes: Students of Physics, Chemistry, Mathematics, Computer Science, Botany, Zoology, and Computer Science conduct experiments to acquire first-hand knowledge of theirrespective subjects.
- In-house student projects in various programmes.
- Off-Campus project works done by the students of Physics, Chemistry in institutes like CU, Cultivation of Science and IIT and students in Mathematics in IISER, MTTS program of NBHM, TIFR, students in Biological Sciences departments in SRFP and other programmes of Science Academies, .IISER, BHU, etc.
- Assignments

Study-Tour/Field work- Through educational tours and field tours the students get first-hand idea of the flora, fauna, bio-diversity and landscape of the place visited. Participative Learning :

- Institutional E-learning through college E-Study resource and Library
- Intra and Inter-Classroom Debate Sessions
- Class-Presentations
- Peer-Discussion, Teaching and Symposium
- Quiz
- Showing of Movie, Documentary (Especially in the Dept. of English, Bengali and Sanskrit)
- Power-Point Presentations
- Students Seminar Organized by almost all departments

 Other Innovative Methods of Enhancing Learning :

- The college instils the values to the students by introducing an SEC on Indian Culture and Heritage which helps them to adhere to the basic values of human life. It enables them to grow as a balanced human being. It

embraces their whole learning process and thereby it integrates a holistic development of their personality.

- The college invests a sincere attempt to unearth the originality and creative impulse in every individual student. Keeping up this in mind, students are sent to the summer camps, different academic creative competitions etc. Thus, they also develop an insight in solving
- various problems, learning life and knowledge management skills.
- The college has vibrant culture for instilling inquisitiveness and scientific temperament among students through various activities.
- Publication in journals where students can showcase their inclination towards creative and scientific writing.
- Publication of Departmental Wall Magazines which at the end of every academic session become an Inter-Departmental Wall Magazine Competition. Each Department Publish at least one Wall magazine once in an academic session.
- Through Presenting Papers in the class and submitting term-papers on arising issues they develop an argumentative aptitude in them.
- The project and writing papers are now an integral part of curriculum for almost each programme. The faculty members play a role of facilitator and guide for the students
- in Selection of Topics
- Devising Methodology
- Guiding the Students for the final presentation of projects/papers
- Teachers act as evaluators along with external faculty members

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

In most of the departments of the college, digital classrooms

have been set up to facilitate students with Information technology. The facilities that are now available for conducting audio-visual classes and effective learning processes are the following:

- Classrooms and seminar halls are facilitated with LCD/LED projectors, either fixed on the wall or portable.
- Computer-facility has been created in each department, where teachers, as well as students, can prepare digital programs like, PPTs, prepare videos and photographs, relevant to a specific discussion.
- The teachers often use PPTs and other programs besides the traditional use of board, chalk, and duster.
- The college has an e-Library and e-Reading Room.
- The college has enabled wifi internet connection all over the buildings. Teachers as well as students can use it to fetch numerous articles, journals, or other information.

The online resources that are mostly been availed at present, are the followings:

1. Institutional LMS
2. INFLIBNET e-books and e-journals
3. Pearson and Oxford E Books
4. National Digital Library
5. SWAYAM-NPTEL platforms
6. Sodhganga

- The college encourages the teachers to equip their teaching with ICT-enabled teaching-learning methods.
- Along with the traditional teaching-learning process, Teachers are now using PPTs or another audiovisual medium to enhance a topic of discussion for the students.
- The college has its web portal and learning management system. Every department tries to maintain an archive of their ICT classes.
- The departments of literature often use ICT equipped classes to show films, documentaries, visual texts as a model of the teaching-learning process.
- Students are encouraged to take up online courses on different academic subjects through NPTEL-Swayam and other international platforms like coursera, edx.
- Each department tries to conduct special classes on ICTs, where students are introduced to use online resources.

Besides this, students are taught to contribute their knowledge and views on any topic of discussion through online journals and magazines.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://rkmvccrahara.org/upload/Category_4_220119084109471.pdf
Upload any additional information	**No File Uploaded**

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

78

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	**No File Uploaded**

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

- **The college Prospectus gives a clear idea of our courses offered, the history of the college, the disciplines to be maintained in the college campus.**
- **The college has a detailed academic calendar which is distributed to the students at the commencement of every academic session.**
- **The teachers of every Department, at the beginning of the each semester and during the semester as well, elaborately discusses with the students about the teaching plans-its design, progress, difficulties in implementation, modification and receive feedbacks from the students. A strict adherence and maintenance in regards to the academic calendar are followed and the same is distributed among the students and the teachers.**
- **Our college organizes a parent-teacher meeting in general with the administration and also with the respective**

- departments where they can get the progress report of their ward from the teachers and they also voice their issues and concerns for teaching plans and mental counselling.
- The teachers of different departments meet together with the Examination Committee, IQAC and administration to analyse academic calendar, evaluation issues and teaching plans the modalities, expectations, shortcomings, constrains and strategies to overcome difficulties.
- At the very beginning of each semester the respective Departments prepare a detailed routine, a study plan for each individual course and assignments for evaluating the course. The teachers are allocated classes in the routine which is displayed at the students' notice board in front of the respective departments. Assignments are also specified for the teachers for each semester and put up in the departmental notice board.
- The Administration and/or Department of Controller of Examinations holds a meeting at the beginning of every academic year with the students to orient them for the examinations pattern, schedule and regulations. These details are put up on the notice board as well.
- Individual teacher provides course outline and course schedule prepared by the respective departments at the commencement of each semester.
- The success of the process is maintained through effective monitoring by the Principal/Controller of Examinations /HODs. Through the full cooperation of all teaching staffs all the departments have completed the entire teaching learning and assessment process within the stipulated time.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

78

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	[View File](#)
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

6

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	[View File](#)
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1486

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	[View File](#)
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

Nil

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

1

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

- The college examination system is monitored under the supervision of a well structured Department of Controller of Examinations and Examination Committee. There is one designated Controller of Examinations assisted by a Assistant Controller of Examinations.
- CoE has designated staff members, Data Entry Operator and IT technician.
- An Examination Management System has been developed over the years through the deployment of ICT.
- The entire examination system is automated that includes Notification for examinations for different stake holders at different levels, Registration Generation, Admit Card generation, Award
- Sheet generation, Tabulation Sheet preparation, Grade Sheet preparation and Certificate generation.
- At present, the college follows CGPA system in grading.
- The semester system of the college has been introduced since 2017.
- Since the 2017-2018 session, the college has started its CBCS pattern which has been revised in 2019-2020 session.
- The bodies/committees, that occasionally and periodically

assesses the Examination Management System as well as Evaluation Procedure are the following:

- Standing Committee of the Academic Council IQAC
- Controller of Examinations Department
- Examination Committee of the College Teachers' Council
-

The methods by which the process of evaluation takes place are the following:

- Mid Semester
- End Semester
- Internal assessment
- Project and assignment

The steps/medium taken by the college to inform and aware the students about the evaluation processes are:

- The college Prospectus
- College Web Notice
- Classroom briefing by teachers.
- Notice display in college.
- Briefing to students by the Principal and the Controller of Examinations
- All departments follow internal-external expertise combination in paper setting, moderation, and evaluation in UG and PG Programs to achieve utmost objectivity in the grading of marks.
- The Controller of Examination maintains a peer-reviewer group to examine draft question papers before finalization. Further modification and improvisation are done to provide error-free question papers to examinees.
- Evaluators are encouraged to point out mistakes and put corrective remark while evaluating a paper so that a student will benefit when they get to relook their paper.
- Students can get a chance to appeal for re- evaluation.
- Besides this, the college provides an academic calendar in advance. However, students are given opportunities to appeal for substitute dates of examination within the fixed tenure while considering personal constraints.
- After the finalization of the examination schedule, a draft copy is circulated among all departments and to students. After receiving all the feedback and necessary guidance of modulation the examination schedule is finalized. This final schedule is strictly maintained.
- Students are being intimated about the schedule of

examination in advance.

