



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		RANI BIRLA GIRLS' COLLEGE
Name of the head of the Institution		DR. NANDITA CHAUDHURI
Designation		Principal (in-charge)
Does the Institution function from own campus		No
Phone no/Alternate Phone no.		03322875509
Mobile no.		9830368159
Registered Email		contact@rbgc.in
Alternate Email		nanditarbgc@gmail.com
Address		38, SHAKESPEARE SARANI,
City/Town		KOLKATA
State/UT		West Bengal
Pincode		700017
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. PRITI GHATANI
Phone no/Alternate Phone no.	03324901476
Mobile no.	9051771112
Registered Email	rbgciqac21@gmail.com
Alternate Email	pritighatanirbgc@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.rbgc.in
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

http://www.rbgc.in/admin/notice_files/Academic_Calendar_2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.6	2009	15-Jun-2009	14-Jun-2014
2	B	2.7	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC

18-Dec-2009

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
AISHE	21-Jan-2019 15	620

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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
N.A.	0	N.A.	2019 0	0

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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 :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

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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)

Participation of students in Sukanya Project organised by Kolkata Police, West Bengal.

Exhibition cum sale and Fashion Show "Colours Of The Runway."

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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
Organizing departmental seminars	Upgrading students on contemporary issues related to their disciplines beyond the prescribed curriculum
Online Admission of UG courses	Ensuring fair admission with government reservation policies

Introduction of CBCS Curriculum	Successfully implemented by all departments
Organizing Career Counselling workshops and seminars	Students informed about various career opportunities
Regular Remedial Classes for weak students	Improved results in University exams
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	21-Jan-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Rani Birla Girls' College is currently having the following mechanism for effective delivery of curriculum: - a) At the beginning of an academic session, departmental meetings are held in every department in which the topics in the syllabus are distributed among the teachers after discussion with them by the Head of the Department. b) Number of classes for each topic is decided according to the syllabus and criteria (CBCS) assigned to each topic and paper. c) Besides the traditional lectures and seminars, use of ICT in classrooms is done to make the curriculum interesting for students d) Tutorials or class tests are held as per requirement e) Internal assessment is done and examined scripts are shown to students f) A central time table is provided at the beginning of each year g) Time table committee with the help of departmental heads prepare the time table which is duly approved by the Principal. h) We have a very rich Central Library with open access system and all honours departments have their own departmental/ seminar libraries.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

0

0

Nil

0

0

0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	HONOURS	06/07/2018
BSc	HONOURS	06/07/2018
BA	MAJOR	06/07/2018
BA	GENERAL	06/07/2018
BSc	GENERAL	06/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

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
0	Nil	0
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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
BA	INTERNSHIP IN COMMUNICATIVE ENGLISH	17
BA	INTERNSHIP IN FASHION AND APPAREL DESIGN	16
BSc	FIELD TRIP BY GEOGRAPHY (HONOURS)	14
BSc	FIELD TRIP BY GEOGRAPHY (GENERAL)	26
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No

Parents	No
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1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback obtained from students are utilized for • enhancing teaching efficacy • improving correspondence with students • responding to needs of slow learners • closer monitoring of students' progress • charting revised reading resources for less advanced students Individual teachers engage in self-critical reflexive exercises to amend teaching mechanisms to plug lapses if any and address any existing problem of teaching learning practices.

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
BSc	GENERAL	10	2	0
BA	FASHION AND APPAREL DESIGN HONOURS	42	45	24
BSc	GEOGRAPHY GENERAL	10	120	26
BA	GENERAL	40	5	0
BA	HONOURS	383	691	139
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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
2018	622	0	29	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
45	45	138	6	4	6
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

During their three years' journey through the under graduate programme students often need mentoring,

guidance and counseling from the teachers. The students are greatly benefitted by the continuous guidance from their teachers who meet small group of students periodically. The Mentors Continuously monitor, counsel, guides and motivates the students in all academic matters. Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. Advise students in their career development/professional guidance. The objectives of the mentoring practice followed by the Institute are: • To monitor the students regularity discipline • To enable the parents to know about the performance regularity of their wards. • Improvement of teacher-student relationship. • Counseling students for solving their problems and provide confidence to improve their quality of life. • Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
622	29	1 : 21

