



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>RADHAMADHAB COLLEGE</b>
Name of the head of the Institution		<b>Dr. DEBASHISH ROY</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>03842295960</b>
Mobile no.		<b>9435173948</b>
Registered Email		<b>rmcollege71@gmail.com</b>
Alternate Email		<b>iqacrmc@gmail.com</b>
Address		<b>Sonai Road</b>
City/Town		<b>Silchar, Cachar</b>
State/UT		<b>Assam</b>
Pincode		<b>788006</b>
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Sri Arunabha Bhattacharjee
Phone no/Alternate Phone no.	03842295960
Mobile no.	9435074040
Registered Email	rmcollege71@gmail.com
Alternate Email	iqacrmc@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.rmcollege.org/IOAC/AQAR%202017-18.pdf">http://www.rmcollege.org/IOAC/AQAR%202017-18.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

if yes,whether it is uploaded in the institutional website: Weblink :	Yes  <a href="http://www.rmcollege.org/acacalendar.htm">http://www.rmcollege.org/acacalendar.htm</a>
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### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C+	63.05	2004	09-Feb-2004	03-May-2009
2	B	2.37	2016	19-Feb-2016	18-Feb-2021

### 6. Date of Establishment of IQAC

27-Aug-2004
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meetings	25-Apr-2018 03	33

Feedback	02-Apr-2018 365	1050
Internal Administrative Audit	02-Apr-2018 365	33
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Grants received from State Government	Salary Grant	Govt. of Assam	2018 365	56099019
Assam University	NSS	Assam University	2018 365	89000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Organisation of Guest Lecture by Economics Department 2. Continuation of SelfFinancing Certificate Course in Computer and Library Information Science 3. Health Checkup and Drug Abuse Programme for the students 4. Publication of Research Journal of the College 5. Installation of Transformer in the College Campus

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
To improve the Library facilities	Library Awareness Programme was organised by the Librarian for the Teachers and Staff of the college to explain about the multifaceted role of the Library on 01/09/2018. Library Orientation Programme organised on 01/09/2018. Library Literacy Programme (under extension activity of the library) was organised in Suresh Goala L.P. School, Meherpur on 30/06/2018. Essay Competition conducted by Library amongst students on 15/09/2018. Publication and release of Library Newsletter Informania Vol. IV by Honble President of Governing Body on 06/02/2019. Training for Library Science students on Feb, 2019.
To provide better health facilities to the students and organise programmes on health related issues	A 03 day Programme was organised on Female Health Hygiene from 07/03/2019 to 09/03/2019 in collaboration with Art of Living, Silchar for the benefit of the girl students of the college. About 32 students participated in this programme. Students Health Care Centre in collaboration with Womens Cell of Radhamadhab College invited Dr. Suman Ghosh, Silchar Medical College for an awareness programme on Drug Abuse on 18/03/2019. Appointment of Dr. S. Deb for regular health Checkup of students.
To excel in academic affairs	Various initiatives were taken to ensure academic excellence. Orientation Programme was conducted for teachers regarding proper handling of both CBCS and NonCBCS courses and the digital section of the library. Students were encouraged to use ICT facilities like Computer Labs that are available in the college. The mechanism of Continuous Internal Evaluation (CIE) was strengthened through regular conduct of unit tests at least 02 unit tests per semester.
To organise extra-curricular activities in the college	A Course on Selfdefense Taekwando was organised in the month of September, 2019. The College Social Week was conducted by the Students Union, in which most of the enrolled students of the college participated in various intracollege sports activities and cultural programmes. Freshers Welcome Programme was also conducted in which the newly admitted students participated in cultural programmes and

	showcased their talents.
To organise extension activities in the society	National Youth Day Celebration on 12/01/2019. Special Camp on Pledge for Life Tobacco Free Youth Program was organised on March, 2019. Tobacco Control Special Awareness Camp was held on 19/03/2019. National Voters Day Electoral Literacy Awareness Programme was organised. Special Awareness Programme on Safe Drinking Water was also organised by NSS. Literacy Awareness Programme was conducted by NSS
To continue the Self-Financing courses run by the college	The Self Financing Cell successfully conducted the following Certificate and Diploma Courses: Certificate Course in Office Management, Certificate Course in Tally, Diploma Course in Computer Application (DCA), Diploma Course in Library and Information Science.
<a href="#">View File</a>	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	30-Sep-2018
17. Does the Institution have Management Information System ?	No

