

## CRITERION V: STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Progression

- 5.1.1 How does the institution assess the students' progress to ensure that they receive appropriate academic support at the commencement of their professional education (to ensure requisite knowledge and skill to advance) to continue their education?

At RKCSM, there is a provision of 'orientation programme' at the commencement of the academic session. In this programme, the detailed information regarding the academic session, the course. Proper guidance is provided to the students regarding the subject combination, eligibility criteria for practical subjects and other relevant matters. The orientation programme is to prepare student activities of the academic session.

The institution publishes a Prospectus and provides information pertaining to historical background, vision of the institution. It also covers the infrastructure available, learning environment and outline of various co-curricular, extra-curricular activities.

The handbook/ syllabus book has the academic information students need to observe during their course of study. It provides information regarding course structure, subject combination, etc.

- 5.1.2 How does the institution ensure that the students are motivated, satisfied and develop their potential during their course of study?

For the motivation, satisfaction, development and performance of the students, various activities are organized.

have a placement cell to provide personal and vocational guidance to the students. Information regarding availability of jobs in the government and private sectors is provided to the students.

A variety of events and competitions like, athletic meet, celebration of national and international days, extension lectures, educational tour and annual day celebration are organized in the institution for the maximum development of the student.

- 5.1.3 Give gender-wise drop-out rate after admission in the last five years and list possible reasons for the drop out. Describe (if any) the mechanism adopted by the institution for controlling the drop out?

The drop-out rate is zero at RKCSM because of student-friendly and conducive environment created by the authorities of the College. The Principal and staff of the institute are always keen to solve all the problems of the students through proper guidance and counseling, which increases their confidence and motivates them to complete their course.

The students who are slow learners are already identified on the basis of their performance in the internal exams and given extra attention by providing them remedial classes so that they can perform well in the University exams along with other students. In addition, the students of disadvantaged section of society (reserve category) get adequate amount of financial assistance/scholarships so as to ensure continuance of their education and not to be the drop outs.

- 5.1.4 What additional services are provided to students for enabling them to compete for the jobs and progress to higher education? How many students appeared/qualified in SLET, NET, Central/State services through competitive examination in the last two years.

Along with the normal classroom teaching, RKCSM organizes various activities like quiz contest, debates, group discussions to develop general awareness regarding current affairs, events and latest development in the field of education. The faculty also provides additional information in the classroom on current

issues of the National and International interest to enrich students' knowledge regarding global scenario.

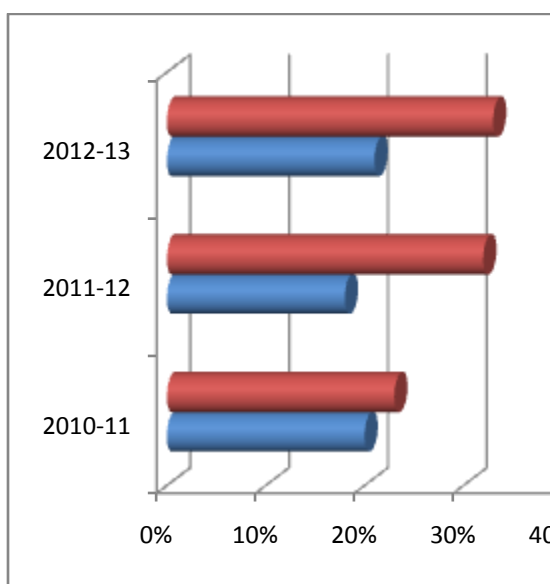
Apart from this the library is enriched with newspapers to update the knowledge of the students also prepared with skills of facing interviews and

5.1.5 What percentage of students on an average opt for teaching as a career? Give details for the last three

Following is table showing the desired distribution of students in earlier years:

Academic session	Percentage of students pursuing further studies	Percentage of students opting for a profession
2010-11	20%	
2011-12	18%	
2012-13	21%	

Graphical representation of data is as follows:



The above data has been compiled based on the feedback received from the members of alumni association of the College.

- 5.1.6 Does the institution provides training and access related electronic information, audio/ video reso software related and other resources available graduating from the institution? If yes, give details

RKCSM organises meeting of its alumni at regular alumni association are given the facility of library the computer laboratory. The members of alumn facilities at free of cost and as per their need.

