Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**RAJENDRA ACADEMY FOR TEACHERS' EDUCATION**
Name of the head of the Institution	**Prof. (Dr.) Baishnab Charan Swain**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03432538468**
Mobile no.	**7797826666**
Registered Email	**principal@rajendraacademy.com**
Alternate Email	**rewt.dgp@gmail.com**
Address	**Vill -Gopalpur, Post- 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	**Mr. Sonuprasad Yadav**
Phone no/Alternate Phone no.	**03432538468**
Mobile no.	**7797826666**
Registered Email	**principal@rajendraacademy.com**
Alternate Email	**rewt.dgp@gmail.com**
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.rajendraacademy.com/Site/Pages/Default.aspx?Page=NAAC-AQAR&Id=25042020011946
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/29042020123609/04302020152209academic%20calender.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

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
World Students Day	15-Oct-2017 1	120
State level Seminar	08-Nov-2017 1	264
Yoga and Meditation Programme	16-Aug-2017 1	122
Tree Plantation Programme	18-Jul-2017 1	106
Regular meeting of the Internal Quality Assurance Cell(IQAC) Cell	15-Jul-2017 4	36

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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!!!				

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	**View File**
10. Number of IQAC meetings held during the year :	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)

1. National Seminar 2. Reformation of Alumni Association 3. Recognized M.Ed. Course 4. Revised Mission and Vision 5. Tree plantation and Yoga meditation programme

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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
No Data Entered/Not Applicable!!!	

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body of Rajendra Academy for Teachers	14-May-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017

Date of Submission	30-Dec-2017
17. Does the Institution have Management Information System ?	No

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Part B

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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

Our institution ensures effective curriculum delivery through a well planned & documented process. We adopt the curriculum overview provided by the University of Burdwan for B.Ed. and WBBPE for D.El.Ed. Section. Depending on our resource potentiality, institutional goals & concern towards the students, we impart quality education. Academic Calendar: Academic calendar is prepared as per the guidelines respective affiliating bodies for each programme. Lesson plan, Internal Assessment & Value education: Teacher educators of our institution prepares lesson plan includes course outcomes, course objectives, content topics, reference books and the expected learning outcomes from the students at the beginning of each semester for each course. At the commencement of each academic session/period, every faculty member provides the students with individual time plans, reading books lists for each course which are displayed in the classroom. These time plans adhered, so that the students will be able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, teaching through using smart boards and audio visual supports are all available to make delivery of the curriculum enabling and interesting for the students. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Internal-personal skills are enhanced through Value Education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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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
No Data Entered/Not Applicable !!!		

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

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
Yoga and Meditation	16/08/2017	122

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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	Teaching	91

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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 institution analyzes the feedback from the Students, Teachers, Alumni ,Parents and stakeholders on regular basis during the Academic year. After completion of each feedback from the stakeholders, the institute has taken initiative action above all the suggestion for maintaining the quality.

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	Courses of Teachers Training	100	105	93

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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
2017	100	0	33	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					

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

During the two years of teachers training program students often need mentoring, guidance and counseling from a caring teacher. Direct academic issues can be easily communicated to the students. But finer nuances e.g. career options, higher learning scope, learning difficulty, personal issues etc needs greater involvement of the Mentor. Student mentoring system at Rajendra Academy of Teachers Education has immensely contributed in improving the overall academic quality. The students get benefit by continuous expert guidance. Under the mentoring system each faculty executes the role of a Mentor for a group of 10 to 20 students. The selection of mentors for all the units of the College (D.El.Ed, B.Ed) is made by the Principal's Office. The selected faculties continue to be mentors for the respective group till the completion of the course. The mentors are to maintain detailed information on every sphere of each candidate with a specific format. Our mentors perform the following responsibilities: • Meet the group on a weekly basis. • Continuously monitor, counsel, guide and motivate the students in all academic matters. • Course work specific – Regarding attendance, performance in internal and semester exams. • Contact parents / guardians if situation demands academic irregularities, negative behavioral change and interpersonal relations, detrimental activities etc. • Career advancement advice –employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth. • Keep in touch with the students even after the completion of the course. Introduce them with their alumni and thereby facilitate them of the help of their seniors. • Intimate HOD of the respective units and suggest if any administrative action is called for. • Maintain a detailed progressive record of each student besides all personal details (contact address, health records.) • Maintain a brief but clear record of all discussions with the students. • Principal meets all the mentors individually of every unit (D.El.Ed, B.Ed) at least twice a month to review proper implementation of the system and provide necessary instructions. • Our student monitoring system is a success story. It has enhanced the institutional ambience to better serve the needs of an ever changing and dynamic learning community. Over the years our mentors have gone beyond their set task to guide the students. And our students have immensely benefited from this caring dependable mentoring system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
100	33	4:1

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
31	30	1	29	5

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
No Data Entered/Not Applicable !!!			