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution adheres to the idea that curriculum is the formal mechanism, through which the intended educational means are achieved. Radhamadhab College implements the curriculum designed by Assam University, Silchar. The College has a clear and sequenced plan for curriculum delivery that ensures consistent teaching, learning and assessment procedures, which have a clear reference for monitoring learning. To facilitate the implementation process, the following measures are taken: I. Faculty meetings: The Principal of the College organises

faculty meetings at the commencement of every semester in an arranged manner, in which there is a detailed discussion of execution of teaching-learning activities. In these meetings, the Time Table/Class Routine for the entire semester is finalised and the course of academic progression for the semester is chalked out by the Principal, in consultation with all other faculty members. II. Departmental Meetings: The Heads of various Departments organise faculty meetings at the Department level for the distribution of work load and its effective implementation. The syllabus is distributed by the Head of the Department among different faculty members and separate departmental time tables are prepared for smooth and effective delivery of the curriculum. III. Time-Table: The Time-Table reflects the entire educational programme of the College. It provides the framework within which the work of the College proceeds. It is the tool through which the purpose of the College is to function. Time-Table ensures smooth and orderly working of curriculum activities. The Time-Table consists of two aspects - Academic Calendar and Department wise Class Routine. Each Department frames its own Class Routine from the overall Master Routine and structures the curriculum delivery in accordance with that framed Class Routine. The Academic Calendar is prepared and showcased by the IQAC, upon consultation with all stakeholders and gets approved by the Principal for its effective implementation. Apart from these mechanisms the process of Continuous Internal Evaluation (CIE) is carried out in the form of Unit Test Examinations for both CBCS and Non-CBCS students in order to assess the effectiveness of the curriculum delivery. Its documentation is done by keeping records of the Internal Examinations.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Office Management	Nil	29/08/2018	90	Employability	This course will provide students with solid applicable hard and soft skills of Microsoft Word, Excel and PowerPoint, that are indispensable for office management
Certificate Course in Tally	Nil	29/08/2018	90	Employability	Tally Syllabus majorly comprise of accounting, billing, payroll, banking, taxation, and inventory. Tally is

					mainly a computer software that is widely used for accounting and auditing purpose by various establishments
Nil	Diploma in Computer Application (DCA)	29/08/2018	180	Employability	The course is intended to provide learners with basics of computer knowledge along with use of internet and all the realistic and technological details pertaining to programming tools and applications which are used in our everyday lives.
Nil	Diploma Course in Library and Information Science	07/04/2018	365	Employability	The DLIS course is a 1 year diploma course that deals with the importance of Libraries along with technology. Diploma in library and information science students can obtain jobs such as Librarian, Store Manager, Director,

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Pass and Honours	05/05/2018
BCom	Pass and Honours	05/05/2018

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	32	82

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Educational Tour to Jaipur	4
BCom	Educational Tour to Jaipur	3
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The institution ensures that structured feedback is collected from all the

stakeholders i.e. Students, Parents, Alumni, Teachers and Employer. For this purpose, separate feedback forms for all these five categories were prepared and distributed. In all these five categories, around 50 percent responses were received out of the total number of distributed feedback forms. The feedback received were analyzed and reports of these analysis were prepared so that the areas that require improvements can be identified which would contribute to the overall development of the institution. With regard to Students feedback, the feedback form was designed in two parts - Part-I was Students feedback on Teachers and Part-II was Students feedback on the overall evaluation of the course and teaching. A total of 400 feedback forms were supplied to the students (both CBCS and Non-CBCS) for the year 2018-19, out of which 216 responses were received. These responses were analyzed by using a simple percentile statistical method which measures the percentage of satisfaction and percentage of dissatisfaction with the performance of the teachers and overall functioning of the institution. From the analysis report, the areas of dissatisfaction were identified and efforts were made to improve those areas. In this way, the feedback received from the students were utilized for the overall development of the institution. Similarly, feedback was collected from Parents and Alumni. A total of 70 numbers of feedback responses were received from both Parents and Alumni. These responses were analyzed by using a simple percentile statistical method which measures the percentage of satisfaction and percentage of dissatisfaction. On the basis of these responses, the areas that require improvements were identified. For instance, a large percentage of Alumni (61) showed dissatisfaction regarding the cleanliness of the College. The institution then took special care to remedy the situation and initiatives were taken to transform the College campus into a clean and green campus. Feedback were also received from the Teachers and the Employer. These responses were analyzed by using a simple percentile statistical method which measures the percentage of satisfaction and percentage of dissatisfaction. The purpose of these two categories of feedback was to identify the state of academic and administrative functioning of the institution. As such, based on the analysis reports, the shortcomings were identified and worked upon for the overall development of the institution.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours & General	300	250	232
BCom	Honours & General	100	85	66

[View File](#)

