



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		RANI BIRLA GIRLS' COLLEGE
• Name of the Head of the institution		DR. SRABANTI BHATTACHARYA
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03322875509
• Mobile No:		9830171892
• State/UT		West Bengal
• Pin Code		700017
2.Institutional status		
• Affiliated / Constitution Colleges		AFFILIATED
• Type of Institution		Women
• Location		Urban
• Financial Status		Grants-in aid
• Name of the Affiliating University		UNIVERSITY OF CALCUTTA
• Name of the IQAC Coordinator		SUSHMITA DAS

• Phone No.	03322875509
• Alternate phone No.	03322875509
• IQAC e-mail address	ranibirilaiqac@gmail.com
• Alternate e-mail address	rbgcprincipal@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://rbgc.ac.in/aqar/AQAR-2021-22.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://rbgc.ac.in/Academic-Calendar.pdf

5.Accreditation Details

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

6.Date of Establishment of IQAC

18/12/2009

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

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

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year

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
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Participated in NIRF. 2. Submission of AQAR 2021 - 22. 3. Organising seminars, workshops, administrative training programmes. 4. Celebrating commemorative days. 5. Planning and executing offline classes and offline University exams. 6. Planning and formation of several statutory and non - statutory committees for improved administrative and academic functions 7. Planning and initiation of large scale upgradation of campus. 8. Organised Seminars and workshops</p>	
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
1. Submission of AQAR 2021 - 22	Submitted on 26.05.2023
2. Participation in NIRF and AISHE Survey	Participated Successfully
3. Internal Audit of College Accounts 2021 - 22	Audit completed and report submitted
4. Renewal of Annual membership of British Council Library and Nlist Program of INFLIBNET membership	Membership renewed
5. Renewal of Student Health Home Membership	Membership renewed
6. Formation of Non statutory committees and cells	18 Non statutory committees and cells formed, functioned their respective responsibilities successfully
7. Renewal of configuration of Statutory Committees and Cells	9 Statutory committees and cells were re - configured for the effective functioning of the college
8. Formation of Clubs	6 Clubs formed with student teacher collaboration and organised programmes and competitions in college and also went outside for inter college participation.
9. Celebration of Commemorative Days	Celebrated International Mother Language Day, Hindi Divas, Rabindra Jayanti, Basanta Utsav, College Annual

	Day, College Annual Sports, International Day of Yoga and others
10. Departmental Seminars and Workshops	Organised by respective Departments
11. Introduction of Value Added and Skill Enhancement Courses	Two Add - on courses by the Department of History and English were successfully introduced and completed. Two Skill enhancement courses by Department of Fashion and Apparel Design and one by the Department of Journalism and Mass Communication were successfully introduced and completed
12. College excursions	Student Picnic, Staff Picnic, Departmental field visits by Geography, History and Fashion and Apparel Design
13.Planning and initiation of large scale upgradation of campus	Infrastructural upgradation work is in progress on the basis of reports submitted by newly formed Building and Infrastructure comm
14.Academic Linkages and MOUs	Academic Linkage with Netaji Nagar Day College and MOU with Tell Me Your Story and Foundation Of Youths Of Gayespur

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)
Internal Quality Assurance Cell (IQAC), Rani Birla Girls' College	01/03/2024

14.Whether institutional data submitted to AISHE
--

Year	Date of Submission
2022	23/06/2023

15.Multidisciplinary / interdisciplinary
--

Institution follows the CBCS curriculum of Calcutta University for undergraduate courses offered. The multidisciplinary and interdisciplinary approaches and scope are integral to this curriculum. Students are taught in view of the multidisciplinary and interdisciplinary perspectives by our well trained Faculty members. Ower College Main & Departmental Library is well endowed with texts and references in view of the Multidisciplinary and Interdisciplinary approaches to teaching.The college Central Library is well equipped with online e- resources such as NList

and e-repository data base. The Institution has a well cherished tradition of organizing interdisciplinary Seminars and invited Lectures which witness participation across disciplinary divides..

16. Academic bank of credits (ABC):

The scope of Academic Bank Credit is embedded within the scope of the CBCS curriculum.

17. Skill development:

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

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

The institution also offers quite a few Add-on , Skill enhancement and Value added courses to hone vocational skills of the students and provide exposure to the world beyond academics.

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

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

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

The focus on outcome based education is maintained through : 1. Well planned coordination between Academic Calendar and Curricular Progression 2. Lesson Plan at the commencement of every session. 3. Apportioning of Syllabus as per Teaching Expertise and Specialization.

20. Distance education/online education:

Institution functions physically from the campus. Blended mode of teaching - learning method is followed. When required field visits are organised to ensure and adopt a practical approach to teaching - learning ..