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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	B.Ed	Fourth Semester	06/06/2018	31/07/2018

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

Continuous evaluation has been followed in each course. Teachers were involved in taking Unit test on regular basis and after evaluation, results were published. Remedial classes were also arranged for the low achievers. A record book was also prepared for monitoring their continuous development. A special test was also arranged just before semester examination or Year-end examination separately for assessing their overall learning outcomes. Similar method was also followed for practicum courses. Internal assessment was done immediately after completion of each and every practicum in each course in each programme and immediate feedback was given to students.

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

The institute has a well defined standard operating procedure to develop the academic teaching plans and it follows

well defined academic calendar. The activity calendar shows the start and end of each semester stating various activities to be conducted, the internal evaluation and the tentative schedule of external evaluation is also been planned. The academic calendar helps as a source of information and planner for students, faculty, staff and other stake holders of the institutes. It encompasses all the processes of the institution such as the the student section, academic section, co-curricular and extra-curricular activities. The calendar is prepared before the commencement of the academic year. The suggestions given by the Governing body are incorporated in the academic calendar before it is finalized. After preparing the Academic calendar it was checked signed by the Head of Institution. All the activities were planned properly in the academic calendar for the smooth functioning of the institute.

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
B.Ed	BEd	Teacher Education	93	91	98

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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)

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!				

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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
Strategies for Teaching in Classroom with ever increasing diversity	Education Dept.	08/11/2017

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
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
No Data Entered/Not Applicable !!!			

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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
No Data Entered/Not Applicable !!!	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation

No Data Entered/Not Applicable !!!

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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
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				

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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
No Data Entered/Not Applicable !!!			

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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
No Data Entered/Not Applicable !!!			

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 activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				

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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
No Data Entered/Not Applicable !!!			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Teaching Practices	School Internship	Kanksa Boys High School, Gopalpur Boys High School, Panagarh Bazar high School, Gopalpur Girls High School, Malandighi High School, Uttarpara Junior High School	03/08/2017	27/11/2018	93

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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
No Data Entered/Not Applicable !!!			

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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
1800000	1481554

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

Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	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 patially)	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 !!!			

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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
No Data Entered/Not Applicable !!!			

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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)

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
1200000	1057228	1800000	1481554

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)

Rajendra Academy for Teachers' Education was established in 2009 with the objective of imparting qualitative teacher training courses. The IQAC Cell was framed for maintaining the academic standards along with the quality sustenance for capacity building. The College has established the procedures and norms for maintaining and utilizing the physical, academic and 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: • Framing of Action Plans based on the recommendations of various Committee of the College. • Planning and Control mechanism for maintenance activities. • Budgetary allotment for the repair and maintenance job. • Allotment of manpower for maintenance and repair works. Policies: Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigned enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library Committee, Lab Maintenance Committee, Students Feedback committee etc. of the College. To maintain and upkeep the infrastructure facilities and equipments, following initiatives are undertaken. There is Stock Maintenance Committee in every department, who maintains the stock register by physically verifying the items round the year. Department wise annual stock verification is done by concerned Head of the Department Regular maintenance of Computer Laboratory equipments is done by Laboratory Assistant along with Laboratory attendant and they are headed by Lab Maintenance Committee Convener. Overall development of campus is done by Campus Discipline and Cleanliness Committee. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by the housekeepers. College campus maintenance is monitored through regular inspection. Up keeping of hostel facilities is maintained by the Hostel Monitoring Committee. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of software is done by lab assistants. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. Regular maintenance of the water cooler and water purifier is done. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

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

No Data Entered/Not Applicable !!!

