YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	RANI BIRLA GIRLS' COLLEGE
• Name of the Head of the institution	DR. SRABANTI BHATTACHARYA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03322875509
• Mobile No:	9830171892
• Registered e-mail	contact@rbgc.in
• Alternate e-mail	rbgcprincipal@gmail.com
• Address	38, SHAKESPEARE SARANI
• City/Town	KOLKATA
• State/UT	WEST BENGAL
• Pin Code	700017
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**UNIVERSITY OF CALCUTTA**
• Name of the IQAC Coordinator	**DR. SAMARPITA GHOSH RAY**
• Phone No.	**03322875509**
• Alternate phone No.	**03322875509**
• Mobile	**9433060792**
• IQAC e-mail address	**ranibirlaiqac@gmail.com**
• Alternate e-mail address	**contact@rbgc.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.rbgc.ac.in/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	No

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.60**	**2009**	**15/06/2009**	**14/06/2014**
Cycle 2	**B**	**2.70**	**2015**	**03/03/2015**	**02/03/2020**

6.Date of Establishment of IQAC	**18/12/2009**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	1	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)
Participated in NIRF. Submission of AQAR 2019-2020 & 2020-2021 Promoting social awareness related to COVID 19 to students Organizing seminars and Workshops. Celebrating commemorative days . Planning and executing online classes and online university exams.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
To clear the pending AQAR backlog for two sessions 2019-2020 & 2020-20211. Digitalization of Library through building of e-repositories . Certification for participation for stakeholders for programmes conducted in collaboration with IQAC . Purchase of Photocopy machine for students and Teachers as a Teaching- Learning facility. Roof treatment done for affected areas.	Successfully submitted AQAR for the two sessions 2019-2020 & 2020202. Successfully accomplished all plans

13.Whether the AQAR was placed before statutory body?	Yes	

- Name of the statutory body

Name	Date of meeting(s)
Administrator, Rani Birla Girls' College	**25/05/2023**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	**20/01/2023**

15.Multidisciplinary / interdisciplinary

Institution follows the CBCS curriculum of Calcutta University for undergraduate courses offered. The multidisciplinary and interdisciplinary approaches and scope are integral to this curriculum. Students are taught in view of the multidisciplinary and interdisciplinary perspectives by our well trained Faculty members.

Or College Main & Departmental Library is well endowed with texts and references in view of the Multidisciplinary and Interdisciplinary approaches to teaching.

The Institution has a well cherished traditipon of organizing interdisciplinary Seminars and invited Lectures witness participation across disciplinary divides.

16.Academic bank of credits (ABC):

The scope of Academic BankCredit is embedded within the scope of the CBCS curriculum.

17.Skill development:

Skill enhancement courses(SEC) is part of the curriculum followed

- **Geography- GIS Mapping and Remote Sensing**
- **Fashion & Apparel Design- Garment Dyeing, Designing and Making**
- **Communicative English - Professional & Business Communication**
- **Journalism & Mass Communication - News Reporting, Editing, Film Making**

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

In disciplines like History,Sociology, Education & Philosophy there is a curricular integration of Indian tradition and Knowledge system and also affirms its epistemic relevance . Language Learning is a compulsory component in the syllabus with compulsory papers AECC& LCC. In our Institution Hindi & Bengali are offered.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The focus on outcome based eEducatio is maintained through :

1.   Well planned coordination between Academic Calendar and Curricular Progression
2. Lesson Plan at the commencement of every session.
3. Apportioning of Syllabus as per Teaching Expertise and Specialization.

20.Distance education/online education:

Online Education followed till before 16th November2021.Thereafter blended mode was followed till all restrictions were waived off and the Institution started functioning physically from the campus.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**12**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**678**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**186**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**140**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**46**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**32**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1463470.32**
4.3 Total number of computers on campus for academic purposes	**53**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Rani Birla Girls' College is affiliated to the University of Calcutta and it follows the curriculum prescribed by the University. In the wake of COVID-19 pandemic and following the notification issued by the Higher Education Department, online mode and offline mode of teaching and learning was implemented in the session 2021-2022.

