



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		RANIGANJ GIRLS' COLLEGE
Name of the head of the Institution		DR. CHHABI DE
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03412444069
Mobile no.		9434025079
Registered Email		raniganjgirlscollege@gmail.com
Alternate Email		chhabide@gmail.com
Address		Searsole Rajbari, Raniganj
City/Town		Raniganj
State/UT		West Bengal
Pincode		713358
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Ms. Jyotika Waghela
Phone no/Alternate Phone no.	03412445280
Mobile no.	9475029578
Registered Email	iqac.rgc@gmail.com
Alternate Email	jyotika.waghela@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.raniganjgirlscollege.org/images/aqar/AQAR%202018-2019%20.pdf">http://www.raniganjgirlscollege.org/images/aqar/AQAR%202018-2019%20.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

if yes,whether it is uploaded in the institutional website: Weblink :	Yes  <a href="http://www.raniganjgirlscollege.org/images/Academic%20Calendar%202019-20.pdf">http://www.raniganjgirlscollege.org/images/Academic%20Calendar%202019-20.pdf</a>
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### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	2.52	2016	05-Nov-2016	04-Nov-2021

### 6. Date of Establishment of IQAC

05-Mar-2013
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
E-Quiz (Online)	26-Sep-2020 01	84
Mental health of Students	04-Sep-2020	345

and Parents, Specially for Girls Students and Mothers During the Pandemic Situation. (Webinar)	01	
Rethinking and Recreating the Academic Library: Opportunities and Challenges during COVID-19 Pandemic (Webinar)	24-Aug-2020 02	848
Tax Planning and Investment (Webinar)	16-Aug-2020 01	183
An Introduction to Indian Paleography: with special reference to Bengal. (Web-Lecture)	13-Aug-2020 01	109
The Impact of Bioinformatics in COVID-19 Research. (Webinar)	13-Aug-2020 01	359
Use of ICT Skills to Improve the Efficiency of the Office Technology and Management (Webinar)	07-Aug-2020 01	245
Re-Visiting Indias Freedom Struggle (Webinar)	28-Jul-2020 01	395
Syllabus based special lecture on Pre Historic Ages of India	22-Nov-2019 01	95
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

1. During the pandemic situation IQAC took some initiatives to organize webinars. In response to this initiative, various departments of the college came forward and arranged International, National and State level webinars. The Central Library and College office enthusiastically arranged two webinars of International Level. 2. IQAC also inspired students to take active part in activities other than their regular studies. Students of the department of Geography published a digital wall Magazine (Antarip) entitled "Face Mask: A Common Weapon to Combat Covid19" with the help of Departmental Teachers and alumni. 3. With the inspiration of IQAC the students of the Department of History organized a Webinar entitled "150th Birth Anniversary of Mohandas Karamchand Gandhi". Two students of each semester delivered their speeches on various aspects of Gandhi's life, work and philosophy, such as Gandhi's idea about environment etc. 4. Newly admitted Under Graduate students of 20192020 were introduced with new Courses, faculties and staff. Course Counseling was arranged by the Institution for this purpose before the commencement of their classes. 5. Provided guidance to the teachers, who are eligible for promotion in near future, about new format of the career advancement scheme (CAS).

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

Plan of Action	Achivements/Outcomes
Promoting and nurturing the system of mentoring of the students in the institution.	Mentoring of students by the teachers of the college is carried out at regular intervals.
Organization of Career Counselling and Guidance Programme for students	Career Counselling and Guidance Programme was organized for the students of the college under the supervision of Employment Exchange, Govt. of West Bengal and Career Counselling Guidance by RICE.
To initiate the process of promotion and placement of full time teachers whose promotion is due under Career Advancement Scheme (CAS).	Processing the application of seven full-time teachers for Promotion and Placement under Career Advancement Scheme (CAS) and recommendation of the same by the Principal of the college to the competent authorities for further

	action.
Regular update of the College website in tandem with the affairs of the college	The college website regularly updated by the college office in conformity with the college affairs.
Organize seminars and special lecturers	In the event of unforeseen lock down due to the pandemic situation webinars and special weblectures were organized as follows: Two International level Webinars (one by College office with the support of IQAC,RGC one by Central Library, RGC), Two National Level Webinars (one by IQAC,RGC and one by Microbiology Department, RGC), Two State level Webinars (one by History Department and one by Commerce Department) were organized. Two special webLectures organized by The Dept. of History.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Body, Raniganj Girls College	25-Aug-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
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Date of Visit	26-Sep-2016
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2020
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Date of Submission	29-May-2020
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college information system is created as the integrated system, aiming to computerize all college processes. Processes include general college registers, general classifications. It allows for individual users to avoid the different interpretation of the same data. All data are stored in a centralized
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database. Thus it helps the system avoid data duplication. Information is gathered, put to the database and managed. That's why the circulation time of documents decreases, less logical mistakes are made, and search and elimination of mistakes can be done effectively. The information system is based on college computer network. The local area network connects the most office computers of the college. It ensures quick and reliable transmission of information. Information system operates using updated database management system software. The clientserver architecture is used for information system it enhances data reliability and security in connection with technologies of Internet. The college information system contains all basic processes, such as:

Administration: College Office: ? RGC SMS Software, Software for Leave register, Stock Register, File maintenance ? All the University Related works like Registration Process, Examination Form Fill up, Marks Capturing, Downloading Mark sheets and Marks Tabulation Reportsperform through TCS iON Admin Portal and TCS Self service portal. ? College uses RGC Marksheet Software for storing all the marks related data of UG and PG Courses for Future Online One window access process. ? Preparation of eservice books and epension papers for all employees will be carrying out through WBHED Epension Module, which is on process. ? All the information required by the West Bengal Government are uploaded and updated from time to time in the Banglarucchasikkha Portal Module. Library: SOUL 2.0, INFLIBNET NLIST, WEBOPAC Finance and Accounts: ? IFMS portal for PF and Salary ? PFMS portal dealing with government funds ? CAMS, RGC Fees Software for internal financial monitoring, Fees Collection and keeping students' data base. ? Register a gateway in the Name of Raniganj Girls' College (Razorpay) for Online Fees Submission and Collection Student Admission and Support: ? Online support provided through college website ? Online teaching learning through different Meeting Apps, viz. Google Meet, Zoom, Google Classroom, Whatsapp group, etc Examination: ?

Software for online Internal Assessment procured. ? Different Apps used for conducting Online Home based Internal External Assessment during Pandemic Period.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

University has the authority to revise or upgrade the curriculum after consulting with the college teachers. Many of our teachers contribute in syllabi formulation as member of the board of studies in different subjects. Academic calendar is prepared for every semester to deliver the curriculum effectively. Our college provides Honours & Program courses in 27 subjects at Under Graduate level and 1 subject at Post Graduate level. College prepares academic calendar considering the University calendar. All the classes, home assignments and presentations follow the curriculum plan. Master routine is prepared for all subjects at the beginning of semester. College provides projectors, laptops; smart board and virtual class room to carry out ICT based teaching. The partially digitized college central library stocks a large number of updated books, journals, newspapers, e-resources and references according to curriculum for the students and teachers. These assets are updated on regular basis. Apart from central library, departmental library i.e. seminar library provides an array of curriculum based updated books that can be issued by students and teachers. Group discussion, case studies, MCQs, quiz and other class room activities are among the innovative teaching methods implemented by the teachers to enhance student understanding. Departments organize students' seminars beyond curriculum to enrich courses that aid in holistic development of students and better understanding of the subject. Moreover, departments organize seminars, special lectures and workshops to enable the students to interact with eminent personalities. Departments like Botany, Geography, Microbiology and Zoology organize educational field visits both within and outside curriculum programme to supplement the theory. Apart from this college centrally organizes an educational tour for all students of the institution. This year the institution visited Deul, having historical and environmental importance. Moreover, Department of Geography visited Simjhuri for Geological and soil survey and Department of Zoology visited Ramnabagan Wildlife Sanctuary to study biodiversity. Apart from educational tours departments also organized local field excursions on regular basis. On regular basis internal assessments were conducted for each semester and assessments were also made for practical based subjects. Online internal assessments were conducted for final year students of all streams. During this pandemic situation home-based assignments of internal and end-semester examinations of even semesters were conducted through online platform. All the departments of the institution up-loaded their study-materials on the college web-site for the interest of the students. This initiative benefitted not only the students of institution, but also those from other institutions. Also the free-link for library access helped the students during pandemic situation as an alternative to college library. During this academic session the institution conducted several certificate courses like Beauty & Wellness, Nursing assistant and Banking. Moreover, Department of Geography trained their students to make Soft-toy and Face mask. It proved very helpful for them and their families during this pandemic period. Periodic monitoring of academic performances such as class-room discipline and timely

course completion is done in the departmental meetings. Records of admission, student-teacher ratio, examinations etc. are maintained centrally by the institution.