View File

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 implemetation	Number of students enrolled	Agencies involved
Plantation with Go Green	18/07/2017	106	RATE
Yoga and Meditation	22/06/2018	280	Physical Education Department, RATE

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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 passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

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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
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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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
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

The Affiliated University does not permit in constituting of the Student Union. The leadership qualities of the students encourage through the various activities which are organized by the institution. However the institution has not registered for Student Union and Student Council. • Student Council is bridge acting between the students and the administrative authorities like the Principal and management. • The institution selects the student representative section wise with the objective to lead the responsibility of the allotted section. • The duties and responsibilities distributed among the student representatives prove beneficial for organizing the cultural programmes while coordinating with the class teachers. • The Insitution engages the group leader during the school and college internship in every year. • The student represent in sports and game to lead a particular group for organizing the Annual Sports. • Students also take the lead in the educational tour and excursion. • Representative of the students actively participate in Alumni Meet. Every year based on the various activities, the College encourages Students to take avid responsibilities to plan and execute extra-curricular activities collaboratively.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has Alumni Association name Rajendra Academy for Teachers' Education Alumni Association since 5th May, 2011, though it is not registered till now but Alumni association's meet has been arranged on regular basis.

5.4.2 – No. of enrolled Alumni:

150

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

Rajendra Academy for Teachers' Education Alumni Association has called a meeting on 15th May, 2018. The following agenda items were discussed- 1. Reformation of Alumni Executive committee. 2. Discussion about the Registration of Alumni Association. 3. Try to increase Membership. 4. Assessment of Membership Fee. 5. Discussion on the development of the institution. 6. Discussion on the opening ceremony of M.Ed. department.

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)

Rajendra Academy for Teachers' Education follows Professional management approach in managing the College. It focuses on implementing innovative planning in managing the academic and administrative matters. The Management and Administration of the College is responsible for qualitative initiative to promote education to all sections. All the stakeholders are involved in the decentralization and participative management for efficient functioning of the College. 1. Management: The College promotes a culture of decentralization and participative management by involving all the stakeholders in the decision making process. The Management is flexible and liberal to develop plans and policies for appropriate decision making. 2. Administration: Administration is the foundation of the College. It is committed to provide quality education to the prospective students. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the College. The administration ensures the smooth functioning in core areas like Admissions, Accounts and Finance, Record Keeping, Examination and Evaluation, Supervision, Discipline, Infrastructure and Maintenance. 3. Faculty Members: Faculty members of the College maintain a cordial relationship with the students, staffs, colleagues and community. They execute the policies and programs in a systematic manner for achieving academic goals. The faculty members always adhere to the ethics and professional expertise in the field education. 4. Departments: Primarily the role of various departments of the College is to ensure the academic excellence in all spheres. The respective Departments and Head of the Department (HOD) perform their role and responsibilities with the vision and mission of the College. 5. Non Teaching Staff: The non teaching staffs also play a significant role in managing the routine activities of the College. They try their best to meet the operational and strategic objectives of the College. Proper freedom and flexibility is given to the support staffs for implementing the Participative Management:- The College promotes the culture of participative management at various level. It is the process of involving all the staffs in the decision making process. Strategic level: This level is framed with the Principal, Governing Body, Teachers and the IQAC Cell. They are involved in strategizing the policies and procedures, framing of guidelines, rules and regulations for admission of students, conduct of examinations, code of conduct for the staff and students, discipline norms, grievance redressal, support services and facilities, budget and finance, etc. Functional level: At the functional level the faculty members share knowledge and information among themselves and to the students .Various Committees are made functional for conducting multiple events throughout the year. The Principal and faculty members also take active role in research and publication works. Operational level: For the day to functioning of the College the Principal and faculty members interact with the Government and the statutory bodies. Students and office staff join hands with the Principal and faculty members for executing of the academic, administrative, curricular and co- curricular activities.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The vision of the curriculum development is to provide quality education to the students with the exposure of practical application of the knowledge and attempts to meet the mission and objectives of teacher education. 1. Curriculum review developments done regularly to keep pace with the requirements of society and students. 2. The institution has introduced the opinion of ET and computer application in all sections in curriculum and its transaction through smart classes. 3. To develop skills in the students, the college has developed language lab, ICT lab, geography and science lab. The institution has introduced communication skill classes also.
Teaching and Learning	The most important value is that active learning increases students' retention comprehension of the course material and teaching skills. 1. The teacher educators extensively employ interactive participatory approach in transaction of the theory. Field experiences allow students to apply reflect on their content, professional and pedagogical knowledge, skills and attitude in diverse school situation. 2. To ensure student centered learning, the institution encourages them to organize class seminars, projects, to conduct action research case study, to conduct workshops on teaching learning materials, educational tour etc. 3. Micro teaching internship programmes are organized is simulated conditions to train students in teaching skills.
Examination and Evaluation	The institution conduct examination and evalution process to bring an improvement among the individuals knowledge and provide feedback on their shortcomings and guide them for their progress and try to build rivalry among the students. The institution also introduces innovative practices to improve the quality and efficiency in the various processes of their examination systems especially in the conduct, administration and evaluation
Library, ICT and Physical Infrastructure / Instrumentation	For the qualitative development of library the institution has formed a committee to discuss different issues and adopt new plans for the up gradation of library with available books on different subjects. Such a committee would also take steps to coordinate efforts in quality improvement support the implementation of quality tools and strategies. The creation of this committee would help to build a collaborative working environment among all departments and reduce barriers to quality improvement. ICT as an integrated part of education plays a central role in teaching learning process. The

