



YEARLY STATUS REPORT - 2020-2021

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 its own campus? No

• Phone no./Alternate phone no. 03322875509

• Mobile No: 9830368159

• Registered e-mail contact@rbgc.in

• Alternate e-mail nanditarbgc@gmail.com

• Address 38, SHAKESPEARE SARANI,

• City/Town KOLKATA

• State/UT WEST BENGAL

• Pin Code 700017

2. Institutional status

• Type of Institution Women

• Location Urban

• Financial Status Grants-in aid

- Name of the Affiliating University **CALCUTTA UNIVERSITY**
- Name of the IQAC Coordinator **DR PRITI GHATANI**
- Phone No. **03324901476**
- Alternate phone No.
- Mobile **9051771112**
- IQAC e-mail address **rbgciqac21@gmail.com**
- Alternate e-mail address **pritighatanirbgc@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://www.rbgc.in>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://www.rbgc.in/admin/notice_files/Academic_Calendar_2021-22.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.6	2009	15/06/2009	14/06/2014
Cycle 2	B	2.7	2015	03/03/2015	02/04/2020

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
NILL	NILL	NILL	NILL	0

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 **3**

- 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

Promoting social awareness related to COVID 19 to students

Mentoring to students personally and collectively.

Planning and executing online classes and university exams online.

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
Planning and executing NIRF 2021	Successful completion of NIRF
Submission of AQAR 2019-2020	Successfully uploaded
Special lectures were arranged	Special lecture were arranged by teachers to personally and some time with the help of external expert to help students complet the syllabus.
Promoting social awareness related to COVID 19	Apart from regular syllabus students were also given awareness for COVID19 and the precaution to be followed giving health and hygiene topmost priority. Use of mask and hand sanitizer can save life
MOU was signed with NGO Saksham Charitable Trust	Financial support was given to the NGO to support to victims of ''YAAS'' Cyclone in South Bengalal
Planning for the online classes and University exam online	Planning is very important to tackle with the lockdown where everything was done online. The platform for online class and exam was through Google meet and google classroom.The entire classes were taken and syllabus was completed on time by our teachers efficient has been reflected through the semester results.
Mentoring to students personally and in group on regular basis	Mentoring was done in regular basis as students faced lots of difficulties to adopt online classes.Many could not avail the required gadget and internet connection initially. Teachers dealt with them personally.
Workshop by IQAC	Online workshop on Annual Self Assessment and CAS Requirements

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	30/04/2022

14. Whether institutional data submitted to AISHE

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 its own campus?	No
• Phone no./Alternate phone no.	03322875509
• Mobile No:	9830368159
• Registered e-mail	contact@rbgc.in
• Alternate e-mail	nanditarbgc@gmail.com
• Address	38, SHAKESPEARE SARANI,
• City/Town	KOLKATA
• State/UT	WEST BENGAL
• Pin Code	700017
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	CALCUTTA UNIVERSITY
• Name of the IQAC Coordinator	DR PRITI GHATANI
• Phone No.	03324901476
• Alternate phone No.	

• Mobile	9051771112				
• IQAC e-mail address	rbgciqac21@gmail.com				
• Alternate e-mail address	pritighatanirbgc@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.rbgc.in				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.rbgc.in/admin/notice_files/Academic_Calendar_2021-22.pdf				
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Cycle 2	B	2.7	2015	03/03/2015	02/04/2020
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	
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• Upload latest notification of formation of IQAC			View File		
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13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	30/04/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-2020	21/12/2020
15.Multidisciplinary / interdisciplinary	

History, Education and Bachelor of Fashion and Apparel Design are three subjects which have interdisciplinary syllabus. Subject combinations curated by University of Calcutta are also of multidisciplinary nature.
16.Academic bank of credits (ABC):
Nil. Plans are being made to create the scope for Academic Bank on the website.
17.Skill development:
Add - On Course on jewellery making was conducted. Plans for Skill development courses are being structured keeping in mind the pandemic situation.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
Subjects like History, Education and Philosophy show integration of Indian knowledge system. Language learning is a compulsory component in the syllabus. Therefore Hindi, Bengali and English are offered as AECC and LCC.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
Every subject has a syllabus which is based on certain outcomes, both vocational and academic.
20.Distance education/online education:
Effort is being made to create a course to provide online teaching in spoken English.

