RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017





Críteríon Name: Governance, Leadershíp and Management

Index No: 6.2.1

Subtitle: Institutional Perspective Plan and Deployment documents



PHONE : 2287-5509 / 2283-5797 **RANI BIRLA GIRLS' COLLEGE** 38, Shakespeare Sarani Kolkata - 700 017 GOVT. AIDED NAAC ACCREDITED

This is to certify that all the supporting documents attached herewith have been authenticated by the undersigned.

SBhattachanya.

(Dr. Srabanti Bhattacharya)

Principal RANI BIRLA GIRLS' COLLEGI 38, Shakespeare Sarani Kolkata-700 017

6.2.1. <u>DEPLOYMENT DOCUMENTS</u>

I. CURRICULAR ASPECTS

A) The College prepares and publishes Academic Calendar at the beginning of each academic session. The same is uploaded on the College website.

				Month	Week	Activities/ Events/ Programmes Planned
						Seminar-Department of Economics
		Rani Birla Girls' College				Workshop-Department of English
					1" w(2k	Wat to Orphanage - Social Service Sub-committee
*		38 Shakespeare Sarani, Kolkata				Faculty Eschange Programme-Department of Geography
	5	70087				Inter- Departmental Quie Competition -Quie & Debate Club
	c	Academic Calendar / Year Planter		October 23		Seminar-Department of Education
		and the second se			2" week	Fresher's Welcome
		Session: 2023-24				Self-authored Poetry Reading session - Literary Club
				1	3 rd week	
					4° week	
					1º sek	Puja Vacation
					2 st week	
inti.	liei.	Advite/Dets/Pagante Pand			3 ^{rt} week	1
	Cost.	C) was fun tillig after tester (Seminar - Department of Geography
L	1 000	Series Thous, GriffiQNap D Tradision		November 23		Seminar-Department of Philosophy
	2" and	Seniral Sepatrent of Exercision & Vale Communication			4° west	Seminar Lecture Session - Department of Philosophy
13		Senior on UTS and UTS Self-Clear Consider and Planet Col Senior Filoman's Carl Will Nam CoTherential senior				Celebration of cultural Harmony Week - Social Service Sob-committee
	1° weit	Aminian transfer i bejar.				Students' Seminal-Department of Philosophy
í	('arris	Screening of Documentary (models) (DNI)- One Cub				Talk - Department of Philosophy
	1 900	Penchad least - Separat / Hid				Seminar-Department of Fashion & Apparel Design
	1 mil	Darater Drie-Jacie Versie Sub-connittee				Inauguration of Wall Magazine- Department of Hindi
ł		Roning/Nitz-Depriver / Tallier Ligger/Deep				Workshop/Visits - Department of Fashion & Apparel Design
	1.48	Independence day Calidadan Chine Russingache Schötter-Prictography Cut				Inter-Departmental Debate Competition -Quiz & Debate Club
12B	1 ^r and	Tauty beings Reported Separtient / Equili				Museum Visit-Department of History
1		Tragentian of Red Registry-Department of Society				Inauguration of Magazine-Department of Geography
	C and	Restripted under Richter-Library Gal				Bedminton Championship
		The Scientify of Disconstance - Dispatiment of Scienceline & Mass Communities & Protography Child				Medical Camp - Social Service Sub-committee
-	Tarrel	Return Destret J Scolo			T were	Photography Exhibition - Department of Journalism & Mass
	1 mil	Feit At Senate - House - Reported of Gografie			1 1000	Communication & Photography Club
[1	Inter-Separtmental Service-Research & Service sub-Committee				Field Visit (Media Hosse)- Separtment of Hindi
	2" set	Serine-Department of Hind				College Pictric for students
Ļ		Hist Die-Spittert / Hist				Seminar-Department of History
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1000	î est	investigation referition regarding section				Tutorial Assessment for senester IF & V
	1 855	128			2" week	

SAMPLE

LINK TO ACADEMIC CALENDAR ON THE COLLEGE WEBSITE FOR ALL SESSIONS -

https://www.rbgc.ac.in/academic-calendar.php

B) The College initiated several Value-Added Courses and Skill Enhancement Courses

SAMPLE





COURSE COORDINATOR

Dr. Sunanda Mitra ¹ Roy Ms. Pubalina Samanta ² Mrs. Manideepa Bhattacharya

COURSE INSRUCTOR/S :Dr. Sumanda Mitra Roy Ms. Pubalina Samata Ex-students of the Department Adrija Biswas Parel Sarkar





COURSE CONTENT

(1)Designing of Bangles
 (2) Designing of Necklaces
 (3) Designing of Earrings
 (4)Designing of Bracwlets

COURSE OUTCOME :