- 5.1.7 Does the institution provide placement services services for the last two years and the number of s

The college has a placement cell to help the s completion of their studies. The head of the institu themselves in touch with different schools of the vacant in those institutes and that is verbally info the faculty members regularly communicate the verbally for any job advertised in different new News in private/semi-govt./government sectors in

- 5.1.8 What are the difficulties (if any) faced by pl institution overcome these difficulties?

For the placement of the student the institute faced

- Sometimes updated information regarding fil furnished by the employers to the membe institution.

- Most of the institute does not provide job security to the aspiring teachers.
- The benefit of government employment schemes is not available to general public, including qualified teachers, in an earnest manner.

To overcome these problems the institute and its management tries their best to resolve the above mentioned difficulties through discussion with the employers.

5.1.9 Does the institution has arrangements with practice teaching school for placement of the student teachers?

Yes, during teacher practice most of the practicing schools and their management offer the job opportunities to the efficient and skillful pupil teachers. The information related to job vacancies is collected from head of the school where the practice teaching is conducted. The bio-data of pupil teachers is send to practice teaching schools after completion of course.

5.1.10 What are the resources (financial, human and ICT) provided by the institution to the placement cell?

The in-charge of placement cell is given the facility of human and other resources as per the need. Facility of telephone, fax and internet is always available and used by the placement cell for its smooth functioning.

## **5.2 Student Support**

- 5.2.1 How are the curricular [teaching-learning processes) co-curricular and extracurricular programmes planned, (developing academic calendar, communication across the institution, feedback) evaluated and revised to achieve the objectives and effective implementation of the curriculum?

The curriculum is designed and developed by the apex bodies and implemented strictly in the institution. After consulting faculty members, the Principal plans and develop a flexible annual calendar for whole academic session for the curricular, co-curricular and extra-curricular activities.

The functioning of institution is communicated to the students through prospectus, notice boards and orientation programme. Curricular and co-curricular activities are planned by mutual discussion between different committees like academic advisory board, library advisory committee, cultural committee amongst others, and responsibilities related to these events are allotted to the different pupil teachers, who act under direct supervision and guidance of teacher educator.

To discuss limitations and to plan future programmes and policies for effective implementation, regular staff meetings are held with the management body of RKCSM.

- 5.2.2 How is the curricular planning done differently for physically challenged students?

The institution doesn't have a separate curricular planning for physically challenged students, though the physically challenged student (if any) is fully cooperated in the academic programmes. The teachers take special care and also arrange for extra and support classes for such students, if needed.

- 5.2.3 Does the institution have mentoring arrangements? If yes, how is it organized?

The institution has mentoring arrangements. The Principal and senior faculty members extend maximum assistance to the new faculty members for his/her

adjustment. They are provided guidance to be able to understand the lecture. For students with slow learning capacity, subject experts help them to solve their problems. Subject experts help in lesson planning. There is also a provision of tutorials. The head helps in solving the difficulties faced by the students.

5.2.4 What are the various provisions in the institution for the effectiveness of the faculty in teaching and mentoring?

The various provisions in the institution for the effectiveness of the faculty in teaching and mentoring are as follows:

- Self appraisal by the teachers
- Feedback taken from the students regarding the teaching
- Seminar, workshops and conferences
- Facility of Internet and Library resources
- Extension lectures

Mutual interaction and discussion by the faculty and students during class room teaching, inside or outside the class room, helps in the effectiveness of the faculty in teaching and mentoring.

5.2.5 Does the institution have its website? If yes, where is the site and how often is it updated?

The institute has its own website entitled [www.rkcollege.ac.in](#) regarding the institute, its functioning, the curriculum, etc. The website is updated time to time. The institution ensures the accountability of what all the information given in the website is available in the website.

5.2.6 Does the institution have a remedial programme for students with lower academic level? If yes, give details.

The students with lower academic level are identified and remedial programmes are extended to them and extra attention is given during the classroom teaching. The

faculty members are always eager to help these students to overcome their educational problems. They are provided with remedial classes in their weak areas after the regular classes.

Support for “slow learners” include:

- i. Remedial classes for the slow learners are
- ii. Extra classes for theory and Practical sessions
- iii. Peer learning is encouraged from senior students

5.2.7 What specific teaching strategies are adopted for

- a) Advanced learners, and
- b) Slow Learners

For advanced learner extra work load in the form of assignments and additional responsibilities are given to encourage them. For slow learners students are also involved in various committees and activities. curricular and extra co-curricular activities. RKC students are also encouraged to participate in various competitions at State level. For competitions, the HODs recommend the names of students for participating in such competitions. Encouragement is provided to students for participating in various seminars.