- **Odd Semester class was conducted in online mode ,Semester III and V classes commenced from 13th september2021 and Semester I classes commenced from 1st October 2021.Whereas Even Semester IV and IV commenced from 21st february2022 and Semester II from 8th April2022 in offline mode following the Master Routine.**
- **Since 16th November 2021 Hi Brid mode of classes was conducted following Covid -19 protocol with 75%attendence for both teachers and students.**
- **Consideration the students' limitation to internet access and digital tools, classes through Google meet, Zoom, sharing audio-videos, study materials, Power points and slides via Google classroom and WhatsApp were carried out.**
- **The institution ensured timely conduction of Internal Assessments, Tutorials and end Semester Theoretical/Practical examination as per the notices and schedule given by the University of Calcutta andensured that uploading of marks for the said examinations in the University portal are completed within the due date.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Rani Birla Girls' College strictly adheres to the Academic Calendar which is prepared on the eve of every academic session in strict compliance with the University guidelines. All the activities of each session in respect of curriculum, co-curricular and extra-curricular are documented meticulously in the academic calendar maintaining exact timeline notified by the affiliating university.

The academic calendar includes information right from the commencement of classes for each semester to the schedules of internal exam, tutorial/practical exams wherever applicable. The institution abides by the notifications of the affiliating university concerning teaching-learning and evaluation of the students from time to time. The institution also encourages the departments to conduct Continuous Internal Evaluation (CIE) of the students which are met through home assignments, class tests, surprise tests, interactive sessions at regular intervals. As a part of CIE the departments conduct the students' seminars, group discussions, quiz contest, paper presentation and the like on different occasions for enhancing the knowledge of the students and for ensuring their all-round development.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

11

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

11

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Our curriculum courses tries to concentrate on pertinent issues related to Sustainability, Environment, Professional Ethics and Gender while some value added courses aspire to inculcate social, human values, thereby leading to the holistic development of students.

1. Professional ethics & Human values.

For the students of B.FAD, Communicative English, Journalism and Mass Communication and Philosophy, Industrial Internship/Industry visit is essential. B. FAD and Communicative English offer them practical exposure to the professional world. Sociology provides an understanding of the values and ethics of research in their Research methodology courses.

1. Gender Issues

The Honours and General courses of Sociology, Political Science, Education, History, Hindi and English address the issues of social construction of gender; gender inequalities; gender, power and resistance; gender practices and policies; gender and politics; feminist perspectives; feminist texts and power and patriarchy.

1. Environment and Sustainability

The courses, Sociology and Geography, focus on Environment and Sustainability. There is a compulsory course on Environment Studies both in the CBCS and Annual System at the Undergraduate level.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

1.3.3 - Number of students undertaking project work/field work/ internships

368

File Description	Documents
Any additional information	<u>View File</u>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	<u>View File</u>

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

515

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

15

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

At the beginning of every academic session,assessment to identify advanced and slow learners is undertaken. The common means of assessing learner levels are i) the degree and quality of the learner's participation in classroom discussions; ii) the student's

responses during one- is -to-one academic interaction with a teacher: iii) performance in class assignments.

Advanced learners are given advanced-level reference material,e.g., journal papers, to help them explore ideas beyond the prescribed syllabus. They also receive links to MOOCs on SWAYAM and Spoken Tutorial portals. Departments arrange special lectures by eminent scholars which exposed students to current trends in their subjects. Students write and present papers at student seminars, and make poster presentations under the able guidance of faculties.

Slow learners are given more inputs, e.g., question banks and model answers, explanatory study resources, revision lectures, etc. Remedial classes are organized departmentally and attendance registers are maintained. During the lockdown, following covid 19, remedial classes for individual students were conducted online. During such classes students are taught test-taking strategies, e.g., step-by-step instructions are given on how to compose essay-type answers; practice exercises are conducted for the Practical components; previous years' question papers are discussed in class. Detailed feedback pertaining to the scope of improvement is given to students on their performance in class tests and term papers.

File Description	Documents
Link for additional Information	https://sites.google.com/view/rbgclibrary/home https://www.rbgc.ac.in/
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
667	46

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College provides a variety of learning experiences through student-centric techniques. Basic classroom-lecture method is augmented with interactive class discussions for e.g. the teacher introduces/discusses a topic/text by preparing a questionnaire to elicit student responses ; limted-group discussions wherein sets of students exchange perspectives and understandings on a given topic ; paper presentations ; quizzes and so on.

Workshops,industry visits,special lecture series, field visits are organised to provide students the unique experience of practical learning.Collaborative learning is adopted especially for Enviromental Studies Project work, involving joint intellectual effort by students or students and teachers together .

