



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	RAJENDRA ACADEMY FOR TEACHERS' EDUCATION
Name of the head of the Institution	Dr. Uma Pan
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03432538468
Mobile no.	7797826666
Registered Email	rewt.dgp@gmail.com
Alternate Email	principal@rajendraacademy.com
Address	Vill & PO Gopalpur PS Kanksa
City/Town	Durgapur
State/UT	West Bengal
Pincode	713212

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	S.K Nair
Phone no/Alternate Phone no.	03432538468
Mobile no.	7797826666
Registered Email	rewt.dgp@gmail.com
Alternate Email	principal@rajendraacademy.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://rajendraacademy.com
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.rajendraacademy.com/Uploads/29042020123609/06032020135454Academic%20Calender%202016-17.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.25	2016	02-Dec-2016	01-Dec-2021

6. Date of Establishment of IQAC	02-Jan-2012
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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
Computer Based Learning	01-Feb-2017	136

	01	
Self Appraisal and Evaluation of Teacher Educators	01-Feb-2017 02	43
Vivek Vahini & Cultural Diversity	15-Jul-2016 02	172
School Internship	15-Jul-2016 120	93
NAAC Peer Team Inspection for First Cycle Accreditation	15-Jul-2016 02	8
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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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 :	4
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)	
Preparation for Interaction and Documentation for NAAC Peer team Visit of First cycle Accreditation	
Internship for B.Ed Programme	
Vivek Vahini & Cultural Programmes	

Self Appraisal for Teachers

ICT & Computer Based Learning

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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	Achivements/Outcomes
Self appraisal report	Executed
Tree plantation	Successfully Organised
Vivek Vahini.	Successfully Organised
Institutional Best Practices.	Successfully Achieved
School Internship.	Successfully Achieved
Academic Calendar framed with overall objectives.	Executed
NAAC accreditation norms and interaction with NAAC Peer Team.	Successfully Achieved
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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 ?

Yes

Date of Visit

11-Nov-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2016

Date of Submission

19-Feb-2016

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 has well planned mechanism for transacting the curriculum. We basically follow the prescribed syllabus of The University of Burdwan. At the beginning of the Academic Year the faculty members provide the students with course details, field work and assignment. Time plan session is also developed by the concerned teachers for ensuring systematic curriculum transaction. Apart from traditional lectures and seminars, power point presentations, smart board, audio visual aids are also used for enabling the learners in understanding and completing the courses. Different co-curricular and co-scholastic activities are also included in the curricular process to make the learning more holistic and enjoyable. For proper implementation of the curriculum the norms of CBCS (Choice Based Credit System) the entire academic activities are framed through pre-semester planning, semester activities and post-semester activities. At the end of every semester proper feedback is obtained from the students and the course outcome are matched with the programme outcome. It is evaluated and discussed in IQAC meetings for qualitative improvement. Seminars, value added courses and industrial visits are arranged to enrich the curriculum.

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
NIL	NIL	Nil	0	NIL	NIL

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
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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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
No Data Entered/Not Applicable !!!		
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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
BEd	Teacher Education	95
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
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 Institute obtains feedback from the students, teachers, alumni and parents through a structured questionnaire. The feedback obtained is analyzed and necessary changes are introduced for overall development and progress. Students share about their expectations in terms of curricular components, skill enhancement initiatives, guidance and other academic supports. Faculty members also share their inputs on overall improvement and academic aspects. Necessary feedback from parents is also collected and their suggestions are forwarded to the Management for due consideration. Feedback is also collected from the students during each semester and consolidated with other parameters for effective decision making. During alumni meet the feedback are documented and forwarded for overall development and improvement in the gap areas. The feedback mechanism of the Institute focuses on adhering to the interests of the stakeholders.

