



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		RANI BIRLA GIRLS' COLLEGE
Name of the head of the Institution		DR. SUNETRA SINHA
Designation		Principal
Does the Institution function from own campus		No
Phone no/Alternate Phone no.		03322875509
Mobile no.		9830047458
Registered Email		contact@rbgc.in
Alternate Email		sunetra1208@yahoo.com
Address		38, SHAKESPEARE SARANI
City/Town		KOLKATA
State/UT		West Bengal
Pincode		700017
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. SRABANTI BHATTACHARYA
Phone no/Alternate Phone no.	03324164421
Mobile no.	9830171892
Registered Email	ranibirlaiqac@gmail.com
Alternate Email	sahacharya@rediffmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.rbgc.in">http://www.rbgc.in</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.rbgc.in/admin/notice_files/Academic_Calendar_2018-19.pdf">http://www.rbgc.in/admin/notice_files/Academic_Calendar_2018-19.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.6	2009	15-Jun-2009	14-Jun-2014
2	B	2.70	2015	03-Mar-2015	02-Mar-2020

<b>6. Date of Establishment of IQAC</b>	18-Dec-2009
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Submission of AQAR	07-Apr-2018 7	773

Participation in AISHE	23-Feb-2018 7	773
Meetings of IQAC	04-Jul-2017 1	15
Meetings of IQAC	16-Mar-2018 1	14
Feedback on faculty collected from third year students	08-Jan-2018 1	237
Workshop on New Modalities on NAAC Assessment and CBCS	06-Apr-2018 1	29
Workshop on Innovative Methods of Evaluation	13-Jul-2017 1	30
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N.A.	Nil	Nil	2017 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

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**10. Number of IQAC meetings held during the year :**

2

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Organising workshop on New Modalities of NAAC Assessment and CBCS. Organising workshop on Innovative Methods of Evaluation Organising Parent Teacher Meeting after Mid term exam Faculty attended workshop on Implementation of CBCS in the next academic session. Biometric attendance of teaching and non teaching staff

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Online Admission process for UG courses	Ensuring fair admission with Government reservation policies
Preparation of Academic Calendar at the beginning of the year	Informing all stakeholders about all planned College activities
Preparation of Teaching Time Plans	Students informed of teaching schedules
Regular Remedial Classes for weak students	Better results in University exams
Installation of sanitary napkin vending machines	Easy access to sanitary napkins by women staff and students during college hours
Organising workshop on Implementation of CBCS in next academic year	Organized workshop on new NAAC Assessment and CBCS attended by all teaching and non teaching staff
Organising departmental seminars	Upgrading students on contemporary issues related to their disciplines beyond the prescribed curriculum
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**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2018

Date of Submission

23-Feb-2018

**17. Does the Institution have Management Information System ?**

No

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

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

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

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
N.A.	N.A.	Nil	0	Nil	Nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	0	01/07/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Internship	17
BSc	Geography Field Trip	18
BSc	Geography Field Trip	16
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

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

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	FASHION & APPAREL DESIGN	42	100	24
BSc	GEOGRAPHY	40	120	29
BA	COMMUNICATIVE ENGLISH	24	40	15
BA (Journalism)	JOURNALISM AND MASS COMMUNICATION	33	110	21
BA	GENERAL	40	12	Nil
BA	SOCIOLOGY	40	85	15
BA	POLITICAL SCIENCE	59	90	27
BA	HISTORY	52	65	13
BA	HINDI	24	50	10
BA	ENGLISH	92	300	62
BA	EDUCATION	59	70	20

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**2.2 – Catering to Student Diversity**

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2017	713	Nil	28	Nil	Nil
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## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
44	44	138	6	4	6
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
713	28	1:25

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	28	6	Nil	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	N.A.	Nil	N.A.
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	HONOURS /GENERAL	PART II	24/07/2018	24/10/2018

BA	HONOURS/GENERAL	PART III	23/04/2018	30/06/2018
BA	HONOURS/GENERAL COURSE	PART 1	06/09/2018	07/12/2018
BA	HONOURS/GENERAL	PART II	24/07/2018	24/10/2018
BSc	HONOURS/GENERAL	PART 1	06/09/2018	07/12/2018
BSc	HONOURS/GENERAL	PART III	23/04/2018	30/06/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year. For 1st, 2nd and 3rd year students Tutorials, Mid Term Test And College Test are conducted as per the academic calendar. Teachers also conduct quiz, power point presentations and extempore on topics related to the syllabus thereby ensuring that students regularly update what is taught in the class. Also assignments are given on regular basis which help them in preparing for the annual examination.

