

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part - A

#### 1. Details of the Institution

1.1 Name of the Institution

RANI BIRLA GIRLS' COLLEGE

1.2 Address Line 1

38, SHAKESPEARE SARANI

Address Line 2

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700017

Institution e-mail address

contact@rbgc.in

Contact Nos.

033-2287 5509

Name of the Head of the Institution:

DR. SUNETRA SINHA

Tel. No. with STD Code:

033 - 2283 5787

Mobile:

9830047458

Name of the IQAC Co-ordinator:

DR. SONALI BANERJEE (JASH)

Mobile:

9433073789

IQAC e-mail address:

contact@rbgc.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) WBCOGN13890

1.4 Website address:

www.rbgc.in

Web-link of the AQAR:

No separate weblink

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

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.6	2009	June 2009 to June 2014
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC.: DD/MM/YYYY

18/12/2009

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

2012 – 13

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

- i. AQAR 2009 – 10 submitted to NAAC on 12/10/2010 (DD/MM/YYYY)4
- ii. AQAR 2010 – 11 submitted to NAAC on 30/09/2011 (DD/MM/YYYY)
- iii. AQAR 2011 – 12 submitted to NAAC on 14/02/2013 (DD/MM/YYYY)
- iv. AQAR 2012 – 13 submitted to NAAC on 01/04/2014 (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

BACHELOR OF FASHION AND APPAREL DESIGN (B.FAD)

1.11 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF CALCUTTA

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

Autonomy by State/Central Govt. / University

N.A

University with Potential for Excellence

N.A

UGC-CPE

N.A

DST Star Scheme

N.A

UGC-CE

N.A

UGC-Special Assistance Programme

N.A

DST-FIST

N.A

UGC-Innovative PG programmes

N.A

Any other (*Specify*)

N.A

UGC-COP Programmes

N.A

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

4

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

1

2.9 Total No. of members

16



2.10 No. of IQAC meetings held 2

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

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Encouragement to faculty for qualification improvement 2. Initiatives undertaken towards faculty/executives/staff development	1. Two teachers have enrolled for PhD course work and one teacher has submitted the PhD thesis. 2. Three teachers have attended UGC – ASC organised refresher courses. The Principal attended Executive Development Programme organised by the

<p>3. Recruitment of faculty on college pay to fill up vacant positions</p> <p>4. Extension of library services</p> <p>5. Career guidance for students</p> <p>6. Extension activities</p> <p>7. Extra-curricular activities to be extended</p>	<p>Association of Indian Principals at Pune. One member of office staff attended a Staff Development Programme at Basanti Devi College, Kolkata.</p> <p>3. One teacher recruited on temporary full time vacancy to fill up a lien bound post in the department of Political Science.</p> <p>4. College library registered for N-List Programme of INFLIBNET for access to e – journals w.e.f. Aug. 2012</p> <p>5. Three workshops organised –</p> <ul style="list-style-type: none"> <li>i) career opportunities in the Media &amp; Entertainment industry</li> <li>ii) Civil Services as a career</li> <li>iii) Preparation for entry level examination in management.</li> </ul> <p>6. Special camp organised by NSS Unit and interaction of members with the residents of a neighbourhood slum. Outreach activities in association with an NGO working on mentally ill homeless women.</p> <p>7. Clubs formed – Nature, Literary, Cine, Drama and Debate and various activities undertaken by them.</p>
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\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

AQAR is placed and discussed in the meeting of the IQAC. The plan of action and action taken thereof is approved at such meetings.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	11	0	3	0
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	1	0	1	0
Others	0	0	0	0
<b>Total</b>	12	0	4	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	12



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

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

\*Please provide an analysis of the feedback in the Annexure Analysis of feedback given in Annexure I.

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

NO

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

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	7	8	0	7

2.2 No. of permanent faculty with Ph.D.

8

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	4	-	-	-	-	1	0	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

11      5      5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	11	1
Presented papers	1	3	0
Resource Persons	0	0	0

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

Students' power point presentations, invited lectures by experts, play acting, field visits, educational tours are some of the innovative processes adopted by different departments for effective transaction of the university prescribed curriculum.



