

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR)
2017-18**



**Raniganj Girls' College
Searsole Rajbari
Raniganj
Paschim Bardhamman
West Bengal
Pin 713 358**

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Submitted to



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
PO BOX NO 1075, NAGARBHAVI, BANGALORE 560 072**

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The Annual Quality Assurance Report (AQAR) of the IQAC

For the Academic Year 1st July, 2017 to 30th June, 2018

Part – A

1. Details of the Institution

1.1 Name of the Institution

RANIGANJ GIRLS' COLLEGE

1.2 Address Line 1

SEARSOLE RAJBARI, RANIGANJ

Address Line 2

DIST. PASCHIM BARDHAMAN

City/Town

RANIGANJ

State

WEST BENGAL

Pin Code

713358

Institution e-mail address

raniganjgirlscollege@gmail.com

Contact Nos.

0341-2445280

Name of the Head of the Institution:

DR. CHHABI DE

Tel. No. with STD Code:

0341-2444069

Mobile:

9434025079

Name of the IQAC Co-ordinator:

Ms. JYOTIKA WAGHELA

Mobile:

9475029578

IQAC e-mail address:

iqac.rgc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN25934

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/18/A&A/78.1 dated
5th November 2016

1.5 Website address:

<http://www.raniganjgirlscollege.org>

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	Institutional Score: 2.52	2016	2016-2021
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

05.03.2013

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

(i) AQAR 2016-17 submitted to NAAC on 5.12.2018 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

Type of Institution Co-education Men Women
Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering Health Science Management

Others (Specify) 1. Certificate Course in Basics of Computer (Six Weeks)
2. Certificate Course in Spoken English and Soft Skill Development (10 hrs)

1.12 Name of the Affiliating University (for the Colleges) Kazi Nazrul University Asansol

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University NO
University with Potential for Excellence NO UGC-CPE NO
DST Star Scheme NO UGC-CE NO
UGC-Special Assistance Programme NO DST-FIST NO
UGC-Innovative PG programme NO Any other (Specify) NO
UGC-COP Programmes NO

2. IQAC Composition and Activities

2.1 No. of Teachers 9
2.2 No. of Administrative/Technical staff 2
2.3 No. of students 1
2.4 No. of Management representatives 2
2.5 No. of Alumni 1

2.6 No. of any other stakeholder and community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

18

2.10 No. of IQAC meetings held:

4

2.11 No. of meetings with various stakeholders:

No.

12

Faculty

1

Non-Teaching Staff

1

Students

8

Alumni

1

Others

1

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

The last funding worth Rs 3,00,000/- (Rs Three Lacs) only was received under Twelfth Plan Period in **March 2014** for a period of five years.

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC

Total Nos.

3

International

National

State

1

Institution Level

2

(ii) Themes

Date	Theme of the Seminar/Workshop/Symposia
16.11. 2017	IQAC sponsored One day State level seminar on "Philosophy of Man and Environment" organized by the Department of Philosophy, Raniganj Girls' College
23.03.2018	IQAC sponsored and organized one day symposium on "New Regulation and format of NAAC"
11.06.2018	IQAC, Raniganj Girls' College sponsored and organized one day symposium on "Legal Awareness Programme" in collaboration with Department of Law, Kazi Nazrul University at Raniganj Girls' College

2.14 Significant Activities and contributions made by IQAC

- Preparation of the Academic Calendar and incorporate the parallel teaching- learning schedule in the period of transition from an Annual pattern of study to CBCS with six semester pattern of study
- Organizing an Orientation Programme on CBCS structure for both students and teachers at the beginning of the academic session
- Sponsoring seminar and symposia

- Promoting and maintaining records about Faculty improvement and up-gradation courses attended by the teachers
- Encouraging the teachers to participate and make presentations in seminar and conferences and carry on research work and publish their work.
- Promote co-curricular and extension activities in the college.
- Internal Administrative and Academic Audit carried out with active participation of the primary stakeholders.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Awareness about the new Curricular pattern	An Orientation programme on CBCS pattern organized
Preparation of Academic Calendar	Prepared
Encourage and Promote co-curricular and extension activities in the college.	Promoted
Organizing and sponsoring quality related seminar and symposium	Done
Internal Academic and Administrative Audit	Carried out and completed with active participation of the primary stakeholders.

* The Academic Calendar of the year has been attached as Annexure I

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

- AQAR for 2017-18 was placed before the members of IQAC in its meeting held on 11th September 2018 and sent to The Governing Body of the college for recommendation
- Recommended and Approved by the Governing Body of the college in its meeting held on 12th November 2018

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	Bengali (H/P), English (H/P), Hindi (H/P), Sanskrit (H/P), Urdu (H/P), Economics (H/P), Geography (H/P), History (H/P), Philosophy (H/P), Political Science (H/P), Santhali (P), Education (P), Sociology (P), Physical Education (P), Chemistry (H/P), Mathematics(H/P), Physics (H/P), Botany(H/P), Microbiology (H), Zoology (H/P), Nutrition (P), B Com (H/P) Total : 22 disciplines	Santhali (H), B Com Hons in Taxation, B.Com Hons in Financing, Psychology (H), BPA Honours in Classical Vocal Music, BPA Honours in Nazrul Geeti Total: 6 disciplines	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	2#
Others	-	-	-	3*
Total	22	6	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

H denotes (Honours); P denotes (Programme)

#1. Certificate Course in Basics of Computer (Six Weeks) &

#2. Certificate Course in Spoken English and Soft Skill Development (10 Hrs)

* Skill Training Programme in Beauty and Wellness, Banking and Nursing by NSHM Udaan Skills Pvt. Limited

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

- CBCS curriculum for the students of the first year and second years under Semester pattern of study
- Elective option for the students of third year under the Annual pattern of study.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	28
Trimester	N/A
Annual	17

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**An analysis of the feedback is provided in the Annexure II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, Kazi Nazrul University, the affiliating university of the institution, updated the regulation and syllabi for undergraduate courses of study for third and fourth semesters pursued in the affiliated colleges for the academic session 2017-18. The salient aspect of the curricula introduced in 2016-17 is a **six semester pattern of study under Choice Based Credit System (CBCS) for a three year undergraduate course leading to a graduate degree**. Our institution, as an affiliated body is following the syllabi under the new curricula.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Six new Courses have been introduced in 2017-18

- Psychology Honours
- Santhali Honours
- B Com Honours in Taxation
- B Com Honours in Financing
- BPA Honours in Classical Vocal Music
- BPA Honours in Nazrul Geeti

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professor	Others
54	23* *inclusive of [One on lien from 1.11.2017]	7	1 (Principal)	GAPTT :21 Librarian: 2

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total		
R	V	R	V	R	23	V	R	V	R	V
1	6	0	0	0	0	0	0	0	1	6

2.4 No. of Guest and Visiting faculty and Temporary faculty:

Guest Faculty	Visiting Faculty	Temporary Faculty
NIL	NIL	35

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University/College level
Attended	14	27	5	9
Presented papers	11	17	2	3
Resource Persons	-	-	-	3

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Perceptive methods of teaching and learning

- ICT enabled presentations
- Use of Smart Board
- Tutorial classes
- Invited lectures
- Screening films and documentaries
- Use of original software for practical classes and laboratory based teaching

Participatory Methods of teaching and active learning

- Group discussion
- Publication of the Departmental Wall Magazines
- Student Seminars
- Educational tours to complement curriculum
- ENVIS projects
- Syllabus based Field Work, Field tours and Excursions
- Interdisciplinary seminars and workshops
- Theme based Exhibition by different departments of the college
- Science Fair

2.7 Total No. of actual teaching days during this academic year 192

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, online Multiple Choice Questions)

- Under the process of Continuous Internal Evaluation, the institution initiated **Objective type tests** and **Open Book Mode examinations** apart from Multiple Choice Question (offline) Tests and Projects in 2017-18.
- Online submission of internal assessment marks to Kazi Nazrul University has been initiated from the academic session 2017-18.
- Online submission of marks of end semester examinations to Kazi Nazrul University has also been initiated from the academic session 2017-18.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development Workshop

Principal is a Member of Syllabus Committee of KNU		No. of faculty members participated in workshops based on syllabi Total : 10
Three faculty members of the college are members of Undergraduate Board of Studies of KNU		
Three faculty members are members Undergraduate Board of Studies of The University of Burdwan		
Total :7		

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students passed	Division			
			Distinction %	I % ($\geq 60\%$)	II% & III% ($< 60\%$)	Pass %
BA (HONS)	232	137	-	20	117	59.05
B.SC.(HONS)	47	26	-	6	20	55.32
BA (GENERAL)	231	123	-	1	122	53.24
B.SC.(GENERAL)	2	1	-	-	1	50.00
B.COM(GENERAL)	4	3	-	-	3	75.00
Grand Total	516	290	-	27	263	56.20

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Preparation of the Academic Calendar and incorporate the parallel teaching- learning schedule in the period of transition from an Annual pattern of study to CBCS with six semester pattern of study.