	institution is taking initiative for the use of ICT in the classroom with a motto of improving quality of teaching learning in the classroom for retention of knowledge and better academic achievement of the learner and making classroom conducive and congenial for enhancing better teaching learning process
Admission of Students	The institution has a transparent admission process ensures that the defined admission criteria are equitably applied to all applicants irrespective of caste, creed, region and religion. 1. Admission done through manual counseling conducted by the Primary board and university. 2. Reservation policy of the counseling fulfills by the institution as per as the State Govt. norm. Assess to different categories like disadvantage community, girls, physical challenges economically weaker section of a community are ensured as reservation policy of the state. 3. The students are admitted to the course based on the guidelines laid down by the affiliating authority.

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

E-governace area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

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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)
No Data Entered/Not Applicable !!!						

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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
No Data Entered/Not Applicable !!!				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
33	33	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund,Employee State insurance, Maternity Special Leaves,Annual picnic Get together, Award for best performance.,	PF,ESI,Casual and other Leaves,training on technological up gradation.,	Merit cum means Scholarship,hostel facility,free transportation.canteen,guidance and mentoring.

6.4 – Financial Management and Resource Mobilization

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

The College has proper mechanism for internal and external audit for ensuring financial compliance. We have our own internal audit mechanism where internal audit is a continuous process. External auditor verifies and certifies the Income Expenditure Account along with capital expenses. Qualified Internal Auditors are being appointed for checking and verifying the vouchers related to financial transaction. If any errors of omission or commissions are pointed out by the Audit team it is rectified and precautions are taken in order to avoid them in future. Internal audit is done periodically by the officials deputed from Rajendranath Education Welfare Trust. External audit is done by the affiliating University and NCTE after the completion of Academic Year. During the audit period necessary steps are taken to regularize the accounts and to obtain the confirmation of credit balances, documents related to payments, TDS compliances, reconciliation of bank accounts. Copies of Internal Audit with the annexure are preserved. Qualified Chartered Accountant conducts the External Audit as per prevailing guidelines and the final Audit Report is submitted to the Management and Regulatory Bodies. It is ensured to adhering financial discipline without any defalcation of funds. Final Audit Report is submitted to the Income Tax authorities, Registrar of societies and other authorities for regulatory compliance norms.

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
No Data Entered/Not Applicable !!!		

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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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		No	
Administrative	No		No	

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

Though there is no formal parent teacher association, but the students' parents are constantly potted about the student's performance. Whenever required there are parent teachers meeting discussing the matter regarding the betterment of the student's performance. The guardians are invited for different cultural programme in the college. Sometimes individually the parents are called for Parent Teacher Meeting for the betterment of his or her ward.

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

1. Financial assistance provided by the Management. 2. Sessions on work and life balance. 3. Regular Health check up camps are organised to ensure fitness.

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

1. Health Awareness organized by Institution 2. Interactive and progress oriented activities 3. Holistic approach to all the stake holders

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
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
2017	Plantation with Environmental Awareness	18/07/2017	18/07/2017	18/07/2017	106
2017	Practice of Yoga Meditation	16/08/2018	16/08/2017	16/08/2017	122
2017	Seminar on "Strategies for teaching in Classroom with ever increasing Diversity"	08/11/2017	08/11/2017	08/11/2017	264
2018	Alumni Get-together	10/06/2018	10/06/2018	10/06/2018	189