Experiential learning is adopted by certain departments,who arrange for field visits,internships, film screenings of adaptations of literary texts.In the departments of Fashion and Apparel Design and Geography experiential learning derives from hands-on training in operating machines and instruments.Students of the deparment of Journalism and Mass Communicationintern at newspaper publication houses.Students also participate in play-readings/poetry-readings in the Department of English ; mock interviews andmock parliament sessions are also organised.

ICT tools areemployed to upgrade the learning experience.PPTsserveas a problem-solving strategy.Similarly, language-teaching softwares and audio-visual materials make learning an intensively participative and enriching experience ensuring maximum student interaction.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

College teachers use ICT tools to make teaching-learning effective, efficient, and interesting. The College has 2 smart classrooms, 59desktops, 7 departmental laptops, 5 Scanners, 12 printers and 4 overhead projectors, an integrated computerized projector (K.Yan),

and a digital camera. There is a variety of subject-specific software. Pen drives and CDs/DVDs are purchased as per the needs of subject-specific departments. Teachers use these resources to prepare PPTs to supplement their lectures; create digital study material, which is stored in the College Library; incorporate audio-visual material in teaching, e.g., screening of film adaptations of literary texts.

The Department of Fashion and Apparel Design trains students in computer-aided designing of fabrics, using software such as Coreldraw, ReachCAD, and Adobe Photoshop. Students in the Department of Journalism and Mass Communication, students learn the uses of Adobe Photoshop in preparing print-media advertisements and QuarkXpress in designing newspaper pages. They are also trained to use Adobe Audition necessary for sound editing purposes.

During the lockdown, following Covid 19, Google classroom and associated Google Apps, Webex, and Zoom were used to teach, mentor, set assignments, conduct examinations and evaluate and upload marks online. Webinars (Department/ State/ National level) and Special Lectures arranged via Google Meet.

The College Library uses SOUL 2.0 software in its day-to-day functioning. It offers; access to e-resources through the N-List program of INFLIBNET; an e-repository of question papers, faculty-designed study materials, and e-resource gateways; photocopying and scanning facilities.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

25

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

468

File Description	Documents
Any additional information	[View File]
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File]

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Internal and Tutorial components in end-semester examinations are conducted and assessed by the college teachers in accordance with examination related guidelines issued by theUniversity of Calcutta for Undergraduate Programmes. Dates/time periods for holding such examinations,evaluation of answer scripts and submission of marks are scheduled by the University. The College strictly abides by these stipulations. For the Tutorial component , most Departments require students to write term papers/projects/reviews in addition to viva-voce(for few departments). Draft versions of such papers are meticulously corrected by the teachers and detailed reccomendations for improvement are also discussed with the students.

During the Lockdown, following Covid 19 , all components of end-semester examinations were conducted online by the College using Google Classroom,Google Meet, etc .Dedicated WhatsApp groups were created to facilitate examination related communication between teachers and students. All assessments were done internally and marks were uploaded on the Calcutta University Examination portals on time.

In addition to this ,every Department regularly assess students through class assignments/tests,projects,debates and quizzes on taught areas of the courses;answers are discussed;students' queries about performance and scores are regularly addressed. All this ensures that the process of internal assessment is efficient,transparent and continuous.

Attendance records, a part of Internal Assessment , are periodically reviewed and furnished to the students. Students with low attendance are intimated individuallyat regular intervals and encouraged to improve their attendace percentage.Parent-Teacher meetings are also held to brief parents about their ward`s performance including class

attendance.

0

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

As per stipulation,affiliated colleges , internally conduct and assessTutorial and Internal components of end-semester examinations. Examinations are conducted in a pre-prescribed format ofthe University. The Teachers of the college conduct the examinations in college and upload the marks on the University's examination portals. The internal marks are finally published by the University along with the end-semester results. The students are encouraged to approach the Review section of the University for results-related enquiries. For the review of internally-assessed components, the University might send instructions to the Head of the Institution who directs the concerned teachers to submit the review results to the university within the stipulated time, under the regulations of University of Calcutta, results-related grievances can also be redressed via PPS/RTI/FSI. The Head of the Institution forwards applications for correction of errors in Marksheets to the University for rectification. All internal class-assignments/projects are assessed and shown to the students. Students' queries related to their scores are discussed, giving them a due scope forimprovement. In a case, where the awarded marks cannot be modifiedto the satisfaction of the student by the Department,the student can approach and seek the intervention of the Head of Institution