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
BEd	Teacher Education	100	118	100
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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
2016	100	Nil	16	Nil	Nil

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

Rajendra Academy for Teachers' Education follows an effective mentoring system with the purpose of providing psychological, social and moral support to the teacher trainee students. Each mentor teacher is allotted twenty students and they take care of the overall development and progress of the students. Mentors provide different support services in academic, professional, co-curricular, redressal of grievances and counseling. The concerned mentor keeps a record of the full profile of the students and it is forwarded to the Principal's Office. Apart from this Parent Teacher Meeting (PTM) is also conducted regularly for sharing the observations and collecting the required feedback for improvement. For the slow learners' remedial classes, group discussion, proficiency enhancement sessions are conducted. Advanced level learners are also provided with the state of the art facilities to encourage creativity and participatory learning. The Institution manages the mentor system with full care and bridging the gap between the teachers and students. The mentoring system is designed for creating a congenial environment where the students can easily approach to the teachers for necessary guidance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
247	26	1 :10

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
1	1	Nil	1	1

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 state level, national level, international level	Designation	Name of the award, fellowship, received from 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
BED	54	SEM-IV	30/06/2017	01/11/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The evaluation system at Rajendra Academy for Teachers' Education is a continuous process. For each courses there are two components- one is the Internal Assessment and the other part is Semester End Examination. As an affiliated College the evaluation norms of the University of Burdwan is followed. For internal assessment various tools like unit test, midterm test,

assignments, field work and practicum are given. The internal assessment carries 30 percent weightage and remaining 70 percent weightage is for semester end examination. Uniformity and transparency is maintained during the evaluation process. The faculty members check the progress of students, identify the gap areas and takes proper remedial measures for improving the performance of slow learners. Criterion adopted for internal assessment is adopted as per the directives of the Controller of Examinations, The University of Burdwan. At the beginning of the semester the faculty members inform the students about the various components in the internal assessment process and the schedules are communicated to the students in advance. Answer scripts are randomly verified by the Head of the Department (HODs) in order to ensure the standard evaluation process. The performance is shared to the students by the concerned teachers and necessary feedback is given. Performance in the internal assessment is accounted for Semester Grade Point Average (SGPA).

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

As Rajendra Academy for Teachers Education is affiliated to The university of Burdwan, it follows the guidelines framed by the University for academic, curricular, co-curricular and extra curricular activities. The Academic Calendar covers the internal assessment schedules, field visit dates, practicum and projects. The tentative examination date for both internal and semester end exam dates are also specified in the Academic Calendar. It also covers the list of observation days like Independence day, Republic day, Teachers day, cultural events, annual sports, College Foundation day, etc. The Academic Calendar is prepared by the Head of Departments with coordination from the respective faculty members and forwarded to IQAC for final approval. After that it is circulated widely among the students and posted at College notice Board. It is also uploaded in College website and in the WhatsApp group of the students. If any changes are made in the Academic Calendar it is also intimated properly to the students and other groups for ensuring smooth academic transaction process.

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)

<http://www.rajendraacademy.com/Uploads/29042020123555/05272020130505Programme%20Outcome%20%20RATE.pdf>

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
54	BEd	Teacher Education	52	51	98.07

[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)

[NIL](#)

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
Nill	0	NIL	0	0
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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	Nill	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
NIL	NIL	NIL	NIL	NIL	Nill
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	Nill

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)
Nill	NIL	Nill	0
No file uploaded.			

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
NIL	Nill
No file uploaded.	

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	Number of citations excluding self
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					the publication	citation
NIL	NIL	NIL	Nill	0	NIL	Nill
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	Nill	Nill	Nill	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nill	Nill	Nill	Nill	Nill
No file uploaded.				

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
NIL	NIL	Nill	Nill
No file uploaded.			

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
NIL	0	0	Nill
No file uploaded.			

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
NIL	NIL	NIL	Nill	Nill
No file uploaded.				

