



# **YEARLY STATUS REPORT - 2021-2022**

## **Part A**

### **Data of the Institution**

#### **1. Name of the Institution**

**RANIGANJ GIRLS' COLLEGE**

- Name of the Head of the institution **Dr Chhabi De**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
  
- Phone no./Alternate phone no. **03412444069**
- Mobile no **9434025079**
- Registered e-mail **raniganjgirlscollege@gmail.com**
- Alternate e-mail **chhabide@gmail.com**
- Address **Searsole Rajbari, Raniganj**
- City/Town **Raniganj**
- State/UT **West Bengal**
- Pin Code **713358**

#### **2. Institutional status**

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
  
- Location **Urban**
  
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Kazi Nazrul University**
- Name of the IQAC Coordinator **Dr Anita Mishra**
- Phone No. **03412445280**
- Alternate phone No. **03412445280**
- Mobile **6297448759**
- IQAC e-mail address **iqac.rgc@gmail.com**
- Alternate Email address **dranitamishrac@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://www.raniganjgirlscollege.org/images/aqar/AQAR%20FINAL%2020-2021.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.raniganjgirlscollege.org/images/UG%20PG%20Academic%20Calendar%202021-22.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.52</b>	<b>2016</b>	<b>05/11/2016</b>	<b>04/11/2021</b>

**6. Date of Establishment of IQAC**

**05/03/2013**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	RUSA 2.0	Inclusive of Central and State Government shares	15.09.2021	Rs 4626726/- (including interest)
Institutional 1	RUSA 2.0	Inclusive of Central and State Government shares	23.11.2021	Rs 363498/-

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1.COVID -19 Vaccination Camps held in the college on 01.10.2021 and 21.12.2021 2.Under different resource conservation initiatives solar panels have been installed to conserve energy and water tap with sensor installed to conserve water 3.Endeavors in Mushroom cultivation were successful and training imparted to farmers of nearby villages on vermi-composting. 4.Azadi Ka Amrit Mahotsav

celebrated with the organization of several programmes like "Women Empowerment" by the NCC cadets, a cultural Programme titled "Only One Earth", planting of mahogany saplings and Blood Donation camp. 5. Distribution of new clothes among the aged inmates of Bajoria Vriddha Sevasadan, an old age home on 31.01.2022

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

Plan of Action	Achievements/Outcomes
Installation of Automated Teller Machine cum Cash Deposit Machine in the college campus by State Bank of India	Proposal has been sent for installation Automated Teller Machine cum Cash Deposit Machine in the college campus by State Bank of India
Introducing coaching in Karate	Endeavours are being made to introduce coaching in Karate
Installation of Solar tree/ Solar Panel	Solar lights were installed. Solar Panels installed over the administrative sections of the college
Initiating the publication of a college level journal	Initiatives have been taken to acquire ISSN for the magazine "Probahini"
Organizing Seminars, Conferences, Symposium, Workshops and special Lecture	About 21 webinars, seminars and workshop sorganized at the national, state and institutional level
Promoting the participation of the incumbents of the college in Faculty Upgradation Programmes and encouraging the research and publication endeavours of the teachers of the college.	Incumbents of the college have participated in different Faculty upgradation programmes and have been encouraged to publish their research articles in journals and books.
Arranging Career Counselling programme for the learners to enhance their employability	Career Counselling Programmes and campus recruitment initiatives have been organized
Encouraging participation of students in co-curricular and outreach activities	The students have participated in different co-curricular activities and community based programme.

Promoting the environmental friendly campus of the college	Initiatives have been taken to make the campus environment friendly like organizing plantation programme, providing training to farmers from nearby villages in vermicomposting, maintaining the fisheries and nurturing medicinal garden
Promoting Institutional Social Responsibility initiatives	Institutional Social Responsibility initiatives have been undertaken

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Raniganj Girls' College	16/11/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>RANIGANJ GIRLS' COLLEGE</b>
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• IQAC e-mail address	iqac.rgc@gmail.com				
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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.raniganjgirlscollege.org/images/UG%20PG%20Academic%20Calender%202021-22.pdf">https://www.raniganjgirlscollege.org/images/UG%20PG%20Academic%20Calender%202021-22.pdf</a>				
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<b>13. Whether the AQAR was placed before</b>	<b>Yes</b>

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body, Raniganj Girls' College	16/11/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	19/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>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.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>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.</p>	
<b>17. Skill development:</b>	
<p>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</p>	

(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.