- Organizing an Orientation Programme on CBCS structure for both students and teachers at the beginning of the academic session
- Sponsoring and organizing seminar, workshop and symposium in the college.
- Documenting the activities of the different departments of the college.
- Promoting the practice of maintaining Teacher's Daily Diary by the faculty members and getting it authenticated by the Principal on a regular basis.
- Promoting and updating the records about Faculty improvement and up-gradation courses attended by the teachers and the genre of research work carried out by them.
- Internal Academic Audit carried out with active participation of the primary stakeholders.

2.13 Initiatives undertaken towards faculty development: 15

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	28
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	3
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	18
Others	43

2.14 Details of Administrative and Technical Staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year 2017-18	Number of positions filled temporarily
Administrative Staff	9	8	-	4
Technical Staff	7	4	-	3

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Promote personal initiatives in research activities as well as national and international collaborative research activities.
- Promote the efforts of the different departments organizing seminars, lectures, workshops and symposium.
- Promote participation and academic paper presentations in seminars and conferences.
- Promote research publications in books and journals.
- Taking initiatives in developing an analytical mind and research oriented outlook and aptitude through publication of the Departmental Wall Magazines, project work, field visits, educational tours, organizing exhibitions and participation in student seminars ,workshops, seminars and conferences held in the institution.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	27	7	-
Non-Peer Review Journals	-	-	-
e-Journals	6	-	-
Conference proceedings	1	4	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i> “Visit to Rajbhavana in Kolkata”		NSS units of RGC and own contribution of the primary stakeholders	-	-
Any other(Specify)	-	-	-	-
Total		-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences* organized by the Institution

Level	International	National	State	University	College
Number	-	16 Seminar lecture series in Orientation Programme for NSS Programme Officers	1	-	5
Sponsoring agencies	-	Training Orientation and Research Centre (TORC), Ramkrishna Mission Ashrama, Narendrapur, Kolkata	IQAC & RGC	-	IQAC & RGC

(*includes seminars, symposia and seminar lecture series in Orientation Programme)

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total stakeholders"/>

3.16 No. of patents received this year

Type of Patent	Number
----------------	--------

National	Applied	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	District	College
3		1		2		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

2

6

3.19 No. of Ph.D. awarded by faculty from the Institution

3

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Major Activities in the sphere of Extension Activities

1. Celebration of NCC Day
2. Celebration of NSS Day
3. Celebration of Yoga Day with Workshop on Yoga
4. Celebration of National Youth Day
5. Celebration of Children's Day jointly by NSS and Department of History of the college and presenting the children with education kits
6. Dengue awareness Programme
7. Cleanliness drive programme involving children
8. Programme on "Swacch Bharat Abhiyan"
9. Programme on Traffic Control by NSS volunteers
10. Red Ribbon Day Celebration and creating awareness on AIDS
11. Cleaning the College Campus programme
12. Tree plantation program and distribution of saplings to the people of the adopted villages
13. Free eye health Check-Up programme for the volunteers, Students, Faculty Members & Non-Teaching Members
14. Teaching the toddlers of the Adopted Villages of the NSS units of the college
15. Organization of Orientation Programme for NSS programme Officers by National Service Scheme Units of the college in collaboration with Training Orientation and Research Centre (TORC), Ramkrishna Mission Ashrama, Narendrapur, Kolkata from 17th September to 23rd September 2017.
16. Organization of NSS Special Camping Programme from 23rd March 2018 to 29th March 2018 on the theme "Clean is Green"
17. Visit to Rajbhavana in Kolkata on 23rd November 2017.
18. Participation of two NSS volunteers in Youth festival held in Greater Noida
19. Participation of NSS Programme Officer Dr T K Banerjee in Republic Day Parade Camp in New Delhi from 1st January to 31st January 2018.
20. Organizing lectures on different issues of national importance to sensitize the students of the college.

Major Activities under Institutional Social Responsibility

1. Support to Ananda Ashram, a home for destitute children, near Satgram in Raniganj coal-field area by donating clothes
2. Celebration of Children's Day jointly by NSS and Department of History of the college in the adopted village of NSS and presenting the children with education kits
3. Organizing Traffic Control programme
4. Dengue awareness Programme
5. Swacch Bharat Abhiyan
6. Celebrating the birthday of each employee of the college by the Principal
7. Arranging competitive examinations like WBJEE and WBJELET (not pertaining to the college examinations) on Sundays.
8. Facilitating the requisition of the College for West Bengal Panchayat election training on 8th May 2018
9. Facilitating the requisition of the College as DC-RC for West Bengal Panchayat election held in May 2018
10. The alumni of the college, women of the neighbourhood and students of the neighbouring college have enrolled in the skill development courses conducted by NSHM and benefitted from the same.

11. The college authorities ensure the safe return of the students to their houses after college excursions or during exigencies.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25325.23 sq. mts	-	-	25325.23 sq. mts
Class rooms	27	4	State Government	31
Laboratories	14 + 1 (including Computer lab)	-	-	15
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		Computer sets and accessories = 2	College Fund	Rs 156190/-
Others	-	Sanitary Napkin Vending Machine = 1	State Government Grant	Rs 65696/-
		New building including 4 classrooms	State Government Grant	Rs 3701085/-
		CCTV installation,	College Fund	Rs 76371/-
		Musical Instruments, Inverter	College Fund	Rs 36500/-
			College Fund	Rs 60330/-

4.2 Computerization of administration and library

- Computerization of the college office through College Administrative Management System (CAMS) software.
- Software for the management of online admission and student database
- Computerization and Barcoding of 84 percent of the library books has been carried out.

4.3 Library services:

	Existing		Newly added		Total (Text & Ref.)	
	No.	Value (in INR)	No.	Value (in INR)	No.	Value (in INR)
Text Books	21524	2651552	575	146325	22765	2797877
Reference Books	666		-			
e-Books	INFLIBNET	-	-	-	-	-
Journals	1	-	0		1	-
e-Journals	INFLIBNET	-	-	-	-	-
Digital Database	INFLIBNET	-	-	-	-	-
CD & Video	40					
Others (specify) Book Bank	223					
Newspaper	05					

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	01	Wired	Yes		Yes	0	30
			Broad Band LAN/ WIFI on process	Yes		Yes	0	
Added	2	0	Wired	Yes		No	0	2
			Broad Band LAN/ WIFI on process	No		No	0	
Total	54	01					0	32

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Computerization of the office through College Administrative Management System (CAMS).
- Online admission through the college website
- Training for GST by Directorate of Commercial Taxes, Human Resource Development Cell, Government of West Bengal.
- Training in Online form fill up for Undergraduate registration by the affiliating university
- Training for facilitating online financial assistance to the students under Kanyashree Scheme of the Government of West Bengal
- Training on Swami Vivekananda Scholarship Scheme at Bikash Bhavana, Kolkata
- Training on RUSA 2.0 by Department of Higher Education, Government of West Bengal
- Certificate Course in Basics of Computers is offered by the college
- 84 percent of the library books have been computerized.
- Internet access to Principal's Office, College Office, Accounts Department, Library, IQAC, Computer Lab, Examination Office, Virtual Classroom and so on.
- Wi-Fi-enabled

4.6 Amount spent on maintenance in lakhs (Rupees):

i) ICT	0.18826
ii) Campus Infrastructure and facilities	3.49177
iii) Equipments	0.18590
iv) Others	0.12738
Total :	3.99331

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Important notifications are published by the college on the college notice boards and institution's website as well as circulated in the classrooms.
- Dissemination of information through faculty members of different departments
- Active participation and assistance from the student representatives of the Students' Union of the college in creating awareness.
- Encouraging peer participation and involvement to create awareness among the students.