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Outcomes of all Programmes and Courses offered by the college are explicitly conveyed to the students through the college website. The college offers programmes in Science, Humanities and Fashion and Apparel Design. Lectures for all Programmes are designed following the advisories of the IQAC keeping cognizance of the outcomes . These are deliberated by the teachers to adopt relevant teaching methodologies accordingly. Co- curricular activities too are planned keeping in mind the accomplishment of these Programme and Course outcomes. The college ensures communication of Programme and Course outcomes through effective mechanisms like imparting requisite information through the college website to the prospective applicants. The outcomes are further explained to the freshers by the departments. The departments organize orientation programmes at the beginning of each academic session. Faculties further reiterate these outcomes in the course of their teaching throughout the session. To ensure that students remain aware of the Programme outcomes various counselling workshops and lectures are regularly organized by the college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Departments , at the beginning of every academic session , hold departmental meetings with its respective members to distribute syllabus/course components among them. Meetings are held regularly during the session to discuss issues related to course outcomes,e.g. , arrangement for Special Lectures , field visits,

workshops,interships and training programmes in particular Courses.

The standard means of measuring Course Outcomes is the end-semester examination, wherein various modes (as per University stipulation) are employed , e.g., Term papers, MCQs, short- answers and essay type questions , viva voce, practical demonstrations, work sheets etc. These constitute a comprehensive testing of course outcomes. After the end semester results are declared by the University, they are analysed at departmental levels as well as Teachers' Council meetings. Strategies for improvement are also discussed if Course Outcomes are found not up to the mark..

Class assignments/tests ,home assignments, projects and so on , also , help facilitate periodic evaluation of Course Outcomes. Students take partin co-curricular activities such as internship / training programmes, laboratory work etc. Their performance is closely monitored by teachers to ensure outcomes are achieved.

Programme Outcomes are also judged from records of students who opt for higher studies or secure employment on the basis of their undergraduate studies and graduation degrees.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

139

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.rbgc.ac.in/student-satisfactory-survey.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities undertaken by the college include

1. **NATIONAL COMMUNAL HARMONY WEEK 2021**
2. **Generating Awareness on Aids ' to commemorate World Aids Day on 1/12/2021**
3. **Gender and Class Boundaries in Literature (held by the English Department on 8/07/2021)**
4. **Film Screening on Women's Voting Rights(held by the English Department on 9/09/2021)**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**No File Uploaded**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

7

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Rani Birla Girls' College has adequate infrastructure and physical facilities to cater the requirements of the student's educational developments. The College has classrooms sufficient to accomodate its students. Among the classrooms,eight (8) classrooms are ICT enabled and two (2) classrooms are facilitated as smart classes. The College Auditorium has -- seating capacity of approximate 80 persons at a time with ICT facility to hold different workshops, seminars and multiple programs. The College Staff Room situated on the first floor of the building which also act as the meeting venue of the Teacher'sCouncil Meeting. There are 20 classrooms apart from Auditorium where classes were taken during academic session. Among them six classrooms have installed ICT facilities to take classes

with audio/visual materials. The college has five (6) laboratories, namely GIS Lab and Physical Geography Lab in the department of Geography, Stitching lab and textile lab in Fashion and Apparel Design, Recording studio in Journalism and Mass Communication department, and Language lab in Communicative English department respectively. The entire college is CCTV enabled to cater the safety requirements of students. There are four --water purifiers installed in each floor for students, teaching and non teaching staff, with clean and hygienic washrooms having perennial water suply and also one Common Room for girls. The College has a separate parking lot for students and staff and an eco-friendly lawn cum playground. The playground host different programs and sports.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

All cultural activities of the college are organized by a CULTURAL PROGRAMME ORGANISING SUB COMMITTEE. The committee organizes and executes various cultural programmes in the college on the occasion of Annual Day, Independence Day, Teachers' Day, Rabindra Jayanti, International Mother Language Day etc. The students and teachers of the college participate in all these cultural activities with great enthusiasm. The college auditorium is used for these activities and also the openground or lawn of the college is decorated and set up for the events.