- The controller of examination reserves its confidentiality while dispersing answer scripts or paper setting and moderation to external experts as well as collecting them. The entire process is done by the office staff personally. All these stages have smoothened the entire examination exercise within the schedule.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

- Programme outcomes and course outcomes for all Programmes offered by the Institution are stated and displayed on website and communicated to teachers and students.
- Being an autonomous college, we are completely dedicated to students' performance and focused on learning outcomes.
- Students while intending to take admission to our college, can go to our website where the Programme Outcomes (POs) and course outcomes (COs) are clearly spelt out.
- Before taking admission to this institution students can have an idea about the Programme Outcomes (Pos) and the individual Course Outcomes (COs) separately while just visiting out website.
- All these Course Outcomes (COs) are ultimately linked to the employability by enhancing and empowering the skill level and knowledge level of the students.
- The Standing Committee of Academic Council along with Internal Quality Assurance Cell (IQAC) of the college and the Department of Controller of Examination as well as the Departments take the initiative to communicate the Course Outcomes (COs) to the students admitted to the college.
- IQAC in its meetings during the semesters and at the end of the semesters discuss with all stakeholders regarding the achievements of POs and COs. The constraints of achieving these are also deliberated upon.

- Administration also sit with the students and as well as with the faculty members to take note of the level of completion of the curriculum and also to identify the difficulties the students are facing in understanding the courses. The outcomes of such interactions are communicated to the concerned stakeholders.
- At the end of each academic year the faculties and the administration sit together to analyse the level of achievements of Learning Outcomes and also the limitations and/or shortfalls. IQAC also assists the departments in this regard. In the Academic Council meeting and in the meeting of the Governing Body, these matters are also discussed and the proceedings arising therefrom are also taken into serious consideration for the academic transactional planning, pedagogical alterations, if needed, assessment modifications etc in succeeding semesters.
- Graduate attributes are well spelt out at the website and also communicated to the students at different level of interactions.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	[View File](#)
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Programme Outcomes, Programme Specific Outcomes and Course Outcomes Attainments are monitored in the following manner :

- In Mentor-mentee system, individual mentor is assigned with the duty to monitor the learning level of the mentee and to identify his shortfall or difficulties in understanding the courses. These are then intimated to the concerned Departmental Committee and also to the administration.
- During Semester, Department also meets the students formally and informally to understand their difficulties in understanding the courses.
- Administration also meets the students in this regard and

the meeting outcomes are informed at appropriate level.

- After the semester results are published, IQAC and HoDs sit together to scrupulously analyse the performance of the students and try to understand the learning levels in terms of theoretical and practical as well.
- At the end of each semester, Departments once again meets together to know the final performance of the students in the national and international level competitive examinations and also in the job sector.
- Annual report of the college reflects this attempt of some of the findings of such Learning Outcomes

Attainment of this college can be briefed in the following manner :

- Pass percentage of the college is almost 100 in last one decade.
- Drop out is almost nil in this period.
- Although in some papers, students are required to appear in some arrear papers, but considering the total number of papers and students, it is also negligible, specially in core courses.
- Students of UG level, in maximum, prefer to opt for higher studies. Many students get chances to study in institutes like ISI, TIFR, IISC, IACS, IITs, IISERs, NIBMG, BHU, HCU etc. It is interesting to note that a good number of students get chances to study I-PhD programmes competing with the students of PG levels of other institutes.
- Some students opt for jobs – in private sector or in public sector. They also crack it within a couple of years.
- Students studying this college feel an urge to know more and thus they opt for different summer programmes, internships and some also take up some courses through online mode (NPTEL, SWAYAM etc).
- The college is also satisfied with the attainment of general Graduate Atributes by the students and it has found that its learners passing out become a true citizen and develop a genuine love for their country and fellow men. A selfless service attitude is being developed among them from their student time and it culminates in setting up some service group to do welfare activities for the underprivileged sections of the society.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

100

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://rkmvccrahara.org/upload/Category_4_220113043244314.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Research policies: We have a well-formed Research Policy made under the guidance of our Research Committee, while the corresponding departments have their Ph.D. committees. This policy is regularly revised, updated and uploaded in our website. We take appropriate measures to maintain the research ethics according to the latest UGC guideline. Possible plagiarism detection is done through a software available in our affiliating university.

Research facilities: We have State-of-the-art research laboratories for Physics and Chemistry departments, with sophisticated instruments like Flow Cyclometer, Flourimeter, IR Spectrophotometer, Flash Chromatography, Cyclic Voltameter, HPLC, HPTLC, GCMS, and several high-end servers. All these high-end equipment and servers are maintained under respective AMC.

Promotion of Research: In commemoration of 150th Birth Anniversary of Swami Vivekananda, we conceived in 2013 the establishment of a research Centre in our College. In persuasion to this idea, we duly got recognized as a research Centre under West Bengal State University. The University then granted us the permission to start Swami Vivekananda Centre for Multidisciplinary Research in Basic Science and Social Science to conduct Ph.D. courses. We conduct Course-work towards registration of enrolled Ph.D. scholars, where a special focus is given on the Research Methodologies as an integral part of the course work. The Institution has the requisite infrastructure to conduct Post-Doctoral Research work also. Reseach centre also facilitates publication of research papers and books/monographs. We have conducted a seminar on IPR (intellectual Property Rights) with a focus on Patent laws of Scientific research.

Even before the formal inception of Reseach Centre, Dr. Chandrakanta Bandyopadhyay and Dr. Tapas Ghosh of Chemistry Department, (registration was under the University of Calcutta), Dr. Biswajit Ghosh of Botany Department (registration was under Calcutta University) and Dr. Swapan Kumar Ghosh of Botany Department (registration was under Kalyani University) were involved in guiding PhD students. After the establishment of Research Centre, we have constructed in due course, a dedicated research wing in the new Annex building, and some young faculties have got involved in research under its aegis.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	**No File Uploaded**
Provide URL of policy document on promotion of research uploaded on the website	https://rkmvccrahara.org/upload/Category_4_220113215618942.pdf
Any additional information	**No File Uploaded**

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0.64 lakhs

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

4

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

6.2 lakh

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

12

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

6

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	**No File Uploaded**
Institutional data in Prescribed format	[View File](#)

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

4

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Our College has been successfully able to evolve a research ecosystem, which can be seen from the fact that we have already filed two patents as an outcome of successful research done in our Botany Department.

Towards creation and transfer of knowledge we engage ourselves into different collaborations with various Academic Institutions and get into Memoranda of Understanding with some of them.

We also facilitate research level publications, that include both research papers in peer reviewed/reputed journals and books/monographs under the aegis of Swami Vivekananda Centre for Multidisciplinary Research in Basic Science and Social Science.

Towards our Institutional social responsibility, we constantly and systematically motivate our students to involve themselves in the holistic development of under previledged area in our

North 24 Parganas district, as a part of their selfless service to the Nation. Being trained here in an institution that is steeped with the ideologies of manmaking and character-building education, as envisioned by Swami Vivekananda, some of our boys grow up to get themselves involved in some NGOs and take up the service to these downtrodden areas, in particular during the times of disasters and natural calamities, to which this area is naturally prone, due to its geographical locations. The college has adopted one nearby fully Tribal village called MAHADEVER ATH. Moreover, under the Unnat Bharat Abhijan the college adopted 5 villeges in oue district.

Our faculties motivate the advanced learners to take up research career in future and as a result our students regularly get selected in various national level Summer Internship/Camps organized by the topmost Academic institutions of our Country.