Extended Profile

1.Programme

1.1 374

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

File Description	Documents
Data Template	View File

2.Student

2.1 579

Number of students during the year

File Description	Documents
Data Template	View File

2.2 186

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

File Description	Documents
Data Template	View File

2.3 131

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 25

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 25

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	374
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	579
Number of students during the year	

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

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Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	25
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	25
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	2634063
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	98
Total number of computers on campus for academic purposes	

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 of teaching and learning was implemented in the session 2020-2021.

Planning and Implementation of the Curriculum

- A centralized Online Master Routine for both the Odd and Even Semesters for all to follow was prepared for the session 2020-2021.
- To facilitate teaching and learning and timely completion of the syllabus yet keeping into 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 Whatsaap were carried out.

- To ensure that "No students are left behind", Whatsapp group and Google classrooms for all the Semesters were created and the classroom codes for joining was shared and the same were uploaded in the college website for easy access.
- Under the CBCS, 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. The institution also ensured 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)

The institution strictly adheres to the University guidelines in preparing the Academic Calendar every year. The institution has all the activities pre-scheduled in the Academic Calendar for the year with due flexibility to extra-curricular activities. Only in cases of unavoidable circumstances, and following the instructions given by the University, the changes in the Academic Calendar are made. In the wake of COVID-19 the year 2020-2021 has been a pandemic driven year. Hence, the institutional calendar is based on the schedule and activities as per the Academic Calendar of the University. Most of the activities including teaching and learning were carried out in online mode. The CBCS Curriculum of the undergraduate courses involves a continuous and comprehensive assessment through Internals, Tutorials and Projects wherever applicable. The institution abides by the timely notices of the University and conducts assessments accordingly. Apart from the University notices, the institution also encourages the departments to evaluate students on the basis of home assignments, class tests, interactive session at regular intervals to ensure the mastery over the content.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.rbgc.in/admin/notice_files/Academic_Calendar_2020-21.pdf

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

B. Any 3 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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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	No File Uploaded
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

19

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

19

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**

As the institutions are developing the youth of the country, our curriculum courses tries to address pertinent issues related to Environment, Sustainability, Gender and Professional Ethics while some value added courses aim to inculcate social, human values, thereby leading to the holistic development of students.

1. Professional ethics & Human values.

The Syllabi of B.FAD, Communicative English, Journalism and Mass Communication and Philosophy, Industrial Internship/Industry

visit is compulsory for the students of B. FAD and Communicative English which gives them practical exposure to the professional world, their culture and experience in what they have learnt in theory. Research methodology courses in Sociology offers an understanding of the values and ethics of research.

2. Gender Issues

Issues related to gender are included in the Honours and General courses of Sociology, Political Science, Education, History, Hindi and English. These courses addresses 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.

3. Environment and Sustainability

The environment is the focus of courses in Sociology and Geography. 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

05

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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)	View File

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

26

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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
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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)	View File

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

Assessment to identify slow and advanced learners is undertaken at the beginning of every academic session. The common means of assessing learner levels are: a. the degree and quality of the learner's participation in classroom discussions; b. the student's responses during one-is-to-one academic interactions with a teacher; c. performance in class assignments.

Advanced learners are given advanced level reference material, e.g., journal papers, so that they might explore ideas beyond the prescribed syllabus. They also receive e-links of MOOCs on SWAYAM, Spoken Tutorial portals. Special lectures by eminent scholars are arranged by Departments, which expose students to current trends in their subjects. Under faculty guidance, students write and present papers at student seminars and make poster presentations.

Slow learners are given more inputs, e.g., question banks and model answers, explanatory study resources, revision lectures etc. Remedial teaching is organized departmentally. During the lockdown, following Covid 19, remedial classes for individual students were conducted online. 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; questions papers are discussed in class. Detailed feedback is given to students on their performance in class tests and term papers.

File Description	Documents
Link for additional Information	NIL
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
579	25

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 teaching techniques. In the classroom, the basic lecture method is supplemented by interactive class discussions (e.g. the teacher introduces a text/topic by preparing a questionnaire to elicit student responses); limited-group discussions (wherein sets of students exchange perspectives and understandings on a given topic); paper presentations etc.