A SPORTS SUB COMMITTEE is also present for all kinds of sporting activities and games. The open ground of the college is used for the sporting activities. There are also several equipments such as badminton rackets and cork, cricket bats and balls which the students use to play in thecollege ground. The college believes that students develop better fitness habits if they are encouraged to participate in sports and various games. Each year the college organizes Annual Sports where the students and staff participate in events like the 100 metres, SackRace, Riley Race, Jalebi Race, Musical Chair and many more such events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

110331

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library comprises of one Central Library and 9 (nine) Seminar Libraries, housed in different honours department, namely, Education, Political Science, History, Hindi, English, Sociology, Geography, Communicative English, Journalism and Mass Communication.In respect to ILMS, the college library functions using SOUL,the Software for University Libraries, designed and developed by the INFLIBNET Centre, prepared on the basis of requirements of college and university libraries. As the pandemic period just over, the computers were restarted with upgraded versions and new SOUL 3.0 version has been requisitioned. College central library has started an Institutional Repository under the banner "e – repository". This e – repository is accessible through link in mobile or laptop from any place. It has started with electronic versions of – question papers, syllabus, study materials, gateways of e – resources.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://sites.google.com/view/rbgclibrary/home

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.059

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

6

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College encircles different modes of IT facilities to its students and staff members so that they can utilize these resources to satisfy their academic needs. To enable this, the college has installed a wide range of broadband connectivity with Wi-fi facility including classrooms, seminar halls, auditorium staff room, office, etc. About 8 rooms of the college are designed with Projection facilities. The College has also provision K-Yan, the portable mobile projector, which helps the teachers to conduct ICT based classes in any room.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	`A. ? 50MBPS`

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

`2.80527`

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Rani Birla Girls' College has four laboratories in Departments of Geography, Communicative English, Fashionand Apparel Design andJournalism and Mass Communication respectively. Usually, these laboratories are systematically maintain by the respective departments with AMC and upgraded softwares and tools. The Library of the college has SOUL software which usually upgraded by the INFLIBNET time to time. But during the period 2021 - 22, the

upgradation or annual maintenance couldn't be made due to pandemic. Only servicing of the computers and repairs works were conducted as and when required. Computers were cleaned by the college staff members from time to time. and the rooms were cleaned and sanitized from time to time. Playing ground was maintained bythe gardener and the sports accessories were kept under lock and key with proper records. Library rooms were cleaned and sanitized too from time to time.

It has been planned to undertake all the necessary AMC prograsmmes of computers, softwares and other technical equipments from the next session 2023-24.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

279

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

`00`

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

`E. none of the above`

File Description	Documents
Link to institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`267`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`267`

File Description	Documents
Any additional information	<u>View File</u>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

38

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Rani Birla Girls' College, Kolkata facilaitatets student representation in all the co-curricular sub-committees. Students representatives under the guidance of the Principal and Teachers actively organise and participate in various co curricular activities like Debate, Poster competitions, Seminars, Talent hunt, National days, Language day programmes, Cultural events, Annual Sports and so on. The college, thus, helps students to groom for teamwork, public interaction and leadership roles.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

09

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Rani Birla Girls' College Alumni Association was started with 50 members in 2002 and registered as a society on 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.The alumni constituted a resource bank of professionals who are also well equipped and always willing to help the present students in areas like soft skill training, career counseling, psychological counseling, etc., which they require for their next step in corporate and business world.

Due to the world wide pandamic Alumni associations Registrationof our college lapsed. How ever we are trying our best to revive our association so that activities of Alumni Association can again start .

There are many notable alumni of the institution who have fared sucessfully in different fields of arts, culture, entrepreneurship, philanthrophy and academics.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In July 1961, Rani Birla Girls' College was established as an undergraduate college affiliated to the University of Calcutta with the aim of imparting education to women only so that they can meet the challenges of the global arena. Empowerment of women , their progression and enlightenment has been the prime mission of the college ever since its birth .

The major principles on which the governance of the college rests are as follows

- To enable and guide students to achieve excellence in academic and cultural domains .
- To emphasize and promote entrepreneurship and self employment
- To induce proper values in students with an aim to develop their human qualities and broaden social consciousness .
- To provide proper educational ambience so that women of the minority communities can acquire all round knowledge and skills essential for the modern digital world .

