



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	RANIGANJ GIRLS' COLLEGE
• Name of the Head of the institution	Dr Chhabi De
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03412444069
• Mobile no	9434025079
• Registered e-mail	raniganjgirlscollege@gmail.com
• Alternate e-mail	chhabide@gmail.com
• Address	Searsole Rajbari
• City/Town	Raniganj
• State/UT	West Bengal
• Pin Code	713358
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	Kazi Nazrul University				
• Name of the IQAC Coordinator	Dr Anita Mishra				
• Phone No.	03412445280				
• Alternate phone No.					
• Mobile	6297448759				
• IQAC e-mail address	iqac.rgc@gmail.com				
• Alternate Email address	dranitamishrac@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.raniganjgirlscollege.org/images/aqar/Aqar_report_2019-2020.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.raniganjgirlscollege.org/images/UG%20PG%20Academic%20Calendar%202020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.52	2016	05/11/2016	04/11/2021
6. Date of Establishment of IQAC			05/03/2013		
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
Raniganj Girls' College	RUSA 2.0	Inclusive of Central and State Government shares	15.03.2021 with Duration	Rs 4626726/-
Raniganj Girls' College	RUSA 2.0	Inclusive of Central and State Government shares	23.11.2021	Rs 363498/-
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 			View File	
9. No. of IQAC meetings held during the year			5	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 			No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
1. Awareness Programme on Stress Management held on 21.08.2021 and NSS Awareness Programme on Women's Health and COVID- 19 Pandemic on the digital platform				
2. Online Career Counselling				

3. Health check up camp for all and drawing competition for children organized for the adopted villages of NSS units of the college under the patronage of IQAC during the pandemic situation

4. Celebration of "Aranya Saptaha" by the College by involving paramilitary personnel stationed at the college on account of WB State Assembly Elections 2021

5. Distributed woollen garments to the inhabitants of Andal Parivar Social Welfare Society, a home for homeless children during lockdown

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
Full digitization of Office	Fully digitized
Arrangement for Open Access Library	In process
Initiating programme in Mushroom cultivation	In Process
Installation of CCTV at Vidyasagar Bhavana and Aryabhatta Bhavana	Installed
Installation of water purifiers in Vidyasagar Bhavana and Aryabhatta Bhavana	Installed
Creating space for Exhibit Gallery	Created
Introduction of Certificate Courses	Certificate Courses in Santali and Income Tax Practice has been introduced
Introduction of Coaching in NET, SET for PG students	Coaching in NET introduced for post graduate students in Urdu
Arranging Career Counselling Programme	Four Career Counselling Programme have been organized
Promoting the participation of the incumbents of the college in Faculty Upgradation Programme	Incumbents of the college have participated in Faculty Induction Programme, Orientation programme, Refresher Course, Short Term Course etc.

Encouraging the research and publication endeavours of the teachers of the college	Is a continuous process
Encouraging participation of students in co-curricular activities and community based programme	The students have participated in different co-curricular activities and community based programme.
Helping the college in publication of book with ISBN	Books published with ISBN: 978-93-92533-10-5 and 978-93-92533-60-0
Organizing seminars, conferences, workshops and special lectures	Seminars, conferences, workshops, symposium and special lectures have been organized on the virtual platform
Promoting the environmental friendly campus	Initiatives have been taken to make the campus environment friendly like organizing plantation programme, initiating collaboration in vermicomposting, introducing fisheries and nurturing a plant nursery in the front garden.

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

Name	Date of meeting(s)
Governing Body, Raniganj Girls' College	24/02/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	17/03/2022

Extended Profile

1. Programme

1.1	47
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1469
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	837
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	429
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	96
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	0
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	32
4.2 Total expenditure excluding salary during the year (INR in lakhs)	4078064
4.3 Total number of computers on campus for academic purposes	60

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

As an affiliated college, the college follows the curriculum designed by Kazi Nazrul University. For effective and well planned curriculum delivery, at first the teaching days are earmarked in the college academic calendar prepared for each semester in conformity with Academic Calendar of KNU. Next, a master routine of the different streams were prepared. Accordingly, the different departments prepare their departmental routines and distribute the syllabi and workload among the teachers. In the COVID situation online classes were taken by the teachers according to the departmental routine through the virtual platforms like Google Meet, Google Classrooms, Zoom, G-Suite etc. The teachers also communicated with students on different WhatsApp group. The e-learning resources prepared by the teachers and different library resources were also made available to the students through the College website. The evaluation processes were also carried out in the online mode. For effective curriculum delivery the teachers used different methods of teaching-learning apart from the traditional lecture method like Power point presentations, Jam boards, Youtube platform, screening of videos, publication of digital wall magazines based on syllabi and so on

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Each year the college prepares the academic calendar in accordance with the academic calendar of Kazi Nazrul University, the affiliating university. This helps us to earmark the total number of teaching days at the beginning of each semester. All the departments of the different streams of the college have taken classes and conducted Continuous Internal Evaluation (CIE) in the on-line mode following the central routine and academic calendar of the Institution. The process of Continuous Internal Evaluation was conducted in several phases for both odd and even semesters. For Honors Courses the online internal examination was conducted through the college examination portal. For Program Courses the Continuous Internal Assessment was carried out by the different departments in accordance with the examination routine prepared centrally in the online mode. Since 16th November 2021 the in-person practical classes were held following the directives of the Department of Higher Education, Government of West Bengal maintaining all safety norms pertaining to COVID-19 protocols