Extended Profile

1. Programme

1.1

12

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	View File	
2.Student		
2.1		654
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		201
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		46
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		22
Total number of Classrooms and Seminar halls		
4.2		2514860.32

Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
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. As an integral part of the University of Calcutta, the college ensures that each and every aspect of the curriculum set by the University is soundly met. At the beginning of every session, the Time-table committee efficiently designs a master time table where distribution of classes, subject-wise and department-wise is done. In reference to the master routine, the Heads of the Departments distribute classes to the faculties keeping in mind the direct teaching hours as per the UGC's guidelines for promotion of college teachers. The students are constantly informed by the departments about the credits assigned to each component as determined by the CBCS curricula- Attendance, Internals, Tutorials, Theory /Practical so as to make sure that there are no irregularities on assigned works from the students

The odd Semester classes for Semesters III and V commenced from 22nd August, 2022 and for Semester I from 19th September, 2022 whereas for the even Semesters VI, IV, and II classes commenced from 27th February, 2023 and 14th March, 2023 and 31st March, 2023 respectively following the Master Routine.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.rbgc.ac.in/aqar-live-links/routin_22-23_for_AQAR.pdf

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

Rani Birla Girls' College strictly adheres to the Academic Calendar which is prepared on the eve of every academic session in strict compliance with the University guidelines. All the activities of each session in respect of curriculum, co-curricular and extracurricular are documented meticulously in the academic calendar maintaining exact timeline notified by the affiliating university. The academic calendar includes information right from the commencement of classes for each semester to the schedules of internal exam, tutorial/practical exams wherever applicable. The

institution abides by the notifications of the affiliating university concerning teaching-learning and evaluation of the students from time to time. The institution also encourages the departments to conduct Continuous Internal Evaluation (CIE) of the students which are met through home assignments, class tests, surprise tests, interactive sessions at regular intervals. As part of CIE the departments conduct the students' seminars, group discussions, quiz contest, paper presentation and the like on different occasions for enhancing the knowledge of the students and for ensuring their all-round development.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.rbgc.ac.in/Academic-Calendar.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

A. All of the above

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

1.2 - Academic Flexibility

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

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

12

File Description	Documents
Any additional information	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)

4

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

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

82

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

82

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

1.3 - Curriculum Enrichment

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

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

1. Professional ethics & Human values.

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

2. Gender Issues

The Honours and General courses of Sociology, Political Science, Education, History, Hindi and English address the issues of social construction of gender; gender inequalities; gender, power and

resistance; gender practices and policies; gender and politics; feminist perspectives; feminist texts and power and patriarchy.

3. Environment and Sustainability

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

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

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

6

File Description	Documents
Any additional information	View File
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

380

File Description	Documents
Any additional information	View File
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

C. Any 2 of the above

File Description	Documents
------------------	-----------

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

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	https://www.rbgc.ac.in/aqar-live-links/Feedback_Report-Students_Alumni_corrected.pdf

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

13

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

Throughout an academic calendar, consecutive assessments are conducted and feedback are collected by every department of the institution to identify the learning levels of students (advanced,

average, and slow) giving them a due scope of holistic improvement in their learning levels. The common means of assessments are - i) participation in classroom discussions and activities, ii) responses during one-to-one academic interaction with a teacher, iii) performance in class assignments, iv) comprehension tests, etc. Advanced learners are given advanced-level reference materials, e.g., journal papers, and articles, to help them explore ideas beyond the prescribed syllabus. Whereas, special programmes like consecutive remedial classes and mentoring sessions are conducted department-wise to help slow learners for their genuine improvement. During such classes, slow learners are mentored according to their queries and problems. Mentoring includes step-by-step instructions on how to compose essay-type answers, exercises for the practical and tutorial components, discussion on previous years' question papers, and model answers with the help of explanatory study resources and revision lectures, etc. In addition to the above, departments arrange special lectures, student seminars, quiz competitions, and interactive trips which allow them to explore the current trends in their courses. For further development students with low attendance are intimated to increase their attendance, parent-teacher meetings and detailed feedback for the scope of improvement is given to all levels of students on their performance in all consecutive assessments.

File Description	Documents
Link for additional Information	https://www.rbgc.ac.in/aqar-live-links/AQAR-2.2.1.pdf
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
654	45

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

Experiential learning is included in the teaching learning process. Laboratory experiments are compulsory in the syllabi of Fashion and Apparel Designing and Geography departments. Students of Geography have to undertake field survey as well. Project writing is included in curricula of subjects like English, Communicative English.

Educational trips are organised to give the students first hand experiences on topics taught in class. For example, students of

History were taken to Alipore Jail Museum on 29th November 2022 and to the Directorate of State Archives Office on 14th June 2023 for a demonstration class on Skill Enhancement course. Students of Geography were taken to Chandannagar on 31st May 2023 and Tamakpal Village, East Singhbhum District, Ghatshila from 5th-9th September 2022 for field study tour.

Participatory learning is also undertaken. Teachers conduct interactive sessions with students who are motivated to discuss their queries and resolve their doubts. Advanced students help their fellow students in the subsequent doubt clearing process. The collaborative mode of learning is beneficial for all. Students' seminars and students' presentations are organised regularly.