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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nursing Assistant	NIL	03/12/2019	180	Basic skill development of Nursing	Knowledge and Operational skills for patient handling
Banking	NIL	03/12/2019	180	Basic skill development of Banking	Knowledge and Operational skills of banking
Beauty Wellness	NIL	03/12/2019	180	Basic skill development of Beautification for allowing self employment	Knowledge and developed skills of beauty wellness

### 1.2 – Academic Flexibility

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

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	84	Nil

### 1.3 – Curriculum Enrichment

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

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BSc	ZOOLOGY : To study the flora and fauna of the sanctuary visited.	13
BSc	GEOGRAPHY : Geological survey and soil survey	53
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback is an important integral component of modern teaching learning process. All the teachers are engaged in feedback system and it is maintained centrally by the institution. Questionnaire prepared for feedback reflects the opinion of not only the students but also all the stakeholders of this institution. The anonymity of the feedback is always maintained. Students are given those questionnaires and asked to give their feedbacks. It is ensured that the students are given enough time and confidence to give their feedback freely. Equal transparency is maintained while receiving feedback from the parents. Feedback received from teachers and non-teaching staff about various matters related to the institution also contributes to its overall development. The results of the feedbacks from students, teachers, employers, and parents are then analyzed by the institution. In case of recurrence of any negative feedback from majority of students, corrective measures are taken immediately. As far as the feedback from parents is concerned, it is taken with utmost seriousness and open-mindedness. With a view to making the feedback system instrumental in the betterment of the institution, the idea of alumni students' feedback has been proposed by the teacher, and the same is in process.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	URDU	40	21	19
BPA	Classical Vocal, Nazrul Geeti	40	16	3
BCom	ACCOUNTING, FINANCE, TAXATION and Commerce Program	262	220	47
BSc	PHYSICS, CHEMI	351	562	64

	STRY, MATHEMATICS, ZOOLOGY, BOTANY, MICROBIOLOGY, ECONOMICS, GEOGRAPHY, PSYCHOLOGY, and Science Program			
BA	BENGALI, ENGLISH, HINDI, SANSKRIT, SANTALI, URDU, HISTORY, POLITICAL SCIENCE, PHILOSOPHY, and ARTS PROGRAM	1392	2175	453
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1620	19	90	Nil	5

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
90	90	103	2	2	17

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring at regular intervals has been one of the strengths of this college. All the students (Honours and Programme in) are divided into several groups, each group comprising of 25-30 students. The teachers are then randomly selected as mentors of these groups. In a formal meeting of the college each group is introduced to its mentor. A Whatsapp group is created by each group including both the mentees and the mentor. This makes the communication between them easier. The mentor fixes meetings with his/her mentees and listens to whatever the mentees have to say, be it academic, familial or personal. The mentor tries his/her best to motivate them and sort out their problems. If things need to be reported to the Principal of the college, it is done without any hesitation or delay. Since the mentees are selected rather randomly, they are generally found to be from other departments than that of the mentor. This helps them speak their hearts out. They can easily share their experiences and feelings with the mentor. If the mentor finds some problem most unlikely to be solved by him/her, he/she has it brought to the notice of the proper authorities, of course with the intervention of the Principal, so that it can be redressed as soon as possible. Apart from these formal mentor-mentee meetings, students constantly keep in touch with the teachers of their own department in person or over telephone. The students calls and messages are gladly responded to by the teachers most of the time. The Principal of this college, too, takes special care of those students who are in need of help. She always tries to find some time out of her extremely busy schedule to talk to the students and know about their problems. There are numerous instances of the Principal meeting the guardians of the students and convincing them of the dangers of a hastily

fixed marriage as well as the benefits of higher studies. No wonder, all these efforts for the overall development of the students pay off in the long run.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1620	90	1:18

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	29	7	5	19

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Santanu Niyogi	Assistant Professor	Ph.D.
2019	Amrita Mitra	Lecturer	Ph.D.

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BAH, BAP	SEMESTER VI	12/10/2020	27/10/2020
BSc	BSCH, BSCP	SEMESTER VI	12/10/2020	23/10/2020
BCom	BCOMH, BCOMP	SEMESTER VI	12/10/2020	27/10/2020
BPA	BPAH	SEMESTER VI	12/10/2020	16/10/2020
MA	URDH	SEMESTER VI	07/10/2020	29/10/2020

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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In accordance with the university norms continuous internal evaluations (CIE) are held in the college to ensure academic excellence on the part of the students. These are held well in advance of the end-semester exams so as to give the students opportunities and time to identify their problems and find means to sort them out. What is noteworthy here about the internal assessment is that these are held centrally with an exam schedule and duty charts of invigilators prepared by examination committees of different semesters. This makes the entire process of continuous internal evaluations (CIE) fair and transparent. Moreover, different question patterns are used to engage the attention of the students in a better way, some of them being the MCQs, very short answer type, short answer type and sometimes descriptive type questions. In one semester the students have to take the internal evaluation in open book mode. One unique feature of the continuous internal evaluation of this college

is that for particular semesters the students have to sit online for the said assessment. This not only introduces them to the digital world, but also prepares them for different online competitive exams. Again, for ENVIS projects students are encouraged to use materials that can be easily recycled. Once the tests are over, the teachers sit personally with the non-teaching staff of the college to upload the marks obtained by students on the marks capturing portal of the University to minimize the possibility of mistakes.

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

In the very beginning of every academic year Kazi Nazrul University sends an academic calendar to its affiliated colleges. In strict adherence to that calendar this institution prepares an even more exhaustive academic calendar. The academic calendars in the form of booklets are distributed to each and every student. Thus, they come to know about different academic programmes well in advance. This helps them prepare for continuous internal evaluation (CIE) and the end-semester exams in a more systematic way. The teachers teaching a particular course can also plan their teaching more effectively with the help of this. The academic calendar also proves helpful to the families of the students so far as their planning and arrangement for any family celebration or treatment of patients is concerned. Thus, the academic calendar of the college is instrumental in ensuring completion of the course in time, mentally preparing the students for internal evaluation and end-semester exams much before these are finally scheduled, thereby making the entire academic process smooth and effective.

