SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

RANIGANJ GIRLS' COLLEGE

SEARSOLE RAJBARI, RANIGANJ-713358 PASCHIM BARDHAMAN , WEST
BENGAL
713358
www.raniganjgirlscollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Raniganj Girls' College, situated in the heart of the famous Raniganj coalfields of Eastern India, is a government aided college affiliated to Kazi Nazrul University since 24th June 2015. The college was established on 9th November 1980 as the brain child of a few visionaries of Raniganj pursuing the cause of emancipation of women through higher education and envisaging a college, exclusively for girls in the region. The institution at first started functioning with a handful of students from the premises of a local school named Gandhi Memorial Girls' High School and later shifted to Jamunamoyee Devi Girls' School also in Raniganj. Eventually the institution moved to the present campus built on the lands obtained from the then Rajah of Searsole of Raniganj.

The journey in building the college "brick by brick", both literally and symbolically, had not been easy. The incumbents of the institution under the patronage of the visionaries worked untiringly for the cause of higher education for women. This included on one hand arranging funds for the infrastructure and on the other hand convincing the inhabitants to enrol the women of the family in the college.

Over the years, Raniganj Girls' College has evolved in sheer size, magnitude and dynamism garnering a reputation as a disciplined college with a favourable academic ambience. The college is located in the midst of a lush green campus with well-maintained gardens and open grounds covering an area of 6.258 acres. The college offers undergraduate courses in Arts, Science and Commerce, a postgraduate course in Urdu and a research programme also in Urdu. The existence of ICT enabled classrooms, the Central Computer Lab, the Central instruments laboratory, well-equipped departmental laboratories and access to a wide knowledge resource in the library augment the learning experience of the learners. Additionally, several skill development and certificate courses, career guidance and counselling and coaching in NET are offered by the college with an idea to make the learners employable and attain success in competitive examinations. Extensive NSS, NCC and other outreach activities of the college aim towards holistic development of the students' personality.

Vision

VISION OF RANIGANJ GIRLS' COLLEGE

Our esteemed institution embarked on its journey with the broad vision of educating socially and economically backward student upon a strong foundation of secular, humanitarian world view so that they may be adequately empowered through higher education. Therefore it emerged as an imperative for us to constantly strive to upgrade and improve upon our standard of education so that the students of our college graduate with substantial and quality education. This ceaseless pursuit for excellence in curriculum delivery, we believe will eventually transform our college into a modern centre of learning by keeping up to the contemporary standard.

Meaningful education, as Swami Vivekananda pointed out is "the manifestation of the perfection already in man". Therefore, the meaning of education should not be reduced to imparting text book based knowledge only. Rather, it should be holistic. So we envisage our students to develop all round personality by getting involved in various extra-curricular programmes and activities. Through such activities the relevance of the acquired

education in our lived lives and the surrounding society becomes more prominently perceptible to the students. This sense of organic bonding with the larger life around not only instils a strong self-esteem among the learners but also develops profound respect for the fellow compatriots. Eventually, we do believe, an educationally transformed student of our college will actualise her attained empowerment by establishing herself as a self-reliant, confident new woman of contemporary times. Thus our vision of bringing about a perceptible transformation in the society through women's empowerment and generation of quality human resource will come to fruition.

Mission

MISSION OF RANIGANJ GIRLS' COLLEGE

The motto of our college is ("asato ma sadgamaytamaso ma jyotirgamay") i.e. "lead us from untruth to truth and from darkness to light" which broadly encompasses the mission, vision and objectives of our college. We strongly believe in the age old dictum that "Knowledge is Power". Acquisition of knowledge leads to emancipation. This is more pertinent for us as ours is a women's college. 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.

Our mission has always been to maintain the optimum standard in imparting education. We are always conscious of the quality of education provided to the students in spite of the fact that there are constraints on our infrastructure and resources.

Through proper utilization of funds received from various governmental agencies like UGC, RUSA and the Department of Higher Education, Government of West Bengal for upgrading our infrastructure and resources, his college has consistently evolved into a modern centre of learning in the last four decades.

We believe that education entails all round development of the learners' personality. The extra-curricular programmes like NSS, NCC, Electoral Literacy Club and so on can play significant roles in developing the personalities of the students as they get trained in various skills and get exposed to the larger issues of the society.

True education can only legitimize itself if it is only relevant to the society. So we constantly try to deliver to the society by nurturing our students as human resources for the society.

Nearly five hundred students graduate from our college every year. We do believe that over the past four decades this has gradually brought about a silent transformation of the society of this colliery belt. Once being empowered through higher education they contribute to the society more positively. They can motivate the future generations to get exposed to higher education. Moreover they constitute a significant human resource bringing about material changes both at the micro and the macro levels.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength of the Institution

1. The greatest strength of the institution has been to empower the women generation after generation with an education, gender-sensitive and comprehensive in nature respecting the lofty ideals and the purpose for which the college itself was instituted
2. The strong bonding among the different stakeholders, the mutual respect for each other and a healthy relationship with the neighbouring local community has been the key to the successful sustenance of the academic environment of the college
3. The existence of an open campus area has helped in the expansion and augmentation of the basic infrastructure of the institution
4. Computerization of the college office and library
5. A perceptible improvement in the pass percentage of the students with the introduction of the Choice Based Credit System providing academic flexibility
6. Organization of teaching and learning on the virtual platform during the COVID pandemic situation
7. Catering to the educational needs of a diversified student community across castes and creeds
8. Provision for financial assistance to support the economically weak students
9. The practice of extensive co-curricular, extra-curricular and outreach activities
10. Green asset formation for the college through the extensive plantation of mahogany saplings in the college on Independence Day on the occasion of *Azadi ka Amrit Mahotsav*
11. Healthy relationship with various administrative wings of the government and other local social organizations

Institutional Weakness

Weakness of the Institution

1. Notionally urban location while semi-urban in spirit.
2. Paucity of funds for future development.
3. Financially challenged students.
4. Discontinuation of studies due to early marriages in a section of students leading to drop-outs.
5. Lack of focus of some students on future career goals after completion of graduation.
6. Demand ratio remains low for some courses.
7. Exodus of students to professional courses.

Institutional Opportunity

Opportunities of the Institution

1. Availability of adequate open land for future development and growth of physical infrastructure of the college
2. Opportunities for introducing post graduate courses in more disciplines with the aim to attain greater academic excellence
3. Introducing opportunities for learning through distance mode for students who discontinue education due to early marriage and different socio-economic causes
4. Scope for experimentation and potential to collaborate with peer institutions, institutions of higher learning and research and industrial houses for teaching, learning and research activities
5. Introduction of new vocational and skill oriented courses like Diploma in Laboratory Techniques (DLT), Certificate course in Mushroom Culture and Technology, Certificate course in Apiculture and so

on

6. Scope for human resource development in the local area through the adoption and implementation of initiatives in innovative ecosystem

7. Possibilities for setting up a disaster management team involving the NCC cadets and NSS volunteers for high risk subsidence prone mining areas in the Raniganj coal belt

8. Exploring possibilities for academic-industry interface to give a big push to campus recruitment initiatives

9. Fulfilling our obligation towards institutional social responsibility through all round participation and involvement of the different stakeholders of the college

10. Sustenance of green campus initiatives and commitment towards adoption of clean campus projects like installation of solar plants on a larger scale, waste water recycling, plantation of trees and water and energy conservation techniques

Institutional Challenge

Challenges of the Institution

1. Improving college infrastructure despite financial constraints.
2. Filling up vacant positions for both teaching and the non-teaching staff.
3. Mobilization of grants and funds for research projects.
4. Making the students self-reliant and grooming the learners for global competition.
5. Counseling first generation learners and channelizing their capabilities in the proper direction.
6. Motivating the students against early marriage and discontinuation of studies due to marriage.
7. Participation of all students in on-line classes during COVID-19 pandemic due to digital divide.
8. Ensuring employability through on-campus recruitment.
9. Creating a stronger alumni network as high percentage of students become home makers and lose contact with their alma mater.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution is an affiliated college and implements the CBCS curriculum developed by Kazi Nazrul University since 2016-17. There is no provision for internally designing the curricula followed both at the undergraduate and the postgraduate level. The college maximizes on its humble resources to plan and implement the curriculum in conformity with the ideals of providing higher education to women. Each year the academic calendar is prepared in accordance with the academic calendar of the affiliating university. Master routine for each stream is prepared and classes conducted accordingly. Apart from traditional lectures, different student-centric methods of teaching and ICT facilities have been adopted by the teachers to impart knowledge. Under the semester pattern, the system of internal evaluation is a continuous process and has been conducted centrally by the college both in the off-line and on-line modes.

The adoption of the Choice Based Credit System (CBCS) has provided immense potential for academic flexibility. The choice for an inter-disciplinary combination of subjects under the current pattern of study has

improved academic flexibility between streams. Supplementary programmes add flexibility to academics. The college signed multiple MoUs with different organizations, with the view to conduct skill training programmes for the students which include Beauty and Wellness, Banking and Nursing Assistant. Further, the college designed and introduced Certificate courses in Santali and Income Tax Practice in 2021.

The syllabi designed by the affiliating university gives an opportunity to integrate cross-cutting issues like values and ethics, professional ethics, gender, environment and sustainability into the curriculum. The college in its efforts to enrich the process of learning takes the help of different methods of experiential learning like projects and educational tours, and organizes seminars and co-curricular activities to create a better impact on the pupils. The institution has obtained regular feedbacks from the different stakeholders about the curriculum and academic ambience of the college.

Teaching-learning and Evaluation

Raniganj is the melting pot of people hailing from diverse socio-economic backgrounds. Hence the composition of students taking admission to the college is highly heterogeneous in nature. The admission process is carried out strictly on the basis of merit in conformity to the rules and regulations for seat intake formulated by the government.

The institution is proud to have a highly qualified faculty with about thirty percent possessing a Ph D degree and others pursuing the same. Apart from this, a high percentage of teachers have also qualified in the NET/SLET/SET examination. The teachers have adopted different student–centric approaches for the teaching-learning process along with the traditional chalk and talk method. This include experiential learning like projects, assignments, field visits, educational tours and excursions, participatory and problem solving methods of teaching like organization of exhibitions, publication of wall magazines, student seminars, group discussions, tutorials and so on. The teachers also take the help of ICT enabled tools to impart knowledge to the students. The full time teachers of the college consist of Associate Professors, Assistant Professors and State Aided College Teachers (SACT). The SACTs are government approved college teachers who take 15 hours of classes in a week as per government norms which accounts for 93.75% of the work load borne by an Assistant Professor. The Student to Full time teacher ratio in our college is 16.32:1.

The POs and Cos for all Programmes offered by the institution are stated and displayed on the institutional website. The excellence in overall academic performance of the college and thereby the level of attainment of the stated POs and COs can be observed by analyzing the results published and observing the trend in the overall increase in pass percentage in the last five years.

Both the internal and external assessments are conducted centrally by the college which helps to make the mechanism transparent. The grievance redressal system is time–bound and efficient.