Development of problem solving skill is necessary for success in academic and competitive examinations. Students of all departments participate in problem solving exercises as part of continuous Internal Evaluation.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://www.rbgc.ac.in/aqar-live-links/AQAR-2.3.1.pdf

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

ICT tools are being increasingly adopted in the teaching learning process. The College has a Wi-Fi enabled campus to help better dissemination of information. ICT tools and platforms (WhatsApp, G-Meet, Zoom etc) were widely used for successfully running the classes during the pandemic period. In offline classes also, there is now growing use of e-resources and ICT tools. This has enhanced creativity and active participation of the students.

There are 08 (eight) ICT enabled classrooms in our college and an ICT enabled library. The Department of Geography has a well-equipped laboratory for Geographic Information System. The student centric teaching-learning process is made more effectively by the use of ICT. For example, the Department of Journalism and Mass Communication utilises its ICT resources for screening of syllabus-oriented films for their students. PPT presentations are made by the teachers and also by the students to facilitate the teaching-learning process. Google Classroom is used as a mode of teaching and uploading resources by the departments.

Finally, a reasonably good teacher student ratio helps to run an efficient teaching learning process in the college. Effective mentoring is also done formally and informally at regular intervals.

File Description	Documents
------------------	-----------

Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

45

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

2.4 - Teacher Profile and Quality

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

25

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

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

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

11232

File Description	Documents

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

2.5 - Evaluation Process and Reforms

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

The Internal and Tutorial components in semester examinations are conducted and assessed by the college teachers as per examination-related guidelines issued by the University of Calcutta for Undergraduate Programmes. Schedules for holding such examinations, evaluation of answer scripts, and submission of marks are done according to the notices of the University. The College strictly abides by these stipulations. For the Tutorial component, most departments require students to write term papers/ projects/ group discussions in addition to viva voce (for a few departments). Such assessments are meticulously conducted by the teachers and detailed feedback for improvement is also given to the students of different learning levels. During the Academic Year 2022-2023, the components of Internal and Tutorial examinations were conducted via an examination notice abided by all the departments. All assessments were done internally and marks were uploaded on the Calcutta University Examination portals on time. In addition to this, every department regularly assesses students through class assignments, tests, projects, debates, and quizzes on completed parts of the courses, whereby answers are discussed and students' queries are regularly addressed. All this ensures that the process of internal assessment is efficient, transparent, and continuous. Attendance records, a part of the Internal Assessment, are periodically reviewed and furnished to the students. Students with low attendance are intimated individually at regular intervals and encouraged to improve their attendance percentage. Parent-teacher meetings are also held to brief parents about their ward's performance including class attendance.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.rbgc.ac.in/aqar-live-links/AQAR-2.5.1.pdf

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

As per the stipulations of the University of Calcutta, the Institution internally conducts and assesses the Tutorial and Internal components of end-semester examinations in pre prescribed format by the University and uploads the marks on the University's examination portal. The internal marks are finally published by the University with the end-semester results. The students are encouraged to approach the Review section of the University for

results-related inquiries. For the review of internally assessed components, the University might send instructions to the Head of the Institution who directs the concerned teachers to submit the review results to the university within a stipulated time. Under the regulations of the University, results-related grievances can also be addressed via PPS/ RTI/ FSI. The Head of the Institution forwards applications for correction of errors in Marksheets to the University for rectification. Students further can approach the Grievance Redressal cell for any complaint related to the internal examination. The Head of the institute meets the students regularly to allow them to state their problems. Collecting feedback from students is another mode of gathering information regarding students' grievances. In this academic year, no complaint has been lodged regarding this.

Also, Students' queries related to their scores, answers, and questions are discussed, giving them a due scope for improvement. The awarded marks in case cannot be modified to the satisfaction of a student by some department, the student can approach and seek the intervention of the Head of the Institution.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.rbgc.ac.in/aqar-live-links/AQAR-2.5.2.pdf

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.

The Program Outcomes (PO) and Course Outcomes (CO) are implied for all programs, offered by the college in accordance with the University of Calcutta guidelines.

1, The Learning Outcomes-based Curriculum Framework is directed to fit the present day needs of the student in order to secure their path towards higher studies and career choices. It also reflects the institution's vision, mission and objectives.

2. The learning objectives are communicated to the students at the commencement of each course through various means such as college prospectus, the Principal's address to students, and dissemination of the same in classroom by concerned teachers. These are also prominently featured on college boards, and college website. The students are also made aware of the course specific outcomes through orientation programmes, classroom discussions, and expert lectures.