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
34	29	5	1	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	N.A.	Nil	N.A.
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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
BA	HONOURS/GENERAL	Semester 1	04/01/2019	25/02/2019
BSc	HONOURS/GENERAL	Semester 1	04/01/2019	25/02/2019
BA	HONOURS/GENERAL	Semester 2	12/07/2019	30/08/2019
BSc	HONOURS/GENERAL	Semester 2	12/07/2019	30/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year. For 2nd and 3rd year students Tutorials, Mid- Term Test And College Test are conducted as per the academic calendar. From this year college has introduced Choice Based Credit

System (CBCS) and semester pattern. So for Semester1 and 2 internal assessments, tutorials model practical tests formed part of the continuous programme. Teachers also conduct quiz, power point presentation and extempore on topics related to the syllabus thereby ensuring that students regularly update what is taught in the class. Also assignments are given on regular basis which help them in preparing for the annual/biannual examination.

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

Like every year Academic Calendar is prepared this year also, taking into account the schedule provided by Calcutta University. The academic calendar lists the start date of the academic year, extra-curricular, Co-curricular activities, exam weeks and holiday periods, etc. In 2018 - 19 academic sessions academic calendar was prepared and the same was displayed at the college notice boards for the students, teachers and staff of the college at the beginning of the session. Every effort was made from the college end to ensure that strict adherence to academic calendar is followed.

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://rbgc.in/admin/notice_files/COURSE_OUTCOME-converted_New.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
HISA	BA	HISTORY HONOURS	6	4	67
PLSA	BA	POLITICAL SCIENCE HONOURS	7	7	100
ENGA	BA	ENGLISH HONOURS	48	41	85.42
EDCA	BA	EDUCATION HONOURS	13	13	100
SOCA	BA	SOCIOLOGY HONOURS	11	4	36
CMEV	BA	COMMUNICATIVE ENGLISH MAJOR	16	7	44
FAD	BA	FASHION AND APPAREL DESIGN	18	18	100
GEOA	BSc	GEOGRAPHY HONOURS	18	15	83
JORA	BA	JOURNALISM AND MASS COMMUNICATION	14	8	57

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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)

Nil

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	N.A.	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
N.A.	N.A.	01/07/2019

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
N.A.	N.A.	N.A.	01/07/2019	N.A.
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	N.A.	N.A.	N.A.	N.A.	01/07/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
N.A.	0

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)
International	FASHION APPAREL DESIGN	1	0
International	FASHION APPAREL DESIGN	1	0
International	ENGLISH	1	5.7

International	ENGLISH	1	0
International	POLITICAL SCIENCE	1	0
National	HINDI	1	0
National	LIBRARY SCIENCE	1	0.73
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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
LIBRARY SCIENCE	1
POLITICAL SCIENCE	1
JOURNALISM AND MASS COMMUNICATION	1
PHILOSOPHY	1
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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
N.A.	N.A.	N.A.	2019	0	N.A.	0
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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
0	0	0	2019	0	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	3	5
Presented papers	9	2	4	0
Resource persons	0	0	0	0
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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

N.A.	N.A.	0	0
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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
Nil	Nil	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
N.A.	N.A.	N.A.	0	0
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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
N.A.	0	Nil	0
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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
FASHION DESIGNIGN	INTERNSHIP	G N GARMENTS	11/12/2018	11/02/2019	3
FASHION DESIGNING	INTERNSHIP	PINNACLE	11/12/2018	11/02/2019	2
FASHION DESIGNING	INTERNSHIP	AMRIT EXPORTS	11/12/2018	11/02/2019	2
FASHION DESIGNING	INTERNSHIP	MASSIS INTERNATIONAL	11/12/2018	11/02/2019	4
FASHION DESIGNING	INTERNSHIP	TURTLE INDIA LIMITED	11/12/2018	11/02/2019	5
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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
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Nil	Nil	N.A.	0
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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
1715000	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	21	0	0	0	21	0
CD & Video	101	0	0	0	101	0
Library Automation	5	140000	0	0	5	140000
Weeding (hard & soft)	912	0	0	0	912	0
e-Journals	95000	5800	0	0	95000	5800
Reference Books	17670	0	330	0	18000	0
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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
N.A.	N.A.	N.A.	Nil
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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	98	4	51	2	0	6	38	40	0
Added	0	0	0	0	0	0	0	0	0
Total	98	4	51	2	0	6	38	40	0

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

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N.A.	N.A.