Research, Innovations and Extension

Our institution has been successful in creating an ambience for innovation ecosystem and dissemination of knowledge. In collaboration with other institutions of repute, projects were undertaken to share knowledge and skills and develop facilities that will benefit the stakeholders with the outcomes of the projects. The broad spectrum of this knowledge ecosystem created includes projects like setting up of a vermi-composting unit and a fish cultivation pond, establishing a bio-science excellence centre and creating a museum. Knowledge

dissemination is also ensured through research activities of a few faculty members, in-house publications and hosting seminars, webinars and exhibitions. During the NAAC assessment period, a sum of Rupees One Lac was received as a Minor Research Project grant from the Reginal Directorate of NSS, Kolkata for a project titled "A Survey of Historical Importance of the Heritage Sites in Raniganj". Faculty members have published their research and scholarly articles in journals enlisted under UGC Care List and in books with ISBN. During the last five years, quite a number of extension and outreach activities have been undertaken. These include creating awareness about AIDS on World AIDS Day, Dengue Awareness Campaign, cleaning activities, Swacch Bharat Abhiyan, organizing blood donation camp, undertaking extensive plantation programme, organizing Anti-Drug rally, hosting free health check-up camp, raising public consciousness on traffic rules, COVID-19 vaccination and so on. Other important outreach activities include donating clothes to the orphans of *Ananda Ashram*, the homeless children of *Andal Parivar Social Welfare Society* and *Bajoria Vriddha Sevasadan*, a home for the aged, introducing a Certificate Course in Santali at *Micchildanga*, a tribal village near Raniganj and trained the farmers from nearby villages in vermicomposting.

The students as wellas the incumbents of the college have received awards and recognitions for extension activities from government and government recognized bodies.

In the last five years, our college has signed MoUs, entered into collaborations and established linkages with different organisations and professionals for different academic and academic related activities.

Infrastructure and Learning Resources

The Institution is continuously trying its best to create an effective teaching-learning environment by providing suitable infrastructure and ensuring its optimal utilization. Some of the classrooms have been upgraded to ICT-enabled classrooms to facilitate modern methods of teaching. Laboratories are regularly upgraded. The institution has a Central Instrumentation facility for the use of the bio-science departments. Computer-oriented classes are conducted in the Central Computer laboratory.

The institution has both indoor and outdoor sport facilities. There is a common room with indoor games facilities. For outdoor games, there is a badminton court and open playgrounds in the campus. Students are trained and encouraged to participate in intra-college, inter-college and inter-university events. There is also a seminar hall which is used in organizing different academic and cultural activities. There is no established Yoga Centre but Yoga Day is celebrated every year.

The Central Library is fully automated with SOUL 2.0 (Limited edition). All library activities are done through this software. Barcode based circulation system is operational in the library. The Library provides remote access to the digital resources to its users. The central library is equipped with books and journals and provides access to e-books and e-journals through N-LIST. The Library also provides Wi-Fi connectivity to its users. Specialized services to the users like printing facility with nominal cost are also provided. Keeping in view the overwhelming use of smart devices, the library has also created one dedicated library website for easy and on-the-move access to library information.

IT facilities are regularly updated. College provides broadband internet connection with sufficient bandwidth. Office computers are connected by LAN with unlimited internet connectivity. Some classrooms are ICT enabled and equipped with smartboards and projectors. Office business is carried out using specialized software for office and accounts management.

Maintenance of the existing infrastructure is the primary need for effective teaching and learning process of any institution. The main source of the financial allocations for infrastructure augmentation has been from RUSA 2.0 grant. The college authority also makes sufficient budgetary allocations for maintenance and upgradation of infrastructure within the constraint of its limited resource.

Student Support and Progression

Raniganj Girls' College helps in facilitating different types of government scholarship for the students. Besides, the students from the financially weak background are provided with different types of financial support from the institution. With an aim to nurture the learner's comprehensive development, the institution organizes different capability building and skill enhancement initiatives. Further, a Career Guidance and Counselling Cell and a Placement Cell are in place. These Cells provide guidance for various competitive examinations along with career counselling to the students in association with various government and professional institutions and have also provided placement opportunities to the learners. The Grievance Redressal Cell, Anti-Ragging and Anti-Sexual Harassment Cell take into cognizance matters pertaining to ragging and sexual harassment or any such grievances if any and address these sensitive issues in an impartial manner.

A significant number of students who graduate from the college pursue higher education or enroll in technical courses while a few have achieved success in competitive examinations. Beside academics, the students are also regularly engaged in various co-curricular and extra-curricular activities. The different cultural competitions, the Annual Cultural Programme and Sports are held annually and the students actively participate in the same. The achievers are awarded for their performance and many of them have participated in the University and State level events.

The Alumni Association of the college started under the name "Bandita" and was registered as "Raniganj Girls' College Alumni Association" in 2020 under the West Bengal Societies Registration Act, 1961. The association has supported the different academic and co-curricular activities of the institution in a sustained manner and contributed significantly to the development of the institution. The alumni of Santali Department are engaged in imparting Santali Certificate Course introduced by the college in a nearby Santal inhabited village. The alumni of different departments have also delivered lectures as resource persons. There is also a significant contribution from the alumni in the digital magazine/newsletters published by several departments. An alumna has financially supported the education of three students of the college. The alumni have also significantly contributed to various social causes during the COVID-19 pandemic situation.

Governance, Leadership and Management

The College has since its inception been practicing decentralization in various spheres of its activities. The decentralized institutional practices can be observed in governance through de-concentration and delegation. The highest decision making authority at the college level is the Governing Body constituted according to norms laid down by the government. The Principal in tandem with the Governing Body works towards framing and implementing the institutional quality policy in conformity with the mission and vision of the college. There are different administrative and academic bodies/committees with the Principal as the chairperson. All these administrative and academic bodies/committees are decentralized units that participate in the decision making process at various levels of the institutional structure and help in the smooth functioning of the college.

The institutional development plans are effectively deployed. The institution is a government aided college. Therefore, all recruitments and appointments are made strictly in abidance of the rules, regulations and procedures promulgated by the Government of West Bengal from time to time. E-governance has been implemented in areas of administration, finance and accounts, student admission and support and examination.

The institution adopted different empowerment strategies for efficient human resource management. The teachers of the college participate in different faculty development programme like Faculty Induction programme, Orientation Programme, Refresher Courses and other professional development programme which help them to remain abreast with the latest developments in their academic fields or academics related fields. The non-teaching staffs utilize the opportunities available for professional development and training with the objective to improve their work efficiency. Apart from this, the performances of the incumbents are also appraised at regular intervals. Further, there exists quite a number of welfare measures to look into the wellbeing of the incumbents.

The institution has adopted different strategies for the optimal mobilization and utilization of funds available to the institution and financial audits are conducted regularly. The IQAC has contributed significantly through the adoption of quality enhancement strategies. The institution is currently an ISO certified institution.

Institutional Values and Best Practices

The College has organized gender equity programmes and incorporated practices that sensitize the women towards gender issues and make the women feel safe and secure within the college premises. The college organized different national and international commemorative days and events and celebrated different festivals like Saraswati puja, Holi, Raksha Bandhan, Ifftar and Eid

The environment consciousness and sustainability initiatives towards green and clean campus are reflected through the use of energy conservation techniques, management of wastes, minimization of the use of plastics within the campus, water conservation facilities like rain water harvesting system, the adoption of extensive tree plantation programme, and so on. Green audit of the college has been carried out by the Office of the Divisional Forest Officer, Durgapur Division, Directorate of Forests, Government of West Bengal and the college is involved in beyond the campus environmental promotional activities.

The college has ramps in the different buildings leading to classrooms and the computer centre. There are provisions for a wheel chair and disabled friendly toilet. The existence of wide corridors and doors also ensure easy accessibility to class rooms. These amenities help to provide for a barrier free, disabled friendly environment in the college.

The College is located in a region of cultural and linguistic diversity. Thus it strives to provide an inclusive environment through linguistics diversity, financial assistance and several college level activities. Sensitization of the students and teachers toward constitutional obligations helps them to become conscious about their rights, and their duties and responsibilities towards the society and rebuild the faith in the value system of the Indian society. This gets reflected in the Best Practices adopted by the institution.

Education is a powerful tool, aiding the metamorphosis of the girl child into a confident, self-sufficient woman with an independent entity yet respecting the value system of the Indian society. Thus in keeping with the mission and vision of the institution, the priority and thrust area of our institutional distinctiveness is ascertained through "Empowerment of Women" and the diligent and focused efforts of the institution has been

to achieve this end.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RANIGANJ GIRLS' COLLEGE
Address	SEARSOLE RAJBARI, RANIGANJ-713358 PASCHIM BARDHAMAN , WEST BENGAL
City	RANIGANJ
State	West Bengal
Pin	713358
Website	www.raniganjgirlscollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Chhabi De	0341-2444069	9434025079	0341-2449274	raniganjgirlscollege@gmail.com
IQAC / CIQA coordinator	Anita Mishra	0341-2445280	6297448759	-	iqac.rgc@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	Kazi Nazrul University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	10-09-1982	[View Document](#)
12B of UGC	25-01-2010	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SEARSOLE RAJBARI, RANIGANJ-713358 PASCHIM BARDHAMAN , WEST BENGAL	Urban	6.258	6316.013

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	Higher Secondary or equivalent	Bengali	70	39
UG	BA,Bengali	36	Higher Secondary or equivalent	Bengali	280	133
UG	BA,English	36	Higher Secondary or equivalent	English	20	8
UG	BA,English	36	Higher Secondary or equivalent	English	59	31
UG	BA,Hindi	36	Higher Secondary or equivalent	Hindi	50	38
UG	BA,Hindi	36	Higher Secondary or equivalent	Hindi	60	32
UG	BA,Hindustani Music Vocal	36	Higher Secondary or equivalent	Bengali	20	2
UG	BA,History	36	Higher Secondary or equivalent	English,Bengali	60	32
UG	BA,History	36	Higher Secondary or equivalent	English,Bengali	59	37
UG	BA,Nazrul Sangeet	36	Higher Secondary or equivalent	Bengali	20	0
UG	BA,Philosophy	36	Higher Secondary or equivalent	English,Bengali	50	7
UG	BA,Philosophy	36	Higher Secondary or	English,Bengali	50	13

UG			equivalent			
UG	BA,Political Science	36	Higher Secondary or equivalent	English,Bengali	54	38
UG	BA,Political Science	36	Higher Secondary or equivalent	English,Bengali	80	39
UG	BA,Sanskrit	36	Higher Secondary or equivalent	Bengali,Sanskrit	80	3
UG	BA,Sanskrit	36	Higher Secondary or equivalent	Bengali,Sanskrit	40	18
UG	BA,Santali	36	Higher Secondary or equivalent	Santali	20	2
UG	BA,Santali	36	Higher Secondary or equivalent	Santali	20	14
UG	BA,Urdu	36	Higher Secondary or equivalent	Urdu	60	20
UG	BA,Urdu	36	Higher Secondary or equivalent	Urdu	20	3
UG	BSc,Botany	36	Higher Secondary or equivalent	English	19	2
UG	BSc,Botany	36	Higher Secondary or equivalent	English,Bengali	10	0
UG	BSc,Chemistry	36	Higher Secondary or equivalent	English,Bengali	10	0
UG	BSc,Chemistry	36	Higher Secondary or equivalent	English	23	0
UG	BSc,Economics	36	Higher Secondary or	English,Bengali	10	0

			equivalent			
UG	BSc,Economics	36	Higher Secondary or equivalent	English,Bengali	20	0
UG	BSc,Geography	36	Higher Secondary or equivalent	English,Bengali	10	0
UG	BSc,Geography	36	Higher Secondary or equivalent	English,Bengali	40	21
UG	BSc,Mathematics	36	Higher Secondary or equivalent	English	30	6
UG	BSc,Mathematics	36	Higher Secondary or equivalent	English,Bengali	10	0
UG	BSc,Microbiology	36	Higher Secondary or equivalent	English	35	6
UG	BSc,Physics	36	Higher Secondary or equivalent	English	23	3
UG	BSc,Physics	36	Higher Secondary or equivalent	English,Bengali	10	0
UG	BSc,Psychology	36	Higher Secondary or equivalent	English,Bengali	20	2
UG	BSc,Zoology	36	Higher Secondary or equivalent	English,Bengali	10	0
UG	BSc,Zoology	36	Higher Secondary or equivalent	English	40	9
UG	BCom,Commerce	36	Higher Secondary or equivalent	English,Bengali	60	6
UG	BCom,Commerce	36	Higher Secondary or	English,Bengali	120	44