3. The institutions' teachers attend workshops, seminars, conferences, FIPs, and FDPs to update themselves about new additions to the syllabus. Therefore, the process of outcomes takes place in excellent quality in terms of teaching learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://rbgc.ac.in/course-outcome.php
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Nil

File Description	Documents
Upload any additional information	No File Uploaded
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

107

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://rbgc.ac.in/aqar/ANNUAL_REPORT_2022-2023.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)

<https://rbgc.ac.in/sss/SSS-2022-2023.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)

0

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

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

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

0

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

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

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

08

File Description	Documents
Report of the event	View File
Any additional information	View File
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

02

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

07

File Description	Documents
Any additional information	View File
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

Rani Birla Girls' College held a drive for collectioun of clothes and stationary items from the students and staff of the College from 04/04/2023 onwards. The collected items were handed over to the members of the NGO, UDYOG by Dr. Srabanti Bhattacharya, the Principal of Rani Birla Girls' College on 25/04/2023 in the presence of the members of the social service sub committee of the College for donation to the poor and needy members of the community.

File Description	Documents
Paste link for additional information	https://www.facebook.com/photo/?fbid=180547328245428&set=pcb.180547391578755
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded

e-copy of the award letters	No File Uploaded
-----------------------------	------------------

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

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

01

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

95

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

01

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	View File

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

04

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.

Rani Birla Girls' College, a 62 years old college, in the heart of Kolkata city, is standing at 38, Shakespeare Sarani, Kolkata - 700017. Its total area of 0.516 acre and its constructed area is 1557 sq.m. and the satellite area are 88.35771-degree Longitude and 22.54421-degree Latitude. The College utilizes its limited infrastructure and physical facilities in the most optimum ways for teaching and learning processes - comprising - 1. Classrooms, Laboratories, Library, Seminar Halls and Auditorium, Rooms with ICT facilities; 2. Administrative Infrastructure, like, Principal's room, Office, Accounts section, Staff room, Teacher's Lounge, Internal Quality Assurance Cell, Career & Placement Cell; 3. Student Support Infrastructure, like, Common room, Canteen, Career & Placement Cell, Recovery room, Sports equipment; 4. Security Infrastructure, like, CCTVs surveillance, and 24 hours security personnel. 5. Utility Infrastructure, like, Parking lot for staff and students, Power Generator, Water purifier, water cooler; 6. IT infrastructure, like, IT lab by Department of Geography, Fashion and Apparel Design, Journalism and Communicative English, student access point from library, Photocopy centres in different floors, etc.

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

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

College has CULTURAL SUB COMMITTEE who plans and organises various cultural programmes, performed by the students and staff members of the colleges during every academic year. The college has open

sky playground to celebrate seasonal festivals and student's fresher's welcome, etc. The college has also a nice auditorium to organise various cultural programmes, celebrating different days and other programmes. For special programmes like Annual Day, college usually hires a hall in nearby area.

College has SPORTS SUB COMMITTEE who plans and organises college annual sports and other tournaments for students and staff members of the colleges during every academic year.

The annual sports events take place in college playground. Also Sports committee has a good stock of sports accessories for regular sports recreation and also for conducting event.

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

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

459634

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

4.2 - Library as a Learning Resource

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

1. The College library is partially automated with SOUL 3.0 software, the Software for University Libraries, by the INFLIBNET Centre.
2. Library computers were repaired for online service to teachers and students.
3. Library is continuing to maintain e - repository - accessible through college website (includes question papers, syllabus, study materials, gateways of e - resources).
4. Library is planning for cloud based KOHA open source software installation in the next academic year.

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

B. Any 3 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	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

4684

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Rani Birla Girls' College is continuously developing its IT Infrastructure and maintaining the existing facilities to support teaching and learning process.

1. Computer labs in different departments like -a.Computerised Recording studio in Journalism and Mass Communication Department; b. GIS Computer Lab in Department of Geography; c. CAD Lab in Department of Fashion and Apparel Design
2. Library has five computer points as IT corner for Library Staff, Teachers and Students.
3. Seven rooms have ICT facilities for teaching and learning activities.
4. There is also a portable projector to carry other rooms for projection - K Yan
5. College procured two photocopy machines. Now college has three Reprographic centres - Library, Office and Principal's room.
6. College Library has Paper Shredder machine to dispose old rough used paper or any other documents the college needs to disposed off.
7. The College is fully covered with CCTV coverages - 12 areas of college premises are covered and 3 rooms of Library are also covered. The college is also planning to buy and install 4 new cctv cameras to focus from other more directions also.
8. The college has Intercom system to link all the departments with each other along with Principal's room and College office.
9. The College has right now 6 rooms where AC machine accommodated - Accounts section, Examination Room, Room no 101 and Rooms 302 and 303.

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

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	View File
Student - computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS
---	---------------

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

1924565

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

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

Rani Birla Girls' College provides and also regularly maintains its infrastructure and physical facilities required to satisfy students and teachers for complete teaching and learning process for the session 2022 - 23:

Physical Infrastructure:

1. College has started new Dynamic Website to facilitate student and others regarding all type of college information in tip of fingers.
2. Students facilitated with new session's ID cards
3. Photocopy machines purchased, installed and working in Principal's room and Library.
4. New canteen inaugurated and services to both student and teachers carried on successfully.
5. College undertakes Annual Maintenance contract for CCTVs. and Computers.