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

Academic Calendar is prepared every year taking into account the schedule provided by Calcutta University. The academic calendar lists the start date of the academic year, extracurricular, Cocurricular activities, exam weeks and holiday periods, etc. In 2017 - 18 academic session academic calendar was prepared and the same was displayed at the college notice boards for the students, teachers and staff of the college at the beginning of the session. Every effort was made from the college end to ensure that strict adherence to academic calendar is followed.

**2.6 – Student Performance and Learning Outcomes**

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://rbgc.in/admin/notice\\_files/COURSE\\_OUTCOME-converted\\_New.pdf](http://rbgc.in/admin/notice_files/COURSE_OUTCOME-converted_New.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BFAD	BA	FASHION AND APPAREL DESIGN	17	17	100
CMEV	BA	COMMUNICATIVE ENGLISH	15	7	47
GENERAL	BSc	GENERAL	8	3	38



GEOA	BSc	GEOGRAPHY	18	15	83
GEN	BA	GENERAL	67	20	30
SOCA	BA	SOCIOLOGY	11	4	36
PLSA	BA	POLITICAL SCIENCE	7	7	100
JORA	BA (Journalism)	JOURNALISM	14	8	57
HISA	BA	HISTORY	6	4	67
HINA	BA	HINDI	Nil	Nil	0
ENGA	BA	ENGLISH	49	42	86
EDCA	BA	EDUCATION	28	13	46

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NA

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

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

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
N.A.	N.A.	01/07/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
N.A.	0	N.A.	Nil	0

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	N.A.	N.A.	Nil	Nil	Nil

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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	0	0
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	FASHION AND APPAREL DESIGN	1	0.98
International	FASHION AND APPAREL DESIGN	1	1.25
National	PHILOSOPHY	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
GEOGRAPHY	1
ENGLISH	1
JOURNALISM AND MASS COMMUNICATION	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	N.A.	Nil	Nil	Nil	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	N.A.	2017	Nil	Nil	N.A.

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	5	8	21
Presented papers	5	8	Nil	Nil
Resource persons	Nil	Nil	1	Nil

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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>SELF DEFENCE COURSE</b>	<b>KOLKATA POLICE</b>	<b>2</b>	<b>31</b>

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>N.A.</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
<b>N.A.</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**No file uploaded.**

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>Inter college students seminar on Social Perspective in Education</b>	<b>• Rani Birla Girls' College • Sri Sikshayatan College • Gokhale Memorial Girls' College • Loreto College</b>	<b>Sri Sikshayatan College</b>	<b>1</b>

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>On Job Training</b>	<b>On Job Training</b>	<b>Sankalpa Support for the mind</b>	<b>25/09/2017</b>	<b>24/10/2017</b>	<b>1</b>
<b>On Job</b>	<b>On Job</b>	<b>United</b>	<b>25/09/2017</b>	<b>24/10/2017</b>	<b>1</b>