**18.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.

**19.Focus on Outcome based education (OBE):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 has implemented outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes and course outcomes. All the courses are designed with outcomes centered 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.

**20.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.

## Extended Profile

### 1.Programme

1.1	44
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	1567
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	856
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	425
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	96
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	98
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 4. Institution

4.1	47
Total number of Classrooms and Seminar halls	
4.2	136.5348
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	44
Total number of computers on campus for academic purposes	

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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

presentations, Jam boards, Youtube platform, screening of videos, publication of digital wall magazines etc. based on syllabi.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The academic calendar of the college for the year 2021-22 was prepared in accordance with the academic calendar of Kazi Nazrul University, the affiliating university. This helped us to earmark the total number of teaching days at the beginning of each semester. All the departments of the different streams of the college have taken classes and conducted Continuous Internal Evaluation (CIE) following the central routine and academic calendar of the Institution. The process of Continuous Internal Evaluation was conducted for both odd and even semesters. For Honours Courses the online internal examination was conducted through the college examination portal. For Program Courses the Continuous Internal Assessment was carried out by the different departments in accordance with the examination routine prepared centrally in the online mode. With the commencement of classes after the pandemic, classes as well as evaluation have also been conducted in the physical mode.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.raniganjgirlscollege.org/images/UG%20PG%20Academic%20Calender%202021-22.pdf">http://www.raniganjgirlscollege.org/images/UG%20PG%20Academic%20Calender%202021-22.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for**

A. All of the above

**UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**43**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**2**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total**

## number of students during the year

72

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The curriculum of the various courses offered by the institution contains elements from where the students learn about and become aware of the various cross cutting issues like Gender, Human Value and Ethics, Environment and Sustainability.

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.

Issues on Human Values and Ethics are mentioned in the courses offered by the departments of Bengali, Commerce and Hindi.

Cross cutting issue like Environment and Sustainability are mentioned 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.

Students' Projects and webinars integrate crosscutting issues into the curriculum. in ENVS, Women' Empowerment, Value and Ethics

Sports activities and Yoga taught in Physical Education inculcate Professional Ethics in the students.

Extension and other outreach activities like NCC and NSS integrate crosscutting issues like Human Values and Environment.

Crosscutting issues like Gender and Environment are also addressed through the celebration of International Women's Day, Earth Day



**and World Environment Day.**

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

**25**

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

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

**697**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the**

**A. All of the above**

**syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## **TEACHING-LEARNING AND EVALUATION**

### **2.1 - Student Enrollment and Profile**

#### **2.1.1 - Enrolment Number Number of students admitted during the year**

##### **2.1.1.1 - Number of students admitted during the year**

**635**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### **2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

##### **2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

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

Measures for advanced learners:

1. Organising special lecture
2. Encouraging the students to make presentations as resource persons in seminars
3. Inviting contributions for e-newsletter and magazines
4. Organising digital exhibition
5. Publication of news bulletin
6. Recommending books outside their syllabus to better understand and analyse the topics
7. Regular mentoring session with a view to encouraging them to progress to higher education
8. Grant of endowment scholarship to meritorious students

Measures for slow learners:

- Mentoring and counselling of slow learners
- Tutorial classes
- Repetition of topics taught
- Multilingual classes for better communication
- Facilitating access of the students to book banks
- Helping them in preparing notes

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1567	96

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

#### Experiential and Participative Learning:

- Several departments organised project and field works, educational tours and excursions as part of their curriculum.
- Exhibition was organised annually by the departments of the college.
- Annual magazine and the wall magazines of different departments were regularly published
- Organization of student seminars
- Participation in annual sports and cultural functions of the college also instilled in the students a strong sense of mutual cooperation and fellow feeling.
- NSS and NCC activities motivate the students to take part in different cultural and philanthropic activities.