The students were trained to produce the jewelleries by using the tools like thread trimmer, needle, jewellery plus, clamp etc. 20 number of students from various department of the college took part in the programme. The products prepared by the students were show cased in an exhibition after the end of each month at the Department of fashion and Apparel Design COURSE DESCRIPTION / OBJECTIVE: The course will enrich the students with knowlege of recycling of old accessories and using of fabric stripes t develop designs

DATE OF COMMENCEMEN	T: 14.01.2021
COURSE TYPE	ADD-ON Courses
MODE OF DELIVERY	:Online mode
COURSE DURATION	6 Months
COURSE COORDINATOR/S	Dr. Sunanda Mutra Bro

COURSE INSTRUCTOR/S 40Dr: Sumanda Mitra Roy 60Ms.Pubalica Samanta.



RANI BIRLA GIRL'S COLLEGE



il months ± 030 hours)

CLASSES (DAYS AND DURATION)

COURSE CONTENT

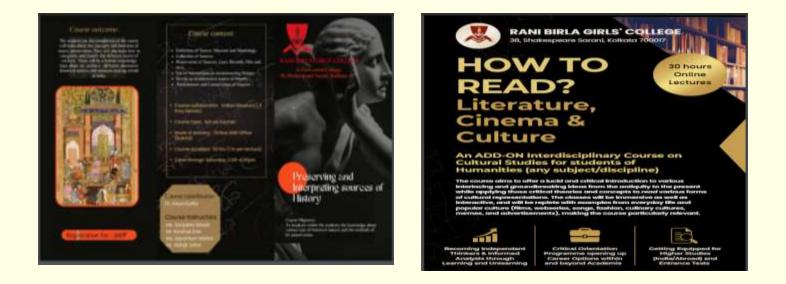
¹ Offloeyeing of old accessories by using falmic strips Of Using of Pabric strips to develop jewelleries

COURSE OUTOME :

The students on complexion of the mores will be able to design jewellocies using labors stripes. This course for ther tauches the students the recycling of old accessories by using fabric stripes.

STUDENTS OF FASHION AND APPAREL DESIGN DESIGNING PRODUCTS





LINK TO VALUE ADDED AND SKILL ENHANCEMENTENT COURSES IN THE COLLEGE WEBSITE -

https://www.rbgc.ac.in/skill-enhancement-courses.php

https://www.rbgc.ac.in/add-on-courses.php

C) The Departments Emphasized on Continuous Internal Assessment (CIA)

SAMPLE

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LINK TO CIA & LESSON PLANS OF ALL DEPARTMENTS IN THE COLLEGE WEBSITE -

https://www.rbgc.ac.in/CIA.php

https://www.rbgc.ac.in/Lesson-Plans.php

D) Emphasized on Experimental Learning



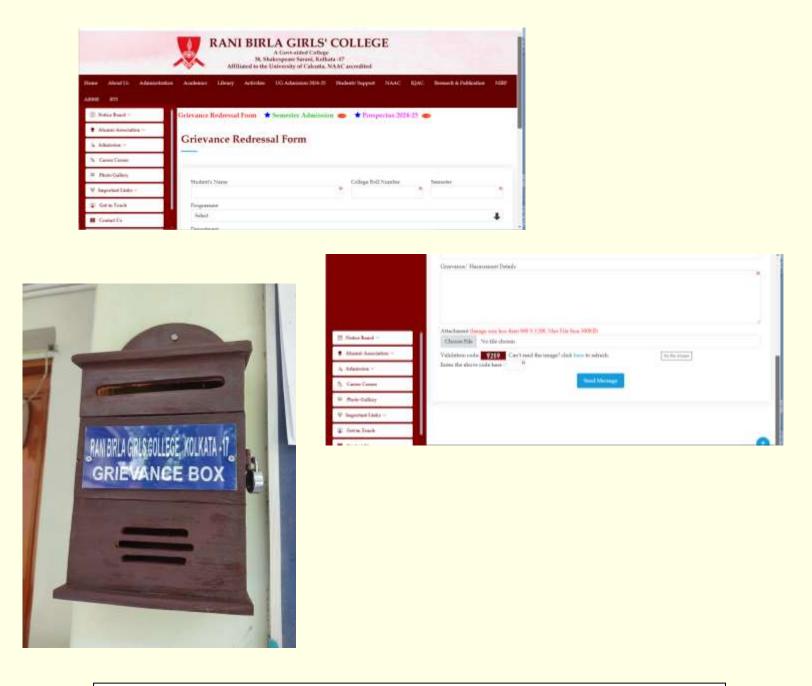


THE STUDENTS OF DEPT. OF GEOGRAPHY IN HANDS-ON EXPERIENCE SETUP

LINK TO PHOTO GALLERY FOR EXPERIMENTAL LEARNING IN THE COLLEGE WEBSITE -

https://www.rbgc.ac.in/Photo-Gallery.php

E) The College has a robust Feedback Mechanism for addressing Grievances of the students (both Online and Offline).