The governance, policies and future plans of the college focusses on the national development and total empowerment of women through its various undergraduate programmes . The college is committed to promote training to students , career plans in the form of seminars and counseling sessions .In all these its chief motto is to make women across all social strata to be self reliant and assertive in their lives

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

A major feature of the objectives of governance and management followed by the institution is the idea of decentralization and parcipative management . All the stakeholders are allotted various responsibilities regarding management . Inorder to expediate this , faculty members , non-teaching staff ,and student community if applicable are entrusted with the responsibility of performing administrative or educational activities under different committees. Diversecommittee members therefore get an opportunity to engage themselves in administrative as well as academic and non-teaching activities. These committees take part in academic , administrative and co-curricular activities and report to the institutional head on their progress and efficiency .This system provides coherence and functionality to the institution. The bridge between the Principal/teacher -in -charge and the teaching staff is the Teachers' Council. The Internal Quality Assurance Cell or IQAC administers the stakeholders' participation in planning , development and evaluation .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan ensures quality enhancement through strategic plan of events and activities formulated by IQAC at the beginning of the academic year and a review of its implementation and outcomeattheend. But, since 2021 was an year of uncertainty with frequent oscillations between online and offline mode, the college was unsure about the precise strategic planning, however, since January, 2022 some planning was proposed.

An orientation session conducted by teachers, allowed students to be sensitized about the details of the evaluation process for their courses. The faculty got students acquainted with the prescribed evaluation process of the affiliating University.

As a preparation for University examinations, class assessments are regularly conducted via tests/tutorials/ assignments/students seminars and presentations.

Several faculty members attended workshops and seminars conducted by the University of Calcutta, for discussions and feedback on curriculum development and modification. Remedial classes and academic mentoring are supplementary institutional practices for improving student's performance.

Departmental meetings are conducted for allocation of syllabus among faculty and for monitoring progress of curriculum delivery. 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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The timetables in terms of course, class, faculty and rooms are available on the college website. Information about all college events is also put on the website.

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

Students' admission are carried out online, and the student-support system like scholarship and student progression is recorded online. A good number of students of this institution are registered beneficiaries of state sponsored schemes like Kanyasree, Minority Scholarship, Swami Vivekananada Merit Scholarship, Aikashree Scholarship. Students Advisory Committee maintains regular liaison between staff, college and the students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	<u>View File</u>
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and non-teaching staff Financial –

- **Teaching staff can avail loan from Provident Fund as per Government rules.**

ICT Facilities –

- **Wi-Fi enabled college campus**
- **Infrastructural support and laboratories in Departments of Geography, Fashion and Apparel Design, Journalism, Communicative English,**
- **Provision of laptops to every teacher appointed on a substantive basis.**
- **Desktop facilities in the Library and examination and zonal centres.**

Support Facilities –

- **Clean drinking water and cooler**
- **Recreational Activities for Physical and EmotionalWellbeing–**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

On account of pandemic for this particular year the Institutional Performance system for Teaching & Non- Teaching Staff could not be made functional.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial well-being of Rani Birla Girls' College is reviewed by the Principal/ Teacher-In-Charge and the College accountant periodically.

An Internal audit takes place continuously as part of every financial transaction, through the Accounts department and Principal/ Teacher-In-Charge and Accountant. For any new projects or activities initiated, funding from College is sought with final approval from the Admistrator. A detailed proposal for the activities has to be submitted by teachers and students involved. The Purchase and Finance committees meticulously discuss the necessity of the proposed expenditure.Timely submission of bills is a prerequisite for the release of any funds. All procurement is done through the official requisition.

The External audit of the institution for each financial year is conducted by the auditor inducted by the Department of Higher Education, Government of West Bengal. Since the college is aided by Government of West Bengal, the higher Education Department appoints the auditor annually for the external financial audit. The bills and vouchers of the revenue expenditures and also the Purchase registers are checked and verified.

The college accountant extends all possible cooperation to the auditor for the smooth running of the audit.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- **Mobilization of funds**

Rani Birla Girls' College plans for mobilization of funds through various meetings of the Purchase and Finance committees which consists of all the heads. The institution also generates budget from students' fees through self-financed courses namely Communicative English, Fashion and Apparel Design and Journalism and

Mass Communication. In the general budget the funds have been allocated to different areas of development such as maintenance of the building, salaries to visiting and contractual staffs, academic and co curricular activities, contingency requirements, etc.

- Utilization of resources-

The Purchase Committee and Finance Committee help in the preparation, allocation and utilization of funds. Purchases are done through a tender system. All transaction is supported by the vouchers and bills are processed by the accounts section, and the Principal/ Teacher-In-Charge. Physical and academic facilities like library, IT infrastructure and Sports are strengthened. Seminars, Guest lectures, virtual field trips are organized wherever applicable. The institution makes the utmost use of the resources specifically for the all round growth and development of the students. Hence, Co-curricular activities such as Cultural Programmes, Annual Day, Freshers and Farewell programmes for the students are organized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The instution has made effective use of ICT in teaching-learning-evaluation methods. Learning Management System (LMS) has also been used to develop learning resources, academic plans, lecture notes for students. Arrangements have also been made for Live digital classroom to carry out Teaching-learning programs.