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
1. Woman Safety.	27/10/2017	27/10/2017	100	80
2.Session on Gender parity.	23/02/2018	23/02/2018	120	36
3. Gender sensitization.	25/04/2018	25/04/2018	112	87
4. Inspirational talk on womanhood	22/05/2018	22/05/2018	136	92

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

Percentage of power requirement of the University met by the renewable energy sources
The College makes every effort to integrate the social, cultural, environmental, economical and technical aspects in the curriculum. Awareness among students on environmental changes, responsibilities for environmental consciousness with plantation and green initiatives are being promoted. For a clean campus dustbins are placed at key positions and use of plastics are totally prohibited in the campus. Use of air conditioned machines is restricted to save the power. Organic farming with seasonal plants and vegetables is being practiced for hazardless food culture along with sustainable growth. Environment Day, Earth Day and Water Day are observed jointly by the students and faculty members as a practice of healthy and safe environment for all.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	24/08/2017	01	Water Harvesting	Conservation of water and prevention of wastage.	101
2017	1	1	15/11/2017	01	Traffic Safety	Awareness about road safety.	74

2017	0	1	21/12/2017	01	Yoga training.	Balance of body and mind.	63
2018	0	1	13/03/2018	01	Voter Awareness	Citizenship Rights.	86
2018	1	1	19/04/2018	01	Aranya Saptaha	Preservation of trees, green initiatives.	64
2018	0	1	23/05/2018	01	Vigilance Awareness	Corruption and whistle blowing	105

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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	11/12/2017	At the beginning of the each Academic Session, the Handbook of the College is made available to the faculty members, non teaching staffs and students. Soft copy of the Handbook is also uploaded in the website for easy access by the users. The Handbook is prepared with the code of conduct, professional ethics, curricular aspects, values and statutory guidelines to be followed as institutional practice. It is periodically reviewed taking into consideration of relevancy of the stakeholders. The hardcopy of the College Handbook is also available with the Administrative department of the College.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Rabindranath Thakur death Anniversary	08/08/2018	08/08/2018	121
Independance Day Observation	15/08/2018	15/08/2018	134
Teachers Day Celebration	05/09/2018	05/09/2018	168
RED FM Tashanbazz	18/09/2018	18/09/2018	109
Gandhi Jayanti Quiz Competition04	04/10/2018	04/10/2018	87
Republic Day Observation	26/01/2018	26/01/2018	102
Basonto Utsav	23/02/2018	23/02/2018	141

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

1. The college campus is characterized by green surroundings garden etc. 2. One of the main thrust of the college is hygiene. For this purpose there is provision to provide purified water to the stake holders in the college. 3. In the college campus smoking is strictly prohibited to live in a fresh atmosphere which is also good for health 4. The entire college campus is free from the use of plastic carry bags. Even in the canteen they use paper instead of any plastic materials. 5. The college has an uninterrupted least pollution electrical power supply through 25 KV digital generators.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Student Support Service through Moral Financial Aid Objectives 1. 1. To develop the intellectual and spiritual dimensions of the students. 2. 2. To inculcate the moral values among students. 3. 3. To impart the values of generosity and social responsibilities among the students. 4. To extend financial support to the deserving students irrespective of caste, creed or gender. 4. 5. To promote equality and equity among the students. 5. 6. To balance between academic and emotional stress. 6. 7. To cultivate the habit of inner calmness as a means of acquiring peace. 7. The Practice 1. 1. The working day starts with a prayer where all the teachers, students and support staff assemble. 2. 2. Our prayer sessions act as a catalyst for the development of self- knowledge. The practice of daily prayer intensifies the attitude of faith, hope, and trains the learners to center ourselves in our relationships with the Divine. 3. 3. Various Committees are formed in the College for ensuring students active participation across the events and programmes. 4. 4. Value education and cultural sessions are organized during each semester. 5. 5. Story telling sessions (stories and life incidents of great personalities) are encouraged for improving the outlook towards sustainable living. 6. 6. Awareness drives on national history, cultural heritage, Constitutional Rights and community development are conducted. 7. 7. Learning environment is designed in order to enhance the social, cultural and interpersonal values among students. 8. 8. Organizing of team activities with focus on efficiency quotient combined with thinking, feeling and willing. 9. 9. Students are made aware about the financial assistance available to them. A dedicated Committee is formed to look after the financial needs of the students. Best Practice 2: Professional Exposure to Trainee Teachers Objectives 1. 1. To enhance the leadership and instructional skills among the trainee teachers. 2. 2. To stimulate the students in terms of professional growth. 3. 3. To acquire self realization with adequate teaching competencies. 4. 4. To create awareness about the social, political, economical, cultural and technical changes along with responsible strategies. 5. 5. To make the trainee teachers understand and appreciate the educational objectives. 6. 6. To enhance the capacity of improvisation. 7. 7. To inculcate the practice of divergent thinking among the trainee teachers. The Practice 1. 1. Organizing of various sessions on contemporary issues by Resource persons from Academic and Administrative fields. 2. 2. Organizing of in house seminars for creating reflective thinking among the students. 3. 3. Group activities and collaborative tasks for the trainee teachers. 4. 4. Academic gatherings with group assignments are conducted for expanding the intellectual horizon. 5. 5. Visit to renowned Educational Institutes in and around are organized to introspect the practical issues. 6. 6. Various association and committees are formed with the students for exposure to multi cultural skills.