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.raniganjgirlscollege.org/images/UG%20PG%20Academic%20Calender%202020-21.pdf

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

A. All of the above

affiliating University	
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	
47	
File Description	Documents
Any additional information	No File Uploaded
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)	
04	
File Description	Documents
Any additional information	View File
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	
73	

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

1. The curriculum of the various courses offered by the institution contains elements from where the students learn about and become aware of the various cross cutting issues like Gender, Human Value and Ethics, Environment and Sustainability.
2. The different language departments (Bengali, English, Hindi and Urdu) along with the departments of Economics, Political Science and History offered courses on gender sensitivity issues.
3. Issues on Human Values and Ethics are mentioned in the courses offered by the departments of Bengali, Commerce and Hindi.
4. Cross cutting issue like Environment and Sustainability are mentioned in the courses offered by Chemistry, Economics, Political Science, English, Geography and Microbiology.
5. It is compulsory for all the students across all Programmes to study "Environmental Studies" as an Ability Enhancement Course in the First Semester.
6. Students' Projects in ENVIS, Women' Empowerment, Value and Ethics integrate crosscutting issues into the curriculum.
7. Sports activities and Yoga taught in Physical Education inculcate Professional Ethics in the students.
8. Extension and other outreach activities like NCC and NSS integrate crosscutting issues like Human Values and Environment.
9. Crosscutting issues like Gender and Environment are also addressed through the celebration of International Women's Day, Earth Day, World Environment Day and organization of webinars.

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

17

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

140

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

A. All of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://www.raniganjgirlscollege.org/images/iqac_link/1.4.1%20All%20Merged.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.raniganjgirlscollege.org/images/iqac_link/1.4.1%20All%20Merged.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 students admitted during the year**

1469

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**

163

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

The objective of conducting assessments regularly and systematically is to evaluate the attainment of different programme outcomes and course outcomes as well as to identify the advanced and slow learners to adopt necessary measures for them. Raniganj Girls' College does this with utmost seriousness. Various measures for advanced and slow learners are adopted to cater to their interest in the best possible manner.

Measures for advanced learners:

- Organising special lecture
- Encouraging the students to participate in webinars as resource persons
- Encouraging them to peer-teach
- Inviting contributions for e-newsletter and magazines
- Organising digital exhibition on The First Ladies in Different Domains (AgrajaderAbhibadan)
- Publication of news bulletin (Historia) with paper cuttings containing historical news
- Recommending books outside their syllabus to better understand and analyse the topics
- Regular mentoring session with a view to encouraging them to progress to higher education
- Grant of endowment scholarship to meritorious students

Measures for slow learners:

- Mentoring and counselling of slow learners
- Tutorial classes
- Repetition of topics taught
- Multilingual classes for better communication
- Donating books
- Helping them in preparing notes

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

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

Number of Students	Number of Teachers
1469	96

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

Students are at the centre of any educational institution. It is therefore imperative for any institution to serve the interests of the students in the best possible manner. This is done very systematically at Raniganj Girls' College. Some of the most popular student-centric methods are experiential learning, participative learning and problem-solving methodologies. True it is that the experiential learning that uses real life experiences of the learners mostly remained unused in the year 2020-21 because of the unprecedented situation caused by the Pandemic. However, several departments assigned the students certain projects that required the students' own experiences. Participative learning, though restricted to a great extent by the same reason, was practised by students---be it in the participation in webinars or cultural programmes organised by different departments or the college centrally. While conducting classes on platforms like zoom, Google meet or G Suite, several teachers encouraged the students to peer-teach. As far as the problem-solving methodology is concerned, it was used to great effect by the teachers. They frequently met the mentees assigned to them, listened to their problems and tried their best to solve them.

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

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

The use of ICT enabled tools has become the new normal in the time of the Pandemic. The college being closed for over a year, the students and teachers have equally depended on these tools. Right from the beginning of this pandemic all the departments of this college used various online platforms to impart teaching to the students. One of the first of such platforms was Zoom. This was followed by the Google meet. What is very remarkable here is that there were central time tables even for these virtual classes. Apart from the regular classes, different cultural programmes and webinars were regularly organised by almost all departments. Study materials were regularly posted on the college website for the students, and links to different videos and audios were also shared with them so that they got enriched with the contents uploaded there. With the arrival of G-suite things became more organised and systematic. Students logged in for their classes using their institutional email ids provided to each individual student. The attendance of the students as well the teachers was recorded automatically. The teachers also shared study materials and gave homework to the students on this platform.

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

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

82

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

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

30

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

862

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.

Even during the Pandemic, the college adhered to all the official formalities associated with internal assessments. These include the preparation of central time tables by the members of different examination committees, circulation of these time tables through college website as well as all departmental WhatsApp groups.

For Honours students question papers set by the teachers of each department were uploaded on the college portal by HoDs. The non-teaching staff of the college greatly helped to conduct these assessments smoothly by making videos for teachers and students. The answer scripts were auto-evaluated, and the results sent to the HoDs. Only the Santhali department, due to the unavailability of Santhali font in the software, had to separately arrange internal assessments for their students.