6. New Projectors purchased and installed in room no.s 311 and Auditorium.

Academic Infrastructure:

1. The Department of Geography has purchased Gramin E - Trex 10 GNSS Receiver (GPS Receiver Machine) for conducting Geography Practical Calcutta University Semester V Examination 2023.

2. Online Admission Committee formed and admission process started for the session 2023 - 24.

Other Infrastructure:

1. Renovation work done of High Benches and Low Benches in room no 104.

2. Doctor's room renovated with proper installation of light and fan for Doctor and Visitors and few instruments like weight machine are being made.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

294

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

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
------------------	-----------

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above
--	----------------------

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

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

233

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

233

File Description	Documents
Any additional information	View File
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

02

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

46

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	No File Uploaded
Any additional information	No File Uploaded

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.

02

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

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

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

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

14

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

5.4 - Alumni Engagement

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

Rani Birla Girls' College Alumni Association was started with 50 members in 2002 and registered as a society on 09.04.2003. The objective of the organization is to promote fellowship and establish, renew and maintain contacts with former students,

teachers, non-teaching staff. The alumni constituted a resource bank of professionals who are also well equipped and always willing to help the present students in areas like soft skill training, career counseling, psychological counseling, etc., which they require for their next step in corporate and business world.

Due to the world wide pandemic Alumni associations Registration of our College lapsed. However, we are trying our best to revive our association so that activities of Alumni Association can again start .

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

File Description	Documents
Paste link for additional information	https://www.tumblr.com/alumnirbgc
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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

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

The governance, policies and future plans of the college focuses on the national development and total empowerment of women through its various undergraduate programmes .Rani Birla Girls' College is determined to provide and develop mental alertness, secular

temperament , enterprising attitude and physical fitness among students so that they can be firm and stable in any situation. The college is committed to promote training to students , career plans in the form of seminars and counseling sessions .In all these its chief motto is to make women across all social strata to be self reliant and assertive in their lives .

File Description	Documents
Paste link for additional information	https://www.rbgc.ac.in/vision-mission-motto.php
Upload any additional information	No File Uploaded

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

A major feature of the objectives of governance and management followed by the institution is the idea of decentralization , participative management and democratic methods .The College is headed by the Administrator who delegates authority to the Principal. The Principal in turn allocates responsibilities to the Heads of various Departments , Convenors of different committees and staffs members of the institution. The different Sub-committees are Academic and Admission , Timetable, Infrastructure, IT Infrastructure, Sports, Placement Cell, Research and Seminar, Finance, Tender and Purchase, Journal, Library, Cultural, Students Advisory, Canteen Sub- committees. These committees comprising of teaching , non-teaching staff and students' representatives provide democratic approach and decentralized decision making for the institution. The bridge between the Principal and the teaching staff is the Teachers' Council. It has an elected teacher as its Secretary and the Principal as the Chairperson . The Teachers' Council Meetings are held regularly on multifarious and varied agenda to expediate participative management and decentralization . The Internal Quality Assurance Cell or IQAC administers the stakeholders' participation in planning , development ,evaluation and qualitative and quantitative domain of the institution.

File Description	Documents
Paste link for additional information	https://www.rbgc.ac.in/organogram.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 institution has a highly structured framework of plan and activities to achieve its organizational vision and strategy. The quality enhancement initiatives, steered by the IQAC, through statutory and non-statutory bodies, help the institution to work in a decentralized, planned and systematic way. 1. Principal
Principal is the academic and administrative head of the institution who aims for the overall development of the

institution and maintains strict compliance with the State rules and directives, decisions of the statutory bodies and management.

2. IQAC IQAC helps the institution to work out its strategies in a planned way and to achieve quality education with the help of innovative teaching-learning methods.

3. The institution is following the decentralization policy by forming different Statutory and Non-statutory Committees and Cells.

4. Teacher's Council The teachers' council is the is responsible for the academic standard of the college.

5. For the decision making process, under the guidance and monitoring of Principal, different committees, clubs and cells function towards a common goal. 6. Heads of the departments The teaching-learning aspect and discipline of the department is maintained by the heads of the respective departments.

7. Library Sub-committee is responsible for effective teaching-learning process

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.rbgc.ac.in/organogram.php
Upload any additional information	No File Uploaded

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

The institutional bodies are effective and efficient because:

The substantive teaching staff are appointed through WBCSC as per eligibility rules by UGC and

State Government. Promotions are also done according to the criteria laid down by UGC and

State Government.

Part time (PTT), Whole time (CWTT), Guest Lectures (GL) were brought under the

government pay roll with a consolidated salary in two slabs (State Aided College Teacher)

SACT 1 and SACT 2 based on their qualification and years of service.

Non teaching substantive staff is appointed by committee approved by State Government and

Non-substantive non-teaching staff are appointed through proper interview process.

The programmes, courses and activities are periodically evaluated by the College.

