

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Radhamadhab College

1.2 Address Line 1

Sonai Road

Address Line 2

City/Town

Silchar

State

Assam

Pin Code

788006

Institution e-mail address

rmcollege71@gmail.com

Contact Nos.

03842-225198

Name of the Head of the Institution:

Dr. Pronoy Ranjan Deb

Tel. No. with STD Code:

03842-225198

Mobile:

9435070675

Name of the IQAC Coordinator:

Dr. Rahul Sarania

Mobile:

9435757622

IQAC e-mail address:

rmcollege71@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) ASCIGN11260

1.4 Website address:

www.rmcollege.org

Web-link of the AQAR:

www.rmcollege.org/IQAC/AQAR 2017-18.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	63.05	09-02-2004	03-05-2009
2	2 nd Cycle	B	2.37	19-02-2016	18-02-2021
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC:

DD/MM/YYYY

27-08-2004

1.7 AQAR for the year (for example 2010-11)

2017-2018

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

NAAC Accredited on 19-02-2016 (DD/MM/YYYY)

AQAR 2016-17 submitted to NAAC on 12-07-2017

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Assam University, Silchar

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC stimulates the academic environment for promotion of quality of teaching-learning process and research in the college. The IQAC is working with the following objectives and motives:

- Improving the academic and administrative performance of the institutions.
- Monitoring the quality parameters of the college.
- Optimizing, integrating and monitoring the modern methods of teaching learning and evaluation.
- Maintaining Quality sustenance and enhancement.
- Promoting innovative practices.
- Ensuring the adequacy, maintenance and functioning of the support structures.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p>1. To improve the infrastructure of the college.</p> <p>2. To improve the library facilities.</p> <p>3. Provide better health facilities to the students and organize programmes on health related issues.</p> <p>4. To excel in academic affairs.</p>	<ul style="list-style-type: none"> • Construction of one classroom completed. • Girls Hostel under construction. • Library Awareness cum Orientation Programme was organized by the Librarian for the Teachers and Staff of the college to explain about the multi-faceted role of the library • Book Talk programme organised with teachers as speakers. • Digital Library upgradation completed. • Library training programme for Library Science students. • Release of Library Newsletter “<i>INFORMANIA</i>” • General health check up – about 239 numbers of students and 10 teachers have been checked up by the physician. • Free Dental Health Check-up and treatment camp was organised by the Centre. • Conducted JE (Vaccine) for Adult Japanese Encephalitis and vaccinated students in the college campus in collaboration with Office of the Urban FW/Unit, Silchar. • The Centre organised a Blood Grouping Camp and Blood Group Testing was carried out for the students. About 222 students have been tested. • Annual Newsletter “Sachetanata” of 2015-16 and 2016-17 were released. • The college joined and supported a day long squint screening programme and the Sudarshan Samadrishti Prkalpo organised by NGO “SAKSHAM” on the Louis Braille Day on 4th January, 2018. • An Awareness Programme on Breast Cancer was organised by the Health Centre for the female students and for their family members. A good number of teachers and students attended the programme. • The Centre donated medicine to Silchar Ramakrishna Mission for distribution among rural patients. • Career Guidance Cell organised two lectures on Career Guidance inviting the experts from RICE Academy Silchar and experts from IBS, Silchar separately.

<p>5. To organize extra curricular activities in the college.</p> <p>6. To continue the self financing courses run by the college.</p> <p>7. To organize extension activities in the society</p>	<ul style="list-style-type: none"> • Students Educational Tour to Jorhat and Sibsagar districts (Assam) was organised for five days during January 23rd to 27th of 2018. A total number 20 male and female students along with 04 teachers visited the Historical sites. • College Social Week. • Election was held for formation of Students' Union. • Fresher's welcome • Intra-College Tournaments was held for students, Teaching, Non-teaching and Library Staff of the college. • Participated in Inter-College Tournament (Football and Cricket). Our college won Women's Football Championship Trophy and Best Player of the Tournament. • Self Financing Diploma Course in Library and Information Sciences. • Diploma/Certificate Course in Computer Application. • Swacchata Pakhwada awareness programme organised to make aware of 500 (door to door in village areas). • Students of the college planted 3000 saplings on World Environment Day.
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** Attach the Academic Calendar of the year as Annexure.*

REFER TO ANNEXURE 1

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02	NIL	03	NIL
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	02		03	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	18	11	07		

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	NIL	5	0	0	0	0			NIL	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	NIL	01	NIL
Presented papers	NIL	NIL	NIL
Resource Persons	NIL	NIL	NIL

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Usual chalk and talk method is supplemented by audio visual aids. With the help of LCD, teachers are able to take classes and seminar using PPTs and thus lead to interactive learning. Smart board too is an important tool for collaborative learning. The college has procured a smart board for interactive teaching. A language lab has been set up for advanced learners of language subject. Students' attendance, two internal examinations, and seminars/assignments are designated tool for an assessment. The students are able to go online and access information from INFLIBNET.

2.7 Total No. of actual teaching days during this academic year

- 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Strict evaluation is done under the monitoring of the Examination Cell of the college. Students are subjected to continuous and comprehensive evaluation process. It includes conducting periodic tests, mentoring, feedback system and so on. Internal assessment is done based on students' attendance, two internal examinations, and seminars/assignments, etc.