Training	Training	Four Club			
On Job Training	On Job Training	Joseph Day School	25/09/2017	24/10/2017	1
On Job Training	On Job Training	M P Portfolio Pvt Ltd	25/09/2017	24/10/2017	1
On Job Training	On Job Training	Euro Kids Theatre Road	25/09/2017	24/10/2017	1
On Job Training	On Job Training	C E Gura Technology	25/09/2017	24/10/2017	1
On Job Training	On Job Training	VIPL Logistics	25/09/2017	24/10/2017	1
On Job Training	On Job Training	Crews Club	25/09/2017	24/10/2017	1
On Job Training	On Job Training	Suri's advertising Pvt Ltd	25/09/2017	24/10/2017	1
On Job Training	On Job Training	Fibas Exclusive Kitchenware	25/09/2017	24/10/2017	1
On Job Training	On Job Training	Concrete Greens Infrastructure Pvt Ltd	25/09/2017	24/10/2017	1
On Job Training	On Job Training	Royd Nursing Home and Health Card	25/09/2017	24/10/2017	1
On Job Training	On Job Training	India Restaurant and Caterer	25/09/2017	24/10/2017	1
On Job Training	On Job Training	B P Associates	25/09/2017	24/10/2017	1
Internship	Internship	G N garments	20/11/2017	19/01/2018	2
Internship	Internship	Lalune Fashions	20/11/2017	19/01/2018	2
Internship	Internship	Amrit Exports	20/11/2017	19/01/2018	5
Internship	Internship	Massis International	20/11/2017	19/01/2018	4
Internship	Internship	Turtle India Ltd	20/11/2017	25/11/2017	4

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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Nil	Nil	N.A.	Nil
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2195000	1224073

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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### 4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	21	Nil	Nil	Nil	21	Nil
CD & Video	76	Nil	25	Nil	101	Nil
Library Automation	5	140000	Nil	Nil	5	140000
Weeding (hard & soft)	912	Nil	Nil	Nil	912	Nil
Reference Books	17280	Nil	390	100000	17670	100000
e-Journals	95000	5800	Nil	Nil	95000	5800
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nandita Chaudhuri Ph.D	Education In Ancient and Early Medieval India P11 Module 23	E Pathsala under NME - ICT	30/01/2018
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	98	4	51	2	0	6	38	40	0
Added	0	0	0	0	0	0	0	0	0
Total	98	4	51	2	0	6	38	40	0

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

40 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N.A.	<a href="#">N.A.</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
325000	526404	440000	122726

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Up gradation of the computer systems is generally done on annual basis. To fulfill the emergency demands, individual system up gradation is carried out keeping in mind the need for update, deployment and maintenance of the computers in the institution. Hardware and Software maintenance of computers and accessories are done by Caltech Infocom through renewable Annual Maintenance Contracts. Our college website is maintained by Transinfosolutions. The whole premises is under CCTV surveillance and it is maintained by Solus Communication. The college library software SOUL 2.0 is periodically updated by INFLIBNET from UGC.</p>
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#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Kanyasree	8	175750
b) International	0	Nil	0
<a href="#">View File</a>			

### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Class	03/07/2017	713	College
Self Defence Course Sukanya	03/07/2017	31	Kolkata Police
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### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	N.A.	Nil	Nil	Nil	Nil
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### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
K K Banijya, Manasha Modis, Zydex, Pinnacle	17	3	Star Jalsha, Little Wardrobe	17	5
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	3	BSc	Geography	West Bengal State University	Masters
2018	3	BSc	Geography	University of calcutta	Masters
2018	1	BSc	Geography	Alia University	Masters
2018	1	BSc	Geography	Diamond Harbour Womens University	Masters
2018	1	BSc	Geography	Vidyasagar University	Masters
2018	1	BSc	Geography	Bhopal Univeristy	Masters
2018	1	BSc	Geography	WBUTTEPA	BEd
2018	1	BSc	Geography	TERI	Masters
2018	2	BSc	Geography	Symbiosis	Masters
2018	2	BA	Journalism and Mass Coomunication	St. Xavier's University	Masters
2018	15	BA	English	University of Calcutta	Masters
2018	1	BA	English	Rabindra Bharati University	Masters
2018	1	BA	English	West Bengal Board of Primary Education	B.Ed
2018	2	BA	English	St Xavier's University	Masters
2018	1	BA	English	Jadavpur University	Masters
2018	1	BA	English	Amity University	Masters
2018	2	BA	Education	University of Calcutta	Masters
2018	1	BA	Education	Assembly of God Church	TTC
2018	1	BFAD	Fashion and Apparel	NIFT, Delhi	MFTEC