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

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

NIL

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

1 0 0

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (HONS)	99	NA	4	84	-	88
B.Sc.(HONS)	9	NA	11	56	-	100
B.A./B.Sc. (GEN)	26	NA	-	-	--	54
B.A. (MAJOR)	13	NA	62	31	-	93
B.FAD.	16	NA	81	19	-	100

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

The IQAC encourages departments to organize invited lectures by experts on various topics. Departmental seminars are also held regularly. Departmental plans are submitted to the IQAC before the commencement of every academic session and the record of departmental activities at the end of the session. This enables the IQAC to monitor the teaching learning processes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	1

Summer / Winter schools, Workshops, etc.	0
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	-	-	-
Technical Staff	3	-	-	2

## Criterion – III

### 3. Research, Consultancy and Extension

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

Encouraging faculty to undertake research projects and also to register for doctoral research work.

Encouraging faculty to publish research papers and also co author research papers with advanced learners for publication in the college academic journal.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	0	0
Outlay in Rs. Lakhs	2,27,000	1,72,000	0.	0

#### 3.4 Details on research publications

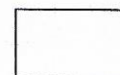
	International	National	Others
Peer Review Journals	0	2	0
Non-Peer Review Journals	0	0	1
e-Journals	0	0	0
Conference proceedings	1	3	1

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations : **NIL**

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





## Criterion – III

### 3. Research, Consultancy and Extension

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

Encouraging faculty to undertake research projects and also to register for doctoral research work.

Encouraging faculty to publish research papers and also co author research papers with advanced learners for publication in the college academic journal.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	0	0
Outlay in Rs. Lakhs	2,27,000	1,72,000	0.	0

#### 3.4 Details on research publications

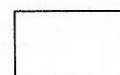
	International	National	Others
Peer Review Journals	0	2	0
Non-Peer Review Journals	0	0	1
e-Journals	0	0	0
Conference proceedings	1	3	1

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations : **NIL**

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



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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the  
Institution

Level	International	National	State	University	College
Number	-	-	-	-	7
Sponsoring agencies	-	-	-	-	COLLEGE

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

NA

NA

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

NA

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events: NA

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC: NA

University level  State level   
National level  International level



3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>	
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="2"/>	Any other <input type="text" value="2"/>

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

- Special NSS camp held during 4<sup>th</sup> to 10<sup>th</sup> February 2013 – members visited the adopted slum in the neighbourhood and interacted with the women and children, played games with the children and entertained them with rhymes and songs.
- Students and teachers visited a Night Shelter for homeless women

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.516 acres	0	0	0.516 acres
Class rooms	15	0	0	15
Laboratories	5	0	0	5
Seminar Halls	1	0	0	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0		0
Others	Lab equipments	0		0

4.2 Computerization of administration and library

Library Automation – data entry in SOUL 2 completed on 7<sup>th</sup> August 2012.

Upgradation of computers in college office – Windows 2007 installed in the computers for Accounts section, students and staff information.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13,783	Figure not available	491*	3,59,128.72	14,274	-
Reference Books						
Journals	11	9,205	0	0	11	9,205
e-Books	0	0	1	5,000.00	1	5,000.00
e-Journals			N-List		N-List	
Digital Database	0	0	0	0	0	0
CD & Video	68		1		69	
Others (specify)	0	0	0	0	0	0

\* This includes textbooks and reference books.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	4	10	7	1	1	12	0
Added	4	0	0	0	0	0	0	0
Total	57	4	10	7	1	1	12	0

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

Computer training programme of 30 hours duration for staff by Webel Informatics Ltd. during May 2012.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.72
ii) Campus Infrastructure and facilities	3.31
iii) Equipments	0.55
iv) Others	2.67
<b>Total :</b>	<b>8.25</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC ensures that notices for such services are displayed in Notice Boards at various locations in the campus. The student member of IQAC also takes the initiative to make fellow students aware of these services. Teachers also inform the students about the services.

#### 5.2 Efforts made by the institution for tracking the progression

Departments make efforts for maintaining contact with students graduating from this institution. On average, 40 to 45% of students progress to post – graduate studies.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
551	-	-	-

#### (b) No. of students outside the state

3

#### (c) No. of international students

NIL

Men	No	%	Women	No	%
		0			0

No	%
	0

Last Year (2011-12)						This Year (2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
544	07	05	01	-	557	530	10	09	02	-	551

Demand ratio varies across courses      Dropout %      0%

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

The career counseling cell maintains a stock of current books for competitive examinations for use by the students preparing for such examinations. Teachers guide students in their preparation for competitive examinations.

0



No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

03 career guidance programmes organized :-

- i) Civil services as a career.
- ii) How to prepare the entrance exam
- iii) Career opportunities in Media & Entertainment industry.

