

**ANNUAL QUALITY ASSURANCE
REPORT (AQAR)
OF THE IQAC
(2016-17)**



**RANIGANJ GIRLS' COLLEGE
SEARSOLE RAJBARI
RANIGANJ
PASCHIM BARDHAMMAN
WEST BENGAL
PIN 713 358**

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The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year 1st July, 2016 to 30th June, 2017

Part – A

1. Details of the Institution

1.1 Name of the Institution

RANIGANJ GIRLS' COLLEGE

1.2 Address Line 1

SEARSOLE RAJBARI, RANIGANJ

Address Line 2

DIST. PASCHIM BARDHAMAN

City/Town

RANIGANJ

State

WEST BENGAL

Pin Code

713358

Institution e-mail address

raniganjgirlscollege@gmail.com

Contact Nos.

0341-2445280

Name of the Head of the Institution:

DR. CHHABI DE

Tel. No. with STD Code:

0341-2444069

Mobile:

9434025079

Name of the IQAC Co-ordinator:

Ms. JYOTIKA WAGHELA

Mobile:

9475029578

IQAC e-mail address:

iqac.rgc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN25934

1.4 NAAC Executive Committee No. & Date:

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

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

1.5 Website address:

<http://www.raniganjgirlscollege.org>

Web-link of the AQAR:

www.raniganjgirlscollege.org/AQAR2016-17

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:

05.03.2013

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

2016-17

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

Not Applicable. The 1st Cycle assessment was done from 26th to 28th September, 2016.

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency approved Institution
(eg. AICTE, BCI, MCI, PCI, NCI)

Yes

No

Type of Institution Co-education Men Women
 Urban Rural Tribal
 Financial Status Grant-in-aid UGC 2(f) UGC 12B
 Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

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

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

1.12 Name of the Affiliating University (*for the Colleges*)

Kazi Nazrul University
 Asansol

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	9
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

17

2.10 No. of IQAC meetings held:

4

2.11 No. of meetings with various stakeholders:

No.

12

Faculty

1

Non-Teaching Staff

1

Students

8

Alumni

1

Others

1

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

No

If yes, mention the amount

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

5

International

-

National

-

State

3

Institution Level

2

(ii) Themes

Date	Beneficiary Department	Theme of the Workshop
09.09. 2016	Department of History	One day Syllabus based State Level Workshop on "Greek and Roman Historians"
14.09.2016	Department of Bengali	One day Syllabus based State Level Workshop on "History of Bengali Literature"
16.09.2016	Department of Hindi	One day Institutional Level Workshop on "New Syllabus"
16.09.2016	Department of Economics in collaboration with Department of Geography, Raniganj Girls' College	One day State Level Workshop on "Sustainable Development". (Based on Syllabus)
25.04. 2017	Department of History	One day Institutional Level Syllabus based Workshop on "Railways and Modern India".

2.14 Significant Activities and contributions made by IQAC

- Arrangements were made for the visit of NAAC peer team to the College from 26th to 28th September 2016.
- Preparation of the Academic Calendar to accommodate the requirements of the dual process of teaching & learning under both the CBCS pattern of study for the learners of the first year and the Annual pattern of study for the learners of the second year and the third year.
- Organizing an Orientation Programme on CBCS structure for both students and teachers so as to ensure a smooth transition from the Annual system to the CBCS pattern.

- Sponsoring syllabus based workshop of different departments of the college.
- Documentation of information and preparation of the AQAR on the basis of the Departmental Reports submitted to IQAC for the session 2016-17 as soft copy.
- Promoting the practice of maintaining Teacher's Daily Diary by the faculty members and getting it authenticated by the Principal on a regular basis.
- Promoting and updating records about Faculty improvement and up-gradation courses attended by the teachers
- Encourage the teachers to participate and make presentations in seminar and conferences, and carry on research work and publish their work.
- Constitution of a Seminar Committee to help the organization of seminars and conferences in the college.
- Guidance and processing of papers for Placement/ promotion of faculty members under Career Advancement Scheme.
- Encouraging and promoting co-curricular and extension activities.
- Internal Administrative and Academic Audit

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Facilitate the First Cycle Assessment and Accreditation by NAAC	Completed
Preparation of Academic Calendar	Prepared
Awareness about the new Curricular pattern	An Orientation programme on CBCS pattern organized Sponsoring syllabus based workshop of different departments
Promote the organization of Seminar and Conferences in the institution	Constitution of Seminar Committee Organization of UGC sponsored Seminars
Submission of information and departmental reports to IQAC as soft copy	Submitted by different departments
Promoting the practice of maintaining Teacher's Daily Diary	A Continuous process
Placement and Promotion of faculty members under CAS	Processed
Encouraging and promoting co-curricular and extension activities	A Continuous process
Internal Academic and Administrative Audit	Completed

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken:

AQAR for 2016-17 was placed before the members of IQAC in its meeting held on 5th May 2018. Recommended and Approved by the Governing Body of the college in its meeting held on 27th June 2018.

Part – B

Criterion – I

1. Curricular Aspects

–1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	17 disciplines	5 disciplines	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	2#
Others	-	-	-	3*
Total	17	5	-	5

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

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

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

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

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

(ii) Pattern of programmes:

Pattern			Number of programmes		
Semester*			First Semester: 22*		
Trimester			N/A		
Annual**			Second year and Third Year: 17**		
CBCS under semester pattern of study *			Annual Pattern of Study **		
Course	Disciplines offered	No.	Course	Subjects offered	No.
BA Honours & BA Programme in a “discipline”	Bengali, English, Hindi, Sanskrit, Urdu, Economics, Geography, History, Philosophy, Political Science, <u>Added in 2016-17: Santhali (P), Education (P), Sociology (P), Physical Education (P)</u>	14	BA (Honours/General)	Bengali, English, Hindi, Sanskrit, Urdu, Economics, Geography, History, Philosophy, Political Science	10
BSC Honours & BSC Programme in a “discipline”	Chemistry, Mathematics, Physics, Botany, Microbiology (only Hons), Zoology	6	BSc (Honours/General)	Chemistry, Mathematics, Physics, Botany, Microbiology (only Hons), Zoology	6
B Com Honours & B Com Programme	Courses as offered in the syllabi of the affiliating University <u>Added in 2016-17: B Com Hons</u>	2	B Com General	Papers as offered in the syllabus of the affiliating University	1
Total		22	Total		17

(P) denotes Programme

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

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

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

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

- Yes, Kazi Nazrul University, the affiliating university of the institution, revised and updated the regulation and syllabi for undergraduate courses of study pursued in the affiliated colleges from the academic session 2016-17.
- The salient aspect of the newly introduced curriculum structure is a **six semester pattern of study under Choice Based Credit System (CBCS) for a three year undergraduate course leading to a graduate degree**. Our institution, as an affiliated body came under the purview of this newly introduced system.