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.raniganjgirlscollege.org/images/SM/1584702630ALL%20DEPARTMENT%20POCS%20.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA Honours	BA	BENGALI, ENGLISH, HINDI, SANSKRIT, SANTALI, URDU, HISTORY, POLITICAL SCIENCE, PHILOSOPHY, GEOGRAPHY, ECONOMICS and PSYCHOLOGY	249	248	99.60
BA Program	BA	BENGALI, ENGLISH, HINDI, SANSKRIT, SANTALI, URDU, HISTORY, POLITICAL SCIENCE, PHILOSOPHY, GEOGRAPHY, ECO	152	146	96.05

		NOMICS and PSYCHOLOGY EDUCATION PHYSICAL EDUCATION, SOCIOLOGY			
B.SC Honours	BSc	PHYSICS, CHEMISTRY, M ATHEMATICS, Z OOLOGY, BOTAN Y, MICROBIOLO GY	56	56	100
BCOM Honours	BCom	ACCOUNTING , FINANCE	43	43	100
BCOM Program	BCom	ACCOUNTING	7	7	100
BPA Honours	BPA	CLASSICAL VOCAL	2	2	100
MA	MA	URDU	10	10	100
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## 2.7 – Student Satisfaction Survey

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

<http://www.raniganjgirlscollege.org/images/StudentSurvey/1616150673RGC%20SSS%20with%20signature%202019-2020.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	365	Raniganj Girls' College	0.4	0.4
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
0	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Oral Presentation in the National	Abhijit Kumar Dutta, Assistant	Department of Botany, Faculty of Science, The	25/02/2020	3rd Prize

Conference on Pteridology Today and Tomorrow : Relevance to Impact on Diversity and Climate Change	Professor of Botany, Raniganj Girls' College	Maharaja Sayajirao University of Baroda, Vadodara, Gujarat, Indian Fern Society, Chandigarh Indian Science Congress Association (Baroda Chapter).	
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	1	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	BOTANY	1	5.8
International	MATHEMATICS	10	0.6
International	EDUCATION	3	0
International	LIBRARY	1	5.8
International	PHYSICS	2	0
International	HINDI	1	0
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MATHEMATICS (Details are attached in Excel Sheet)	3
MICROBIOLOGY (Details are attached in Excel Sheet)	1
HINDI (Details are attached in Excel Sheet)	1

[View File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NA	NA	Nil	0	NA	Nil
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## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NA	NA	Nil	Nil	Nil	NIL
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	55	49	39	2
Presented papers	11	5	2	Nil
Resource persons	Nil	1	1	Nil
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## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebrate Childrens Day	Department of History in Collaboration with NSS,RGC,14.11.2019	8	70
NCC Parade	Jamuraia-II Circle Sports in collaboration with NCC, RGC, 22.11.2019	1	23
NCC Parade	Baraboni Circle Sports in collaboration with NCC,RGC,06.12.2019	1	24
Rally Programme	Inter School Athletic meet,	1	24

	Organised by A P R C ACC Asansol Group and NCC, RGC, 22.12.2019.		
Rally Programme	All Bengal Drugs Chemist, WB, Silver Jubilee Programme with NCC Cadets, RGC, 19.01.2020.	1	24
Inter State Tribal Youth Exchange Programme	Proposed to be Organised and held by Regional Directorate of NSS, Kolkata, at Guwahati (Assam) from 27th December, 2019 -2nd January, 2020. But not held due to some unforeseen reason.	1	2
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Paper presented at State Level Seminar	1st and 3rd Position	Durgapur Government College, Durgapur	2
Poem Writing and Extempore	2nd and 3rd Position	Hindi Academy and Asansol Municipal Corporation	2
Essay Competition (in English Version)	1st and 2nd Position	United Bank of India, Raniganj Branch	2
Essay Competition (in Hindi Version)	1st, 2nd and 3rd	United Bank of India, Raniganj Branch	3
Dance Competition	3rd Position	National Integration Camp, Bangalore.	1
Career Counseling	All India Rank-1612	JAM 2020	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Republic Day Celebration	NCC, Raniganj Girls College	Republic Day Parade	10	103



Swachh Bharat Abhiyan	NCC, Raniganj Girls College	Cleaning College Campus	2	45
COVID-19 Awareness	NSS, Raniganj Girls' College	COVID-19 Awareness Programme	8	15
COVID-19 Awareness	Students Council, Raniganj Girls College	COVID-19 Awareness Programme	2	25

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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
National Collaboration in Research.	Dr. Alok Kumar De	VECC	365
International Collaboration in Research.	Dr. Alok Kumar De	Barasat Govt. College	365
Research: Topic: High Accuracy Mass Measurement and Decay Studies of Short-Lived Unstable Nuclei In a Penning Trap. VECC (DAE) with MATS Collaboration in Germany	Dr. Alok Kumar De	VECC	365
Laboratory used by first Semester Psychology Students of Durgapur Women's College, Durgapur.	08 Students	NA	01

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	NA	NIL	Nil	Nil	0

No file uploaded.

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
--------------	--------------------	--------------------	---

Smart Alliance Joint Services Pvt. Ltd.	03/12/2019	To develop girls' skill for making them financially independent irrespective of their education or social standing.	40
Searsole Sports and Cultural Association	01/01/2020	trigger the interest of the students of Physical education in physical activities so as to help them prepare for different competitive exams involving field tests	25
P. C. Solution	01/01/2020	To exchange old electronic gadgets to P.C. solution with new ones and services of equivalent amount.	1620
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#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
70	52.07

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
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##### **4.2 – Library as a Learning Resource**

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2016

## 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22931	3132872	2359	1411162	25290	4544034
e-Books	3135000	1966	Nil	Nil	3135000	1966
Journals	1	5500	Nil	Nil	1	5500
e-Journals	6000	1966	Nil	Nil	6000	1966
Digital Database	2	1966	Nil	Nil	2	1966
CD & Video	40	Nil	Nil	Nil	40	Nil
Weeding (hard & soft)	1285	86095	Nil	Nil	1285	86095
Others (specify)	228	18851	1	1095	229	19946
Reference Books	680	210650	18	10352	698	221002
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Umesh Chandra Halder	Variation Evolution -6th Sem	Institutional LMS	26/03/2020
Abhijit Kumar Dutta	Microbial flora of water: Role of microbes on sewage and domestic waste water treatment	Institutional LMS	27/03/2020
ANSUMAN RAY	DNA amplification and DNA sequencing	Institutional LMS	27/03/2020
Dr. Saumendra Sankar De Sarkar	Small amplitude oscillations (Part-I)	Institutional LMS	08/05/2020
Jyotika Waghela	On First World War with Model questions, Paper name: War and Diplomacy (1914-1945), 6th Semester	Institutional LMS	17/04/2020
Abu Taher	Bengla Bhasar Itihas	Institutional LMS	06/04/2020

SANTANU NIYOGI	The Power of Prayer by APJ Abdul Kalam e-Learning Module for English (Generic Elective) Semester 4	Institutional LMS	27/05/2020
Dr. Anita Mishra	Torati Pathar Kavita Ka Mul Pratipadya, 2nd semester, Hons.	Institutional LMS	11/04/2020
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#### 4.3 – IT Infrastructure

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

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	1	40	0	0	4	8	100	22
Added	49	1	25	0	0	0	15	0	24
<b>Total</b>	<b>103</b>	<b>2</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>23</b>	<b>100</b>	<b>46</b>

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

100 MBPS/ GBPS
----------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
16	1674858	16	1414153

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

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 to implement new rules and regulations. 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 for the concerned financial allocations is RUSA 2.0 grant, a part of which is being utilized for renovation and up gradation of the existing facility. 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 up gradation and maintenance of the existing facilities. Class Room:  
<http://www.raniganjgirlscollege.org/classroom.php> Laboratories :  
<http://www.raniganjgirlscollege.org/laboratory.php> Sports :  
<http://www.raniganjgirlscollege.org/sports.php> Library :  
<http://rgclibrary.aadija.com/> Computer Center :  
<http://www.raniganjgirlscollege.org/computer.php>

<http://www.raniganjgirlscollege.org/infrastructure.php>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund	1224	380009
Financial Support from Other Sources			
a) National	All National and State Scholarship	720	8651380
b) International	NA	Nil	0
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Purifying stale air of the rooms keeping potted indoor air purifying plants Snake plant, Money-plant, Alovera etc by reusing waste materials.	03/03/2020	567	Raniganj Girls College
MASK making	04/04/2020	30	Department of Geography Raniganj Girls College
SOFT Toys Making (Bunny Rabbit)	11/02/2019	4	Department of Geography Raniganj Girls College
SOFT Toys Making	11/09/2019	10	Department of

(Teddy Bear)			Geography Raniganj Girls College
Mentoring	18/11/2019	1620	Raniganj Girls College