#### Problem Solving Methodologies:

- Students' doubts and confusions were cleared when their queries are answered and assignments checked by the teachers.
- Tutorial classes are held to ensure a sort of uniformity among the students.
- Regular career counselling programmes have been offered

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

- Students were encouraged to attend webinars and invited lectures.
- Different departments published digital wall magazines
- Launch of E-Newsletter
- Students were encouraged to students' seminars and group discussion.
- E-learning resources were provided to the students

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Raniganj Girls' College attaches utmost importance to the use of ICT enabled tools to make the teaching engaging, lively and most effective. The academic session of 2021-22 witnessed both online as well as in-person classes during the pandemic and after the commencement of regular classes. Some of the most effective means adopted are:

- There are WhatsApp group for the students of almost all courses for the purpose of official communication.
- 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.
- The facilities of Jamboard and the paint software were used by certain departments to make the teaching-learning process more effective and enjoyable.
- Virtual classrooms allowed the students access to wonderful mode of learning.
- The teachers prepared power point presentations that helped them illustrate the highlights of a particular topic in a very short time.
- Smart boards are used regularly.
- Study materials were regularly posted on the college website for the convenience of the students.

- Link to online library resources was provided by the college library
- Links to different videos and audios were also shared with the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

90

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

96

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc.

**/ D.Litt. during the year (consider only highest degree for count)**

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

**29**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

**915**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

**2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.**

**Internal assessments (IA) are conducted centrally by the college on the basis of a routine prepared by the concerned examination committee duly authenticated by the Principal of the college. This makes the mechanism transparent, robust and free from any type of bias.**

**IA 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 regulations and 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.**

IA is a continuous process, organized in more than one phase in the interest of the examinees. It comprises different modes of examination e.g. MCQs, projects, students' seminar, assignments etc. 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 of Honours Courses is generally auto-evaluated. For other courses, the ethical behaviour of the teachers gets reflected in the policy of impartial evaluation and maintenance of confidentiality.

The online submission of marks has further made the examination system transparent.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The transparency and the robust process involved in the mechanism of conducting internal assessments in the college have simultaneously helped to minimize grievances in this aspect. There is provision for complaints and grievances to be reported directly to the Principal by the students, through the teachers of the departments or through the mentors. Students may also choose to keep their identity secret and drop their complaints or grievances in the complaint box kept in the foyer of the main building of the college. Customarily the box is opened at regular intervals by the staff and students' representatives. 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 academic session.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated



and displayed on website and communicated to teachers and students.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on the college website. In conformity with the stated mission and vision of the institution, the outcomes based learning provides a platform for the holistic development of the students' potential. It is intended towards providing quality education through knowledge acquisition and skill development nurturing highly promising individuals ready to face the global competition.

The HEI started the Learning Outcome-based Curricular Framework (LOCF) adopted by KNU under the Choice Based Credit System (CBCS) pattern of study from the academic session 2020-21.

The teachers of the college 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 classes in 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.raniganjgirlscollege.org/images/SM/1648117935All%20Subject%20LOCF%20.pdf">http://www.raniganjgirlscollege.org/images/SM/1648117935All%20Subject%20LOCF%20.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The undergraduate programs and the post graduate programme in Urdu offered by the HEI under CBCS is a heterogeneous combination of courses. These courses include Core Courses, Generic Elective Courses, Skill Enhancement Courses, Discipline Specific Courses and Ability Enhancement Courses with well-defined 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 to evaluate 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 pass percentage of students in different courses. 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

425

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://www.raniganjgirlscollege.org/images/evaluation/1670504676All%20Passout_2021-22.pdf">http://www.raniganjgirlscollege.org/images/evaluation/1670504676All%20Passout_2021-22.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<http://www.raniganjgirlscollege.org/images/StudentSurvey/1668685075SSS2021-22.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

**3.1.2.1 - Number of teachers recognized as research guides**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

#### Ecosystem for innovations

- The innovative ecosystem of the college helps to build a network with other organizations to share knowledge and skills and develop potentials and facilities through mutual collaboration.
- Training in vermicomposting imparted to marginalized farmers from neighbouring villages in collaboration with the University of Kalyani.
- Training imparted by Next Generation Scientist Private Limited, Lucknow under the Bioscience Excellence Centre initiatives.
- 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 has an impressive museum with a special focus on preserving the tangible cultural heritage of the region and foster experiential learning.
- Dr Farooque Azam is a research guide in Urdu and Dr Krishnadhan Sarkar is the co-supervisor of a research scholar of Mathematics enrolled with the Raiganj University. Dr Alok Kumar De is involved in a collaborative research at the national and international level.
- The teachers are also encouraged to carry on research work and publish research articles
- The students are actively engaged in the publication of departmental wall magazines, e-newsletters and departmental

exhibitions. Besides, 'ChalisnuChetana' - the students' college magazine and 'Probahini'-a magazine of the History department have also been published.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