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

Five new Courses have been introduced in 2016-17

- B Com Honours
- BA Programme in Education
- BA Programme in Physical Education
- BA Programme in Santhali
- BA Programme in Sociology

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professor	Others
56	24* *inclusive of [1(on lien upto 17.12.16) 1 (superannuation w.e.f. 01.01.17) 1(death in harness)] in 2016-17	8	1 (Principal)	GAPTT :21 Librarian: 2

2.2 No. of permanent faculty with Ph.D.

23

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	4	0	0	0	0	Librarian: 2	0	12	4

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

Guest Faculty	Visiting Faculty	Temporary Faculty
NIL	NIL	26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University/College level
Attended	4	48	2	9
Presented papers	2	48	1	9
Resource Persons	-	-	-	9

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

Perceptive methods of teaching and learning

- ICT enabled presentations
- Use of Smart Board
- Tutorial classes
- Invited lectures

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

Participatory Methods of teaching and active learning

- Group discussion
- Publication of the Departmental Wall Magazines
- Student Seminars
- Educational tours to complement curriculum
- Industrial Visit
- ENVIS projects
- Syllabus based Field Work, Field tours and Excursions
- Interdisciplinary seminars and workshops

2.7 Total No. of actual teaching days during this academic year 181

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

- The institution adopted the concept of Grading System in the Examination system under the six semester pattern of study with CBCS structure which was introduced by the affiliating University in 2016-17. This is a departure from the numerical score component followed under the Annual pattern of study.
- Under the process of Continuous Internal Evaluation, Multiple Choice Question (offline) Tests and Projects have been initiated by the institution.

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

<p>Principal is a Member of Syllabus Committee of KNU</p> <p>Three faculty members of the college are members of Undergraduate Board of Studies of KNU</p> <p>Three faculty members are members Undergraduate Board of Studies of The University of Burdwan</p> <p style="text-align: right;">Total :7</p>		<p style="text-align: center;">No. of faculty members participated in workshops based on syllabi</p> <p style="text-align: center;">Total : 19</p>
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2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students passed	Division				
			Distinction %	I %	II %	III %	Pass %
BA (HONS)	167	114	-	11	98	05	68.26
B.SC.(HONS)	78	34	-	02	31	01	43.59
BA (GENERAL)	218	50	-	-	05	45	22.94
B.SC.(GENERAL)	7	2	-	-	02	-	28.57
B.COM(GENERAL)	10	8	-	-	01	07	80.00
Grand Total	480	208	-	13	137	58	43.33

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

- Preparation of the Academic Calendar to accommodate the requirements of the dual process of teaching & learning under both the CBCS pattern of study for the learners of the first year and the Annual pattern of study for the learners of the second year and the third year.
- Organizing an Orientation Programme on CBCS structure for both students and teachers so as to ensure a smooth transition from the Annual system to the CBCS pattern.
- Sponsoring syllabus based workshop of different departments of the college.
- Promoting and documenting the activities of the different departments from their Departmental Reports
- Promoting the practice of maintaining Teacher's Daily Diary by the faculty members and getting it authenticated by the Principal on a regular basis.
- Promoting and updating the records about Faculty improvement and up-gradation courses attended by the teachers and the genre of research work carried out by them.
- Internal Academic Audit

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	25
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	06
Staff training conducted by other institutions	18
Summer / Winter schools, Workshops, etc.	24
Others (Informal Hands on Training)	04

2.14 Details of Administrative and Technical Staff:

Category	Number of Permanent	Number of Vacant	Number of permanent positions	Number of positions filled
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	Employees	Positions	filled during the Year 2016-17	temporarily
Administrative Staff	11* *inclusive of [1(superannuation w.e.f. 1.11.2016 during 2016-17)]	6	-	4
Technical Staff	8 *inclusive of [1(resignation on 14.02.2017 during 2016-17)]	3	-	3

Criterion – III

3. Research, Consultancy and Extension

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

- Sponsor seminars, lectures and workshops
- Promote the efforts of the different departments in organizing seminars, lectures and workshops
- Promote personal initiatives of the teachers in research activities
- Promote participation and academic paper presentations or poster presentations in seminars and conferences.
- Promote research publications in books and journals.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	2	4
Non-Peer Review Journals	-	1	3
e-Journals	5	-	-
Conference proceedings	6	32	-

3.5 Details on Impact factor* of publications: (* IF as provided)

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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

Faculty served as experts	Faculty served as chairpersons	Faculty served as resource persons
14	04	12

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	District	College
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4	1	3	-	-	-	-
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3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Major Activities in the sphere of Extension Activities

1. World Earth Day Celebration with Plantation of trees in the college campus and drawing competition held to create awareness about the environment
2. Yoga Day Celebration with Workshop on Yoga
3. Celebration of NCC Day
4. Celebration of NSS Day
5. Celebration of National Youth Day

6. Celebration of Children's Day jointly by NSS and Department of History of the college and presenting the children with education kits
7. Dengue awareness Programme
8. Cleanliness drive programme involving children
9. Programme on "Swacch Bharat Abhiyan"
10. Programme on Traffic Control by NSS volunteers
11. Red Ribbon Day Celebration and creating awareness on AIDS
12. Cleaning the College Campus programme
13. Tree plantation program and distribution of saplings to the people of the adopted villages
14. Free health Check-Up programme for the volunteers, Students, Faculty Members & Non-Teaching Members
15. Awareness lecture by Dr Tapas Kumar Bose on social behaviour
16. Teaching the toddlers of the Adopted Villages of the NSS units of the college
17. Organised Seminar regarding importance of medicinal plants and its uses
18. Organization of Blood Donation Camp
19. Participation of NSS volunteers in 'Clean Asansol Green Asansol' organized by Asansol Municipal Corporation
20. Organization of UGC sponsored two day National Level Seminar titled "National Integrity and Its Crisis: The Role and Responsibilities of NSS" organized by National Service Scheme, Raniganj Girls' College, in collaboration with Maliah Heritage Society on 9th and 10th March 2017
21. Exhibition on National Integration
22. Organizing seminar lectures on different issues of national importance to sensitize the students of the college.