5.2 Efforts made by the institution for tracking the progression

- Academic Progression and completion of the three year undergraduate course is tracked through learner's performance in examination and evaluation.
- Progression to post graduation tracked through personal contact of the students with their mentors and alma mater.
- Progression to employment tracked through off-campus placement and contact of the students with their alma mater.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2006	NA	NA	NA

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
2006	100

Women —

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1247	323	126	133	1	1830	1380	352	110	161	3	2006

Demand ratio: **2.45**

Dropout %: **2.07%** (of registered students)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Special coaching for Clerkship Exam imparted by District Employment Exchange, Raniganj, Labour Department, Government of West Bengal from 18th June to 22nd June 2018

No. of students beneficiaries

120

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Practice exists for informal student counselling and dissemination of information about post graduate courses to interested students.
- Special coaching for Clerkship Exam imparted by District Employment Exchange, Raniganj, Labour Department, Government of West Bengal from 18th June to 22nd June 2018
- Add-on Courses are offered by the college in collaboration with NSHM Udaan Skills Pvt. Ltd as a part of the Prime Minister's National Skill Development Programme
- Seminar held on 13th March 2018 about various Placement schemes of Central government (NSDC) project by ICA, EDUSKILLS PVT LTD (Pradhan Mantri Kaushal Kendra-Asansol)

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed (Through NSHM)
-	-	-	Placed with a company: 17 Self-employed: 6

5.8 Details of gender sensitization programmes

- Celebration of International Women's Day on 8th March 2018
- Sensitization about the legal aid available to women in the one day symposium on "Legal Awareness Programme" organized by IQAC, Raniganj Girls' College in collaboration with Department of Law, Kazi Nazrul University on 11th June 2018.
- Exhibition on the theme "Women of the past during the period of Mahabharata and the modern women" by the Department of Sanskrit on 7th and 8th November 2017
- Sensitization through class lectures in disciplines like English, Hindi, Urdu, History, Political Science, Economics, Environmental Studies and so on, having an inbuilt course component in gender studies, women's empowerment, gender inequality or other gender related issues.
- Sensitization about the Sanitary Napkin Vending Machines.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount (in INR)
Financial support from institution		
a. Students' Aid Fund	51	17600
b. Endowment Scholarships of the Institution	9	24303
c. Students' Union Fund	87	41000
Financial support from Government		
a. Kanyashree	308*	Benefits directly transferred to Beneficiary's A/C
b. SC/ST/OBC Post Matric Scholarship	260*	
c. Vivekananda Scholarship	31*	
d. Minority Scholarship	49*	
Financial support from other sources (from Alumni)	1	1150
Number of students who received International/ National recognitions	-	-

* Total number of applicants

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No major grievances were reported.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The motto of our college is “असतो मा सद्गमय। तमसो मा ज्योतिर्गमय” (“asato ma sadgamay tamaso ma jyotirgamay”) i.e. “lead us from untruth to truth and from darkness to light”.

The mission and vision statement of the institution

- Educating socially and economically backward students upon a strong foundation of secular, humanitarian world view.
- Empowering women through higher education
- To impart quality education to the students
- To transform the college into a modern centre of learning by keeping up to the contemporary standard
- To develop all round personality of the students by involving them in various extra-curricular programme
- To be relevant to the society as a site of developing and nurturing human resource
- To bring about a perceptible transformation in the society through women’s empowerment and generation of quality human resource
- Zero tolerance against any form of discrimination based on religion, caste or gender
- To assist the students in placement
- Repaying the debt to the society
- Instilling a sense of gratitude and indebtedness to the institution
- Developing self-esteem and respect for others

6.2 Does the Institution has a management Information System

- College Administrative Management System(CAMS) software
- Software for the management of online admission and student database
- Software for computerization and barcoding of the library books

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The institution implements the curricula developed by Kazi Nazrul University. There is no provision for internally designing the undergraduate curricula. However improvisation in curriculum implementation is done with a view to prepare students for future competitive examinations.
- The Principal is a Member of Syllabus Committee of Kazi Nazrul University. Moreover three of our faculty members are members of Under Graduate Board of Studies of the affiliating university. In this capacity, they participate in curriculum design and planning of the undergraduate syllabi of KNU.
- Three other faculty members of the college are members of Under Graduate Board of Studies of the University of Burdwan. In this capacity, they participate in curriculum design and planning of the undergraduate syllabi of the University of Burdwan.
- Curricula of the Skill-Development Courses offered by the institution have been developed by the Faculty Members of the college
- Curricula of the Add-on-Courses are provided by NHSM Udaan Skills Pvt. Ltd.

6.3.2 Teaching and Learning

Perceptive methods of teaching and learning

- Conventional Chalk and Talk
- ICT enabled presentations
- Use of Smart Board
- Tutorial classes

- Invited lectures
- Screening films and documentaries
- Use of original software for practical classes and laboratory based teaching

Participatory Methods of teaching and active learning

- Group discussion
- Publication of the Departmental Wall Magazines
- Student Seminars
- Educational tours to complement curriculum
- ENVIS projects
- Syllabus based Field Work, Field tours and Excursions
- Interdisciplinary seminars and workshops
- Theme based Exhibition by different departments of the college
- Science Fair

6.3.3 Examination and Evaluation

College Examination and Evaluation

- Constitution of Examination Committees comprising the faculty members of different disciplines to ensure smooth conduct of Continuous Internal Evaluation (CIE) process in the institution as well as respect the University Examination schedule as formulated by the university.
- For conducting Continuous Internal Evaluation the examination schedule was prepared internally by the concerned Examination Committee and duly authenticated by the Principal.
- Under CBCS pattern of study, continuous internal evaluation comprised of different types of internal assessment tests based on MCQ pattern, projects, objective type questions and Open Book Mode of examinations in each semester for a total of 10 marks (added to the end semester SGPA).
- Under the Annual pattern, Test examination conducted at the end of the academic year.
- As a part of the CIE, different departments of the college also conduct class tests, students' seminars, group discussions and viva voce from time to time all throughout the year.
- Retest conducted whenever deemed necessary.
- Question papers for internal evaluation are set strictly as per the norms prescribed by the university.
- Transparency is maintained in the internal evaluation process with proper documentation.
- Emphasis is given on the class attendance of the students.
- Necessary steps are taken to address the problems of academically weak students.
- Teachers-Guardians meeting is held with the guardians for the students with low class attendance and also with the guardians of the unsuccessful examinees after the publication of college level evaluation results.
- Arrangements are made for the physically challenged to write their examinations on the ground floor.

University Examination and Evaluation

- The institution as an affiliated college helps the University in the smooth conduct of the University Examinations under both CBCS and Annual pattern of study.
- The decisions regarding the mode and process of evaluation of such examinations reside basically with Kazi Nazrul University (KNU).
- Many teachers of the college are discharging their duties as Chairpersons, Convenors, Head examiners and external experts for different examinations of KNU.
- Internal and end semester marks are being submitted online from the academic session 2017-18.

6.3.4 Research and Development

- Encourage the faculty members to complete their research leading to MPhil and doctoral degree.
- Encourage the faculty members engaged in post-doctoral research.