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	811	0	23	0	0

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
23	23	69	3	0	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Radhamadhab college does not have a well-structured mentoring system to cater to the need of the students coming from diverse backgrounds. However, the college provides proper services to counsel the students and look after their problems. The operative academic monitoring system of the college helps to provide a better understanding of individual students and bring out their latent talent, as there is a wide variation in the student population with regard to their educational, social and economic backgrounds. Faculties, who play the crucial role of mentors, take active part in mentoring the students. Students and their mentors together ensure a productive and rewarding academic relationship. The mentoring followed in the college helps to recognize and solve different kinds of problems, viz., academic, psychological, social and others faced by the students owing to their newly inducted college life. The purpose of monitoring is to help them realize their strengths and weaknesses, and take necessary remedial measures accordingly. The Head of the respective Departments allocates a group of students to each faculty member at the beginning of the academic session depending on the subject and course of study of the students. Till the completion of the course, the group as formed for mentoring remains under the same mentor for all their academic and other problems. Both pedagogic and non-pedagogic activities are being taken care of for the mentees. The mentor teacher always encourages the students to participate in curricular, co-curricular and extracurricular activities. The assigned teacher acts as a guide for the students throughout their academic period in the institution. Regular counselling sessions are being conducted for the all-round development of the student, and attempts are made to understand their problems and finding out proper solutions. The different counselling sessions helps to identify the slow learners, after which proper remedial measures are carved out after consulting the departmental head. Critical issues are brought to the notice of the Head of the Department and sometimes even the Head of the institution for taking proper steps at the departmental and institutional level respectively. The mentors also discuss their career options and professional developments, thus meeting them informally after class and consulting on matters which are indirectly related to his/her studies and is affecting him/her adversely. If necessary, they are also consulted over phone by the mentors in times of holidays or vacations. Thus, this type of mentoring system helps to give constructive feedback on a student, the factors influencing his/her studies, the problems faced by the student, etc. And in this way, that the mentor teacher continuously monitors, counsels, guides and motivates the students in all academic pursuits, which enable them to identify the students with special needs and also in designing special counselling for them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
811	23	1 : 35

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	18	6	1	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from
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	state level, national level, international level		Government or recognized bodies
Nil	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	6	28/05/2018	03/07/2018
BCom	UG	6	23/05/2018	03/07/2018
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Being an affiliated institution under Assam University, Silchar, the college follows the norms of the university regarding the conduct of in semester/sessional examination and its evaluation. However the college has its own CIE for improvement of result and learning capability of the students. The college follows the Continuous and Comprehensive Assessment (CCA) system where Unit Tests and Class Attendance are the 2 (two) different components under CCA. The evaluation process of 'teaching-learning' is done in terms of an internal evaluation system for continuous improvement purposes. Some reforms and practices have been adopted by the college for improvement of learners' skills. Internal examinations are conducted by the college for effective assessment and implementation of academic calendar/programs. Accordingly, the college conducts examinations at different intervals for the students. There are two Unit Tests per semester for each and every theory paper excluding Ability Enhancement Compulsory Course (AECC) and Skill Enhancement Course (SEC) and dates of such tests are notified by the Controller of Examinations. The highest mark scored by a student out of two Unit Tests are awarded to the student as the marks under Unit Test of CCA. At the beginning of the semester, the faculty members inform the students about the various components in the assessment process during the semester. Thus the college conducts two Sessional Examinations in each semester of 20 marks besides conducting Group Discussions, Seminars and giving Home Assignments to the students as part of the continuous evaluation process. The college also assigns 10 marks for attendance of classes by the students. Reform practices are adopted by the college from time-to-time with a view to conduct smooth internal evaluation as per affiliating university rules and guidelines. Besides the above mentioned mandatory continuous assessment practices adopted by the college, the departments also conduct class tests (both oral and written) and also library assignments to the students to be completed within a stipulated time during the college hours. On the basis of the performances in these academic activities, the slow learners are selected by the concerned department for special care, in order to improve their performances.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Monitoring Cell of the college prepares the academic calendar every year at the beginning of the session keeping in mind the guidelines of the affiliating university and the UGC. It thus chalks out the total working days of a given semester. In order to prepare a well planned academic calendar,

the Academic Monitoring Cell takes input from all the departmental heads. The various details like the first and last working day of an academic session, schedules of internal and university examinations, holidays, vacation dates, festivals etc. are incorporated in it. After completion of the same, the Academic Calendar is uploaded in the college website and put in the college Notice Board, Prospectus, etc., for display and wide circulation and care is taken that it is made available to the students before the beginning of the classes. The time-frame provided in the Academic Calendar is strictly adhered to in conduct of various activities and evaluations. Examinations of the college are conducted according to the Academic Calendar and the rules and provisions of the affiliating university as given from time to time. Continuous and Comprehensive Assessment (CCA) system of evaluation is followed by the college continuously and comprehensively for all students throughout the semester. Paper-wise assessment under CCA is done for all papers [except AECC and SEC]. Unit Tests and Class Attendance are the 2 (two) different components under CCA. The college prepares a detailed plan of examinations to be conducted in the college in consultations with departmental HODs, Principal-cum-OC and AOCs for smooth conduct of activities.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.rmcollege.org/popsocos.htm>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Honours & General	126	31	25
UG	BCom	Honours & General	33	9	27

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://www.rmcollege.org/IOAC%202018-19/REPORT%20OF%20STUDENTS%E2%80%99%20SATISFACTION%20SURVEY%20\(SSS\)%20FOR%20THE%20PERIOD%202018-19.pdf](https://www.rmcollege.org/IOAC%202018-19/REPORT%20OF%20STUDENTS%E2%80%99%20SATISFACTION%20SURVEY%20(SSS)%20FOR%20THE%20PERIOD%202018-19.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

No file uploaded.