Major Activities under Institutional Social Responsibility

1. Support to Ananda Ashram, a home for destitute children, near Satgram in Raniganj coal-field area by donating clothes
2. Celebration of Children's Day jointly by NSS and Department of History of the college in the adopted village of NSS and presenting the children with education kits
3. Organizing Traffic Control programme
4. Participation in the "India's Premier Career Education Fair" organized by the Govt. Of West Bengal at Netaji Indoor Stadium and creating awareness about the courses offered in the college
5. Dengue awareness Programme
6. Organization of Blood Donation Camp
7. Participation of students in 'Clean Asansol Green Asansol' organized by Asansol Municipal Corporation on 4th April 2017
8. Swacch Bharat Abhiyan
9. Celebrating the birthday of each employee of the college by the Principal
10. Arranging public service examinations and competitive examinations like SSC Examination for Group D and WBJEE (not pertaining to the college) on Sundays.
11. The alumni of the college and women of the neighbourhood have enrolled in the skill development courses conducted by NSHM and benefitted from the same.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25325.23 sq. mt	Nil	-	25325.23 sq. mt
Class rooms	24* (*One upgraded to Virtual Classroom)	Nil	-	24
Laboratories	15 + 01 (including Computer lab)	Nil	-	16
Seminar Halls	01	Nil	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		01 (Set up for Virtual Classroom)	State Govt. & College General Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)		300668.00 = 300000.00 + 668.00	State Govt. & College General Fund	
Others	-	-	-	-

4.2 Computerization of administration and library

- Computerization of the college office through College Administrative Management System (CAMS) software in process.
- Software for the management of online admission and student database
- Software to facilitate the computerization of the Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (in INR)	No.	Value (in INR)	No.	Value (in INR)
Text Books	20146	2540577*	391	110975	22190	2651552
Reference Books	661		05	Donated		
e-Books	INFLIBNET	-	-	-	-	-
Journals	1		0		1	
e-Journals	INFLIBNET	-	-	-	-	-
Digital Database	INFLIBNET	-	-	-	-	-
CD & Video	40					
Others (specify)	223					
Book Bank						

* Depreciated value

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Printers & Scanners
Existing	52	01	Wired Broad Band	Yes		Yes	0	30
			LAN/ WIFI on process	Yes		Yes	0	
Added	01 (Virtual Classroom)	0	Wired Broad Band	Yes		No	0	1
			LAN/ WIFI on process	No		No	0	
Total	53	01					0	31

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

- Computerization of the office through College Administrative Management System (CAMS) software in process.
- Online admission through the college website
- Training in HRMS
- Training in effective college administration
- Training in Online form fill up for examination by the affiliating university
- Training for facilitating online financial assistance to the students under Kanyashree Scheme of the Government of West Bengal
- Training in e-pension
- Certificate Course in Basics of Computers is offered by the college
- Computerization of the Library in process
- One class room upgraded to virtual classroom
- Internet access to Principal's Office, College Office, Accounts Department, Library, IQAC, Computer Lab, Examination Office, Virtual Classroom and so on.
- Wi-Fi-enabled

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs 4,150/-
ii) Campus Infrastructure and facilities	Rs 2,60,387/-
iii) Equipments	Rs 4,34,070
iv) Others	Rs 3,48,542/-
Total :	Rs 10,47,149/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1830	NA	NA	NA

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	<table border="1"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td>1830</td> <td>100</td> </tr> </table>	No	%	1830	100	Women
No	%					
1830	100					

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1370	356	104	231	0	2061	1247	323	126	133	1	1830

Demand ratio: 2.97

Dropout %: 4.98% (of registered students)

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

Training imparted by District Employment Exchange, Raniganj, Labour Department, Government of West Bengal

No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Practice exists for informal student counselling and dissemination of information about post graduate courses to interested students.
- On Campus Placement by a company named “Concentrix Daksh Services India Private Limited” on 2.12.2016.
- Training imparted by District Employment Exchange, Raniganj, Labour Department, Government of West Bengal
- Add-on Courses are offered by the college in collaboration with NSHM Udaan Skills Pvt. Ltd as a part of the Prime Minister’s National Skill Development Programme.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	48	5	26

5.8 Details of gender sensitization programmes

- Organization of an UGC sponsored Two Day National level seminar on ‘Feminism and Urdu Literature’ by the Department of Urdu, Raniganj Girls’ College in collaboration with Department of Urdu, Calcutta University on 1st and 2nd September 2016.
- Sensitization through class lectures in disciplines like English, Hindi, Urdu, History, Political Science, Economics, Environmental Studies and so on, having an inbuilt course component in gender studies, women’s empowerment, gender inequality or other gender related issues.
- Maintenance of and Sensitization about the Sanitary Napkin Vending Machine.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount (in INR)
Financial support from institution		
a. College Fund & Students' Aid Fund	106	49390
b. Endowment Scholarships of the Institution	5	17164
c. Scholarship given by Dr S Mukherjee, Associate Professor of English, Raniganj Girls' College	1	300
d. Students' Union Fund	14	9000
e. Students' Aid from Teachers' Council, Raniganj Girls' College	7	2300
Financial support from Government		
a. Kanyashree	305*	Benefits directly transferred to Beneficiary's A/C
b. SC/ST/OBC Post Matric Scholarship	301*	
c. Minority Scholarship	16*	
d. Vivekananda Scholarship	21*	
Financial support from other sources (from Alumni)	2	10,000
Number of students who received International/ National recognitions	1 cadet of 5 Bengal Girls Bn NCC of Raniganj Girls' College was awarded DG NCC Commendation Card for the year 2016	