ICT tools are employed to upgrade the learning experience; e.g., PPTs and audio-visual material are used. The first helps elucidate particularly difficult topics/concepts and serves as a problem-solving strategy; the second, e.g., showing film adaptations of literary texts, enriches the learning experience. In Communicative English, language-teaching software makes learning an intensively participative experience.

Students rehearse news reporting in Journalism and Mass Communication. They also participate in: a. mock interviews in Communicative English; b. play-readings in English; c. mock parliaments in Political Science. These are modes of experiential learning. In Fashion and Apparel Design and Geography, experiential learning derives from hands-on training in operating machines and instruments, field surveys, industry visits, internships etc.

During the lockdown, following Covid 19, online classes were conducted via Google Classroom, ensuring maximum student interaction and with optimal use of audio-visual resources.

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

The College faculty uses ICT tools to make teaching-learning effective, efficient and interesting. The College has 2 smart classrooms, 92 desktops, 21 laptops, 5 Scanners, 7 printers, 4 overhead projectors, an integrated computerised projector (K.Yan) and a digital camera. There is a variety of subject-specific software. Pen drives and CDs/DVDs are purchased as per need. Teachers use these resources to prepare PPTs to supplement lectures; create digital study material, which is stored in the College Library; incorporate audio-visual material in teaching; e.g.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 and ReachCAD. In Journalism and Mass Communication, students learn the uses of Adobe Photoshop in preparing print-media advertisements and QuarkXpress in designing newspaper pages.

During the Lockdown, following Covid 19, Google Classroom and associated Google appswere used to teach, mentor, set assignments and conduct examinations, online. Webinars and Special Lectures were arranged via Google Meet.

The College Library uses SOUL 2.0 software inits day-to-day functioning. It offers: access to e- resources through the N-List programme 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	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.rbgc.in/pdf/2.3.2ICTusesinteaching-learning.pdf

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

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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	No File Uploaded
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

9 Ph.D

File Description	Documents
Any additional information	No File Uploaded
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**

270

File Description	Documents
Any additional information	No File Uploaded
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.

In accordance with examination-related guidelines issued by the University of Calcutta for Undergraduate Programmes in its affiliated colleges, Rani Birla Girls' College conducts and assesses the Internal and Tutorial components in the end-semester examinations. Dates / time periods for holding such examinations, correction of answer scripts and submission of marks are scheduled by the University. The College strictly abides by these stipulations. For the Tutorial, most Departments require students to write term papers. Draft versions of the papers are meticulously corrected by teachers (often with detailed recommendations for improvement) and discussed with students.

During the lockdown, following Covid 19, all components of end-semester examinations were conducted online by the College, using GoogleClassroom, Google form, Google Meet etc. Whatsapp

Groups were created to facilitate examination-related communication between faculty and students. All assessments were done internally; marks were uploaded on the Calcutta University examination portals on time.

Further, every Department regularly sets class assignments, projects, quizzes on taught areas of the Courses; answers are discussed; students' queries about performance and scores are duly addressed; all this ensures that the process of internal assessment is efficient, transparent and continuous.

The attendance record, a part of Internal Assessment, is periodically furnished to students.

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

The University of Calcutta stipulates that its affiliated colleges will internally assess the Tutorial and Internal components of the end-semester examinations. The teachers conduct these examinations and upload the marks on the University's examination portals. The University publishes the composite end-semester results. Students with results-related grievances directly approach the Post-publication Scrutiny or Review Section of the University; the College Office guides students on the official procedures in this regard. The University might send instructions for review of the internally-assessed components to the Head of the Institution. Teachers are then required to submit the review results to the University within a prescribed time, which they do. Under the regulations of the University of Calcutta, results-related grievances might also be redressed via PPR/RTI. Other issues, such as discrepancies/errors in Marksheets and Admit Cards, are reported to the Head of the Institution, who forwards these to the University for rectification. With regard to class assignments etc., corrected answer scripts are shown to students; their queries about performance and scores are duly addressed. In the rare case, where a grievance over the marks awarded cannot be

resolved by the Department to the student's satisfaction, she might seek intervention by the Head of the 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.

Programme and Course Outcomes for all Programmes offered by Rani Birla Girls' College are stated and displayed on the College website. The College offers Programmes in Science, Humanities and Fashion and Apparel Design. Following advisories by the IQAC, every Department deliberates on Course and Programme Outcomes. Insofar as the teachers envision, discuss and formulate such Outcomes, they are fully cognizant of the same. Teaching methodologies and co-curricular activities are designed to facilitate achievement of Course and Programme Outcomes.