21

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	<a href="http://www.raniganjgirlscollege.org/images/igac_link/3.3.1%20SUPPORT%20FOR.pdf">http://www.raniganjgirlscollege.org/images/igac_link/3.3.1%20SUPPORT%20FOR.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

during the year

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

09

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The 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, organizing blood donation camp, undertaking plantation programme and so on.

The NSS volunteers along with the History department celebrated Children's Day in the adopted villages by donating educational kits to the children of the adopted villages.

Other extension activities of the college include donating clothes to BajoriaVriddhaSevasadan, a home for the aged, introducing a Certificate Course in Basic Santali at Micchildanga, a tribal village near Raniganj and training the farmers from nearby villages in vermicomposting

The college organized programme to sensitize the students on different social issues like gender disparity, marginalization and exclusion, human rights, environment, values and so on. The college also organized webinar titled "Prevalence of anxiety among students undergoing higher education during the pandemic of Covid-19" to manage stress to help the students cope with the pandemic period.

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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

7

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

17

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

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

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

823

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

9

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate



houses etc. during the year

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

4

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The Institution is continuously trying its best to create an effective teaching-learning environment by providing suitable infrastructure. It ensures the optimal utilization of the existing physical infrastructure. All the departments do not have dedicated classrooms. Classes are arranged in the existing rooms according to the class routine as per necessity. Some classrooms are also fitted with projectors and smartboards to offer modern methods of teaching. There are science laboratories in the departments of Physics, Chemistry, Botany, Zoology, Microbiology, Geography and Psychology. The laboratories are equipped with the instruments as per the University curriculum. All laboratories are adequately equipped with the latest instruments. Moreover the institution has a Central Laboratory with Instrumentation Facility which can be used by the teachers and students of the bio-science departments. We also have a well-equipped computer laboratory which is used by the students of this institution for their computer based classes according to the curriculum. Each academic department is equipped with a laptop and a projector. This makes all the academic departments of our college ICT empowered. Total 103 computers (including laptops) are available for various purposes ranging from administration to academics.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The Institution has adequate facilities for cultural activities, and indoor and outdoor sports. The seminar hall measuring approximately 114.18 sq m serves the purpose of hosting academic and cultural activities at regular intervals like seminars, workshops, celebration of Teacher's Day, World Environment Day, organizing programme on the birth anniversary of Rabindranath Tagore and Kazi Nazrul Islam, organization of the cultural programme "Only One Earth" on the occasion of Azadi Ka Amrit Mahotsav etc. It was inaugurated by former West Bengal Governor, Viren J Shah in 2002. Annual Cultural Competition has been organized in 2021-22. But the largest cultural event on the campus, the Annual Social "Kristi" could not be organized due to COVID-19 pandemic. Outdoor Sports facilities include two grounds prepared in the nineties. One ground measuring 1741.932 sq m approximately houses a badminton court on one side which measures 118.36 sq m. This ground is used for training students for intra-college, inter-college and inter-university events and yoga activities. The Annual Athletic Meet is held on the second ground measuring 5077.71 sq m. Provision for indoor games has been made in the common room. There is no separate yoga centre. However, International Yoga Day is celebrated each year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

95.96939

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**7.73193**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data**

for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

37

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

1. 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.
2. Few classrooms are ICT enabled and equipped with smartboards and projectors.
3. Each academic department is equipped with at least a laptop with adequate software and a projector.
4. During the lockdown period classes were held on the virtual platform
5. Teachers and students have membership in NLIST for accessing e-resources.
6. The circulation process of the college library has been made fully automated
7. A well-equipped computer laboratory is used by the students of this institution for their computer-based classes
8. ICT facilities and different software are used for various purposes like running everyday office administration, maintaining accounts as well as transactions like cash receipts and disbursements
9. Attendance of employees are recorded by an advanced face-recognition biometric system.
10. CCTV system installed for campus security and management.
11. There exists a commonly shared heavy-duty low cost printing and xerox facility
12. 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