- 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

		07
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- 2.10 Average percentage of attendance of students

50%

- 2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A. (H)	24	NIL	8.33	33.33	33.33	83.33
B A. (P)	256	NIL	0.78	5.07	15.23	31.25
B. Com (P)	75	NIL	1.33	6.66	22.66	37.33

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC stimulates the academic environment for promotion of quality of teaching-learning process. It has introduced a 'mechanism' to obtain improvement in teaching-learning experiences and to ensure quality in academic life of the college by initiating 'Academic Monitoring Cell' for ensuring academic development and healthy practices in the college. Initiative is taken by the Cell to organize workshop, seminar, symposia, Felicitation for students with outstanding results, lectures, for improvement of teaching-learning mode, use of learning mode to meet learners' need and to evolve method for improvement of pass/drop-out rate.

- 2.13 Initiatives undertaken towards faculty development

08

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC – Faculty Improvement Programme	0
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	17
Summer / Winter schools, Workshops, etc.	03
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	02	00	01
Technical Staff		01		01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC has initiated the establishment of Research and Publication Cell to monitor and address the issues of research in the college. It has made efforts in developing scientific temper and research culture and aptitude among teachers and students. The IQAC also initiated the college magazine and an interdisciplinary Research Journal (enlisted in UGC Notified Journal) to promote the research aptitude and writing skills of the academicians of the Institution .It encourages syllabus oriented research project works among the students including field work/survey for data collection and analysis (Basic and Social Sciences). IQAC supports the facilities introduced in the library in terms of ICT infrastructure which help in supporting the research activities in the institution.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs	NIL			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs	NIL			

3.4 Details on research publications

	International	National	Others
Peer Review Journals		02	
Non-Peer Review Journals		01	
e-Journals		02	
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>(other than compulsory by the University)</i>	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.16 No. of patents received this year NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Swacchata Pakhwada awareness programme organised to make aware of 500 families visiting door to door in village areas.
- Students of the college planted 3000 saplings on World Environment Day in rural areas.
- Special Camp on Health and Sanitization was organised at Gangapur village.
- The college joined and supported a day long squint screening programme and the Sudarshan Samadrishti Prkalpo organised by NGO "SAKSHAM" on the Louis Braille Day on 4th January, 2018.
- An Awareness Programme on Breast Cancer was organised by the Health Centre for the female students and for their family members. A good number of teachers and students attended the programme.
- The Centre donated medicine to Silchar Ramakrishna Mission for distribution among rural patients.
- Conducted JE (Vaccine) for Adult Japanese Encephalitis and vaccinated students in the college campus in collaboration with Office of the Urban FW/Unit, Silchar.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5351 sq. m.	NIL	NIL	5351 sq. m.
Class rooms	21 Nos.	00	NIL	21
Laboratories	02			02
Seminar Halls	01	NIL		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	07	01	College Fund	08
Value of the equipment purchased during the year (Rs. in Lakhs)	Computer, Camera CC TV Accessories (18 nos.)	Computer, Steel Almirah, Wi-Fi, Fire Extinguisher (08 nos.)	UGC + College Fund	Rs. 2,36,464/-
Others (Furniture)	02	03	College Fund	05

4.2 Computerization of administration and library

The library has created an online Database of its total collection using SOUL, 2.0 and is fully automated with computerized processing and circulation services. An Online Public Access Catalogue (OPAC) has been created by the library, through which books can be searched (with keywords) through computer easily, giving exact location of the book in the library. The library provides various modern facilities like Barcode-enabled computerized Library Card, Internet, Reprography, Inter-library Loan, Online Searching, E-Resources, Consortium-based Services, etc.

4.3 Library services:

	Existing College (last 5 years)		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16093	629743/-	600	210117/-	16693	839860/-
Reference Books	586	71224/-	53	32964/-	639	104208/-
e-Books	Online membership					1100/-
Journals	30	123390/-	00	19112/-	30	142502/-
e-Journals	N LIST Free membership					
Digital Database						
CD & Video						
Others (specify): Equipments						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	25	24	11	-	08	01	02
Added	01	-	03	-	-	01	-	-
Total	49	25	27	11	-	09	01	02

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The library upgradation of Digital Library completed.
- Barcoding of College Library is under process.
- Book Talk and Orientation Programmes conducted for the new entrants to the college to acquaint them with the rules, services and tools of the library.
- A Library Training Programme was held.

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.85 Lakh
ii) Campus Infrastructure and facilities	5.02 Lakh
iii) Equipments	0.64 Lakh
iv) Others	0.53 Lakh
Total :	10.04 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

To look after the general welfare of the learners, the IQAC has formed two committees, viz. Career Guidance Cell and Academic Monitoring Cell to review the conditions that contribute to the academic success, personal development and well-being of students, including available forms of financial aid. The Cells under the guidance of IQAC recommends the name of the students for awarding free studentship to needy and deserving students. Application is invited in prescribed form for availing free studentship each year at the beginning of the session. Every year the college offers free studentship facility at the time of new admission to attract meritorious students and IQAC plays an important role in publicizing the same amongst the students. The IQAC ensures that adequate information is published in the prospectus and the college website about the services provided by the college for the welfare of the students, in addition to notifications as issued from time to time.

