

Annual Quality
Assurance Report
of the IQAC
Year: 2007-2008

Name of the Institution

: RADHAMADHAB COLLEGE
SILCHAR, CACHAR, ASSAM.
PIN: 788006
(Website: www.rmcollege.org)

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE IQAC

All accredited institutions shall submit the AQAR to the NAAC by the end of every academic year with emphasis on the following key result areas:

<p>Name of the Institution RADHAMADHAB COLLEGE, SILCHAR P.O. SILCHAR, DIST. CACHAR (ASSAM) AFFILIATED TO ASSAM UNIVERSITY, <u>SILCHAR, CACHAR, ASSAM-788006.</u></p>	<p>Year of Report YEAR 2007-2008 <u>(JULY, 2007 TO JUNE, 2008)</u></p>
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Part 'A'

Dr. Pronoy Ranjan Deb was appointed as the full time and regular Principal of the College on 21st July, 2006. After taking the charge as the Principal of the college Dr. Deb needed certain time to adjust him in the new environment and to know the strengths and weaknesses of the college. However, with the full cooperation of earlier Principal-in-charge, all the teaching faculties and non-teaching staffs, soon he became aware of every aspect of the institution. The college adopted certain programme of action for academic improvement of the college and tried its level best to implement the recommendations of NAAC peer team in phases under the guidance and leadership of new regular Principal.

Part 'B'

1. ACTIVITIES REFLECTING GOALS AND OBJECTIVES OF THE INSTITUTION

]] The College has twin objectives- (1) To provide the society with Quality higher education, and (2) to contribute to the physical, intellectual, aesthetic and moral growth of the youths with a sense of commitment towards building a better tomorrow.

The ultimate goal of the college is to make the institution "a center of excellence in the field of higher education".

Thus to achieve its objectives the college has adopted a planned and systematic approach and has introduced some innovative academic exercises to help the students to develop "Skill" in their respective field of study, introduced meaningful co-curricular activities to inspire the students sense of discipline, ethical and moral values, introduced well organized center for Extension Activities to involve students in community service, organizes and inspires students to participate in literary and cultural competition to help the students to develop their innate creativity and talent. These activities reflect one of the twin objectives of the college. Regarding to the other objective i.e., "Providing the society with quality higher education", it is needless to say that the college cannot transform into quality one all of a sudden. It needs continuous endeavour and freedom to achieve it. The college functions under the administrative framework of Assam State Government and, therefore it has certain in-built limitations. It is affiliated to Assam University and, therefore it follows curriculum prescribed by the University. Under this backdrop, despite a very motivated faculty team of the college, there is not much scope for immediate radical innovative approaches towards quality education.

2. NEW ACADEMIC PROGRAMME INITIATED (UG AND PG)

]] The college has started Commerce Faculty as a new stream at under graduate level from the academic session 2007-08.

3. INNOVATIONS IN CURRICULAR DESIGN AND TRANSACTIONS

]] It has already been said that the college is affiliated to Assam University, and therefore it follows curriculum designed and prescribed by the University. Under the present affiliation system the college does not have freedom to review and update curriculum. Thus there is no scope for designing new curriculum.

4. INTER-DISCIPLINARY PROGRAMMES STARTED

]] Since the college offers all the courses in Arts stream and the commerce stream is newly started, therefore, there remains very little scope to start any inter-disciplinary programme unless minimum freedom is granted to the affiliated college to revamp the curricular to suit the purpose.

5. EXAMINATION REFORMS IMPLEMENTED

]] Being of affiliated status, the college follows annual examination system prescribed by the University. However, the college evaluates students continuously through midterm tests, through various innovative practices and pre-final tests for improving results in the annual examinations.

6. CANDIDATES QUALIFIED: NET/SLET/GATE ETC.

]] This is not applicable as the college conducts only undergraduate programme of studies.

7. TOTAL NUMBERS OF SEMINARS/WORKSHOPS CONDUCTED

]] On 1st August, 2007, the students Health Care Centre organized a seminar on "Drug Abuse" inviting resource persons from Silchar Medical College and Silchar Yoga Mahavidyalaya.

8. RESEARCH PROJECTS: (A) NEWLY IMPLEMENTED (B) COMPLETED

]] Research center of the college is working to evolve measures for introduction of Research activities in the college in gradual process. Six teachers have received financial assistance from UGC (NERO) for undertaking Minor Research Projects. All of them have completed their projects and submitted the same to the UGC.

9. PATENTS GENERATED, IF ANY

]] Not applicable to the college at its present status.

10. NEW COLLABORATIVE RESEARCH PROGRAMMES

]] Not yet attained the status.

11. RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES

]] Not applied for it at the present status.

12. DETAILS OF RESEARCH SCHOLARS

]] Not applicable to this college at this present status.

13. CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR

]] No

14. HONOURS / AWARDS TO THE FACULTY

- Dr. Debasish Roy, HOD, History has received "Barak-Ratna" award from Biswa Banga Sahitya-O-Sanskriti Sammelani, Kolkata.
- Dr. Ramakanta Das, Senior Lecturer in the department of Bengali received the award of Doctor of Philosophy (Ph. D.) from Assam University Silchar.