* Total number of applicants

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No major grievances were reported.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

The mission and vision statement of the institution

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

6.2 Does the Institution has a management Information System

- Computerization of the college office through College Administrative Management System (CAMS) software in process
- Software for the management of online admission and student database
- Software to facilitate the computerization of the Library

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

Perceptive methods of teaching and learning

- Conventional Chalk and Talk
- ICT enabled presentations

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

Participatory Methods of teaching and active learning

- Group discussion
- Publication of the Departmental Wall Magazines
- Student Seminars
- Syllabus based Field Work, Field tours and Excursions
- Educational tours to complement curriculum
- Industrial Visit
- ENVS projects
- Interdisciplinary seminars and workshops

6.3.3 Examination and Evaluation

College Examination and Evaluation

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

University Examination and Evaluation

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

6.3.4 Research and Development

- Encourage the faculty members to complete their research leading to MPhil and doctoral degree.
- Encourage the faculty members engaged in post-doctoral research.
- Appreciate the role of faculty members who are PhD Guides and encourage other faculty members to register themselves with the university in the same capacity.

- Appreciate and encourage the efforts of Dr Alok Kumar De, Associate Professor of Physics, engaged in collaborative research at the national and international level.
- Promote the organization of conference, seminars and workshops
- Encourage and promote research publications in books and journals
- Promote participation and presentation of academic and technical papers at all levels.
- Providing support in the way of sanctioning 'on duty' to faculty members who participate and present papers in seminars and conferences outside the college.
- Space and necessary infrastructural support is provided by the college for research work.
- Promote the efforts of the NSS department of the college to organize an UGC sponsored national level seminar on "National Integrity and Its Crisis: The Role and Responsibilities of NSS" in collaboration with Maliah Heritage Society and publish the Seminar Proceedings in the form of a book with ISBN 9788192872131.
- Promote the efforts of the Department of Urdu to organize an UGC sponsored national level seminar on 'Feminism and Urdu Literature' in collaboration with Department of Urdu, Calcutta University and publish the Seminar Proceedings in the form of a book.
- Sensitizing the learners by developing an analytical mind and research oriented outlook and aptitude through the publication of Departmental Wall Magazines, project work, field visits, industrial visits, organizing exhibitions, educational tours and participation in workshops, seminars and conferences held in the college and other institutions of higher learning.
- Publication of the Magazine "Prabahini" by the Department of History

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- Computerization and barcoding of library books in process
- Reference section is maintained
- Maintains educational CDs
- Stock verification is done regularly
- Subscribed to INFLIBNET
- Seminar library maintained by most departments of the college
- Added 391 new books to the Central library
- Books have been donated to the Central library and Seminar libraries of different departments

ICT

- Upgradation of a class room to Virtual Classroom
- ICT enabled classrooms regularly used for teaching
- Wi-Fi enabled
- One Computer lab
- Computers and peripherals are used and maintained by various departments of the college
- Computerization of the office through the use of College Administrative Management System (CAMS) software in process.
- Online admission procedure

Physical Infrastructure/ Instrumentation

- Twenty four hours CCTV surveillance
- Maintenance of fire extinguishers
- Maintenance of the Sanitary Napkin Vending Machine
- Solar street lighting system at night
- Water harvesting facility
- Multi-Purpose Seminar Hall with Audio-Visual facility
- Class rooms with public address system
- One Reading room for the students
- Open grounds for outdoor sports
- Indoor games facility

- Sick room
- Students' Common Room
- Rest room
- Guest room
- Green Generator facility during load shedding
- Good hygienic toilet and sanitation facilities
- General Refectory and students' canteen Ramp for the physically challenged
- Maintenance of Water purifier to provide pure and safe drinking water
- IQAC room with TV
- Well- equipped laboratories
- Regular maintenance of laboratory equipment

6.3.6 Human Resource Management

- Recruitment: Recruitment and appointment of 10 new faculty members and 2 Librarians on substantive basis against sanctioned vacancy for teaching positions and the posts of librarian; made on the recommendations of the West Bengal College Service Commission and duly accepted by the Governing Body of the college as per the norms of the Government of West Bengal for government-aided colleges.
- Training:
 - Orientation Course
 - Refresher Course
 - Short Term Course
 - Training for facilitating online financial assistance to the students under Kanyashree Scheme of the Government of West Bengal
 - Workshops on CBCS Syllabus and Structure at both the University and Institutional Level
 - Workshop on understanding the CBCS structure of examination
 - Training in Online form fill up for examination by the affiliating university
 - Training in HRMS
 - Training in e-pension
 - Training in effective college administration
 - Informal hands on training
- Pay and Allowances:
 - Fixation of Pay and allowances of the fresh incumbents by the Department of Higher Education, Government of West Bengal
 - Preparation of Pay and Allowances account by the Bursar and the Accountant with help of HRMS portal facilitated by the WBIFMS, Government of West Bengal and disbursed and credited by the Asansol Treasury directly to the employee's bank account
- Decision Making:
 - Department of Higher Education, Government of West Bengal,
 - Kazi Nazrul University,
 - Governing Body of Raniganj Girls' College
- Planning and Implementation: With Principal at the helm of affairs, planning and implementation is carried out with the active cooperation of the teachers, the administrative staff, students and various other stakeholders associated with the institution.
- Monitoring & Evaluation:
 - Principal, Raniganj Girls' College
 - First Cycle Assessment and Accreditation by NAAC done from 26th to 28th September 2016.
 - Computerization of the college office through the use of College Administrative Management System (CAMS) software in process.
 - Financial Audit

- Academic and Administrative Audit
- Teacher's Daily Diary
- Placement and Promotion under Career Advancement Scheme
- Updating the records on authorized leave of absence of all the incumbents
- Regularly updating the Service Book
- Feedback
- Welfare:
 - Availability of credit from Raniganj Girls' College Employees' Credit Cooperative Society Limited
 - Facilitating the availability of loan from Provident Fund in times of exigencies.
 - Sick Room with facility for medical personnel to respond immediately on call.
 - Sanctioning of Maternity Leave and other types of leave of the incumbents by the Governing Body of the college as per government rules and regulations.
 - Escalation in the age of superannuation of teachers to 62 years by the Government of West Bengal.
 - Timely submission of Pension papers before the superannuation of the incumbent.
 - Disbursement of Provident Fund benefits immediately on superannuation of incumbent.
 - Facilitating the encashment of earned leave after superannuation of incumbent.
 - Periodic organization of health check-up camps and health related awareness campaign.
 - Celebration of birthday of the employees by the Principal of the institution.