No. of students benefitted

167

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	06	02	04

5.8 Details of gender sensitization programmes

To sensitize students regarding the condition of socially down trodden women, a visit to a Short Stay Shelter for Women run by the NGO *Ashi* was organized.

The NGO – *Iswar Sankalpa* – working on mentally ill and homeless women was encouraged to put up stalls ( thrice during 2012 – 13 ) in the college premises for sale of handicraft items made by their inmates. Students and teachers purchased such items.

5.9 Students Activities

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

State/ University level 14 National level 0 International level 0

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	08	22,805/-
Financial support from government	26	60,100/-
Financial support from other sources	0	0
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : To serve as an ideal educational institution to impart quality education for all-round development of women to help them become “global” citizens.

Mission : Empowerment of women through higher education and social consciousness in a progressive enlightened ambience – i) to motivate students to achieve distinction in academic and cultural sphere; ii) to venture into self employment and entrepreneurship; iii) to inculcate proper values in students to enlarge their social vision and consciousness.

6.2 Does the Institution has a management Information System

6.3 Information on all aspects relating to the working of the institution is systematically maintained and made available to all stakeholders. All policy decisions and implementation thereof are well circulated among all levels of the staff and management.

The faculty is dedicated to the enrichment of the curriculum and its proper and timely transaction taking into consideration the absorptive capability of respective students.

6.3.2 Teaching and Learning

Participation of faculty in refresher courses and other faculty development programmes

Emphasis on remedial classes and on tutorials in each subject

6.3.3 Examination and Evaluation

Internal examinations (Mid – term and Selection Tests) are held on schedule as stipulated by the affiliating University.

Prompt evaluation of answer scripts is ensured in all courses.

Students are allowed access to the evaluated answer scripts which enables them to rectify their mistakes. Grievances, if any, in respect of evaluation are taken care of during this time.

6.3.4 Research and Development

Faculty is encouraged to (i) undertake research projects.  
(ii) doctoral research work.  
(iii) post doctoral research work  
(iv) course work for Ph.D

6.3.5 Library, ICT and physical infrastructure / instrumentation

The collection of books and journals and audio/visual materials in the library is enriched in every session. The library has registered under the N-List programme of INFLIBNET for access to e-journals.

The laboratories are upgraded with new equipments as and when required to fulfil the needs of the curriculum.



6.3.6 Human Resource Management

Optimum utilization of human resources is sought to be achieved through –  
 i) Inter – departmental cooperative schemes : Teachers of some departments take classes in other departments also based on inter – disciplinary nature of some parts of the curriculum.

6.3.7

ii) Some final year students extended their services to the college library facing  
 Whenever any vacancy arises, college appointed faculty and staff are recruited immediately to fill up the vacancy till the government appointments are made.

6.3.8

The Fashion & Apparel Design departments is in constant touch with the textiles and garments industry. Other departments do not have industry interaction.

6.3.9 Admission of Students

Students are admitted from Merit list prepared on the basis of marks obtained in the previous board exam.

University criteria for admission to various courses are strictly adhered to.

6.4 Welfare schemes for

Teaching	Granting permission and leave when required for pursuing research and other faculty development programmes
Non teaching	Financial assistance provided for education of children of group C and group D staff.
Students	Freeships awarded to 08 students. Free medical checkups and health counselling services. Career guidance programme.

6.5 Total corpus fund generated

0.

6.6 Whether annual financial audit has been done Yes  No

6.7 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	

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

6.11 Activities and support from the Alumni Association

A Best of Luck party was organised by AA for the final year students on 1.3.13.

Annual Re – union held on 30.03.2013

6.12 Activities and support from the Parent – Teacher Association

No such association exists at present. Regular parent teacher meetings are held. In addition to these meetings, teachers communicate with parents as an when required to discuss problems related to their wards and to seek their suggestions for improvements.

6.13 Development programmes for support staff

Support staff was given computer training (30 hours certificate programme) in May 2012.

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

Awareness campaign launched to make the campus a plastic free zone. Students learn to make paper bags.

## Criterion – VII

### 7. Innovations and Best Practices

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

The Governing Body has resolved that any vacancy arising in teaching post should be filled up immediately on temporary basis on college pay.

This decision has been implemented and it has created a positive impact on the teaching learning process.

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

The plan of action and the ATR based on it has been presented in section 2.15.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Book Fair organized within college premises
- College publications – Ourselves (magazine being published since 1961)  
Mind Space (academic journal being published since 2006)  
Details given in Annexure II.