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Mock Test for Competitive Examinations	27	27	Nil	Nil
2020	Career Counseling by RICE	150	150	Nil	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	Data collected from Study Verification (required by Police Department) for Govt. Job by the Institution during the year 2019-2020	34	34

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

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2019	1	Ph.D	Economics	Vidyasagar University	Ph.D Enrolled
2020	13	B.COM	Accounting Finance	KAZI NAZRUL UNIVERSITY, Burdwan University, IGNOU, ICAI, Rajendra Academy	M.COM, CMAI, B.Ed, MBA
2019	7	B.COM	Accounting	KAZI NAZRUL UNIVERSITY, Burdwan University, IGNOU, ICAI, Rajendra Academy	M.COM, CMAI, B.Ed
2020	26	B.SC	PHYSICS, CHEMISTRY, MICROBIOLOGY, ZOOLOGY, BOTANY	NIT Durgapur, Diamond Harbour University, KAZI NAZRUL UNIVERSITY, CSMU, RAIGANJ UNIVERSITY, HNBGU, IGNOU, KALYANI, SKBU, MAKUT, RBU, ABS ACADEMY, BURDWAN UNIVERSITY, PARAMA ACADEMY, CUTM, NORTH BENGAL UNIVERSITY	POST GRADUATION, MHA, B.ED, Foreign student
2020	111	B.A	BENGALI, HINDI, ENGLISH, URDU, SANSKRIT, PHILOSOPHY, POLITICAL SCIENCE, HISTORY, PHYSICAL EDUCATION, PSYCHOLOGY, GEOGRAPHY	CU, VISHVAWA BHARATI, KAZI NAZRUL UNIVERSITY, BURDWAN UNIVERSITY, BANKURA UNIVERSITY, BURDWAN UNIVERSITY, IGNOU, PARAMA B.ED COLLEGE, ABS ACADEMY DURGAPUR, RAJENDRA ACADEMY, PARBATI TEACHERS TRAINING INSTITUTE,	POST GRADUATION, LLB, B.ED, D.El ED,

				DURGAPUR INSTITUTE OF LEGAL STUDIE S, SKBU, RBU, N SOU	
2019	64	B.A	BENGALI, HINDI, ENGLISH, URDU, SANSKRIT, PHILOSOPHY, POLITICAL SCIENCE. HISTORY, PHYSICAL EDUCATION, GEOGRAPHY,	VISHVAWA BHARATI, KAZI NAZRUL UNIVERSITY, BURDWAN UNIVERSITY, BANKURA UNIVERSITY, BURDWAN UNIVERSITY, IGNOU, PARAMA B.ED COLLEGE, ABS ACADEMY DURGAPUR, RAJENDRA ACADEMY, PARBATI TEACHERS TRAINING INSTITUTE, DURGAPUR INSTITUTE OF LEGAL STUDIES, SKBU, RBU, N SOU	POST GRADUATION, LLB, B.ED, DEL ED,
2019	23	B.S.C	PHYSICS, CHEMISTRY, MICROBIOLOGY, ZOOLOGY, BOTANY,	KAZI NAZRUL UNIVERSITY, CSMU, RAIGANJ UNIVERSITY, HNBGU, IGNOU, KALYANI, SKBU, MAKUT, RBU, ABS ACADEMY, BURDWAN UNIVERSITY, PARAMA ACADEMY	POST GRADUATION, MHA, B.ED
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	15
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Dol Utsab	COLLEGE LEVEL	450
150th Birth Anniversary of Mohandas Karamchand	COLLEGE LEVEL	50



Gandhi.		
National Youth Day	COLLEGE LEVEL	135
Annual Cultural Competition (Attached in Excel)	COLLEGE LEVEL	211
Annual Sports (All Attached in Excel)	COLLEGE LEVEL	292
Exhibition	COLLEGE LEVEL	1500
Children's Day	COLLEGE LEVEL	70
200th Birth Anniversary of Iswarchandra Vidyasagar	COLLEGE LEVEL	500
Hindi Diwas	COLLEGE LEVEL	165
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	My group in health and hygiene TSC (IGC) Siliguri, WB	National	Nil	1	WB18SWA1 93293	Jyotsna Mukherjee
2019	My directorate at national dance competition Special National Integration Camp (SNIC), Andhra Pradesh.	National	Nil	1	WB18SWA1 93293	Jyotsna Mukherjee
2020	RDC (DELHI) 2019-2020)	National	1	4	WB18SWA1 93293	Jyotsna Mukherjee
2020	NAS Award (Rs. 4,500/- for Best Cadet 2019-2020)	National	1	Nil	WB18SWA1 93293	Jyotsna Mukherjee
2020	National Integration Camp, Bangalore	National	Nil	1	KNU19113 00075 of 2019-2020	Sanghita Sinha

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

As a statutory body, the Students Council, Raniganj Girls College is one of its integral parts. The Council comprising of students representatives from different semesters and the Principal of the college as its President is instrumental in the overall development of the college. The Council functions as a link between the students and the college authority. Students are always given enough confidence and liberty to meet the Principal of the college and interact with her. This, however, does in no way lessen the importance of the Council. Students often share their experiences and problems with the members of the Council who immediately bring these to the notice of the Principal. Every possible effort is then made to solve their problems. Similarly, in addition to the official notices served by the college about different academic activities or other events and programmes, the Council always tries to keep the students updated. The zealous participation of the members of the Council in the arrangement of annual college function and sports meet is extremely praiseworthy. They often take the trouble of going to eminent personalities of the area as the representatives of the college and request them to grace the occasions as distinguished guests. They are equally humane in their aid and assistance to their fellow college students who are determined to continue their education despite extremely straitened financial condition. Even in their limited capacity they provide monetary help every year to many students for paying examination fees as well as admission fees. They also provide moral support to the children of an orphanage with tokens of love and affection. Once they donated some amount to the college for purchasing books. They also donated a fan to the NCC department. Their charitable work has not come to a halt even in this unprecedented situation caused by Covid-19 Pandemic. They have donated two contactless sanitizing machines. Apart from all these, they regularly arrange programmes on Teachers Day and on the auspicious occasion of Raksha Bandhan. In the latter they tie rakhis round the wrists of the teachers and seek their blessings. The teachers, in return, treat them with sweets and confectionery. This mutual exchange of love and respect strengthens the bond between teachers and students, which eventually turns a boon in creating a healthy atmosphere in the college. Again, the Council sounds almost synonymous with the Saraswati Puja. The members, along with many other enthusiastic students, work tirelessly to beautify the college with alpana and colourful paper cuttings. Same energy and enthusiasm on their part is noticed on the occasion of Eid Milan when they help the teachers distribute sweetened lachcha to all the students present on that day. Thus, the Students Council, Raniganj Girls College with all its activities is a significant contributor to making the college what it is today.

**5.4 – Alumni Engagement****5.4.1 – Whether the institution has registered Alumni Association?**

No

**5.4.2 – No. of enrolled Alumni:**

200

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

11000

5.4.4 – Meetings/activities organized by Alumni Association :

6 meetings were organized by Alumni Association (Bandita) of the college. Date and agenda: Meeting as on 09.08.2019 Agenda: 1. Confirmation of previous meeting 2. Discussion on celebration of Rakhsha-Bandhan 3. Misc. Meeting as on 03.09.2019 Agenda: 1. Confirmation of previous meeting 2. Discussion about Cultural Competition. 3. Discussion about Annual Social Programme of the College 4. Misc. Meeting as on 15.11.2019 Agenda: 1. Confirmation of previous meeting 2. Discussion about Annual Social Programme of the College 3. Discussion about adoption of a needy meritorious student. 4. Misc. Meeting as on 06.12.2019 Agenda: 1. Confirmation of previous meeting 2. Discussion about Annual Sports 3. Misc. Meeting as on 06.01.2020 Agenda: 1. Confirmation of previous meeting 2. Discussion about Excursion. 3. Discussion about Saraswati Puja. 4. Misc. Meeting as on 02.03.2020 Agenda: 1. Confirmation of previous meeting 2. Discussion about Dol Utsav. 3. Misc. Activities: (i) Participation in annual cultural programme. (ii) Cooperation in departmental exhibition. (iii) Active participation in college excursion. (iv) Celebration of Teachers' Day. (v) Cooperation in Annual Sports. (vi) Endeavour for strengthening student-teacher bond by way of celebrating occasions like Eid Milan, Vijaya Dashami, Saraswati Puja, Holi, Raksha Bandhan, etc. (vii) Positive response whenever any assistance is sought from their end. (viii) One member of the alumni association provides financial assistance to meritorious students from economically backward families. (ix) Book donated by alumni association for book-bank.