5.2 Efforts made by the institution for tracking the progression

Through the two important cells under IQAC-“Research & Publication Cell” and “Career Guidance Cell”, the institution is making considerable attempts to facilitate and give directions to the students for their progression to higher level of education. Various professional courses are offered by the institution and several skill-based and career-oriented programmes takes place in the institution. The Career Guidance Cell provides them with various types of materials like information bulletin, information booklet, etc, which it subscribes to help them in their employment opportunities and for further studies. The cell also encourages them to enroll their names in the ‘Office of Employment Exchange’, so that they would get the necessary information about employment.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
884	-	-	-

(b) No. of students outside the state

31

(c) No. of international students

NIL

Men	No	%	Women	No	%
	484	54.75		400	45.25

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
393	155	97	144	-	789	406	213	87	178	-	884

Demand ratio Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	528	Rs. 60,167/-
Financial support from government	40	Directly credited to student's A/c
Financial support from other sources	NIL	-
Number of students who received International/ National recognitions	NIL	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

*** Community Upliftment Programme = 01 (Extension activity in 05 (five) number of schools)
Literacy Programme on Medical Issues = 02 (Squint Screening, Awareness on Breast Cancer)

5.12 No. of social initiatives undertaken by the students
(Plantation, NSS, Blood Donation Camp, Health Camp)

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission:-Radhamadhab College, Silchar has been catering to the needs of the sub-urban and rural people most of whom are financially disadvantaged. The college has created a niche for itself by providing service in terms of value education and also syllabus oriented curriculum within the framework of the University. The college also inspires the students for co-curricular and extra-curricular activities and move ahead in vision keeping in mind the following objectives-

- (1) To provide the society with quality higher education and
- (2) To contribute to the physical, intellectual, aesthetic and moral growth of the youth with a sense of commitment towards building a better tomorrow

Vision:-The ultimate goal of the college is to make the institution “a centre of excellence in the field of Higher Education”. To achieve this goal, systematic approach, introduction of innovative academic programme and planned approach in infrastructural development has been adopted in recent years in the institute to produce trained and skilled students for betterment of the society. The college has also introduced meaningful co-curricular activities to generate a sense of discipline, ethical and moral values in the students and extension activities to involve students in community service and to develop a sense of sharing. Participation in literary and cultural competitions definitely brings out the talent and helps them in developing their personality so as to enable them to contribute towards nation building. However, the college feels that, it is a gradual ongoing process and needs co-operation from all quarters of the society.

6.2 Does the Institution has a management Information System

The college in its effort to mechanize the entire administrative system in a truly scientific manner in applying the modern tools of IT and ICT. College Automation system includes salary finance (Exsal) and Accounts (Exacc). For TDC Zonal work computerized database is available. In Library fully computerized database created by the software-SOUL 2.0 (INFLIBNET) and Online Cataloguing (OPAC) is available.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Being an affiliated college under the Assam University, the college has to follow the curriculum designed and prescribed by the university. It cannot design curriculum and syllabi independently. The affiliating University is going to introduce Choice Based Credit System (CBCS) from this session 2018-19. So, a majority of members of the faculty are associated with syllabus framing, designing and in transaction. Several teachers of the college being in the Undergraduate Board of Studies of the Assam University, plays an important role in the curricular design. In addition to that, some teachers are involved in framing the syllabus of the short term/ vocational courses that are conducted by the college. However, abiding the rules and regulations of the affiliating university, the college is successful in providing value addition in education by offering and enriching courses which enables the students, learning the skill or the subject of their interest by introducing job-oriented self-financing courses in Library and Information Sciences, Functional English,

6.3.2 Teaching and Learning

Some pedagogic practices for teaching – learning processes are provided by the institution to maximize the students' ability and success. The avenues to enrich student experiences are

- Audio-visual aid
- Computer and Internet accessibility.
- Students' seminar.
- Extra- curricular activities like sports,
- NCC, Extension activity, field trips etc.
- To develop total personality.
- Language Laboratory to enhance students' communication skills.
- Learner-centered activities like participative learning, interactive sessions, student seminars, project work, assignments, problem solving exercises, practical/field work and use of audio-visual teaching aids.
- Teacher diary with personal information/achievements/academic growth/unitized syllabus/ teaching programme schedule plan, students' performance record/leave record/attestation by Principal.
- Augmenting of teaching/learning through the e-resources available in the library.

6.3.3 Examination and Evaluation

Being affiliated to Assam University, the college follows the examination pattern followed by the University. However, the college evaluates the students continuously through mid- term and pre-final tests for their improvement of results in the final examination. Formative evaluation takes place during the course to determine whether proper teaching is rendered by the teachers of the respective department. It provides feedback to the learners as well as the teachers. The college follows the system of consultation with the individual student and his/her guardian after terminal examination so that the strength and weaknesses can be pointed out for better performance in the subsequent final examinations.

6.3.4 Research and Development

The institution being an undergraduate college offering Arts and Commerce courses, has little scope and is not directly involved in research activities of the students. Nonetheless, keeping in mind the future prospects of the students, the college has made efforts in developing scientific temper and research culture and aptitude among students. For example:

1. The IQAC encourages syllabus oriented research project works among the students.
2. It encourages field work/survey for data collection and analysis (Basic and Social Sciences)
3. The cell encourages departmental seminars, projects and assignments among the students.
4. It has initiated the college magazine and an interdisciplinary Research Journal to promote the research aptitude and writing skills of the academicians of the Institution.
5. The institution supports the facilities introduced in the library in terms of ICT infrastructure, information needs of students and teachers, free internet service, e-resources, etc., which help in supporting and promoting research activities in the institution.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The use of technology and innovative ideas leads to best practices evolving in the library and information environment. The services introduced in the library are:

- Computerized library database and online searching (OPAC), using SOUL 2.0 Library Management software from INFLIBNET which enables computerized circulation and management of the library.
- Free internet service for students and teachers: Various measures have been devised to enable Broadband connection in the library for free browsing of internet for the students and faculty. The library also provides reference service for proper retrieval of information through various websites. Fully automated and Bar Coding system for total collection of books along with Bar-Code generated Library Cards for the users.
- Resource sharing and inter-library (ILL) loan facility: The library has initiated association with premiere institutions like British Council, North Eastern Hill University, Assam University, etc which will enable sharing and delivery of library resources from other libraries, for the benefit of the students and teachers of the college.
- Consortium-based services through N-LIST.
- User orientation: Library arranges orientation programme at the initiation of new session especially to the newly admitted students and are given instruction about the various facets of the library and the classification and cataloguing systems prevalent in the library.
- Arranging lectures on recent issues on Library and Information Science like E-Resource, Digital library, etc for the benefit of the library users.
- User surveys for improving library services.
- Scanning. Downloading and printing services are available in the library.
- Reprography facilities for teachers and students: In order to aid the students with study materials, the library has started providing reprography service to its users by providing one Xerox machine in the library.
- Clipping/Information Display/Career Information Service for the students.
- Online browsing of library list of resources through college website.
- Facility of Departmental Library and Digital Library.
- Separate section for Regional books collection, Minor Research Projects completed by teachers and research scholars. The library is also maintaining separate sections for periodicals, where a number of regional, national and international journals and magazines are subscribed and displayed for browsing. A Reference Collection also has been built in the library where ready reference books including Dictionaries, Encyclopedias Biographies Mythologies, etc are set aside for reference purpose.
- Digital Resources/E-Resource availability.
- Besides printed forms, the library also initiated to build its collection in electronic forms like CDs, DVDs, etc.
- Wi-Fi connection facility.

6.3.6 Human Resource Management

1. The institution recruits faculty members and staff as per guidelines provided by the Govt. and UGC.
2. Teachers are encouraged to participate in Orientation, Refresher Courses, Seminars and Workshops. These are directly related to career advancement of the teaching staff.
3. The faculty is being provided with reasonably well maintained and functional Office, Departmental Library and Central Library, Common Room, Reading Room, Language Laboratory for spoken and Functional English and other technology mediated teaching facilities so that they can carry out their works efficiently.

6.3.7 Faculty and Staff recruitment

The college being a Provincialised one, is guided by the Assam College Employees (Provincialisation) Act, 2005 and the subsequent Service Rules and hence all appointments and retaining of teachers are governed by the same. The college is also keen to maintain a clean and transparent image in order to attract and retain eminent faculty during selection of teachers.

6.3.8 Industry Interaction / Collaboration

No interaction with industries has yet been made by the institution. However, students of Commerce Department visit Tea Gardens and Factories and discuss with the experts/authorities for entrepreneurship development.

6.3.9 Admission of Students

- a. Manual admission procedure is replaced by computerized system.
- b. Admissions are done either for Major Course or for pass course. Students opt for either Major Course or General Course.
- c. Credit Point system for deciding merit of the applicants for admission into major course instead of the total marks. Credit point is calculated by adding to the total marks, the marks secured in the subject in which major is sought.

6.4 Welfare schemes for

Teaching	<p>As the college is a provincialised one, the teaching staff avail the State Government's Welfare Schemes like General Provident Fund, Contributory Provident Fund, Group Insurance Scheme, Post Retirement Benefit Scheme like Gratuity, Leave Encashment and Pensions etc.</p> <p>Besides these, the institution has its own Employee's Welfare Scheme like Medical Relief Fund and Radhamadhab College Employee's Thrift and Credit Co-operative Society Limited which provide financial assistance in the form of Loan to the employees in Emergency. Teachers are given leave for a particular period to pursue research work or work in other post higher than the existing one under Faculty Improvement Programme. Duty leave is given to an employee to attend seminar, workshop, Refresher Course, Orientation Course and for performing University works.</p>
Non teaching	<p>The non teaching staff also avail the State Government's Welfare Schemes and Employee's Welfare Scheme like Medical Relief Fund and Radhamadhab College Employee's Thrift and Credit Co-operative Society Limited as mentioned above. The college provides training programme on computer applications for non teaching staff for effective office management from time to time.</p>
Students	<p>The college provides adequate student welfare measures to all students irrespective of caste, community, economic status and linguistic groups. To look after the general welfare of the learners, the college has a committee to review the financial conditions of students and provide financial aid. Free studentship to needy and deserving students provided by the government. Every facility for sports and games are provided in addition to gymnasium facilities. All students are exposed to various skills needed to secure and sustain a challenging job. Such skills include communication skills, presentation skills, team work skills, leadership qualities, work ethics, quality and environmental awareness etc The college, through the</p>

	<p>various cells, provides ample opportunities to the students to acquire additional skills and sensitize them to the needs of the community. Efforts are taken to infuse values in the minds of the students through value based courses and extension services. The college takes special efforts towards the all-round personality development of the learners.</p>
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6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done? Yes

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Being affiliated to Assam University, the college follows the examination pattern of the University given to under graduate level i.e. semester system. However, the college evaluates the students continuously through mid- term and pre- final tests for improving results in the semester examinations. Formative evaluation takes place during the course to determine whether proper teaching is rendered by the teachers of the respective department. It provides feedback to the learners as well as the teachers. The college follows the system of consultation with the individual student and his/her guardian after terminal examination so that the strength and weaknesses can be pointed out for better performance in the subsequent final examinations. In the process of performance discussion by the faculty members with the students, whatever shortcomings, mistakes, improper and incorrect answers observed are brought to the notice of the students. Correspondingly, the faculty members clarify the queries and doubts raised by the students for their satisfaction. This process of evaluation of the students and discussion of their performance brings an improvement in the quality of answer on the one hand and a change in the students' personality on the other.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Affiliating University (Assam University, Silchar) does not make a provision for according the status of autonomy to an affiliated institution.