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	Nil
International	English	2	Nil
National	Bengali	1	Nil
National	Philosophy	2	Nil
National	Economics	1	Nil
International	Political Science	1	3.5
National	Commerce	1	Nil
National	Library and Information Science	2	Nil
<a href="#">View File</a>			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1
Bengali	1
Economics	1
Commerce	2
Library and Information Science	2
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	6	0	0
Presented papers	1	26	0	0
Resource persons	0	1	0	0
<a href="#">View File</a>				

**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tobacco Control Special Awareness Camp	NSS, Radhamadhab College Unit	23	392
National Voters Day and Electoral Literacy Awareness Programme	NSS, Radhamadhab College Unit	23	376
Library Literacy Programme	Bipin Chandra Paul Central Library, Radhamadhab College	23	25
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS, Radhamadhab College unit	Special Awareness Programme on Safe Drinking Water and Swachhata	23	380
NSS	NSS, Radhamadhab College unit	Plantation Programme	23	375
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0.4	0.23



Total	40	1	4	1	0	1	9	40	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.55	1.26	4.39	2.77

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Radhamadhab College maintains a well-planned method and mechanism for maintaining and utilizing physical, academic and support facilities. The college authority in association with the Internal Quality Assurance Cell of the college constitutes different Committees/Cells under the chairmanship of Principal for maintaining and utilising these facilities which include separate Girls' and Boys' Common Room, Language Lab, Computer Lab, Sports, Gymnasium, Library, Classroom, etc. The committees like IT Cell, Library Committee, Sports Cell, Academic Monitoring Cell, to name a few are those which are assigned the task of management and maintenance of the physical, academic and support facilities of the college. There are other committees in the college too, like Construction Committee and Purchase Committee which apart from IQAC look after the financial and management aspect of the physical, academic and support facilities of the college. Whenever any matter of maintenance service arises, the requisition is placed before the Governing Body and only after the approval of the Governing Body, the college authority takes step to implement the proposal with regard to restructuring or maintenance of any of the facilities. It is worth mentioning here that such procedures are carried out and implemented as per the norms and policies of the state government and by calling proper Tenders and Quotations. In addition, the college has separate budgetary allocations for smooth maintenance of the various facilities. The heads of different Cell/Committees places requisition to the college authority for any financial requirement for maintenance of their respective facilities and the college after thorough consideration allows the work to be done. The information along with photographs are updated in college website.</p> <p style="text-align: center;"><a href="https://www.rmcollege.org/lfacilities.htm">https://www.rmcollege.org/lfacilities.htm</a></p>
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### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Govt. Fee Waiver Scheme for students	437	924736

<b>Financial Support from Other Sources</b>			
a) National	Post Matric Scholarship for SC students	66	53820
b) International	Nil	0	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Laboratory	08/01/2018	20	Vision Enterprise, Nayan Complex, Noonmati, Guwahati, Pin-781020
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	0	Nil	Nil	Nil	Nil

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
2018-19 Football Tournament (Mens)	Inter-College	19
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a well-formed Students' Council or Students' Union constituted democratically through election or selection as per guidelines of UGC and Lyngdoh Commission. The Students' Union has its own President and Secretary along with other office bearers like Vice-President, Sports Secretary, Cultural Secretary, Book-Bank- Secretary, In charge of Students' Common Room, etc. to look after the various student activities. The contribution of Students' Union with regard to representation of students on academic administrative bodies/committees of the institution is immense. The students take active part in planning and execution of various academic activities as well as different types of co-curricular activities of the college. They represent as members in different academic administrative bodies/committees of the institution. The Students' Union is actively engaged in all the student related events of the college like Social Week, Fresher's Welcome, Youth Festival, Sarod Utsav, Teachers' Day, Saraswati Puja, etc. organized by the Students' Union. The Social Week for 2018-19 was organized in January 2019 where different student related activities and intra college competitions like singing, art, poster competitions, etc. were organized by the council along with the Teacher In charge to expose the talents of the students in different fields. The council plays an important role in such programmes and also organizes different types of sports competitions like Table Tennis, Cricket, Badminton, Football, Carrom, Chess, etc. The Students' Union in association with the Cultural Cell of the college organizes the cultural events of the college. The students take active part in NSS programmes where different activities are undertaken in the college and in the community. They also render various types of social and counselling services in the adopted village of the college. The students are also involved in other programme of the college organized by the college authority like the Republic Day and Independence Day Celebrations, National Voters' Day, Martyr's Day, etc and other governments celebrations from time to time. In addition to these, the students also represent as members in administrative bodies like