LINK TO GRIEVANCE REDRESSAL MECHANISM IN THE COLLEGE WEBSITE-

https://www.rbgc.ac.in/grievance-redressal-form.php

F) everal Departments have organized students' visit to various archives/museums/industry/laboratories/media houses etc.



The Dept. of History- Museum Visit

SAMPLE



The Dept. of Geography - Field Visit



The Dept. of History - Visit to State Archives



The BFAD Dept. Industry visit to Vivid Clothing



The Students of Dept. of Hindi visited the Hindi Dainik Media House Kolkata - Chapte Chapte

II. TEACHING- LEARNING AND EVALUATION

A) Identification of slow and advanced learners through Continuous Internal Assessment

SAMPLE

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93. 750	Candidate Name	CU Holl No.	Advanced/ Aswrage/Slow Lowrant	Bemarks	2	KULSUM JAVED	203033-12-0001	AVERAGE	SEM-V
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					=				
					Th cla	e above categorization of the st ss interaction, topic understand	udents is based on departmen ling ability of the respective s	tal assessment, class per tudent.	rception.

LINK TO CONTINUOUS INTERNAL ASSESSMENT IN THE COLLEGE WEBSITE-

https://www.rbgc.ac.in/CIA.php

The Departments conduct meetings on identification of 'Slow' and 'Advanced' learners through the process of Continuous Internal Assessment (CIA).

A sample of the English Department is given below:

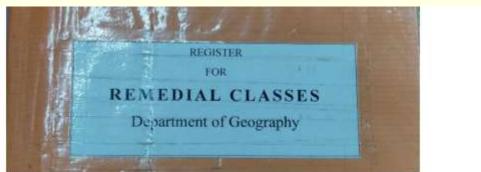
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The Departments takes Remedial Classes to cater to the needs of 'Slow' learners .

A sample of the English Department is given below:

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B) Remedial Classes for Slow and Advanced Learners



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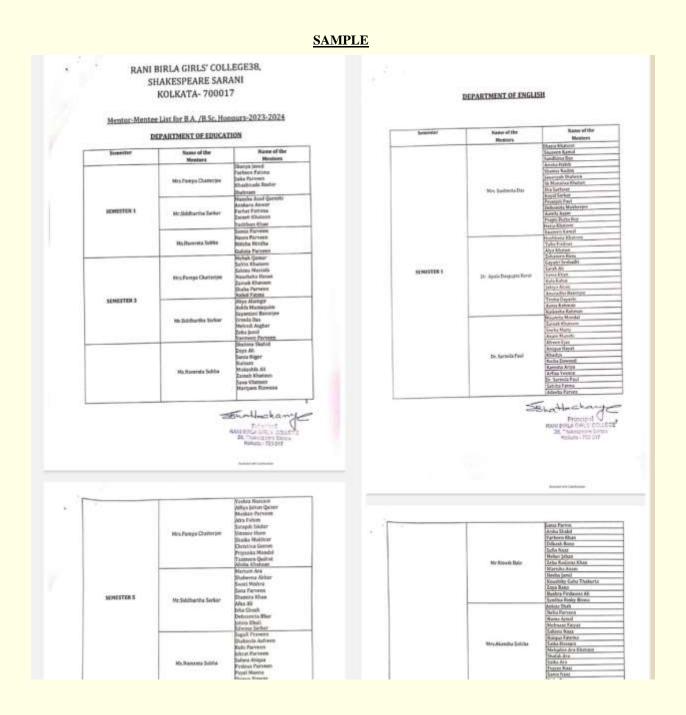
C) The College conducted various <u>Seminars</u> and <u>Workshops</u> for the faculty and the students to improvise on Teaching- Learning.



WORKSHOPS AND TALKS FOR THE TEACHING FRATERNITY



D) Semester-wise Mentor- Mentee system in all the Departments has been initiated.



LINK TO MENTOR- MENTEE LIST IN THE COLLEGE WEBSITEhttps://www.rbgc.ac.in/Mentor-Mentee/Mentor-Mentee-2023-2024.pdf

E) PO/CO mapping for all programs to map the program outcome has been initiated in all the Departments.



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Programme & Course Outcomes	Page No.
1. Communicative English	3
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LINK TO PO-CO IN THE COLLEGE WEBSITE-

https://www.rbgc.ac.in/programme-outcome/Part-System(1+1+1).pdf

https://www.rbgc.ac.in/programme-outcome/CBCS.pdf

https://www.rbgc.ac.in/programme-outcome/CCF.pdf

F) Participation of students in various seminars, quizzes, debates, group discussions, poster competitions, etc. organized by the college and other HEIs.