Some of our students in Computer Science are trained to begin startups on their own. The Skilled oriented PG Diploma course in Agriculture Biotechnology offered by the college is designed to enable the student towards entrepreneurship in Plant Tissue Culture.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

Nil

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures	A. All of the above

implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

8

File Description	Documents
URL to the research page on HEI website	https://rkmvccrahara.org/upload/Category_10_220118184925543.pdf
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

36

File Description	Documents
List of research papers by title, author, department, and year of publication	[View File](#)
Any additional information	**No File Uploaded**

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

6

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

32

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	**No File Uploaded**

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

2

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

.11lakh

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

.54 lakh

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

"Education is the manifestation of perfection already in man", so said Swami Vivekananda. Our College, driven by the ideology of Swamiji's view of man-making and character-building education, endeavours to educate young men in its charge according to the best traditions of the country, while instructing them in modern branches of sciences. Our aim is to

ignite the young minds in search of knowledge, rather than merely burdening them with ever-growing and overpowering pool of information around us. In other words, it also attends to their overall growth and development so that they may become strong and healthy individuals with sound moral principles, learn to respect higher values of life and become conscious of their obligations to the poor masses around them. It does all this and much else besides, not only by instruction but also by involving the inmates in a series of well-planned activities. This creates an elevating experience for the students towards a feeling of oneness with the society. Towards imbibing these value system every year at the beginning of the academic session (both in UG and PG), we organize number of Induction Programs for the freshers, wherein they get the idea of service to the mankind by giving priority to the benefit of the others in the society at large than their individual interest and benefit. This ideology of giving importance to selfless altruism against petty self-interest is being inculcated amongst our students for past fifty eight years uninterruptedly. This practice is then continued throughout the tenure of their stay here by a well-thought and accordingly designed course on Value education, which is a compulsory part of the curriculum, of which the classes are usually taken the Monastic members of the Ramakrishna Order. We also occasionally organize seminar/workshops on various social emerging issues towards creating social awareness among our students. The impact of this training can be seen in their future life, where many of them are found to get associated with reputed philanthropic serving NGOs and in turn we invite them to interact with us towards training and orienting our students such that they may feel and realize the problems regularly faced by the people in the neighbouhood community. Some alumni even establish such NGO of their own for social service. Every year we organize Blood donation camp at our College through the aegis of Association for Voluntary Blood Donors, WB, where our students and staff donate blood. Moreover, every year we organise a free Eye operation camp (IOL) for the people residing in remote villages, slums and railway platforms where 50-60 people have been operated and spectacles are also given to them. Ideas pertaining to Communal harmony, Cleanliness (Swachchhata) and environmental awareness are preached and practiced.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

25

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	[View File](#)
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

6

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

131

File Description	Documents
Reports of the events	[View File](#)
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/

student exchange/ internship/ on-the-job training/ project work

15

File Description	Documents
Copies of documents highlighting collaboration	[View File](#)
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

5

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	[View File](#)
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File](#)
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The physical infrastructure of the institution regarding teaching-learning includes the following: Apart from adequate number of normal classrooms, we have a number of ICT enabled classrooms, both in the old building and the newly constructed annex building. Free Wi-Fi facility is available inside the college campus Separate teachers' room for each of the departments 4 Seminar halls (Auditorium) in the building. 2 state-of-the-art Conference rooms in the old building A meditation space in the new building. Five dedicated Examination halls fitted with CCTV camera. There are 4 elevators altogether in the old and new College Buildings. There are a number of tactile paths Divyangjan (specially-abled persons). We have special washrooms for Divyangjan (specially-abled persons). Canteen (run by external hands) with reasonably

priced food items, where the necessary infrastructure, water, electricity etc. are provided by the College free of cost. Departmental wall magazine board

Models to aid teaching Dedicated Computer laboratories, apart from the department of Computer Science, in the departments of Mathematics, Physics, Microbiology and Chemistry. All other departments also have their own independent computer facilities as per their academic need. Apart from the College Library and the departmental libraries, we have a District library in the Campus catering to the students and teachers. We have Seminar library in each of the departments with rich collection of reference books which students are allowed to borrow. Access to e-Book and e-journals are made available through Inflibnet. There is a dedicated computer center for the students, with 120 All-in-one computers with internet facility. Photocopying facility is available in the campus. There are separate and fully equipped state-of-the-art laboratories in the Physics, Chemistry, Botany, Zoology, Microbiology departments for the students of UG and PG, apart from a number of research laboratories. Students are encouraged to participate in a variety online NPTEL courses, for which our College is a Nodal Centre with one a faculty designated as a one-point contact. The college has one Polyhouse and 2 Green houses.

The college has three 125 KVA green generators for the need of the college during external power faliure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

- Adequate infrastructure facilities are keys for effective and efficient conduct of the educational programmes. Keeping this in mind the other supportive facilities on the campus are developed to contribute to the effective ambience for curricular, extra-curricular and administrative activities. The college has adequate space

and facilities to foster the interests in students for cultural activities, sports and games, gym and yoga etc. Lively participation in extra-curricular activities helps them to maintain a balanced personality in life.

- The college conducts so many cultural activities in the campus under the supervision of the standing committee of the college for cultural activities.
- The college conducted various cultural competitions such as creative writing, essay writing, extempore talk, wall-magazine, etc.
- There are three huge playgrounds where football, cricket, shotput, jumping events (long jump and high jump) and other track events are played.
- The college possesses one multi-station gymnasiums. The students' gymnasium comprises with the following list of equipment:
  - Jogging machine
  - Cycle Argo machine
  - Rowing machine
  - Stepper
  - Treadmill
  - Multi-gym

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

37

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

16.378

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

A well-organized and well-maintained library with a rich collection makes the institution even greater. The College Library started its journey way back in 1963 merely with a few almirahs of books. With the passage of time, it has got bigger and better in all senses – documents, users and staff. The library was earlier situated in the main college building. On 2018 the new College Annex Building was inaugurated and since then the College Library has been shifted to this Annex. The newly built library is housed on 1st floor of the Annex Building.

There is sufficient seating capacity in the Reading Room and it is equipped with different types of books – Text Books, Reference Books, Competitive Books, Journals & Magazines. The e-Library is the new addition to the library which is equipped with 20 All-In-One PCs, Internet connectivity through Wifi, Printer, and 2 OPAC terminals. Both Reading Room and E-Library are under CCTV surveillance. The students are allowed unlimited access to Internet strictly for academic purposes. They are also provided with unlimited Printing facility.

The day-to-day operations of the Library is managed by an Integrated Library Management Software, namely KOHA.

The library subscribes to NLIST (e-ShodhSindhu). The Library has also purchased e-books from renowned publishing house namely Pearson and Springer. The e-books have been purchased on perpetual mode. The Pearson e-books can be accessed from anywhere using user id and password while the Springer e-books can be accessed within the College premises.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<u>View File</u>
Upload any additional information	**No File Uploaded**

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

2.77018

File Description	Documents
Audited statements of accounts	<u>View File</u>
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

220

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The College is committed to providing Information and Communication Technology (ICT) resources to support, enable and enhance its activities. This policy:

- **outlines acceptable use (and misuse) of ICT resources;**
- **supports the college through effective provisioning and management of ICT resources; and**
- **best IT practices followed in the institution**
- **seeks to protect the college reputation and safeguard its resources.**

This policy applies to users of RKMVCC ICT resources including, but not limited to:

- **Students;**
- **Staff;**
- **Contractors and consultants;**
- **Visitors;**
- **Affiliates and third parties.**

Each department has its own laboratory for conducting its own practicals as per the curriculum. The users in the college have accessibility to wifi connection and the bandwidth of the internet connection suffices to the requirements of the students, and staff. In today's ICT world, there are numerous valid reasons to use Open Source software. In addition to costs and independence from software vendors (vendor lock-in), the high-quality software, competitive features and technical capabilities as well as adaptability are important features of Open Source software . The college encourages students to use of Open Source software such as Linux, Libreoffice, Inkscape, GNU tools, R, Python, Latex in their academic pursuits.