For the Generic Elective and Programme students each individual department was assigned the duty of arranging their internal assessments. While some departments gave students home based assignments and projects for the said purpose, the others posted question papers in their official WhatsApp group in the PDF format and collected their answers centrally. The department of Hindustani Classical Vocal Music and Nazrul Sangeet assessed their students through video calling.

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

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

The transparent and robust process of internal assessments at Raniganj Girls' College minimizes the possibility of grievances on the part of the students about these assessments. However, provision is always there for complaint and grievance on the part of the students, to be reported to the Principal through the teachers of individual department or directly. Students may also choose to keep their identity secret and drop their complaint or grievance in the complaint box. The box is opened at regular intervals by the office staff and the representatives of the Students' Union for bringing grievance and complaint, if any, to the notice of the Principal. But no such grievance or complaint was ever reported because of the transparency associated with the internal assessment. However, students often shared their problems with the teachers and the Principal. They listened to them with all seriousness and offered valuable suggestions to them.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Well-defined programme outcomes, programme specific outcomes and course outcomes immensely help the teaching learning process of an educational institution. Keeping this in mind, each and every department of Raniganj Girls' College prepares programme outcomes, programme specific outcomes and course outcomes well in advance and gets them circulated to the students. During Covid 19 Pandemic the teachers had no opportunity of meeting the students physically and telling them about different POs, PSOs and COs. But like everything else this was also done quite easily with the help of technology.

The programme outcomes, programme specific outcomes, course outcomes prepared by each and every department were displayed on the college website.

Right at the start of each semester the students were told about these outcomes and encouraged to visit the college website for more detailed information.

There is, however, one area that needs to be modified. The learning

objectives in LOCF (Learning Outcome-based Curriculum Framework) for the CBCS pattern as stated in the curriculum for the first and second semesters for the academic session 2020-21 by the affiliating university needs to be incorporated into the existing files of POs and COs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.raniganjgirlscollege.org/images/S/M/1648117935All%20Subject%20LOCF%20.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Regular evaluation of attainment of different programme outcomes, programme specific outcomes and course outcomes on the part of the students is equally important as chalking them out right at the beginning of each semester and communicating them to the students. This gives the teachers an idea of the effectiveness of the modes and methods used to teach a particular course and invites them to reflect upon the need or provision of applying innovative tools and techniques.

Covid 19 Pandemic gave the teachers no opportunity to meet the students physically and conduct assessments and tests to evaluate the attainment of different programme, programme specific and course outcomes. However, technology came to their aid and everything was managed quite successfully.

During this time all assessments, tests and project works were conducted online.

Students' progression to higher education was kept track of.

The record of students securing jobs, both at public and private sectors, was maintained.

Students' satisfaction survey was conducted with the help of Google forms.

Some departments held Google meetings with the ex-students and tried to figure out how their students were faring in different

competitive exams.

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

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

429

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://www.raniganjgirlscollege.org/images/iqac_link/pass%20percentage%20and%20Pass%20out%202020-2021.pdf

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

<http://www.raniganjgirlscollege.org/images/StudentSurvey/1648294848SS%202020-2021.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)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

03

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

3.1.3.1 - 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)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Ecosystem for innovations:

1. Collaboration with the Department of Ecological Studies, International Centre for Ecological Engineering of the University of Kalyani for setting up a training centre in vermicomposting in 2021.
2. MOU with Next Generation Scientist Private Limited, Lucknow for setting up the Bioscience Excellence Centre in the college and providing Entrepreneurial Skill Development and Outcome Based Learning.

Creation and Transfer of Knowledge:

1. Commencement of Research Program in the college by the Urdu Department (with the approval of Kazi Nazrul University). Under the guidance of Dr FarooqueAzam, Assistant Professor of Urdu, three research scholars are pursuing the programme.
2. Dr Anita Mishra, Associate Professor of Hindi has provided research guidance to a research scholar enrolled with The University of Burdwan
3. Dr Krishnadhan Sarkar, Assistant Professor of Mathematics is the co-supervisor of a research scholar enrolled with the Raiganj University.
4. Organized webinars, workshop and exhibitions for the creation and transfer of knowledge.
5. Encouraged teachers for participating and presenting papers in webinars, workshops, encouraging research and publishing research articles.
6. Publication of bookwith ISBN 978-93-92533-10-5 AND 978-93-92533-60-0
7. Publication of departmental e-wall magazine or e-newsletters and students' magazine 'Chalisnu Chetana'.
8. Created an exhibit gallery

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

02

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

03

File Description	Documents
URL to the research page on HEI website	http://www.raniganjgirlscollege.org/images/R/C/16482092803.3.1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

14

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

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

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

14

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The purpose of implementing extension activities in higher education is to inculcate in the students a spirit of good citizenship that will ultimately help in the holistic development of the students' personality. The NSS and NCC units of our college are actively involved in organizing community based activities.

Some of the activities organized by the NSS units:

1. Free health checkup camp & drawing competition.
2. Awareness & propagation programme: Youth for better environment.
3. Nutrition week Fast Food: Adverse effect on health.
4. The Aesthetics of the values and the youth.
5. NSS DAY, Employment Opportunities for the youth
6. Awareness programme: Women health and covid-19 pandemics.