<u>Students from the Department of Geography participating in a Debate</u> <u>Competition</u>



Student presenting speech in a Debate Competition



Students representing the College in competitions hosted by other institution



A presentation by a Student during Photography competition



A Departmentally organized Quiz Competition



A Student presenting in a Departmental Seminar



Students presenting papers in an Inter- College Departmental Seminar

G) Special lectures by eminent person has been organized at regular intervals in the College



A Lecture on Legal Awareness conducted by Women's Development Cell





Special Lectures being delivered by Eminent Speakers







III. RESEARCH, INNOVATION AND EXTENSION

A) Initiated collaborative activities with other higher education or research institutes through signing of MOUs.



Some Sample Pictures of MoUs signing and Activities conducted under it.





MoUs with different Educational Institutions and Organizations

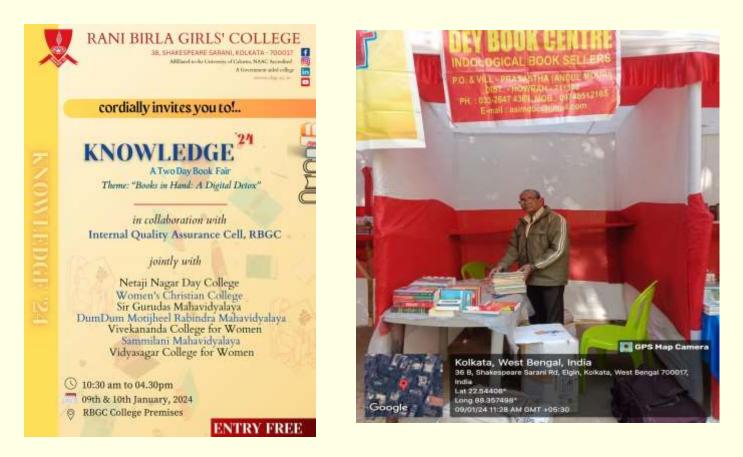


Sample of Activities initiated under MoUs

An Online Soft Skill Development Programme by Anidip Foundation of Social Welfare jointly conducted with Dum Dum Motijheel Rabindra Mahavidyalaya.



A Jointly organized Career Fair with Five MoU Colleges



A Jointly Organized Book Fair with seven MoU Colleges



A One- Day State Level Seminar jointly organized in collaboration with Netaji Nagar Day College

B) The College has Conducted Extension Programmes with NGO's, Social and Cultural organizations and other community Outreach Programs through clubs and Sub-committees.



<u>Winter Clothes Donation drive in collaboration with Social Service Sub-committee</u> and Foundation of United Youths of Gayeshpur.



C) The College initiated a Linkage with an NGO Saksham Charitable Trust to aim at empowering the lives of the Women and Children at different levels.

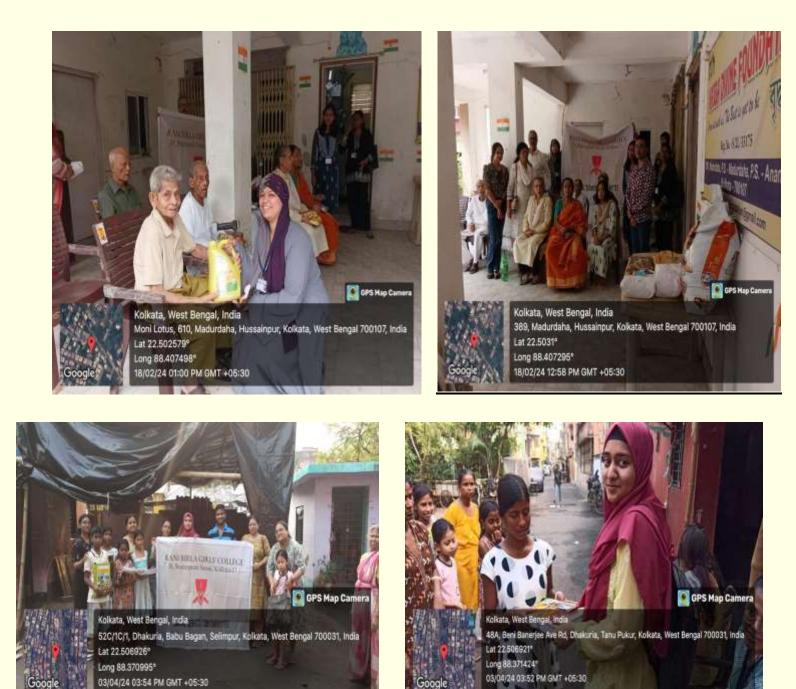




<u>A Tree plantation as a part of an initiative with Saksham Charitable Trust(NGO) on the</u> <u>World Environment Day-2022</u>



<u>The representative of Saksham Charitable Trust sharing her thoughts on furthering the</u> <u>cause for the upliftment of Women and Childern. The College also donated an LED TV to</u> <u>the trust.</u> *D*) <u>The Social Service Sub-committee of Rani Birla Girls'College extended support and</u> visited an Old Age home – *The Kasba Divine Foundation*.