Some of the benefits of Open Source software include:

- **high-quality, stable source code**
- **high performance and enhanced security**
- **Global communities ensure further development and promote a high level of innovation**
- **Security gaps are quickly discovered and closed**

Security issues related to ICT are handled with the following measures: 1.All confidential data are password protected 2.Data related to the accounts section, the examination section and the library are backed up separately. 3.The general network service is password protected 4.Making all users aware of keeping their passwords and other confidential data private. 5.The LAN systems are firewall protected. Additional firewalls on the PC can also be enabled for enhanced security. 6.Installation of Antivirus Softwares (Microsoft Security Essential, Quick Heal, Kaspersky, MacAfee)

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1014	**210**

File Description	Documents
Upload any additional information	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	**No File Uploaded**
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content

A. All four of the above

development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
List of facilities for e-content development (Data Template)	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

26.725172

File Description	Documents
Audited statements of accounts	<u>View File</u>
Upload any additional information	**No File Uploaded**

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

We have a dedicated construction and maintenance department with designated office under the supervision of a monastic member. It has several wings as follows: 1.Civil 2.Plumbing 3.Carpentry 4.Electrical

Regular waste food from canteen is disposed by designated staff, a part of which is used in the manure in the college garden to make vermicompost for their use, while the other part is taken by designated person from local municipality.

For maintenance of the Computers at our College, we have designated staff under the supervision of a monastic member. The high-end servers have been put under the AMC with appropriate body. There is a fully functional modern fire-extinguishing system, which is periodically maintained. The

Solar power plant in the College roof top is maintained by designated staff. We have a fumigation chamber installed in the library. Fumigation in Library and also each departmental seminar library is done annually before Puja Holidays. Hazardous chemicals for Chemistry laboratory are stored separately in a shade in the courtyard outside the main College building.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

804

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	[View File](#)
Upload any additional information	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

67

File Description	Documents
Upload any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and	**A. All of the above**

Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

File Description	Documents
Link to Institutional website	**Nil**
Details of capability development and schemes	View File
Any additional information	**No File Uploaded**

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

360

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of outgoing students progressing to higher education

192

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

11

File Description	Documents
Upload supporting data for students/alumni	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

46

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

'A child teaches itself ' – this core statement of Swamiji's educational philosophy has inspired the formation of an apolitical students' council called ' Vivekananda Shiksharthi Samiti' which is meant to empower the students in using their cognitive, emotional, and decision making faculties in the best possible manner. Indeed, this initiative well resonates with the new educational paradigm 'Learning to be'.

The Samiti is made up of elected members from the students. The 'Samiti' with a number of subcommittees works harmoniously with the college administration and the Teachers' Council for the academic, cultural, and other overall improvements of the college. Some of these subcommittees are briefly referred to as below:

The Seminar and Cultural Subcommittee coordinates

- cultural competitions
- annual prize distribution ceremony

Literary Activities Subcommittee coordinates the publications of

- The college e Journal, Books

- the college wall magazines

Religious and Cultural Functions Subcommittee helps to conduct religious and cultural functions such as

- Freshers' welcome
- Prize Distribution
- Saraswati Puja

Celebrations Subcommittee organizes annual celebrations such as

- Independence Day
- Republic Day
- Netaji's Birthday Observation
- Swami Vivekananda's birthday

Thus the students are given an opportunity to have their say in various activities in the college. Understandably, this gives a boost to their self-worth and helps them hone their decision making faculties. Involvement of college students in the policy-making process, decision-making process and real time activities has no doubt put unique influence on the entire ambience. This may be described in the following way :

- Students are most important stakeholder in determining the curriculum.
- Students are first invited to submit their need in connection with the library and laboratory infrastructure.
- Within a given tenure students decide the dates of their final examinations.
- Students are free to submit any problem in relation with the teaching-learning, even of a particular teacher.
- Four students' groups look after four segments of infrastructural development and maintenance – civil, electrical, plumbing and carpentry.
- In each institutional activity students take part as volunteers and in fact, it becomes a 100% involvement if all such activities are counted.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

24

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

We have a registered Alumni Association of our College. The association was formed in 1970s with an aim to unite all the ex-students of the college in a single forum. The Alumni Association has remained engaged since its inception in the task of bringing all alumni of the college closer to each other and to strengthen the bond of love between them and their alma mater. It was registered under WB Societies Registration Act XXVI OF 1961. The alumni of the college meet in each years to celebrate the Reunion of friends and families. Apart from that, the registered members of this platform also meet once in a year in an Annual General Meeting where members vote to form an Executive Committee which is committed to the functioning of the alumni body throughout the year through various activities and regular meets. Although the registered body of association includes around 2000 alumni, the college has thousands of alumni who are not yet brought under the registered platform. The process is on to reach out even to the oldest boys of the college and get them registered in this body. The alumni association continues to build and support the connection between college and its alumni.

The association works incessantly to facilitate close interaction among its members as well as to stay by them when they need help. It extends regular financial assistance to the needy students of the college through various forms of scholarships and prizes. The body also stands by the ex-students in their dire need. It has always been a motto of the body to serve the society in various capacities; in fact, it

has a separate fund dedicated to Social Services, through which
it helps needy students and patients of the
surrounding localities. It also have organized several academic
day-out, distributing books and other accessories to
the students, organized in the premises of certain schools of
the nearby villages. The association also assists people
seeking medical help and it regularly contributes to the
Medical Camps organized by the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

A. ? 15 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

The Ramakrishna Mission Vivekananda Centenary College strives
to educate young men in consonance with Swami Vivekananda's
ideal of "Man making and character-building education". Goals
and objectives of this institution since its inception have
been:

1. To help the young learners imbibe the essence of
   Swamiji's teachings during formative years of their
   lives.
2. To provide ample opportunities to the underprivileged and
   meritorious students from rural areas for persuing higher
   studies at a minimal cost in highly congenial atmosphere
   for academic pursuit.
3. To build a thriving learning culture, responsive to the
   needs of community, both at regional and National level.
4. To create an ambiance of fellow feeling and togetherness
   and inculcate among the learners the ethos of a

5. To create an environment of intellectual stimulus, Scientific enquiry and spiritual education through control of mind
6. To achieve excellence in quality teaching, learning, research and extension activities
7. To infuse the sense of civic responsibilities in the stakeholders through various extension activities.

The faculty members are actively involved in decision making process of the college. They hold periodical departmental meeting and meetings of various cells, committees and Boards in a democratic and decentralized manner. In addition, there are Board of Studies, where academic and administrative matters are discussed and important decision are taken. Two of the faculties represent the Teaching staff in the highest decision-making body (Governing Body).Teachers also have their adequate representations in Academic Council and all other statutory bodies where important administrative and academic decisions are taken in the philosophy of "upward filtration" mechanism. Teachers, who are by default members of the respective Boards of Studies of the corresponding department, take active part in discussing and policy framing regarding teaching-learning and syllabus or examination reforms. The IQAC is at constant vigil to maintain and upgrade the quality initiatives at every matter of the academic and administrative structure. The status of Autonomy was conferred on us during the year 2017-18 which was implemented in the same academic session. Following list of functional committees are formed with the faculties as members towards smooth operation of the academic and administrative requirements:

- Academic Calendar and Routine Committee
- Anti-ragging Cell
- Discipline Committee
- Examination Committee
- Institution Complain Committee
- Internal Quality Assurance Cell Placement Cell
- Career Counselling Committee
- Provident Fund Committee
- Sports Committee Standing
- Committee of the Academic Council
- Admission Council
- Cultural Committee
- Equal Opportunity Cell
- Grievance Redressal Subcommittee

- **Institutional research Ethics Committee**
- **Library Committee**
- **Planning & development Committee**
- **Purchase Committee**
- **Publication Committee**
- **Staff Benefits and Service Book Committee**
- **Swami Vivekananda Centre Research Advisory Committee**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Decentralization and participative management are undoubtedly two interlinked key features for any institute run with a modern outlook towards excellence. While we have several sub-committees constituted with our teaching/non-teaching/monastic members, looking into corresponding matters under their respective jurisdictions, one example of such initiative, that is being followed in our institution can be seen in our ADMISSION PROCESS for both UG and PG level. We highlight some salient features of the same, showcasing our practice in this regard.