UG	BSc,Nutrition	36	Higher Secondary or equivalent	English,Bengali	10	0
UG	BA,Education	36	Higher Secondary or equivalent	English,Bengali	20	4
UG	BA,Physical Education	36	Higher Secondary or equivalent	English,Bengali	20	2
UG	BA,Sociology	36	Higher Secondary or equivalent	English,Bengali	20	0
PG	MA,Urdu	24	BA Honours in URDU	Urdu	40	20
Doctoral (Ph.D)	PhD or DPhil,Urdu	72	MA IN URDU	Urdu	4	3

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				6				30
Recruited	0	0	0	0	2	4	0	6	22	6	0	28
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				62
Recruited	0	0	0	0	0	0	0	0	21	41	0	62
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				13
Recruited	8	2	0	10
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	1	5	0	6
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	4	3	0	7
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	2	0	17	8	0	29
M.Phil.	0	0	0	0	1	0	6	5	0	12
PG	0	0	0	0	1	0	20	34	0	55
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	611	3	0	0	614
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	21	0	0	0	21
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	21	0	0	0	21
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	93	79	90	104
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	38	26	33	39
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	51	54	45	47
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	390	427	394	535
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		572	586	562	725

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Quality higher education aims to develop good, thoughtful well-rounded and creative individuals. Being an affiliated college under Kazi Nazrul University, Asansol, the courses are designed by the University to include Multidisciplinary/Interdisciplinary courses as elective ones. The college strives to provide the maximum available choice of courses to the students in the curriculum. The faculty members of the college are also updated on the key principles of NEP such as diversity for all curricula and pedagogy with various innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. Raniganj Girls' College is

	enthusiastically working towards implementation of suggestions given in the NEP.
2. Academic bank of credits (ABC):	The institution's preparedness in implementation of Academic Bank of Credits (ABC) depends upon the guidelines of the affiliating university and Higher Education Department, Govt. of West Bengal. The college is affiliated to Kazi Nazrul University, Asansol, and the courses offered under the Choice Based Credit System (CBCS) are governed by the affiliating University. The college intends to participate in this process after it is eligible to enrol for the same.
3. Skill development:	The purpose of quality higher education is to create opportunities for individual employment. To achieve this aim, the students are provided with various Skill Enhancement Courses (SEC) designed by our affiliating University. These courses help the students to be employable as well as train them to be self-employed. Apart from regular curriculum, workshops, seminars and field trips are organized regularly to help the students fulfil their aim. This would help towards implementation of NEP in the real sense.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The college encourages learning of regional languages like Hindi, Urdu, Sanskrit and Santali besides English. Alongside offering Undergraduate courses (both in Honours and Program) the college also conducts Post Graduate as well as PhD degree programs in Urdu. An off-campus certificate course in Ol-Chiki is offered by the college for the promotion of the Santali language. The college is also planning to introduce Post Graduate program in Santali very shortly. Field trips to local heritage sites are also organized to inculcate the value of our culture and tradition.
5. Focus on Outcome based education (OBE):	The college offers different programmes across Languages, Humanities, Science, and Commerce. All these programmes are offered to impart outcome-based education (OBE). The affiliating university of the college, has implemented outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes and course outcomes. All the courses are designed with outcomes centred on cognitive abilities namely Remembering, Understanding, Application, Analysis, Evaluation

	and Creativity. The course syllabus, as designed by the university, aim to apply the spirit of NEP.
6. Distance education/online education:	The Covid-19 pandemic had made the educational institutions across the globe face-to-face with a new challenge. To counter this challenge, the faculty members of Raniganj Girls' College has been increasingly using the digital platforms for engaging classes, conducting conferences and meetings with the use of G-Suites, Zoom platforms, Webex meets etc since the early days of the epidemic. This can be considered as the new normal, which is envisaged in the New Education Policy as well. The biggest challenge that the college faces is early marriage of the students. To counter this challenge, the college plans to introduce distance mode of education so that the students may continue their studies even without visiting the college campus.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, the Electoral Literacy Club of Raniganj Girls' College was set up in 2018
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The students' coordinator is appointed from the students' representatives in any given academic year. Initially Dr Sima Mandal, Assistant Professor of Botany was appointed by the college as the coordinating faculty of Electoral Literacy Club of the college. Later, the responsibility to coordinate the affairs of the Electoral Literacy Club was entrusted upon Dr Santanu Niyogi, Assistant Professor of English. The Electoral Literacy Club is functional. Since its establishment, the members of the Club have participated in different activities to upheld the spirit of ELC in creating awareness and strengthening the culture of electoral participation in the youth
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under	In 2018, ELC, through a survey identified 30 migrant workers living in Raniganj for a long time but their names were not included in the Electoral Roll. So the members motivated them and took them to a special camp for enrolment of voters held at Bansra junior High School under the Amrasota Panchayat, Raniganj and they were enrolled in the voters' list. Sumana Layek participated as the representative

privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	competitor of Paschim Bardhaman district in the Elocution Competition for the State Level Quiz and Elocution Competition organized by the West Bengal State Election Commission on 18 January 2019 on the occasion of National Voters' Day at Bhasa Bhawan, National Library, Kolkata. On 22 January 2019 ten members of the ELC attended a workshop on the operation of EVM and VVPAT held at the Office of the BDO, Raniganj. On 24 January 2019, the quiz team of our college comprising two members, Sneha Roy and Nahid Naaz participated in the district level quiz competition held on the occasion of National Voters' Day 2019 at DAV Public School, Asansol and came first. The team was awarded prizes and certificates by the District Magistrate, Paschim Bardhaman on the National Voters' Day. Three students of our college, Sweta Gope, Nikita Goel and Rittika participated in the Quiz, Sit and Draw and the Extempore competitions held at the Office of the Block Development Officer, Raniganj on 25 January 2019 to observe the National Voters' Day. They fetched six prizes altogether. Our quiz team comprising Nikita and Rittika came second. In the Sit and Draw competition Rittika came second and Sweta fetched the third prize. In the extempore competition Nikita came first and Rittika got the second prize.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	A webinar on Panchayati Raj was organized during the lockdown due to Covid pandemic. The Constitution Day was celebrated on 26 November 2021. An exhibition on the theme Indian Constitution is the framework of Indian Democracy was organized by the Department of Political Science on 31 December 2021
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	A survey carried out among the college students reveal that 33.97 % of students above 18 years of age are yet to be enrolled as voters in the electoral roll. The College has taken steps to register eligible students as voters in liaison with the district administration.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1567	1469	1620	1592	1946

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 131

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
95	96	90	29	29

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
136.5348	44.12967	129.32071	65.92954	99.40201

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

As an affiliated college, the college follows the curriculum designed by Kazi Nazrul University. Effective and well planned curriculum delivery requires planning and coordination at every stage of execution between the different stakeholders. This starts with the preparation of the Academic Calendar of the college in conformity with Academic Calendar of KNU before the commencement of each academic session. The Academic Calendar helps us to earmark the total number of teaching days, plan for continuous internal assessments and organization of important events in the college. The calendar so prepared is published on the institutional website and distributed amongst the learners for their reference.

Next, a master routine of the different streams were prepared. Accordingly, the different departments prepare their departmental routines and distribute the syllabi and workload among the teachers in their departmental meetings.The teachers have imbibed student centric methods of teaching with the help of ICT facilities like Power point presentations, Jam boards, You tube platform, screening of videos and so onto impart knowledge to the learners apart from the traditional lecture method. In this regard an array of learning resources is available for the students in the fully automated college library. In the COVID situation online classes were taken by the teachers according to the departmental routine through the virtual platforms like Google Meet, Google Classrooms, Zoom, G-Suite etc. The teachers also communicated with students on different WhatsApp groups and distributed e-learning resources prepared by them.

Internal assessments for all types of programme and courses are conducted centrally by the college on the basis of an internal assessment routine prepared by the concerned examination committee duly authenticated by the Principal of the college. The internal assessment for Honours courses is conducted through the online mode on the examination portal software of the college with the help of the college office. Before each internal assessment is conducted, the examination portal is opened for the teachers to upload Multiple Choice Questions for each course and subsequently set the question paper. On the scheduled date and time of examination, the students have to log in with their unique User ID and password already provided by the college office, answer 10 preset MCQ of 1 mark each and submit the same within the stipulated time slot. Once the examinees press the submit button, they cannot log in again. The internal assessment for Program and Generic Elective courses was organized and conducted in the physical mode in the pre-Covid period. With the sudden onset of lockdown during the pandemic, the same has been conducted online. The format for internal assessment for Program and Generic Elective courses consists of Objective type questions, MCQ pattern, Open Book Mode. For specific courses as earmarked in the University curriculum, the same is conducted in the form of assignments, projects, students' seminar and viva voce.

File Description	Document
Upload Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 07

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 2.12

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
73	0	36	39	26

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The curriculum of the various courses offered by the institution contains elements from where the students learn about and become aware of the various cross cutting issues like Gender, Human Values and Ethics, Environment and Sustainability. Issues on Human Values and Ethics are mentioned in the courses offered by the departments of Bengali, Commerce, Hindi and Philosophy. Literary pieces included in the syllabi of Bengali, Hindi and English bring to the fore the injustice and atrocities meted out to women and create an

awareness among the students to raise their voice against them. Moreover, Indian language films that are also part of the syllabi portray these evil practices in a more pictorial way and leave a greater impact on the minds of the students. Crosscutting issues like Gender and Environment are also addressed through the celebration of International Women's Day, Earth Day, World Environment Day and organization of webinars.Students' Projects in ENVS, Women' Empowerment, Value and Ethics integrate crosscutting issue into the curriculum.

Environment and Sustainability

Cross cutting issues like Environment and Sustainability are included in the courses offered by Chemistry, Economics, Political Science, English, Geography and Microbiology.It is compulsory for all the students across all Programmes to study "Environmental Studies" as an Ability Enhancement Course in the First Semester. This course involves the students to prepare projects on variegated topics and issues that give them a first-hand idea of the issues that endanger the environment and also encourage them to find remedial measures.The institution also took care to inculcate values related to environment and sustainability through various practices and programmes under NSS and NCC.