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/29042020123858/04302020144242Best%20practices%20%202017-2018%20.pdf

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 with the objective of providing qualitative

teacher education programme. The College offers two years teacher training programmes from Diploma, Bachelors level in its sprawling green campus. It also has the good infrastructure facilities, well equipped laboratories and provision for co-curricular and cultural events. Our College imparts education to the trainee teachers with academic excellence, spiritual growth, social awareness and value driven leadership qualities. It has its distinctive approach in catering to the educational requirements and aspirations of the people in and around Durgapur irrespective of caste, creed, community and religion. Conducive learning for holistic development is the key approach of Rajendra Academy for Teachers' Education. The courses and curriculum are transacted keeping into account the contemporary contexts along with innovative teaching methodologies. Apart from learner centric pedagogical teaching, the College also sensitizes the trainee teachers with various practical challenges faced by the organizations through seminars, and interactive sessions. The College uses the Information and Communication Technology (ICT) based facilities like LCD Projector, Smart class, smart boards, computers, internet for executing the teaching and learning process. In order to promote the concept of fraternity and universal brotherhood among the trainee teachers, the College arranges various discourses on spiritual activities like meditation, verses from religious quotation and devotional songs. Rajendra Academy For Teachers' Education ensures that the students should be cognizant with the glorious heritage and culture of our country along with modern thought process. NET qualified and PhD holders with adequate teaching experience are recruited by the College as Teachers who takes care of the students both in terms of academic as well as professional progress with human values. As part of social commitment, the College engages the trainee teachers in various social service programmes for the welfare of local community. Rajendra Academy For Teachers' Education engages the students through the Student Council for active participation in various social activities throughout the year. Participation of students in co-curricular and extracurricular facilitates in overall personality development of the trainee teachers. Conservation of resources for sustainable development along with go green initiatives is one of the core ideologies which the College follows. The events and activities which are organized by the College are based on team spirit and group activity. Both the students and teachers participate actively in all the events organized by the College for inculcating the feeling of indebtness to the masses and understanding the significance service. Experiences and appreciations received from these multiple activities helps to the student not only in internship but also during their professional associations. Structured career guidance and counseling with the provision of strategic help for competitive exams like C-TET, STET, NET is also provided by the College.

Provide the weblink of the institution

http://www.rajendraacademy.com/Uploads/29042020123906/04302020145209Distinctives%202017-18.pdf

8.Future Plans of Actions for Next Academic Year

Rajendra Academy for Teachers' Education has the visionary approach to significantly contribute to the task of nation building with humane and societal perspectives. In order to execute this process effectively the College has framed the following future plan of action for the coming academic year keeping in mind the new frontiers of knowledge and excellence. (i) To organize free coaching for competitive exam like CTET(Central Teacher Eligibility Test) ,WBTET(West Bengal Teacher Eligibility Test),NET(National Eligibility Test) and SLET(State Level Eligibility Test). (ii) To provide placement facilities to final year students through active placement process. (iii) To introduce Master of Education (M.Ed) course. (iv) To open Undergraduate College with various disciplines. (v) To organize Educational tour and Excursions for enrichment of knowledge. (vi) To organize qualitative seminar, conferences and workshops on emerging issues by coordinating with IQAC. (vii) To proceed for UGC recognition of 2(f) and 12(b). (viii) To strengthen clean and green campus through Swachha Bharat Abhiyan. (ix) To register the Alumni Association of Rajendra Academy for Teachers' Education.