The College has effective mechanisms for communicating the Programme and Course Outcomes to students. Fresh applicants get the requisite information from the College website and prospectus. Course Outcomes are outlined in detail during an Orientation Session organized by every department on the first day of each academic year. Teachers, individually, reiterate Course and Programme Outcomes in the course of routine teaching. To ensure that students remain aware of Programme Outcomes, various Career Counselling Workshops and Lectures, are regularly organized in the College.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.rbgc.in/pdf/Programme-Course-Outcomes-2020-21.pdf
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.

At the beginning of every academic session, Departments hold meetings to distribute courses / course-components among teachers. Meeting are held regularly during the session to discuss issues related to course outcomes, e.g., arrangements for Special Lectures in particular Courses.

The standard means of measuring Course Outcomes is the end-semester examination, wherein various modes (as stipulated by the University of Calcutta) are employed, e.g., terms papers, MCQs, short-answer and essay type questions, viva voce, practical demonstrations etc. These constitute a comprehensive testing of course outcomes. After the university declares the results, these are analysed at departmental as well as Teacher's Council meetings. If Course Outcomes are not up to the mark, strategies for improvement are discussed.

Class tests, home assignments, projects etc., also, facilitate periodic evaluation of Course Outcomes. Students take part in co-curricular activities such internship, laboratory work etc. Their performance is monitored by teachers to ensure that learning 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 graduate 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

131

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	No File Uploaded
Paste link for the annual report	http://www.rbgc.in/pdf/2.6.3.2FINAL_YEAR_PASSING_STUDENTS_2020-21.pdf

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)

http://www.rbgc.in/view_file.php?file=admin/notice_files/Notes_20825_231411.pdf

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)

NILL

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

NILL

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	NILL

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

11

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

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	
2	
File Description	Documents
Any additional information	View File
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	
09	
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	
<p>The college continues to work for the holistic development of the students. They are aware of the problems faced by the under privileged people in the neighbourhood community. During pandemic teachers and students tried to help people in their respective locality in their personal capability as reported during discussion. sometime financial assistance and at time moral support was given to local people. contribution was made in the CM Relief Fund of West Bengal to combat COVID19. Students also conducted awareness drive to follow COVID19 protocols and safety measures. College provided financial assistance to the extension activity partner SAKSHAM CHARITABLE TRUST to provide</p>	

relief kitto YAAS Cyclone hit areas of South Bengal.

File Description	Documents
Paste link for additional information	http://www.rbgc.in/pdf/Best-Practices-2020-21.pdf
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****NILL**

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****1**

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)	View File

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

515

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

1

File Description	Documents
e-copies of linkage related Document	View File
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	View File
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.

The College has adequate facilities. The infrastructure of the College is not elaborate but it fulfils the requirements of the syllabus. There are adequate laboratories and computer equipments.

File Description	Documents
Upload any additional information	No File Uploaded
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.

There is a CULTURAL PROGRAMME ORGANISING SUB COMMITTEE for cultural activities. The auditorium is used for these activities.

A SPORTS SUB COMMITTEE is also present for all kinds of sporting activities, indoor and outdoor. The open space/ lawn in the College is used for organizing Annual Sports.

File Description	Documents
Upload any additional information	No File Uploaded
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.

2 Smart Classes and 1 virtual classroom. Also 1 class has OHP. All laboratories are wi-fi enabled

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://docs.google.com/spreadsheets/d/1xhLcaeNRXSz7XVPfdiXWEAlC3QCU0vzI/edit?usp=drivesdk&oid=113549650083382329710&rtpof=true&sd=true
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)**

Rs. 126,096/-

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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)**

Among all one of the important academic pillars of our college

is the library. The college library comprises of one central library and nine seminar libraries. Seminar Libraries are housed in different honours department. The College library houses approximately 20,000 reference and text books, more than hundred audio - visual materials including rare books, printed documents, electronic materials etc.

The college library functions as an open access system. Library is partially automated with Software for University Libraries (SOUL Software 2.0) - is an integrated library management designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. Accession, Classification, Cataloguing, Membership etc. are worked with automated system. Manual registers are also maintained by the Central Library. Library circulation section is partially automated with books issued manually. Books are returned through drop box system.