- **At the suitable time (usually some days before the publication of the result of the corresponding pre-requisite examination [e.g. Higher Secondary for the case of UG, while for PG, final examinations of the UG level] the Principal holds a meeting of the Examination and Admission Committee (which includes all the HOD) to discuss and frame the policy of admission for that year, where the following issues are discussed at length and finalized.**
- **Eligibility criterion for online filling of the form [viz. Cut-off marks in the last admissible examination] Subject(s) for which a student has to write the admission test of a particular department**
- **Date(s) of Admission test (avoiding, if possible, the already announced dates of the other reputed**

institutions)

- Selection Criterion (viz. making of specific formula for the preparation of final list, giving appropriate weightages to the marks scored in our admission test and that in specific subject(s) of the qualifying examination, about which the respective Heads come with specific suggestions that are chalked out at their departmental level discussions a priori).
- Syllabus, Question pattern (MCQ/Short or Broad Answer Type) and distribution of marks.
- Fixing of fees for the form-filling process (to be done ONLINE compulsorily)
- Date of submission of the question paper prepared by the respective departments, and that of the evaluated answer scripts to the Controller of Examination [which is then put in computer for the preparation of the merit list according to the prescribed formula, by the designated members of the College office under the supervision of the Controller of Examination.]
- Specific assignment of duties [Teachers / Non-teaching staff] for the date(s) of Admission test(s), towards smooth operational and logistic support on the particular date(s).
- Date of Counseling for the 1st merit list, 2nd merit list [and a 3rd as well, if necessary for some department]

On the dat eof admission, all the teaching and non-teaching staff of the College has to attend compulsorily to perform his specific assigned duty towards smooth organization of the Admission test.

After admission Test on the day of Counseling after the publication of the merit list online, the Principal and a few other Monastic Members and the Head of the corresponding department meet the candidate along with his parent/guardian where his need for financial help is assessed and accordingly partial or full free studentship is provided to the needy ones.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The college chalks out its strategic plan every year at the outset of the academic session. Concerned bodies and members are consulted and the plans are finalized. After that relevant measures are taken up to deploy the plan.

As it was felt that we are in dearth of space, related to lecture rooms, smart classes, library along with multi-level stack rooms, reading rooms with ICT facilities and, to facilitate the expansion of research laboratories and administrative offices, it was decided in 2014 to solve all these problems through the construction of a new annex building that will provide all these above-mentioned facilities along with a modern state-of-the-art auditorium. The initial financial support was sanctioned by the Govt. of West Bengal. However, thanks to the kind successive financial commitments and or donations of several Well-wishers of the Ramakrishna Mission in general and our Institution in particular, by on 2018 the opening of the 5 storried building with an auditorium with 250 seating capacity.

Library is shifted to the 1st floor of the new building with all facilities like Reading Room, Stack Room, Processing Room, Storage space, etc.

The whole Department of Mathematics is shifted to the 2nd floor of the new building with spacious 2 computer laboratories, PG class rooms and the space for Ph.D. students.

The newly formed Department of Computer Science is housed in the 2nd flood of the building with three well equiped Computer laboratories and spacious classrooms.

Moreover 2 Studios are present on the 1st floor for the preparation of the online study matterials for the faculties. A well furnished Language laboratory is also present on the 1st floor.

6 well furnished GUEST Rooms are present in this building which will help for the accomodation of the reputed faculty members from outside the state.

A GYMNASIUM with all state of art equipments is present on the ground floor of the building.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The hierarchical Organogram of the institution in relation with different statutory or non-statutory bodies or committees may be put in the following pattern :

Governing Body? Academic Council ? Internal Quality Assurance Cell? Board of Studies, Finance Committee, Other Statutory Committees

Role of different committees:

Sl. No.

Name of Committee

Functions

1

Academic Calendar and Routine Committee

Prepares the schedule of annual academic plan and list of holidays at the beginning of the academic session

2`

Admission Committee

Looks after the admission criterion, date of admission test, nature of admission question papers, date of counseling and admission.

3

Anti-Ragging Cell

Deals with ragging related complain, if it happens

4

Cultural committee

Plans and supervises all the cultural activities and programs of the College.

5

Discipline committee

Deals with discipline related matters that may arise time to time

6

Equal Opportunity Cell

Ensures the equal opportunity to all the issues related to SC/ST/OBC/Minorities

7

Examination committee

Oversees the regular functioning of evaluation of teaching-learning that includes Continuous assessment, Mid-semester and End-Semester examinations. It meets before the formal publication of results regularly for consistency checking.

8

Grievance Redressal Committee

Redresses the Grievance, if any, of stakeholders of the Institution

9

Institutional Complain Committee-cum-Anti Sexual Harassment Cell

In case of such an event, though highly unlikely in our Institution, the committee is there to investigate the matter, and recommend stringent measures, if necessary.

10

Institutional Research Ethics Committee

It frames and executes the relevant policy of research ethics to prevent any possible plagiarism.

11

Library committee

It supervises the regular functioning of the Library, decides about the standard library service, necessity of augmentation of furniture and fittings, procurement of books and magazines. It frames and updates library policy and rules for the users including its hour of operation.

12

Placement Cell & Career Counseling committee

It organizes knowledge building sessions, training in basic communication and soft skills, guidance for competitive examinations, motivational lectures, information about emerging career opportunities.

13

Planning & Development Committee / Purchase Committee

As per the availability of funds, the committee decides upon the priority of augmentative procurements. It also looks after the proper tendering process towards procurement of requisite articles ensuring its quality.

14

Provident Fund Committee

Looks after the Provident fund of the employees and regularly ensures the preparation and issuing of the provident fund statements. Also it sanctions the loan application from provident fund, if any, and helps in smooth disbursement of provident fund to an employee after his retirement from service.

15

Publication committee

It looks after the publication of College Report, College magazine, Books, Online Journal, E resources.

16

Sports committee

It organizes and looks after all the Intra-College sports and Games related events, including inter departmental sports.

17.

Staff Benefits and Service Book committee

Looks after the regular updating of Service books of the staff

18

Swami Vivekananda Centre for Multidisciplinary Research in Basic Science and Social Science Advisory Board

It decides on the policy of research and related

publication.

It takes necessary measures to check plagiarism

and vet the article/books submitted before

publication.

File Description	Documents
Paste link to Organogram on the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Documen	**No File Uploaded**
Screen shots of user interfaces	<u>View File</u>
Details of implementation of e-governance in areas of operation	<u>View File</u>
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has always been keen in its approach towards safeguarding the welfare of its employees, teaching or Non-teaching alike. It also facilitates in all possible ways to the career development or progression of all its employees.

For the teachers in substantive Government approved posts, the College

- **Encourages them to attend the Faculty development programs like OP [Orientation Program], RC [Refreshers Course] as and when needed for career advancement and professional/academic progression.**

- Grants leave-on-duty for attending/addressing [as a resource person], Seminars/Symposiums at Local/National / International levels in India/Abroad
- Grants Sabbatical leave for higher studies (e.g., Ph.D.) as per the UGC and Government rules
- Grants seed money towards travel/registration for attending Seminars/Symposiums, if required
- Timely processes the relevant documents and paper-works towards formation of necessary committees etc. for their career advancement.

For the Non-teaching staff in Government approved posts, the College

Ensures the timely preparation and processing of the documents regarding their Government approved career advancement scheme at the 7th, 10th and 20th years of their service.

There is a staff welfare society, named Ramakrishna Mission Vivekananda Centenary College Cooperative Credit Society, where all the permanent staffs members (both teaching and non-teaching, in substantive Government payroll) can apply for personal loan whenever necessary, as per the Cooperative rules framed by the Government. It is a registered body, run by the elected Board of Directors chosen out of its members in its AGM and the College provides free of cost the physical infrastructure necessary for running its office and takes the responsibility to deduct the requisite amounts, if any, against the repayment of loans for any loanee member through its accounts department.