IQAC (Internal Quality Assurance) and Project Monitoring Unit-RUSA (Rashtriya Uchhatar Siksha Abhiyan) and take active part in the activities and put constructive suggestions in the meetings of IQAC and RUSA. Thus the students in general and the members of the Students' Union in particular play an important role in planning and execution of various activities of the college, thus contributing to the overall development of the college.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

26

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Shahid Dibas or Martyrs Day celebrated on 19/05/2018 in which 22 nos. of Alumni participated. 2. Independence Day Celebration on 15/08/2018 in which 10 nos. of Alumni participated. 3. Teachers Day Celebration on 05/09/2018 in which 30 nos. of Alumni participated. 4. Felicitation of Retired Teachers on 06/09/2018 in which 11 nos. of Alumni participated.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution subscribes to the idea of decentralization and participative management as is reflected in its policy formation and implementation. All administrative and academic works of the institution are carried out in a decentralized manner through different bodies and cells, which operate as per their specified regulation. For instance, the college has different organs and cells, which operate as per their specified regulations. Further, the college has Governing Body, the Teacher's Council, the IQAC, the Alumni Association, the Students' Union etc. which have their own powers and functions. The Alumni Association and the Students' Union have their own written constitution by which they abide. There are also different committees and sub-committees in the college, under the ambit of IQAC, as for example, the Academic Monitoring Cell, the Grievance Redressal Cell, Students' Health Care Centre, etc. which work towards uplifting the academic, physical, and emotional health of students. Apart from these, there are other Committees, like, the Disciplinary Committee, the Anti-Ragging Committee, etc. which perform their duties and responsibilities that contribute to the smooth functioning of the institution. Decentralization in institutional management is also evident from the fact that the different departments of the college prepare their own departmental class routines from the central class routine and also carry out departmental activities during every academic year. The library and college office also function on their own as independent but integrated organs of the college. Keeping up to the spirit of decentralization in administrative works, the academic affairs of the college are regulated and managed by the Vice-Principal appointed by the Principal and approved by the Governing Body of the College. The Vice-Principal is also a permanent member of the Governing Body of the College. However, this decentralized tendency of the functioning of the college

inculcates the idea of participation from students, teachers, parents, alumni, community and other stakeholders. For instance, in the Governing Body, there is provision for teachers' representation as well as guardian representation. Similarly, the students' union is an elected body, which serves as a connector between the authority and the students' community. Thus, the managerial aspect of the college is characterised by its functioning of works and participation from all stakeholders.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Board of Undergraduate Studies (BUGS) and as such contribute to the designing of the curriculum of Three Years Degree courses. The curriculum for self financing courses are prepared by the Self-financing Cell of the college in consultation with Assam University. For effective delivery of curriculum, faculty meetings, departmental meetings and time table are prepared.
Teaching and Learning	The institute prioritizes teaching and learning and keeping this in mind, the Academic Monitoring Cell prepares the Academic Calendar which is adhered to. Each department conducts departmental meetings through which syllabus distribution is done among faculty members. The procedure of Internal Assessment of the students is done through the conduct of Unit Tests. Moreover, almost all the departments arrange Guest Lectures or Seminars, which expands the learning horizon of the students. Quizzes, Debates, Students' Seminars are also organized for efficiency and enhancement of the teaching-learning process. Remedial classes are also conducted for guiding the slow learners.
Examination and Evaluation	The institution gives much emphasis on the process of continuous evaluation through examination. The examination is conducted directly under the supervision of the principal. The principal in the capacity of Centre-in-charge appoints Assistant Centre-in-charge(s) at least a week ahead of the commencement of examination. The selection of the AOC is done rotation-wise on seniority basis. The AOC, thus, appointed works in liaison with the college office for the conduct of the

examinations. The affiliating university sends answer scripts personally to teachers for evaluation. Further, the scripts of Unit Tests etc are distributed by the AOC to the teachers for evaluation.

Research and Development

The college authority encourages the faculty members and students to undertake research in various fields of study for academic development. Almost all the faculty members indulge in research activities by participating in national/international seminars/conferences and workshops. In addition to this, some faculty members also take up Minor Research Projects (MRPs) to expand their horizon of knowledge. The faculty members are also encouraged to take part in Faculty Development Programmes Orientation Programmes and Refresher Courses that will help them in updating their knowledge base, and use it in the teaching-learning process. Moreover, in some departments like Economics and Commerce, the students of the final semester engage in research work, through different projects.