The Slow learners are given extra and remedial classes. Encouragement, guidance and care are given to them. The teaching faculty provide maximum support and attention to these students. These students are also encouraged and asked to participate in curricular and co-curricular activities.

5.2.8 What are the various guidance and counseling services provided? Give details.

In the institution the following guidance and counseling services are provided for the students:



Personal Guidance is given to the student for their individual problems. Students coming from other Cities face many problems of environment and adjustment etc. and they are guided by the teacher educator for better adjustment.

Vocational guidance is also given to the student to provide information regarding the choice of subject in which maximum job opportunities are available, training for particular course etc.

Educational Guidance for further study and higher courses is given to the students. They are informed about the eligibility, scope and importance of higher courses.

Our alumni who are placed in different organizations and industries help our students in providing exposure and training.

5.2.9 What is the grievance redressal mechanism adopted by the institution for students? What are the major grievances redressed in last two years?

The institute has its own grievance redressal mechanism. A suggestion and complaint box is provided in current academic session in which students can put their suggestions and complaints regarding the overall environment in the institution. It is opened weekly and proper discussions and actions are taken on the suggestions and complaints.

The grievance redressal cell is formed with the Vice-President, Director, Principal and Department HOD's as members. So far no serious incidents have occurred. Matters have been redressed at the Department level or by the Principal.

It functions in the following manner:-

- Students, Teachers, Employees and others are encouraged to drop their grievances/complaints/suggestions in the Suggestion-Box provided in all departments.
- The written complaints are read and attempts to resolve them are undertaken.
- Firstly, the matter is referred to the Department/ Section where from it arose
- If the nature of the problem is of a serious one, the case is taken over to the Principal.

The functions of the Cell include securing respect for Human Rights; making stake-holders aware of their powers, duties and responsibilities, promoting transparency and accountability; focusing on social justice and eliminating all sorts of discrimination against women. Till now no such untoward incidence has happened in the College.

5.2.10 How is the progress of the candidates at different stages of programs monitored and advised?

The progress of the candidates at different stages of programs is assessed by their performances in weekly test, assignments, co-curricular activities, practical works, and day to day task assigned to the: regular guidance and counseling is provided to the students.

The institution makes a conscious effort to facilitate student progression to either higher level of education or getting a suitable placement including commencement of his/her own entrepreneurial venture, both at graduating level as well as post graduating level. The institute right from the beginning of their admission inculcates in the minds of the students that they have to be career oriented.

- 5.2.11 How does the institution ensure the students competency to begin practice teaching (Pre-practice preparation details) and what is the follow-up support in the field (Practice teaching) provided to the students during practice teaching in schools?

The institution has a very unique and well organized system to make the students competent for the teaching before going to the school for teaching practice. Initially the subject teacher provides theoretically knowledge in depth regarding the concept process, phases and cycle of micro teaching. Side by side each skill is explained to the students by taking relevant examples from their chosen teaching subjects. Students query regarding the concept of teaching are also satisfied during the theoretical processes. Before the beginning of micro teaching practice the whole teaching faculty provides the final demonstration to the students by taking examples from the concerned teaching subjects.

The micro teaching process has divided into two phases i.e. teach and Re-teach session. During teach session each student is keenly observed by the teacher education and suggestions/encouragement are given to the students regarding their weakness and strengths in teaching. According to the suggestions given by the teacher educator the student performs again the re-teach session. This kind of hard practice mentally prepares and makes the students competent for the real teaching practice in the school.

During the real school teaching practice, the teacher educator and the subject teacher of the school provides timely and regular suggestions to the students both verbally and in written in their lesson plan criticism books.

### 5.3 Student Activities

5.3.1 Does the institution have an Alumni Association? If yes,

- (i) List the current office bearers
- (ii) Give the year of the last election
- (iii) List Alumni Association activities of last year
- (iv) Give details of the top ten alumni occupations
- (v) Give details on the contribution of alumni to the institution.

Yes, the institutions have an alumni association

(i) The following are the current office bearers

<u>Post/Designation</u>	<u>No.</u>
President	
Vice-President	
Secretary	
Treasurer	

(ii) Year of election is 2012

(iii) The activities since the formation of association  
The association was established in 1980  
The association is held annually between the  
election are conducted in a democratic  
the association.