- Appreciate the role of faculty members who are PhD Guides and encourage other faculty members to register themselves with the university in the same capacity.
- Piloting an in-house Student Research Project in association with some faculty members of the college on “Visit to Rajbhavana” in Kolkata.
- Dr Laxminarayan Sahoo, Assistant Professor of Mathematics has applied for a research project titled “Studies on some Decision making problems in uncertain domain using hybrid logarithms” to SERB (Science and Engineering Research Board) , Government of India, under the MATRICS Scheme.
- Appreciate and encourage the efforts of Dr Alok Kumar De, Associate Professor of Physics, engaged in collaborative research at the national and international level.
- Promote the organization of conference, seminars, workshops and symposia
- Encourage and promote research publications in books and journals
- Promote participation and presentation of academic and technical papers at all levels.
- Providing support in the way of sanctioning ‘on duty’ to faculty members who participate and present papers in seminars and conferences outside the college.
- Space and necessary infrastructural support is provided by the college for research work.
- Access to INFLIBNET
- Sensitizing the learners by developing an analytical mind and research oriented outlook and aptitude through the publication of Departmental Wall Magazines, project work, field visits, organizing exhibitions, educational tours and participation in workshops, seminars and conferences held in the college and other institutions of higher learning.
- Publication of the Magazine “Prabahini” by the Department of History

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- Computerization and barcoding of 84% of the library books
- Reference section is maintained
- Maintains educational CDs
- Stock verification is done regularly
- Subscribed to INFLIBNET
- Seminar library maintained by most departments of the college
- Added 575 new books to the Central library
- Books have been donated to the Seminar libraries of different departments. The total number of books in the seminar libraries of different departments is as follows:

Name of the Department	Number of books in Seminar Library
Bengali	25
Botany	65
Chemistry	91
Commerce	53
Economics	20
English	85
Geography	82
Hindi	27
History	516
Mathematics	200
Microbiology	8
Philosophy	46
Physics	70 + 66 Magazines
Political Science	200
Sanskrit	7
Urdu	210
Zoology	64

ICT

- Use of Smart Board
- Virtual Classroom
- ICT enabled classrooms regularly used for teaching
- Wi-Fi enabled
- One Computer lab
- Computers and peripherals are used and maintained by various departments of the college
- Computerization of the office through the use of College Administrative Management System (CAMS) software.
- Online admission procedure
- Online registration and form fill up for examinations
- Online submission of marks to the university

Physical Infrastructure/ Instrumentation

- New building with four dedicated classrooms, one room dedicated for the creation of Library Annex, one room dedicated for the creation of Staff room and one room dedicated for the creation of space for exhibit gallery
- Twenty four hours CCTV surveillance including the Girls' Hostel
- Maintenance of fire extinguishers
- Maintenance of the Sanitary Napkin Vending Machine
- Installation of one more Sanitary Napkin Vending Machine
- Solar street lighting system at night
- Water harvesting facility
- Multi-Purpose Seminar Hall with Audio-Visual facility
- Class rooms with public address system
- One Reading room for the students
- Open grounds for outdoor sports
- Indoor games facility
- Sick room
- Students' Common Room
- Rest room
- Guest room
- Green Generator facility during load shedding
- Good hygienic toilet and sanitation facilities
- General Refectory and students' canteen
- Ramp for the physically challenged
- Maintenance of Water purifier to provide pure and safe drinking water
- IQAC room with TV
- Well- equipped laboratories
- Regular maintenance of laboratory equipment

6.3.6 Human Resource Management

- Recruitment: Recruitment and appointment of one new faculty member on substantive basis against sanctioned vacancy for a teaching position made on the recommendations of the West Bengal College Service Commission and duly accepted by the Governing Body of the college as per the norms of the Government of West Bengal for government-aided colleges.
- Training:
 - Orientation Course
 - Refresher Course
 - Short Term Course
 - Workshops on CBCS Syllabus and Structure at both the University and Institutional Level
 - Training in Online form fill up for Undergraduate registration by the affiliating university

- Training for GST by Directorate of Commercial Taxes, Human Resource Development Cell, Government of West Bengal.
- Training for facilitating online financial assistance to the students under Kanyashree Scheme of the Government of West Bengal
- Training on Swami Vivekananda Scholarship Scheme at Bikash Bhavana, Kolkata
- Training on RUSA 2.0 by Department of Higher Education, Government of West Bengal
- Pay and Allowances:
 - Fixation of Pay and allowances of the fresh incumbents by the Department of Higher Education, Government of West Bengal
 - Preparation of Pay and Allowances account by the Bursar and the Accountant with help of HRMS portal facilitated by the WBIFMS , Government of West Bengal and disbursed and credited by the Asansol Treasury directly to the employee's bank account
- Decision Making:
 - Department of Higher Education, Government of West Bengal,
 - Kazi Nazrul University,
 - Governing Body of Raniganj Girls' College
- Planning and Implementation:

With Principal at the helm of affairs, planning and implementation is carried out with the active cooperation of the teachers, the administrative staff, students and various other stakeholders associated with the institution.
- Monitoring & Evaluation:
 - Principal, Raniganj Girls' College
 - Computerization of the college office through the use of College Administrative Management System (CAMS) software.
 - Financial Audit
 - Academic and Administrative Audit conducted by Kazi Nazrul University
 - Teacher's Daily Diary
 - Updating the records on authorized leave of absence of all the incumbents
 - Regularly updating the Service Book
 - Feedback
- Welfare:
 - Availability of credit from Raniganj Girls' College Employees' Credit Cooperative Society Limited
 - Facilitating the availability of loan from Provident Fund in times of exigencies.
 - Sick Room with facility for medical personnel to respond immediately on call.
 - 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.
 - Timely submission of Pension papers before the superannuation of the incumbent.
 - Disbursement of Provident Fund benefits immediately on superannuation of incumbent.
 - Facilitating the encashment of earned leave after superannuation of incumbent.
 - Organization of eye health check-up camps.
 - Medical insurance scheme "Swasthya Sathi" by Government of West Bengal for Government Approved Part Time Teachers (GAPTT) and the non-teaching staff.
 - Celebration of birthday of the employees by the Principal of the institution

6.3.7 Faculty and Staff recruitment

- Recruitment and appointment of one new faculty member on substantive basis against sanctioned vacancy for a teaching position made on the recommendations of the West Bengal College Service Commission and duly accepted by the Governing Body of the college as per the norms of the Government of West Bengal for government-aided colleges.

- Updating the 100 Point Roster with the Backward Classes Welfare Department, Government of West Bengal which forms the basis for determining the nature of the vacant teaching and non-teaching posts.
- The institution also recruits Management Approved Part-time teachers on ad-hoc basis from time to time as and when deemed necessary by the institution.
- Efforts were made to fill up the existing vacancies in teaching and non-teaching positions.
- Efforts were made to create new vacancies for teaching and non-teaching positions.

6.3.8 Industry Interaction / Collaboration

Institution- Industry Interaction

- Off Campus Placement of 17 students through NSHM after training in add-on courses in the academic year 2017-18. Further about six students after completing training in add-on courses of NSHM, became self employed.

Collaboration

- Organization of one day symposium on “Legal Awareness Programme” IQAC, Raniganj Girls’ College in collaboration with Department of Law, Kazi Nazrul University at Raniganj Girls’ College
- Organization of Orientation Programme for NSS programme Officers by National Service Scheme Units of the college in collaboration with Training Orientation and Research Centre (TORC) Ramkrishna Mission Ashrama, Narendrapur, Kolkata from 17th September to 23rd September 2017
- Add-on Courses are offered by the college in collaboration with NSHM Udaan Skills Pvt. Ltd. as a part of the Prime Minister’s National Skill Development Programme
- Dr Alok Kumar De, Associate Professor of Physics, is engaged in collaborative research at the national level with the members of VECC, DAE, Government of India.
- Dr Alok Kumar De, Associate Professor of Physics, is a part of the Indian team engaged in an international collaborative research, the MATS collaboration, on FAIR (Facility for Antiproton and Ion Research), built in cooperation with an international community of countries and scientists.
- Collaboration exists with Searsole Sports and Cultural Association of Raniganj for using the gymnasium for the undergraduate course in Physical Education
- Collaboration exists with P C Solutions

6.3.9 Admission of Students

- Admission Process monitored by the Admission Committee
- Transparency in Online Admission
- Admission Process widely publicized
- Admission process purely on the basis of merit list.
- Follow Statutory Reservation Policy of the Government
- Students take admission from neighbouring districts like Bankura, Birbhum, Hooghly and Purulia

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Availability of credit from Raniganj Girls’ College Employees’ Credit Cooperative Society Limited • Facilitating the availability of loan from Provident Fund in times of exigencies. • Temporary non-teaching employees are annually paid an ex-gratia amount during the festival season • Sick Room with facility for medical personnel to respond immediately on call. • 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. • Timely submission of pension papers before the superannuation of the incumbent.
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Non-Teaching	<ul style="list-style-type: none"> • Disbursement of Provident Fund benefits immediately on superannuation of incumbent. • Facilitating the encashment of earned leave after superannuation of incumbent. • Organization of eye health check-up camp • Medical insurance scheme “Swasthya Sathi” by Government of West Bengal for Government Approved Part Time Teachers (GAPTT) and the non-teaching staff. • Cheap Refectory
Students	<ul style="list-style-type: none"> • Facilitating Financial Aid for students • Six Endowment scholarships given to financially weak but meritorious students • Sick Room with facility for medical personnel to respond on call • Facility of Students’ Health Home • Organization of eye health check-up camp • Cheap Canteen • Arrangements made for the physically challenged to attend classes on the ground floor. • Arrangements made for the physically challenged to write their examinations on the ground floor. • Arrangement for Sick Room for sick examinees to appear in their examinations.