There are Committes, Cells and clubs focussing on specific tasks and roles in the College. The

college has IQAC steering committee which monitores Quality Assurance (QA) and Quality

Enhancement (QE) activities of the colleges i.e. e-governance, Research and Publications,

Student Support and Welfare Measures, IT, Infrastructure etc. and well-defined Code of Conduct, published on

the college website. On the college website there is survey regarding teaching-learning and

evaluation (Feedback) from the responcees given by the students. Above all, the process of

decentralisation enriches the effective functioning of the institution in all its spheres of planning,

decision-making and implementation.

File Description	Documents
Paste link for additional information	https://www.rbgc.ac.in/social-media-corner.php
Link to Organogram of the Institution webpage	https://www.rbgc.ac.in/organogram.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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

Welfare measures for teaching staff

Financial -

- Teachers are eligible to avail loan facilities from Provident Fund as per Government rules.
- Superannuated teachers and non-teaching staff have been felicitated in appreciation of the services they had rendered.

Professional development

- Professional development programmes for skill up-gradation and training are organized for both teaching and non-teaching staff.
- Permission is duly granted to participate in Refresher Courses/ Orientation Programmes/ Short-Term Courses to the teaching staff for professional development.

ICT Facilities -

- The college has a Wi-Fi enabled campus.
- The college provides infrastructural support in BFAD, JORA laboratories for faculty usage.
- The college has provided laptops to teachers appointed on a substantive basis and smart phones to the non-teaching staff to facilitate official duties.
- Desktop facilities are also provided in the Library and Teachers' Lounge for their use.

Support Facilities -

- The college has a Canteen that serves nutritious and hygienic food.
- Water purifier for clean drinking water are provided.
- Facilities of wheelchair, etc. are provided for differently abled teachers.

Recreational Activities for Physical and Emotional Wellbeing -

- Annual picnic is organized for both teaching and non-teaching staff.
- Separate departmental rooms are provided to the teaching staff.
- Both teaching and non-teaching staff are encouraged to participate in games on Annual Sports Day.
- Teachers, non-teaching staff and students participate in friendly badminton and cricket matches.

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	
03	
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	
00	
File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded
6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	
6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year	
02	
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

Rani Birla Girls' College has Performance Appraisal System for both teaching and non-teaching staff.

Teachers' Appraisal

Teachers' appraisal is based on three approaches Career Advancement Scheme (CAS), self appraisal system as well as student appraisal of individual teachers

Career Advancement Scheme (CAS) :

Career Advancement Scheme for all teachers who become eligible for the different stages of promotion. Academic performance of each individual teacher comes under serious scrutiny by IQAC and recommended to the Administrator for approval and finally forwarded to the DPI, Govt. of West Bengal

Self appraisal system

The objective of self appraisal of teachers is to get a better understanding of their own relative strengths and weaknesses for the purpose of their qualitative development.

appraisal by students and parents

Appraisal is sought from all stakeholders through appraisal/feedback forms of students. The same questionnaire is forwarded to teachers and students. The questionnaires are available on college website. It is structured to get responses for parameters like communication skills, subject knowledge, discipline, work-ethics, effective curriculum delivery and the teacher's ability in creating an interactive, discussion-oriented and democratic classroom. The Principal appraises teachers on their administrative and other performances in the college.

Appraisal of non-teaching staff

The non-teaching staff at Rani Birla Girls' College comprises a diverse support staff which functions as the backbone of the college. This includes the administrative and accounts staff, the laboratory staff, and the library staff.

Appraisal of the non-teaching staff is done by the students through a form

File Description	Documents
Paste link for additional information	https://www.rbgc.ac.in/survey/index.php

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 Financial audits are conducted on a regular basis to ensure compliance with the rules and regulations prescribed by the Higher Education Department, Government of West Bengal. Hence, the verification of correctness of receipts and expenditures are done in the light of the Government orders and rules. The College conducts Internal audits to examine financial management, protocols and maintenance of the prescribed book of accounts. The External audit of financial statements and accounts is conducted by the auditor appointed by the Education Directorate of the Department of Higher Education, Government of West Bengal.

Timely statement of audit objections is important as it involves taking remedial actions. Hence, mechanisms for audit objections in the Internal and External audit are carried out as under:-

1. As and when the Internal and External Auditor observes/ detects a mistake while auditing the financial records, they inform their objections to the person concerned.

2. On conclusion of the audit, the auditor gives the final observation in writing and recommendations to avoid same mistakes in the future. Hence, corrective measures are implemented as per the recommendation.

3. Meetings are organized whenever necessary for the final settlement of the pending audits.

The Internal Audit for the financial Year 2022- 2023 is underway.

