

**DRAFT REPORT
ON
INSTITUTIONAL ASSESSMENT AND ACCREDITATION
OF
RAMAKRISHNA MISSION SIKSHANAMANDIRA,
BELUR MATH, HOWRAH
by
NAAC**

Section I: Introduction

The Ramakrishna Mission Sikshanamandira (hereafter, RMS) was established in the year 1958 as a residential Teacher's Training college for male students sponsored by the Govt. of West Bengal. The College is located in Howra, a semi urban area, at a distance of about a furlong to the west of the river Ganga and about two furlongs to the east of Grand Trunk Road. It is affiliated to Calcutta University and recognized by the NCTE Vide ERC/7-35 (ER-35, 4, 1)/2003/1047 dated June 3, 2003. The institution has a land area of 1.475 acres. It is an Grant-in-aid institution. The total faculty strength is 11 including the principal (4 vacant) and there are 6 part time faculty and 8 guest lecturers. The number of non teaching staff is 24 (4 vacant). The sanctioned intake 150, only male students are admitted. The college works on the academic year system and the unit cost of education is Rs.32,900 including salary and Rs.2700/- excluding salary. It has the facilities of a Library, Reading room, Computer Centre, indoor/outdoor sports, Auditorium, Hostel, canteen, Workshop, Laboratories for ET, Psychology and Sciences. The College received a sum of Rs.7, 84,714 as fees in (2005-06). It also got Grant-in-aid of Rs.49, 53,327.

RMS developed its Self-Appraisal Report (SAR) and submitted it to NAAC in 2006 for its institutional assessment and accreditation. After receiving SAR from



it, NAAC constituted a three member peer team comprising Prof. R.S. Khan, former Vice-Chairman NCTE and currently Professor in IASE, Jamia as Chairman, Prof. Nandita Das, Former Head and Dean, Dept. of Education, Guwahati University as Member Coordinator and Prof. N.J. Joseph Principal, St. John the Baptist College of Education, (Kottayam) (Kerala).

The peer team visited RMS campus on 22nd & 23rd March, 2007. It analyzed the SAR submitted by the college. During two 2 days, the peer team visited various units and support services of the college. Besides, the peer team interacted with various stakeholder groups viz. the management, the principal, the faculty, the students, the alumni, the parents and the non-teaching staff. It also visited two of the schools namely P.Mahindra Vidyapitha and Salkia Anglo Sanskrit High School where the college conducts its practice teaching programme.

On the basis of information made available and inputs generated through interaction with various stakeholder groups, the peer team analyzed the functioning and performance of RMS in terms of its strength and areas of concern. Criteria-wise analysis of the strengths and areas of concern of the college is given Section-II, while overall analysis and suggestions for further improvement are given in Section -III.

Section II: Criterion-wise Analysis

Criterion I: Curriculum Design and Planning

The vision of Ramakrishna Mission Sikshanamandira is to actualise – Swami Vivekananda’s educational vision, which is the imparting of life building, man making and character building education.

The mission of the RMS is to train teachers who will harmonize professional competence with high idealism and seek to implement the educational vision of swami Vivekananda in a practical manner. The



mission includes the goals and objectives of the institution in terms of addressing the needs of the society.

In the curriculum development process, feedback from the stakeholders taken and conveyed to the Board of studies of the University. The faculty members also recommend the modifications of the curriculum. They attended various workshops cum seminars on B.Ed curriculum and such seminars were held in the college also. The B.Ed curriculum of the University of Calcutta was modified in 2003.

The institution introduced value added courses for communication skills, weekly classes for the development of life skills with respect to cultural heritage and community out reach programs.

Curriculum Planning

The curricular programmes are planned by the Board of Studies of the University which has representative members from the affiliated colleges. The co-curricular activities and community out-reach programs are planned by the institution and evaluated by the teachers throughout the year.

Feedback mechanism

The college obtains feedback from students, teacher educators and Head teachers of the neighboring schools. It is desirable to adopt a more systematic approach to obtain feedback and carryout monitoring and followup activities. For quality enhancement extended lectures were arranged in the institution. A total number of 60 lectures were delivered from September – December 2006 by educationists.

The institution has approached the University of Calcutta to accord permission to start seven more method subjects. The General Body of the college has decided to approach the authorities for starting M.Ed Course.