Gender Equity

The different language departments (Bengali, English, Hindi and Urdu) along with the departments of Economics, Political Science and History offered courses on gender sensitivity issues.

Additionally, our institute organized special programmes on gender equality and sensitization and a series of invited talks.

Human values

Extension and other outreach activities like NCC and NSS integrate issues like Human Values and Environment. Blood donation camps organized by institution also inculcate values to college staff. NCC and NSS volunteers through their social and cultural activities get familiar with their social responsibilities.

Professional Ethics

Ethical practices such as truthful information, facts, and unprejudiced approach are taught in content of syllabus and certificate courses. Sports activities and Yoga taught in Physical Education inculcate Professional Ethics in the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 28.78

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 451

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 31.5

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
635	572	586	562	725

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1782	1782	2085	2085	2045

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 20.85

2.1.2.1 *Number of actual students admitted from the reserved categories year - wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
214	182	159	168	190

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
856	856	895	895	876

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 16.49

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

Experiential Learning:

1. Several departments organised project works and field works as part of their curriculum.
2. The different departments of college have organized departmental educational tours and excursions.
3. Apart from these tours and field works organised by the departments independently, the college centrally arranged annual tours to different places

Participative Learning:

1. Exhibitions were organised annually by the departments of the college.
2. Annual magazine and the wall magazines of different departments were regularly published
3. Departmental as well as student seminars were organisedat regular intervals.
4. Participation in annual sports and cultural functions of the college also instilled in the students a strong sense of mutual cooperation and fellow feeling.
5. Last but not least are the contributions of NSS and NCC units of the college that motivated the students to take part in different cultural and philanthropic activities.

Problem Solving Methodologies:

1. Students' doubts and confusionswere cleared when theygot their answers and assignments checked by theteachers.

2. Tutorial classes and remedial classes were also held to ensure a sort of uniformity among the students.
3. Regular career counselling programmes, mostly offered by the District Employment Office, kept the students abreast of the latest information related to different government jobs.
4. The college also saw the zealous participation of the Principal to solve certain problems of the students that required her immediate intervention.

During the COVID-19 pandemic, the student centric methods of learning took to online mode in response to the challenges posed by virus.

1. Students were encouraged to attend webinars and invited lectures.
2. Different departments published digital wall magazines
3. The Department of English launched their e-newsletter *Epsilon* in the month of April, 2021. It has been running successfully with enthusiastic participation from students of all semesters.
4. Students were encouraged to students seminars and group discussion.
5. The saying 'Sharing is caring' proved truer in this time of the pandemic when students needed to share materials with their peers more than ever.

ICT Enabled Tools

1. Raniganj Girls' College attaches utmost importance to the useof ICT enabled tools to make the teaching engaging, lively and most effective.Some of the most effective means adopted are:
2. The teachers prepared power point presentations that helped them illustrate the highlights of a particular topic in a very short time.
3. The facilities of Jamboard and the paint software were used by certain departments to make the teaching-learning process more effective and enjoyable.
4. Virtual classrooms allowed the students access to wonderful mode of learning.
5. Smart boards were also smartly used.
6. There are WhatsApp group for the students of almost all courses for the purpose of official communication.
7. The use of ICT enabled tools became the new normal during the Pandemic. During this time the teachers regularly used various online platforms such as zoom, Google meet and G suite.
8. Study materials were regularly posted on the college website for the convenience of the students.
9. Link to online library resources was provided by the college library
10. Links to different videos and audios were also shared with the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 92.62

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
98	98	98	36	36

File Description	Document
Upload supporting document	[View Document](#)

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 64.9

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
58	58	49	27	28

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Being an affiliated college, the mechanism of assessment and evaluation is governed by the rules and regulations formulated by Kazi Nazrul University (KNU) for outcome based learning under the CBCS pattern. In theoretical courses for all types of programme, 20% weightage is given for internal assessments (IA) and 80% weightage for End semester examinations (ESE). For practical based courses, 60%

weightage is given for IA and 40% weightage for ESE.

Both the internal and external assessments are conducted centrally by the college. The IA is conducted on the basis of aroutine prepared by the concerned examination committee duly authenticated by the Principal of the college within the stipulated time frame allotted for each semester. The ESE is conducted according to the schedule provided by KNU. The fact that internal assessments are conducted centrally makes the mechanism transparent and free from any type of bias.

The internal assessment are conducted both in the in-person and online modes. Whenever the IA is carried out in the physical mode, strong adherence to rules and regulationsand the practice of strict invigilation prevent the use of unfair means. In the online mode, the conduct of the internal assessment is automatically recorded as real time activity performed electronically.

As internal assessment is a continuous process, the college organizes the same in more than one phase in the interest of the examinees. The continuous internal evaluation comprised different mechanisms of examinatione.g. MCQs, projects, objective type questions, Open Book Mode, viva voce, students' seminar, assignments etc.Further at the beginning of each semester, the students are informed about the maintenance of the minimum attendance in classes as a prerequisite for appearing in all types of examinations.

The IA answer scripts of Honours Courses aregenerally auto-evaluated. For other courses, the ethical behaviour of the teachers gets reflected in the policy of impartial evaluation and maintenance of confidentiality. The assessment of answer scripts for ESE is a confidential matter, the decision for which resides with KNU.

The online submission of marks on the Marks Capture Portal of KNU has further made the examination system transparent.

The transparency in the examination mechanism has simultaneously helped to minimize grievances. There is provision for complaints and grievances to be reported to the Principal by the students. Students may also choose to keep their identity secret and drop their complaint or grievance in the complaint box. Such complaints or grievances, if any, are addressed immediately by the Principal in an impartial manner. However, no written grievances related to internal assessment has been reported in the last five years. For dissatisfaction in ESE results, the students have the provision to get their answer scripts reviewed by KNU within the stipulated time-frame.

File Description	Document
Upload Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

Raniganj Girls' College, being an affiliated institution, adopted the curriculum designed by the affiliating university, Kazi Nazrul University (KNU) from the academic session 2016-17under the Choice Based Credit System (CBCS). Subsequently, the Program Outcomes (POs) and Course Outcomes (Cos) for all Programmes offered by the college were clearly displayed on the institution's website. The HEI currently follows and displays on its website theLearning Outcome-based Curricular Framework (LOCF) adopted by KNUfrom the academic session 2020-21.

In conformity with the stated mission and vision of the institution, the outcomes based learning provides a platform forthe holistic development of the students' potential. It is intendedtowards providing quality educationthrough knowledge acquisition and skill development nurturing highly promisingindividuals ready to face the global competition.

The teachers of the college have attended curriculum based workshops where extensive deliberations have been held to communicate the learning based outcomes for all types of courses and programme. Suggestions and recommendations made to the faculty members of the different disciplines to visit the UGC website to learn about LOCF have been heartily welcomed and diligently pursued. They in turn have communicated about LOCF to the students both during the in-person classes as well as on-line classesin the pandemic situation. Further, the POs and COs under the LOCF displayed on the college website can be easily accessed by the stakeholders at any point of time.

The CBCS offered by the HEI for undergraduate (UG) programs is a six semester programme with each semester offering a heterogeneous combination of courses.Similarly the institution also offers a four semester post graduate (PG) programme in Urdu. These courses include Core Courses (CC), Generic Elective Courses (GEC), Skill Enhancement Courses (SEC), Discipline Specific Courses (DSC) and Ability Enhancement Courses (AEC). Each of these courses has their well-defined and clearly stated learning outcomes. The attainment of Course Outcomes is evaluated through the Semester Grade Point Average (SGPA) scored by the student on completion of a semester. The attainment of Program Outcomes (POs) is evaluated through the Cumulative Grade Point Average (CGPA) obtained by the same student on completion of the course. Both SGPA and CGPA are universally accepted tools to gauge a pupil's academic performance and simultaneously help toevaluate the degree of attainment of the POs and COs by the academic departments.

The excellence in overall academic performance of the college and thereby the level of attainment of the stated POs and COs can be observed by analyzing the results published and observing the trend in the increase in the pass percentage in the last five years. The attainment of the same is also reflected through the performance of the college students who become university rank holders and progression of students to higher education.

File Description	Document
Upload Additional information	[View Document](#)

2.6.2 Pass percentage of Students during last five years

Response: 88.35

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
425	429	511	407	290

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
441	431	519	427	516

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.94

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 *Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

Response: 1

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	1	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Ecosystem for innovations

The idea of creating an innovative ecosystem in the college was to build a network with organizations and institutions of higher learning so as to share knowledge and skills and develop potentials and facilities through mutual collaboration. For this purpose collaboration with the Department of Ecological Studies, International Centre for Ecological Engineering of the University of Kalyani was established for setting up a training centre in vermicomposting in 2021. Again, a MoU with Next Generation Scientist Private Limited, Lucknow was signed in 2021 for setting up the Bioscience Excellence Centre in the college and providing Entrepreneurial Skill Development and Outcome Based Learning. Further, the college has also adopted projects in aquaculture by installing a fish cultivation pond and initiated mushroom cultivation.

Creation and Transfer of Knowledge

The college encourages the creation and transfer of knowledge in the following manner:-

Museum

The college has established an impressive museum in the campus with a special focus on preserving the tangible cultural heritage of the region and foster experiential learning. The museum is a repository of historical collections exhibiting artifacts of social and cultural importance spanning over a period of almost eight hundred years beginning from the twelfth century to early twentieth century.

Research activities

A research programme in Urdu commenced from 2021. Under this programme, three research scholars are pursuing this programme under the guidance of Dr Farooque Azam of Urdu. Dr Anita Mishra of Hindi provided research guidance to research scholars enrolled with The University of Burdwan. Dr Krishnadhan Sarkar of Mathematics is the co-supervisor of a research scholar enrolled with the Raiganj University. Dr Alok Kumar De of Physics is involved in a collaborative research at the national and international level.

One Minor Research Project titled "A Survey of Historical Importance of the Heritage Sites in Raniganj" funded by the Regional Directorate of NSS, Kolkata has been undertaken. Two in-house research projects titled "Bangali O Bangalir Sanskriti" and "Street Vended Food-A Potential Threat to Human Health" have been undertaken and completed by the Departments of Bengali and Zoology respectively and later published as books.

Teachers in their individual capacity pursued PhD programme leading to doctoral degree.The teachers are also encouraged to carry on research work and publish research articles.

Publication

The college has published books, reports and conference proceedings with ISBN. The students are actively engaged in the publication of departmental wall magazines and e-newsletters. Besides, *Chalisnu Chetana*-the students' college magazine and *Probahini*-a magazine of the History department have also been published.

Exhibitions

The students under the guidance of the college teachers organize theme-based departmental exhibitions on topics related to their subjects or current burning issues.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 55

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on**

Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	26	12	10	4

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*

Response: 0.27

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
9	7	6	5	9

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.62

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	10	31	6	24

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

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

Response:

The extension activities of the college are primarily centered around the engagement of the NSS and NCC units with the neighbouring community. These include creating awareness about AIDS on World AIDS Day, Dengue Awareness Campaign, cleaning activities,Swacch Bharat Abhiyan, organizing blood donation camp, undertaking plantation programme, organizing Anti-Drug rally, hosting free health check-up camp, raising public consciousness on traffic rules and so on.