The college also has Digital library facilities like INFLIBNET-NLIST, different e-resources.

Different departments use softwares like Qantam GIS version 3.10[geogrphy]. photoshop, corell draw, illustrator[B.FAD], Adobe premier pro, Adobe photoshop, Adobe audition, quark xpress (journalism)

The IQAC has organized seminar, workshops and webinars for the

teachers for academic and administrative purposes.

The IQAC also organizes workshops and webinars to guide students in higher education for acquiring employability after under graduate courses. IQAC also provides guidance to students in areas like scholarship, fellowship etc from government and non-government orgnisations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Our institution usually follows the system of gathering feedback for internal quality enhancement and review of teaching learning outcome through IQAC. But owing to pandemic and the constant shifting of online and offline modes it has not been possible to carry out the same in this tenure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The College has always been active in promoting gender equity and sensitization of students and staff on this issue through curricular/co-curricular/extra-curricular activities.

Curricular components in Education, Sociology etc. aim at inculcating sensitivity towards gender issues. Students are further sensitized through film screenings and seminars. On 9 September 2021, the Department of English screened the film "Suffragette" for its students. On 5 October 2021, the Department of History organized a lecture on "The Women Question in Nineteenth Century Bengal".

International Women's Day was celebrated in College on 8 March 2022. Also, on this date, at the invitation of the Kolkata Police, under the "Sukanya" scheme, students participated in a gala display of their skills in self-defence at the Police Athletic Club, Kolkata. On 22 December 2021, the College organized a lecture on "Women's Health in Covid Times", by Dr. Vineeta Kaul. The College has facilities like a Common Room, Medical Room and Sanitary Napkin Dispenser.

With special attention to the students' physical security, there are Security Guards and CCTV cameras at strategic points within the campus. There is an Internal Complaints Committee, constituted according to Visakha Guidelines, to address gender-related grievances of students, faculty and staff.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	[View File]()

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:

Solid waste segregation is done manually. Government-appointed Sweepers and casual workers are engaged with the cleaning and sweeping work regularly. Separate bins are used for segregating Biodegradable and non-biodegradable solid waste through the use of color-scheme collection bins- red and green and are disposed to Municipality collection.

Bio-Medical Waste Management:

No hazardous chemicals and radioactive wastes are generated on the college campus as the college basically imparts Arts Subjects with the exception of Economics and Geography as Science subjects.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit | **E. None of the above**

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

In light of the vision of the Institution, a couple of initiatives to foster an inclusive environment inside and outside the college

campus were taken. The primary objective here is not only to promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic diversities but also to inculcate the very attitude and values in students through commemoration and celebration of national and international days of high importance in that respect. Even in times the COVID19 crisis, participation of students and staff coming from heterogenous background in events like "International Language Day, 2022" (Departmentally celebrated from 21st to 25th February, 2022), "National Communal Harmony Week, 2021", "Online Talent Hunt Program" (emphasizing the countries cultural diversities), outreach program of books distribution amongst some underprivileged section of society made it possible to inculcate and sharpen the very attitudes necessary in fostering an inclusive environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College abides by and works to uphold Indian Constitutional values (secularism, liberty, social justice and human dignity). For subjects such as Political Science, Sociology and Education, discourses on constitutional values, rights and duties are incorporated in the curricula.

Seminars, cultural programmes etc. are organised to sensitise students about the Constitutional values. On 26 November 2021, the Department of Political Science organized a Students' Seminar to commemorate "71 Years of the Indian Constitution". Twenty-seven students presented papers on various topics. On 1 December, 2021, "World AIDS Day" was observed by organizing a guest lecture on awareness about HIV and the social consequences for its patients. On 9 December, 2021, a guest lecture was arranged by the IQAC to commemorate "World Human Rights Day".

International Language Day was celebrated on 21 February 2022, with a cultural programme that highlighted the linguistic and cultural diversity in India. To commemorate the birthday of Dr B. R. Ambedkar on 14 April, 2022, the IQAC arranged a special lecture. Republic Day

was celebrated on 26 January 2022 and Independence Day, on 15 August 2022 by hoisting the national flag in the College premises and with cultural programmes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our Institution is aware of its responsibility to empower the young women under its tutelage not only through its pedagogical expertise in the chosen stream but also through value education for enhancement of their moral growth. The organizations of events both of national and international importance are an integral part of value education through which the students are imbibed with the spirit of patriotism, tolerance, unity, peace and communal harmony.