Criterion II Curriculum Transaction and Evaluation

Admission Process

RMS adheres to the norms given by the NCTE. Students are selected for admission through merit in the qualifying exams and through an interview. Graduate teachers deputed by recognized secondary schools of W.B and non-teacher graduates are eligible for admission. 95% seats are reserved for the students of Calcutta University and remaining 5% are available for the students of other universities. For admission 90% marks are allotted for academic qualification and 10% for interview.

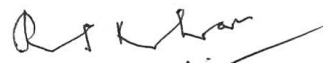
Academic year begins in July and ends in June. The college annually publishes an academic calendar. It is prepared by the Teachers' Council before the commencement of the session in coordination with which each individual teacher plans his schedule accordingly. Total number of working days is 257 and the total teaching days is 180. The calendar covers various curricular and co-curricular activities, orientation classes, practice teaching, seminars and examinations.

Transaction Theory

The institution engages students in active learning by using Library, Internet, Individual projects, simulation, peer teaching, role playing and practicum. The institution is equipped with Laboratories for Geography, Physics, Chemistry, Life Science, Mathematics, Psychology, Language, ET and Computer. Teaching practice lasts for 30 days.

Preparation for practice teaching covers training in models of teaching, use of microteaching technique for developing teaching skills and practicing teaching in simulated lessons. Pedagogical Analysis of the content prescribed in different courses is done systematically. Practice teaching in selected schools involves classroom Teaching, observation of peer teaching and peer feed back. Video analysis of the pre-practice teaching sessions is also done. Feed back in practice teaching is provided by the teacher educators, the principal of the college and the Head teachers and teachers of practice teaching schools.

Ideas on teaching-learning process and practical solutions of classroom discipline are discussed at the 'idea exchange' programme on the



concluding day. Moreover students and the teachers of teaching practice schools along with trainees share their views on various aspects of teaching-learning process.

There are forty computers in the institution being used in Library cataloguing, admission related administrative process and office maintenance. All the computers have internet facilities and are internally connected (LAN). Students and teachers are utilizing these facilities.

Assessment and Evaluation

The scheme of evaluation is made known to the students at the beginning of the academic session. The half yearly or mid term examination is conducted in all the theoretical papers after four months of the beginning of the session. Co-curricular activities of the students like cultural programmes, debates, lectures, seminars, indoor and out door games and yoga are assessed throughout the year. The University of Calcutta conducts the final practical examination which carries 100 marks. Students have to give two final teaching lessons on two method subjects each containing 50 marks. Simulated teaching, Laboratory practical examination, of preparation of lesson plan note books, achievement test note book, teaching aids and pedagogical analysis notebooks are evaluated jointly by external and internal examiners. The principal of the college assesses the note book containing activities of the community outreach programmes, 10 marks are allotted to it.

Criterion III: Research, Development and Extension

RMS is conducting B.Ed course only. Out of seven permanent Faculty, only two have a Ph.D. degree. The faculty members are to pursue Masters' and Doctoral courses. The institution recently constituted a research committee to screen, propose and monitor minor research projects. One of the faculty members was given special study leave to pursue post doctoral research work in Taiwan in the year 2002-03. Some of the teachers have undertaken UGC sponsored minor research projects.

The institution has recently taken an initiative to publish an international journal of education named 'Sikshachintan'. Various research projects on education and subjects related to education having interdisciplinary relevance are undertaken by the teachers. Four UGC (minor) projects were already completed by the staff in the last five years. A staff member



who resigned from the college recently has published a number of papers in national and international journals. Two teachers published articles in 'Sikshachintan'.

The institution also encourages the trainees to conduct action research. In the academic year 2005-06 a project on 'Literacy with special reference to children with special needs' was assigned to every trainee. The faculty members participated in some national and regional level seminars, national and international conferences and workshops.

Development

Faculty members have taken initiative to publish nine instructional booklets under CTE scheme. The innovative teaching aids are developed by the trainees in the course of teaching practice. Students get opportunities to exhibit various models/aids/projects during the annual exhibition. The college bears expenses of around 1 Lakh rupees annually for the same. The trainees also have developed short length documentaries on subjects like Geography, History, Life Science and Physical Science. A number of training programmes /workshops were organized for material development. An up gradation training to meet the needs of the computerized administrative system and admission process of the college was given to the teaching and non-teaching staff of the college.

Community Engagement

The institution has close linkage with the community. Extension activities in the form of certificate course in IT for the school students, service as volunteers in maintaining discipline, shoekeeping during Youva Utsav, providing college bus to allied institutions help in developing community feeling. The college has successfully conducted in-service training programmes in school teachers for which 240 teachers from 6 different districts participated. The college also organizes attractive exhibitions based on different themes attracting thousands of observers. Flood relief works are also conducted under extension activities.