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
628400	220854	2014000	1184690

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)

<p>Upgradation of the computer system is generally done on annual basis. To fulfill the emergency demands, individual upgradation is carried out keeping in mind the need for update, deployment and maintenance of the computer in the institution. Hardware and Software maintenance of computers and accessories are done by Caltech Infocom through renewable Annual Maintenance Contracts. Our college website is maintained by Transinfosolutions. The whole premises is under CCTV surveillance and it is maintained by Solace Communication. The college library software Soul 2.0 is periodically updated by INFLIBNET of UGC.</p> <p style="text-align: center;">http://www.rbgc.in/pdf/academic-&-support-facilities-2018-19.pdf</p>
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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0

Financial Support from Other Sources			
a) National	KANYASREE K2/MINORITY SCHOLARSHIPS	38	901000
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Classes	16/07/2018	622	College
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Nil	0	0	0	0
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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Tollywood Film Industry, Preenita, Apparelz, J B Apparels Pvt Ltd. others	9	7	Self Business	9	2
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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	higher education				
2019	2	BFAD	Fashion Apparel Design	University of Jharkhand, NIFT	MBA, Masters
2019	3	B.A.(H)	Education	University of Calcutta	M.A
2019	1	B.A.(H)	Education	Rabindra Bharati University	M.A
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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
Nil	0
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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
Annual Sports	College	118
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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
Nil	N.A	Nil	Nil	Nil	N.A	N.A.
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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)

<p>Rani Birla Girls College has active Students Advisory Committee who performed following activity during 2018 - 19: 1. A workshop was organized by the Committee on 1st March 2019 in collaboration with Synergy - The Educators Enlightenment on various art and cultural courses outside the prescribed college curriculum.</p>

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Rani Birla Girls College Alumni Association was started with 50(fifty) students in the year 2002 and registered as a Society under West Bengal Society Registration Act XXVI of 1961 on 9th April 2003 (09.04.2003). The objective of the organization is to promote fellowship and establish, renew and maintain contacts with former students, teachers, non teaching staff and all others associated with this college. In spite of being a fledging non profit making body, the association donated 1000/ to the college building fund in December 2004. The association has proposed to create an endowment of Rs.4000/ to the

college for annual award to a student for academic achievement in B.A (Hons.) Examination of University of Calcutta. The Alumni constituted of a resource bank of professionals who are also well equipped and always willing to help the present student in areas like soft skill training, career counselling, psychological counselling etc. which they require for their next step of corporate and business world. The Association supports social service activities promote the work of an NGO Ankur Kala for the rights and dignity of poor marginalized woman. Iswar Sankalpa is another social service sector promoted by the Alumni Association.

5.4.2 – No. of enrolled Alumni:

69

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

125

5.4.4 – Meetings/activities organized by Alumni Association :

N.A

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)

All members of the staff community as members of the Admission Committee are involved in the online admission process. Support to parents of students seeking admission are telephonically provided by staff designated to do the same. Periodic meetings are held to discuss the status updates of online admission. Fund allocation and its prudent utilization is the delegated responsibility of Purchase and Finance Committee which includes participation of all departmental heads and non teaching staff. The Library Committee is assigned the task of prepare plans for allocation of book budget for enhancing reading resources of every department. The maintenance and conservation of the institutional building is the responsibility of the Infrastructural committee along with the staff members and the Principal.