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)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded

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

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

- Rani Birla Girls' College, a constituent College under the University of Calcutta, receives a substantial aid (salary of substantive teachers) from the Govt. of West Bengal. The salary of non-substantive staffs, college maintainance and miscellaneous expenses are done through the budget collected from student's Fee out of which fifty percent of it goes to the Govt. of West Bengal.Hence, the institution has a very transparent and frequently audited system of managing and mobilizing its financial resources. The resources are managed and mobilized as under:-

1. At the beginning of every financial year, the College prepares a budget, taken from the Departments and Committees. The funds are approved on the basis of the requisition placed.
2. The Finance and Purchase sub-committees play a crucial role in the allocation and utilization of the funds. All the major purchases are done through a tender system. All the financial transactions are supported by vouchers and the bills of the same are processed from the accounts office through the approval of the Principal and the Administrator (JDPI).
3. The programmes and extension activities planned by various departments undergo submission of the proposals to the concerned committees.
4. All the expenses related to repair and maintenance work of the college are undertaken by the administration after conducting a feasible survey with the help of the infrastructure sub-committee.
5. The College encourages efficient budgetary, capping and ensures adequate use of financial resources while discouraging non-essential expenditures.

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

6.5 - Internal Quality Assurance System

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

IQAC has contributed for institutionalizing the quality assurance strategies through:

1. ICT implementation:

- Shift of focus towards blended mode of imparting curriculum, utilizing the ICT facilities to its maximum.
- ICT is used in developing and disseminating learning resources, academic plans, lecture notes.
- provided facilities of overhead projectors in most classrooms and AMCs were initiated with IT companies through tender.
- use software like QGIS 3.10[Geography], Photoshop, Corell draw, Illustrator [B.FAD.], Adobe Premier Pro, Adobe Photoshop, Adobe Audition, Quark Xpress (Journalism dept).

1. Audits:

- IQAC has made sure that Academic and Administrative Audit are in its due process to analyse and identify area's of strengths and weaknesses.

1. Student:

- Student feedbacks are regularly collected for the improving the quality of teaching.
- Mentor-Mentee system ensures regular monitoring and promoting individual growth in student both academic and holistic personality development.
- organized career and higher education related workshops and webinars to guide students for acquiring employability after under graduate courses.
- IQAC also provides guidance to students in areas like scholarship, fellowship etc from government, where different Nodal Officers assisting students in getting scholarships.
-

1. Faculty:

- AQAR, Performance Based Appraisal System for Career Advancement Scheme, implemented by the IQAC.
- Submission of yearly Self-Appraisal Reports has been made compulsory.
- organized seminar, workshops, and webinars for the teachers for academic and administrative purposes.

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

IQAC reviews teaching learning processes and measures learning outcomes at periodic intervals for incremental improvements through:

1. IQAC collects online feedback from stakeholders like students to facilitate teaching learning reforms and to obtain an

unbiased opinion about the institutional performance which is then communicated to the teachers to ensure improvement.

2. IQAC has made sure that Academic and Administrative Audit are in its due process to analyse and identify area's of strengths and weaknesses.
3. The IQAC analysed the departmental performances and gives feedback for internal quality enhancement.
4. Upgradation of teaching learning facilities: the institution has now gradually shifted its focus towards blended mode of imparting Teaching-Learning-Evaluation System and has utilized the ICT facilities to the maximum possible advantage for the students.
5. IQAC has taken initiatives in enabling the facilities of overhead projectors in most classrooms. Separate portable projectors are used by the teachers in the classrooms which doesn't have wallhanged overhead projectors. Teachers are encouraged to take PPT classes method of teaching.
6. IT Infrastructural development and maintenance like projector installation, Computer system repair work, Photocopier machine installation, Installation of workstation for teachers, registration of AMC personnels were accomplished.
7. The IQAC encourages departments to organize seminars, innovative pedagogical methodologies like projects, virtual field trips, online student seminars, workshops.

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	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	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

The College proactively encourages gender equity and prioritizes sensitization of students and staff on this issue. The academic curricula in most subjects (e.g. Education, English, Hindi and Sociology) is designed to foster sensitivity towards gender issues. In order to sensitize the students and female staff about maintaining good health, the college diligently ensures health check up on a regular basis. Proper CCTV monitoring ensures a sense of security among the students and keeps the environment under proper vigilance and security. Students are further sensitized through film screenings, lectures, debates and seminars. The College has facilities such as a Common Room, Medical Room and Sanitary Napkin Dispenser. To ensure the students' physical security, the regular mentor-mentee counselling sessions ensure that the students can come up with any problems before the concerned teachers and the teachers ensure that the students can share even their domestic problems maintaining confidentiality and ask for solutions. Teachers take special care to ensure that students are sensitized about their equal rights and position in the society.

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	https://www.rbgc.ac.in/aqar-live-links/AQAR-7.1.1_7.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

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

The institution strongly commits itself to scientific waste management within its capacity. For the purpose it maintains the

solid bio- degradable and non bio-degradable separate waste bins which are further disposed off by the appointed staff through municipality vans. College kitchen canteen waste is collected and segregated into a separate waste bin and discarded by Kolkata Municipal Corporation waste vans to dispose separately.

Liquid waste from the geography department laboratory is disposed off in a special pit.

