



YEARLY STATUS REPORT - 2022-2023

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.	03412444069				
• 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%202021-2022.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/Academic%20Calendar%202022-23.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.52	2016	05/11/2016	04/11/2021
Cycle 2	B++	2.79	2023	19/05/2023	18/05/2028
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
Department of Philosophy, Raniganj Girls' College	Sponsorship for Seminar titled "Philosophy as the way of Life" on the occasion of World Philosophy Day Celebration	Indian Council of Philosophical Research (ICPR), New Delhi	2022 for One Day 14/12/2022 to 14/12/2022	20000
Department of Urdu, Raniganj Girls' College	Sponsorship for Seminar on the topic "Urdu Afsane Mein Tanisi Rujhanat"	West Bengal Urdu Academy, Kolkata, West Bengal	2022 for Two Day 28/06/2022 to 29/06/2022	150000
National Service Scheme Units I and II, Raniganj Girls' College	National Service Scheme	Ministry of Youth Affairs & Sports, Government of India.	2022 for One Year	90869.54
8. Whether composition of IQAC as per latest NAAC guidelines		Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 		View File		
9.No. of IQAC meetings held during the year		08		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 		Yes		
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Organization of Health and Eye Check Up Camp in the college by IQAC and NSS units of the college in collaboration with Lions Club of Asansol, Udayan on 02.03.2023 and 23.02.2023. 2. Enrollment of students as new voters under the initiative of Electoral Literacy Club, Raniganj Girls' College on 22nd November 2022. 3. Under Gender Sensitization programme, sanitary napkins were distributed among the students and female teachers with the sponsorship of State Bank of India CSR on 27.03.2023. 4. A unique programme "Save Sparrow Save Nature" was organized by IQAC and NSS units of the college in collaboration with the Green Club of Raniganj on 8th June 2023 under the Save Sparrow Campaign 2023 initiative. 5. Initiatives in Waste-Water Recycling undertaken on a small-scale was highly successful.</p>	
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
<p>Introducing opportunities for learning through distance mode for students</p>	<p>Under process</p>
<p>Undertaking collaborations with institutions of higher learning and research and industrial houses for teaching, learning and research activities</p>	<p>Existing Collaborations in teaching, learning and research were continued. ICSSR sponsored Minor Research Project titled "Local History Resources of Government sponsored Public Libraries of Purba Bardhaman and Paschim Bardhaman Districts in West Bengal and its Impact on Society" approved to Dr Bela Mondal, Librarian, Raniganj Girls' College by Award Letter dated 22nd December 2023</p>
<p>Introduction of Certificate course in Mushroom Culture and Technology</p>	<p>A Two-day workshop on "Training in Mushroom Culture Technology and Cultivation" was organized</p>

	by Department of Botany, Raniganj Girls' College on 11th & 12th April 2023
Creating a task force team for disaster management	Task force for disaster management created with fire safety mock drill with fire extinguishers
Fulfilling our obligation towards institutional social responsibility through all round participation and involvement of the different stakeholders of the college	Blood donation Camp organized by IQAC, NSS and NCC units on 27.08.2023 Free Health Check Up by Dr S Maji on 07.01.2023 Eye and Health checkup camp organized by the NSS units in association with Lions Club of Asansol, Udayan on 02.03.2023 and 23.03.2023 Later facilitating the cataract operation of Barin Mondal at Raniganj Lions M J M Eye Hospital in association with Lions Club of Asansol, Udayan on 13.04.2023 Awareness about Thalassemia organized by NSS Units on 31.03.2023 in association with Lions Club of Asansol, Udayan
Installation of solar plants on a larger scale	In process
Waste water recycling	An unit for Recycling of Waste water on a small scale has been installed
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body, Raniganj Girls' College	11/12/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	29/02/2024

15. Multidisciplinary / interdisciplinary

Raniganj Girls' College, affiliated college under Kazi Nazrul University, Asansol, is dedicated to offering quality higher education that fosters the growth of well-rounded and creative individuals. The courses at the college are carefully crafted by the University, with a focus on incorporating Multidisciplinary/Interdisciplinary options. The college is committed to providing students with a wide range of course choices in their curriculum. Additionally, the faculty members of the college are regularly updated on key principles outlined in the NEP, such as embracing diversity in curriculum and pedagogy, fostering innovative teaching, and learning methods, encouraging logical decision-making, critical thinking, and nurturing creativity. Raniganj Girls' College is wholeheartedly working towards implementing the recommendations provided in the NEP.