6.5 Total corpus fund generated

Rs 3,17000/-
(Rupees Three Lacs Seventeen thousand)

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Kazi Nazrul University, Asansol	Yes	Principal & IQAC
Administrative	Yes	Kazi Nazrul University, Asansol	Yes	Principal & IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes NA No NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- The institution adopted the concept of Grading System in the Examination system under the six semester pattern of study with CBCS structure which was introduced by the affiliating University in 2016-17. This is a departure from the numerical score component followed under the Annual pattern of study.
- Facilitating the Online University registration of the bonafide students of the institution
- Facilitating the Online form fill up of examination forms by the students before their University Examinations.
- Online submission of internal and end semester marks to Kazi Nazrul University

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

Activities:

- Annual Alumni Meet 2017-18 held and plan of action for the future chalked out.
- Contributions made to Ananda Ashram, a home for destitute children, near Satgram in Raniganj coal-field area.
- Some alumni celebrate Holi, Rakhi, Bhai Dhuj and Christmas with the children of Ananda Ashram

Support:

- Financial support of Rs 1150/- provided for the education of one student

6.12 Activities and support from the Parent – Teacher Association

- Meeting of the teachers with the Guardians
- Guidance, assistance and motivation provided by the Principal and the teachers to the parents to deal with specific problems of early marriage and other social and sensitive issues.
- Informal Feedback

6.13 Development programmes for support staff

- Workshop on understanding the CBCS structure of examination
- Training in Online form fill up for examination by the affiliating university
- Guidance in online submission of marks by Kazi Nazrul University

6.14 Initiatives taken by the institution to make the campus eco-friendly

- NSS Special Camping Programme from 23rd March 2018 to 29th March 2018 on the theme “Clean is Green”
- Students are encouraged to do Projects in Environmental Studies utilizing old and recycled paper.
- Annual plantation programme
- Maintenance of the Medicinal plant garden
- Maintenance of the seasonal flower garden
- Rearing indoor plant that purify air
- Utilization of the unutilized college land for cultivating seasonal vegetables.
- Rain water harvesting
- Use of solar street lights in the campus at night
- Increase in the use of LED bulbs
- Use of Miniature Circuit Breaker (MCB) switches to prevent waste of electricity and ward off any accident.
- Convert the bio-degradable waste materials into compost for our own vegetation.
- Use of constructed burial pits for management of waste water from the Chemistry laboratory.
- Only Pollution under Control (PUC) certified vehicles are allowed to enter the campus.
- Use of plastics is minimised
- Use of tobacco in the campus premises is restricted.
- Water purifiers are cleaned and maintained regularly

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Introduction of new courses which aim at catering to the multicultural needs of the local community, widening the choice of subjects offered during admission to the students, and potentially promise to improve their opportunities in employment/self-employment.
- Introduction of internal assessment of the students based on Open Book Mode examinations.
- Books donated by teachers to the Seminar Library.
- Piloting an in-house Student Research Project in association with some faculty members of the college on “Visit to Rajbhavana” in Kolkata.
- Organization of Orientation Programme for NSS programme Officers by National Service Scheme Units of the college in collaboration with Training Orientation and Research Centre (TORC) Ramkrishna Mission Ashrama, Narendrapur, Kolkata from 17th September to 23rd September 2017
- Organization of Theme based Departmental Exhibitions on 7th and 8th November 2017

Name of the Department	Theme
Botany	Plant evolution
Chemistry	Artificial feel of natural calamities
English	Position of English in the Indo-European languages
Geography	Volcanic eruption and associated landforms; Models of Urban structure
Hindi	“Rangmanch aur samaj” in Hindi literature
History and Economics	Evolution of money as a medium of exchange
Mathematics	Mathematical Modelling
Microbiology	Environmental Microbiology
Philosophy	Achievement of freedom from all suffering
Physics	Basic Applications of Physics
Political Science	Hundred years of Russian Revolution
Sanskrit	Women of the past during the period of Mahabharata and the modern women
Urdu	National Integration and Urdu Language
Zoology	Genetics and drugs

- Sale of handicrafts prepared by the college students in the exhibition
- Celebration of important events throughout the year

Date	Important event
31st July 2017	Celebration of Birth Anniversary of “Munshi Premchand”
8th August 2017	Celebration of Rakhi
15th August 2017	Independence Day
5th September 2017	Teacher’s Day

21 st September 2017	Hindi Divas
14 th November 2017	Celebration of Children's Day by the Department of History jointly with the NSS units of the college
16 th November 2017	World Philosophy Day
22 nd December 2017	World Mathematics Day
12 th January 2018	National Youth Day
22 nd January 2018	Celebration of Saraswati Puja
26 th January 2018	Republic Day
21 st February 2018	Antarjatik Bhasa Dibas (International Mother Tongue Day)
28 th February 2018	Celebration of Holi
8 th March 2018	International Women's Day
5 th May 2018	Celebration of Birth Anniversary of "Pandit Raghunath Murmu"
29 th May 2018	Celebration of Iftar
19 th June 2018	Celebration of Eid Milan
21 st June 2018	Celebration of World Yoga Day

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action formulated	Action Taken Report(ATR)
Awareness about CBCS curricula in undergraduate studies	Organized an Orientation programme on CBCS structure for both students and teachers.
Introduction of new courses	Six new courses have been introduced
Introducing innovative methods in the Continuous Internal Assessment System	Internal Assessment taken in Open Book Mode of examination
Facilitate more opportunities in Career counselling	Special coaching for Clerkship Exam imparted by District Employment Exchange, Raniganj, Labour Department, Government of West Bengal from 18 th June to 22 nd June 2018. This benefited 120 students
Provision for financial assistance to students	Financial Assistance provided to financially weak and meritorious students
Arranging institutional level educational tours	Arranged
Promote co-curricular and extension activities	Co-curricular and extension activities organized.
Promote institutional social responsibility	Supported and promoted with different activities.
Promote collaborative efforts	Promoted and supported different collaborative efforts
Piloting an in-house Student Research Project in association with some faculty members of the college	Promoted and encouraged
Make the Girls' Hostel 'Maitree' functional	The Girls' Hostel 'Maitree' was made functional with 26 boarders.
Installation of CCTV to increase the security of Girls' Hostel	Installed
Complete the construction of new building and increase the number of classrooms.	A new building has been constructed which resulted in the increase in the number of classrooms
Filling up permanent vacancies	One vacancy in the position of Assistant Professor of Zoology filled up.
Academic and Administrative Audit	Conducted by Kazi Nazrul University
Analysis of Feedback received from Students	Feedback taken and analysed

7.3 Give two Best Practices* of the institution (please see the format in the NAAC Self-study Manuals)

- **Best Practice I:** Financial Assistance rendered by the Raniganj Girls' College Students' Union to the economically weak students of the college
- **Best Practice II:** Cultivation of seasonal vegetables on unutilized stretch of land within the college campus.