The NSS units of the college have adopted two neighbouring villages namely,*Banskatpara* and *Joratalpara*. True to the motto of NSS, "Not Me but You", the NSS volunteers along with the History department celebrate Children's Day each year in the adopted villages by donating educational kits to the children of the Anganwaricentres. The impact is self-evident from the participation of few alumni of the college in this event.Dedicated to the motto "Unity and Discipline", the NCC units have set an example to other children by conducting and leading the marchpast for the sports meet of Jamuria Circle II held atKunostoria, and Asansol Sub-Division Annual Sports (Primary Level) held in Barabani. Further, during the COVID-19 pandemic, masks and sanitizers were distributed in the adopted villages by NSS. The students and alumni also distributedmasks among the common people in the neighbourhood.The NCC cadets campaigned about the necessity of COVID-19 vaccination in the neighbouring area.

Other extension activities of the college include donating clothes to the orphans of *Ananda Ashram*,the homeless children of *AndalParivar Social Welfare Society* and *BajoriaVriddhaSevasadan*, a home for the aged, introducing a Certificate Course in Santali at *Micchildanga*,a tribal village near Raniganj and training the farmers from nearby villages in vermicomposting. With an objective to contribute to the global endeavours in reducing carbon footprint, awareness about the environment are created through extensive plantation programme and organizing seminar on "save water and save birds" in association with Green Club of Raniganj. The teachers and non-teaching staff of the college donated one day salary to the West Bengal State Emergency ReliefFund.

Beyond the syllabi there is a worldwhere we encounter crosscutting issues. Informed dealing with such issues contribute to the students' comprehensive development of personality because "beingforewarned is being forearmed". Hence, the college organized seminars, workshops and awareness programme to sensitize the students on different social issues like gender disparity, feminism, sexual harassment, crime, dowry, women's health, legal aid, marginalization and exclusion, human rights, cyber crime, environment, national integration, values and so on. The COVID pandemic had been the most stressful period in recent

times. Hence the college organized webinars to manage stress to help the students cope with the pandemic period. This included webinars titled "Mental Health of Students and Parents, Specially for Girls Students and Mothers During the Pandemic Situation" and "Prevalence of anxiety among students undergoing higher education during the pandemic of Covid-19".

The enthusiastic participation and level of involvement of the students in different extension activities and sensitization programme on social issues reaffirms our commitment towards the society at large.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The college is located in an urban area, but the city is still semi-urban in spirit. Given this background, award and recognition received by the students even for the smallest of smallest achievementsis a great source of inspiration for them.The awards and recognitions received by the students for extension activities from government and government recognized bodies are summarized below.

Two students of the Department of Physics namely Sudeshna Ghosh and Satabdi Roy won laurels for the college by participating in the District Student- Youth Science Fair 2017 and West Bengal State Student-Youth Science Fair 2017

Two NCC cadets and one NSS volunteer participated in the Republic Day Parade Camp held in Kolkata and Delhi. Cadet Jyotsna Mukherjee of 5 Bengal Girls' Battalion NCC, Burdwan Group received the Governor's Medal for her outstanding performance in 2020-21.

The students achieved different positions for participating in different competitions held on the occasion of Hindi Utsav, Kanyashree Day, NationalVoter's Day, celebration of Rabindra Jayanti by Asansol Municipal Corporationand birth anniversary of Pandit Ishwar Chandra Vidyasagar. The students have also achieved positions for participating in competitions held in different National Integration Camps.

The students of the Music Department were felicitated for their performance in Nazrul Jayanti organized by Nazrul Academy, Churulia, Asansol. The NCC cadets were felicitated with a trophy for excellence for conducting and leading the marchpast for the sports meet of Jamuria Circle II held at Kunostoria, and Asansol Sub-Division Annual Sports (Primary Level) held in Barabani.

The recognition of the achievements of CadetsBindiyaRam and ReemaBaurithrough the display of their names on the 5 Bengal Girls' Battalion NCC board on TSC Delhi in their Burdwan Headquarters provides encouragement to enrolled students of the college to join NCC.

The teachers of the college have also received awards and recognition for extension activities. DrTusharkanti Banerjee, erstwhile NSS Programme Officer participated in the Republic Day Parade Camp held at New Delhi from 1st January to 31st January 2018. Dr. Alok Kumar De,of Physics, was awarded for the "best poster presentation"andSri Ansuman Roy,of Microbiology received "Microbiologist of the year 2016" award on 27.03.2017. Abhijit Kumar Dutta, of Botany got 3rd Prize in Oral Presentation in a National Conference on 24-25 February 2020

The College has been recognized and appreciated for its service on different occasions. NSHM Udaan Skills Foundation which comes under the ambit of National Skill Development Corporation recognized the effortsof the institution towards empowering youths through skills enhancement drive. National Centre for Financial Education appreciated the efforts of the college for organizing the Financial awareness and Consumer Training (FACT) on 23.4.2021. West Bengal Joint Entrance Examination Board appreciated the support and leadership in conducting WBJEE-2021 despite the unprecedented COVID-19 pandemic situation.Green Club of Raniganj also appreciated the efforts of the college for organizing aCultural Programme on Nature And Environment titled "Only one Earth" and Tree plantation on 12.07.2022

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 26

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

2021-22	2020-21	2019-20	2018-19	2017-18
06	11	03	03	03

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 18

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

The Institution is continuously trying its best to create an effective teaching-learning environment by providing the suitable infrastructure. It ensures the optimal utilization of the existing physical infrastructure. Considering the fact that all the departments do not have dedicated classrooms exclusively earmarked for their students, classes are arranged in the available rooms according to the class routine as per necessity. Few classrooms are also fitted with projectors and smartboards to offer modern methods of teaching. Each academic department is now equipped with a laptop and a projector. This makes all the academic departments of our college ICT empowered.

The departments of Physics, Chemistry, Botany, Zoology, Microbiology, Geography and Psychology have their own laboratories. They are adequately equipped with the instruments as per the requirements of the prescribed practical curricula. These laboratories are periodically upgraded with procurement and installation of advanced equipment. Moreover, the institution has a central Instrumentation Facility which can be used by the bio-science departments on a shared basis.

We also have a well-equipped computer laboratory which is used by the students of this institution for their computer-based classes according to the curriculum. Total 103 computers (including laptops) are available for various purposes like running everyday office administration, maintaining accounts as well as cash receipts and disbursals and most importantly for imparting ICT aided education to the students.

Our office computers are all connected by a local area network and several computers are also networked to a heavy-duty printer so that they can make use of the printing facility on a shared basis.

Attendance of our employees are recorded by an advanced face-recognition biometric system.

Multiple camera CCTV system adds an edge to our campus security.

Cultural events are held on a regular basis on our campus. Every department hosts Teachers' Day programmes every year. Annual Cultural Competition and Indoor Games competitions provide opportunities to the students and staff to express their skill, caliber and talent. "Kristi", the annual cultural programme of the college is the largest cultural event on our campus.

The institution has both indoor & outdoor sport facilities. It has a common room with indoor games facilities like table tennis board, carom board, Chess, Chinese checker etc. On the other hand, for outdoor games, there is a badminton court and a volleyball court on our campus. Students are trained and encouraged to participate in intra-college, inter-college and inter-university events. The spacious sports ground of the college provides ample opportunities to the students for honing their skills for the sprinting, jumping and throwing events. The annual athletic event provides our students the opportunity to prove their mettle in various athletic categories.

The seminar hall of our college is regularly used for organizing different academic and cultural activities.

The college infrastructure also includes a Women's Hostel (Maitree) and a canteen. User friendly provisions of ramp are also provided for physically challenged persons.

There is no permanent Yoga Centre but Yoga Day is celebrated annualy and the morning hour classes are allocated for practicing Yoga on our campus.

File Description	Document
Upload Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 47.64

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
95.96939	6.84828	62.18676	12.89528	48.53486

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Integrated Library Management System:

The Central Library is fully automated with SOUL 2.0(Limited edition) Integrated Library Management Software (ILMS) since 2016. All activities like book accumulation, spine label and barcoding of books, library user card generation, online access of catalogue (WEB-OPAC) barcode based attendance Systemetc. have been done through this software. Barcode based circulation system is started now in the library. The Library provides remote access to the digital resources such as syllabi, etc to its users. The

central library has 26964 books and 14 journals, access to e-books and e-journals through N-LIST. The Library also provides Wi-Fi connectivity to its users. The Library provides specialized services to the users like printing facility with nominal cost, N-LIST user ID, QR code based OPAC and Department Syllabus service. Keeping in view of present social networking practice the library also create one library website for dissemination of library information.

Subscription to e-resources:

The institution has subscribed e-resources like e-journals and e-books through N-LIST programme under e-ShodhSindhu Consortium, INFLIBNET centre since 2016. We can access 6000+ journals and 1,99,500+ e-books under this programme and also provided remote access to e-resources through N-LIST, university syllabus from library website etc

Amount spent on books and journals:

Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

FY 2017-18 was to the amount of Rs 1.50170 lakhs

FY 2018-19 was to the amount of Rs 0.42766 lakhs

FY 2019-20 was to the amount of Rs 10.36115 lakhs

FY 2020-21 was to the amount of Rs 0.43145 lakhs

FY 2021-22 was to the amount of Rs 7.67393 lakhs

Total 564 books added in the FY 2017-2018. Accession No 22191-22754

Total 124 books added in the FY 2018-2019. Accession No 22755-22878

Total 3021 books added in the FY 2019-2020. Accession No 22879-25899

Total 02 books and 09 new journals added in the FY 2020-2021.

Total 1065 books and 04 new journals added in the FY 2021-2022. Accession No 25900-26964

Per day usage of library

We can calculatenumber of teachers and students using library per day from Reading Room Register (both teacher and student)

7090 students & 945 teacher using library throughout 225 days for the year July,2017-June, 2018 i.e.

approximately 36 persons used the library per day

7375 students & 920 teacher using library throughout 223 days for the year July,2018-June, 2019 i.e. 37 persons used the library per day

8025 students & 603 teacher using library throughout 170 days for the year July,2019- Oct, 2020 i.e. 50 persons used the library per day

2570 students & 70 teacher using library throughout 70 days for the year Nov,2020-Dec, 2021 i.e. 37 persons used the library per day

6618 students & 720 teacher using library throughout 195 days for the year July,2021-Aug, 2022i.e. 37 persons used the library per day

Total 181 users using library through e-access during this period.

Total 34936 users accessing library physically during this period.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

IT facilities are regularly updated. College has broadband internet connection as well as wi-fi connection. Office computers are networked through LAN with unlimited internet connectivity. Bandwidth of the internet connection is 100 Mbps. Few classrooms are ICT enabled and equipped with smartboards and projectors. Each academic department is equipped with at least a laptop with adequate software and a projector. During the lockdown period when our institution was compelled to suspend on campus academic activity, classes were held using online meeting platforms like Zoom and Google Meet. Later on, an institutional platform was created by using G Suite for conducting online classes in a more systematic fashion. By arrangement with Google Inc, college has provided each member of the Teaching and Non-teaching staff an individual institutional email ID. Teachers and students have been provided access to Inflibnet and NLIST which is a gateway to host of web resources including ebooks and journals.