6.3.7 Faculty and Staff recruitment

- Recruitment and appointment of 10 new faculty members and 2 Librarians on substantive basis against sanctioned vacancy for teaching positions and the posts of librarian; made on the recommendations of the West Bengal College Service Commission and duly accepted by the Governing Body of the college as per the norms of the Government of West Bengal for government-aided colleges.
- Updating the 100 Point Roster with the Backward Classes Welfare Department, Government of West Bengal; which forms the basis for determining the nature of the vacant post; in the event that new faculty members were recruited, one faculty member resigned, one faculty member retired from service and one faculty member died in harness.
- The institution also recruits Management Approved Part-time teachers and Management approved non-teaching staff on ad-hoc basis from time to time as and when deemed necessary by the institution.
- Efforts were made to fill up the existing vacancies in teaching and non-teaching positions.
- Efforts were made to create new vacancies for teaching and non-teaching positions.

6.3.8 Industry Interaction / Collaboration

Institution- Industry Interaction

- Industrial visit organized by the Department of Commerce, Raniganj Girls' College to Super Smelters Ltd. located in Jamuria Industrial Estate on 20.03.2017 with 33 students and 2 faculty members.
- On Campus Placement of 5 students in a company named "Concentrix Daksh Services India Private Limited" on 2.12.2016.
- Off Campus Placement of 15 students through NSHM after training in add-on courses in the academic year 2016-17.

Collaboration

- Organization of an UGC sponsored Two Day National level seminar on 'Feminism and Urdu Literature' by the Department of Urdu, Raniganj Girls' College in collaboration with Department of Urdu, Calcutta University on 1st and 2nd September 2016.

- Organization of an UGC sponsored Two Day National level seminar on “National Integrity and Its Crisis: The Role and Responsibilities of NSS” by National Service Scheme (NSS), Raniganj Girls’ College in collaboration with Maliah Heritage Society on 9th and 10th March 2017.
- Dr Alok Kumar De, Associate Professor of Physics, is engaged in collaborative research at the national level with the members of VECC, DAE, Government of India.
- Dr Alok Kumar De, Associate Professor of Physics, is a part of the Indian team engaged in an international collaborative research, the MATS collaboration, on FAIR (Facility for Antiproton and Ion Research), built in cooperation with an international community of countries and scientists.
- Collaboration exists with Searsole Sports and Cultural Association of Raniganj for using the gymnasium for the undergraduate course in Physical Education opened in the current academic session 2016-17.
- Add-on Courses are offered by the college in collaboration with NSHM Udaan Skills Pvt. Ltd. as a part of the Prime Minister’s National Skill Development Programme.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Availability of credit from Raniganj Girls’ College Employees’ Credit Cooperative Society Limited • Facilitating the availability of loan from Provident Fund in times of exigencies. • Temporary non-teaching employees are annually paid an ex-gratia amount during the festival season • Sick Room with facility for medical personnel to respond immediately on call. • Sanctioning of Maternity Leave and other types of leave of the incumbents by the Governing Body of the college as per government rules and regulations.
Non-Teaching	<ul style="list-style-type: none"> • Escalation in the age of superannuation of the teachers to 62 years by Government of West Bengal. • Timely submission of pension papers before the superannuation of the incumbent. • Disbursement of Provident Fund benefits immediately on superannuation of incumbent. • Facilitating the encashment of earned leave after superannuation of incumbent. • Periodic organization of health check-up camps and health related awareness campaign • Cheap Refectory
Students	<ul style="list-style-type: none"> • Facilitating Financial Aid for students • Six Endowment scholarships given to financially weak but meritorious students • Sick Room with facility for medical personnel to respond on call • Facility of Students’ Health Home • Organization of health check-up camp • Cheap Canteen • Arrangements made for the physically challenged to attend classes on the ground floor. • Arrangements made for the physically challenged to write their examinations on the ground floor. • Arrangement for Sick Room for sick examinees to appear in their examinations.

6.5 Total corpus fund generated

Rs 2,16000/- (Rupees Two Lacs Sixteen thousand)

6.6 Whether annual financial audit has been doneYes No **6.7 Whether Academic and Administrative Audit (AAA) has been done?**

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

6.8 Does the University/ Autonomous College declare results within 30 days?For UG Programmes Yes No For PG Programmes Yes NA No NA**6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?**

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

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

Not Applicable

6.11 Activities and support from the Alumni AssociationActivities:

- Annual Alumni Meet 2016 held on 10th September 2016 and plan of action for the future was chalked out.
- Alumni Feedback
- Contributions made to Ananda Ashram, a home for destitute children, near Satgram in Raniganj coal-field area.
- Some alumni celebrate Holi, Rakhi, Bhai Dhuj and Christmas with the children of Ananda Ashram

Support:

- Financial support of Rs 10,000/- (Rupees Ten Thousand only) provided for the education of two students

6.12 Activities and support from the Parent – Teacher Association

- Meeting of the teachers with the Guardians
- Informal Feedback

6.13 Development programmes for support staff

- Workshop on understanding the CBCS structure of examination
- Training in Online form fill up for examination by the affiliating university
- Training in HRMS
- Training in e-pension
- Training in effective college administration
- Informal hands on training