7. Dengue awareness campaign

Some of the activities of NCC Unit:

1. Celebration of Azadi ka amritmahotsav
2. AIDS rally
3. Kargilvijay divas celebration
4. Vaccination awareness Programme

To sensitize our students and faculty members regarding the importance of green and clean environment, Raniganj Girls' College has taken special care to maintain a green campus. Awareness is spread in regular intervals regarding the judicious use of water and electricity. The college has also set an example in green waste management by producing vermicompost from the green waste found in the campus

File Description	Documents
Paste link for additional information	http://www.raniganjgirlscollege.org/extensionactivities.php
Upload any additional information	No File Uploaded

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

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

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - 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

3.4.3.1 - 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

20

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

982

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

04

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution is continuously trying its best to create an effective teaching-learning environment by providing the suitable infrastructure. It ensures the optimal utilization of the existing physical infrastructure. All the departments do not have dedicated classrooms. Classes are arranged in the existing rooms according to the class routine as per necessity. Few classrooms are also fitted with projectors and smartboards to offer modern methods of teaching.

There are science laboratories in the departments of Physics, Chemistry, Botany, Zoology, Microbiology, Geography and Psychology. The laboratories are equipped with the instruments as per the University curriculum. All laboratories are adequately equipped with the latest instruments. Moreover the institution has a central

Instrumentation Facility which can be used by the teachers and students of the bio-science departments.

We also have a well-equipped computer laboratory which is used by the students of this institution for their computer based classes according to the curriculum. Total 103 computers (including laptops) are available for various purposes like administration to academic purpose.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.raniganjgirlscollege.org/infrastructure.php

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

The institution has both indoor & outdoor sport facilities. It has a common room with indoor games facilities like table tennis board, carom board, Chess, Chinese checker etc. On the other hand, for outdoor games, badminton court and volleyball court in the campus. Students are trained and encouraged to participate in intra college and inter-university events. There is also a seminar hall which is used in organizing different academic and cultural activities. There is no established Yoga Centre but Yoga Day is celebrated every year. The institution provides adequate facilities for a holistic development and an all-rounded personality of the students.

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.

05

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.raniganjgirlscollege.org/images/iqac_link/Documentation.pdf
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)

681928

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Central Library is partially automated with SOUL 2.0 Integrated Library Management Software (ILMS) since 2016. All activities like book accumulation, spine label and barcoding of books, library user card generation, online access of catalogue (WEB-OPAC) (http://rgclibrary.aadija.com/web_opac.php) etc. have been done through this software. Barcode based circulation system is in practice in the library. The Library provides remote access to the digital resources such as syllabus, etc to its users. The central library has 26964 books, access to e-books and e-journals through N-LIST. The Library also provides Wi-Fi connectivity to its users. The Library provides specialized services to the users like printing facility with nominal cost, N-LIST user ID. Keeping in view of present social networking practice the library also create one

library website (URL: <http://rgclibrary.aadija.com/>) for dissemination of library information.

1. Name of ILMS software: SOUL
2. Nature of automation (fully or partially): partially
3. Version: SOUL 2.0 (Limited edition)
4. Year of Automation: 2016

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://rgclibrary.aadija.com/web_opac.php

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)

0.43145

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

2741

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

IT facilities are regularly updated. College has broadband internet connection as well as wifi connection. Office computers are networked through LAN with unlimited internet connection. Few classrooms are ICT enabled and equipped with smartboards and projectors. Teachers and students have access to NLIST. SOUL software is utilized in library.

Desktops, laptops, monochrome and colour laserjet printers, photocopier and multifunction network xerox machine are used for both academic and administrative purposes.

Office is also automated with softwares. Online fees payment facilities for the students have been implemented. The process of admission, scholarship is computerized. Online examination software has also been implemented for internal assessment. CAMS software is used for maintaining accounts. Payment of salaries is implemented through WBIFMS portal. The College has a dynamic website, providing all the necessary information.

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

4.3.2 - Number of Computers

103

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

9.02963

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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.

Maintenance of the existing infrastructure is the primary need for effective teaching and learning process of any institution. In this regard, the institution frames out its infrastructural development policy considering the strength of student, changes in the curriculum and the new courses to be introduced. Any major infrastructural change is discussed both in the Teachers' Council and the Purchase Committee (for purchasing books, Laboratory equipment, sports equipment, computer and accessories) or the Building Committee (for maintenance of building: classrooms, toilet, laboratory etc.), and finally realized by the Governing Body, after considering the necessities of the concerned users. Library committee meetings are held at regular intervals. Journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis. Library books are well stacked in accordance with Dewey Decimal Classification System. Students are given awareness about digital database like N-LIST (UGCINFONET Digital Library Consortium, INFLIBNET) and NDL (National Digital Library, IIT Kharagpur). Before a Winter Recess, Election DC/RC, Puja Holidays pest control chemicals are applied in the library. The main source of the financial allocations for infrastructure augmentation is RUSA 2.0 grant, a part of which has already been utilized for renovation and upgradation of the existing facility and new procurement. The future instalments of RUSA 2.0 grant will utilized as per necessity. The college authority also makes sufficient budgetary allocations, as per requirement, within its limited resource, for procurement of books, laboratory equipment, sports equipment, computers and peripherals, as well as for upgradation and maintenance of the existing facilities.