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

Partial

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
Industry Interaction / Collaboration	29/8/18 - Career Counselling by Aptech 5/9/18 - Beauty Contest by Ei - Samay 12/9/18 - Career Counselling by George Telegraph (Talk on Soft Skill and interior Decorations as career) 21/09/18 - Ananya Times - programme by Ponds Inc BFAD students visited fashion houses for internships. 28/9/18 - Fresh Face Contest by Times of India 05/10/18 - BFAD students went for Field Trip to Barasat Garment Park. 19.3.19 - Fashion show by BFAD department in collaboration with Fashion Industry

	Houses.
Examination and Evaluation	<p>Introductory orientation session (in respective course of studies) by concerned teachers allow students to be sensitized about the details of the evaluation process for the course in which they have sought enrollment. The faculty enjoys through acquaintance with the prescribed evaluation process of the affiliating University and maintains a rigorous compliance to the Admission and Examination Regulations as notified by the University and adheres to its amendments/revisions/modifications from time to time. Preparatory to University exams internally conducted examination and assessments are regularly conducted via class tests/tutorials/home assignments/students seminars and presentations. Students are guided and instructed closely to observe the formalities of form filling for appearing in University exams within scheduled time. Institutional infrastructure and human resources are rendered available for the College to function as an external centre for University exams wherein more than 350 students from 2 or more colleges are assigned to appear for the exams from this college. Parents teacher meetings are organized to help parents informed about their wards performance in internal exams and their attendance status. Such practices are integral to feedback mechanism and allows for addressing lapses in teaching learning practices.</p>
Curriculum Development	<p>Liberty to develop curriculum is curtailed as the same is prescribed and recommended by the affiliating University. Suggestions forwarded and clarifications sought are verbally communicated through representative / members among staff in the UG Board of Studies or in workshops on curriculum organized by University. Remedial classes and academic mentoring are supplementary institutional practices for improving curriculum delivery.</p>
Teaching and Learning	<p>Departmental meetings are conducted by respective departmental heads for allocation and appointing of syllabus among departmental faculty and for monitoring progress of curriculum delivery from time to time to ensure</p>

syllabus completion. Departments strictly adhere to the academic calendar for teaching the assigned curriculum. Practical demonstrations, lab sessions, field excursion, seminar session, invited lectures by experts, play readings are the multiple pedagogical practices supplementing the conventional classroom lecture method. Students participation in group discussion and seminar presentation encourages to recreate a vibrant and interactive learning ambience within the confines of classroom. Regular and phased evaluation of students performance/progress are preferred evaluative practices and for communicating the same regular parent teacher meetings are held. The language labs of Communicative English, the Studio of Mass Communication Journalism department and the labs of Fashion and Apparel Design Department enhances employability prospects of learners.

Admission of Students	The online admission procedures was rendered more rigorous and responsive. The Admission Committee tries to rectify previous lapses towards fulfilling all procedural formalities. Telephonic queries were responded to through delegated teachers on a round the clock basis.
Library, ICT and Physical Infrastructure / Instrumentation	The college library is endowed with UGC funded software SOUL (2.0 version) which facilitates accession and circulation. Readers of the institution through N-List programme of INFLIBNET can avail 90,000 ebooks and e - journals. Online classrooms have been introduced through instituting of Virtual Class Rooms and the same have been funded by the State Govt . A control room for conducting University Exams wherein College serves as an External Centre have been operationalized and refurbished.
Research and Development	A significant number of teachers are pursuing doctoral research. In addition to this, a large number are actively engaged in serious academic pursuits.

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

E-governance area	Details
Finance and Accounts	The planning and allocation of funds from UGC/State is delegated to Purchase/Finance Committees which

includes as its participating members both teaching and non teaching staff. Utilization of grant and all budgetary alterations are meticulously discussed in these bodies and deliberations are duly recorded. Library Committee drafts book budget in close consultations with respective departments.

Planning and Development

Further planning and development of the institutional building is restricted by its subjudice status. However repairing and conservation of building and infrastructure is the assigned responsibility of the Building Committee consisting of staff members. All decisions pertaining to grant allotments and budgetary allocations and its utilization are taken by the Purchase Committee comprising the Principal, Departmental Heads and other staff members.

Administration

The institutional website notifies on admission procedures and updates on institutional events. Accounts department maintains records through digital documentation.