16. Academic bank of credits (ABC):

As per the guidelines outlined in NEP-2020 and UGC directives on implementing the Academic Bank of Credit (ABC), Kazi Nazrul University has updated student enrolment forms to include an ABC ID field for all students. To ensure compliance, the college has conducted informative sessions for students, aiming to familiarize them with ABC and the steps to acquire an ABC ID. Participation in these sessions has been made compulsory for all students enrolled in the academic years 2021-22, 2022-23, and 2023-24.

17. Skill development:

The primary goal of quality higher education is to create avenues for individual employment. In pursuit of this objective, our affiliating University has designed a range of Skill Enhancement Courses (SEC) that aim to make students both employable and capable of pursuing self-employment. Additionally, the college organizes workshops, seminars, and field trips in addition to the regular curriculum to assist students in achieving their goals. This not only contributes to the effective implementation of the National Education Policy (NEP) but also fosters the celebration of national festivals, such as Independence Day and Republic Day, and the observance of important events like World AIDS Day and Environment Day, as well as the commemoration of the Birth and Death

Anniversaries of our national leaders. Furthermore, the institution emphasizes student mentorship to help students explore post-graduation employment opportunities and maximize their educational experience.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college promotes the study of various regional languages, including Hindi, Urdu, Sanskrit, and Santali, in addition to English. It offers Undergraduate courses in both Honours and Program streams, as well as Post Graduate and PhD degree programs in Urdu. Additionally, the college offers an off-campus certificate course in Ol-Chiki to support the Santali language. In the near future, there are plans to introduce a Post Graduate program in Santali. Field trips to local heritage sites are also organized to foster appreciation for our culture and tradition.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college presents a range of programmes in Languages, Humanities, Science, and Commerce. These programmes are intended to provide outcome-based education (OBE). The university to which the college is affiliated has adopted outcome-based education, outlining Programme Outcomes, Programme Specific Outcomes, and course outcomes. The courses are specifically designed with a focus on cognitive abilities such as Remembering, Understanding, Application, Analysis, Evaluation, and Creativity. Moreover, the university-designed course syllabus aims to align with the principles of the National Education Policy (NEP).

20.Distance education/online education:

The Covid-19 pandemic presented educational institutions worldwide with a new obstacle. In response, the faculty members of Raniganj Girls' College have increasingly turned to digital platforms such as Google Meet, G-Suites, Zoom. Since the early stages of the epidemic. This shift aligns with the vision outlined in the New Education Policy, which embraces this new normal. The college's primary challenge lies in addressing early marriage among its students. To overcome this hurdle, the college intends to implement distance education, allowing students to pursue their studies without physically attending 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	View File	
2.Student		
2.1	1472	
Number of students during the year		
File Description	Documents	
Institutional Data in Prescribed Format	View File	
2.2	856	
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	View File	
2.3	460	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	94	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	98	
Number of sanctioned posts during the year		

File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	47
4.2 Total expenditure excluding salary during the year (INR in lakhs)	110.24281
4.3 Total number of computers on campus for academic purposes	44

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, 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 conduct departmental meetings to distribute the syllabi and workload among the teachers. An Orientation programme for the first semester students is organized to communicate to them about the CBCS pattern, POs and COs for different subjects and the Code of Conduct before the commencement of classes. For effective curriculum delivery the teachers used different student-centric methods of teaching-learning apart from the traditional lecture method like Power point presentations, Youtube platform, screening of videos, publication of digital wall magazines etc. The teachers also create different WhatsApp student groups which often form the basis of communication and sharing information and learning resources with the learners. The library resources and e-learning resources are also made available to the students through the College website. The evaluation processes are carried out both in the online mode and physical mode.