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

613

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

981

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to Institutional website	http://www.raniganjgirlscollege.org/images/iqac_link/5.1.3%20Capacity%20Building%20with%20Life%20skills.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

308

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

308

File Description	Documents
Any additional information	View File
Number of students benefitted 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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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	No File Uploaded
Details of student placement during the year (Data Template)	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

92

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

04

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

The Students' Council comprising students' representatives from different semesters and the Principal of the college as its President is a statutory body. The Council functions as a link

between the students and the college authority. Students often share their experiences and problems with the members of the Council who immediately bring these to the notice of the Principal which are then appropriately addressed. The zealous participation of the members of the Council in organizing cultural competitions and Annual Sports Meet is extremely praiseworthy. Apart from these, Students' Council also actively conducted the Saraswati Puja with all piety and celebrated Teacher's Day and Holi involving the teachers, non-teaching staff and the students. They also provide financial aid to the needy and deserving fellow college students. They have published the student's magazine "Chalisnu Chetana" with articles contributed by students and teachers. They provided moral support to the children of an orphanage with tokens of love affection and needy with distribution of food packets during the hard times of Covid-19 Pandemic. Thus, the Students' Council of our college with all its activities is a significant contributor to the sustenance and growth of Raniganj Girls' College.

File Description	Documents
Paste link for additional information	http://www.raniganjgirlscollege.org/images/iqac_link/5.3.2%20Student%20engagement.pdf
Upload any additional information	View File

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

35

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

In December 2020, the Alumni Association of Raniganj Girls' College was registered under The West Bengal Societies Registration Act, 1961. The significant contributions of the Alumni Association include:

1. Erstwhile alumnae of Santali department help in conducting the Santali

Certificate Course introduced by Raniganj Girls' College in 2020-21

2. The Alumni of the History department contributed to the celebration

of Children's Day in the adopted village of NSS where educational kits were donated

3. Participation in the celebration of Teacher's Day

4. Participated in the Annual Athletic Meet of the college held on 30th December 2021

5. Physics department Alumna imparted a lecture in the capacity of a resource person in a Seminar organized by the Physics department on 23rd December 2021

6. Distribution of rice grains and pulses and food packets during pandemic.

7. Contribution to digital magazine/newsletter of Economics, English and Physics department,

Designing the cover page of History department magazine Prabahini

8. The financial contribution of Alumna RachnaLodha helped to sponsor the education of Seema Pramanik, a student of Accountancy Honours of Raniganj Girls' College

9. Alumnae of the Economics department delivered popular lectures about future career prospects and preparation to a mentoring group

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of our college is enshrined in the motto "Asatomasad-gamaya,tamasomaaajyotir-gamaya".Viewed from the perspective of the contemporary world scenario, this age old mantra motivates us to move towards enlightenment leading to emancipation, with the singular focus onwomen's education and their holistic development.

The highest decision making authority at the college level is the Governing Body constituted according to the relevant statute of the affiliating university. The Governing Body with the Principal as the ex-officio Secretary work together towards designing and implementation of the institutional quality policy in conformity with the mission and vision of the college

The different administrative and academic units like the Governing Body, the IQAC,the Accounts Department under the stewardship of the Bursar, Teachers' Council, NSS and NCC units, and the constitution of different committees like the Finance Committee, Purchase Committee, Building Committee, Maintenance Committee, Students' Welfare Committee, Academic Committee, Routine committee, Examination committees, Academic Calendar Committee, Library Committee, Mentoring Committee, Research Committee, Anti-ragging Cell, Anti-Sexual Harassment Cell, Career Guidance and Counselling, PlacementCell, Women's Cell etc. ensure the participation of the teachers in the decision making bodies of the institution who help

the Principal in smooth functioning of the college.

File Description	Documents
Paste link for additional information	http://www.raniganjgirlscollege.org/mission_vision.php
Upload any additional information	View File

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

The decentralized and participative practices of the institution reflect the role of effective leadership. A very pertinent example of decentralization and participative management is the compilation of the AQAR for the academic session 2020-21. Even in the midst of the pandemic situation, the IQAC held virtual meetings for the preparation of AQAR and under the leadership and guidance of the Principal made an elaborate plan for executing it with maximum involvement and active participation of the teaching and the non-teaching staff through decentralization of criterion specific responsibilities. The members of the seven criterion committee comprising the teaching as well as the non-teaching staff worked harmoniously to compile the data leading to the preparation of the AQAR for the 2020-21 session. For this purpose necessary data was provided by the different departments, the college office, the library, students' representatives, the alumni and the guardians in their individual as well as comprehensive capacity. Finally, the separately composed seven criteria were combined after judicious scrutiny and necessary modifications by the IQAC.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the beginning of the academic session 2020-21 the IQAC of our college adopted a strategic plan focusing broadly on the areas pertaining to curricular and co-curricular activities, teaching and learning processes, research, publication and collaboration, student

support and progression, e-governance and infrastructure enhancement earnestly hoping that the pandemic situation will finally come to an end. However as the pandemic situation continued and on-campus activities in the higher educational institutions remained suspended for an extended period of time, the college took recourse to conducting almost all its activities on the virtual platform.