<u>The Social Service Committee donated books and copies to the children residing in the</u> <u>slums of Dhakuria railway whose houses were damaged in a fire accident.</u>

IV. INFRASTRUCTURE AND LEARNING RESOURCES

A) The College has upgraded ICT facilities through repair and maintenance of existing ICT facilities like projectors, desktops etc. All Honours departments have one ICT enabled classroom. College has adequate number of desktops in library, laboratories, IQAC room, providing ICT support to students and staff.







<u>The technical Departments have been upgraded with various software programmes to</u> <u>make the teaching- learning process seamless.</u>



Desktops, Printers, Softwares and Wifi facilities have been setup and upgraded at different places









B) The College deployed firefighting facilities in strategic places and has conducted regular fire drills for staff and students.

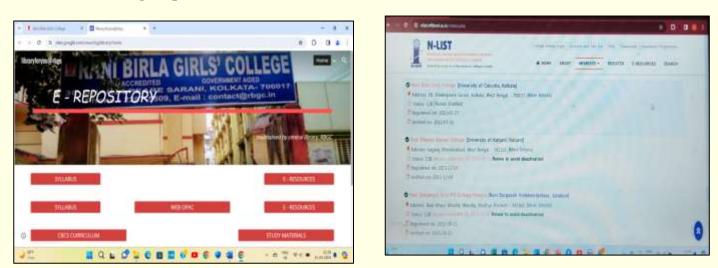


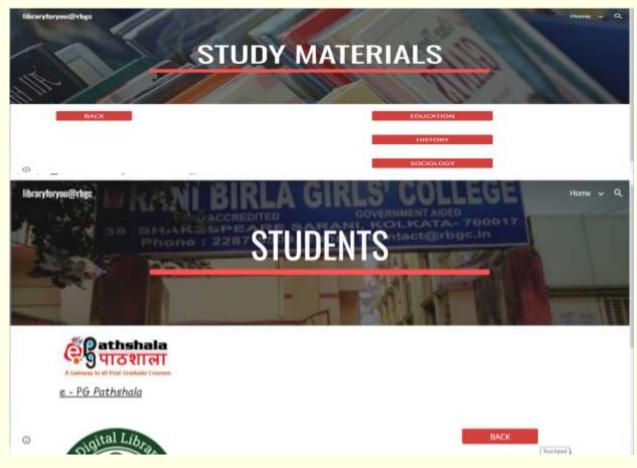


FIRE DRILLS

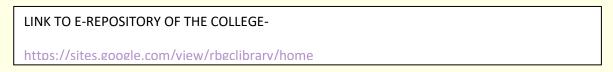


C) The College expanded and increased the use of e-resources for the students.

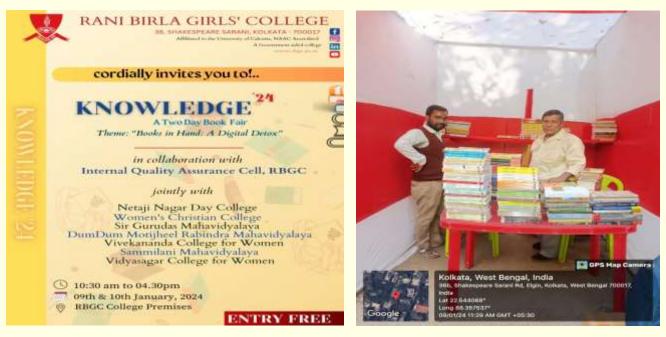




There is an access to all subject related Study materials and Question papers on the erepository.



D) The College organized Library Exhibition, Book Fair & Career Counseling Fair.



COLLEGE BOOK FAIR & CAREER FAIR



V. STUDENT SUPPORT AND PROGRESSION

A) The College assisted and encouraged students in applying for various Govt. /Non-Govt. Scholarship schemes.





<u>Teachers as Nodal Officers organized various awareness campaigns and workshops on</u> <u>Scholarships and Eligibility criteria.</u>

LINK TO VARIOUS SCHOLARSHIPS IN THE COLLEGE WEBSITE-

https://www.rbgc.ac.in/scholarships.php

B) The College provided ample Career building opportunities to students by conducting numerous Seminars & programs through *Career Counselling and Placement Cell (CCPC)*.