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

- Annual plantation programme
- Maintenance of the Medicinal plant garden
- Maintenance of the seasonal flower garden
- Utilization of the unutilized college backyard for cultivating seasonal vegetables.
- Rain water harvesting
- Use of solar street lights in the campus at night
- Increase in the use of LED bulbs
- Use of Miniature Circuit Breaker (MCB) switches to prevent waste of electricity and ward off any accident.
- Convert the bio-degradable waste materials into compost for our own vegetation.
- Burial pits constructed for waste water management from the Chemistry laboratory.
- Use of plastics is minimised
- Use of tobacco in the campus premises is restricted.
- Water purifiers are cleaned regularly

Criterion – VII

7. Innovations and Best Practices

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

- Implementation of CBCS curricula at the undergraduate level based on six semester pattern of study.
- Introduction of five new courses. These courses widens the choice of subjects offered during admission; potentially promise to nurture the spirit of social cohesion and inclusiveness among the learners as well as improve their opportunities in employment/self-employment.
- Use of novel methods in both perceptive and participatory teaching and learning
- Introduction of internal assessment of the students based on Multiple Choice Questions and projects.
- “Best out of Waste” Projects in Environmental Studies.
- Organization of an UGC sponsored Two Day National level seminar on ‘**Feminism and Urdu Literature**’ by the Department of Urdu, Raniganj Girls’ College in collaboration with Department of Urdu, Calcutta University on 1st and 2nd September 2016. An event that promoted gender sensitization in the institution.
- Organization of an UGC sponsored Two Day National level seminar on “**National Integrity and Its Crisis: The Role and Responsibilities of NSS**” by National Service Scheme (NSS), Raniganj Girls’ College in collaboration with Maliah Heritage Society on 9th and 10th March 2017. An event that promoted the concept of national integration in the college.
- Organization of Exhibition on ‘National Integrity’
- Utilization of the unutilized college backyard for cultivating seasonal vegetables.

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

Plan of Action formulated	Action Taken Report(ATR)
Completion of First Cycle Assessment and Accreditation by NAAC	Completed
Awareness about CBCS curricula in undergraduate studies	Organized an Orientation programme on CBCS structure.
Introduction of new courses	Five new courses have been introduced
Filling up permanent vacancies	10 vacancies in the positions of Assistant Professor and 2 vacancies in the positions of Librarian filled up.
Promote ICT enabled methods in teaching	More number of teachers used ICT enabled methods in teaching. Regular use of the Smart Board is prevalent.
Technological Upgradation	Upgradation of one class room to Virtual Class room
Organization of UGC sponsored National level Seminars	Two UGC sponsored National level seminars organized.
Organization of State Level and institutional level seminars and workshops	Organized
Promote collaboration and institution-industry interaction	Promoted and supported collaborative and institution-industry interaction initiatives
Provision for financial assistance to students	Financial Assistance provided to financially weak and meritorious students
Promote co-curricular and extension activities	Co-curricular and extension activities organized.
Promote institutional social responsibility	Supported and promoted with different activities.
Update and Maintain Service Book	Updated on regular basis
Academic and Administrative Audit	Conducted

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

Best Practice I: Diversity in Language courses offered by the institution
 Best Practice II: “Best out of Waste” Projects in Environmental Studies

**Details provided in Annexure III*

7.4 Contribution to environmental awareness / protection

- Annual plantation programme
- Maintenance of the Medicinal plant garden
- Maintenance of the seasonal flower garden
- Utilization of the unutilized college backyard for cultivating seasonal vegetables.
- Rain water harvesting
- Use of solar street lights in the campus at night
- Increase in the use of LED bulbs
- Use of Miniature Circuit Breaker (MCB) switches to prevent waste of electricity and ward off any accident.
- Convert the bio-degradable waste materials into compost for our own vegetation.
- Burial pits constructed for waste water management from the Chemistry laboratory.
- Use of plastics is minimised
- Use of tobacco in the campus premises is restricted.
- Water purifiers are cleaned regularly

7.5 Whether environmental audit was conducted?

Yes

No

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

Strength:

- 👍 Conducive academic ambience
- 👍 Adequate campus area for expansion of infrastructure and classrooms required for CBCS pattern of study
- 👍 Efficient networking with academic and administrative bodies of higher learning and excellence
- 👍 Healthy synergy and strong bonding among the teaching, non-teaching and students
- 👍 Strong support from Students’ Union and alumni
- 👍 Extensive co-curricular, extra-curricular and outreach activities
- 👍 Catering to the educational needs of a diversified student community.
- 👍 Students with promising potentiality
- 👍 Availability of basic amenities.
- 👍 Healthy symbiotic relationship with various administrative wings of the government and other social organizations.

Weakness:

- 👎 Notionally urban location, semi-urban in spirit.
- 👎 Inadequacy of physical infrastructure
- 👎 Paucity of funds for development
- 👎 First generation learners
- 👎 Financially challenged students
- 👎 Need to set up a complete Medical Unit in the college
- 👎 Discontinuation of studies due to early marriage of a section of students

Opportunities:

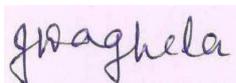
- ✎ Availability of adequate land for future development
- ✎ Scope for growth of material infrastructure of the college
- ✎ Scope for faculty upgradation and research activities
- ✎ Scope for human resource development in the local area
- ✎ Exploring possibilities for academic-industry interface
- ✎ Inculcating consciousness among the learners about their rights and duties
- ✎ Exposing the learners to a wider world

Challenges:

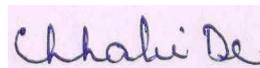
- ☞ Tackle the CBCS and Annual pattern of study simultaneously in this transitional phase from the Annual system of study to the CBCS pattern
- ☞ Improving college infrastructure despite financial constraints
- ☞ Fostering self - confidence among students
- ☞ Motivating and counselling first generation learners
- ☞ Motivate the students against early marriage and discontinuation of studies
- ☞ Make the students self-reliant
- ☞ Competition from peer academic institutions of the locality
- ☞ Provision for and exposure to e-learning resources.
- ☞ Grooming the learners for global competition
- ☞ Ensuring employability through on-campus recruitment.
- ☞ Increasing the declining trend in student enrolment ratio for courses low in demand
- ☞ Increasing opportunities for research

8. Plans of institution for next year

- ✚ Introducing new courses
- ✚ Introducing innovative methods in the Continuous Internal Assessment System
- ✚ Facilitate more opportunities in Career counselling
- ✚ Arrange institutional level Educational Tour.
- ✚ Complete construction of new building and increase the number of classrooms.
- ✚ Make the Girls' Hostel 'Maitree' functional.
- ✚ Installation of CCTV to increase the security of the Women's hostel.