Consultancy

The consultancy services rendered by the staff are purely honorary in nature as the institution is a non profitable, charitable and philanthropic organization.

Net work/Linkage

The institution is maintaining close linkage with NCERT, Ramakrishna Mission Vivekananda University, NCTE, ISRO, IGNOU and WBBSE. The college has links with Ramakrishna Mission Centres outside India. The college had initial discussion with Asia Pacific Educational Innovations for Development (APEID) for considering the institution as an educational wing of APEID.

Criterion IV: Infrastructure and learning Resources

RMS functions in its own building in a campus area of 1.475 acres. It has a built-in area of 2843 Sq.mts. The campus has the facilities of a hostel, canteen, playground, indoor games room and multigym in addition to instructional space for classrooms, library, laboratories, office accommodation and other support facilities. 36 lakhs of rupees have been invested for infrastructure development over the last five years. The facilities are maintained with the help of a grant from the Govt. In order to ensure the health and hygiene of the staff and students there is a separate medical room and one medical officer is staying very close to the college. A well equipped charitable dispensary run by the Ramakrishna Mission Belur Math is in very close proximity to the college. Garden and lawns are maintained. one full time and one part time gardeners take care of the garden.

The instructional infrastructure of the institution is supported with Broadband internet facilities with all the 40 computers, LCD projector, public address system, a digital camera and handycam, a 16 point EPABX system and institutional Website.



The computer lab has 14 computers including one server interconnected through LAN. The language laboratory of the college has a good collection of educational video and language development materials. A spoken English programme is offered to the students through this laboratory.

The college has a psychology lab, science lab, ET Room, method labs and a workshop for preparing teaching aids. The psychology lab has more than 31 testing apparatus to assess intelligence, aptitude, creativity and many other personality traits.

Library and Information services:

The process of computerization of the library has been initiated. In 2005-2006 the college spent Rs.46326 and added 603 Text books, 72 other books and journals/periodicals. Presently the library has only 5 journals on Education. Reference section of the library contains a large collection of extensive reference books including encyclopedias, dictionaries etc. It worked for 257 days last year from 10.30 a.m. to 5.00 P.M.. It has a reading room which can accommodate 50 students.

Criteria V: Students Support and Progression

The drop-out rate has been 22%, 10% & 13 % during the last three sessions. Pass percentage of the last three batches has been 94%, 92%, and 95%. Fee concession has been given to 9 students in 2004-2005 and 4 students in 2005-2006. SC stipend to 39 students in 2004-2005, 46 students in 2005-2006 and ST stipend to 02 students in 2004-2005 and 9s students in 2005-2006 has been given. The institution maintains very close-knit relationship between trainees and teachers. Students feel to be living in a large 'family' guided by the elders in the presence of a monastic Principal, other monks and professors. A number of students have become successful in diverging fields like lectureship, research work, state civil service and other services. 7 students cleared NET/SLET during the last two years. The institution updates prospectus almost every year. Professors adopt specific teaching strategies for teaching advanced learners and slow learners. The college has a grievance redressal mechanism. Classes for career counseling are arranged for the trainees. Alumni Association started functioning this year.

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Criterion VI: Organization & Management

Administration of the RMS entirely proceeds through a decentralized process following the democratic norms. The MC Ramakrishna Mission Sarda pitha, RKMSM samsad and various sub committees like provident fund committee, non-teaching staff Association, Teachers' Council are in place. Different committees have also being constituted for the management of different institutional activities. RMS Governing body is constituted of senior monks, educators, academicians, Hon'ble Justice of High Court, Lawyers, renowned professors of the university and High officials in the Education Department of Govt. of West Bengal. General Body meets more than four times a year.

The staffs have access to loan facility through the cooperative association in the institution. The institution conducted computer awareness programme for the faculty and non-teaching staff. Full time faculty members are recruited by Governing Body of the institution in accordance with the recommendations by the W.B. College Service Commission.

The teaching in the institution is run by 7 permanent faculty members, 6 part-time and 10 guest lecturers. Two posts reserved for SC/ST have remained vacant for the last ten years.

The institution gets financial support for the salary of staff from the Govt of West Bengal. In the academic year (2005 - 2006) the institution received Rs. 44, 53,327 as salary grants. Rs.5, 00,000 as grant has also being received for conduct of CTE programmes. The institution does not mobilize resources through donation.