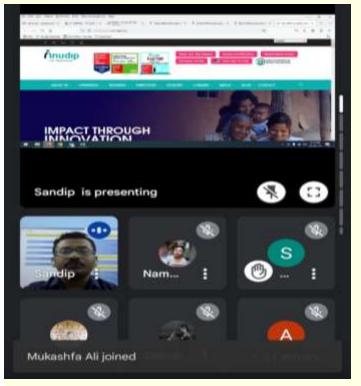


SAMPLE















Seminar on the prospect of Govt. jobs and RICE TALENT SCHOLARSHIP TEST for the students of Rani Birla College



Venue : Rani Birla College Premises DATE : 14th December Time : 1.30 PM- 3.30 PM

Sealdah - City Office @ 83369 59049







C) The College provided platform for Students' Seminars, Competitions and Talent Hunt Programmes for the students to showcase their potentialities and nurture their innate talents.





D) The College emphasises on the Indian Education as reflected in the fundamental principle of "a Rootedness and Pride in India, and its rich, diverse, ancient and modern culture and knowledge.

In this regard the College has constituted a '**Rhythmscape'** Club for promoting **Indian Art and Culture**. This evident through the following activities conducted by this club:



Rhythmscape Club initiated 'Taal', which was a Skill enhancement Course on Classical, Creative and Contemporary Dance, *promoting Indian Art and Culture*.

E) The College works in close collaboration with the Alumni Association to record student progression and felicitated the Ex-students for their achievements at different levels.





The Administrator and the Principal felicitating the Ex-students during the Annual Day Programme.

The College provided platform to support students through *"Earn while you Learn"* **concept by organizing various fetes so as to inculcate Entrepreneurship skills among the students.**



The students crafting their talents and displaying them for Sale during the Agomoni Fete.

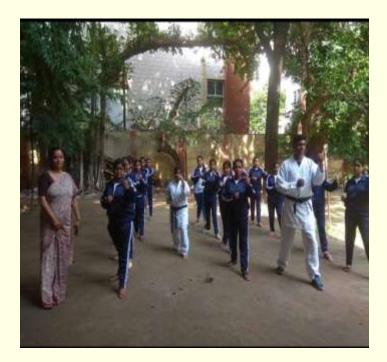
The College has started Online Student Feedback mechanism and Satisfaction Survey

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STUDENT SUPPORT LINK IN THE COLLEGE WEBSITEhttps://www.rbgc.ac.in/survey/index.php https://www.rbgc.ac.in/grievance-redressal-cell.php

SUKANYA – A Training Programme on Self-Defence for Girls in collaboration with the Kolkata Police has been initiated in the college as a part of Students' Support.







Students Undergoing a Training Programme in Self- Defence

Physical Infrastructure provided to the Students



VI. GOVERNANCE, LEADERSHIP AND MANAGEMENT

A) The College has implemented and improvised on the E-Governance practices in areas of fees collection, student database management and college accounts.

RANI BIRLA GIRLS' COLLEGE	HELPLINE : +91 9144492567, 9144492668 (10:00AM TO 5:00PM)		
II Home	NOTICE		
	Make Payment for 2nd Sem Admission Fees (CBCS) Notice		
	Make Payment for 2nd Sem Admission Fees (CCF) Notice		
	62/054 Rom Bible Circle Codege: All Higher Reserved Developed By Constler Mart Technology		

RANI BIRLA GIRLS' COLLEGE Hated Light Fast
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Student List

Online Admission Portal for the Students

B) Students' Accounting Software and Data base management for College accounts

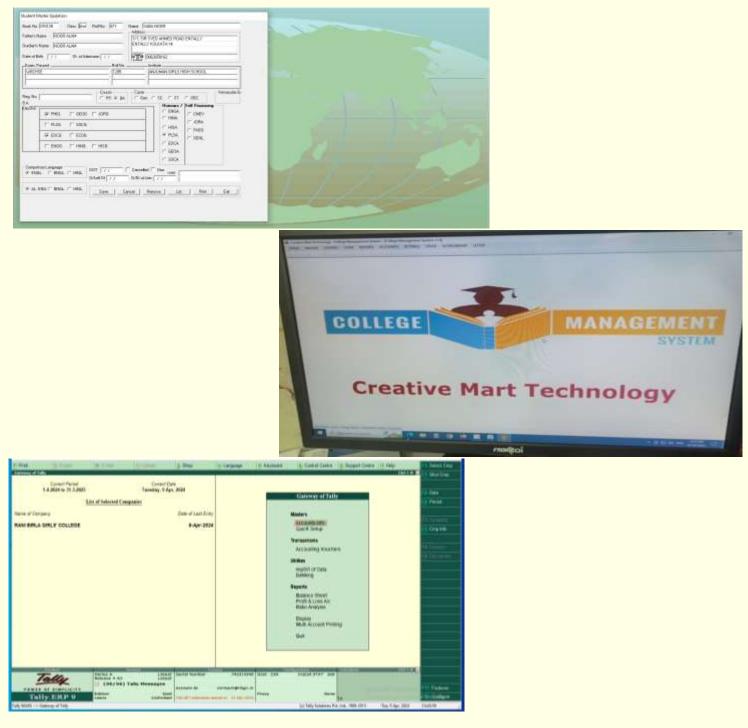


Image of new software installed for the purpose of better functioning of College management.