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

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

• The smooth running of the college is based upon the different decentralized units like the Bursar, the IQAC, the NAAC Coordinator, Teachers' Council, Students' Union, NSS and NCC units, the teaching and the non-teaching fraternity and the librarians who report finally to the Principal of the college. They also help in planning, implementing and coordinating the different activities of the college in consultation with the Principal. • The college also operates through different academic and administrative committees formed with proper representation from different stakeholders. The different committees related to academics are the Academic Committee, Routine committee, Examination committees, Academic Calendar Committee, Library Committee, Mentoring Committee, Research Committee etc. The administrative committees include Finance Committee, Purchase Committee, Building Committee, Maintenance Committee, Students' Welfare Committee, etc. • The different decentralized units like IQAC, Teachers' Council, Students' Union, NSS and NCC units, the different academic committees and the different administrative committees of the college etc. reflect the spirit of participatory management where different stakeholders participate in the decision making process of the institution. • The Principal is the member secretary of the Governing Body of the College and the ultimate liaison between the decentralized units and Governing Body of Raniganj Girls' College.

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

Yes

**6.2 – Strategy Development and Deployment**

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

Strategy Type	Details
---------------	---------

Admission of Students

Admission of students in the 1st Semester is made online. Following are the steps of online admission

- 1.The admission procedure is completed with the active participation of Admission Committee Comprising the teachers and effective cooperation of the teaching and non-teaching staff.
- 2.Online admission portal of the college is opened immediately after the publication of results of WBCHSE and other equivalent examinations
- 3.Rules and regulation regarding admission for the current year is published on the college website.
- 4.Merit lists are prepared according to norms laid down by the Government of West Bengal and the same are published timely on the basis of vacant number of seats.
- 5.The total admission process continues for a period of sixty days from the date of publication of WBCHSE results. However, if there is any directive from The Department of Higher Education for extension of date of admission, the same is done accordingly.
- 6.All the teachers of the college take responsibilities for verification of testimonials of the students to complete the entire procedure of admission effectively.
- 7.A traditional procedure for admission to the courses of all the other semesters that is from the second semester to the sixth semester has been followed.

Industry Interaction / Collaboration

- 1.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.
- 2.Dr Alok Kumar De, Associate Professor of Physics, is 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.
- 3.Collaboration exists with Searsole Sports and Cultural Association of Raniganj for using the gymnasium for the undergraduate course in Physical Education.
- 4.Collaboration with Smart Alliance Joint Services Pvt. Ltd. to develop girls' skill for making them financially independent irrespective of their education or social standing.

<p>Human Resource Management</p>	<p>1.Orientation Programme on CBCS Structure at the Institutional Level  2.Participation of faculty members in Orientation Programme, Refresher Course and Short-term Courses  3.Training on Public Finance and Management System(PFMS)held at Jadavpur University, Kolkata  4.Training for 'BanglarUchchhasiksha' Portalheld at West Bengal Minority Development and Finance Corporation, Salt Lake City, Kolkata.  5.Feedback from various stakeholders  6.Training imparted by BDO office For Kanyashree/Aikyashree</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>1.2359 new books and 18 Reference books have been added to the Central Library  2.Establishment of a Central laboratory created out of RUSA Grants to provide the maximum multidisciplinary facilities to the students and all the faculties of Science Departments withthe help of modern equipments and modern techniques.  3.Regular maintenance of physical infrastructure, equipments, laboratory instruments, computers and computer peripherals  4.Regular Stock Verification and Maintenance of Stock Register by the different Science Departments individually and it also maintained by college office centrally.  5.Development of e-content and online teaching during Lock-down following COVID-19 pandemic situation  6.Sanitizing tunnel contactless sanitizer dispenser installation During COVID-19 Period  7.Online Training video tutorial imparted to students on the process of appearing in online Internal Assessment during the Pandemic crisis.</p>
<p>Curriculum Development</p>	<p>1.Publication of the Minor Research Project titled, "A Survey of Historical Importance of the Heritage Sites in Raniganj" with ISBN 9789388868297 in March 2020  2.One Year In-house Student Research Project of the Department of Bengali titled, 'Bangali O Bangalir Sanskriti' under the guidance of the teachers of the Department approved by the Principal on 18.11.2019.  3.Two teachers (one fulltime teacher and one State Aided College Teacher, SACT) have been awarded PhD degree  4.Appreciate the role of teachers who are PhD supervisors  5.Appreciate the role of teacher who is appointed as Subject-Expert for CAS(Carrier Advancement</p>

Scheme) 6.DrAlokkumar De, Associate Professor of Physics, is engaged in collaborative research at the national level with the members of VECC, DAE, Government of India. 7.Dr Alokkumar De, Associate Professor of Physics, is 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.

Teaching and Learning

Perceptive methods of teaching and learning

1. Conventional Chalk and Talk
2. ICT enabled presentations
3. Use of Smart Board
4. Tutorial classes
5. Invited lectures
6. Screening films and documentaries
7. Use of original software for practical classes and laboratory based teaching
8. Development of e-content and online teaching during Lock-down following COVID-19 pandemic situation

Participatory Methods of teaching and active learning

1. Group discussion
2. Publication of the Departmental Wall Magazines
3. Student Seminars
4. Educational tour to complement curriculum
5. ENVS projects
6. Syllabus based Field Work, Field tours and Excursions
7. Interdisciplinary seminars and workshops
8. Theme based Exhibition by different departments of the college
9. Students of certain department participate in preparing news bulletin from which students get to know about the important news/events. They also make sure that the news are timely changed for greater effectiveness of the matter.
10. Students have been provided with different links for use of Library resources during pandemic situation

Examination and Evaluation

Continuous Internal Evaluation (CIE)

1. The institution, as an affiliated college, helps the university in the smooth conduct of the university examinations under both CBCS and Annual system.
2. Internal Assessments for the 1st and 3rd Semesters have been conducted offline by way of asking the examinees to answer MCQs, Objective type questions, Open Book Mode, Students' Seminars, Viva Voce, Project setc.
3. Online internal assessment for the fifth semester has been conducted

4. Continuous internal assessments for all the semesters have also been conducted online by college after lockdown during pandemic times. End Semester Examinations (ESE) 1. ESE for 1st and 5th Semesters has been conducted offline by KNU before lockdown during pandemic times 2. ESE for 3rd Semester has been conducted online after lockdown during pandemic times 3. Home based Online ESE for regular as well as backlog students have been conducted. 4. Internal and end semester marks are submitted online At the portal of Kazi Nazrul University (KNU). 5. Teachers regularly participate in online evaluation of answer-scripts of End-Semester examination conducted by KNU. A number of teachers also perform duties as Coordinator and Chief-Coordinator for the said examinations. 6. Different duties like paper setting, moderation of papers, proof-reading and translation of papers are assigned to teachers, which they perform with full confidentiality and professionalism.

Research and Development

1. Publication of the Minor Research Project titled, "A Survey of Historical Importance of the Heritage Sites in Raniganj" with ISBN 9789388868297 in March 2020 2. One Year In-house Student Research Project of the Department of Bengali titled, 'Bangali O Bangalir Sanskriti' under the guidance of the teachers of the Department approved by the Principal on 18.11.2019. 3. Two teachers (one fulltime teacher and one State Aided College Teacher, SACT) have been awarded PhD degree 4. Appreciate the role of teachers who are PhD supervisors 5. Appreciate the role of teacher who is appointed as Subject-Expert for CAS (Carrier Advancement Scheme) 6. 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. 7. Dr Alok Kumar De, Associate Professor of Physics, is 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.