15. INTERNAL RESOURCES GENERATED

]] Rs. **6,49,975.00** (Rupees Six Lakhs Forty Nine Thousand Nine Hundred Seventy Five) only from various fees collected from students at a very nominal rate.

16. DETAILS OF DEPARTMENTS GETTING SAP/CONSIST/DST/FIST ETC.

]] Not yet applied for getting any such grant.

17. COMMUNITY SERVICES

]] The centre has adopted one village for extension activities for next 5 years beginning from **2005-2006**. The motto of the centre for this adopted village is "Literacy and women empowerment" and as a continuous process it has been continued during the period **2007-08** also.

Activities undertaken by the Centre for Extension Education during the session 2007-08 are:

- (a) Organised a cultural programme on **15-08-07**, to celebrate Independence Day.
- (b) Regular training programme held at the adopted village (Majhergram at Atalbasti) by the Centre from August '07 to January '08.
- (c) Organised a Flood Relief Programme for **55** families of the village Majhergram (the adopted village) on 1st October, 2007.
- (d) To commemorate Children's Day, a health camp was organised on 14th November, **2007** at Majhergram for health check up of the children of the village. About **300** families were benefited from the programme.
- (e) Organized an Exhibition-Cum-Sale of the products made by the trainee villagers at the college.

18. TEACHERS AND OFFICERS NEWLY RECRUITED

- (a) Total 8 (eight) teachers (5 for Arts Stream and 3 for Commerce Stream) were recruited on part time basis.
- (b) 4 (four) full time teachers (permanent posts) are appointed for Arts stream.
- (c) 5 (five) staffs (permanent posts) are recruited for administrative section.

19. TEACHING AND NON-TEACHING STAFF RATIO:

]] The ratio declined to 2:1 as against 3:1 earlier period.

20. IMPROVEMENT IN THE LIBRARY SERVICES

- Free internet services offered to the students and teachers.
- Full automation of the library with the help of SOUL software (provided by INFLIBNET at free of cost), is going in full swing and other technology based facilities services are being adopted for providing better library services.

21. NEW BOOKS/ JOURNALS SUBSCRIBED AND THEIR VALUE

Item	Quantity	Value
(a) Text Books	202	Rs. 41,984.00
(b) Reference Books	159	Rs. 25,720.00
(c) Journals and Magazine	06	Rs. 9,228.00
(d) News Papers	07	Rs. 2,587.00
	Total	<u>Rs. 79,519.00</u>

22. COURSES IN WHICH STUDENT ASSESSMENT OF TEACHERS IS INTRODUCED AND THE ACTION TAKEN ON STUDENT FEED-BACK

]] The college has adopted a system of teacher evaluation by students in each department. The various ratings awarded for each teacher are tabulated and the conclusions are reviewed with concerned teacher in order to get corrected of all short comings observed in the feedback.

23. UNIT COST OF EDUCATION (2007-2008)

- (a) Rs. 1,074.00 (Excluding salary grant)
- (b) Rs. 11,498.00 (Including salary grant)

24. COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF ADMISSIONS, EXAMINATION RESULTS AND ISSUE OF CERTIFICATES

- Number of new computers purchased : 06
- Purpose: i) For computer education : 03
ii) For office administration : 03
- Almost 80% of computerization of office administration has been completed so far and the remaining part is expected to be completed shortly.

25. INCREASE IN THE INFRASTRUCTURAL FACILITIES

]] During this period, a separate room for Students' Health Care Centre has been completed and the existing building has been extended for additional class room accommodation.

26. TECHNOLOGY UPGRADATION:

]] LCD Projector, Digital Camera and Movie Handy-Cam, one in each category has been purchased along with the installation of 06 new computers as mentioned earlier.

27. COMPUTER AND INTERNET ACCESS AND TRAINING TO TEACHERS AND STUDENTS

]] These are made available fully to teachers and students as per earlier plan.

28. FINANCIAL AID TO STUDENTS

- The financial aid amounting to Rs. 11,200/- (Rupees Eleven Thousand Two Hundred) only has been disbursed to 14 poor and needy students as a part of Students' Welfare programme of the college.
- Besides, to attract better quality of students to the college, free studentship facility is provided to all students who took admission to this college in H.S. with First Division in HSLC and in Three Year Degree Course with First Division H.S. level.

29. ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION

]] No response / support from alumni Association were received.

30. ACTIVITIES AND SUPPORT FROM THE PARENT-TEACHERS ASSOCIATION

]] Parent-teacher Association is proposed to be formed.