Relevant link of tender application given in the college website :

https://www.rbgc.ac.in/tender-notice.php

C) The College has efficiently conducted regular Administrative Training and Orientation Programmes for faculty and non-teaching staff members.





Administrative Training Programmes organized by the College



RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata-17

Organises

A One-day Workshop On

ORIENTATION AND TRAINING FOR NAAC ACCREDITATION & PREPARATION OF SSR

By

The Internal Quality Assurance Cell

Date: 16th January, 2024 Time: 10.30am onwards Venue: Auditorium



An Orientation Programme for NAAC Accreditation and Preparation of SSR







An Administrative Training Programme on General Provident Fund and Deposit

VII. INSTITUTIONAL VALUES AND BEST PRACTICES

A) The College organized and participated in an Awareness Walk to promote awareness about Gender equality and Gender sensitization.









A Health Screening Camp for staff and students of the College





A Poster Making Competition to raise awareness on Human Rights and Equality





A Special Talk on *Female Reproductive System* organized by the Physical and Mental Wellbeing Cell

Initiatives to Enforce Gender Equity on Campus

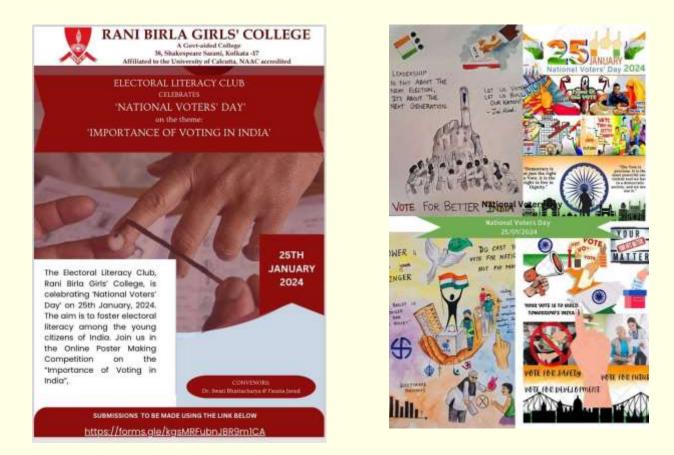
Statutory bodies are instituted by the college (according to UGC Regulations) to address genderrelated grievances of students, faculty and staff. These include an **Internal Complaints Committee**, a **Grievance Redressal Cell** and an **Anti-ragging Cell**. Information regarding the constitution and objectives of these statutory bodies is displayed in the college website and stated in the College Brochure. Further, stakeholders are apprised of the modalities of functioning of these bodies through orientation programmes and signage on the college premises.

	PHONE: 2287-55087 / 2283-5707 RANI BIRLA GIRLS' COLLEGE 18. Studenspiewe Baview Kotkata - 700.017 GOVT AIDED NAAC ACCREDITED
36/Notice/Prin/2023	
	21/04/23
	NOTICE
INTERNAL CO	MPLAINTS COMMITTEE
Committee (ICC) in accordance to the and Redressal of Sexual Harassment of	' College has constituted an Internal Complaints University Grants Commission (Prevention, Prohibition Women Employees and Students in Higher Educational No. F.91-1/2013(TFGS) dated 2 nd May 2016 and in aints Committee is as follows:
POSITION	MEMBER
Presiding Officer	Smt. Anjali Pramanick, Associate Professor in Political Science
Faculty Member	Smt. Sushmita Das, Associate Professor in English Dr. Keya Dutta, Assistant Professor in History
Non-Teaching Employee	Smit. Tarun Roy, Accountant
Students	Sri Babar Ali, Peon Sara Rahaman Sheikh, Sem II, English Honours
and the second sec	Nilavna Das, Sem II, Geography Honours.
	Anwesha Sengupta, Sem II, Sociology Honours
External Member	Dr. Shabana Roze Chowdhury
(From NGO/Association Committed to the cause of women)	Public Health Specialist and Joint Secretary of Indian Society of Perinatology and Reproductive Biology (Kolkata Chapter); Joint Secretary of Indian Menopausal Society and Joint Secretary Calcutt Medical Club.
	Executive Committee Member of Indian Public Health Association Kolkata Branch and of Endometricois Society India , Kolkata Branch