Moreover, as and when any staff approches for loan from his Provident Fund accumulation the college immediately pass his appeal in the Governing Body and arrange quick sanction of the loan from treasury office. After superanuation, all staff members get their pensionary benifits including Leave Salary and Gratuity, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

13

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Financial audit of the College is conducted in three phases generally.

1.Internal Audit Team, appointed by the Ramakrishna Math, Belur, appoints one auditor team who audits

- Individual vouchers for all the expenditures
- Bank reconciliation statement
- Professional tax and GST documents

At this stage of audit, the monthly statements of receipts and payments is sent to the Central office of the Ashrama, which is finally submitted to the Ashrama headquarter at Belur Math.

1.A Statutory audit team, appointed by Belur Math, headquarters of RKM Ashrama, which visits the College annually and prepares an annual report on the basis of evaluation of the audit done by the Internal Audit Team. In fact, they check through the four (quarterly) reports of internal audit done by the Internal audit team and also evaluates the action taken with regards to those reports. The team also looks into the Annual bank reconciliation statement, outstanding payments and outstanding receipts, yearly balance sheet, income and expenditure statements, and financial schedule (investment and permanent funds).

2.The Audit Team, appointed by the Government of West Bengal, visits the accounts section of the College once a year and examines the documents related to Government funding, fees and charges of the students, Provident Fund and Tax related documents and also cross checks the Utilization certificates of all the relevant fund received from the Government.

Since the College is SIRO [Scientific and Industrial Research Organization] accredited by DST (Department of Science and Technology) Govt. of India, any devotee of Ramakrishna Mission in general, or any well-wisher of our Institution in particular, who wants to donate towards the research and development of our College, is entitled to get 100% tax exemption for the donation amount, under section 35/1/2 (or 80GGA) of Income Tax act. For this, as per the Government rules we submit every year, the annual audited statement of accounts to the IT department and every three years we have to send necessary documents for the renewal of this scheme.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

71002

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	**No File Uploaded**

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

The institution has a well thought strategy towards mobilization of funds from as many resources as possible and towards its sustained utilization in upkeeping and augmenting its infrastructures. It harbors around the following main areas that are targeted and trapped: 1.Donation from Alumni: The large spectrum of our alumni is approached both in writing and/or verbally, through our Alumni Association or sometime directly, in specific causes/issues or in general routine requirements for further development of their Alma mater, to which many of them gracefully respond to the best of their abilities. 2.Financial Assistance sought from NGOs and Corporate sectors: As for example,fund received from WEBEL infotech for purchasing the Interactive Board for the students, fund received from Peerless Finance for the purchasing the Interactive Board for the students. Fund received from Dongfang Electric (India) Private Limited for the purchasing the e-books of our college.

3.Government grants are also pursued: Apart from the routine grants of State and Central governments and UGC, we also approach the appropriate authorities for additional financial support for specific development plans of our College. Apart from that, Members of Parliament and State Legislative Assembly

are approached for financial help from their respective local area development fund (LAD). 4.Fund raised from Well wishers of the Institution, Ex-Faculty members, Devotees of the Ramakrishna Math and Mission and Affluent Philanthropic people willing to do something for the society.

We ensure that, all the resources thus received are utilized to the best possible extent keeping the highest possible norms of transparency and accountability. Further, we also see to it that the person/agency concerned be reported time to time about the proper utilization of the fund provided by them.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

IQAC role in the last 5 years:

- Granting of Autonomy
- UGC conferred the status College with Potential of Excellence
- DBT has conferred the status Star College
- DST has conferred the status DST FIST for the second time
- Installation of 54 KVA on-grid roof top solar power station in the college building
- Central Iron Removal Plants (2) present for removing the iron from the underground water.
- Sensor based auto changeover water reservoir system in College premises.
- Introduction of "Choice Based Credit System" and restructuring of the entire curriculum
- Introduction of the B.Sc.(Hons.) program in Microbiology and Computer Science
- Introduction of the M.Sc. program in Mathematics and Zoology.
- Installation of CCTV surveillance system in the entire

campus.

- Swami Vivekananda Multidisciplinary Research in Basic Sciencs and Social Sciencs Centre for Research is established
- Installation of Sensor based two 125 kV auto changeover electric power generator.
- High-end server bought for research in Chemistry Department
- HPLC system for the Research Laboratory in Botany Department.
- Flow cytometer for the Cancer Research Laboratory.
- Institution of E-reading room.
- Completion of the construction of 5-storied multi-functional New Annex Building (including an auditorium) of the college
- Weil furnished gymnasium
- language laboratory with state of art technology
- 2 studios for preparation of the online matterials for the teachers.

Two important thrust area of the IQAC:

- We strongly feel that in-depth research is of paramount importance in the advancement of teaching-learning process. That is how, under the active guidance and leadership of IQAC, the College took up several initiatives towards Continuous Expansion of Research Facilities during the last five years as can be seen from the detailed information uploaded in the link. A group of young energetic faculty members took up several research projects and the relevant instrumental up-gradation and procurement of several sophisticated scientific equipment have been done in this period, particularly in the departments of Chemistry, Zoology and Botany. During this period the Research Centre was established in our College, where students can enroll for Ph.D. degree.
- The IQAC in collaboration of the HoDs and administration regularly monitors the academic progress of the students. At the end of the each examination there is an analysis with HoDs to identify the slow learners and advanced ones and decide the steps to be adopted for both the groups as required. In fact, the learning outcomes of the students are discussed almost at individual level and the students are called and / or met individually and collectively to know their suggestions and / or constraints. After admission also,

students learning levels come under the scrutiny and suitable bridge courses are organised at departmental level. For slow leaners remedial sessions are organised and for the advanced learners seminars, workshops etc are conducted. They are also encouraged to take part in internship or summer courses organised by other reputed institutes. Final performance of our learners are also mapped with the courses offered at the end of the programme by the IQAC along with HoDs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Introduction of CBCS for both UG and PG programs. The education plays enormously significant role in building of a nation. As an educational institution, engaged in imparting knowledge, we have entered into semester system with CBCS pattern prescribed by UGC. Under the active guidance of IQAC, from 2017, we introduced CBCS with credit based grading system for all UG courses. Then from the academic session 2018, we introduced CBCS with credit based grading system for all PG courses.

Direct Surveillance of IQAC After every End-Semester examination of our College, once the result is prepared, the IQAC meets to supervise the development of the students and suggest required mentoring/guidance/remedial measures to them through their respective heads of the departments, who are invited to attend those meetings, unless they were members of IQAC.

For advanced students 1.Departmental Seminar by invited experts of the corresponding fields to expose them to the frontiers of their knowledge domain so as to motivate such students towards research 2.Special coaching for different National/State level competitive examinations by the help of the college teachers and by the help of the external agencies.

- Our College being the local chapter of NPTEL, an online

platform for learning almost any subject across various disciplines at any time of a day, the advanced students are encouraged to join the same through the Single Point of Contact (SPOC) Mr. Manas Moulic of the department of English. SPOC helps the students (present and ex-students as well) to enroll and register into any such course and arrange a centre for the ensuing examination in consultation with the respective Course Co-ordinators of the NPTEL

- Sending them for Project work/Summer School etc. in other institution
- Keeping a track of such students' progression to other National institutes of repute (e.g. IIT, ISI, IISc, TIFR etc. including State and Central Universities) after completion of UG/PG in our College

For academically backward students: Remedial Coaching at the departmental level For all the Students in general: Mentoring under specified teacher assigned to each of them right from the beginning of the semester. [Though this is a long standing practice in our College, we have started to keep a formal written record of the same.]