Our alumni, who are placed in different organizations and industries gives our students necessary guidance, exposure and training which assists them in personal and professional development.

Selected alumni members also off providing assistance in organizing cultural activities.

- (iv) Top ten Alumni occupying prominent positions are as follows:
1. Mr.Alok Sharma (2005-06) Teacher
  2. Mrs. Pratishtha Sharma (2005-06) Teacher
  3. Mrs. Staya Bhama Deshmukh (2005-06) Teacher
  4. Dr. Mrs. Rachana Pandey (2005-06) Teacher
  5. Mrs. Nutan Verma (2007-08) Teacher
  6. Smt. Chandana Das (2007-08) Teacher
  7. Ku. P. Parvati (2009-10) Teacher
  8. Mrs. Qudsiya Ali Khan (2009-10) Teacher
  9. Smt. Swapnil Rumita jana (2009-10) Teacher
  10. Ku. Archana Pandey (2009-10) Teacher
- (v) Alumni association of RKCSM is for the development of the students, with a view to the institution. RKCSM gives adequate network of alumni and former faculty well defined career alumni association executive committee. The alumni association meets the college at least once in a year. The suggestions offered by the alumni association are traditionally maintains live contacts with the college one way. The former faculties are invited for and for guest lectures. In addition to the above functions of alumni association.

The parent society of the College also plays a major role which encourages the students to interact with the staff members. This plays a major

alumni and the juniors, by sharing their views, innovative thoughts to their juniors, which not only enable their technical skills but also helps to enlighten their personality development which suits for Present market conditions.

- 5.3.2 How does the institution encourage students to participate in extracurricular activities including sports and games? Give details on the achievements of students during the last two years.

RKCSM is committed to attract students for participating in various extracurricular activities by ensuring consistent encouragement and motivation. The necessary facilities are provided and adequate funds are allotted. The sports and cultural committees supervise the extracurricular activities. The students who participate in the sports activities or other extracurricular and extra mural activities are provided with extra classes so that the time they have spared for various activities can be compensated. Re-tests are taken for them, so that they can have an assessment of their preparations for the final examinations.

RKCSM also provides following support and flexibility to participating students which also acts as a source of motivation for them:

→ Additional academic support, flexibility in examinations

College is not in a position to give any type of flexibility in annual examinations but such students are given additional academic support through extra classes. Relaxation in attendance is sometimes given to students who participate in co-curricular activities out of the town.

→ Special dietary requirements, sports uniform and materials

College provides TA & DA to players which include expenses for special diet as per their requirement. College team is provided with Sports Kits which includes uniforms and other requisite materials.

→ Others

Students, who represents RKCSM at State or National level in sports, are entitled to get 50% concession in tuition fees. College management provides cash prize/certificates/mementos to deserving sports persons to motivate them to achieve excellence in their pursuit of sports.

RKCSM also regularly organizes co-curricular activities like debates, speech competitions, quiz competitions art and craft competitions, sports meet etc. for overall development of the students. Students are motivated from time to time to take part in inter college competitions by aptly rewarding the participants and triumphant students.

- 5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material. List the major publications/ materials brought out by the students during the previous academic session.

A Notice board has been installed in the institute to motivate the students to write down and display their creative thinking and writing. Students display their drawing work like poster, slogans, thoughts, poems, facts etc. on this Notice Board.

Besides this, students engage themselves in preparation of rangolies, decoration of multipurpose hall on the eve of functions, preparation of charts and models.

Write-ups, articles, poems, jokes, thoughts, etc are invited from the students for publishing in the annual magazine of the College.

- 5.3.4 Does the institution have a student council or any similar body? Give details on constitution, major activities and funding

The college does not have the provision of students council. Instead, departmental representatives are elected by the students amongst themselves,

who bridges the gap between students and administration to solve their academic and other matters.

Their major activities are :

- i) To convey the class room problems to the concerned committee.
- ii) To maintain discipline in the class in the absence of teacher educator.
- iii) To motivate the students to participate in different curricular and co-curricular activities

5.3.5 Give details of the various bodies and their activities (academic and administrative) which have student representation on it

The various bodies where students are representative:-

- |  |                         |
|--|-------------------------|
| 1. Disciplinary committee                    | 6. Admission committee  |
| 2. Academic advisory board                   | 7. Placement committee  |
| 3. Sports committee                          | 8. Women cell committee |
| 4. Library advisory committee                | 9. I.Q.A.C. cell        |
| 5. Cultural and Extra Curriculars' Committee |                         |

**Disciplinary Committee:**

In the discipline committee there are:

- \* one teacher in-charge,
- \* two teacher members (one male and female teacher educator), and
- \* two student members.