Student Admission and Support

A good number of students of this institution are registered beneficiaries of state sponsored schemes like Kanyasree, Minority Scholarship, Swami Vivekananda Merit Scholarship, Aikashree Scholarship. Students Advisory Committee maintains regular liaison between staff, college and the students. College Alumni maintains liaison with past pupils and holds programme to nurture and rejuvenate institutional ties with them. Career Counselling Cell organizes programmes in association with external bodies/organizations for advising students in career advancement. 1. 19/09/18 - Workshop by British Council Library on Vocational Courses. Career options and courses. 2. 28/09/18 - Career Counselling by Calcutta Business Management School on Professional Courses. 3. 03/10/18 - Career Counselling by T.I.M.E. Institute on preparation for competitive exams, like, Bank, Railways, Staff Selection Administered Exams held by UPSC (IAS) and PSC (WBCS) 4. 01/03/19 - Career Counselling Programme by Synergy. Each honours department is individually endowed with seminar library - additional reading resources for

supporting advanced teaching and learning by students and teachers. As part of Student support the following events were held: 31.07.18 - Commemoration of birth anniversary of Munshi Premchand 17/08/18 - Celebration of Librarian Day and exhibition of rare books/ journals by college library 27/03/19 - Seminar by political science department 29/03/19 - Seminar by Communicative English Department 27/02/19 - Annual Sports 23/02/19 - Festival of One Act Play organised by Rishi Bankim College, Naihati - participation by our college students in the same.

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
2019	N.A.	N.A.	N.A.	0
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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)
2019	N.A.	N.A.	Null	Null	Null	Null
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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
REFRESHER COURSE IN HINDI	1	22/11/2018	12/12/2018	18
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Tea 2 times a day	Tea 2 times a day	N.A.

6.4 – Financial Management and Resource Mobilization

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

Institution conducts regular internal and external audits. Internal Management Audit conducts by government empaneled Auditor audits the college accounts. External audit done by Bikash bhaban, Higher Education Department, Government of West Bengal.

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
N.A.	0	N.A.
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	Bikash Bhawan, Higher Education Department, West Bengal	Yes	Internal Management Audit

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

Parents/Guardians - Teachers meetings have been held. Parents of students with learning difficulties are sufficiently counselled and those with low attendance are alerted and sensitized towards their lapses.

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

N.A.

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

Fresh stock of books procured were processed for accession State sponsored scholarship Schemes were meticulously administered for benefitting students. Best environmental friendly practices were sustained. More trees were planted in campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No

d)NBA or any other quality audit	No
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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
2018	Orientation Programme of Semester 1	01/07/2018	01/07/2018	04/07/2018	182
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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
N.A.	Nil	Nil	0	0

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
<ul style="list-style-type: none"> Segregation of Biodegradable and Non-Biodegradable waste in separate bins Maintenance of a garden in the adjoining open space surrounding college grounds.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Rest Rooms	Yes	2

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
2018	Nil	1	05/09/2018	1	Celebrating Birthday of Dr. Sarvapalli Radhakrishnan	Cooperation and mutual respect	112
2019	1	Nil	29/03/2019	1	Enterpr enuership as Beacon Of Hope	Encourage the students to equip	42

						themselves to become self sustainable
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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)
Prospectus in website and hard copy during verification process for students.	01/06/2020	Students are able to familiarise themselves about the quality checks of the institution and they are sensitized about rules, regulations of the College.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of International Language Day	28/02/2019	28/02/2019	26

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

- Segregation of Biodegradable and Non-Biodegradable waste in separate bins.
- Maintenance of a garden in the adjoining open spaces.
- Regular cleaning of campus and application of bleaching powder for Dengue/Malaria prevention.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

TITLE OF THE PRACTICE: 1. Maintenance of Yellow books by teachers for recording their daily administrative and academic activities. **OBJECTIVE:** Maintaining a daily diary by each teaching faculty so that daily records are authentically placed. **THE CONTEXT:** Useful for Career Advancements and also used for crosschecking classes taken as well as Leaves taken annually. **THE PRACTICE:** It has become a traditional practice for teachers. They come to College and record all events and classes before they leave. **EVIDENCE OF SUCCESS:** At the time of retrieving class allotted and taken records, promotion and placement, noting the cocurricular activities of different Committees, appraisal of own achievements it helps in getting quick and instant data. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:** No problem has been encountered and it is an economical way of storing personal information and data. **TITLE OF THE PRACTICE:** 2. (a) Inclusion of compulsory physical education classes in the Time Table. **OBJECTIVES:** To provide young women the scope to express themselves through sports and provide a healthy regime in College. **THE CONTEXT:** Physical education helps in learning healthy practices and also hygienic measures for good health. **THE PRACTICE:** Students come for this class as they are interested to participate in Sports tournaments organised by the State Government for Aided, non-Government Colleges. **EVIDENCE OF SUCCESS:** Parents have appreciated this venture and they do not have to worry as the physical education faculty member is experienced in training young students to gain confidence on sporting activities. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:** No problems faced as parents are appreciative and there is a special fund allotted for holding Annual Sports. **TITLE OF THE PRACTICE:** 2(b) Self-Defense training programme