Ms Jyotika Waghela
Coordinator, IQAC
Raniganj Girls' College



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

Annexure I (a): Academic Calendar 2016-17

2016								2017							
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
J U L					1	2	3	J A N							1
	4	5	6	7	8	9	10		2	3	4	5	6	7	8
	11	12	13	14	15	16	17		9	10	11	12	13	14	15
	18	19	20	21	22	23	24		16	17	18	19	20	21	22
	25	26	27	28	29	30	31		23	24	25	26	27	28	29
A U G	1	2	3	4	5	6	7	F E B	30	31					
	8	9	10	11	12	13	14				1	2	3	4	5
	15	16	17	18	19	20	21		6	7	8	9	10	11	12
	22	23	24	25	26	27	28		13	14	15	16	17	18	19
	29	30	31						20	21	22	23	24	25	26
S E P				1	2	3	4	M A R			1	2	3	4	5
	5	6	7	8	9	10	11		6	7	8	9	10	11	12
	12	13	14	15	16	17	18		13	14	15	16	17	18	19
	19	20	21	22	23	24	25		20	21	22	23	24	25	26
	26	27	28	29	30				27	28	29	30	31		
O C T						1	2	A P R						1	2
	3	4	5	6	7	8	9		3	4	5	6	7	8	9
	10	11	12	13	14	15	16		10	11	12	13	14	15	16
	17	18	19	20	21	22	23		17	18	19	20	21	22	23
	24	25	26	27	28	29	30		24	25	26	27	28	29	30
N O V		1	2	3	4	5	6	M A Y	1	2	3	4	5	6	7
	7	8	9	10	11	12	13		8	9	10	11	12	13	14
	14	15	16	17	18	19	20		15	16	17	18	19	20	21
	21	22	23	24	25	26	27		22	23	24	25	26	27	28
	28	29	30						29	30	31				
D E C				1	2	3	4	J U N				1	2	3	4
	5	6	7	8	9	10	11		5	6	7	8	9	10	11
	12	13	14	15	16	17	18		12	13	14	15	16	17	18
	19	20	21	22	23	24	25		19	20	21	22	23	24	25
	26	27	28	29	30	31			26	27	28	29	30		

- | | |
|--------------------------------|----------------|
| Teaching days and Working days | Sundays |
| Only Working days | Holiday/Closed |

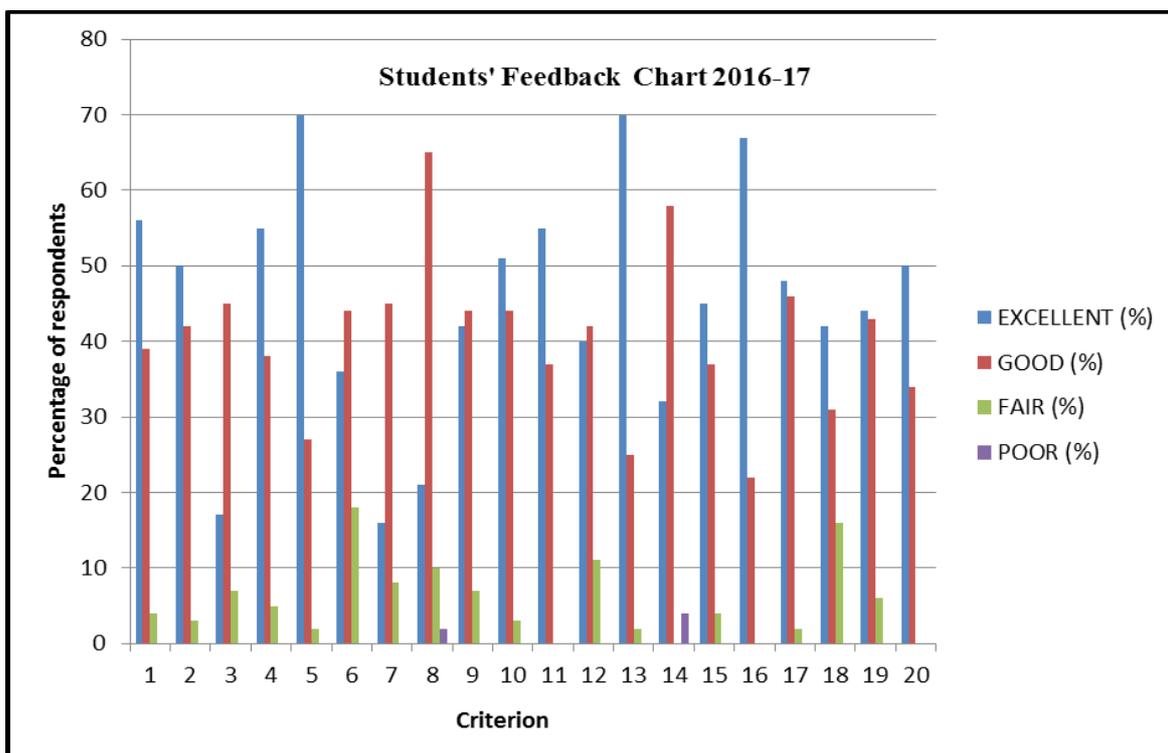
Annexure I(b): Academic Calendar 2016-17