The circulation process of the college library has been made fully automated by using the SOUL software. The daily footfall records are also maintained by the computerized system.

We also have a well-equipped computer laboratory which is used by the students of this institution for their

computer-based classes according to the requirements of the curriculum prescribed by our affiliating university. More than one hundred computers (including both desktops and laptops) are in use in our institution for various purposes like running everyday office administration, maintaining accounts as well as transactions like cash receipts and disbursals and most importantly for imparting ICT aided education to the students. Several computers are also networked to a heavy-duty printer so that they can make use of the printing facility on a shared basis.

Attendance of our employees are recorded by an advanced face-recognition biometric system. Multiple camera CCTV system adds an edge to our campus security and management. Apart from this commonly shared heavy-duty printing facility, there are several other monochrome and colour laserjet printers, a photocopier and the multifunction network xerox machine that are used for both academic and administrative purposes.

Everyday office work is conducted with the help of software. Fees collection from the students is done online which reduces their time and hassles to a considerable extent. Similarly the processes of admission and award of scholarship grants have also been made computerized. An online examination software has also been implemented for conducting internal assessment. The accounts of the college are maintained by the CAMS software. Submission of payment bills and disbursal of pay and allowances of the employees are carried out on the WBIFMS portal of the Government of West Bengal thereby bringing our payment of salaries under the larger ambit of e-governance. The College has a dynamic website which disseminates all the necessary information to the wider world. It has been our sustained and ceaseless endeavour to constantly upgrade and enhance the IT facilities and services.

File Description	Document
Upload Additional information	[View Document](#)

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 35.61

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 44

File Description	Document
Upload supporting document	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 2.08

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
2.80	1.82	2.32	1.82	1.15

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 56.47

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
359	1359	1856	549	504

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Capacity building and skills enhancement initiatives taken by the institution include the following*

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 17.22

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
107	289	177	543	295

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 12.92

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
65	78	74	27	8

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
413	410	501	407	220

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 20

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	0	0

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

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

Response: 9

5.3.1.1 *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 wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	7	1	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 14

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
21	15	16	10	08

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

The Alumni Association of Raniganj Girls' College was formed in 2004 under the name "Bandita". Later the association was registered as "Raniganj Girls' College Alumni Association" under the West Bengal Societies Registration Act, 1961 on 23rd day of December, Two thousand and Twenty. The alumni are an important stakeholder of the college and their positive presence can create a significant impact on the development of the institution. Over the last five years the alumni have made significant contributions in the interest of the development of their alma mater is stated below.

The alumni have an important role in motivating a college fresher and therebybuilding an everlasting bond with the college. The Alumni association of the college has been actively involved in promoting the academic and cultural ambience of the college and the initiatives of the HEI in co-curricular and extension activities and activities involving institutional social responsibility.

The alumni of the college have been engaged in important events and festivals organized/celebrated in the college like the Annual Social, Institutional level Educational tour, Annual Athletic Meet, , Teachers' Day, Saraswati Puja, Holi etc.

The alumnae of Santali department namely Kalaboti Soren, NamitaHembramand SanjhiMurmuassist in imparting the Santali Certificate Course introduced by Raniganj Girls' College in 2020-21.

Physics department Alumna Satabdi Roy imparted a lecture in the capacity of a resource person in the Seminar titled "Scientific phenomena and realization-the very past and the Present" organized by the Physics department on 23rd December 2021 under the aegis of IQAC, Raniganj Girls' College.

During the lockdown, the alumnae of the Economics department PinkiBera and Atasi Chanda delivered popular lectures about future career prospects and preparation for competitive examinations on the virtual platform to a mentoring group on 23rd May 2021.

Contributions have been made by the alumni to digital magazine/newsletters published by Economics, English and Physics department. Further, the cover page of History department magazine "Prabahini" published in 2021 has been designed by their alumna Taramoni Roy.

As part of social responsibility initiatives, the Alumni of the History department contributed to the celebration of Children's Day in the adopted village of NSS where educational kits were donated. Under the social responsibility initiatives of the college towards the children of Ananda Ashram,a home for destitute children, between 2016 and 2018, some of the alumni helped to nurture this association by celebrating festivals like Bhai dhoojand RakshaBandhan with them. Further, the enthusiasm of the alumni association came to the fore when they distributed face masks and food packets to the common people during the COVID 19 pandemic situation.

The alumni in their humble capacity have taken initiatives in augmenting the infrastructure of the college like presenting the college with electric fans in 2019 and later donated an aquaguard to the college.

The financial contribution of Alumna RachnaLodha helped to sponsor the education of three students namelyNidhi kumari Yadav, Beauty Dawn Modak and Seema Pramanikof the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

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

No organisation can run its business effectively unless responsibilities are specifically assigned to the incumbents in a systematic order and in the process; the work at hand is executed through decentralization. Raniganj Girls' College has since its inception been practising decentralisation in various spheres of its activities. The decentralized institutional practices can be observed ingovernancethrough de-concentration and delegation.

The highest decision making authority at the college level is the Governing Body constituted according to norms laid down by the government. The Governing Body is composed of the President, the Principal of the college as the ex-officio Secretary, government and university nominees, nominee from the West Bengal State Council of Higher Education, representatives from the college teachers, representative from the non-teaching fraternityand a representative of the students.

The Principal in tandem with the Governing Body works towards framing and implementing the institutional quality policy in conformity with the mission and vision of the college.There are different administrative and academic bodies/committees with the Principal as the chairperson. All these administrative and academic bodies/committees are decentralized units that participate in the decision making process at various levels of the institutional structure and help in the smooth functioning of the college.Thus the Principal is the ultimate liaison between the decentralized units and Governing Body of Raniganj Girls' College. The different administrative and academic bodies/ committees include theInternal Quality Assurance Cell (IQAC),the Bursar managing the Accounts section, Teachers' Council, Finance Committee, Purchase Committee, Building Committee, Maintenance Committee, Students' Welfare Committee, Academic Committee, Routine committee, Examination committees, Academic Calendar Committee, National Service Scheme and National Cadet Corps units,Library Committee, Mentoring Committee, Research Committee, SC,ST,OBC and Minority Cell, Grievance Redressal Cell, Anti-ragging Cell, Anti-Sexual Harassment Cell, Career Guidance and Counselling Cell, PlacementCell, Women's Cell, Hostel Committee, Certificate Course Committee, NAAC Criterion committees etc.

For any higher educational institution, participatory form of institutional governance involves the participation of the different stakeholders. At Raniganj Girls' College, the functioning of the different administrative and academic bodies/committees reflect the delegation and participatory aspect in institutional governance with the dedicated involvement of the primary stakeholders like the teachers, the non-teaching representatives and the students' representatives. There exists a healthy relationship, understanding and mutual respect among the teachers and the non-teaching staff, the teachers and the

students and non-teaching staff and the students. This bonding helps in making the decision making far more democratic in nature, transparent and adds to the efficiency in execution and functioning of the college.

File Description	Document
Upload Additional information	**View Document**
Provide Link for Additional information	**View Document**

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

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

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

        Besides various other committees like the Anti Ragging Cell, Grievance Redressal Cell, Anti-Sexual Harassment Cell,SC, ST, OBC and Minority Cell, Women's Cell, Career Guidance and Counselling Cell, Admission Committee, Students' Welfare Committee, Placement Cell and so on are also in place for appropriate planning, preparation and execution of issues pertaining to quality assurance, grievance redressal andthe various aspects of education nurturing thelearner's comprehensive development. These committees also ensure that safety, security and dignity of the staff and students remain protected inside the campus.

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

The institutional development plan is effectively deployed

The institutional development plans for the future had been outlined in the Self Study Report prepared for the first cycle of NAAC assessment in 2015. The deployment of the development plans can be observed as follows:

    1.Seminars/lectures/workshops of interdisciplinary nature dealing with syllabus related topics to

improve the standard of teaching/learning have been conducted.

2. Post-graduate Course has been introduced in the Department of Urdu in 2018-19
3. Department of Urdu has been affiliated by Kazi Nazrul University to conduct doctoral research programme since 2021.
4. The process of Internal Assessment is centralized and conducted in the online mode in a fashion similar to the methods of testing and evaluation employed for different competitive examinations in India.
5. In keeping with the requirements of employability of our students,certificate courses and skill-development courses are being organized.
6. Barcode based circulation process in the library has been initiated.
7. Plans have been adopted to allow the students access to open shelves in the library.
8. Educational toursare organized to enrich the learning experience of the learner.
9. The number of ICT enabled classrooms has been enhanced.
10. Number of outreach activities has been enhanced to a considerable extent.
11. An Employees' Co-operative Credit Society was established in 2016
12. A shaded stage has been constructed for conducting large open air programmes.
13. The bio-degradable solid wastes are now mostly converted into compost by the vermicomposting unitinstalled in the college campus.
14. Solar lights are used on the campus for night time illumination.
15. Sustained initiatives to make the campus greener by each year are being continued in full gusto.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

Welfare Measures

The college provides several welfare facilities so that there prevails a sense of reassurance among the employees leading to a sense of belonging.Here are some key welfare schemes available to the employees of our college.

1. Credit facilities are available from Raniganj Girls' College Employees' Credit Cooperative Society Limited.
2. Loan from Provident Fund is also available in times of exigencies.
3. Sick Room and availability of medical personnel on call for responding immediately to emergencies.
4. Grant of Medical Leave and Maternity Leave as per leave rules.
5. The women employees can keep their children in a working facility identified as "*Mayer Aanchal"* set up in a room exclusively for this purpose.
6. Sabbatical Leave of 2 years may be availed by the teaching staff subject to certain conditions.
7. Grant of Leave-on-Duty is sanctioned to teachers for their academic pursuits
8. Filespertaining to e-Pension are timely submitted before the superannuation of the incumbent.
9. Provident Fund benefits are immediately dispersed on the superannuation of the incumbent.
10. Encashment of Earned Leave on superannuation.
11. Collective monetary contributions are provided to the full-time and casual staff to meet their immediate health-related expenses.
12. Sports and games facilities exist for the incumbents
13. Birthdays of the teaching, non-teaching staff of the college are celebrated.
14. Farewell Programme for the retiring teaching and non-teaching staff are organised on the occasion of superannuation.
15. Availability of hygienic food in the college Canteen.
16. Steady supply of purified and cold drinking water.
17. Sanitization of the college premises and strict adherence to COVID protocols.
18. Access to touch free hand sanitizer dispensers.

Performance Appraisal

Performance appraisal plays a key role in human resource management and nurture in Raniganj Girls' College. The institution strictly follows the existing regulations in monitoring the performance appraisal for teaching and the non-teaching staff.

1. Appraisal of teaching staff in substantive posts is done through the Performance Based Appraisal System (PBAS) on the basis of Academic Performance Indicators (APIs) under the process of Career Advancement Scheme(CAS) for promotion to higher stages. The procedure is supervised by the IQAC under the stewardship of the Principal. Apart from teaching, here the teacher's involvement in research and publications and active participation in the various administrative, co-curricular and extension activities are also assessed for the calculation of API.
2. The prepared CAS papers of the incumbentsare first scrutinised by a duly constituted Screening/Selection Committee comprising nominees of the government and the affiliating university. Consequently the document isfinally signed by the President of the Governing Body and submitted to the Directorate of Public Instruction, Government of West Bengal for the incumbent's placement/promotion.