			Design		
2018	1	BA	Sociology	TISS, Mumbai	Masters
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	College	225
Poster Competition on Anti Ragging	College	19
Speech Competition	College	22
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	N.A.	Nil	Nil	Nil	N.A.	N.A.
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is a student representative who has been elected through student election held under the auspices of Government of West Bengal. She is also the student member of IQAC. There are Class Representatives. Students take initiative in organising cultural programmes, Departmental Seminars, Freshers Welcome and Farewell Programme.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Rani Birla Girls' College Alumni Association was started with 50 (fifty) students in 2002 and registered as a society under the Registration of Societies West Bengal Act XXVI of 1961 on 9th April 2003 (09.04.2003). The objective of the organization is to promote fellowship and establish, renew and maintain contact among former students, teachers, nonteaching staff and all others associated with this college. In spite of being a fledgling nonprofit making body, the association donated Rs.1000/to the college building fund in December, 2004. The association has proposed to create an endowment of Rs.4000/in the college for annual award to a student for academic achievement in the B.A.(Hons)Examination of the University Of Calcutta. The association also promote Inter College debate sponsored and organized as a part of the College fest in the past. The Alumni is constituted of a resource bank of

professionals who are well equipped and always willing to help the present students in areas like soft skills training, career counselling, Psychological counselling etc. which they require for their next step into the corporate and the business world. The Association supports social service activities promote the work of an NGO Ankur Kala for the rights and dignity of poor and marginalized women. Iswar Sankalpa is another social service sector promoted by the Alumni association.

5.4.2 – No. of enrolled Alumni:

69

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

125

5.4.4 – Meetings/activities organized by Alumni Association :

0

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Admission committee involving all members of staff are involved in the online admission process. Designated staff are delegated the work of telephonic support to parents of students seeking admission. Interface meetings are held to discuss status updates of online admission. Purchase and finance committee involves participation of all departments (heads) and non teachings to discuss fund allocation and its judicious utilization. Library committee prepares plans for allocation of book budget with every department.

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

No

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	P.C.Chandra Group conducted Gold Lites Divas Beauty Contest for 1st year students. The students from different departments went for internships and on job training to various industries - Department of Fashion and Apparel Design sent 17 girls for internship to various industrial houses like Massis International, Turtle India, Amrit Exports, G N Garments and Lalune Fashions. The department of Communicative English sent 14 girls for on job training to various industries like B P Associates, India Restaurant and Caterers, Royd Nursing Home and Health Card limited etc.
Examination and Evaluation	The college library runs UGC sponsored Software SOUL (2.0 version) which enables accession and

circulation. Through NList Programme of INFLIBNET research of our college library can access 90,000 e - journals and e - books. Virtual Class Room was introduced funded by State Government to enable online classroom. An examination conducting room was started.

Research and Development

Several teachers are engaged in active doctoral research and in publication.

Library, ICT and Physical Infrastructure / Instrumentation

Students are made aware of the details of the evaluation process in their respected course of study by concerned teachers during introductory classes. The faculty is well acquainted with the stipulated evaluation process by the affiliating universities and the strictly adhere to the Admission and Examination regulations published by the University and conforms to its amendments from time to time.

Internally held examination and evaluation are conducted through class tests/tutorial/home assignments/student's seminar and presentations to prepare them for University exams. Students are guided to fill up the Examination form for appearing in University exams within stipulated time. College mashes its infrastructure and manpower to hold University exams and more than 350 students from two or more colleges are allotted external centres in this college by the University. Parent teachers meeting are conducted to apprise parents about their ward's performance and attendance. Such practices help to redress lapses through delivery of feedback mechanism to parents on the strength of internally held exams.

Industry Interaction / Collaboration

Departmental heads hold departmental meetings for syllabus distribution and monitoring progress of the teaching process for syllabus completion time to time. The departments maintain strict compliance to the academic calendar for teaching the prescribed curriculum.

Conventional lecture method is supplemented with Practical demonstrations, lab sessions, field trips, seminar presentation, invited lectures by experts, play readings etc. Interactive learning is encouraged with students particularly in group discussions and seminar presentations.