Library's one section has three computers to represent our 'IT corner' comprises of 3 numbers of computers for internet surfing and consultation of electronic and digital documents, one for teachers and two for students respectively. Online resources are accessed through N-LIST of INFLIBNET where college library is a registered member since 2012. 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)

5900/-

File Description	Documents
Any additional information	No File Uploaded
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

19

File Description	Documents
Any additional information	No File Uploaded
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

Annual Maintenance Contracts are done for updating IT facilities.

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

4.3.2 - Number of Computers

92

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

Rs. 12,53929/-

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.

Annual Maintenance Contracts are made for smooth working of different facilities. Upgrading of the computer system is generally done on an annual basis. To fulfill emergency demands, individual upgradation is carried out keeping in mind the need for update, deployment and maintenance of the computers. Hardware and Software maintenance of computers and accessories are done by Caltech Infocom through renewable Annual Maintenance Contracts. The College website and official mail is maintained by Transinfosolutions. CCTV surveillance is maintained by Solus Communication. The College library software is Soul 2.0 and is periodically updated by INFLIBNET of UGC.

File Description	Documents
Upload any additional information	No File Uploaded
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

284

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 benefitted 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 benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to institutional website	http://www.rbqc.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

50

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

50

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All 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

07

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	
24	
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	
00	
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.	
01	

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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 has student representatives in all the co-curricular sub-committees. These sub-committees, under the guidance of the teachers actively organise and participate in various activities like debates, poster competitions, seminars, talent hunt, national days, language day programmes, student advisory programmes, sports and so on.

One student is chosen as a member of the Internal Quality Assurance Cell, thus ensuring active student participation in the administrative processes of the college.

The college, thus, helps to groom students for teamwork, public interaction, 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

2

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. In spite of being a fledgling nonprofit making body the association donated ₹1000 to the college building fund in December 2004. 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.

The Alumni members participate and support social outreach activities. Ms Anne Joseph who runs the NGO, Ankur Kala, has working for the rights of poor, marginalized women.

Ms Sarbani Chatterjee, founder of Iswar Sankalpa runs a night shelter for destitute mentally ill women and provides free treatment to destitute mentally ill people on the streets of Kolkata. She has won various national and international awards for the services.

Ms Sushmita Das and Ms Pampa Chatterjee contributed actively towards Amphan Relief works and maintenance of safe houses during the pandemic through the NGO Knognat Foundation, Kolkata.

WhatsApp Group is another initiative which is being done for

better interaction with the outgoing students.

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

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

File Description	Documents
Upload any additional information	View File

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

Rani Birla Girls' College was established to serve as an ideal educational institution to impart quality education for all round development of women to help them meet the challenges of a fast changing world. The mission of the college has always been the empowerment of women through higher education and social consciousness in a progressive enlightened ambience. The governance of the institution is reflective of the following objectives:

- To motivate students to achieve distinction in academic and cultural spheres;
- To venture into self employment and entrepreneurship;
- To inculcate proper values in students with a mission to enlarge their social vision and consciousness; and
- To provide educational conditions for the upliftment of women belonging to the minority communities.

The college offers undergraduate programs for young women and thereby aspires to contribute towards national development. This is the overriding spirit which lies at the heart of governance, policy decisions and future plan of action of the institution. The commitment of the college to the holistic empowerment of women is evident from its perspective plan that systematically seeks to broaden the base of training extended to students,

providing state of the art educational services to help women from across social strata to become self reliant and empowered. Selection of career plans in the form of seminars, counseling etc. in campus are at the core of the perspective plan designed by the institution.

File Description	Documents
Paste link for additional information	http://www.rbqc.in/pdf/SSR2014.pdf
Upload any additional information	View File

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

The Institution has imbibed the spirit of decentralization and imparted the practice of participative management from long time keeping in view the objectives of the governance and management. Various responsibilities regarding the management or governance of the Institution are duly distributed among its stakeholders wherever applicable. Activities whether administrative or educational are managed by different committees having representatives from the faculty members, non-teaching staff and also from the student community if applicable. The members of different committees are entrusted with a range of activities which gives them the scope to engage themselves in administrative activities apart from teaching or non-teaching activities. The different committees of the college looking after the academic, administrative and co-curricular aspects report to the Teacher-in-Charge about their activities, ensuring efficiency, coherence and functionality. The teachers' Council of the College acts as the proper communication channel between the Teacher-in Charge and the Teaching Staff. The Internal Quality Assurance Cell or the IQAC ensures active engagements of all the stakeholders in its various task of planning, development and evaluation. Further, a bursar was appointed in January 2021 to look after the activities of finance and accounts for its efficient ends.