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	0	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	Name of the	Duration From	Duration To	Participant
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	linkage	partnering institution/ industry /research lab with contact details			
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	Nil
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
600000	480869

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	3.18.03.000	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	48	42	48	0	0	4	2	100	0
Added	0	0	0	0	0	0	0	0	0
Total	48	42	48	0	0	4	2	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

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
500000	458394	100000	22475

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)

The College has established the procedures and norms for maintaining and utilizing of the physical, academic and various support facilities like laboratory, library, classrooms, computers and sports ground. The policy details of the norms and procedure for maintaining and utilizing physical, academic and support facilities approved by the Management are as follows: 1. Framing of Action Plans based on the recommendations of various Committee of the College. 2. Planning and Control mechanism for maintenance activities. 3. Budgetary allotment for the repair and maintenance job. 4. Allotment of manpower for maintenance and repair works. Institute prepares the integrated budget for maintaining and utilizing the infrastructure facilities. Institute provides fund to different committee for maintaining and repairing. The allocated funds are used by monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee, etc. of the college. For achieving of the vision of institute, to maintain the qualities, following are the policies:- 1. The Stock Registers are maintained by the respective departments. 2. The maintenance of Computer Laboratories are done by Laboratory in Charge along with Laboratory Attendant. 3. Swachhata Committee is responsible for Cleanliness of the College. 4. Landscaping and maintenance of lawns is done under the supervision of Gardening Committee. 5. The Principal monitors overall maintenance of the campus through regular inspection. 6. Hostel facilities are monitored by the Hostel Committee. 7. Purified drinking water is provided by the Institution

under Swachhata Committee. 9. Repairing work is done by Maintenance Committee. 10. IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updating of software is done by the Lab Assistants. 11. Wooden furniture, electrical fittings, plumbing etc, are properly maintained. 12. The maintenance of the Reading Room and stock verification of Library books is done regularly and report is submitted to the Principal. 13. The Sports Committee monitors the sports ground for events and games. Sports accessories are also periodically checked and added by the Committee after due approval from IQAC. 14. Beautification committee maintains the beautification and decorum of the college. 15. Classroom maintain by the maintenance committee and Swachhata committee regularly

<http://www.rajendraacademy.com/Site/Pages/Default.aspx?Page=Maintenance%20&Id=18062018023730>

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	NIL	0	0
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0
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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	Nil	Nil	Nil	Nil
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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
Nil	Nil	Nil

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	Nil	Nil	NIL	Nil	Nil
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	Nil	0	0	0	0
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	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Sports	College Level	104
Saraswati Puja	College Level	124
Vivek Bahini	College Level	112
Womens day	College Level	89
College Foundation Day	College Level	165
Basant Utsav, Holi	College Level	75
Independence day,	College Level	102
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	00	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)

Rajendra Academy for Teachers' Education ensures the platform for active participation of the students in multiple activities. It empowers the prospective students in gaining leadership qualities, rules and regulations as well as the skills of execution. Students also actively participate in various cultural programmes, activities and events throughout the year which are guided by various committees. The student council acts as a linkage point among the

Principal, faculty and students body as a whole. Students form themselves as a peer team under the guidance of faculty members. The areas covered by the student council are as follows, • Activities related to academic improvement. • Various co-curricular and extracurricular activities. • Student welfare measures. • Cultural events with active participation for all. • Training and placement matters. • Other matters pertaining to students' interest.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

40

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

1500

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni meeting was held on 29th June 2017. In this meeting the annual accounts was presented and the plan to organised various events, cultural program were discussed.

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 College promotes and practices the culture of decentralization and empowering the staffs to participate in organizational activities. There is open door policy where anyone is free to talk with the higher authorities. For participative management, the Principal, HODs, faculty members and student representatives form the part of IQAC team. The Institute follows the following two practices of decentralization and participative management, (i) Academic Activities. (ii) Extra-curricular activities. (i) In the academic aspect it is ensured to have uniformity in curriculum planning, curriculum transaction, assessment and evaluation. Subject allotment is provided for the respective semester so that the faculty members can adequately plan and prepare for the academic and other activities. Subject coordinators are engaged by the HODs with the charge of planning, tracking the progress and ensuring the overall progress. The progress of students are monitored, innovative teaching and learning process beyond classroom learning, planning for internal evaluation and assessment is done on regular basis with flexibility. The faculty members also ensure the completion of internal assignments, field work, and practicum as per academic schedule with Choice Based Credit System guidelines. (ii) Extra-curricular and co-curricular activities is another area of decentralization and participative management. It is executed through various Committee members under the guidance of IQAC. The conveners are appointed on tenure basis by the IQAC who coordinate with others to make the scheduled activities and events fruitful. The total responsibility from planning to effective execution of the activities is entrusted with the coordinator for holistic development of the prospective students. Roadmap is being prepared by the faculty members for ensuring professional competence with diverse knowledge.