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

7.4 Contribution to environmental awareness / protection

- Efforts initiated towards making the campus a plastic free zone.
- Students being taught to make and use paper bags.
- Efforts being made to conserve electricity.



7.5 Whether environmental audit was conducted? Yes  No

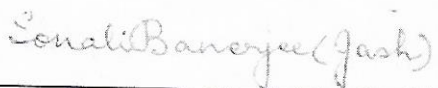
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The institution has initiated efforts for conducting SWOT analysis internally as well as academic and administrative audit in the coming session (2013 – 14). It is expected that the outcome can be presented in the forthcoming AQAR.

#### 8. Plans of institution for next year

- i) Introduction of 3 – years B.A.(Hons.)course in Hindi.
- ii)Introduction of students mentoring in a formal way.
- iii)Organizing computer training programme for Gr. D staff
- iv)Organizing faculty training programme for development of CAL material.
- v) Skill oriented courses for students – first aid training, jewellery and accessory designing.
- vi) Departmental seminars to be organized by all departments.
- vii) Proposals for MRP to be submitted , PhD thesis to be submitted.

Name SONALI BANERJEE JASH



*Signature of the Coordinator, IQAC*

Name SUNETRA SINHA



*Signature of the Chairperson, IQAC*

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## Annexure I

### Analysis of feedback from students on curriculum, faculty and infrastructural facilities

Structured questionnaires are given to final year students to obtain their feedback on curriculum, faculty and infrastructural facilities. Students assess individual teachers by filling up a questionnaire especially designed for the purpose. Including a detailed analysis of such feedback on each teacher is beyond the scope of this report. The major observations based on analysis of such feedback are summarised as follows:

1. **Mode of communication of syllabus by teachers** – 22% of students reported that the curriculum was communicated by teachers through a combination of 3 methods – class room lectures with illustrations, classroom discussions and interactive teaching-learning, audio-visual methods. 37% expressed the opinion that the mode of communication of syllabus was mainly classroom discussions and interactive teaching-learning. 35% said it was mainly illustrative classroom lectures.
2. **Strict adherence to Curriculum** – overwhelming majority of 98% of students affirmed that the curriculum is followed by teachers in strict adherence to University norms.
3. **Reading materials/ lecture notes provided**- 86% of students agreed that teachers provided them with sufficient reading materials/lecture notes as required for the curriculum.
4. **Academic flexibility of Elective Subjects** – 37% of students felt that they enjoyed flexibility with regard to choice of elective subjects, 33% felt that such flexibility was limited while 28% of the students felt that their choice of electives was not flexible enough.
5. **Internal Assessments**- 84% of the students endorsed that they are assessed by the College internally through Mid-Term and Selection Tests in strict adherence to the Curriculum of the affiliating University.
6. **Enhancement of Skill and Employability** – 43% of students opined that the Curriculum enabled them to enhance their skills and ensure employability. But 51% of students felt that the same was ensured to a certain extent.
7. **Supplementation of University Curriculum** – a large majority of 63% affirmed that the teachers made sincere efforts to supplement the University prescribed

Curriculum by providing additional learning material, remedial classes, seminar library facility etc.

8. **Integration of Curriculum with contemporary issues** – a sizeable majority of 82% affirmed that the College does take initiatives to integrate the Curriculum with relevant contemporary issues and interdisciplinary topics through invited lectures, departmental seminars, UGC-sponsored State level and National Level seminars.
9. **Availability of Learning Resources** – a significant majority of students (82%) felt that the College library is adequately equipped and endowed with reading resources as per the Curriculum of the affiliating University.
10. **Health care, Sanitation, Drinking Water, and Canteen** – 35% of students considered these facilities as satisfactory. The provision of drinking water as rated as excellent by 29% of the students.
11. **Overall Ambience of Classrooms** – 37% of students considered as satisfactory the overall ambience of classrooms in terms of space, ventilation, sitting arrangements and electrical provisions.
12. **Career Counselling** – 38% of students rated the Career Counselling Sessions as good.
13. **Faculty and Teacher-Student relation** – 44% of students have rated the teaching faculty of the College as good and 40% of them have rated the same as excellent. The teacher-students relationship has been rated as excellent by 43.5% of students. Students assess individual teachers by filling up a questionnaire especially designed for the purpose. Including a detailed analysis of such feedback on each teacher is beyond the scope of this report.
14. **Overall Experience** – a significant proportion (33%) of students have rated their overall experience in this College as excellent.