File Description	Documents
Paste link for additional information	http://www.rbqc.in/desk.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic/ perspective plan of the institution is designed to empower women in a holistic sense and provide a more comprehensive skill based education to students. All decisions by the administration and commitment of teachers are conditioned by the perspective plan of the institution. A bursar was appointed in January 2021 to look after the activities of finance and accounts for its efficient ends.

In 2020 and 2021 being the pandemic years, the institution took special care to create comprehensive digital experience to counter the disruption of regular services provided by the institution. The institution utilized the digital platforms namely N.List, Google Classroom, Google Meet, MS Whiteboard, UGC MOOCs etc. to effectively continue the teaching-learning process. The faculty of various departments developed e-contents in compliance with the syllabi complementing the process.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

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 following structure is in tune with the effective and efficient functioning of the institutional bodies:

- The Administrator appointed by the Higher Education Department, Government of West Bengal is at the helm of affairs.
- In the absence of Principal, the institution has the Teacher-in Charge who efficiently manages the academic and administrative activities.
- The management of the college is dynamic and democratic and shares responsibilities thereby contributing to good administration. The subcommittees appointed by the Administrator and chaired by the Teacher-in Charge were

responsible for various aspects of academic and administrative management. The Teachers' Council and its various subcommittees bi-annually appointed effectively looked into the proper functioning of academic and co-curricular aspects. Sub-committee meetings concerning finance and purchase related issues were held when required and their decisions were conveyed to the administrator for approval.

- Abursar was appointed in January 2021 to look after the activities of finance and accounts for its efficient ends.
- The librarians developed e-resources benefiting the teachers and students during the pandemic period.
- The non-teaching staff as a subsidiary of the TIC's office manages students' affairs and provides academic assistance for smooth administration.
- The College through different cells e.g. Grievance Redressal Cell, Anti Ragging Cell, Internal Complaint Committee etc. efficiently dealt with the affairs pertaining to students' welfare.
- In various activities concerning administration, teaching-learning, appointment of staff, service rules and procedures are in compliance with the orders of Higher Education Department, West Bengal and as prescribed by the statutes of the University of Calcutta.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	http://www.rbgc.in/desk.php
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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college has undertaken the following effective welfare measures and schemes for teaching and non-teaching staff:

- The college has availed the benefit of the West Bengal Health Scheme for its teaching staff.
- It arranged COVID-19 Vaccination free of cost provided by IPGME&R and Bangur Hospitals for all of the stakeholder under the auspices of Department of Higher Education.
- Both the substantial teaching and non-teaching staff are covered under the Pension Scheme, Gratuity, Leave Encashment as per the West Bengal Government Service norms.
- All types of Leave, like CL, EL, CCL, ML etc. are provided to the teaching and non-teaching staff as per the statutes of the University of Calcutta.
- Loan facility to staff members from the Provident Fund for house building, education, marriage of children etc. is available.
- Group D staff, Guard of the College is provided with residential quarters within the campus.
- The college makes arrangement for refreshment for its staff members and students during meetings and special celebrations.

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

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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**

1

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)	View File

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

23

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	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

To ensure quality education and effective administration, the college makes provision for feedback on a regular basis from all the stakeholders. It helps in assessing the value additions and takes necessary measures for upgrading the teaching-learning and other services. Questionnaires for feedback were given to all the stakeholder for their responses with proper anonymity at all levels. The necessary changes were adopted on the basis of the objective analysis of collected data. This process of evaluation undoubtedly contributes to the enhancement of the services provided by the institution.

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

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 internal and external audit of the institution for each financial year is conducted by the auditor empanelled by the Department of Higher Education, Govt. of West Bengal. Since the college is aided by the Government of West Bengal, the Higher Education Department appoints the auditor annually for the external financial audit of the institution. The financial auditing for the financial year 2020-2021 is underway as the same is delayed due to the pandemic.