E-waste segregation is in the process. Computers and peripheral waste items, which have been acquired under UGC grant, are not discarded but stored in separate containers. IT infrastructure Waste management committee to be formed for the formalisation of waste recycling and E-waste management.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
--	-----------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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: <ol style="list-style-type: none"> 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 	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

D. Any 1 of the above

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

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

In this college, students represent diverse communities and socio-economic profiles. The college fosters an inclusive environment through policy measures and extra-curricular activities. The Principal's orientation address to the freshers stresses the need to cultivate the acceptance of plurality.

With the aim of sensitizing students towards the economically disadvantaged, the Social Service Sub-committee and the IQAC organized a 'Donation Drive' from 4.4.23 to 11.4.23 to collect used clothing and school stationery. These items were handed over to UDYOG (Foundation of Unified Youths Of Gayeshpur) for distribution to underprivileged children.

To promote tolerance, the 'Communal Harmony Campaign Week' and 'Flag Day' were observed in February 2023. Students and faculty made commemorative donations against distribution of flag-stickers. The money raised was given to the National Foundation of Communal Harmony (Ministry of Home Affairs).

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 College functions in accordance with and works to uphold Indian Constitutional values (secularism, liberty, social justice and human dignity). For subjects such as Political Science, Sociology and Education, discourses on constitutional values, rights and duties are incorporated in the curricula. Seminars, cultural programmes etc. are organised to generate awareness among students about the Constitutional values. On 15 August, 2022, Independence Day was celebrated in the college by hoisting the national flag. This was followed by a cultural programme. International Language Day was commemorated on 21 February, 2023, with songs, speeches and recitations in the various Indian vernaculars to highlight the linguistic and cultural diversity in India.

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

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

D. Any 1 of the above

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

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

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

The Institution has nine Honours, one Major, and two General programmes, including three self-financed courses namely, Fashion and Apparel Design, Communicative English, and Journalism and Mass Communication, all three specially oriented towards career building where Fashion and Apparel Design being the unique and only one bachelor program under the University of Calcutta with high vocational and employability status. The various ways and means are mentioned below: During the year 2022 to 2023, the College celebrated many events. Independence Day was observed where students performed and prizes were awarded. Quiz, drama, and cultural activities were conducted. Teachers' Day was celebrated by students for all teachers of the institution.

Career Counselling programmes are held from time to time. Basanta Utsav celebrated. Departmental seminars were held. Students went for study tours, training and internship programmes. Students represented the College in numerous academic and cultural and sports competitions and even won prizes in many events. International Language Day was celebrated. The Birthday of Rabindranath Tagore was celebrated through a cultural programme.

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	View File

7.2 - Best Practices

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

The two best practices successfully implemented by the Institution are:

1. Efforts towards the physical and mental well-being of students and staff

2. Impactful student-outreach within the community

The former is based on an acknowledgement of the signal importance of mental and physical health as foundational principles of academic and professional success and, in general, of a good life. For the session 2022-23, the 'Physical and Mental Well-being Cell' of the college adopted such practices as, arranging for a monthly, free-of-cost, medical check-up of students and staff by a doctor; assigning all students a faculty-mentor, who addressed their individual mental health issues etc.

The principle underlying the latter is to extend teaching-learning beyond academics; to emphasize that learning is fruitful when the learner becomes a useful social citizen by contributing meaningfully to the larger community. The College has a Social Service Sub-committee, which undertook donation drives among students and staff to help underprivileged children etc.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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 has nine honors, one major, and two general programs, including three self-financed, Fashion and Apparel Design, Communicative English, and Journalism and Mass Communication, all three specially oriented to the distinctive area of achievement mentioned, where Fashion and Apparel Design being the unique and only one bachelor program under the University of Calcutta with high vocational and employability status. The various ways and means mentioned in the foregoing are briefly highlighted below:

- Add-on course:

"Designing of Fashion Accessories" and "Art, Craft and Drawing and its application in design were conducted by the Department of Fashion and Apparel Design

"How to read? Literature, cinema and culture" was conducted by the Department of English

"Preserving and interpreting Sources of History" was conducted by the Department of History "Videography and Film Editing" was

conducted by the Department of Journalism and Mass communication - in which students are participated.

- Industry Visits: Department of Fashion and Apparel Design visits in the last session were conducted for students' exposed to industry experience at Jai trading company, Howrah.
- Internship: 18 students from Fashion and Apparel Design and seven students from Communicative English completed internship in the last year in various industries.

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

7.3.2 - Plan of action for the next academic year

Plan of Action for the next Academic Year

1. College Infrastructure Development

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

2. Enhancement of Benefits

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

1. Add on courses to enhance Educational offering

3. All the departments of the institute will be organize the following viable, value added and add on courses for the session 2023-24.

Each of the above courses will be of minimum 30 hours duration with a minimum registration fees to be decided by the head of the Institution. All academic and co-curricular activity to be held in collaboration with the IQAC.

4. Technological Enhancements

- Upgradation of college website
- Digitization of college library