12.08999

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution frames out its infrastructural development policy considering the strength of student, changes in the curriculum and the new courses to be introduced. Any major infrastructural change is discussed both in the Teachers' Council and the Purchase Committee (for purchasing books, Laboratory equipment, sports equipment, computer and accessories) or the Building Committee (for maintenance of building: classrooms, toilet, laboratory etc.), and finally realized by the Governing Body, after considering the necessities of the concerned users. Library committee meetings are held at regular intervals.

Journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis. Library books are well stacked in accordance with Dewey Decimal Classification System. Students are given awareness about digital database like N-LIST etc. The main source of the financial allocations for infrastructure augmentation for the session 2021-22 is RUSA 2.0 grant, a part of which has already been utilized for renovation and upgradation of the existing facility and new procurement. The college authority also makes sufficient budgetary allocations, as per requirement, within its limited resource, for procurement of books, laboratory equipment, sports equipment, computers and peripherals, as well as for upgradation and maintenance of the existing facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

624

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

20

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

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

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>



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

391

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

391

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

10

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

58

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

01

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

5

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The Students' Council is a statutory body comprising students' representatives from different semesters and the Principal of the college as its President. The student representatives function as a link between the students and the college authority. Students often share their experiences and problems with the members of the Council who immediately bring these to the notice of the Principal which are then appropriately addressed. The zealous participation of the student's representatives in organizing cultural competitions and Annual Sports Meet is extremely praiseworthy. Apart from these, the student representatives also actively conducted the Saraswati Puja with all piety and celebrate Teacher's Day and Holi involving the teachers, non-teaching staff and the students. They also provide financial aid to the needy and deserving fellow college students. They have published the student's magazine "Chalisnu Chetana" with articles contributed by students and teachers. There is representation of students in committees like the IQAC and Anti-Sexual harassment cell/Internal Complaints Committee and so on. Thus, the students' representatives of our college with all its activities are a significant contributor to the sustenance and growth of Raniganj Girls' College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

In December 2020, the Alumni Association of Raniganj Girls' College was registered under The West Bengal Societies Registration Act, 1961. The alumni are an important stakeholder of the college and their positive presence can create a significant impact on the development of the institution. The significant contributions made by the alumni in the interest of the development of their alma mater are stated below.

1. The alumnae of Santali department help in conducting the Santali Certificate Course introduced by Raniganj Girls' College in 2021
2. The Alumni of the History department contributed to the celebration of Children's Day in the adopted village of NSS where

educational kits were donated

3. Participation in important events and festivals organized/celebrated in the college like Annual Athletic Meet, Teachers' Day, Saraswati Puja, Holi etc.

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

5. Contribution to digital magazine/newsletter of Economics, English and Physics departments

6. Designing the cover page of History department magazine "Probahini"

7. The financial contribution of Alumna Rachna Lodha helped to sponsor the education of a B Com Honours student of Raniganj Girls' College

File Description	Documents
Paste link for additional information	<a href="https://www.raniganjgirlscollege.org/alumni_details.php">https://www.raniganjgirlscollege.org/alumni_details.php</a>
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

The vision and mission of our college is enshrined in the motto "Asatomasad-gamaya,tamasomajyotir-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.

The highest decision making authority at the college level is the Governing Body constituted according to norms laid down by the government. The Principal, as the ex-officio Secretary, works in tandem with the Governing Body towards framing and implementing the institutional quality policy in conformity with the mission and vision of the college.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