**Details provided in Annexure III*

7.4 Contribution to environmental awareness / protection

- Awareness built through class lectures in Environmental Studies
- NSS Special Camping Programme from 23rd March 2018 to 29th March 2018 on the theme "Clean is Green"
- Students are encouraged to do Projects in Environmental Studies utilizing old and recycled paper.
- Annual plantation programme
- Maintenance of the Medicinal plant garden
- Maintenance of the seasonal flower garden
- Rearing indoor plant that purify air
- Utilization of the unutilized college land for cultivating seasonal vegetables.
- Rain water harvesting
- Use of solar street lights in the campus at night
- Increase in the use of LED bulbs
- Use of Miniature Circuit Breaker (MCB) switches to prevent waste of electricity and ward off any accident.
- Convert the bio-degradable waste materials into compost for our own vegetation.
- Use of constructed burial pits for management of waste water from the Chemistry laboratory.
- Only Pollution Under Control (PUC) certified vehicles are allowed to enter the campus.
- Use of plastics is minimised
- Use of tobacco in the campus premises is restricted.
- Water purifiers are cleaned and maintained regularly

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- Favourable academic ambience
- Adequate campus area for expansion of infrastructure and classrooms required for CBCS pattern of study
- Efficient networking with academic and administrative bodies of higher learning and excellence
- Healthy interaction and strong bonding among the teaching, non-teaching and students
- Strong support from Students' Union and alumni
- Strong bonding with the neighbouring local community.
- Extensive co-curricular, extra-curricular and outreach activities
- Catering to the educational needs of a diversified student community.
- Provision for financial assistance to the economically weak yet meritorious students.
- Students with promising potentiality
- Availability of basic amenities.
- Healthy association with various administrative wings of the government and other social organizations.

Weakness:

- Notionally urban location, semi-urban in spirit.
- Inadequacy of physical infrastructure

- Paucity of funds for development
- First generation learners
- Financially challenged students
- Need to set up a complete Medical Unit in the college
- Discontinuation of studies due to early marriage of a section of students
- Discontinuation of studies in case of married students due to social inhibitions.

Opportunities:

- Scope for faculty upgradation and research activities
- Teaching through virtual class rooms and interactive teaching
- Scope for introducing various career oriented certified courses
- Making the campus eco-friendly
- Inculcating consciousness among the learners about their rights and duties
- Implementation of e-governance at different levels
- Improving the academic performance of the learners

Challenges:

- Improving college infrastructure despite financial constraints
- Improving the academic performance of the learners
- Fostering self - confidence among students
- Motivating and counselling first generation learners
- Motivating students to pursue career oriented courses
- Motivate the students against early marriage and discontinuation of studies
- Make the students self-reliant
- Provision for and exposure to e-learning resources.
- Ensuring employability through on-campus recruitment.
- Increasing opportunities for research

8. Plans of institution for next year

Academics:

- Opening Post Graduate Courses
- Developing e-content bank for teaching purposes
- Organizing more number of student seminars
- Organize more number of seminars and conferences.
- Increase the number of skill development courses

Research and Publications:

- Apply for research projects
- Publication of a book at the institutional level

Co-curricular and extension activities:

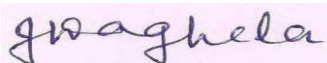
- Promote educational tours and excursions
- Increase the number and frequency of outreach activities
- Arrange for institutional level fair
- Organize intercollege cultural programme and competitions

Career Guidance:

- Facilitating training Courses in NET/SET, SSC, Civil Services and other competitive examinations

Infrastructure and technological upgradation

- Complete computerization of the administration and library
- Increase the number of ICT based classrooms.
- Increasing Library space
- Creating space for exhibit gallery
- Establishing fair price shops
- Establishing a medical unit
- Opening a day-care unit in the college.



Ms Jyotika Waghela
Coordinator, IQAC
Raniganj Girls' College



Dr Chhabi De
Principal,
Raniganj Girls' College
&
Chairperson, IQAC
Raniganj Girls' College

Annexure I: Academic Calendar 2017-18

JUL '17			AUG'17			SEP'17			OCT'17			NOV'17			DEC'17		
1	S		1	T		1	F		1	S		1	W		1	F	
2	S		2	W		2	S		2	M		2	T		2	S	
3	M		3	T		3	S		3	T		3	F		3	S	
4	T		4	F		4	M		4	W		4	S		4	M	
5	W		5	S		5	T		5	T		5	S		5	T	
6	T		6	S		6	W		6	F		6	M		6	W	
7	F		7	M		7	T		7	S		7	T		7	T	
8	S		8	T		8	F		8	S		8	W		8	F	
9	S		9	W		9	S		9	M		9	T		9	S	
10	M		10	T		10	S		10	T		10	F		10	S	
11	T		11	F		11	M		11	W		11	S		11	M	
12	W		12	S		12	T		12	T		12	S		12	T	
13	T		13	S		13	W		13	F		13	M		13	W	
14	F		14	M		14	T		14	S		14	T		14	T	
15	S		15	T		15	F		15	S		15	W		15	F	
16	S		16	W		16	S		16	M		16	T		16	S	
17	M		17	T		17	S		17	T		17	F		17	S	
18	T		18	F		18	M		18	W		18	S		18	M	
19	W		19	S		19	T		19	T		19	S		19	T	
20	T		20	S		20	W		20	F		20	M		20	W	
21	F		21	M		21	T		21	S		21	T		21	T	
22	S		22	T		22	F		22	S		22	W		22	F	
23	S		23	W		23	S		23	M		23	T		23	S	
24	M		24	T		24	S		24	T		24	F		24	S	
25	T		25	F		25	M		25	W		25	S		25	M	
26	W		26	S		26	T		26	T		26	S		26	T	
27	T		27	S		27	W		27	F		27	M		27	W	
28	F		28	M		28	T		28	S		28	T		28	T	
29	S		29	T		29	F		29	S		29	W		29	F	
30	S		30	W		30	S		30	M		30	T		30	S	
31	M		31	T					31	T					31	S	

	Teaching Days and Working Day		Holidays/ Closed
	Working Days		Sundays

JAN'18			FEB'18			MAR'18			APR'18			MAY'18			JUN'18		
1	M		1	T		1	T		1	S		1	T		1	F	
2	T		2	F		2	F		2	M		2	W		2	S	
3	W		3	S		3	S		3	T		3	T		3	S	
4	T		4	S		4	S		4	W		4	F		4	M	
5	F		5	M		5	M		5	T		5	S		5	T	
6	S		6	T		6	T		6	F		6	S		6	W	
7	S		7	W		7	W		7	S		7	M		7	T	
8	M		8	T		8	T		8	S		8	T		8	F	
9	T		9	F		9	F		9	M		9	W		9	S	
10	W		10	S		10	S		10	T		10	T		10	S	
11	T		11	S		11	S		11	W		11	F		11	M	
12	F		12	M		12	M		12	T		12	S		12	T	
13	S		13	T		13	T		13	F		13	S		13	W	
14	S		14	W		14	W		14	S		14	M		14	T	
15	M		15	T		15	T		15	S		15	T		15	F	
16	T		16	F		16	F		16	M		16	W		16	S	
17	W		17	S		17	S		17	T		17	T		17	S	
18	T		18	S		18	S		18	W		18	F		18	M	
19	F		19	M		19	M		19	T		19	S		19	T	
20	S		20	T		20	T		20	F		20	S		20	W	
21	S		21	W		21	W		21	S		21	M		21	T	
22	M		22	T		22	T		22	S		22	T		22	F	
23	T		23	F		23	F		23	M		23	W		23	S	
24	W		24	S		24	S		24	T		24	T		24	S	
25	T		25	S		25	S		25	W		25	F		25	M	
26	F		26	M		26	M		26	T		26	S		26	T	
27	S		27	T		27	T		27	F		27	S		27	W	
28	S		28	W		28	W		28	S		28	M		28	T	
29	M					29	T		29	S		29	T		29	F	
30	T					30	F		30	M		30	W		30	S	
31	W					31	S					31	T				

	Teaching Days and Working Day		Holiday/ Closed
	Working Days		Sundays

- College requisitioned for West Bengal Panchayat Election Training on 8th May 2018 vide Memo No. 1147/RNG dated 7.5.2018
- College requisitioned for DC-RC in West Bengal Panchayat Election from 12th May -19th May 2018 vide Memo No.1171/RNG/Elec dated 10.5.2018