File Description	Documents
Upload relevant supporting document	View File
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 2022-23 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. The institution earmarked the dates for different events related to academics, co-curricular and extension activities and adhered to the same methodically. It also earmarked the tentative dates for Internal Evaluation (CIE) in the Academic Calendar. 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 mostly 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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 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	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

04

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

208

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 curricula of the courses offered by the institution integrate cross cutting issues like Gender, Human Values and Ethics, Environment and Sustainability. Issues on Human Values and Ethics are integrated in the courses of Bengali, Commerce, Hindi and Philosophy. Literary pieces included in the syllabi of Bengali, Hindi and English bring to the fore the injustice and atrocities meted out to women. Moreover, Indian language films that are also part of the syllabi portray these evil practices in a more pictorial way and leave a greater impact on the minds of the students. Gender topics are also taught in Political Science and Economics. Issues like Environment and Sustainability are included in the courses offered by Chemistry, Economics, Political Science, English, Geography and Microbiology. All the students in the first semester study "Environmental Studies" and prepare projects. Ethical practices in business are taught in the courses offered by the Commerce department. Sports and yoga taught in Physical Education inculcate Professional Ethics in the students. Crosscutting issues are also addressed through the celebration of events and organization of seminars and different co-curricular activities. Extension and other outreach activities like NCC and NSS integrate issues like Human Values and Environment.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

544

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.raniganjgirlscollege.org/images/igac_link/URL%201.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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	View File
URL for feedback report	https://www.raniganjgirlscollege.org/images/igac_link/URL%201.4.1.pdf

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

508

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

169

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Assessing the learning levels

At the beginning of each academic session, the learning levels of the first semester students is gauged from their performance in the previous level of study, introductory classes and informal class performance of the learners in each course. As they progress to succeeding semesters, one of the objectives of conducting assessments regularly and systematically is to identify the advanced and slow learners and adopt measures beneficial for them

Measures for advanced learners:

- Organising special lecture
- Encouraging the students to make presentations as resource persons in seminars
- Inviting contributions for magazines
- Organising exhibitions
- Publication of news bulletin
- Recommending books outside their syllabus to better understand and analyse the topics
- Regular mentoring session with a view to encouraging them to progress to higher education
- 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	View File

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

Number of Students	Number of Teachers
1472	94

File Description	Documents
Any additional information	View File

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

In the academic session 2022-23, the college used Student Centric Methods such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences

Experiential and Participative Learning:

1. Several departments organised project and field works, educational tours and excursions as part of their curriculum.
2. Exhibitionare organised annually by different departments of the college.
3. Organization of student seminars and group discussions
4. Publication of Departmental Wall Magazine
5. Hands on training in practical based departments
6. Participation in annual sports and cultural functions of the college also instilled in the students a strong sense of mutual cooperation and fellow feeling.
7. Students were encouraged to attend seminars, webinars, workshops, invited lectures training, skill development programme etc.
8. NSS, NCC and Extension activities motivate the students to take part in different cultural and philanthropic activities.

Problem Solving Methodologies:

1. Students' doubts and confusions were cleared when their

- queries are answered and assignments checked by the teachers.
2. Tutorial classes are held to ensure a sort of uniformity among the students.
 3. Problem Solving through Orientation
 4. Regular career counselling programmes have been offered
 5. Additional Knowledge resource provided through the hosting of e-learning resources
 6. Student Mentoring

File Description	Documents
Upload any additional information	View File
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. Some of the most effective strategies adopted in the academic session 2022-23 are as follows:

1. There are WhatsApp group for the students of almost all courses for the purpose of official communication.
2. Smart boards are used regularly.
3. Existence of ICT-enabled classes with overhead projectors to make presentations
4. Each department has been provided with laptops to facilitate academic preparations, deliberations and discussions
5. Access to e-study materials posted on the college website for the convenience of the students.
6. Link to online library resources provided by the college library
7. Organization of classes on Swayam Prabha
8. Links to different videos and audios were also shared with the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

94

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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	View File
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)	View File