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	**Nil**
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

At the core of Ramakrishna-Vivekananda ideology burns bright the lamp of human dignity, borrowing as it does the light of the immortal Self resident in every being. Every person, this ideology reinforces in no uncertain manner, is to be looked upon in terms of his/her underlying divine essence – all other descriptions of a person being incidental at best. Indeed, this ideal runs so deep in the modus operandi of our college that in principle there remains no scope for gender-inequity to rear its ugly head in any conceivable manner. It's important to note however that in the context of our college, traditionally a boys' college, the common-sense notion of gender-equity mostly morphs itself into the idea of propriety towards the other gender. Below we touch upon a few measures allied with this idea.

- **The college has its own share of organizing seminars, symposiums, and workshops alike in which women participation is surely no rarity. Anticipating such turnout, This ashrama is liberally studded with infrastructural outposts such as common room, guest room etc which can temporarily house the woman visitors to the campus , ensuring their safety and security.**
- **The College culture enjoins on every student to put the highest premium on according genuine respect to every human being. Such repeated counselling has resulted in our boys displaying exemplary moral behavior in course of their interactions with others – in particular, with the other gender.**

- **During the relief work and service activities conducted in different villages, our college students serves the village women as their mother. So after the camp is over, all villagers greeted all the students of our college so warmly. Our college organise free Eye operation camp for the poor and destitute persons. Every year out of 50-60 patients are operated free of cost, but 30 to 35 women out of the total patients are operated. Our students took all responsibility i.e. pre-operative screening and post-operative measures, etc.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment | **A. Any 4 or All of the above**

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Cleaning department of the College that runs under the exclusive supervision of a monastic member, has its own designated staff and equipment. The entire college compound have sufficient number of litter bins installed. The solid waste thus accumulated is routinely disposed off through the standard arrangement with the local municipality. The sewage system of the College is connected to the main drainage system of the municipality, which in turn in connected to the STP for recycling of liquid sewers by the municipality. Regular waste food from canteen and garden is disposed by designated staff, a part of which is used in the Solid waste management system of the college to make good quality manure for their use in garden, while the other part is taken by designated person

from local municipality. For Solid waste management the college has a special machine of Reddonatura make. Hazardous chemicals for Chemistry laboratory are stored separately in a shade in the courtyard outside the main College building. However, we do not deal with radioactive materials or substances. E-waste in the form of discarded computers, printers and relative accessories are kept separately in a designated store room of the college and are disposed off from time to time by selling them out to proper agencies.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information:	A. Any 4 or all of the above

Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	**No File Uploaded**
Policy documents and brochures on the support to be provided	[View File](#)
Details of the software procured for providing assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The Great Teacher, Sri Ramakrishna himself preached and practiced the lofty ideal of harmony and equipotentiality of all the roads that may lead one to the ultimate goal of manifestation of the divinity from within that in turn may lead to the unison with the Lord. Our Great Nation in itself is a vibrant example of showcasing Unity in Diversity.

In our institution we also welcome various facets and forms of diversity, be it linguistic, communal or regional geographically, among other aspects. Apart from Bengalis, our students come from diverse linguistic, regional and cultural environment that includes the states of Maharashtra, Bihar, Chhattisgarh, Tripura, Assam, Jharkhand . To cater to their needs, we do take classes in English as a common medium of expression and occasionally discuss with them in Hindi as well. Among our staff, teaching and non-teaching, though the majority are Bengali from different regions of our state, we do have people from Bihar, Andhra Pradesh and other regions serving our institution to fulfill our common goal of man-making.

Our students and staff are not from Hindu community only; indeed, we have students and staff with Muslim religion, tribal students having their own distinct religious practices, Buddhists and Christians as well. All are equally looked upon, and all are free to practice and maintain their own faith and

belief. Moreover, the College officially celebrates the occasions like Christmas-Eve, Buddha Purnima along with Durga Puja, Janmastami, Saraswati Puja, Sivaratri, Dolyatra in the same fervor, where students of every community participate.

The community dining principle as observed here in the Canteen, make everyone to sit together in the canteen and take the food where caste, creed, religion or socio-economic barriers, be it for the distributors, or for the people dining, are completely ignored.

One significant fraction of our students come from socio-economically backward class, there are first generation learners and students coming from families belonging to BPL (below poverty line) category.

Many of these students are helped financially by partial or full free studentship as per their requirements from our side. Our College uniform of all blue Shirt and Trouser leaves no place to discriminate them economically in their physical appearance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

".. sacrifice your life for the good of others - this is my wish and blessing." This parting message of Swami Vivekananda to one of his disciples verily constitutes the guiding principle of the work-ethics of our college. We believe this underlies the core of citizenship ideal too. To one, fortified with this ideal of selflessness, the citizenship ideal becomes a natural trait.

Indeed, our college tries its utmost to infuse into its students and employees alike the life-sustaining ideals of such enlightened citizenship. While the operational rhythm of our college is naturally productive of citizenship spirit - on formal occasions such as Republic Day, Independence day, Gandhi birth day, and on the birthday of Netaji Subhash Chandra

Bose et all, no efforts are spared to sensitize our students and employees alike about the responsibilities of a citizen. Such days do indeed act as perfect reminders for the performance of our civic duties or moral duties as enshrined in Indian Constitution.

- To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem
- To cherish and follow the noble ideals which inspired our national struggle for freedom
- To uphold and protect the sovereignty, unity, and integrity of India
- To defend the country and render national service when called upon to do so
- To promote harmony and the spirit of common brotherhood amongst all the people of India
- transcending religious, linguistic and regional or sectional diversities
- To value and preserve the rich heritage of our composite culture
- To protect and improve the natural environment
- To develop the spirit of humanism

Indeed our students and employees alike display their true absorption of the above values at appropriate moments. Some practices based on the above are worth mentioning :

The students clean the campus. They also some time clean their own laboratories and properly disposes the laboratory waste. They ownself take care the plants used for experimental purposes.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There	A. All of the above

is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

In keeping with the ongoing tradition, Ramakrishna Mission Vivekananda Centenary College, Rahara duly commemorated the days of national importance , along with organizing the yearly cultural programmes. Here is a brief summary of the events.

Every year saw the commemoration of such national days as Republic day(26th January), Independence day(15th August), National Youth day i.e birth day of Swami Vivekananda (12th January, and Birth day of Netaji Subhas Chandra Bose. On each such occasion , the significance of the relevant day was duly communicated to the students.

Navinvarana: Each year a cultural programme was organized wherein newly admitted PG and UG first year students presented vocal/instrumental music and recitation.

Saraswati Puja: Every year , as a part of the celebrations of Sri Sri Saraswati. Puja, a cultural function was held with great eclat.

Teachers' Day Celebration: The College centrally organizes a function in the morning, where all the faculties participate,

the life story of Dr. Radhakrishnan is discussed. In the afternoon students of every cultural/academic programs at the departmental level.

Birthday (Tithipuja) of Bhagavan Sri Ramakrishna: Every year , on the holy occasion of birth anniversary of Bhagavan Sri Ramakrishna, a procession was organized by our college in which students took part and sang devotional songs.

Apart from that the college also observes the birth days of great leaders like Mahatma Gandhi, Sardar Ballabhbhai Patel, Sister Nivedita, Achary Prafulla Chandra Roy, Acharya Jagadish Chandra Bose, S S Bhatnagar etc.

Students and teachers also observe the important days like : International Yoga Day, International Mother Tongue Day, National Mathematics Day, International Philosophy day, National Science Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Title of the Practice: 'Character-building Education'

Goal:

Being a part of the Ramakrishna Mission, the Institution is instrumental in giving shape to Swami Vivekananda's ideas regarding education. Swami Vivekananda says 'What is education? Is it book-learning? No. Is it diverse knowledge? Not even that. The training by which the current and expression of will are brought under control and become fruitful is called education.' So according to Vivekananda, a man whose will does not drag him hither and tither but rather he himself

possessing full control over his will employs it along positive and beneficial channels is a truly educated man. Such an education which rests on self-control and correct self-exertion is what Vivekananda called 'Man-making, Character-building Education'.