One such activity that we may consider to be successfully implemented on the virtual platform based on the strategic plan is the organization of webinars, career counselling programmes, special lectures, workshops and awareness programme on burning issues. About more than 40 events have been organized on the virtual platform which include institutional level, state level, national level and international level webinars, programmes on Career Counselling, awareness programmes organised by NSS, NCC and the Physical Education department, workshops on working on the G-suite and e-pension, launch of digital wall magazine and e-newsletters and celebration of important or commemorative events having national or international importance.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.raniganjgirlscollege.org/images/meeting/IQAC%20Minute%20Meeting%202019-2020.pdf
Upload any additional information	View File

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

The Governing Body of Raniganj Girls' College is the highest decision making body. The Principal as the institutional head manages the academic and administrative affairs of the college and is responsible for executing the decisions adopted by the Governing Body. The Teachers' Council advises the Principal chiefly on academic issues. The administrative and support staff execute the instructions of the Principal.

The IQAC, Finance Committee, Building Committee etc. take decisions on matters under their jurisdiction and communicate them to the Principal for further and final consideration of the Governing Body. The Bursar oversees the financial affairs of the college.

Besides various other committees like the Anti Ragging Cell, Grievance Redressal Cell, Career Guidance and Placement Cell, Women's Cell etc. are also in place for appropriate planning, preparation and execution of issues pertaining to quality assurance, grievance redressal, student development etc. These committees also ensure that safety, security and dignity of the staff and students remain protected inside the campus.

Our institution is a government aided college. Therefore, all recruitments are made strictly in abidance of the rules, regulations and procedures promulgated by the Government of West Bengal from time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.raniganjgirlscollege.org/images/iqac_link/6.2.2%20Organogram%20edited.pdf
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 inter faces	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

1. Availability of credit facilities from Raniganj Girls' College Employees' Credit Cooperative Society Limited

2. Facilitating the availability of loan from Provident Fund in times of exigencies subject to the rules and regulations framed by the Government of West Bengal.
3. Sick Room with facility for medical personnel to respond immediately on call
4. Sanctioning of Maternity Leave and other types of leave of the incumbents by the Governing Body of the college as per government rules and regulations.
5. Sabbatical Leave of 2 years may also be availed by the teaching staff subject to certain conditions.
6. On duty sanctioned to teachers for their academic pursuits and to the non-teaching staff for official purposes.
7. Timely submission of e-Pension files before the superannuation of the incumbent.
8. Disbursement of Provident Fund benefits immediately on superannuation of incumbent
9. Facilitating the encashment of earned leave after superannuation of incumbent
10. Contributing collectively towards health related expenses of casual staff Santosh Dom
11. Celebrating birthdays of the incumbents
12. Sanitization of the college premises and maintaining COVID protocols in strict conformity with the advisory issued by the Department of Higher Education, Government of West Bengal for maintaining COVID norms

File Description	Documents
Paste link for additional information	http://www.raniganjgirlscollege.org/images/iqac_link/6.3.1%20Documentation.pdf
Upload any additional information	View File

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

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

0

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

13

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

21

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

The performances of the teachers in the substantive post are appraised through the PBAS (Performance Based Appraisal System) on the basis of API (Academic Performance Indicators) under the process of Career Advancement Scheme for promotion and placement. These teachers also maintain a diary which includes records of personal timetable, classes taken, participation in co-curricular and extra-curricular activities, record of leave etc. These diaries are periodically assessed and countersigned by the head of the institution. The performance of a teacher in terms of completion of syllabus is reviewed in the departmental meetings. Moreover, the feedbacks received about the teaching and learning process through online Student Satisfaction Survey are reviewed thoroughly by the college authority. The Principal takes appropriate steps as deemed fit.

The promotion and performances of the technical staff are appraised after every seven years and twenty years of their service from the date of joining. The performances of the non-teaching staff are appraised after every ten and twenty years of their service from their date of joining.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial matters of the college are overseen by the Accounts section of the college under the supervision of the Bursar with the Principal at the helm of affairs. The institution routinely conducts internal audits for every financial year by competent chartered accountants. At the next stage government audit is conducted by an external auditor authorized and appointed by the Directorate of Higher Education, Government of West Bengal in tandem with the relevant rules and regulations of the Government of West Bengal. For the FY 2020-21, internal audit has been completed and no objection was raised by the auditor for the current audit period.

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

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

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

0

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

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

Response:

For the financial year 2020-21, the nature of inflow of funds and the optimal utilisation of the resources can be viewed as follows:

1. Collection of fees from students of which fifty percent is

deposited with the Government of West Bengal and the remaining amount is utilised for earmarked purposes

2. Salary Grant from the Government of West Bengal directly credited to respective incumbent's salary account by the government treasury through e-governance

3. Adhoc Festival Bonus (one- time payment) to eligible salaried incumbents on festive occasions

4. Grants received under RUSA are utilised for purposes earmarked by the institution like new constructions, renovation and upgradation of existing facilities, purchasing books, laboratory equipment, computers and computer peripherals.

5. To ensure optimal utilisation of the funds, proper assessment of the needs are made and appropriate prioritization is done beforehand.