One illustrative case in point where decentralization of responsibility leads to participatory and collective administrative activity is the conduct of End Semester Examinations by the teachers and the non-teaching staff of our college under the supervision of the Principal. For each semester separate committees have been constituted comprising members of the teaching staff. These committees are responsible for preparing the Invigilation Duty Rosters for conducting the End Semester in accordance with the schedule provided by the affiliating university. These committees along with the non-teaching staff receive question papers from the university officials and manage the nitty-gritty of each day's examination including record keeping and systematic collection, packaging, safe-custody and dispatch of answer scripts. The non-teaching staffs are assigned

specific responsibilities. Like some of them sort the answer scripts and put the Center-in-Charge's facsimile on them. Some are assigned the responsibility of preparing the seating arrangement in the examination halls. During the hours of examination the non-teaching staff help the teachers to prepare daily attendance reports and help the examinees to attach their extra sheets to the main answer script in a secure manner. After the examination, another dedicated group of non-teaching employees carefully pack the answer scripts with proper sealing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As a part of sustainable environmental initiatives, strategic plans were adopted by the college on "Installation of Solar tree/ Solar Panel" and also on "Promoting the environmental friendly campus of the college". During 2021-22, solar panels were installed over the administrative sections of the college with an objective to conserve energy. Under promotion of environmental friendly campus initiatives of the college, the focal point was on green campus initiatives. Multiple tree plantation programmes were organized. The NSS volunteers made cuttings and nurtured saplings in the plant nursery. Training on vermi-composting was provided to 11 Santali farmers from neighbouring villages of Kadamdanga, Palashdanga, Banshra, Babupur, Charakdanga and Michildanga. Initiatives in aquaculture were nurtured and promoted with the fish cultivation programme. Initiatives undertaken to cultivate mushroom in the college campus proved to be successful. The fruit trees garden, the medicinal plants and flower garden and the natural green ambience of the college was maintained. Cultivation of vegetables in the college backyard was carried out and some of the teachers encouraged the students to take up environmental projects with the aim to protect environment.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The Governing Body of Raniganj Girls' College is the highest decision making body. The Principal as the institutional head manages the academic and administrative affairs of the college and executes the decisions adopted by the Governing Body.

The Teachers' Council advises the Principal on academic issues. The administrative and support staff execute the instructions of the Principal. Administrative units like IQAC, Finance Committee, Purchase Committee, Building Committee, Maintenance Committee, etc. help in the efficient functioning of the HEI. The Bursar oversees the financial affairs of the college. 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 etc are also in place for appropriate planning, preparation and execution of issues pertaining to quality assurance, grievance redressal and the various aspects of education nurturing the learner's comprehensive development. These committees also ensure that safety, security and dignity of the staff and students are safeguarded.

Our institution is a government-aided college. 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



File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.raniganjgirlscollege.org/images/iqac_link/6.2.2%20Organogram%20edited.pdf">https://www.raniganjgirlscollege.org/images/iqac_link/6.2.2%20Organogram%20edited.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- Credit facilities are available from Raniganj Girls' College Employees' Credit Cooperative Society Limited.
- Loan from Provident Fund is also available in times of exigencies.
- Sick Room and availability of medical personnel on call for responding immediately to emergencies.
- Grant of Medical Leave and Maternity Leave as per leave rules.
- The women employees can keep their children in a working facility identified as Mayer Aanchal set up in a room exclusive for this purpose.
- Sabbatical Leave of 2 years may be availed by the teaching staff subject to certain conditions.
- Grant of Leave-on-Duty to teachers for their academic

**pursuits**

- Files pertaining to e-Pension are timely submitted before the superannuation of the incumbent.
- Provident Fund benefits are immediately dispersed on the superannuation of the incumbent.
- Encashment of Earned Leave on superannuation.
- Collective monetary contributions are provided to the full-time and casual staff to meet their immediate health-related expenses.
- Exist of Sports and games facilities
- Birthdays of the incumbents of the college are celebrated.
- Farewell Programme organised for the retiring incumbents
- Steady supply of purified and cold drinking water.
- Sanitization of the college premises and strict adherence to COVID protocols.
- Access to touch free hand sanitizer dispensers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**35**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

- The institution strictly follows the existing regulations in monitoring the performance appraisal for teaching and the non-teaching staff.
- 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, the teacher's involvement in research and publications and active participation in various administrative, co-curricular and extension activities are also assessed for the calculation of API.