6.11 Activities and support from the Alumni Association

The Alumni Association is keenly associated with the college activities and sometime comes forward with their valuable suggestions. Some alumni frequently visit the college and interact with the students, teachers and share their academic experiences to enrich the whole academic exercise. The association is regularly in touch with IQAC regarding policy formulation and development of the college. The Alumni meets periodically and give suggestions on making the system more students centric. The suggestions of the Alumni are implemented on priority basis. IQAC formulates the policy involving teaching, non teaching, students and alumni. We invite alumni for all major events on a regular basis to keep them involved in the development activities of the college.

6.12 Activities and support from the Parent – Teacher Association

The college organizes parent-teachers meet regularly to discuss the activities related to academic and co-curricular excellence of their wards. Interaction among teachers, parents and the principal of the college generally takes place on the following occasion:

- a. At the time of admission, counselling of the students & parents are held. They are made aware of the rules and regulations of the college and are also made aware of different subject combinations and their scope in later life.
- b. The principal and the teachers meet the parents regarding lower attendance in class and poor performance in the college examination of their wards. Suggestions are sought from the parents and co-operation is solicited from them in this regard.

6.13 Development programmes for support staff

The support staff is allowed advance salary before festival to support them in times of festival. Also informal training is given to the support staff for maintenance of generator, Xerox machine, electrical connections, etc. They are also given formal training in various fields as and when necessary.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Carbon neutral status entails reducing and/or avoiding carbon emissions so that only unavoidable emissions are offset. Care is taken to restrict vehicle entry into the campus during working hours. Dust-free green boards have been installed in the classroom. The college has curtailed emission of carbon by providing LPG connection in the college canteen. The college invests great interest in nurturing a green campus through the maintenance of a garden and plantation of trees and plants. A herbal garden having different varieties of medicinal plants developed in the college. Different varieties of flowering trees, ornamental trees and shrubs keep the institute free from pollution and maintain aesthetics. Areas are assigned to NSS under the Campus Beautification Cum Eco Club for planting, watering, weeding and maintaining the plants, greens, herbs and trees, the yearly addition of trees to the green campus is the venture of the college authority. There is also an arrangement with the computer supplier to exchange old systems for new. Systems with good guarantee period are opted. This reduces the e-waste and contributes effectively towards the Green movement. The campus is a totally de-plasticized zone. The use of plastic bags, cups and plates are restricted in the campus. Students in the Discipline Committee ensure that the classrooms and campus are kept clean and plastic free. Institution actively participates in green campaigns and has taken the initiative to teach students how to make and use simple eco friendly materials.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Learning is made more students centric in classroom by organizing questionnaire method, lectures, group discussion, seminars, home assignments, field trips, lab exercises and field projects wherever necessary. To sharpen their reasoning power, group discussions, debates and seminars are organized. The semester system of examination demands continuous effort from the students and evaluation for betterment of their results. The college has designed and introduced some reforms in the examination and evaluation process. For effective translation of the curriculum and improving teaching practices, the IQAC of the college through its Academic Monitoring Cell constantly encourages the teachers to adopt innovative techniques for effectively translating the curriculum by adopting new methods of teaching. Monthly attendance, unit test mark, remedial measures etc. are entered and is monitored periodically by the HODs. The institution focuses on quality curriculum delivery and insists on effective teaching. The department arranges specialized coaching for the students through Guest Lectures and Workshops by inviting experts from industry and academia. Computer laboratory, Digital Library, Wi-Fi, ICT tools, Audio-Visual Aids, Public Address System, etc. have been strengthened. Usual chalk and talk method is supplemented by audio visual aids. With the help of LCD, teachers are able to take classes and seminar using PPTs and thus lead to interactive learning. The Research and Programme of Studies Cell of the institution has been working with more vigour to run the self-financed programmes with a view to improving the specialized skills of the students and enhancing their scope and capacity in the job market. The college has taken the step of making the campus wifi enabled. Students are at liberty to use high speed internet service within the confines of the college campus. The Library has installed separate machines for internet browsing for students and teachers offering institutional ID and Password for accessing e-resources over the internet.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plans	Action taken report based on the plans
<p>1. To organise Guest Lecture by all the departments.</p> <p>2.To continue Certificate Course in Functional English</p> <p>3.To continue all self financing courses run by the college</p> <p>4. To organize sports and cultural activities.</p> <p>5. To provide modern health care facilities.</p>	<ul style="list-style-type: none"> ● Guest lectures and seminars were organized by all the departments of the college. ● Functional English Course (UGC Sponsored) for the session 2017-18 was organised. ● Self Financing Diploma Course in Library and Information Sciences and Certificate course in Computer (Tally, DTP, MS Office) conducted successfully. ● Election was held for formation of Students' Union. ● College Social Week. ● Cultural Event. ● Plantation and Swachhata Abhiyan Programme ● Food Festival and Youth Day Celebration. ● Free Dental Health Check-up and treatment camp was organised by the Centre. ● General health check up of the students ● Conducted JE (Vaccine) for Adult Encephalitis and vaccinated students in the college campus in collaboration with Office of the Urban FW/Unit, Silchar. ● The Centre organised a Blood Grouping Camp and Blood Group Testing was carried out for the students. ● Annual Newsletter "Sachetanata" of 2015-16 and 2016-17 were released. ● The college joined and supported a day long squint screening programme and the Sudarshan Samadrishti Prakalpo organised by NGO "SAKSHAM" on the Louis Braille Day on 4th January, 2018. ● An Awareness Programme on Breast Cancer was organised by the Health Centre. ● The Centre donated medicine to Silchar Ramakrishna Mission for distribution among rural patients.