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)	View File

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

All major plans for mobilization of funds are discussed and approved by the Purchase Committee which consists of all heads. They are also placed before the IQAC. The institution prepares four budgets for each financial year for four different categories consisting of self-financed three departments namely Communicative English, Fashion and Apparel Design and Journalism and Mass Communication and general one excluding them. In the general budget, funds have been allocated to different areas for development, library (books & journals), building maintenance, salaries to visiting and contractual staffs, academic and co-

curricular activities, contingency requirements etc. Also, funds have been mobilised for various estimated expenses to the departments mentioned above. The areas broadly include capital expenditure (books, furniture, instruments, computer and internet accessories, seminar, workshop etc.) and revenue expenditure (salaries and services charges, renovation, maintenance charges etc.).

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

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 Internal Quality Assurance Cell or IQAC ensures active engagements of all the stakeholders in its various tasks of planning, development and evaluation. Few important strategies noteworthy to mention here are stated below:

- The IQAC has facilitated the creation of a learner-centric environment conducive to quality education by helping enable the required knowledge and technology for participatory teaching-learning process.
- For career advancement of the teaching staff, an internal workshop on Annual Self-Assessment and CAS Requirements was organised by the IQAC in January 2021.
- CAS screening of a few members of the teaching staff was completed.
- Self-Assessment of the teaching staff for CAS for the session 2019-2020 was done.
- The work on assessment report for the session 2018-2019 was initiated.

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

During the lockdown, online teaching was initiated. Regular classes were held online to finish the Semester classes. After the successful transition to online teaching, it was decided that a blended approach to teaching and organizing events will be adopted once normalcy is restored. The inhibition of using IT in classes has been overcome to a large extent as a result of online teaching-learning utilising various platforms during the pandemic. This can be considered as an incremental improvement made in the area of the teaching learning process in which all sorts of learning tools starting from videos, online referencing to e-content, MS Whiteboard, YouTube Channel, Audio visual Lectures have been extensively used to counter the disruption of the same during the pandemic. In addition to this, the possibility of organizing online events for academic enrichment and motivation has been established.

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

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.rbgc.in/pdf/AQAR_2019-20.pdf
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)	View File

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

- Undergraduate Generic Elective Course framed by the University of Calcutta under CBCS for Political Science { DSE-5-A(1)}, Education{DSE-A}, Sociology{CC7 and SEC-A(2)} are taught to make the students understand the gender discrimination in construction and dissemination of the knowledge and to develop an awareness and sensitivity.
- Celebration of International Women's Day.
- Security Guards, CCTV cameras at crucial points within the campus provide 24 x 7 safety and security to the students.
- Internal Complaint Committee, Grievance Redressal Cell are active to arrest any kind of gender-related nuisances, discomfort and mischiefs.
- Students Common Room facilities with attached toilet.

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	http://www.rbgc.in/view_file.php?file=admin/notice_files/7.1.1_specific_facilities_for_women.pdf

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
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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
<p>The institution takes initiatives for the management of the wastes generated within its campus.</p> <ul style="list-style-type: none"> • Solid waste management: <p>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 bio-degradable and non-biodegradable solid waste and are disposed to Municipality collection.</p> <p>Napkin incinerators are available to dispose of the used napkins.</p> <ul style="list-style-type: none"> • Liquid waste management: <p>Liquid waste generated in the laboratory of Geography are diluted five times before draining into specified basins.</p> <ul style="list-style-type: none"> • E- Waste Management: <p>E-waste is collected separately and are disposed of separately as well.</p> <p>No hazardous chemicals and radioactive wastes are generated in the college campus as the college basically imparts Arts subjects with the exception of Economics and Geography as Science subjects.</p>

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://www.rbqc.in/view_file.php?file=admin/notice_files/7.1.3_photos_waste_management.pdf
Any other relevant information	No File Uploaded

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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
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).

The vision and mission of the college is the holistic development and empowerment of the young women learners. With this end in view the college strives to expose its students to emerging areas of knowledge and culture. The college takes various initiatives to promote an inclusive environment facilitating tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

The college maintains a merit-based selection of students for all communities with the diverse socio-economic backgrounds predominantly from Muslim community.

Celebration of various days of national and international importance, College Foundation Day encourage the students to organise multilingual, multi-cultural program in a collaborative way transcending the socio-economic communal, regional, diversities.