Library, ICT and Physical Infrastructure / Instrumentation

The institution carries out infrastructural development works with the aim of strengthening the foundation for academic pursuits. In this connection, the institution applied for and also received the grant for constructing Girls' Hostel within its campus. In terms of enhancing ICT in education, the institution made provisions for installation of Wi-fi Routers, Projectors and Computers to formalize and facilitate the students and teachers with a decent technology based environment. The institution also has a well functioning library that caters to the academic needs of the students. A wide range of books and journals are available in the library for reference and consultation by the students.

Human Resource Management

Human resources in the institution are managed optimally. The management of the human resource are done by the authority of the institution. For the human resource to become more skillful various awareness programmes are conducted by the institution. Regular meetings on rules and regulations, safety and participation in all fields

	of academic and administrative affairs are performed by the institute. The institute regularly monitors then issues of quality enhancement through human resource management.
Industry Interaction / Collaboration	Nil
Admission of Students	The institution ensures that in the process of admission, the principles of merit and inclusivity are maintained. Students from diverse socio-economic backgrounds are admitted in the college on the basis of merit. The college has a functional Admission Committee which screens all the applications received and selects the candidates for admission by preparing merit lists. The UGC norms of SC, ST (P/H) and OBC reservations are also maintained to ensure inclusivity.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	To use ICT tools in the process of planning and development, college events and activities, the institution uses college emails and various links. Important notices and reports are also circulated via emails. E-governance aims to minimize the manual tasks, efforts and improves the communication creating a transparent system. Using E-governance, cost and time effective system is created in the institution. The institution is using various softwares like: Name of the Software Area Name of the Vendor(s) Exsal Salary Exabyte Solutions Pvt. Ltd ExaFee Fee collection -Do- ExaAcc Accounts -Do- CAS College Automation -Do- SOUL 2.0 Library Automation INFLIBNET
Administration	Internet is widely used in the administration for paperless works. Academic and administrative notifications are published in the college website. To achieve an ICT enabled mechanism in the administration, the institution has made concrete plans to develop various Google facilities. The college campus is equipped with few numbers of CCTV cameras for surveillance and intends to increase the quantity of the same in future.
Finance and Accounts	The finance and accounts section uses softwares for disbursement of salary, payments, fee collection from students

	and maintenance of college accounts. This section of college is partially E-governed. Software is used for maintaining daily cash collection, monthly cash collection and maintaining cash book. Ledger is used to transfer all the records of accounts online through software.
Student Admission and Support	For students' admission and support during 2018-19, important notices were published in college website regularly. Various softwares like ExaFee, CAS were used for supporting the students and issuing various certificates like Transfer Certificate, Bonafide Certificate, Study Certificate, Admission Forms, issuing of ID Card, Fee Card and Library Card etc.
Examination	To achieve a paperless communication the institution uses emails to send important messages relating to examination. All the official tasks like Making Seat Plans, preparing Top Sheets and other documents are conducted mechanically. The institution intends to use various softwares for making the examination process fully online in the near future.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers who attended	From Date	To date	Duration
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development programme				
Refresher Course	1	24/09/2018	14/10/2018	21
FDP Short Term Training Course on Environmental Studies : An Inter-disciplinary Approach	1	14/12/2018	20/12/2018	07
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Radhamadhab College Employees Thrift and Co-operative Society and Medical Relief Fund	Radhamadhab College Employees Thrift and Co-operative Society and Medical Relief Fund	Health Insurance for Students

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

**Internal Audit:** The audit is done annually by the administration section of the college. All expenses incurred by the college are audited by the Internal Auditor. Besides, any such expenditure involving payment from the grants which is received from the state govt. and the UGC is audited by Internal Auditor. The firm named Arindam and Associates Chartered Accountants does the Internal Audit of the institute like audits of stock register, audit of the library, audit of the departmental activity of the college and all plan expenditure of the college. The internal auditor of the college makes a thorough audit of the expenditure incurred by the college. **External financial audits:** The external financial audit is conducted by the state government after every five years.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Fund from Donor Family (Philanthropy)	200000	For awarding best students of H.S and T.D.C
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

7504053
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**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	Yes	Arindam and Associates Chartered Accountants

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The Parent Teacher Association (PTA) helped the college during the admission of new students. 2. The PTA sent their representatives (Three in numbers) to the Governing Body of the college. 3. The PTA supported the college authority in maintaining the discipline and decorum of the college.