Inspired by such a lofty ideal of education the Institution attempts to inculcate a combination of practical skills to fulfill the basic needs, moral values for a superior inter-personal relationship, spiritual wisdom for a fearless existence.

Practices:

- First of all the very ambience of the Institution instills orderliness and calmness in one and all. As one enters the college the gigantic portraits of Swami Vivekananda as if calls upon the 'sleeping soul' towards a glorious way of life based on self-confidence and self-sacrifice. The main campus welcomes the visitors into the holy precincts of a Universal Temple dedicated to Shri Ramakrishna, the Prophet of Religious harmony. Thus just an unplanned entry into the campus is gifted with an elevating experience. The students having got an opportunity to study in such an environment imbibes the spirit of holiness and serenity within them.
- A number of programmes are arranged to expose the students to the ideals of Indian Culture and Spirituality with a background of Universalism as propounded by the great lives and teachings of Shri Ramakrishna, Holy Mother Shri Sarada Devi and Swami Vivekananda. Some of the important measures taken in this direction to fortify the character of the youth are given below:

1. Seminars on Swami Vivekananda's ideas are arranged in the college. Eminent speakers from all walks of life starting from Professors coming from Science, Arts and Engineering fields, Vice-Chancellors, Monks of the Ramakrishna Mission and many other dignitaries enlighten the students towards right understanding and implementation of Swamiji's bold and strong ideas. They shed light on different aspects of the great one's life and message like Vivekananda's concepts on Education, Science and Technology, Service, Nation-building, Youth, Human Development and so on. Thus, inspirations run along varying channels and mould the student community

according to one's unique tendencies but always in a positive direction.

2. Books on value education and personality development are often distributed among the students free of cost.

3. The young students are given a taste of the bliss involved in selfless service and its efficacy in elevating oneself. During the Annual Voluntary Blood Donation Camp, the Annual Eye Operation Camp etc. the students are given a chance to serve the 'Living-God' as manifested in the form of the suffering patient hailing from dire circumstances.

Evidence of Success:

The healthy interaction between the junior and the senior students without any tinge of ragging or any sort of harassment is a silent evidence for the natural sense of decorum prevalent in the college.

All the students of the college are Day Scholars. They come from far and near to the college every day. As a result they get a chance to mix with the society. So they are able to assess the importance of the values they receive at the college in comparison with the greater societal cross section.

The spirit of selfless service which the students imbibe in their college days often grow in dimensions in future. Many of them while pursuing their higher studies or jobs start their own NGOs for serving the society especially the poor and the afflicted.

Many of our students who are employed in Pharmaceutical Companies spontaneously come forward to supply medicines and eye drops for our Eye camp. Some of our students donate generously for the betterment of the college.

Many renowned ex-students of our college when invited for a talk come and emphasise the issue of moral growth to the students which they had once learnt from the college and from the inspiring ideas of Swami Vivekananda.

Problems Encountered and Resources Required:

The society is still not yet unanimous towards the initiation of character-building education system as a vital and urgent requirement. Hence it is the institution alone that stresses

the need for such a necessity along with few guardian, teachers and students in favour of such a move.

Title of the Practice:

'A parallel Research wing along with curricular academics'

Goal: The institution feels that it is necessary to pursue research along with the regular curriculum to create a deep-rooted academic ambience. The main reason behind it is the common observation that a fixed curriculum with minor changes often leads to stereotyped teaching-learning process. Whereas, research brings about creativity and exploration along newer avenues. For the faculty, research helps them to get greater grasp over the subject and opens the windows to explore the recent findings in the field of science. For the students this offers a glimpse beyond the walls of curriculum. The taste of a few drops trickling down from the research world will motivate them to pursue higher studies and research in Pure Science in future. This is vital for the nation since the students engaged in serious research work in pure science should increase and complement the growth in Technology.

The Practice:

- Every Department has worked on minor research projects.
- The Department of Botany, Zoology and Mathematics have major research projects.
- All total 8 Research scholars have taken admission for their Doctoral thesis in the college during the year. Out of them 6 Research scholars are in the Department of Botany , 1 Research scholar is in the Department of Zoology and 1 Research scholar in the Department of Mathematics.
- Till now 10 scholars have completed their Ph. D. research work from the college.
- The thrust areas in major Research Projects are Inorganic Chemistry, Plant Tissue Culture, Mycopathology, Complex Analysis, Real Analysis, Ecology etc.
- Most of the research projects are funded by UGC, DST etc.
- The college has a well-equipped lab infrastructure for research. A rich collection of sophisticated instruments including HPTLC, UV & IR Spectrophotometers, Fluorometer, Freeze Dryer, Geldoc, Growth Chamber, Leica microscopes etc. are supporting the rapid growth of research.
- The research wing has not been kept divorced from the

rest of the college curriculum.

- The PG students must work on some project in these research labs.
- Often the Research scholars guide the UG and PG students in Laboratory classes.
- The interaction between the UG and PG students with the Research Labs is highly beneficial for developing a creative knack in the subject.
- The findings in the research labs have been able to find a place in peer-reviewed journals.

Evidence of Success:

- The college has turned out to be an important centre for research. The publications prove the quality of research.
- Some of our faculty members have patent over their research outcomes. For e.g. In Mycopathology Lab one patent has been filed.
- Research scholars from other reputed Institutes come to our research labs for summer projects or for using our instrumental facility.
- Several collaborative research schemes are active with other Research Institutes.
- Seven Research scholars have already been awarded the Doctoral Degree.
- Retention of many faculty members with research aptitude has been possible by this well-established research facility in the college.
- The college is self-sufficient to carry on PG project works at the college itself with the support of the Research Labs.
- Unlike typical Research Institutes, the Research scholars get a chance to guide the UG and PG practical classes which gives them a teaching experience.

Problems Encountered and Resources Required

- The main crisis felt in the field of research is the financial crunch. With exorbitantly expensive instruments, chemicals and reagents the smooth and unhindered research work at college level at times comes into question.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

'Character-building Education'

The following are the activities were being conducted last one year (2020-21):

Activity& Duration :

Skill Enhancement course on Value Education and Indian Culture: July-December 2020

Service Projects for students where students serve people irrespective of any distinctions of caste, creed or religion.:

i) Free Eye Operation Camp: 3.2.2021 to 28.2.2021

iii) NSS Relief camp for Rural Development: July, August, December, 2021

iv) Service Project on teaching, cleaning and helping the needy: October,2021

Art Competition of Swami Vivekananda's Universal Ideas and Inspirations: 12 January, 2021

Essay writing competition on Swami Vivekananda's Universal Ideas and Inspirations: 12 January, 2021

Extempore competition on Swami Vivekananda's Universal Ideas and Inspirations : 12 January, 2021

Seminars and workshops on Universal Values and Ethics

The college has organized the National Youth Day celebration on

12.02.2021 in the Barasat, Subhas Gram area. About 150 local school students have participated in this program. They have participated in essay competition, elocution competition, music competition in the life and message of Swamiji.

National Webinar on The Philosophy of Education and Swami Vivekananda Sponsored by Indian Council of Social Science Research, New Delhi on 13th & 14th July, 2021.

Celebration of 7th International Yoga Day Webinar on Yoga and Youth of India on 24th June, 2021 where more than 1200 participants all over India participated in online platform.

Publication of books with ISBN to promote Universal Values and Ethics

Swami Vivekananda, Indian Society and Nationalism

First Published in 2020

The book highlights the different aspects of the thought processes in the Indian society and upliftment of the masses and love for the country.

This book was distributed to more than 150 copies to students and persons of all profession.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1) Construction of the classrooms for Physics PG students,

2) Construction of the Physics laboratories for the PG students,

3) Increasing involvement in Summer internships,

4) Construction of new Canteen unit,

5) Construction of the new main entrance of the college with the guards room.

6) Research Center Office and Scholars' gallery

7) A museum on Indian Knowledge System