3. Performance Appraisal of non-teaching staff of the college is also carried out. The performances of the technical staff are appraised on completion of the seventh and twentieth years of their service respectively. Whereas the performance of the administrative staff is appraised after the first ten and twenty years of their respective service career.
4. The Principal, being the head of the institution, regularly advices, guides and monitors the duties discharged by the teaching and the non-teaching staff of the college.

File Description	Document
Upload Additional information	[View Document](#)

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 61.44

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
07	119	15	44	46

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
17	13	02	03	02

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Since ours is a government aided college, the principal source of funding for us is the Department of Higher Education, Government of West Bengal. All pay and allowances of the incumbents of the substantive posts as well as the emoluments of the State Aided College Teachers (SACTs) are provided by the Higher Education Department. Salary of the aforementioned employees is directly credited to the respective incumbent's salary account by the government treasury through e-governance.

Apart from salary grants we also receive occasional development grants from the State Government.

Till the XIIth Plan period i.e. between 2012-17, the University Grants Commission under various schemes released some grants to us. However, this source of funding is no more available to us because of major policy revision of the Government of India. However, in the financial year 2018-19 we received a grant of Rupees one lakh from the Regional Office, Kolkata of National Service Scheme for carrying out a Minor Research Project.

Consequent upon the first cycle of NAAC assessment and accreditation, our institution received a RUSA 2.0 grant to the tune of Rupees 1.5 crore out of the sanctioned amount of 2.0 crore.

Besides such funding by the government and the governmental organisations, fees are also collected from the students to meet some of the expenses involved.

The Finance Committee and the Governing Body monitors effective and efficient use of the available financial resources. The Bursar of the college looks after the day to day transactions and implements the decisions taken by the Finance Committee and the Governing Body. The Annual Budget of the college is prepared at the end of each financial year for the next financial year by the Bursar and is duly considered by the Finance Committee and the same is referred to the Governing Body for final approval.

Purchase /procurement and development works are made on the basis of the rules laid down by the State

Government. The expenditure from the RUSA grant is being made through the Public Financial Management Portal (PFMS) portal of the Ministry of Finance, Government of India.

The institution routinely conducts internal audits for every financial year by competent chartered accountants. At the next stage statutory /government audit is conducted by an external auditor authorized and appointed by the Directorate of Higher Education, Government of West Bengal in consonance with the relevant rules and regulations of the government. The last statutory audit was conducted for FY 2019-20. For the FY 2020-21 and 2021-22, internal audit has been completed and we are awaiting the statutory government audit as the Department of Higher Education has not yet nominated any audit farm for that purpose.

File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

During the first cycle of Assessment and Accreditation of Raniganj Girls' College by NAAC, the peer team, in its visit from 26th September to 28th September 2016 made ten discrete recommendations for quality enhancement of the institution.On the basis of these recommendations, the college initiated steps which led to significant qualitative improvements over the years.

The college administration made persistent efforts to fill up the substantive faculty positions lying vacant.

The college has not only introduced PG course in Urdu, moving a step further, research degree programme in Urdu has also been introduced. Two short term certificate courses of social relevance are also being run by the college. Moreover, skill development courses in Beauty and Wellness, Nursing Assistance and Banking are also being conducted with the help of various institutions collaborating under Memoranda of Understanding.

With the help of RUSA grants significant measures have been adopted to enhance the resources and infrastructure of the college. This is evident from the increased number of classrooms (including ICT enabled ones), setting up of the Central Computer Laboratory, a Central Instruments Laboratory and enhancement of the library resources. Alongside these developmental measures, digitization of the office management system and computerization of the library facilities has been undertaken.

One Minor Research Project titled "A Survey of Historical Importance of the Heritage Sites in Raniganj" funded by the Regional Directorate of NSS, Kolkata was undertaken and duly completed and submitted in 2020.

In February 2021, Raniganj Girls' College entered into collaboration with the Department of Ecological Studies, International Centre for Ecological Engineering of the University of Kalyani for setting up a training centre in vermicomposting. A MoU has been signed for setting up the Bioscience Excellence Centre in the college and providing Entrepreneurial Skill Development and Outcome Based Learning in 2021.

The enhancement in teaching resources has made significant impact on the learning process which is evident from the better performance of students in their end semester examinations. Review of the teaching-learning process and implementation of necessary reforms have remained foremost points of importance. Therefore Student Satisfaction Survey was carried out to elicit responses directly from the students. The responses were scientifically analyzed and on the basis of those analyses further improvements were made to make the system qualitatively better.

During the period of suspension of on campus activities for an extensive period due to the Covid 19 pandemic, the teachers and students adapted to the online mode of instruction. Social media, especially WhatsApp was extensively used to organize the students in groups and disseminate knowledge and information among them. Simultaneously, besides the use of Zoom and Google Meet platforms by the teachers on individual capacities, a major policy decision was made to introduce G Suite for the teachers and students of our college which integrated all teaching learning activities on a single platform. Further, a significant number of seminars and workshops were conducted in the online and offline modes to enhance the quality of education in the institution

File Description	Document
Upload Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Gender Equity

"Women's Empowerment" being at the core of "Institutional Distinctiveness" of Raniganj Girls' College, different measures are planned and executed with the sole aim to promote gender equality, sensitize the students about different gender issues and create an environment of inclusion and harmony

1.Gender equity and gender sensitization issues are addressed in the different courses taught by subjects like Bengali, English, Economics, Urdu, Hindi, History and Political Science within the curricular framework.

2.Seminars, webinars, events and co-curricular activities have been organized to create and enhance awareness about gender issues. Women's empowerment has been the theme for departmental exhibition and wall magazines of some of the academic departments of the college.

3.To ensure safety and security, entry to the college campus is restricted.The security personnel at the main entrance regularly verify the identity of all entrants. More over CCTV has been installed in prominent places and the college campus is 24 hours under CCTV surveillance. Again, the Women's Cell, the Anti-ragging Cell and Anti-Sexual-Harassment Cell of the college are involved in gender sensitization and awareness creation against gender discrimination.

4.To address health issues of the students, free health check-up camps and two COVID vaccination camps have been organized. Moreover two sanitary napkin vending machines have been installed in the students' toilet to address sanitation issues of the students.The students are also encouraged to participate in yoga workshops and sports to keep themselves fit.

Raniganj Girls' College has a rich tradition of celebrating festivals and organizing national and international commemorative days and events. The events organized by the institution in the last five years both during the pre-pandemic and pandemic situation can be summarized as follows:

Celebration/Organization of national and international commemorative days and events

Independence Day, Azadi ka Amrit Mahatsov, Republic Day, Teachers' Day, Gandhi Jayanti,

Hindi Divas, Children's Day, Munshi Premchand's Birthday, National Youth Day, Netaji Subhas Chandra Bose's Birthday, Pandit Raghunath Murmu's Birthday, Vijay Divas, Kargil Vijay Divas, Birth Anniversary of Rabindra Jayanti, Samvidhan Diwas, NSS Day, NCC Day, Celebration of Nutrition Week, National Mathematics Day, National Panchayat Raj Day, Birth Anniversary of Kazi Nazrul Islam,

World Environment Day, World Philosophy Day, Shakespeare's Birthday, International Day for Biological Diversity, Earth Day, International Mother Tongue's Day, World Sanskrit Day, International Women's Day, International Human Rights Day, International Labour Day, World Population Day, International Yoga Day, World Aids Day

Celebration of festivals

Saraswati Puja, Rakhi Purnima, Holi, Iftaar Party, Eid Milan, Bangla Nababorsho

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and

responsibilities of citizens (Within 500 words)

Response:

Providing an inclusive environment

Raniganj Girls' College is located in a region of cultural and linguistic diversity. Thus we strive to provide an inclusive environment through linguistics diversity, financial assistance and different college level activities.

Linguistic diversity

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

The language departments organize the International Mother Tongue's Day to honour this linguistic diversity

A Certificate course in Santali was commenced in 2021 in a nearby Santhal inhabited village, Michildanga, for propagating the Ol Chiki script among them.

Financial-aid

The college facilitated financial assistance provided by the government as well as provided institutional level financial assistance to diverse sections of the society. During the pandemic, the college also waived different types of fees like laboratory and building fees for the students.

Different college level activities

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

Equal opportunities are available to students from diverse backgrounds to participate in sports, cultural, NCC and NSS activities. These activities inculcate the spirit of tolerance and harmony among the students. The collective participation of the stakeholders in the Annual Social (except during the pandemic) and different festivals celebrated in the institution has strengthened the spirit of brotherhood within the institution.

Sensitization about the constitutional obligations

Our college observes the Independence Day and the Republic Day to pay tribute to the freedom fighters and uphold the solemnity of the Constitution. The college also celebrated Azadi Ka Amrit Mahotsav.

To sensitize the students about the constitutional framework of our nation the courses offered by the Political Science department play a significant role. The Electoral Literacy Club was formed in 2018 and

students participated in different activities related to the National Voter's Day. The Political Science department also organized a webinar on Panchayati Raj, Sambvidhan Diwas and Human Rights

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

The students are encouraged to participate in various community based and nation building activities of NSS and NCC inculcate community values and social and moral duties among the students.

The college has organized seminars and webinars on ethics. A book on Code of Conduct has also been published.

A large section of the incumbents of this institution discharged election duties assigned to them as dutiful and responsible citizens. Incumbents on polling duties during COVID-19 pandemic were declared Front Line Workers.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

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

Response:

BEST PRACTICE I

Title of the Practice: Reduce, Reuse and Recycle – Integrating the Principle of 3R in teaching sustainable environmental practices

Objectives of the Practice: Training the students through practical activities and programmes to adopt environment friendly behaviour and sustainable practices at the micro-level.

The Context: We cannot help generating waste in course of maintaining our livelihood. However, we can create a significant impact on responsible waste management by following the 3R principle: Reduce, Reuse and Recycle. Solid waste like discarded paper and plastics that is generated in India can be minimized by consuming our resources judiciously, reusing our resources and adopting methods to recycle them. Recycling used paper would not only save our natural resources but also reduce pollution. Again plastic today has become a menace for the society. Single use plastics have been banned in India. Thus finding innovative ways of recycling existing plastics has become crucial and raising awareness about the

environmental issues is extremely important. After all responsible and informed waste segregation at source goes a long way in effective environment friendly waste management.

The Practice:

The CBCS curriculum formulated by Kazi Nazrul University for undergraduate courses offer an Ability Enhancement Course in Environmental Studies across all programme. However, the mere imparting of theoretical knowledge of the environmental issues cannot alone ensure effective ability enhancement of the learner. Hence some areas of learning were identified where an individual can put in efforts to nurture a sustainable environment and practice the Principle of 3R. A component of the syllabus for Environmental Studies consists of a project work. Some of the teachers assigned students with projects based on the Principle of 3R in waste management. The NSS units of the college also involved the students in activities that helped them to learn about these principles.

Obstacles faced/Problems encountered: No obstacle was encountered while carrying out the environmental projects.

Resources required: Used and discarded paper, discarded paint buckets, colours and brushes, indoor air purifying plant saplings.

Evidence of Success:

Under the guidance of few teachers, learners enthusiastically participated in making articles out of discarded paper like plate making, bowl making and making handicrafts for ENVS projects.