<p>6. Soft Skills Development of the students</p> <p>7. To engage students in community service. (Extension activities)</p> <p>8. Installation of CC camera, Wi-Fi, Transformer in the college campus.</p> <p>9. To initiate construction of Girls Hostel.</p> <p>10. To make aware on social and environmental issues</p>	<ul style="list-style-type: none"> • The Students' Health Care Centre introduced Yoga Classes for Soft Skills Development of the students for a period of two and half months (1st September, 2017 to 15th November, 2017). • NSS Cell under IQAC organised awareness and Plantation programme in rural area. • CC Camera and Wi-Fi installed and the installation of transformer under process in the college campus. • Construction of Girls Hostel is already started. • NSS Cell organised Swacchata Abhiyan and "Health and Sanitation" Programme in village area. • NSS Cell with students of the college planted 3000 saplings on World Environment Day.
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7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best practice No. 1

1. Title of the Practice: Library Awareness Programme for Digital Library

2. Goal: To create awareness about electronic resources, facilities and services of the library among the users and thus to ensure the optimum use of the Digital Library Section. The objective is to introduce the e-resources available in the library to the users and the wide range of information resources available online; and at the same time acquaint the students and the faculty members, with the new things that are coming up in subsequent course of time with the advancement of ICT and online connectivity.

3. Context: The explosion of information in electronic formats requires the libraries to play an increasing significant role in evaluating resources and educating the users. New skills and preaches are required for assessing the users specific requirements. Libraries play a big role in research and higher education and it is a challenging task for the modern libraries to adapt to the changes brought about by the introduction of ICT in libraries. It is the most important job of the library to find out ways and means as to how to proceed to get effectively engaged in the information dissemination task in an electronic environment. How to elucidate the users about the vast electronic resources in the field of Library and Information Sciences? Hence, continuous user promotion and information literacy programme has to be launched with novel ideas to enhance the use of digital resources. Libraries need to be dynamic so that

they follow guidelines on accessibility, usability and design of digital library prescribed by the national and international standards. To provide access to online 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 making a strong collection of digital objects. In current scenario, a librarian should be aware about all types of digital products as well as its services used for educational purpose.

Moreover, a librarian should motivate the students to access the digital library and its resources, and also help in development, utilization and awareness for digital library.

4. The Practice: The library has been conducting an awareness programmes and guest lectures for the users every academic year. The purpose of this programme is to give an overview of the objectives of the digital library and the various facets of this section, thereby illustrating the different types of digital objects, their access and how to retrieve them. The programme basically talks on the following issues:

- Digital Library Purpose and Operations
- General Rules and Guidelines to access the Digital Library
- Available Digital Resources stored in the server
- E-Books and E-Journals
- Consortium based services (NLIST)
- Online resources of British Council Library
- Digital Photo Gallery of the college
- Information literacy

The main role of physical libraries is collection, storage, arrangement and retrieval of knowledge available in diverse formats and the main function of library here is to support in learning and giving out of information. In this digital era different function of digital libraries are digital selection, scanning, cropping, uploading, formatting of data, and arrangement of data through metadata for retrieval of information. Digital resources includes all types of non-printed materials, e-books, e-journals, online databases, research papers, e-classes, e-learning, etc,.. Information technology has change at every level, so libraries highly affected in present digital era. Day by day there is a decrease in the reading habit by the users, in this context librarian should be familiars to all types of digital resources to maximize use of digital resources that may fulfil user needs.

This orientation programme is meant for the freshers as well as the existing users who have use the college library and are members of the library during the academic year. Instruction and introduction on digital section of the library, use of the client machines of the digital library server, organization of digital collection, type of e-resources available and range of

services provided is highlighted. In addition, orientations on use of internet and web resources are also provided.

In addition to this, various kinds of information literacy programme, user awareness programme, guest lectures, etc. are organized by the library which is intended not only for the students, but the teachers as well. It thus takes the form of Information Literacy Programme, whereby programmes are conducted separately for students and also the faculty members of the college to conceptualize the idea of a modern library in the present context, application of ICT techniques to Library and Information Science field, E-resources, Digital Library, etc. 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 (Simple Search, Boolean Search, Member OPAC, etc.)
- Internet as a tool of research (especially for the faculty members)
- New projects in the library
- Bar Code, Digitization, etc.
- Digital Library
- Consortia Services
- Institutional Repository (DOAR)
- E-Books and E-Journals (DOAB & DOAJ)
- Electronic Thesis and Dissertation (ETD)
- Educational Websites
- Free Online Libraries on the net
- Other web resources, Google Products, etc

This programme also takes the form of User Guidance, whereby users are also guided and directed towards the satisfaction of their reading or information needs through virtual tour, reference service and verbal instruction and also how to follow the library signage system and locate its documents. With the development of new technologies, library orientation is now conducted with LCD Projectors and audio-visual systems.

5. Evidence of success:

It encourages students to use the library and its resources with more interest and more effectively. The students are motivated to visit the digital library section and take its help in their academic affairs. It inculcates the habit of reading, browsing and self-study among the students, which is very important because they may have never been acquainted with a good library before in their school days. It also positively increases the percentage of use of e-books and e-journals. Positive outcome is also noticed in printing, scanning and downloading as well, because they are acquainted with the rules of the library. Use of appropriate web-resources, optimum utilization of other relevant materials are other

important positive aspects of library orientation. Though user orientation and awareness programme are deemed to be normative practices, it is its effective use of information sources, which justifies its success. Hence, adopting new techniques and tools in imparting user orientation may be a best practice in extent of use of library services. It helps to use the online catalogue and the Internet facility of the library. It really helps the library users to feel at home in the library and trust the competency of the staff of the library.