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	No File Uploaded

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

The institution undertakes various efforts to sensitize the students and employees of the constitutional obligations. Before the commencement of every session the Principal delivers an orientation lecture to make the newly admitted students aware of the core values and ethos of the institution highlighting the need of maintaining harmony and developing the spirit of scientific temper, humanism and inquisitiveness. The young learners are taught to exercise their rights with full acknowledgement of their duties as the necessary pre-condition to good citizenry.

The college prospectus serves as a handbook of Code of Conduct aiming at inculcating values like empathy, compassion, multi-culturalism, mutual respect, co-operation, tolerance and peaceful co-existence.

Commitment to such values instils confidence, self-control and adaptability, responsibility, motivation, optimism and truthfulness in the students.

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	No File Uploaded

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

The institution marks its distinctiveness in celebrating days of national and international importance and organizing event and festivals annually. The institution lays stress on value education along with its pedagogical commitments. The students are imbued with the spirit of patriotism, tolerance, universal brotherhood, peace and the like through the celebration of birth anniversary of our national heroes. The observance of national events makes the students inquisitive, responsible and respectful. The celebration of the multi-cultural festivals paved the way to stimulate communal harmony.

For the academic year 2020-21, we have celebrated Impendence Day, Hindi Diwas, Constitution Day, Human Rights Day, International Language Day, Common Harmony Week, International Women's Day, Basant Utsav, Rabindra Jayanti, World Environment Day, sum of which were observed virtually.

In commemorating a special occasion, we actually place mental bookmark on an experience, thereby making it easier to remember it in the future. Especially the photos, videos, and other forms of memorabilia of those events serve as trigger to relive those experiences in the coming days.

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

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: Stimulation of E-learning Process

Objectives:

- To overcome the situational impediments due to COVID-19 pandemic.
- To continue with the academic exercises through online mode

Context:

To revive the academic exercises during pandemic.

The Practice:

- Orientation programmes were held.
- Online classes were taken using different online platforms

Evidence of Success:

- Motivational classes, mentor-mentee meet, parent-teacher meet, Sub-Committee meet were organised.
- Webinars were conducted, and days of national and international importance were observed.

Problem of the Practice:

- Poor network at times stood in the way.
- Data packs were costly for economically backward students.
- Physical dysconnectivity hamper the student-centric activities within the campus.

Best Practice - II

Title: Add-On Course on preparation of Fashion Accessories

Objectives:

- To enable students to gain knowledge of accessory design.
- To facilitate the students to become an entrepreneur

Context:

The training provided some scope of employment.

Practice:

Classes were held to enable the students to make fashion accessories.

The date of commencement of course was 5th November 2020 and it ended on 20th May 2021.

Evidence of Success:

The students who joined this course gained employability.

Problem:

Some failed to avail this opportunity as the classes were held after regular college hours.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 strives to move the heritage of academic excellence for more than six decades with its commitment to provide a holistic and inclusive education for young women learners.

The college caters to a heterogeneous composition of students.

The Institution holds a democratic governance through several Subcommittees.

The Bursar, Finance Committee manages the financial issues.

The academic calendar is maintained concomitantly with the University Academic Calendar.

The Institution follows well-structured central and departmental time table.

The Institution maintains consistent methodology to ensure high quality deliverance with the use of ICT enabled classes, PowerPoint Presentation, project works, field trips etc.

A spacious library, with Curriculum based books, reference books, premier journals and IT enabled reading resources act as a valued Infrastructural provision.

The college maintains a perfect standard of discipline and punctuality. The faculties maintain "Yellow Book (daily register) to record their daily performances.

The Institution maintains its own "Student Feedback Form".

The Institution encourages participation of the students in various co-curricular activities.

The Institution upholds a unique credential of being the only affiliated Undergraduate College under the University of Calcutta to offer a Bachelors' Program in Fashion and Apparel Design with high vocational and employability value.

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

7.3.2 - Plan of action for the next academic year

- To include psychological counselling in a holistic manner for the improvement of the student's mental health.
- To emphasize the value-based education for inculcating core values among the students.
- To organize workshop on career counselling for the students.
- To promote further Entrepreneurship Development Activities for the students.
- To organize campus interview for the final year students.
- To initiate programs aiming at strengthening institutional social responsibilities and outreach activities.
- To observe the days of national and international importance departmentally for ensuring intense student participation.