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
Teaching and Learning	<p>The Institute follows various teaching and learning methodologies for inculcating divergent thinking and critical reflection among the students. Apart from infrastructural facilities for teaching and learning, the faculty members use inquiry method, case studies, brain storming, group discussion, etc strategies are adopted. Learning through e-resources-journal, internet is also practiced for enrichment. Care is also taken for the slow learners with special classes, remedial teaching and other support services.</p>
Curriculum Development	<p>As the College is affiliated to The University of Burdwan it follows the stipulated syllabus. The Choice Based Credit System (CBCS) guidelines are followed with a balance between the academic and co curricular activities. Academic Calendar is prepared with the objective of total development of the teacher trainees. Field work, assignments, project work, educational excursions are included in the curriculum for inculcating multiple competencies among the teacher trainees.</p>
Examination and Evaluation	<p>Students are assessed and evaluated through the semester end examination which is conducted by The University of Burdwan. However internal assessment is also conducted as per the guidelines of the University. Continuous evaluation is done through unit tests, assignments, project work, practicum, field visits. Students are shared with their performances and necessary feedback is provided for improvement of the grade points.</p>
Admission of Students	<p>The process of admission is followed as per the direction and guidelines of The University of Burdwan. Online admission process is followed and the merit list with rank and score card is published by the affiliating University. Admission is strictly based on merit. Government rules and norms are followed for reservation of</p>

Scheduled Caste, Scheduled Tribe, Other Backward Class, Physically Handicapped categories. Fees are paid by the students through online and no other modes are accepted.

Library, ICT and Physical Infrastructure / Instrumentation

: The Institute has good library facility with sufficient stock of textbooks, reference books, periodicals, journals. Library services are operated through KOHA (19.05 version). Apart from this College have also ICT labs with internet facility of 100mbps broadband. A multipurpose hall with seating capacity of 300 persons is a part of infrastructural facilities offered by the institute. It is the common place for the students, faculty members and other stakeholders for interaction with each other during seminar, conference, workshop, lecture sessions, training, etc. The Institute has also spacious classrooms, laboratories, seminar hall, indoor sports room, playground, office area, Principal's cabin. Other facilities like canteen, child care room, boys and girls common room, staff room and departmental office are also provided. Laboratories are equipped with the requisite instruments. CCTVs are installed in order to ensure safety and security of all.

Human Resource Management

The College believes in team work and democratic approach of working. It follows well defined norms for selection, recruitment and promotion of the staffs. Various welfare measures like medical checkup, leave facilities, transportation, subsidized canteen, etc are given to the staffs. The faculty members are motivated and facilities are provided for attending various seminars, conferences and workshops. Appraisal of teachers and non teaching staffs are done annually.

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

E-governance area	Details
Nil	NIL

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	Name of the professional body for which membership	Amount of support
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		support provided	fee is provided	
Nil	NIL	NIL	NIL	Nil
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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 development programme	Number of teachers who attended	From Date	To date	Duration
NIL	Nil	Nil	Nil	0
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident fund, ESI, maternity leave and special leaves, reimbursement of professional fees, medical checkups, support for conference and workshops, appreciation for best performance	Provident fund, ESI, maternity leave and special leaves, festival advance, medical checkups, skill development and training, felicitation of best employee by Management.	Merit Cum means scholarship, free transport, Tuition fee waiver.

6.4 – Financial Management and Resource Mobilization

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

The Institute has the mechanisms for both internal and external financial audit. The task of internal audit is carried out periodically by the internal auditors duly approved by the Governing Body. Internal audit checks the ledger balances, scholarship amount, fees receipt, payments incurred and approval heads. External audit is carried out on annual basis by an independent audit firm who is appointed by the Management. The external auditor verifies all the receipts, payments, bills, vouchers related to the financial year. Financial statements including the Balance Sheet is duly signed and approved by the External Auditor with observations and key notes, if any.