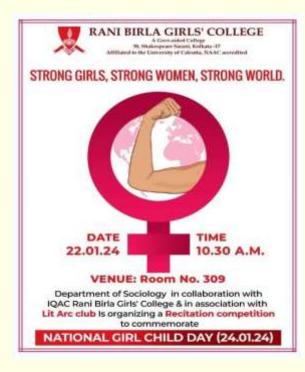
Notice: Formation of Internal Complaints Committee



Notice and Minutes of Meeting: Internal Complaints Committee



<u>The Electoral Literacy Club organized a Poster Making Competition on the theme-</u> <u>Importance of Voting in India.</u>







The Quiz and Debate Club organized a Debate Competition on Gender Equality



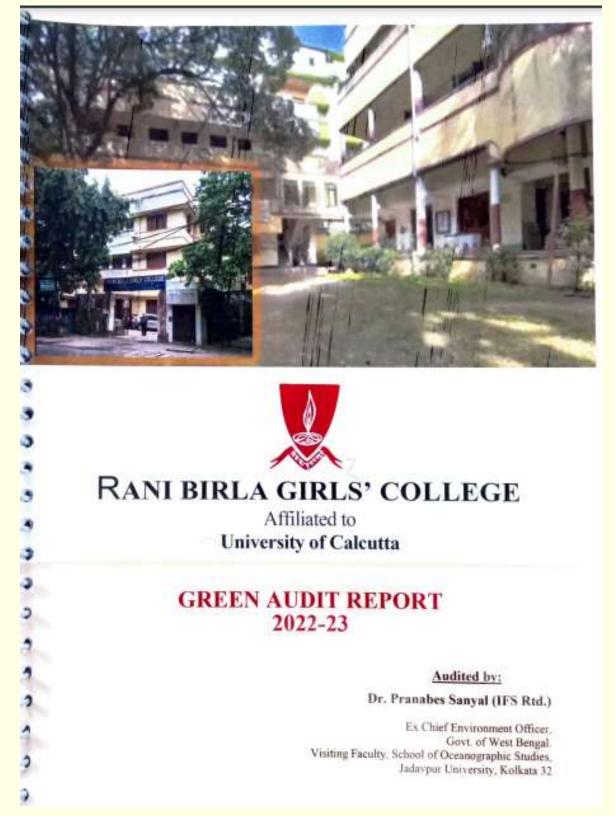
An Awareness Programme on General Elections by the Electoral Literacy club

B) The College through Social Service Sub-committee organized various cleanliness drive and adopted a Sustainable Waste Management System



Cleanliness Drive – to make the College Campus Plastic Free.





The College initiated and completed the Green Audit for the college campus for the session 2022-23 and also for the session 2023-24.

Link given in the college website for detailed report: https://www.rbgc.ac.in/Audit-Reports/Green Audit Report 2022-23.pdf



RECOMMENDATIONS

SUGGESTIONS AND RECOMMENDATIONS

Based on observations and resource availability, the auditor makes the following recommendations during a green audit to the college authority, asking for their thoughtful consideration.

- To raise awareness among students and teachers, all plants on campus must be properly identified with name plates that provide the plant's botanical name, family, local name, and any economic or medical significance.
- By adding native medicinal (herbal) and commercially significant species, a tiny medicinal plant garden may be established on campus. (A proposed list is provided in table 2).
- To raise general awareness among students about biodiversity conservation, campus events such as debates on environmental awareness, and green skill development may be arranged on a regular basis.
- Increasing the variety of containers available can help the college's waste management efforts. Laboratory and non-biodegradable trash can be disposed of by working with a licensed, experienced company.
- The biodegradable wastes can be turned into vermicompost or bio-compost, which can be utilised again for gardening to promote self-sustainability.
- If available, energy-saving lightbulbs and electric appliances should be used to lower energy usage.
- To preserve and enhance the campus's environmental health as well as that of its students and professors, the campus should undergo periodic assessment and green auditing.
- Education-related graffiti featuring phrases and slogans from notable individuals, especially female scientists, might be strategically positioned to motivate students.
- 9. College campuses can install rainwater collection systems.

The recommendations mentioned in the Green Audit (2022-23)

Link given in the college website for detailed report: https://www.rbgc.ac.in/Audit-Reports/Green_Audit_Report_2022-23.pdf





The College has taken initiative for managing E-waste and has been certified for the same.





The College has initiated the Vermi-Compost System in the compound



<u>Medicinal Plants of different varieties has been planted in the College compound as a part</u> of the wholistic Sustainable Development approach.