E-governance area	Details
Planning and Development	1.Digitization of the college office 2.e-tendering for RUSA grant 3.Online fees collection 4.To protect the students and employees from COVID-19 install Sanitizing tunnel contactless sanitizer dispenser and also used thermal Gun and Spray gun.
Administration	1.College Office: RGC SMS Software, Software for Leave register, Stock register, File maintenance, RGC Fees Collection Software, Online Fees Collection Payment Gateway (Razorpay) 2.All the Student Records basically university related works (Such as : full detail of student/ Form fill up, Marks Capturing for University Result) fully maintained by Online TCS iON Admin module and student Module. 3.Library: SOUL 2.0, INFLIBNET N-LIST, WEBOPAC, SWAYAM PRABHA 4.Preparation of e-pension papers through WB Govt. Education Portal 5.Preparation of e-service book through WB Govt. Education Portal 6.Online Admission software 7.Online Examination software for internal Assessment
Finance and Accounts	1.IFMS portal for PF and Salary 2.PFMS portal dealing with government funds 3.CAMS for internal financial monitoring 4.Online Fees collection and monitoring
Student Admission and Support	1.Online support through the college website
Examination	1.Software for Raniganj Girls' College Online Examination for Internal Assessment

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr S S De Sarkar And Smt Barnali Saha	Workshop on PFMS (Public Finance Management System) at Jadavpur University, Kolkata on 26.12.2019	NA	5405



2020	Dr Chhabi De and Dr Rituparna Ghosh	Workshop on B ANGLARUCHCHASIK SH A Portal, at West Bengal Minority Development and Finance Corporation, Salt Lake City, Kolkata on 13.02.2020	NA	3641
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Orientat ion Programme on CBCS Structure at the Ins titutional Level.	Orientat ion Programme on CBCS Structure at the Ins titutional Level.	10/08/2019	10/08/2019	37	7
2020	A Video Clip on method of posting MCQ for Online Internal Assessment	A Video Clip on method of posting MCQ for Online Internal Assessment	11/06/2020	11/06/2020	90	2
2020	A Video Clip on method of Set Question Paper on Created Exam Schedule for Online Internal Assessment	A Video Clip on method of Set Question Paper on Created Exam Schedule for Online Internal Assessment	01/07/2020	01/07/2020	90	2
2020	Internat ional Webinar on Use of ICT Skills to improve	Internat ional Webinar on Use of ICT Skills to improve	07/08/2020	07/08/2020	32	2

	the efficiency of office technology and Management organized by Raniganj Girls' College Office under the aegis of IQA C, Raniganj Girls' College	the efficiency of office technology and Management organized by Raniganj Girls' College Office under the aegis of IQA C, Raniganj Girls' College				
2020	Webinar on "Tax Panning and Investments " organised by Department of Commerce, Raniganj Girls' College under the aegis of IQAC, Raniganj Girls' College	Webinar on "Tax Panning and Investments " organised by Department of Commerce, Raniganj Girls' College under the aegis of IQAC, Raniganj Girls' College	16/08/2020	16/08/2020	24	2
2020	Two-Day International Webinar organized by the Central Library Raniganj Girls' College under the aegis of IQAC, Raniganj Girls' College on "Rethinking and Recreating	Two-Day International Webinar organized by the Central Library Raniganj Girls' College under the aegis of IQAC, Raniganj Girls' College on "Rethinking and Recreating	24/08/2020	25/08/2020	39	2

Academic Library: Opportunities and Challenges during COVID-19 Pandemic"	Academic Library: Opportunities and Challenges during COVID-19 Pandemic"
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Analysis and Simulation of Urban Growth from Remote Sensing Data organized by Jadavpur University.	1	20/08/2020	18/09/2020	28
International Faculty Development Programme on Libraries' response to COVID 19: Enhanced Online Library Services organized by SNDT Women's University, Mumbai in association with J Watumull Sadhubella Girls' College, Ulhasnagar and Mumbai University a	1	12/05/2020	18/05/2020	7
"One week QGIS Training Program" organized by Geo tech GIS Training Institute, Aurangabad, Maharashtra	2	12/08/2020	18/08/2020	7
Five days Online National	2	25/07/2020	29/08/2020	5

Faculty Development Programme on "Educational Innovative Teaching Skills" organized by Deewan Institute of Management Studies (College of Education), Meerut, UP				
Online Certificate Course on Research Methodology, Solapur.	1	17/09/2019	02/10/2019	14
Refresher Course in English on Nation-State, Subjectivity and Literary Representation, UGC-HRDC Sambalpur University, Odisha	1	14/11/2019	27/11/2019	14
26th Orientation Programme at UGC-HRDC, Guru Ghasidas Vishwavidyalaya, Bilaspur	1	13/11/2019	03/12/2019	21
Orientation Programme at UGC-HRDC, Gauhati University	1	02/09/2020	01/10/2020	28
Faculty Induction/Orientation Programme at Teaching Learning Centre, Ramanujan College, University of Delhi	1	04/06/2020	01/07/2020	28
Orientation Programme at	1	01/08/2019	24/08/2019	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
46	5	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>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 laid down 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.Timely submission of Pension files before the superannuation of the incumbent. 6. Disbursement of Provident Fund benefits immediately on superannuation of incumbent. 7. Facilitating the encashment of earned leave after superannuation of incumbent. 8.Celebration of birthday of the employees by the Principal of the institution</p>	<p>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 laid down 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.Timely submission of Pension files before the superannuation of the incumbent. 6. Disbursement of Provident Fund benefits immediately on superannuation of incumbent. 7. Facilitating the encashment of earned leave after superannuation of incumbent. 8.Celebration of birthday of the employees by the Principal of the institution</p>	<p>1.Facilitating Financial Aid for students 2. Book Bank facility 3.Sick Room with facility for medical personnel to respond on call 4.Facility of Students' Health Home 5.Arrangements made for the physically challenged to attend classes on the ground floor. 6. Arrangements made for the physically challenged to write their examinations on the ground floor. 7.Arrangement for Sick Room for sick examinees to appear in their examinations.</p>

**6.4 – Financial Management and Resource Mobilization**

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

The institution conducts internal audits regularly. The external audit is conducted by the auditors authorized by the Directorate of Higher Education, Government of West Bengal based on the rules and regulations of the Government of West Bengal. Statutory audit completed up to 2018-2019. The statutory audit of the year 2019-2020 is under process.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	00
No file uploaded.		

6.4.3 – Total corpus fund generated

317000

### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CA Debabrata Banerjee, Debabrata Banerjee Co. Asansol-3	No	Nil
Administrative	Yes	CA Debabrata Banerjee, Debabrata Banerjee Co. Asansol-3	No	Nil

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

1. Meeting of the teachers with the guardians about performance of their wards and irregularity in class attendance if any
2. 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.
3. Spontaneous and voluntary suggestions and advice given by guardians for the institution's comprehensive development

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

Training leading to 1.Skill enhancement 2.Soft Skills development 3.Exposure to ICT and contemporary technologies

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

1. One Year In-house Student Research Project of the Department of Bengali titled, 'Bangali O Bangalir Sanskriti' under the guidance of the teachers of the Department approved by the Principal on 18.11.2019.
2. Development of e-content by different departments of the college
3. Sanitizing tunnel contactless sanitizer dispenser installation
4. Digital Wall-Magazine (Department of Geography) published on 16th September 2020 a. Link: <https://padlet.com/rituparnargc/fh47yioywx0d77eu>
5. Student Webinar using Google Meet organised by the students of the Department of History.
6. Formation of the Rural Entrepreneurship Development Cell (REDC) at the college