- The prepared CAS papers of the incumbents are first scrutinised by a duly constituted Screening/Selection Committee comprising nominees of the government and the affiliating university. Consequently the document is finally 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.
- 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 careers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial matters of the college are overseen by the Accounts section of the college under the supervision of the Bursar with the Principal at the helm of affairs. The institution routinely conducts internal audits for every financial year by competent chartered accountants. At the next stage government audit is conducted by an external auditor authorized and appointed by the Directorate of Higher Education, Government of West Bengal in tandem with the relevant rules and regulations of the Government of West Bengal. For the FY 2021-22, internal audit has been completed and no objection was raised by the auditor for the current audit period.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

1

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

- Ours is a government aided college and the principal source of funding for us is the Government of West Bengal.
- All salaries under pay and allowances of the incumbents of the substantive posts as well as the emoluments of SACTs are directly credited to the respective incumbent's salary account by the government treasury through e-governance.
- Consequent upon the first cycle of NAAC A& A, our institution received grants under RUSA 2.0.
- About fifty percent of the fees collected from students are deposited with the State Government.
- 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 by the Bursar and is duly considered by the Finance Committee and the later 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 PFMS portal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The IQAC under the stewardship of the Principal plays an important role in adopting quality initiatives in the college.

One quality initiative adopted by the Principal in the college is the signing of MoU with Next Generation Scientist Private Limited, Lucknow in 2021 for setting up the Bioscience Excellence Centre in the college and providing Entrepreneurial Skill Development and Outcome Based Learning. Under this initiative workshops have been conducted on Bioinformatics in Drug Development.

Another example in quality initiative adopted by the head of the institution in 2021-22 is the installation of solar panels over the administrative sections of the college with an objective to conserve energy. This initiative also helps to address the sustainable environment policy of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

One method adopted for reviewing the teaching learning process is through the regular conduct of Student Satisfaction Survey in the format prescribed by NAAC. The responses elicited from the

students are scientifically analyzed and on the basis of those analyses further improvements are made to make the system qualitatively better.

Another example that can be cited from post accreditation quality initiative is the adoption of the process of online teaching and learning during the COVID-19 pandemic. 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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.raniganjgirlscollege.org/images/iqac_link/ANNUAL_REPORTS.pdf">https://www.raniganjgirlscollege.org/images/iqac_link/ANNUAL_REPORTS.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

"Women's Empowerment" being at the core of "Institutional Distinctiveness" of the college, different measures are planned and executed to promote gender equality and sensitize the students about different gender issues

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.

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 wall magazines and exhibitions of some of the departments of the college.

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. The college campus is 24 hours under CCTV surveillance. The Women's Cell, the Anti-ragging Cell and Anti-Sexual-Harassment Cell of the college are involved in gender sensitization and awareness creation against gender discrimination.

To address health issues of the students, free health check-up camps and two COVID vaccination camps have been organized. Sanitary napkin vending machines installed in the students' toilet to increase consciousness about sanitation. Students are



encouraged to participate in yoga workshops and sports to keep themselves fit.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.raniganjgirlscollege.org/images/iqac link/7 1 1 plan%20for%20gender%20sensitization.pdf">http://www.raniganjgirlscollege.org/images/iqac link/7 1 1 plan%20for%20gender%20sensitization.pdf</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.raniganjgirlscollege.org/images/iqac link/7 1 1 Additional%20Information.pdf">http://www.raniganjgirlscollege.org/images/iqac link/7 1 1 Additional%20Information.pdf</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid waste Management**

Biodegradable wastes are now mostly converted into compost by the vermicomposting unit installed in the college campus. Single use plastics are banned within the college campus. Sign posts stating the college to be a plastic free zone has been installed to create awareness among the stakeholders. Large dustbins have been placed at various points in the college to avoid littering. Moreover, dustbins have been placed in different class rooms for use by the students. Interestingly most of these dustbins in the classrooms have been prepared by the students by recycling discarded paint containers made of plastic by wrapping them with paper and ornamentally decorating them. The non-biodegradable solid wastes

are ultimately handed over to concerned municipal authorities for proper disposal. Use of plastics has been minimized.