6. Problems encountered and resources required:

Acquisition of digital objects and educational CDs/DVDs are sometimes difficult due to constraint of funds. Preparation of presentations, lectures, and manpower to strengthen the digital section and promotional materials are some of the constraints, which need to be overcome. Preparation of users aids, training of library professionals in providing user education are also encountered sometimes as problems for the same. Cost of promotional materials, space and display materials for delivering lectures on digital library and library tools are other hindrances. Low configuration of computers and slow speed of Internet are other problems, which need to be overcome.

7. Notes (Optional):

To disseminate current information on various subjects to all the library users in time both online and physical, regular display of information like job opportunities, fellowships, training, student placements, academic, research and scientific news are displayed on the notice board as well as the library website. A good number of faculty and researchers regularly use this service and make effective use of their academic and research interest.

To allow the users remote access to the digital library and feel acquainted with the services of the library and get satisfactory answers to their queries from the remote access, the library has developed its website linking its OPAC. It has also linked to its electronic library consisting of all e-journals through UGC- NLIST Programme along with its own subscribed databases. The website also has links to various other resources created by the library. This will enable the users to familiarize themselves with the library activities and access the library catalogues through the remote access. The library has also implemented Bar-Code Technology for faster processing and delivery of information.

Online browsing of library resources through college website is also going to be a reality soon, as the library is working on it. Special collection on Barak Valley is supplemented by “Barak Valley Special Repository Centre” to conserve and disseminate information relating to the cultural heritage of the region.

8. Contact Details:

Name of the Principal:	Dr. Pronoy Ranjan Deb.
Name of the Institution:	Radhamadhab College, Silchar, Assam.
City:	Silchar.
Pin Code:	788006
Accredited Status:	B
Work Phone:	03842-225198, 226512, 226944
Website:	www.rmcollege.org Fax: 03842-225198 e-mail: rmcollege71@gmail.com

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 non-teaching staff of the college

3. Context:

“Health is not mainly an issue of doctor, social services or hospital. It is an issue of social justice.” No programme of high quality education can be implemented unless the students of the educational institutions are healthy and at the same time health conscious. “Students Health Care Centre” is one of such innovation of Radhamadhab College, Silchar which has remained an untouched area in most of the colleges of Southern Assam. The college launched its ‘Students Health Care Centre’ in the year 2003, to provide basic medical facilities to the students of the college. In the present global health scenario medical awareness and health care has become a vital issue. The Student Health Care Centre is trying its utmost to infuse a modern outlook and impetus for the promo 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 Health Executive Committee provides a liaison between the providers and users of the service. The committee assesses and recommends programmes for development and services for the benefit of the students. 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.

4. The practice:

The Health Care Centre of the 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. 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. The Centre organizes various kinds of seminars, health awareness programme, Health Camp

as extension activities, etc. The activities of the Centre for the current session are highlighted in the following way:

I. A General Health Check-up of all the students including 10 (ten) teachers were done by the appointed physician Dr. Sekhar Sobhan Das, MBBS, Retd. SDM & H.O Lakhipur PHC.

II. The Centre in collaboration with the Office of Urban FW/Unit, Silchar conducted JE (Vaccine) for Adult Japanese Encephalitis on the 17th May, 2017 in the college campus itself for the students of Radhamadhab College.

III. For the first time Yoga classes for the students of the college was introduced by the Health Centre by appointing Yoga Instructor - Shri Biprasish Chakraborty.

IV. The Centre organised a Blood Grouping Camp on 8th September, 2017 in the College Auditorium by inviting Dr. M. Shyam from Narishikha Ashram, Silchar, Dr. B. P. Nath, Sub-Divisional Medical and Health Officer i/c DTC, Cachar, Silchar and Dibya Jyoti Nath, Laboratory Technician, DTC, Cachar. A total number of 222 students tested their blood group out of which 06 (six) students were referred to Silchar Medical College to confirm the test as their findings were Negative (-ve).

V. The Centre joined and supported the Squint Screening Programme on the Louis Braille Day on the 4th January, 2018. There was a day long programme which began with a Rally. The students also volunteered the Sudarshan Samadristi Prakalpa organised by Saksam, a National Organization in collaboration with Choudhury Eye Hospital, Silchar.

VI. A Free Dental Check-up Camp in collaboration with Lioness Club, Silchar was organised in honour of Dental Day on the 6th March, 2018. The Lioness Club distributed free medicine and toothpaste amongst the students.

VII. The Centre also organised a Breast Cancer Awareness Programme for the female students and the family members of the students in collaboration with the Cachar Cancer Hospital and Research Centre in the College Auditorium on the 28th March, 2018. Renowned Doctor Dr. Paulomi Mukherjee and Smt. Sita Kannan from Cachar Cancer Hospital and Research Centre were present in the programme. Dr. Mukherjee delivered a lecture Breast Cancer Awareness and students interacted with her.

VIII. The Students' Health Care Centre donated medicines for distribution amongst rural patients to Silchar Ramkrishna Mission in October 2017.

5. Evidence of Success:

Regular health check-up programme conducted by the Health Care Centre helps the students 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 encourage the students to be fearless, disciplined and to do justice to the people of the society at large.

One physician attends the Centre twice in a week. As a result, students and staff of the college are also benefited.

6. Problems encountered and resources required:

- (a) Well equipped room, infrastructure, instruments and other accessories.
- (b) Insufficient trained professionals and resource persons from the neighboring institutions.
- (c) Some recurring expenditure as honorarium to the invited professionals.
- (d) Support of management.
- (e) Regular meetings with the members of the Cell for proper functioning of the Centre.
- (f) Notice board in appropriate places to display the information.
- (g) Human resource and capital is also required for day to day activities of the Centre.
- (h) Expenditure for Maintenance/monitoring of user statistics.