## 6.5.5 – Internal Quality Assurance System Details

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

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

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Syllabus Based Special Lecture on "Pre-historic Ages of India"	22/11/2019	22/11/2019	22/11/2019	95
2020	Re-Visiting India's Freedom Struggle organized by Department of History under the aegis of IQAC, Raniganj Girls' College	28/07/2020	28/07/2020	28/07/2020	395
2020	Use of ICT Skills to Improve the Efficiency of the Office Technology and Management organized by Raniganj Girls' College Office under the aegis of IQAC, Raniganj Girls' College	07/08/2020	07/08/2020	07/08/2020	245
2020	The Impact of Bioinformatics in	13/08/2020	13/08/2020	13/08/2020	359

	COVID-19 Research organized by Department of Microbiology under the aegis of IQAC, Raniganj Girls' College				
2020	An Introduction to Indian Pa laeography: with special reference to Bengal organized by Department of History under the aegis of IQAC, Raniganj Girls' College	13/08/2020	13/08/2020	13/08/2020	109
2020	Tax Planning and Investment organized by Department of Commerce, Raniganj Girls' College under the aegis of IQAC, Raniganj Girls' College	16/08/2020	16/08/2020	16/08/2020	183
2020	Rethinking and Recreating the Academic Library: Opp ortunities and Challenges during COVID-19 Pandemic organized by Raniganj Girls'	24/08/2020	24/08/2020	25/08/2020	848



	College Library under the aegis of IQAC, Raniganj Girls' College				
2020	Mental Health of Students and Parents, Specially for Girls Students and Mothers During the Pandemic Situation organized by IQAC, Raniganj Girls' College	04/09/2020	04/09/2020	04/09/2020	345

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Exhibition of Handicrafts prepared by the students of the Department of Geography	28/11/2019	29/11/2019	71	2
Laboratory use by first Semester Psychology Students of Durgapur Womens College, Durgapur	13/01/2020	13/01/2020	8	Nil
A Medical Awareness Programme on Women Health arranged on the occasion of International	12/03/2020	12/03/2020	102	5

Women's Day				
Mental Health of Students and Parents, Specially for Girls Students and Mothers During the Pandemic Situation organized by IQAC, Raniganj Girls' College (On Virtual platform)	04/09/2020	04/09/2020	330	15
Publication of Digital Wall-Magazine, "Antarip", Department of Geography, entitled "Face Mask- A Common weapon to combat Covid-19".	16/09/2020	16/09/2020	19	1

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

Percentage of power requirement of the University met by the renewable energy sources
<p>1. Initiatives of the ECO-CLUB . 2. Awareness built through class lectures in Environmental Studies. 3. Students are encouraged to do Projects in Environmental Studies utilizing old and recycled paper and other materials. 4. Annual plantation programme. 5. Maintenance of the Medicinal plant garden. 6. Maintenance of the seasonal flower garden. 7. Rearing indoor plant that purify air. 8. Utilization of the backyard of the college for cultivating seasonal vegetables. 9. Rain water harvesting. 10. Use of solar street lights in the campus at night. 11. Increase in the use of LED bulbs . 12. Use of Miniature Circuit Breaker (MCB) switches to prevent waste of electricity and ward off any accident. 13. .Use of constructed burial pits for management of waste water from the Chemistry laboratory. 14. Only Pollution under Control (PUC) certified vehicles are allowed to enter the campus. 15. Use of plastics is minimized . 16. Use of tobacco in the campus premises is restricted. 17. Water purifiers are cleaned and maintained regularly . 18. Arranging Exhibition Stall on the Theme "Amazon Rain forest Fire" by the Department of Geography on 28th and 29th November 2019. 19. Arranging Exhibition Stall on the Theme "Carbon Footprints" by the Department of Economics on 28th and 29th November 2019. 20. Arranging Exhibition Stall on the Theme "Food and cosmetics Adulteration" by the Department of Zoology on 28th and 29th November 2019.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nil
Ramp/Rails	Yes	2

Braille Software/facilities	No	Nil
Rest Rooms	Yes	1730
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	2

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	3	3	30/06/2019	3	District Magistrate District Election Officer, Paschim Bardhaman.	Special Campaign for receiving claims and objection for Electoral-roll	26
2019	2	2	30/06/2019	2	District Magistrate District Election Officer, Paschim Bardhaman.	For verification of Electoral Roll	21
2019	2	2	16/12/2020	30	District Magistrate District Election Officer, Paschim Bardhaman.	Correction, deletion and incorporation in voter list.	86
2020	1	1	20/01/2020	1	District Magistrate District Election Officer,	Special enquiry for hearing	203

					Paschim Bardhaman		
2020	1	1	01/11/2020	20	ICAI Examination , 2019	Making arrangements for CA Examination, 2019	1324
2020	1	1	14/11/2019	1	Celebration of Children's Day by the Department of History of the college in the adopted villages of NSS units	Presenting the children with education kits	70
2020	1	1	02/02/2020	1	WBJEE	Making arrangements for the Competitive Examination , WBJEE, 2020.	259
2020	1	1	04/09/2020	1	Seminar on Mental Health of Students and Parents, Specially for Girls Students and Mothers During the Pandemic Situation organized by IQAC, Raniganj Girls' College	Addressing issues related to mental health of college students and parents during the lockdown under the pandemic situation .	345
2020	1	1	17/10/2020	1	COVID-19 Awareness Programme by the NSS units	Distribution of Face Masks and Sanitizers	245

					of the college at the adopted villages		
2020	1	1	13/04/2020	1	Donated one day salary by teaching and Non-teaching staff of the college (Rs. 1,09,749/-) to West Bengal State Emergency Relief Fund.	To support the initiative of Govt. Of West-Bengal during COVID-19 Pandemic period,2020.	110

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

Title	Date of publication	Follow up(max 100 words)
Students' Daily Diary	01/07/2019	The diary is published by the college authorities in each academic session. It outlines the code of conduct for the students of the institution. The code of conduct outlined are strictly followed and monitored.
Code of Conduct for Employees [Guided by the relevant service rules for the employees of Government aided colleges of West Bengal and the Statutes of Kazi Nazrul University]	01/07/2019	The laid down Code of Conduct for Employees is strictly adhered to by the college authorities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	135
Teacher's Day	05/09/2019	05/09/2019	750
Hindi Diwas	27/09/2019	27/09/2019	165
200 Birth anniversary of Iswar Chandra Vidyasagar.	26/09/2019	26/09/2019	500

Celebration of Children's Day by the Department of History of the college in the adopted villages of NSS units.	14/11/2019	14/11/2019	70
Arranging Exhibition Stall on the Theme "Bangla Sahitya O Bangalir Sanskriti" by the Department of Bengali.	28/11/2019	29/11/2019	110
Arranging Exhibition Stall on the Theme "National Integration and Urdu Literature" by the Department of Urdu.	28/11/2019	29/11/2019	55
Arranging Exhibition Stall on the Theme "Tribal Culture" by the Department of Santali.	28/11/2019	29/11/2019	20
150th Birth Anniversary of Mohandas Karamchand Gandhi.	29/08/2020	29/08/2020	50
Earth Day	06/09/2020	06/09/2020	45
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Initiatives of the ECO-CLUB 2. Annual plantation programme 3. Maintenance of the Medicinal plant garden 4. Maintenance of the seasonal flower garden 5. Rearing indoor plant that purify air 6. Utilization of the college backyard for cultivating seasonal vegetables. 7. Rain water harvesting 8. Use of solar street lights in the campus at night 9. Increase in the use of LED bulbs 10. Use of Miniature Circuit Breaker (MCB) switches to prevent waste of electricity and ward off any accident. 11. Use of constructed burial pits for management of waste water from the Chemistry laboratory. 12. Only Pollution under Control (PUC) certified vehicles are allowed to enter the campus. 13. Use of plastics is minimised 14. Use of tobacco in the campus premises is restricted. 15. Water purifiers are cleaned and maintained regularly