Date/Time of the year	Activity
Academic Aspects	
1 st July -7 th July	KNU Part I Backlog Examination 2016-17
12 th -22 nd July	KNU Second Semester Exam 2016-17
24 th July 2017	Commencement of classes Orientation Programme on CBCS pattern of Study
24 th - 29 th November 2017	Internal Assessment for First and Third Semester 2017-18
5 th -13 th January 2018	Part III Test Examination of the college for 2017-18
17 th January-1 st February 2018	KNU Third Semester Examination 2017-18
5 th – 19 th February 2018	KNU First Semester Examination 2017-18
10 th -21 st April 2018	Part III University Examination 2017-18
30 th May – 1 st June 2018	Guardian Meet
12 th -14 th June 2018	Internal Assessment for Second Semester and Fourth Semester 2017-18
Co-curricular and Extracurricular Activities	
7 th November 2017	Fresher’s Welcome Day
8 th November 2017	Annual Social Function
7 th - 8 th November 2017	Theme based Departmental Exhibition ‘Kristi’
21 st February 2018	Annual Athletic Meet (Annual Sports Day)
23 rd to 29 th March 2018	NSS Special Camping Programme on the theme “Clean is Green”
Any One day in the academic session	Cultural Competition
Discrete events throughout the academic session	Publication of Departmental Wall Magazine
Discrete events throughout the academic session	Excursions and Field Visits of the different departments of the college
Throughout the academic session	NSS Regular Activities
Throughout the academic session	NCC Activities
Training in every week	Sports and Games
Other Important Events	
31 st July 2017	Celebration of Birth Anniversary of Munshi PremChand
8 th August 2017	Celebration of Rakhi
15 th August 2017	Independence Day
5 th September 2017	Teacher’s Day
21 st September 2017	Hindi Divas
14 th November 2017	Celebration of Children’s Day by the Department of History jointly with the NSS units of the college
16 th November 2017	World Philosophy Day
23 rd November 2017	Visit to Rajbhavana for Student Research Project
22 nd December 2017	World Mathematics Day
12 th January 2018	National Youth Day
22 nd January 2018	Celebration of Saraswati Puja
26 th January 2018	Republic Day
21 February 2018	Antarjatic Bhasa Dibas (International Mother Tongue Day)
23 rd February 2018	Educational Tour of the College
28 th February 2018	Celebration of Holi
8 th March 2018	International Women’s Day
5 th May 2018	Celebration of Birth Anniversary of Pandit Raghunath Murmu
29 th May 2018	Celebration of Iftar
19 th June 2018	Celebration of Eid Milan
21 st June 2018	Celebration of World Yoga Day

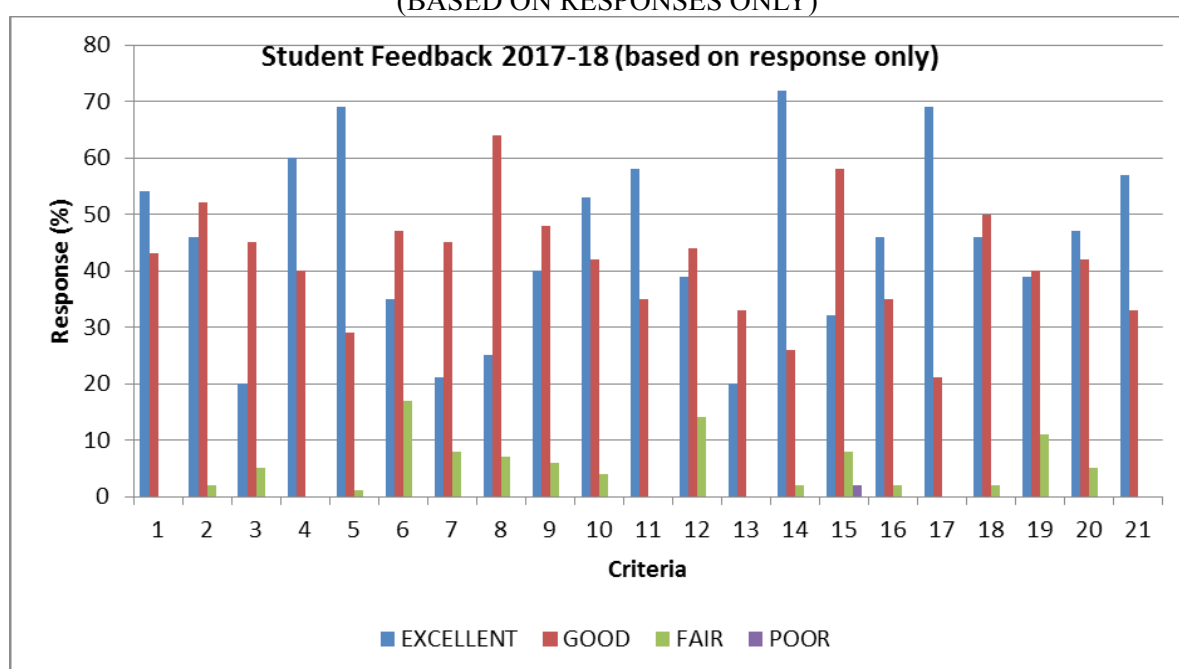
Annexure II: Students' Overall Feedback Analysis 2017-18

A questionnaire was formulated by the institution based on twenty one different criteria for the purpose of eliciting feedback from the undergraduate students of the passing out batch hailing from various disciplines. There were about 535 respondents. The feedback was based on the following 21 criteria: -

1. Ease of understanding the subject
2. Completion of syllabus
3. Timelines of practical work
4. Fairness of evaluation
5. Library facilities
6. Book bank
7. Laboratory equipment
8. Computer facilities
9. Recreational facilities
10. Extra-curricular activities
11. Sports facilities for girls
12. Canteen facilities and drinking water supply
13. Hostel facilities
14. Campus cleanliness
15. Commuting facilities
16. NSS activities
17. NCC activities
18. Extension activities
19. Redressal of grievances
20. Career counselling
21. Financial aids (remission of fees for the poor, stipends or any other)

The responses were categorised as Excellent, Good, Fair, Poor and Very Poor. Those who have not responded, a separate category of "No Response" has been formed. The data obtained has been converted into percentages.

DIAGRAMMATIC REPRESENTATION OF STUDENTS' FEEDBACK IN 2017-18
(BASED ON RESPONSES ONLY)



CRITERION- WISE ANALYSIS

- Regarding the ease with which the subject can be understood, 54 percent of the students surveyed have stated it to be excellent, 43 per cent have stated it to be good. About 3 per cent of the students have not responded.
- Regarding syllabus completion, 52 percent of the students have stated it to be good, 46 per cent of the students have stated it to be excellent, and 2 per cent of the students have stated it to be fair.
- The students' responses about the timelines within which practical work is completed indicate that 45 per cent, 20 per cent, and 5 per cent of the respondents stated it to be good, excellent and fair respectively. About 30 per cent of the students have not responded.
- Regarding fairness of evaluation, 60 percent of the students have stated the same to be excellent and 40 per cent of the students have stated it to be good.
- The student's feedback about library facilities indicates that a major percentage of the students i.e. 69 have stated it to be excellent, 29 per cent of the students have stated it to be good and 1 per cent of the students have stated it to be fair. About 1 per cent of the students have not responded.
- The student's feedback on book bank reveals that a major percentage (47%) of the students have stated it to be good, 35 per cent of the respondents have stated it to be excellent and 17 per cent of the respondents have stated it to be fair. About 1 per cent of the students have not responded.
- The student's response about laboratory equipment reveals that majority (45%) of the students have stated it to be good, 21 per cent of the respondents have stated it to be excellent and 8 per cent of the respondents have stated it to be fair. About 26 per cent of the students have not responded.
- The student's response about computer facilities reveals that a major percentage (64%) of the respondents have stated it to be good, 25 per cent of the respondents have stated it to be excellent and 7 per cent of the respondents have stated it to be fair. About 4 per cent of the students have not responded.
- The student's feedback about recreational facilities reveals that majority (48%) of the respondents have stated it to be good, 40 per cent of the respondents have stated it to be excellent and 6 per cent of the respondents have stated it to be fair. About 6 per cent of the students have not responded.
- The student's feedback about extra-curricular activities reveals that a major percentage (53%) of the respondents have stated it to be excellent, 42 per cent of the respondents have stated it to be good and 4 per cent of the respondents have stated it to be fair. About 1 per cent of the students have not responded.
- The student's feedback about sports facilities for girls reveals that majority (58%) of the respondents have stated it to be excellent and 35 per cent of the respondents have stated it to be good. About 7 per cent of the students have not responded.
- The student's feedback about canteen facilities and drinking water supply reveal that a major percentage (44%) of the respondents have stated it to be good, 39 per cent of the respondents have stated it to be excellent and 14 per cent of the respondents have stated it to be fair. About 3 per cent of the students have not responded.
- The student's feedbacks about hostel facilities for girls reveals that 20 per cent of the respondents have stated it to be excellent and 33 per cent of the respondents have stated it to be good. About 47 per cent of the students have not responded.
- The student's feedback about campus cleanliness reveals that majority (72%) of the respondents have stated it to be excellent and 26 per cent of the respondents have stated it to be good. About 2 per cent of the students have not responded.
- The student's feedback about commuting facilities reveals that majority (58%) of the respondents have stated it to be good, 32 per cent of the respondents have stated it to be excellent and 8 per cent of the respondents have stated it to be fair. About 2 per cent of the students have stated it to be poor.
- The student's feedback about NSS activities reveals that a major percentage (46%) of the respondents have stated it to be excellent, 35 per cent of the respondents have stated it to be good