6. To ensure transparency and accountability in utilisation of funds and execution of the work involved, appropriate procedures recommended by the concerned authorities are strictly followed.

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

6.5 - Internal Quality Assurance System

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

The IQAC under the stewardship of the Principal plays an important role in adopting quality initiatives in the college. It promotes an analytical and scientific temper through research and collaborative activities with the active involvement of the teachers, students and other HEIs whenever required.

The two practices institutionalized by IQAC are:

1. Promotion of Research

The teachers of our college have always been motivated by the IQAC to remain engaged in research activities. Previously, Dr A Mishra

had been engaged in the capacity of PhD guide to research scholars registered with the Burdwan University. In April 2021, Kazi Nazrul University granted recognition for pursuing Ph.D. programme to the Urdu department of our college. Subsequently, three research scholars got admitted to the programme under the guidance of Dr Md. FarooqueAzam.

2. Promotion of collaborative activities

In February 2021, Raniganj Girls' College entered into collaboration with the Department of Ecological Studies, International Centre for Ecological Engineering of the University of Kalyani for setting up a training centre in vermicomposting. This collaborative effort is a significant step in implementing the policy of "lab to land" i.e. putting knowledge to meaningful social use by our college.

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

Review of the teaching-learning process and implementation of necessary reforms have remained foremost points of importance for the IQAC of our college. Therefore Student Satisfaction Survey - in the format as prescribed by NAAC - was carried out to elicit responses directly from the students. The responses were scientifically analyzed and on the basis of those analyses further improvements were made to make the system qualitatively better.

Moreover during the period of suspension of activities on campus for an extensive period due to the Covid 19 pandemic, the teachers and students adapted to the online mode of instruction. Social media, especially WhatsApp was extensively used to organize the students in groups and disseminate knowledge and information among them. Simultaneously, besides the use of Zoom and Google Meet platforms by the teachers on individual capacities, a major policy decision was made to introduce G Suite for the teachers and students of our college which integrated all teaching learning activities on a single platform. In addition to this, the teachers also turned the situation to their advantage by making most of the technological

features provided by the online platforms like video sharing, PPT presentations, use of Jamboard etc.

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	No File Uploaded
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

"Women's Empowerment" is at the heart of the "Institutional Distinctiveness" of Raniganj Girls' College. Gender equity, sensitization and other related issues are addressed in the different courses taught by subjects like Bengali, English, Economics, Urdu, Hindi, History and Political Science within the curricular framework. Moreover webinars and events, career counselling, mentor and NSS and NCC activities have been organized in 2020-21 to create and enhance awareness about gender issues. Women's

empowerment was the theme for e-wall magazine of the Education department.

Entry to the college campus is restricted. The security personnel at the main entrance regularly verify the identity of all entrants. The college campus is 24 hours under CCTV surveillance. The Women's Cell, the Anti-ragging Cell and Anti-Sexual-Harassment Cell of the college are involved in gender sensitization and awareness creation against gender discrimination.

There are facilities for common room for students. A working infant facility named 'Mayer Anchal' for the children of women employees with their own attendants has been set up.

To address health issues of the students, health check-up camp and two COVID vaccination camps have been organized. The students are encouraged to participate in yoga and sports to keep themselves fit.

File Description	Documents
Annual gender sensitization action plan	http://www.raniganjgirlscollege.org/images/i_gac_link/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.raniganjgirlscollege.org/images/i_gac_link/7.1.1.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

C. Any 2 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

Solid waste Management

In February 2021, Raniganj Girls' College entered into collaboration with the Department of Ecological Studies, International Centre for Ecological Engineering of the University of Kalyani for setting up a training centre in vermicomposting. Biodegradable wastes are now mostly converted into compost by the vermicomposting unit installed in the college campus. Single use plastics are banned within the college campus. Waste papers are sold to vendors for recycling.

Hazardous Liquid Waste Management:

The College implements hazardous waste management with burial pits for waste water from the Chemistry laboratory

E-waste management:

Rejected computers and computer peripherals are handed over to the organization (P.C Solution Raniganj) earmarked for recycling purposes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	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

B. Any 3 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

B. Any 3 of the above

greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
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

B. Any 3 of the above

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

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

A. Any 4 or all of the above

(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

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).

Our institution is located in a region of cultural and linguistic diversity. Thus we strive to provide an inclusive environment through linguistic diversity, financial assistance and different college level activities.

Linguistic diversity

Raniganj Girls' College is a multilingual learning space offering undergraduate course in six different languages namely Bengali, English, Hindi, Sanskrit, Santali and Urdu and postgraduate course in Urdu. This encourages students to retain their respect towards the diversity of languages and dialects spoken in India and build the spirit of tolerance and harmony.

A Certificate course in Santali has been commenced in this academic session to develop respect towards linguistic diversity

Diversity in financial-aid

The college facilitated financial assistance provided by the government to diverse sections of the society. Simultaneously the college waived laboratory and building fees for the students belonging to different sections of the society.

Different college level activities

The SC, ST, OBC and Minorities Cell strive to promote equal opportunities for students belonging to different communities irrespective of caste, class, language, and religion.