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
NIL	0	0
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6.4.3 – Total corpus fund generated

0

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	No	Nil

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

<p>1. Annual Parent Teacher Meeting (PTM) is conducted for discussing the performance of their ward and to incorporate any better measures. 2. Suggestions are also invited from the parents for academic and administrative procedures for bridging the gap of the existing practices. 3. To resolve the grievances with feasible solutions for conducive learning environment.</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>1. Skill development for support staffs. 2. Hands on training for workable situations. 3. Yoga session for stress management.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. Teachers are encouraged to participate in various seminars, conferences and workshop from national to international levels. 2. Initiative to increase the intake of B.Ed course and introduction of M.Ed (Post Graduate Course in Teacher Education). 3. Enhancing student employability through various skill based initiatives.</p>

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
2016	Preparation for NAAC Peer Team Inspection	15/07/2016	12/09/2016	04/11/2016	54
2016	Implementa	15/07/2016	20/06/2016	30/06/2017	41

2016	Nill	1	23/08/2016	01	Basic health and hygiene among school children	Awareness on health aspects as daily practice for safety.	120
2016	1	1	17/11/2016	01	Water Conservation	Resources prevention	141
2017	1	1	20/01/2017	01	"Nirmal Bangla" scheme of Govt. of West Bengal	Donation of bio toilets to Gopalpur Gram Panchayat as part of promoting cleanliness, hygiene and elimination of open defecation.	160
2017	1	1	19/04/2017	01	Gyan Darshan	Providing free books and clothing to the rural poor	387
2017	1	Nill	22/05/2017	01	Study Glitches	Supporting the slow learners in overcoming the barriers of learning	39
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook of Rajendra Academy	02/02/2016	Publication of the Handbook of Rajendra Academy is the framework of professional ethics

and code of conduct for the teachers, students, non teaching staff and management. It is mandatory for all to abide by the rules and regulations as specified in the Handbook. The purpose of this Handbook is to provide the students with the general rules and guidelines for attending and receiving education. Wide publicity is given in the prospectus and during the admission. Follow up on the Handbook is done regularly and if any deviation occurs proper measures are taken. It is amended on regular basis keeping in mind the requirement of the stakeholders. Due publicity is given to the Handbook for the staffs so that they are well acquainted with the benefits, rules and regulations. The staffs can understand the responsibilities and scope of work. However the College authority has the right to modify or amend the norms of the Handbook as per requirement.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2016	15/08/2016	96
Teachers Day Programme	05/09/2016	05/09/2016	133
Youth Day	12/01/2017	12/01/2017	81
Netaji Subhas Chandra Birthday	23/01/2017	23/01/2017	121
Republic day Celebration	26/01/2017	26/01/2017	87
Saraswati Puja	01/02/2017	01/02/2017	162
International Language Day	21/02/2017	21/02/2017	107

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

1. Plantation drives with seasonal flower and herbs.
2. Campus cleaning with decorative lawns.
3. Pest control.
4. Reuse of waste water in garden.
5. Discarding use of non degradable plastic within the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1- Vivek Vahini: Cultivate of Moral Values India- our motherland is known for her secular character. After so many years of independence, there are several superstitions and orthodox traditions are still-rooted in the society. The light of education envisages the dark aspects of the society. The ideas of Swami Vivekananda always acted as a shield against the continuous and prospective growth of evils and superstitions within our minds. Vivek Vahini, a platform for development of scientific temper and rational thinking, cultivating moral values and training the students for stress management and life skills is instrumental in institute in collaboration with Rajendra Academy for Teachers' Education. The institution is extended implementation of the moral values with proper execution. The Vivek Vahini of the college works together to bring positive changes. Objectives :

- To develop intellectual and spiritual dimension among the youth
- To develop the moral values of the students.
- To enhancement of the scientific approach among the students.
- To circulate the Intellectualism and also the Conscience among the students and also the Society
- To discourage the growth of discrimination based on the race, gender and caste
- To create an egalitarian approach among the students.