7. Problems:

- (a) In arranging the lectures, seminars and other programmes.
- (b) Shortage of human resource in times of need.
- (c) Unnecessary fear in the minds of the students (entrants) which is difficult to overcome.
- (d) Constant counselling and supervision is required.

8. Optional notes:

At present the Centre is located in the college campus. The college has a plan to upgrade the Centre into a full- fledged Medical Centre for the benefit of the students, teachers and employees of the college. Every year, Students' Health Care Centre publishes its annual News Letter 'Sachetanata', focusing its activities of the previous session.

9. Contact Details:

Name of the principal:	Dr. Pronoy Ranjan Deb.
Name of the Institution:	Radhamadhab College, Silchar, Assam.
City:	Silchar.
Pin Code:	788006.
Accredited Status:	B
Work Phone:	03842-225198, 226512, 226944
Website:	www.rmcollege.org Fax: 03842-225198 e-mail: rmcollege71@gmail.com

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

Continuous effort is being made by the Institution to conserve nature and prevent health hazard to the community. At the same time the strategy of the Institute is to promote the issues concerning environmental conservation and spread awareness regarding the same. Tree plantation is the major concern of the management to maintain the pristine purity and beauty of the college to provide a congenial atmosphere for the academic and non-academic pursuits. Green audit of the campus is carried out by the staff periodically by supervising the maintenance of the existing trees and locating places for planting new trees. Nurturing plants is one of the non-academic pursuits that develop eco-concern among the students. Areas are assigned to the NSS Cell for planting, watering, weeding and maintaining the plants, greens, herbs and trees; the yearly addition of trees to the green campus is the venture of the college authority. The Institution sensitizes students to the environment through the observance of Environmental Day.

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT analysis is done internally and has given us the following results:

Strength:-

- Faculty
- Management
- Sober student

Weakness:-

- Students mostly mediocre
- Mostly rural
- Financially weak

Opportunity:-

- Trend of increase in enrolment in Commerce and Arts.
- Vocational courses should be started.

Threat:-

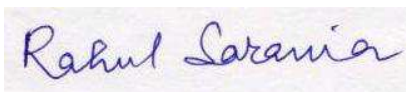
- Decrease of success rate due to increase in enrolment of poor (mediocre) quality students.
- Job opportunity is very limited.

8. Plans of institution for the session 2018-19

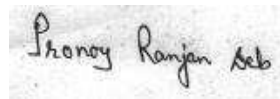
1. Organisation of Guest lectures by all the departments.
2. Departmental seminars (For all subjects).
3. National Seminars.
4. Continuation of Certificate course in Functional English.
5. Self Financing Course in Income Tax Consultancy.
6. Continuation of Self Financing Certificate course in Computer.
7. Short term Training programme.
8. Extension activities.
9. Health check-up and blood group diagnosis of the students.
10. Free health camp to nearby village as extension activity of Health care centre.
11. Awareness programme on Environmental issues and health related problems.
12. Educational tour to Industries and Historical places.
13. Publication of Research Journal of the college.
14. Students Sports and Cultural Meet.
15. Continuation of construction of Girls' Hostel.
16. Installation of Transformer in the college campus
17. Extension of classroom building under infrastructural development.
18. Soft skills development of the students,
19. Introduction of Mass communication (for Degree level) and Honours in Commerce.
20. Community development, renovation and upgradation of academic atmosphere in the adopted village.

Name: **Dr. Rahul Sarania**

Name **Dr. Pronoy Ranjan Deb**



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

ANNEXURE -I
ACADEMIC CALENDER: 2017-2018

Month	Total Days	Working Days	Sundays	Other Holidays	Teaching Days	Exam	Activities
July	31	26	05	-	26 [Both TDC & HS]	-	-
August	31	26	04	01	18+07=25 [Both TDC & HS]	1 st Unit Test (Odd Sem.)	Union Election
September	30	20	04	01+05 [Puja holidays from 26 th -30 th Sep]	12+07=19 [Both TDC & HS]	2 nd Unit Test (Odd Sem.)	Sarad Utsav, Fresher's Welcome & Puja Holidays
October	31	10	05	16 [Puja Holidays continued from 1 st -19 th Oct] Exclude Sunday	10 [Both TDC & HS]	-	Puja Holidays upto 19 th Oct
November	30	25	04	01	10 days [TDC] 15 days for [H.S.]	Odd Sem. Exam	Tentative schedule Nov 15 th – 30 th
December	31	24	05	02	12 days for [TDC] 16 days for [H.S.]	Odd Sem. Exam	Tentative schedule Dec 1 st - 09 th
January	31	26	04	01	19 [Both TDC & HS]	-	Social Week [07 days]
February	28	23	04	01	16+07=23 [TDC only]	1 st Unit Test [Even Sem] H.S. Final Exam	-
March	31	24	04	03	17+07=24 [TDC only]	2 nd Unit Test [Even Sem]	-
April	30	25	05	-	12 days for [TDC] 11 days for [H.S.II]	Even Sem. Exam [H.S. Ist yr. Exam]	Tentative schedule April 21 st - 30 th [Even Sem]
May	31	17	04	10 [Summer Break 20 th -31 st May] Exclude Sunday	15 days [H.S. II only]	Even Sem. Exam upto 18 th May 2017	Summer break from 20 th May
June	30	00	04	26 [Summer Break continued 1 st -30 th June] Exclude Sunday	00	-	Summer break to 30 th June
Total	365	245	52	68	TDC =181 days H.S. =155 days	-	-

Total Days =366
Sundays =52
Teaching Days =181 for TDC
=156 for H.S.

Working Days =245
Other Holidays (Includes Sundays) =68
Other activities of the students =09