For the academic session 2021-22, commemoration of Republic Day, Celebration of Hindi Diwas, Constitution Day, World AIDS Day, Human Rights' Day, Birthday of B.R. Ambedkar, Communal Harmony Week were celebrated online.Whereas, the offline celebrations of International Language Day,Independence Day,Rabindra Jayanti, World Environment Day, Yoga Day offline provided the much-needed physical bonding after months in isolation and distance learning.

The Institution believes that the celebration and the active participation in these events will foster the all-round development of young students, many of whom will become the leaders of tomorrow.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE – I

TITLE:

Enhancement of E-Learning Process and Introduction of Blended learning.

OBJECTIVES:

* To effectively pursue the teaching learning process, and overcome the situational impediments relating to restrictions of physical contact during Covid-19.
* To maintain face to face teacher-student interaction, blended learning was initiated whilst following the Covid-19 protocol as recommended by the Government.

CONTEXT OF PRACTICE:

By the middle of 2021, different stages of covid-19 were affecting people. One of the best ways to defeat the pandemic was to limit

physical contact with others and follow basic hygiene. Students were already trying to cope with the E-learning process and then the Government declared the re-opening of the Academic Institutions whilst also mandating sufficient safety protocol to protect students and teachers. This led to the introduction of blended learning along with online mode of learning.

BEST PRACTICE – II

Title: Foster Personal Linkage with the students in Academic and extra academic matters.

OBJECTIVES:

- To keep students motivated in academic and extra academic practices.

CONTEXT OF PRACTICE:

Personal Teacher student linkage was encouraged to address the problems concerning academics and beyond to ensure the all round well being of the students in the time of covid19.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institution has nine honours, one major, and two general programs, including three self-financed, Fashion and Apparel Design, Communicative English, and Journalism and Mass Communication, all three specially oriented to the distinctive area of achievement mentioned, where Fashion and Apparel Design being the unique and only one bachelor program under the University of Calcutta with high vocational and employability status.

The various ways and means mentioned in the foregoing are briefly highlighted below:

- **Intensive Career Counselling:** "Explore the Career Opportunities in Government Sector and Unlock the Potentials in You", "Study Abroad in the top UK Universities by Mindverse Research Academy" held on 20th May, 2022, and aseries ofcareer counsellingfrom VANIK, SBI, and Magic Bus India Foundation are few initiatives among many taken for the benefit of all the students of various departments.
- **Add-on course:** An add-on course on "Designing of Fashion Accessories" was conducted by the Department of Fashion and Apparel Design,in which 11 students from various disciplines participated.
- **Industry Visits:** Five visits in the last session were conducted by the department for students' exposer to industry experience.
- **Internship:** Sixteen students from Fashion and Apparel Design and seven students from Communicative English completed internship in the last year in various industries.
- **Placement:** Five students from the Department of Fashion and Apparel Design secured their placements.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action for the next Academic Year

1. **College Infrastructure Development**

- **Second Campus for expansion.**
- **Renovation of College Campus, providing adequate facilities to students, teaching and non-teaching alike.**
- **Number of washroom for students to be increased.**
- **Provision for adequate water drinking facilities.**
- **Purchase of fans and photocopier machine.**
- **Improvement in the existing sport facilities and provision for new sport equipments.**

1. **Enhancement of Benefits**

- Implementation of welfare schemes for Teaching and non-Teaching staff.
- Enrolling eligible students for state aided scholarships.
- Organising workshop on research and encouraging teachers to publish in peer review journals.
- Creation of E repository in the central library.
- Formation of equal opportunity cell.
- MOU with NGO's to promote out reach programmes.
- Ensuring active participation of the college Alumni in extended activities.

1. Add on courses to enhance Educational offering

- The self finance departments of CMEV, JORA and B.FAD were to organize the following viable and value added courses for the session 2021-22.

Art and Craft, Yoga and Dance.

Each of the above course was to be of a minimum 30 hours duration with a minimum registeration fees to be decided by the head of the Insitution.

- All academic and co-curricular activity to be held in collaboration with the IQAC.

4. Technological Enhancements

- Upgradation of college website

- Digitization of college library