Practices :

- Organized a rally with a chariot-wheel heading the procession of students and teachers
- Organized a one-day program with some group activities to create reflection on thinking among the students.
- Conveying messages on the objective to introspect the practical issues is one of the best practice.
- The day was well celebrated with the exposure to explain the objects and utility invoking blessings on the Youth generation.

Best Practice 2- Cultural Diversity: Unity in Diversity Educational Institution is a miniature picture of the society and reflects all the qualities from institution to the society. The prosperity of the society depends upon its system of education and their policies. Educational institution helps in producing the good citizen to contribute to form the talent for the nation. India is a multicultural and multi religion country. Everybody follows their own religion and culture and celebrate their own festival in their own style freely. The student to the institution comes from different castes and religion, Rajendra Academy for Teachers' Education promotes the 'Unit of Diversity' through the organizing of various cultural programmes and tries to achieve the Institutional Best Practice as "Cultural Diversity". Objectives:

- To promote the unity in diversity.
- To develop the moral values.
- To develop the sense of equality
- To conserve the Indian culture
- To develop the religion and spiritual qualities.

Practice : The institution has been taking following measures to achieve the best practice:

- The institution successfully organized get-together for the Diwali and Durga Puja.
- The Holi is celebrated in the college campus.
- Saraswati Puja is celebrated with religious spirit.
- Basanta Ustav is celebrated for both faculties and students.
- Three days celebration of Viswakarma Puja in held inside the college premises.

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

<http://www.rajendraacademy.com/Uploads/29042020123858/06012020113850Institution>

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

Rajendra Academy for Teachers' Education was established in the year 2009 for advancement of pedagogical knowledge, attitude and skill of the prospective teachers by offering varied teacher education courses like B.Ed (Bachelor of Education) and D.El.Ed. (Diploma in Elementary Education).The Institute has been functioning in a pollution free campus with state of the art infrastructure which caters to the needs of academic pursuits. Three wings of the College function in collaboration with each other creating a composite interdisciplinary platform. The Institute follows a balanced curricular approach with intellectual capital comprising of dedicated and motivated faculty members and support staff. Apart from theoretical inputs focus is also given on field work, practicum, project work, group discussion, seminar, brainstorming and presentations. The purpose is to make the students fully aware of the process of planning, developing and implementing the knowledge with analytical skills as well as to enhance the competency to deal with complex problems. It hosts multiple facilities to the prospective students through competent and well qualified teachers, library services, sports, cultural events and various co curricular activities. Hands on training with divergent skills are provided for increasing the employability of the teacher trainee students. The Institute has always been persistent in bringing together innovation, qualitative education and sustainable practices. Academic excellence can be achieved with value added experiences. Positive outcome are being accomplished by framing the curriculum with contemporary requirements as well as transacting the teaching and learning process through value driven perspectives. For holistic development of the students' co-curricular, extra-curricular activities, special interactive session and motivational lecture series are organized. Another distinctive feature of the Institute is that it has been accredited by NAAC (National Assessment and Accreditation Council) in 2016 with CGPA of 2.25 on a scale of seven with Grade B. It facilitated to assess the strengths, weakness, opportunities and threats through a structured process. The Institute functions on the integrated philosophy of material and spiritual aspects with the objective of nation building. Shared values among the faculty members, students, parents and alumni are being nourished within the campus which promotes mutual trust and belongingness.

Provide the weblink of the institution

http://www.rajendraacademy.com/Uploads/29042020123906/06032020134710INSTITUTIONAL%20%20DISTINCTIVENESS_2016-17.pdf

8.Future Plans of Actions for Next Academic Year

Keeping with the tradition of academic excellence and the demands of the stakeholders the Institute has initiated the following action plans for the coming years. • To increasing the intake of B.Ed and D.El.Ed courses with regulatory norms. • To introduce Post Graduate level teacher training course (Master of Education) programme for teacher educators. • To organize Educational tour and Excursion. • To reorganize Gyandarsan, a social welfare measure for the poor and under privileged. • To organizing Blood Donation Programme in association with the local hospital. • To revise the Vision and Mission of the Institute. • To organize National Seminar. • To reform Alumni Association. • To organize Yoga and meditation sessions.