Date/Time of the year	Activity
Academic Aspects	
Last week of July 2016	Commencement of classes (First Semester, Part II and Part III)
30 th July 2016	Orientation Programme on CBCS pattern of Study
26 th , 27 th and 28 th September 2016	Visit of the NAAC Peer Team
11 th and 12 th November 2016	Internal Assessment for First Semester
December 2016	University End Semester Examination of First Semester
January 2017 (Tentative)	Part III Test Examination of the college
9 th January 2017	Commencement of classes for Second Semester
27 th and 28 th January 2017	Guardian's Meet
February 2017 (Tentative)	Part II Test Examination of the college
21 st -31 st March 2017	Part III University Examination
27 th and 28 th April 2017	Internal Assessment for Second Semester
15 th May- 5 th June 2017 (Tentative)	Part II University Examination
Co-curricular and Extracurricular Activities	
10 th September 2016	Alumni Meet
29 th November 2016	Fresher's Welcome Day
30 th November 2016	Annual Social Function
25 th January 2017	Educational Tour of the College
2 nd March 2017	Annual Athletic Meet (Annual Sports Day)
17 th to 23 rd March 2017	NSS Special Camping Programme
Any One day in the academic session	Cultural Competition
Discrete events throughout the academic session	Publication of Departmental Wall Magazine
Discrete events throughout the academic session	Excursions, Field Visits and Industrial Visits of the different departments of the college
Throughout the academic session	NSS Regular Activities
Throughout the academic session	NCC Activities
Training in every week	Sports and Games
Seminars and Workshops	
1 st and 2 nd September 2016	UGC Sponsored National Seminar of the department of Urdu
9 th and 10 th March 2017	UGC Sponsored National Seminar of NSS
Organised by the different departments throughout the year	State Level and Institutional Level seminars and workshops
Other Important Events	
15 th August 2016	Independence Day
19 th August 2016	Celebration of Rakhi
5 th September 2016	Teacher's Day
17 th November 2016	World Philosophy Day
12 th January 2017	National Youth Day
26 th January 2017	Republic Day
20 th February 2017	Celebration of Children's Day by the Department of History jointly with the NSS units of the college
1 st and 2 nd February 2017	Celebration of Saraswati Puja
21 February 2017	Antarjatic Bhasa Dibas (International Mother Tongue Day)
11 th March 2017	Celebration of Holi
22 nd April 2017	Celebration of World Earth Day
21 st June 2017	Celebration of World Yoga Day

Annexure II: Students' Feedback Analysis

The students' feedback was taken on the basis of following criteria:

Criterion	Basis of Feedback Criterion
1.	Does the subject become easy to understand?
2.	Completion of Syllabus
3.	Timelines of Practical work
4.	Fairness of Evaluation
5.	Library facilities
6.	Book Bank
7.	Laboratory Equipment
8.	Computer facilities
9.	Recreational facilities
10.	Extra-curricular activities
11.	Sports facilities for girls
12.	Canteen facilities and drinking water supply
13.	Campus cleanliness
14.	Commuting facilities
15.	NSS activities
16.	NCC activities
17.	Extension activities
18.	Redressal of grievances
19.	Career counselling
20.	Financial aids (remission of fees for the poor, stipends or any other)



Analysis: The feedback grade range was found to be as follows:

Excellent: 16%-70% Good: 22%-65% Fair: 2%-18% Poor: 2%-4%

Students marked the remark "Poor" for only two criteria; namely- Computer Facilities and Commuting Facilities. The concerned authorities were informed about this analysis. Facilities are to be provided to the students for overall improvement.

Annexure III(a) Best Practice I

Title of the Practice: Diversity in Language courses offered by the institution

Objectives of the Practice: Promote social cohesion and the spirit of inclusiveness as an endeavour of the institution towards social responsibility.

The Context: Raniganj Girls' College is located in a region characterized by language diversity. The population is a heterogeneous composition of people speaking regional languages like Bengali, Hindi, Urdu and Santhali. A percentage of the population also speaks English. As a women's college, it became the social responsibility of the college to respect the general and the local public sentiment. Further it was felt that celebrating Antarjatic Bhasa Dibas (International Mother Language Day) every year on 21st February was not enough an exercise to promote social cohesion and the spirit of inclusiveness at the institutional level.

The Practice: The institution had been successful in introducing diverse language courses like Sanskrit, Bengali, Hindi and Urdu and English at the undergraduate level in the erstwhile years since its inception. The introduction of another language course at the undergraduate level; Santhali in 2016-17 paved the way for the students especially the Santhali speaking population to study Santhali literature. Further our institution is the only college offering this course under Kazi Nazrul University. The endeavour also promoted social cohesion and the spirit of inclusiveness among the learners. In fact with the start of each day, our college transforms into an epitome of India.

Obstacles faced/Problems encountered: Difficulty is faced in inter-lingual communication. Under such circumstances, the speaker uses a mutually comprehensible language to communicate.

Evidence of Success: The enthusiasm shown by the students in opting different language courses while taking admission in the college.

Resources Required: Affiliation from Kazi Nazrul University for running the diverse language courses.

Annexure III(b): Best Practice II

Title of the Practice: “Best out of Waste” Projects in Environmental Studies

Objectives of the Practice: Eco-friendly initiative to inculcate consciousness about the environment in the learners.

The Context: Each of us can make a significant contribution to the amount of wastes generated by us in our day to day living. We cannot entirely stop waste generation to protect the environment but can create a noteworthy impact by following the 3R principle: Reduce, Reuse and Recycle. In a developing country like India, it is true that we cannot become paperless overnight. However according to EPA, on an average paper makes up about 28% of the solid waste generated and dumped as landfill. Paper is usually made from wood pulp and is biodegradable in nature. Hence recycling of used paper would not only save our natural resources but also reduce pollution.

The Practice:

According to curricula formulated by Kazi Nazrul University it is compulsory for each learner to pursue a discourse in ‘Environmental Studies’ at undergraduate level. Assigning project work on environment is a component in the syllabus framed for the discourse. First the learners were taught the importance of the principle of ‘Reduce, Reuse and Recycle’. Next while assigning project work on environment in the academic session 2016-17, the learners were encouraged to recycle paper by using old and discarded paper for making paper plates.

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

Evidence of Success: Each learner enthusiastically participated in paper plate making project out of discarded paper and subsequently submitted the same to the college for evaluation. This helped to recycle old discarded paper in the college.

Resources Required: Old and discarded paper