'Sukanya' in collaboration with Kolkata Police. OBJECTIVES: Exposure to Self Defense strategies. THE CONTEXT: Interaction with the problems faced by women in the outer world and how to solve them instantly without much trouble. Also to help women in distress while travelling and in the community where they live. THE PRACTICE: Girls are trained to shield themselves from embarrassing and harassment situations and take appropriate action to solve the situation immediately. Also to be aware of any behaviour which is befitting of normal and healthy action and take steps immediately. EVIDENCE OF SUCCESS: Students are now more confident about their abilities and as many of the students travel alone the parents appreciate this training. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: No problems have been encountered as students who are interested participate in this programme. To encourage students Kolkata Police provides them with track suits and other amenities when State level programmes are organised. NOTES: There are no new innovations in these practices but variations have been made to facilitate the stakeholders. These practices have become customs of the College. For instance, in Physical Education aerobics has been introduced and there are plans to introduce Yoga. Again, by using the daily recording system in yellow books, classes have become more streamlined and an awareness for career advancement among teachers have also encouraged them to enhance their effort in all kinds of activities.

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

<http://www.rbgc.in/pdf/Institutional-Best-Practices-2018-19.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

Rani Birla Girls' College, since its inception six decades ago, has been the bearer of a legacy of learning and promotion of universal values of knowledge, participation and progress of all sections of the society. The college caters to a heterogeneous composition of girl students hailing from diverse backgrounds, though predominantly students (over 50) are from the minority communities. The institution, from its early days has been committed towards promoting holistic and inclusive education for young women learners. The institution has the distinctiveness of good governance that holds the virtues of transparency, accountability, compliance and norm boundedness towards Central and State government rules. The teaching practices of the institution maintain strict conformity to University recommended curriculum and ensures high quality of deliverance. Interactive sessions and ICT enabled classes and the variety of improvised teaching methods are directed towards imparting enhanced knowledge content and towards improving greater engagement of learners. Periodic evaluation/assessment of students and parents-teachers meeting coupled with a feedback mechanism helps to sustain accountability and also opens up a space for dialogic exchanges between and amongst stakeholders. The college maintains an impeccable standard of discipline and punctuality. This college remains solely committed to ensuring that the girls finish their graduation and receive enough encouragement and support to becoming self-sufficient and job oriented. Career counselling sessions, medical check-ups and constant interaction of the teachers and students are encouraged to ensure that the students remain focused and are able to share their concerns and queries and receive proper guidance. This college has always remained committed to the distinctive vision of prioritizing education and along with education it supports and all over development and character building. Inclusion of a sports class in the routine, having annual sports competition and encouraging the cultural activities for girls are a regular activity. A spacious library is stocked abundantly with curriculum based books, reference books, premier

journals and IT enabled reading resources acts as a valued infrastructural provision that improves and complements the pedantic exercises of teachers and students alike. The College holds an unique credential of being the only affiliated under graduate college under the University of Calcutta to offer a Bachelors program in Fashion and Apparel Design. The said course has a high vocational and employability value.

Provide the weblink of the institution

<http://www.rbqc.in>

8.Future Plans of Actions for Next Academic Year

1. Organising Medical Checkup and Health Counselling programme. 2. Starting Add-on Courses for students. 3. Enhance effort towards career counselling for students. 4. Organising departmental seminars and invited lecture programmes. 5. Preparing Wall Magazines by different departments. 6. Celebrating days of national and international importance. 7. Enhance linkages with other institutions of higher education. 8. Organising training programmes and workshop for teaching and non-teaching staff.