### Liquid Waste Management

The College manages hazardous waste with burial pits for hazardous liquid effluents from the Chemistry laboratory. This helps to manage liquid effluents from the Chemistry laboratory

### E-Waste management

For the purpose of e-waste management, the college has entered into a Memorandum of Understanding (MOU) with P C Solution. Rejected computers, printers, key-boards and other computer peripherals are handed over to the organization for recycling purposes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles

B. Any 3 of the above

- 3. Pedestrian-friendly pathways
- 4. Ban on use of plastic
- 5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

#### 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. International Mother Tongue's Day is organized to honour this linguistic diversity. A Certificate course in Santali was commenced in 2021 in a Santhal inhabited village for propagating the OlChiki 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. The collective participation of the stakeholders in festivals strengthen the spirit of brotherhood within the institution. Assistive facilities also make the college environment inclusive,

**Divyangjan-friendly and barrier-free.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens**

Our college 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 AzadiKaAmritMahotsav. To sensitize the students about the constitutional framework of our nation the courses offered by the Political Science department play a significant role. The Political Science department also organized webinars on SambvidhanDiwas 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 to 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.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.raniganjgirlscollege.org/images/iqac_link/7_1_9_CONSTITUTIONAL%20OBLIGATION.pdf">http://www.raniganjgirlscollege.org/images/iqac_link/7_1_9_CONSTITUTIONAL%20OBLIGATION.pdf</a>
Any other relevant information	Nil

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Raniganj Girls' College has a rich tradition of celebrating festivals and organizing national and international commemorative days and events. More than thirty events were celebrated/ organized by the college in the year 2021-22.

The national and international commemorative days and events celebrated included; Independence Day, Republic Day, Teachers' Day, Gandhi Jayanti, Hindi Divas, Children's Day, MunshiPremchand's Birthday, Vijay Divas, Kargil Vijay Divas, Birth Anniversary of RabindraJayanti, SamvidhanDiwas, NSS Day, NCC Day, National Mathematics Day, Birth Anniversary of Kazi Nazrul Islam and RabindraJayanti, World Environment Day, International Mother Tongue's Day, World Sanskrit Day, International Women's Day, International Human Rights Day, World Population Day, International Yoga Day, World Aids Day, World Water Day, World Health Day, World No-Tobacco Day, World Earth Day. The celebration of festivals included Saraswati Puja, Holi and RakshaBandhan.

The occasion for AzadiKaAmritMahotsav was observed with the organization of several programmes like "Women Empowerment" by the NCC cadets, a cultural Programme titled "Only One Earth", planting of mahogany saplings and Blood Donation camp.

On 18th February 2022 the Music department organized a programme to pay tribute to the eminent musicians of India, the late Lata Mangeshkar, Bappi Lahiri and Sandhya Mukhopadhyay

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice I

**Title of the Practice: Practicing the 3R Principle**

Plastic today is a menace to the society. Solid waste like plastics generated in India can be minimized by consuming our resources judiciously, reusing our resources and recycling them. This entails following the 3R principle: Reduce, Reuse and Recycle.

The discarded plastic paint containers after the painting of the college building got accumulated in the college premises. The NSS volunteers took the initiative to decorate these plastic containers and recycle as dust-bins for class-rooms. This gave the students the opportunity to learn about the principle of 3R.

### Best Practice II:

**Title of the Practice: Touching Lives - Institutional Social Responsibility**

Institutional Social Responsibility (ISR) of the college is an endeavour to connect with its immediate environment and the

society at large. The ISR activities involve celebrating Children's Day with underprivileged children, distribution of woolen clothes in an old age home, conducting training programme in vermi-composting for marginalized farmers, extensive plantation programme, introducing certificate course in Santali in a nearby Santal inhabited village, organization of COVID vaccination camps. The active involvement and zealous participation of the different stakeholders especially the alumni speaks about the success of this endeavour.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.raniganjgirlscollege.org/igac.php?id=8a">https://www.raniganjgirlscollege.org/igac.php?id=8a</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The motto of our college is taken from 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
- Empowering through financial assistance



- Empowering through co-curricular, extra-curricular and extension activities
- Empowering through skill development
- Empowering through Student Counselling, Career counselling, NET coaching and Placement

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- Introducing post graduate courses in more disciplines
- Introducing opportunities for learning through distance mode for students
- Undertaking collaborations with institutions of higher learning and research and industrial houses for teaching, learning and research activities
- Introduction of new vocational and skill oriented courses in Diploma in Laboratory Techniques (DLT)
- Introduction of Certificate course in Mushroom Culture and Technology
- Introduction of Certificate course in Apiculture
- 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
- 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
- Installation of solar plants on a larger scale
- Waste water recycling