and 2 per cent of the respondents have stated it to be fair. About 17 per cent of the students have not responded.

- The student's feedback about NCC activities reveals that majority (69%) of the respondents have stated it to be excellent and 21 per cent of the respondents have stated it to be good. About 10 per cent of the students have not responded.
- The student's feedback about extension activities reveals that majority (50%) of the respondents have stated it to be good, 46 per cent of the respondents have stated it to be excellent and 2 per cent of the respondents have stated it to be fair. About 2 per cent of the students have not responded.
- The student's feedback about redressal of grievances reveals that 40 per cent of the respondents have stated it to be good, 39 per cent of the respondents have stated it to be excellent and 11 per cent of the respondents have stated it to be fair. About 10 per cent of the students have not responded.
- The student's feedback about career counselling reveals that 47 per cent of the respondents have stated it to be excellent, 42 per cent of the respondents have stated it to be good and 5 per cent of the respondents have stated it to be fair. About 6 per cent of the students have not responded.
- The student's feedback about financial aids reveals that majority (57%) of the respondents have stated it to be excellent and 33 per cent of the respondents have stated it to be good. About 10 per cent of the students have not responded.

FINAL ANALYSIS

Thus, from the above it can be seen that the majority of the student's feedback with respect to ease of understanding the subject, fairness of evaluation, library facilities, extra-curricular activities, sport facilities, campus cleanliness, NSS activities, NCC activities, career counselling and financial aids are excellent. Majority of the students' feedback with respect to syllabus completion, timelines of practical work, book bank, laboratory equipment, computer facilities, recreational facilities, canteen facilities and drinking water supply, hostel facilities, commuting facilities, extension activities and redressal of grievances seem to be good. It was also found that only in criterion number 15 on commuting facilities about 2 percent of the students stated it to be 'poor'. No criterion has been marked as 'very poor'.

MODUS OPERANDI

The detailed analysis was presented to the Principal of the college. On the basis of this feedback, the Principal decided to make endeavours to improve upon the previous overall performance of the college. Addressing the problems faced by students on the aspect of commuting facilities, (also a cause of concern in the previous academic session), the girls' hostel "Maitree" has been made functional from 2017-18. The students facing commuting problems have been advised to avail the girls' hostel facility available with the institution.

Annexure III: Best Practices

Best Practice I

Title of the Practice: Financial Assistance rendered by the Raniganj Girls' College Students' Union to the economically weak students of the college

Objectives of the Practice:

- To promote the welfare of the students of the college
- To empower the women through education
- To stop discontinuation of studies among women owing to poverty
- To provide financial assistance without any discrimination
- To inculcate a sense of social responsibility

The Context: It has been observed from the students profile that a large section of the students who get enrolled in Raniganj Girls' College belong to an economically weak background. Very often, due to lack of financial support, the students decide to discontinue their studies and parents would marry them off. Working at the grass root level of the institution and facing ground reality, the representatives of the Students' Union of the college realized the essence of the problem quite early. The representatives decided to provide financial assistance to the poor students in their limited capacity. This gesture would not only encourage the poor and needy students to complete their studies; but also help to complement on a limited scale the existing structure for providing different types of financial assistance and scholarships to the deserving college students.

The Practice: It is a known norm that at the beginning of every academic session the representatives of the Students' Union in conference with the Principal of the college chalk out the budgetary provisions and allocations for the different student union activities. The Students' Union of Raniganj Girls' College within the Students' Union budgetary provisions are in the habit of diversifying the excess of receipts over expenditure (allocated for a specific activity) to build a welfare fund. This welfare fund is used to provide financial assistance to the poor and needy students. Applications are sought from the students with certified copies of their family income from the local panchayat or any such competent authority. The eligibility for this financial provision is decided on the basis of family income statement and merit of the applicant. In the academic session 2016-17, about 14 students received a total financial assistance amounting to Rs 9000/- from the Students' Union of the college. In 2017-18, the total number of students receiving financial assistance from the Students' Union of the college increased to 87 and the total financial assistance increased to an amount of Rs 41000/-. Keeping in mind that nearly forty percent of the students of the institution received financial assistance and scholarships of some form or the other from different sources in 2017-18, the financial assistance given by Students' Union amounted to nearly 11 percent of the total financial assistance provided to the students

Obstacles faced/Problems encountered: Paucity of funds with the Students' Union of the college.

Evidence of Success: The increase in enthusiasm seen among the students to complete their education and the decrease in the drop-out rate of the college from 4.98% in 2016-17 to 2.07% in 2017-18 is evidence of success.

Resources Required: Budgetary allocation and provision of financial resources of the Students' Union of Raniganj Girls' College.

Annexure III: Best Practices

Best Practice II

Title of the Practice: Cultivation of seasonal vegetables on unutilized stretch of land within the college campus.

Objectives of the Practice:

To promote eco-friendly initiatives in the institution

To promote environmental awareness and protection

The Context: Raniganj Girls' College is located in the heart of the coal town of Raniganj with a campus area of 25325.23 square metres. Within the campus there was a small stretch of unutilized land left unattended for years giving rise to wild shrubs and bushes. The segment of land was found to be fertile in nature and suitable for cultivation of seasonal vegetables. Thus in 2016, the college authorities decided to utilize the land for growing seasonal vegetables.

The Practice: Cultivation is carried out throughout the year on the identified stretch of land demarcated for the purpose of cultivating vegetables. The choice for vegetables to be grown depends upon the season in which the vegetables are cultivated. The weather in the summer season does not give opportunity for cultivating different varieties of vegetables. There is water scarcity in Raniganj in the summer months. Hence only those vegetables are grown which require less water. On the contrary, the weather in the winter season promotes the cultivation of multiple varieties of vegetables. The land has been used for cultivating vegetables like potato, pumpkin, chilly, tomato, cauliflower, broccoli, brinjal, cabbage, spinach, lady's finger and coriander. The rain water harvesting system of the college is utilized for watering the vegetable tracts. The NSS volunteers of the college lend their helping hand in the cultivation of vegetables.

Obstacles faced/Problems encountered: To keep the monkeys at bay from snacking on the seasonal vegetables

Evidence of Success: The small stretch of vegetable garden enhanced the eco-friendly initiative of the college. It is also a practice with the employees to purchase vegetables from the vegetable garden before returning home. We have been able to earn a small sum of Rs 12556/- from the sales proceeds of the vegetables in the last year. In this way the college is trying to generate resources even though on a very insignificant scale.

Resources Required: Resources for ploughing the land, saplings or seeds of seasonal vegetables required for sowing, green manure and water.