The committee keeps a watch on the punctuality, uniformity in the uniform, discipline during any cultural or academic programme organized by the college and other matters.



**Academic advisory board:**

One teacher in-charge, with two teacher members (including one female teacher educator) forms the committee. Their main role is to enhance the quality in education, to improve the standard of education, innovation in the field of education and improve the teaching facilities etc.

**Sport committee:**

The Sport committee has Physical Instructor of institute, two teacher members and two student members to organize the sports Events.

**Library advisory committee:**

The composition of the library advisory committee includes a convener, librarian, one teacher-educator and two representatives from the students. The major role of the body is to achieve the goals and objectives of the library and to check its functionality. It also helps in evaluating and providing better library facilities whilst recommending purchase of books, journals etc. Principal also observes the working of library advisory committee.

**Cultural and Extra Curriculars' Committee:**

The committee is represented by:

- \* one teacher in-charge,
- \* two teacher members (one male and female teacher educator), and
- \* four student members.

The committee is responsible for coordinating all the cultural functions of the institution like celebration of the important days of historic and national significance, festivals, annual function, etc.

**Admission committee:**

The Admission committee has one teacher in-charge and two staff members. The role of the admission committee is to look after the fresh admissions, imparting proper guidance about college fees structures and education facilities and conducting orientation programme.

**Placement committee:**

Placement committee contains two teacher members and one staff member. College students are entitled to avail the services of the placement committee

depending upon their need and qualification. Each student is taught on how to conduct themselves during interviews and group discussions. Proper guidance is given to all the students to face or participate in an interview.

**Women cell committee:**

The committee comprises one teacher in-charge, one female teacher member, two students are the members of Women cell committee. For the welfare of the women, the committee gives proper guidance to its students and also assists in improving the lifestyle and status of women.

**Internal Quality Assessment Cell (I.Q.A.C):**

The committee comprises of:

- \* One Convener from Management Body
- \* The Principal,
- \* One non-teaching staff member,
- \* One faculty member

The primary function of the committee is to assess, maintain and enhance the education standards, infrastructure and administration of the College. Development of the faculty members and students are also analysed through interviews, periodic tests, debates, quiz competitions and model exams.

The college has an Alumni Association the detail of which has been given in 5.3.1.

5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers' to improve the preparation of the programme and the growth and development of the institution?

The institute seeks and uses data and feedback from its alumni, employers and students teachers about the curricular aspects, environment and programmes of the institution. The institute analyses the feedback and utilizes their valuable suggestions and implement them to perform better in the future. Feedback and evaluation have been explained in detail in criterion II.

## **5.4 Best Practices in Student Support and Progression**

### 5.4.1 Give details of institution best practices in Student Support and Progression

Participation of maximum students are ensured through various activities like formation of different cell groups, student representatives, inter college competitions and sports events. In addition to this the following activities are also provided to ensure student progression:

- Provision of scholarships to needy students through various initiatives and schemes of state government;
- Organization of seminars;
- Placed feedback box in the institution;
- Students are divided into groups to promote group building activities, and also to create a supportive environment amongst them.

The institution makes a conscious effort to facilitate the higher level of education or getting into higher education or commencement of his/her own entrepreneurial venture. From the beginning of their admission inculcates in them the need to have to be career oriented. The institution conducts various career and placement activities.

RKCSM, from time to time makes arrangements to invite Eminent personalities from diverse fields of knowledge to interact with the students. This has facilitated various opportunities. The institution has been offering placement opportunities to student's placement in tune with the recent trend, we have observed that 30% of the students go for higher studies and remaining 30% in other activities (continuing their family business etc).

The institutional best practices towards Students Support and Progression are:

- The College has big and airy classrooms, computer facility with internet connection, well equipped laboratories.
- Semi-digitized library and reading room.
- As far as safety and hygiene of the students is concerned, the college provides safe drinking water facilities and toilet facilities with a good amount of cleanliness.
- Sport Center, consisting of various sports activities.
- Students are involved in co-curricular and extra-curricular activities to create awareness about the society.
- The College has well furnished hygienic hostel facilities.
- Training students about various facets of interviews.
- Assisting the students to create innovative projects thereby increasing their employable opportunity.