The college and hostel accounts are audited by an internal and two external auditors- one appointed by the Govt. and other by RKM. The internal auditor audits the accounts four times a year and two external auditors audit yearly.



Section III: Over-all Analysis and Suggestions for Further improvement

Ramakrishna Mission Sikshanamandira is a premier teacher training institution of West Bengal. The goals and objectives of the institution is to actualize Swami Vivekanandas' educational vision i.e., to impart life building, man making and character building education through a balanced combination of secular and spiritual training. Such goals and objectives are clearly reflected in the academic programmes and in the whole environment of the institution.

The Governing body of RMS is very supportive and educationally orientated. It advises and facilitates the Principal and teachers on matters related to the functioning of the institution. Team based strategies and participatory management motivate the staff members to give their best in the cause of achieving the goals of the institution.

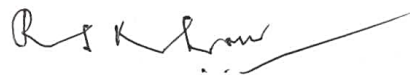
RMS has well equipped laboratories. The available facilities are being optimally utilized.

Being a well established institution, it has been upgraded as a CTE under Centrally Sponsored Scheme of 'Strengthening and Reorganization of Teacher Education' (1987), with added responsibility of INSET, conduct of research projects relating to class room and school practices and publication of material.

RMS has been performing well on all counts. The peer team hopes that in future too, its training will help students attain their life's fulfillment through harmonious combination of Jnana, Bhakti, Karma and Yoga.

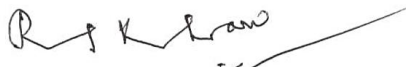
The peer team feels that RMS can play a lead role in future and seek grater heights. It is in this prospective that the peer team suggests the following measures for future development of RMS:

- ✚ For running a course, recognition is to be sought from NCTE.
- ✚ The urgent need of the college is the appointment of regular permanent faculty in required number including the Principal as



per NCTE norms. The college is presently functioning with only 7 permanent staff. The 6 faculty members are on part time basis. This situation needs serious consideration from management side and appropriate action has to be taken towards appointment of full time staff.

- ✚ Higher weightage may be given to Interviews in admission process.
- ✚ The institution conducts only 30 days of teaching practice instead of 40 days as prescribed in the NCTE norms.
- ✚ Practice teaching may be taken up in Internship mode.
- ✚ Evaluation is to be comprehensive and continuous.
- ✚ Internal evaluation may have 40% weightage.
- ✚ ICT should form a part of the curriculum.
- ✚ The faculty further be motivated to take up research/ action research and publish research papers.
- ✚ Dropout rate looks to be on higher side specially being a professional course ?
- ✚ Internal Quality Assurance Cell may be made functional, to ensure the quality of the teacher education programme.
- ✚ It is beneficial to organize students into tutorial groups for promoting better small group interaction and monitor student progress in academic learning and personality development.
- ✚ The Library of the college may be connected with the other libraries.
- ✚ The more number of books in English Medium, specifically by foreign authors are to be procured.



- + At least two hundred titles are to be added in the Library annually.
- + The institution may subscribe for more Educational Journals.
- + Language lab needs to be upgraded with modern equipments.
- + The PTA is an integral part of student development mechanism and has to be formulated as early as possible.
- + It would be desirable to have a trained counselor for proper professional guidance and counseling.
- + A formal placement cell needs to be setup in the college to provide employment guidance.
- + Alumni Association of the college could play more active role by way of their human resources and financial help to the college.
- + RMS needs to undertake specific functions of the CTE as visualized under the scheme more seriously. The following aspects may be looked into and necessary steps taken:
 - Organize subject orientated INSET programmes of 3-4 weeks duration and theme oriented programmes of 3-10 days.
 - Conduct experimentation and innovation in school education.
 - Engage in the development of instructional materials.

There is provision of financial support for all the above activities.

The peer team appreciates and puts on record its gratitude for the ready cooperation; it received from all quarters during its on-site validation visit. It wishes the very best in its endeavors to attain its laudable mission and goals.

R K How

Prof R.S. Khan
(Chairman)

R.S. Khan 23/03-07

Prof. Nandita Sharma
(Member Coordinator)

Nandita Sharma 23.3.07

Prof. N.J. Joseph
(Member)

N.J. Joseph 23/03/07

I have read the Peer Team Report and I agree with it;

Sw. Tattwasarananda
(Swami Tattwasarananda) 23.03.07
Principal,
R.K.Mission Sikshanamandira
Belur Math, Howrah

Place: Belur Math
Date: 23rd March, 2007