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Academic Session 2019-20 Title of the Practice: Conduct of Internal Assessments in the online mode Objectives of the Practice: To acquaint the students with the digital world. To get the students a hands-on experience of online examinations To acquaint the students with the modalities of online examinations the prevalent mode of conducting various competitive examinations

leading to entry in service. This will also pave the way for faster evaluation and systematic storage as well as retrieval of examination data. This is also in line with the policy of our affiliating university to switch on to a completely paperless system To make the students environment consciousness by not wasting paper made from pulp of woods. The Context:In the modern world many important recruitment examinations are conducted online. But it has been our general observation that the majority of our students are not acquainted with the process and modalities of online examinations. Hence some of them were found to be less confident and having reservations in appearing in competitive examinations that are conducted online. Therefore it was decided that the learners should be exposed to the online examination system so that they can have a first-hand experience of the process. ThePractice: The Choice Based Credit System (CBCS) comprising six semesters was initiated by Kazi Nazrul University in 2016-17. In this pattern of study, under each programme, the learners are assessed internally for 10 marks for each course in each semester. In the academic session 2018-19, the institution for the first time decided to conduct the internal assessment of the sixth semester students in certain courses in the online mode on an experimental basis. In the online mode of Internal Assessment, on the day of examination, the students were required to answer a set of 10 Multiple Choice Questions in each course and submit the same within a stipulated time frame. It was found that the additional advantage of conducting examination in this manner was that the results of the examinees were immediately generated online and later could be accessed by the college authorities for future reference and uploading to the University portal. Our institution being inspired by the level of success in the maiden attempt, henceforth decided to carry out online internal assessments for the fifth and sixth semester students in Honours courses (except Santali subject) in each academic session. Therefore, online internal assessments were conducted for the fifth and sixth semester students in Honours courses (except Santali subject) in the academic session 2019-20. Obstacles faced/Problems encountered:Initially there were some minor technical glitches which were soon overcome by speedy redressal. The digital divide made some of the students a bit shaky in the beginning, but in course of time they too acquired adequate confidence. Evidence of Success: After introducing this practice online internal assessment it became very popular among the students. The teachers also found the system to be a better one so far as managing the answer scripts and award lists are concerned. Further conducting the Internal Assessment in the online mode has emerged as a standard practice. Best Practice II Academic Session 2019-20 Title of the Practice: Celebration of Children's Day by the learners of the Department of History in the adopted villages of the NSS units of the college with the association of NSS volunteers. Objectives of the Practice: Make the students aware of the stark social reality. To instill a strong sense of social responsibility among the students. Motivate the students to contribute to the society meaningfully through philanthropic activities. To forge team spirit among the learners To inculcate leadership qualities. Inspire other co-learners and set a precedence for them The Context:On a regular visit to the Anganwadi Centres (C-45 C-46) of the two adopted villages of the National Service Scheme (NSS) Units, namely Banskatpara and Joratolpara in 2011, some NSS volunteers were shocked by the plight of the underprivileged children there. It seemed obvious that the poor children did not have proper access to books and other accessories needed for proper education. These volunteers hailing from the Department of History of the college felt it to be their moral obligation to do something worthwhile for those disadvantaged children in their humble capacity. They approached their departmental teachers for guidance. After much deliberation, the students along with their teachers decided to celebrate Children's Day for the children of the adopted villages of the NSS units of the college and on this occasion present each child with an education kit. The Practice: Starting in 2011, the "Children's Day" celebrated by the Department

of History for almost ten years has always been an exclusive initiative of the students of the department. Each academic year, the students of the Department of History plan and organize the event on 14th November in consultation with the Principal, the departmental teachers and the NSS Programme Officers. In case 14th November coincides with a holiday, the students make it a point to celebrate the event on some other date in the month of November. For this occasion, the learners in their modest capacity contribute financially to purchase and later present education kits to the children of the adopted villages of the NSS units. Sometimes teachers of the department too additionally help in the contribution. The students first elicit information on the total number of children from the Anganwadi Centres of Banskatpara and Joratolpara and then proceed to purchase the educational kits accordingly. The composition of the educational kit to be presented to each child varies depending upon the aggregate fund collected. So far, it consisted of bags, books or writing accessories or a combination of these. The Children's Day for the academic session 2019-20 was celebrated with children of the Banskatpara and Joratolpara on 14th November 2019. Obstacles faced/Problems encountered: Paucity of funds deter students to include more items in the educational kit. Evidence of Success: The team spirit of the students of the department is an inspiration. It has ensured that the seniors of the department pass on the baton to the juniors to celebrate this event of Children's day each year with regularity for the underprivileged children of the two adopted villages of the National Service Scheme (NSS) Units, namely Banskatpara and Joratolpara in the conventional fashion. The evidence of success is also reflected in the number of children (Table 1) who have benefited from this event.

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

<http://raniganjgirlscollege.org/igac.php?id=8a>

### 7.3 – Institutional Distinctiveness

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

We strongly believe in the age old dictum that "Knowledge is Power". We visualize our students as active agents who work towards eradication of gender inequality in the society as they become empowered by acquisition of higher education. For this purpose apart from the traditional methods of teaching and learning different types of innovative methods in teaching and learning has been adopted by the college like ICT enabled presentations, use of Smart Board, screening films and documentaries, invited lectures, publication of the Departmental Wall Magazines, interdisciplinary seminars and workshops, theme based exhibition by different departments of the college, educational tours and so on. During the pandemic situation due to COVID-19, the college made every effort to conduct online classes and provide different links for use of Library resources by the students from the safety of their home. To enlighten the girl students from socially and economically backward sections of the society and ensure that financial disability is not a constraint for the needy learner to pursue college education, the college strives to provide different types of financial assistance, scholarships and endowments to the students provided by the government and different non- governmental organizations. The college during the lockdown helped several students with financially weak background through partial or complete waiver of college fees. The students are encouraged to participate in co-curricular, extra-curricular and extension activities like seminars and workshops, group discussions, cultural programme, Sports, NSS, NCC, participate in educational tours etc. The college motivates the learners of the college to help the children of a nearby orphanage, Ananda Ashram, periodically. These activities play a significant role in developing the



personality, a sense of gratitude and indebtedness of the students to the institution and respect for the society. The college offers skill development courses in collaboration with NSHM Udaan Skills Pvt. Ltd as a part of the Prime Minister's National Skill Development Programme. Additionally, in 2019-20, value added courses in Soft-toy and Face-mask making have been conducted by our teacher, Dr Rituparna Ghosh, HOD, Geography Department. These skill development courses are open to the learners of the institution as well as women participants from neighbouring areas and institutions. These courses create off-campus employment opportunities for the beneficiaries. A Memorandum of Understanding has been signed with Smart Alliance Joint Services Pvt. Ltd on 3rd December 2019, to enhance skills of the students basically aimed at making them financially independent irrespective of their education or social standing. The students can also avail the different opportunities in career counselling arranged by the college authorities from time to time. The students and their guardians get benefited from informal counselling with the Principal and the teachers on specific problems of early marriage and other social and sensitive issues. During the lockdown, a seminar titled "Mental Health of Students and Parents, specially for Girls Students and Mothers During the Pandemic Situation" was organized by IQAC on 4th September 2020 to address mental health issues stemming from the fear and concerns about COVID-19 among students and their parents.

Provide the weblink of the institution

[http://raniganjgirlscollege.org/institutional\\_distinctiveness.php](http://raniganjgirlscollege.org/institutional_distinctiveness.php)

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

1. Fully Digitization of Office. 2. Arrangements for Open Access of Library. 3. Mushroom Cultivation. 4. Open a fare-price shop. 5. Solar Tree / Panel (towards Girls' Hostel). 6. Install CCTV at Vidyasagar Bhawan and Aryabhatta Bhawan. 7. Install Water-purifying system at 1st and 2nd floor of Vidyasagar Bhawan and at Aryabhatta Bhawan. 8. Creating a space for exhibited Gallery. 9. Introduce Certificate course on English, Hindi, Urdu, Bengali etc. 10. Introduction coaching for NET,SET for PG students. 11. Introduction of Karate Coaching.