6.5.3 – Development programmes for support staff (at least three)

1. One day Orientation Programme in Office Automation conducted for Support Staff in the month of August, 2018-19. 2. Health Check-up for all Support Staff conducted during 2018-19 3. Yoga Programme conducted for all staff of the college during 2018-19.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The college started the process of online admission of students 2. All payment procedures for admission and examination of the students were made through online mode 3. The college took initiative to open new elective subject (Mass Communication) and sent the proposal to Director of Higher Education, Govt. of Assam and Assam University for approval.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Conduct of Regular Meetings by the IQAC	25/04/2018	25/04/2018	19/03/2019	33
2018	Feedback collected and analyzed from all stakeholders	02/04/2018	01/04/2018	31/03/2019	1050
2018	Internal Administrative Audit conducted	02/04/2018	01/04/2018	31/03/2019	33

[View File](#)

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Going to publish soon

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation drive undertaken on various occasion like World Environment Day, Birthday of Mahatma Gandhi, College Foundation Day etc. Further, some students who availed free admission planted saplings as per directives of Govt. of Assam. 2. Ban on plastic cups and glasses etc. in the college canteen situated in the campus. 3. Awareness programme on eco-friendly moves during World Environment Day 4. On an experimental basis, the college purchased earthen cups for serving tea by the college canteen so that the stakeholders may be aware about eco-friendly devices. 5. Posters containing awareness message on dos and don't s of environmental pollution has been put up in various places of the college campus.
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## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice No. 1

1. Title of the Practice: Library Awareness and Literacy Programme

2. Goal: To create awareness about library resources, facilities and services among the users and thus to ensure their optimum use and to organize Literacy Programme in the community schools. The objective is to introduce the tools and services of library to the new students and to acquaint the existing users including the faculty members, with the facilities of the library and the new things that are coming up with the application of ICT and also to extend its services in the community.

3. Context: As we move ahead in the evolving environment of higher education and ICT application, we find ourselves recognizing the vast role that libraries play in research and education. But how best to proceed? Hence, continuous user promotion and information literacy programme has to be launched with novel ideas to enhance the use of library services, users need to be ensured that they follow guidelines on accessibility, usability and design prescribed by the national and international standards. So to provide the wide access to information in a multiplicity of ways and to accommodate both the novice and the experienced users into it, a well-structured course of instruction to the users is very important, so that the library is able to serve its purpose in the real sense, and is actually able to coordinate the academic programmes of the college and at the same time supporting the teaching learning activity of the college.

4. The Practice: The library has been conducting an Orientation Programme for the new students every academic year. The purpose of this programme is to give an overview of the objectives of the library, thus highlighting on library rules, available services and resources, information literacy, etc. In addition, orientations on use of catalogue, internet and web resources are also provided. The library organizes various kinds of information literacy programme, user awareness programme, guest lectures, etc. throughout the year, intended not only for the students, but the teachers as well. Under this, the users are given comprehensive awareness on the following: Overview of the library, Computerized Destination System, Classification Scheme followed in the library, OPAC, Internet as a tool of research and education, Bar Code, Digital Library, Educational Websites, Google Products, etc. Arranging Book Exhibition in the campus is also a part of the same intention to familiarize the students of the college with the world of books and knowledge. The library also publishes annual newsletter-Infomania to talk about the activities and facilities of the library. Under its Literacy Programme the library organizes some extension activity in the schools of the community donating some books to the school children and talking about the importance of library. A Library Orientation Programme was organized by the library on 01/09/2018 and a Library Literacy Programme was organized on 30/06/2018 in Suresh Goala L.P.School, Meherpur, Silchar, Assam.

5. Evidence of success: Through user orientation and awareness programme, the students are motivated to visit the library and take its help in their academic affairs. It inculcates the habit of reading among the students thereby increasing the use of periodicals, reference books, newspapers, etc. Positive outcome is also noticed with regard to use of appropriate online resources, use of use online catalogue, optimum utilization of text books and other relevant materials. It encourages students to use the library and its resources with more interest and more effectively more because they are acquainted with the rules of the library after attending the awareness programmes. The school children in the community get attracted towards the library and they develop the habit of reading to a large extent.

Best Practice No. 2

1. Title of the Practice: Students' Health Care Facility

2. Goal: To provide basic medical facilities to the students as well as the teaching and nonteaching staff of the college.