31. HEALTH SERVICES

The Students' Health Care Centre of the college has performed the following programmes during the period:

- In the year 2007-08, a part-time physician was appointed who took up the responsibility of the general health check-up of the students and staff of the college as well as of the poor people residing in the neighbourhood of the college.
- An awareness programme on 'Drug Abuses' was organised by the Centre on 1st August, 2007, in which a number of doctors of Silchar Medical College, persons from Yoga Mahavidyalaya and other dignitaries delivered their lectures to the Students.
- A health camp at Majhergram, the village adopted by the Centre of Extension Education, was organised in collaboration with the Extension Education Centre of the College and Red Cross Society, Silchar. Dr. Satya Ranjan Bhattacharjee, Dr. Abhishek Roy, Dr. Dipankar Chakraborty, Dr. Mithun Das and Dr. Sanjay Kumar Nath, extended their full cooperation in the said camp. More than 300 patients benefited from the programme.
- On 27th November, 2007, the centre has organised a blood-group diagnosing programme for the students of the college. Blood-group diagnosis of nearly 300 students was made and the students were given their blood-group identity report.
- The Centre also released its 2nd News Letter on 17th January, 2008.

32. PERFORMANCE IN SPORTS ACTIVITIES

]] No commendable sports activities could be organized during the period 2007-08 under consideration.

However, the following events were organised by the college during the period:

- Inter class Table Tennis competition.
- Inter class Carom competition (separately for boys and girls)
- Inter class Cricket competition (separately for boys and girls)
- Athletic competition (separately for boys and girls) and
- Gymnastic activities (separately for boys and girls)

33. INCENTIVE TO OUTSTANDING SPORTS PERSONS

]] The college has not yet taken any measure for formulating policy for giving incentive to outstanding sports person at the present state of sports facility existing in the college. However, as per existing rule students having proficiency in sports are given preference in admission.

34. STUDENTS ACHIEVEMENTS AND AWARDS

]] Students participated in various inter college competitions but could not achieve success in winning any award during 2007-2008 session.

35. ACTIVITIES OF THE GUIDANCE AND COUNSELING UNITS

]] Due to the change of incumbent co-ordinator of the cell from time to time, no tangible work could be done. However, the programme of action is in the pipeline to aid the students with career guidance tips in near future.

36. PLACEMENT SERVICES PROVIDED TO THE STUDENTS

]] No placement service is available in the college.

37. DEVELOPMENT PROGRAMMES FOR NON-TEACHING STAFF

]] No new programme has been taken up for non-teaching staff during the period under consideration.

38. HEALTHY PRACTICES OF THE INSTITUTION

]] The college functions under administrative framework of Assam State Government, and therefore it has certain inbuilt limitations. Within the limited capacity the college has time tested reputation in maintaining and developing various healthy practices in various life and activities which make it "a college with difference". The following are the few of the healthy practices of the college.

1. Decentralization of administration by creating a number of statutory committees and cells.
2. Allocation of fund (at present at the rate of 3% of the total annual budget of the college) to all committees and cells for planning and monitoring various quality enhancement activities. Attempts are on the anvil for enhancing the percentage.
3. A Research Journal (annual) is published by the Publication with total funding by the college.
4. Strict observance of UGC stipulated workload (40 hours in 6 day week) with proper maintenance of attendance register.

5. Periodical meeting of all the committees and cells and the teachers' council and exchange of views and suggestions for improvement of various quality activities and suggest measures.
6. Open access of students in the library and periodical training and guidance by the library staff under the leadership of librarian for proper and meaningful use of library resources.
7. Students' assessment in classroom teaching.
8. Students and parents assessment on academic, administrative and instructional aspects of the college.
9. Preparing and maintaining of teaching plan.
10. Arranging blood grouping camp of students' by the Health Care Centre of the college and keeping and maintaining record of rare blood group and to help the needy person in time of emergency.
11. It is the age long practice of the students of the college to celebrate teachers' day at their own expenses and to felicitate eminent teachers and educationists of the city.
12. Observance of college foundation day and arrangement of community prayer.
13. Three guest lecturers were held on the following themes:
 - (a) Promoting a culture of peace through Education.
 - (b) Legal awareness related to the Students community at the institutional and social level.
 - (c) Crisis in value Ethics in the context of globalization to create awareness among the students and disseminate information in the relevant field.

39. LINKAGES DEVELOPED WITH NATIONAL/INTERNATIONAL, ACADEMIC / RESEARCH BODIES

]] No new linkages have been developed with National/International, Academic/Research Bodies.

Part 'C'

DETAIL THE PLANS OF THE INSTITUTION FOR THE NEXT YEAR
2008-2009

]] The following is the plan of action for the year 2008-2009 undertaken

- **ACADEMIC**
 - ∅ To increase the students strength at the degree level.
 - ∅ To organize a National/International Seminar, subject to availability of financial support from funding agencies.
 - ∅ Introduction of courses in Communicative English, Library and Information Science, Insurance and Risk Management (Certificate Courses) in the next session.

- **INFRASTRUCTURE AND LEARNING RESOURCE**
 - ∅ Total computerization of library services.
 - ∅ Computer and Internet access and training to teachers and students fully.
 - ∅ Total computerization of administrative section.

- **STUDENTS' SUPPORT SERVICES**
 - ∅ Total upgradation of existing Students' Health Care Centre and improvement of facilities like appointment of permanent Medical Officer and distribution of free medicine to students.
 - ∅ Opening of Yoga Centre for the students on the anvil.