	<p>Continuous evaluation of student's performance is practiced and regular parent teacher meetings are held for communicated student's progress. The Language Lab of Communicative English, the studio of mass communication and journalism department and the labs of fashion and apparel design departments have employability values.</p>
Admission of Students	<p>It is restricted as the same is prescribed by the University. Suggestions from Representatives/ Members among staff in the U.G. Board of studies and those records from CBCS Workshop attended were verbally forwarded to the University. Remedial classes / academic mentoring of students are preferred institutional practices.</p>
Curriculum Development	<p>The procedure of online admission was further streamed lined. The admission committee was proactive and responsive towards fulfilling and completing the procedure. One teacher and one non teaching staff were available round the clock to respond to telephonic queries.</p>

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

E-governance area	Details
Examination	<p>College is external centre for all University exams and holds internal exams regularly. There is an examination subcommittee in the college which coordinates duty allotments for teaching and non teaching staff and meticulously ensures the conducting of exams. The records of internal exams and university exams are maintained by the Institution. The college enables the students as internal examinees to appear for exams through proper notifications, guidance in form filling and by maintaining the liaison with the University time to time.</p>
Planning and Development	<ul style="list-style-type: none"> <li>• As the college building is sub judice, the Building Committee with members from faculty and staff looks repairing and conservation of building infrastructure.</li> <li>• The Purchases committee takes decision regarding grants allotments and budgetary allocations and utilizations.</li> </ul>
Administration	<p>The college website displays notices prior to fresh admission updates institutional events. Accounts department maintains digital</p>

	documentation.
Finance and Accounts	The planning and allocation of funds from State/UGC is done through Purchase/Finance committee which involves memberships and participation of the teaching and non teaching staff. The Committee discusses every Grant and all budgetary allocation through these bodies. Library Committee prepares plans for book budget in consultation with respective departments.
Student Admission and Support	<ul style="list-style-type: none"> <li>• State sponsored schemes of Kannyasree, Minority Scholarships, Vivekananda Scholarships have been fitted several students. Kolkata Police have organized Self - defence from students in collaboration with the college.</li> <li>• Student's Advisory Committee maintains regular liaison between staff, college and the students.</li> <li>• College Alumni maintains liaison with past pupils and the holds programmes to sustain institutions bonding with them.</li> <li>• Career Counselling Cell organizes programmes in association with external bodies/organization for advising students in career advancement. Each department (Hons.) has a Seminar Library for additional reference books and support advanced learning.</li> <li>• Vigilance awareness programme through Speech Competition on 23rd November 2017. Anti Ragging Poster Competition was organized on 10th May 2018.</li> </ul>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	N.A.	N.A.	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017		NA			23	7

	Innovative methods of Evaluation		13/07/2017	13/07/2017		
2018	New modalities on NAAC Assessment and CBCS	New modalities on NAAC Assessment and CBCS	06/04/2018	06/04/2018	23	6
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
REFRESHER COURSE	1	01/02/2018	22/02/2018	21
REFRESHER COURSE	1	15/01/2018	05/02/2018	21
SHORT TERM COURSE	2	11/07/2017	17/09/2017	7
SHORT TERM COURSE	1	15/09/2017	15/09/2017	1
SHORT TERM COURSE	1	21/09/2017	22/09/2017	2
SHORT TERM COURSE	2	09/06/2017	09/06/2017	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Serving tea 2 times	Serving tea 2 times	Nil

## 6.4 – Financial Management and Resource Mobilization

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

Financial Audit of the Institution is done at the end of each financial year by Department of Higher Education, Government of West Bengal nominated auditor.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
N.A.	0	N.A.
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6.4.3 – Total corpus fund generated

00

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Internal audit is done by recording classes allotted and taken in the daily attendance register. Leaves taken by teachers are also recorded in the register. Attendance of students are also recorded in every class in every Department.
Administrative	Yes	Government Auditor from Department of Higher Education conducts financial audit and report is submitted to Department of Higher Education, West Bengal.	No	Nil

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

Guardian Teacher meetings have been held and parents of students with poor performance in mid term exam and has low attendance have been alerted and advised.