3. Context: The college launched its 'Students' Health Care Centre' in the year 2003, to provide basic medical facilities to the students of the college. The Student Health Care Centre is trying its utmost for the promotion of health consciousness not only among the students but also the society. Health education being an integral part of the

centre, all possible endeavours are made to arrange lectures, seminars and awareness programmes to sensitize the students about healthy life. The centre from its inception has been trying its best to keep not only the mind, but the body of the students a healthy one so that they can become a health conscious citizen in the near future. It undertakes a lot of activities throughout the year to provide medical facilities to the students of the college. 4. The Practice: The Health Care Centre of Radhamadhab College organizes annual health check-up of all the students from Higher Secondary 1st year to Degree 3rd year students under the supervision of a reputed physician of the locality. Free Dental check-up and Blood Grouping Diagnosis are undertaken every year for the benefit of the students. Starting from the year 2003, the Centre has taken the initiative to diversify its activities by various physicians to keep the students fit and healthy. One physician attends the Centre twice in a week. The Centre organizes various kinds of seminars, health awareness programme etc. for the benefit of the students. The Centre also organises daylong Free Health Camps in nearby vicinity of the town mostly in rural areas accompanied by doctors, pharmacists and other paramedical staff, where patients are examined, diagnosed and free medicines are provided. Some of the critically ill patients after the diagnosis are referred to the Silchar Medical College and Hospital. Every year, the Students' Health Care Centre publishes its annual News Letter 'Sachetanata', focusing its activities for wide circulation. In addition to these, a three-day Programme on 'Female Health and Hygiene' was organized on 7th March, 2019 by Women's Cell of the college and an awareness programme on 'Drug Abuse' was organized on 18th March, 2019 jointly by Women's Cell and Health Care Centre. 5. Evidence of Success: Regular health check-up programme conducted by the Health Care Centre enables the students to remain fit and healthy helping them to take preventive measures, as it is said that prevention is better than cure. As Health Education is an integral part of Health Care Centre of the college, so the activities and programmes, demonstration, lectures delivered by the resource persons and expert doctors in their respective fields makes them aware about various diseases and encourage the students to be fearless, disciplined and to do justice to the people of the society at large.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.rmcollege.org/igacpractices.htm>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution showcases its distinctiveness in community outreach by involving the students in various activities through NSS. As documented in the mission of the institution, the aim is to provide the opportunity for social service through education. With their aim in mind, the institution engages the students in a number of extension activities, through NSS, which benefits the community and also orients the students towards learning through social work and community participation. It is worth mentioning that during the year 2018-19, NSS conducted many events to solidify the vision of the institution to involve students in community service and to develop a sense of sharing. On the occasion of Swami Vivekananda's Birthday, the NSS unit of Radhamadhab College organised a rally with the students and teachers of the college to celebrate National Youth Day. The purpose and outcome of the event is to aware the community about the importance of youth engagement for the upliftment of the society. Through this event, the philosophy of Swami Vivekananda was also mushroomed and the importance of women education is highlighted. NSS unit of RMC also organised a Special Awareness Programme on Safe Drinking Water and

Swachhata during the year 2018-19. The purpose and outcome of the program was to spread awareness among the population of Silchar town and nearby areas regarding the importance of cleanliness and hygiene for sustained physical health. NSS unit of Radhamadhab College also organised a plantation drive during the year 2018-19, in which the students and teachers of the college planted a significant number of saplings in the college campus and nearby sub-urban areas of Cachar. The purpose and outcome of the program was to make the students and community aware of the importance of planting trees for generating a eco-friendly and environmentally sustainable world/society for present and future generations. The activities of the NSS illuminate the vision of the institution that is distinct towards its thrust to serve the community and engage the students in life-evolving learning activities.

Provide the weblink of the institution

<https://www.rmcollege.org/igacdistant.htm>

### **8.Future Plans of Actions for Next Academic Year**

The college proposes the following plans for the next academic year: 1. To organize Departmental Activities like Publication of Wall Magazines, holding of Seminars and Guest Lectures in a more effective manner involving the students of the respective Departments. 2. To organize a National Seminar in the college. The college has already applied for the same to MAKAIAS, Kolkata. 3. To arrange a Short Term Training Programme in the college of seven days/ten days duration if feasible. 4. To organize different health related activities for the students by the Health Care Centre of the college like regular health-check-up, blood group testing, anemia testing, etc. The Centre has also plans to hold Awareness Programmes on health related issues for the benefit of the students by eminent doctors, medical experts, etc. 5. To arrange different activities for the welfare and facility of the female students by the Women's Cell of the college. The Cell has plane to introduce a Martial Art course for the girl students of the college. 6. To conduct the Self-Financing courses in Computers like Office Management, Tally, Diploma in Computer Applications (DCA) and Diploma in Library and Information Science Course for the students, which they can pursue at a very nominal charge. There is also plan to introduce some new courses subject to feasibility. 7. To introduce some innovative practices in the library like holding of Extension Activity in the community schools, Publication of Newsletter, etc. The library also plans to organize Library Awareness Programme, Guest Lectures, etc. Organizing a Book Fair in the college premises will encourage and inculcate the habit of reading among students and hence has been chalked out as a future plan for the next academic year. 8. The college also plans to organize Sports and Cultural Meet involving the students with more enthusiasm. 9. To publish the College Magazine and Research Journal of the college. 10. To undertake more students related activities and community based programmes from the NSS Cell of the college.