Equal opportunities are available to students from diverse backgrounds to participate in sports, cultural, NCC and NSS activities. These activities inculcate the spirit of tolerance and harmony among the students

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

Our college observed the Independence Day and the Republic Day to pay tribute to the freedom fighters and uphold the solemnity of the Constitution. The NCC wing celebrated "Azadi ka Amrit Mahatso" and "Kargil Vijay Diwas"

To sensitize the students about the constitutional framework of our nation the courses offered by the Political Science department plays a significant role. The Political Science department also organized a webinar on Sambvidhan Diwas.

The college organized cultural competition, sports meet and the annual exhibition and encouraged them to publish digital magazines to instill leadership qualities among our students. This type of participation help the students to learn the importance of teamwork and the necessity of co-operation that prepares them to become responsible citizens with a spirit of fraternity.

The students are encouraged to participate in various community based and nation building activities of NSS and NCC like Swachh Bharat Abhiyan, plantation programme, dengue awareness and vaccination awareness programme and so on to inculcate community values and social and moral duties among the students.

Our premises are requisitioned for election purposes. A large section

of the incumbents of this institution discharged election duties assigned to them in the Assembly elections as dutiful and responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://raniganjgirlscollege.org/images/igac_link/7.1.9.pdf
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

During the prevailing COVID pandemic and lock down, the college tried to organize or celebrate different national and international commemorative days and festivals on the virtual platform. Wherever possible the college made arrangement for in-person programme for such days and events. Combined together, the college organized about thirty one programmes. The in-person programme included celebration of the Republic day and Independence Day, Saraswati Puja, Kargil

Vijay Divas, Gandhi Jayanti, International Human Rights Day, World Aids Day, etc,. The programmes organized on the virtual platform include International Mother's Tongue Day, Bangla Nababarsho, Ambedkar Jayanti, Earth Day, Shakespeare's Birth Anniversary, National Panchayati Raj Day, International Labour Day, Birthday celebration of Rabindranath Tagore, International Day for Bio Diversity, 122nd Birth Anniversary of Kazi Nazrul Islam, World Environment Day, International Yoga Day, commemorating Pandit Raghunath Murmu, Munshi Premchand, Sanskrit Day, Hindi Diwas, Sambidhan Diwas and so on.

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

7.2 - Best Practices

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

Best practice I: Publication of e-wall magazines and e-newsletters -a Participatory Method of Learning

It has been an old tradition of the different departments of the college to annually publish departmental wall magazines on current burning issues or topics based on the syllabi. The sudden onset of the pandemic situation in India in 2020, subsequent lockdown and the closure of educational institutions threatened the physical publication of the wall magazines by the departments.

Taking advantage of the opportunities provided by the digital platform, different departments of the college took the initiative to publish their e-wall magazine or e-newsletters. All these e-wall magazines and e-news letters were later posted on the Events page of the departments on the college website.

Best Practice II: Environmental Initiatives of the Institution

Raniganj Girls' College is located in the heart of famous Raniganj Coalfields of Eastern India famous for its adverse impacts on its

immediate environment. Thus undertaking environmental initiatives to increase environmental consciousness comes naturally. The evidence of success gets reflected in the environmental initiatives which include yearly plantation, maintenance of the medicinal plants, cultivation of seasonal vegetables, vermicomposting, waste management, rain water harvesting, energy conservation, awareness programme on environment etc.

File Description	Documents
Best practices in the Institutional website	http://raniganjgirlscollege.org/igac.php?id=8a
Any other relevant information	Nil

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

In abidance with the motto of Raniganj Girls' College (asato ma sadgamaytamaso ma jyotirgamay), the priority and thrust area for Institutional Distinctiveness has been unanimously earmarked as Empowerment of Women. With the pandemic threat from COVID-19 and subsequent lockdown, the academic year 2020-21 has been exceptionally stressful in the life of a learner. Despite the prevalent situation, positive endeavours were made to empower the learners of the institution.

The teaching-learning, examination process was carried out from the virtual platform. Co-curricular and extra-curricular activities like webinars, symposium, workshops, awareness programme and publication of digital wall magazines were also organized on the digital platform till the commencement of in-person classes. Efforts are on to promote vermicomposting, pisciculture and plant nursery.

The college helped to facilitate scholarships and financial assistance provided by the government. Simultaneously the college waived the laboratory and building fees of the students in different semesters. The college also facilitated fees payment through the online portal Razor pay.

Online Career guidance programme, mentoring and skill development courses were organized. A MOU was signed with the aim to promote skill development opportunities and create a Bioscience Excellence

centre. Certificate courses in Santali and income tax practice were initiated.

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

7.3.2 - Plan of action for the next academic year

1. Installation of Automated Teller Machine cum Cash Deposit Machine in the college campus by State Bank of India
2. Introducing coaching in Karate
3. Taking initiatives in Recycling Waste Water
4. Installation of Solar tree/ Solar Panel
5. Initiating the publication of a college level journal
6. Organizing Seminars, Conferences, Symposium, Workshops and special Lecture
7. Promoting the participation of the incumbents of the college in Faculty Upgradation Programmes and encouraging the research and publication endeavours of the teachers of the college.
8. Arranging Career Counselling programme for the learners to enhance their employability
9. Encouraging participation of students in co-curricular and outreach activities
10. Promoting the environmental friendly campus of the college
11. Promoting Institutional Social Responsibility initiatives