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

Two staff members from college Accounts department participated in training programmes on HRMS and e pension organised by Department of Higher Education, Government of West Bengal.

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

Stock of journals enhanced in College Main Library State - sponsored Students Scholarships Schemes introduced and operationalized to benefit students.

### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Workshop on Innovative Methods of Evaluation	13/07/2017	13/07/2017	13/07/2017	42
2017	Meeting of IQAC	04/07/2017	04/07/2017	04/07/2017	15
2018	Feedback on faculty collected from third year students	08/01/2018	08/01/2018	08/01/2018	237
2018	Participation in AISHE, 2017 18	23/02/2018	23/02/2018	23/02/2018	775
2018	Meeting of IQAC	16/03/2018	16/03/2018	16/03/2018	14
2018	Workshop on New Modalities on NAAC Assessment and CBCS	06/04/2018	06/04/2018	06/04/2018	60
2018	Submission of AQAR of 2016 - 17	07/04/2018	07/04/2018	07/04/2018	775
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
N.A.	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources



Segregation of waste Restricting the use of plastic Institution declared as No Smoking zone

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	Nil	90	College is centre for University of Calcutta UG Examination to Colleges in the neighborhood.	Students find it easy to commute.	700

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus given on website with necessary changes and hard copy to students during admission/verification	20/06/2017	Students are sensitized regarding courses, cocurricular activities and rules, regulations to be followed.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on Environmental Sociology	06/04/2018	06/04/2018	70

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

i) Tree plantation programme by Nature Club ii) Presence of bio degradable and non bio degradable waste bins iii) Dengue and Malaria awareness by Kolkata Corporation iv) No smoking message in the whole campus v) Seasonal flower plantation by College gardener within the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

i) Presence of Yellow Books - these are daily registers where the teachers'

record their daily classes and other academic and administrative activities.  
ii) Attending /participating in workshops on the future implementation of Choice Based Credit System, UG Courses, by teachers of different Departments.

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

<http://www.rbgc.in/pdf/Institutional-Best-Practices-2017-18.jpg>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Rani Birla Girls' College is bearer of a legacy of learning for more than six decades. The college caters to a heterogeneous composition of students hailing from diverse backgrounds, though predominantly students (over 50) are from the minority communities. The institution since its Inception has been committed towards promoting holistic and inclusive education for young women learners. The institution has the distinctiveness of good governance that holds the virtues of transparency, accountability, compliance and normboundedness towards state rules. The teaching practices of the institution maintain strict conformity to University recommended curriculum and ensures high quality of deliverance. Interactive sessions and ICTenabled classes and the variety of improvised teaching methods are directed towards imparting enhanced knowledge content and towards improving greater engagement of learners. Periodic evaluation/assessment of students and parentsteachers meeting coupled with a feedback mechanism at all levels helps to sustain accountability and also opens up a space for dialogic exchanges between and amongst stakeholders. The college maintains an impeccable standard of discipline and punctuality. Compliance to stipulated temporal schedule is maintained for all stakeholders (staff and students). Apart from its pedagogical commitment, the institution encourages participation of students in various extracurricular activities and sincere institutional endeavours are directed towards motivating talent. A spacious library in doubt abundantly with curriculum best books, reference books, premier journals and ITenabled reading resources acts as a valued infrastructural provision that improves and complements the pedantic exercises of teachers and students alike. The College of folds and unique credential of being the only affiliated under graduate college under the University of Calcutta to offer a Bachelor#39s program in Fashion and Apparel Design. The said course has a high vocational and employability value.

Provide the weblink of the institution

<http://www.rbgc.in>

### 8.Future Plans of Actions for Next Academic Year

Future Plan for 2018 19 1. Implementation of CBCS curriculum of UG course. 2. Adoption of comprehensive programme for online admission. 3. Structuring of mentoring process. 4. Enhanced efforts towards career counselling for students benefit . 5. Organising panel discussion, fashion show and exhibition by B.FAD Department. 6. Departmental seminars by all departments. 7. Organising workshops and training, co curricular activities. 8. Preparing Wall Magazine by all departments. 9. Enhance linkages with other institutions of Higher Education.