Students learnt about the importance of following the principle of 3R to reduce carbon footprints and exhibited their projects in the college exhibition.

Projects on the use of bio-degradable material to reduce hazardous effect on environment were also conducted.

Discarded paint containers were decorated by the students of NSS which were later recycled as dustbins in the classrooms.

Best Practice II

Title of the Practice: Touching Lives - Institutional Social Responsibility

ObjectivesofthePractice

To realize that one needs to give and not just receive selfishly from society

To make the stakeholders aware of their collective responsibility to the society

To nurture the lofty ideals of selfless service to mankind

To instill the spirit of brotherhood

To realize that humanity flourishes and succeeds if there is a humane touch

TheContext

Our college, beyond its role as a provider of education, has increasingly felt the need to connect with its immediate environment and the society at large. Institutional Social Responsibility is an endeavour in this direction. The objective of education cannot just be about acquiring knowledge and skills, but also about imbibing the vision of collective responsibility towards the society – a way to give for what one gets. Thus Institutional Social Responsibility (ISR) is not just an idea for Raniganj Girls' College; it is an attitude that touches lives.

ThePractice

In the age of ruthless global competition, it is the humane touch that creates a remarkable difference in one's attitude to life fostering brotherhood, rebuilding faith in human values and humanity. The community based activities that outline the ISR initiatives of Raniganj Girls' College are summarized below:

1. Thinking about underprivileged children and aged of an old-age home

Each year Children's Day is celebrated jointly by the students and alumni of the Department of History and NSS units of the college by presenting the children of the adopted villages with educational kits.

Donating clothes to Ananda Ashram, a home for destitute children.The alumnae of the college have been actively involved in celebrating different festivals with these children

Distribution of woollen garments to the homeless children of AndalParivar Social Welfare Society

Distribution of woollen garments in BajoriaVriddhaSevasadan, a home for the aged

2. Introducing a Certificate Course in Santali for the marginalized section of the society in a nearby Santhal inhabited village to create awareness about the "OlChiki" script and teach basic mathematics and grammar with the help of the teachers and alumni of the Santali department of the college.

3. Training in Vermicomposting for the marginalized section of the society: The college has also established a vermicomposting unit andtrained 11 Santali farmers from the neighbouring villages on vermicomposting

4. Extensive Plantation Programme in an effort to reduce carbon footprints

5. Endeavours have been made during the COVID pandemic situation to adopt programme like distribution of face masks, sanitizers, food items and food packets, organize webinars on mental issues, campaign for COVID-19 vaccination and so on

6. The girl students of the nearby TDB College enrolled in skill development courses of this college and benefitted from it. The college has also helped to facilitate the academic pursuits of students of Psychology of Durgapur Women's College by allowing them to use laboratory facilities in our institution

EvidenceofSuccess

The evidence of success for any type of endeavour undertaken gets reflected in the impact it leaves behind. The active involvement and participation of the stakeholdershas given the impetus to the institution to increase the number of activities involving social responsibility.

Problems Encounteredand Resources Required

The biggest challenge at the outset perhaps had been to motivate the stakeholders to participate in altruistic activities.Over the years this attitude has undergone a metamorphosis. Today the zealous participation of the different stakeholders forms the most important resource for organizing different humanitarian activities.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Education is a powerful tool, aiding the metamorphosis of the girl child into a confident, self-sufficient woman with an independent entity yet respecting the value system of the Indian society. Raniganj Girls' College was established in 1980 with an ideology to empower the women of the locality and neighbouring areas with higher education. The motto of our college abides by the first two lines of the Sanskrit sloka Asatoma Sadgamaya, Tamosa Jyotirgayama.

A profoundly revered sloka in the Indian classical system of education, it means lead us from untruth to truth and from darkness to light and this broadly encompass the mission and vision of the college. Thus the priority and thrust area of our institutional distinctiveness is ascertained through Empowerment of Women.

Traversing the contours of modern education, we find that global competition expects a graduate to have acquired such skills that increases her employability whereas the society appreciates her high morale and the Indian value system ingrained in her. Thus our institution strives to strike a balance between these two aspects – sharpening the learner's latent potentials and skills while inculcating a strong value system. Speaking in this context, the composition of students enrolled at Raniganj Girls' College hail from diverse social, cultural and economic background which includes first generation learners as well as financially weak students. Hence our programme in empowering the students constitutes five different ways.

Empowering women through knowledge and education

We strongly believe in the age old dictum that Knowledge is Power. Acquisition of knowledge leads to emancipation. This is more pertinent for us as ours is a women's college. 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. We are always conscious of the quality of education provided to the students. 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, webinars and workshops, theme based exhibition by different departments of the college, educational tours and so on. Again, during the lockdown in the pandemic situation due to COVID-19, the college made every effort to conduct online classes on different social networking applications and provide e-study material and different links for the use of Library resources by the students from the safety of their home

Empowerment through financial assistance

As our objective is to enlighten the girl students from diverse 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. Hence the college strives to provide different types of financial assistance, scholarships and endowments to the students or help in facilitating scholarships and financial assistance provided by the government and different non- governmental organizations. The college during the lockdown also helped several students hailing from financially weak background through partial or complete waiver of different types of fees related to education. The college also facilitated fees payment through the online portal Razor pay as an alternative to physical methods of payment. Currently online payments are facilitated through SBI Collect

Empowerment through co-curricular, extra-curricular and extension activities

We believe that education entails comprehensive development of the learners' personality. The learners are encouraged to participate in co-curricular, extra-curricular and extension activities like participating in seminars and workshops, group discussions, cultural programme, Sports, NSS, NCC, participate in educational tours and the like. These activities play a significant role in developing the personality of the student, increase their self-esteem, built their confidence, make them socially aware of current burning issues in the society and practically empower them to handle the larger issues and problems of the society. They also develop a sense of gratitude and indebtedness to the institution and respect for the society.

Empowerment through skill development and rendering the learners employable

The college has offered skill development courses in Beauty and Wellness, Nursing and Banking in collaboration with NSHM Udaan Skills Pvt. Ltd as a part of the Prime Minister's National Skill Development Programme. These courses created off-campus employment opportunities for the beneficiaries or inspired them to become self-employed. The unique outcome is that the learners of our institution and girl students from neighbouring TDB College have immensely benefited from enrolling in these courses. Additionally, capacity building courses like training in Fevicryl, Soft Toy making, Face mask making, Woollen Beanie cap and woollen shoe knitting have been conducted before and during the lockdown. The college initiated Certificate courses in Santali and income tax practice as an initiative towards skill development programme in 2021. MOUs has been signed with Smart Alliance Joint Services Pvt. Ltd (2019) and Next Generation Scientist Private Limited (2021) and renewed with NSHM Udaan

Skills Pvt. Ltd (2020) to enhance skills of the students basically aimed at making them financially independent irrespective of their education or social standing.

Empowerment through Student Counselling, Career counselling, NET coaching and Placement

The college creates a platform for student counselling through the mentoring system. The students and their guardians also benefit from informal counselling with the Principal and the teachers on specific problems of early marriage and other social and sensitive issues.

Keeping in mind the stressful environment during the lockdown due to COVID-19 pandemic, webinars have been organized on mental health of students and parents, stress management and women's health and COVID 19 pandemic.

Coaching in NET has helped one student to succeed in SLET examinations. The students also avail the different opportunities in career counselling that have been arranged in the physical as well as the virtual mode by the college authorities from time to time. Students have been placed through campus recruitment in 2021 and 2022.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Milestones

For us, the major milestones achieved by the college after the first cycle assessment and accreditation of the college by NAAC are:

1. The first college in India to introduce a full time three-year undergraduate course in Nazrul Sangeet with students successfully graduating with BA Honours in Nazrul Sangeet
2. Introducing a post graduate programme in Urdu and later a research programme in Urdu
3. Initiating a digitized internal assessment system conducted centrally.
4. There have been quite a number of rank holders in The Kazi Nazrul University End Semseter Examination
5. Organization of a one-week training programme for NSS Programme Officers in collaboration with Training Orientation and Research Centre (TORC), Ramkrishna Mission Ashrama, Narendrapur, Kolkata
6. Introducing a Certificate course in Santali in a Santhal inhabited village to create awareness about the "Ol Chiki" script and teach basic mathematics and grammar
7. Erstwhile NSS Programme Officer, Dr Tushar Kanti Banerjee also participated in National Republic Day Parade Camp held in New Delhi from 1st to 31st January 2018. NSS volunteer Anamika Mondal participated in the Republic Day Parade held in New Delhi in 2019. NCC cadet Jyotsna Mukherjee participated in Republic Day Camp (RDC), Delhi in 2020.
8. Collaboration with the Department of Ecological Studies, International Centre for Ecological Engineering of the University of Kalyani for setting up a training centre in vermicomposting for implementing the policy of "lab to land" i.e. putting knowledge to meaningful social use by our college.
9. MOU with Next Generation Scientist Private Limited, Lucknow for setting up the Bioscience Excellence Centre in the college and providing Entrepreneurial Skill Development and Outcome Based Learning

Concluding Remarks :

Future Plans

1. Introducing post graduate courses in more disciplines
2. Introducing opportunities for learning through distance mode for students
3. Undertaking collaborations with institutions of higher learning and research and industrial houses for teaching, learning and research activities
4. Introduction of new vocational and skill oriented courses in Diploma in Laboratory Techniques (DLT)
5. Introduction of Certificate course in Mushroom Culture and Technology,
6. Introduction of Certificate course in Apiculture
7. Creating a task force team for disaster management involving the NCC cadets and NSS volunteers for high risk subsidence prone mining areas in the Raniganj coal belt
8. Give a big push to campus recruitment initiatives through academic-industry interface Fulfilling our

obligation towards institutional social responsibility through all round participation and involvement of the different stakeholders of the college

9. installation of solar plants on a larger scale
10. Waste water recycling

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 697 Answer after DVV Verification: 451 Remark : DVV has excluded the field visit or industrial tour.
3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years** 3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>15</td><td>27</td><td>09</td><td>15</td><td>12</td></tr></table> Answer After DVV Verification : <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>06</td><td>11</td><td>03</td><td>03</td><td>03</td></tr></table>
3.5.1	**Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.** Answer before DVV Verification : Answer After DVV Verification :18 Remark : DVV has made the changes as shared report of MoUs, Linkages and collaborations.
4.4.1	**Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr></table>

| 12.08999 | 8.69255 | 9.52815 | 10.87288 | 8.33713 |

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2.80	1.82	2.32	1.82	1.15

Remark : DVV has made the changes as considered only Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary.

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

5.3.1.1. *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 wise during the last five years*

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	2	9	1	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	7	1	0

Remark : DVV has excluded shared certificate of appreciation.

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2	28	22	24	19

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
21	15	16	10	08

Remark : DVV has made the changes as some of the programmes are counted twice for such programmes which are mentioned collectively and separately.

6.3.3	**Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
06	96	12	46	48

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
07	119	15	44	46

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
01	13	02	03	02

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
17	13	02	03	02

Remark : DVV has made the changes as per shared report by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 103 Answer after DVV Verification : 131
1.2	**Number of teaching staff / full time teachers year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
96	96	91	29	30

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
95	96	90	29	29

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