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

955

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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	View File
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	View File
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 Outcomes and Course Outcomes across 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 Outcome Based Education (OBE) provides a platform for the holistic development of the learner's 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 CBCS pattern of study from the academic session 2020-21. The teachers of the college attended

curriculum based workshops in 2021 to orient themselves about the learning based outcomes for all types of courses and programme. They in turn communicated the Learning Outcomes to the students in the class while following the same curriculum in the academic session 2022-23. The college has also organized Orientation Programme for the fresher. Suggestions and recommendations made to the faculty members to visit the UGC website to learn about LOCF have been welcomed heartily and pursued diligently. 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	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Choice Based Credit System offered by the HEI for undergraduate (UG) programs is a six semester programme with each semester offering a heterogeneous combination of courses. Similarly the institution also offers a four semester post graduate (PG) programme in Urdu. These courses include Core Courses (CC), Generic Elective Courses (GEC), Skill Enhancement Courses (SEC), Discipline Specific Courses (DSC) and Ability Enhancement Courses (AEC). Each of these courses has their well-defined and clearly stated learning outcomes. Both Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (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 attainment of Course Outcomes is evaluated through the SGPA scored by the student on completion of a semester. The attainment of Program Outcomes (POs) is evaluated through the CGPA obtained by the same student on completion of the course.

The excellence in overall academic performance of the college and thereby the level of attainment of the stated POs was evaluated by analysing the University results of the final year students of the college published by KNU in 2023

File Description	Documents
Upload any additional information	View File
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

466

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

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)

<https://www.raniganjgirlscollege.org/images/StudentSurvey/1709191526SSS%202022-23.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)	View File

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

03

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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)	View File
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.

In 2022-23, a two day training in vermicomposting was imparted to the students of the college based on the vermi-composting unit set up in collaboration with the University of Kalyani

Training has also been provided to the students in aquaculture and mushroom cultivation based on aquaculture and mushroom cultivation projects of the college

An online training has also been imparted by Next Generation Scientist Private Limited, Lucknow under the Bioscience Excellence Centre initiatives.

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. The students of the Department of History and NSS volunteers have been oriented about the exhibits in the museum.

Dr Farooque Azam and Dr Shahnoor Hossain are research guides 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 was involved in a collaborative research at the national and international level

File Description	Documents
Upload any additional information	View File
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

20

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

07

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

6

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 NSS and NCC activities of the college are intended towards serving the neighbouring community. These activities included creating awareness about AIDS, undertaking plantation programme, organizing blood donation camp, Swachh Bharat Abhiyan, Dengue Awareness Campaign, Save Sparrow Campaign, repeated Health and Eye Check-up camps. 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. The NCC has participated in different rallies to campaign about issues like Save Drive Save Life, Walking for Health etc.

The college organized seminars and webinars to sensitize the students on different social issues like women's empowerment, problems of early marriage of adolescent girls and legal provisions to tackle such problems, digital education, cyber crime, responsible netizen, HIV and AIDS, Thalassemmia etc.

Other extension activities of the college include conducting a Certificate Course in Basic Santali at Micchildanga, a tribal village near Raniganj. The students have been trained in tackling fire disasters.

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	View File

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

11

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

38

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

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

446

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

07

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

04

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

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. Most of the departments have dedicated classrooms. Moreover, Classes are also arranged in the other existing classrooms according to the class routine as per necessity. Some classrooms are also fitted with projectors and Smart Boards 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	View File
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 events at regular intervals like seminars, workshops, celebration of Teacher's Day, birth anniversary of Rabindranath Tagore and KaziNazrul Islam, and so on. It was inaugurated by former West Bengal Governor, Viren J Shah in 2002. The largest cultural event on the campus, the Annual Social "Kristi" is usually organized on the college grounds. Recently a stage has been constructed for hosting different cultural events. Outdoor Sports facilities include two

grounds prepared in the nineties. One ground measures 1741.932 sqm approximately. This ground is used for training students for intra-college and inter-university events and yoga activities. On one side of the ground there also exists a badminton court measuring 118.36 sq m and regularly used for badminton practice. The Annual Athletic Meet is held on the second ground measuring 5077.71 sq m approximately. 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	View File
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.

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

58.13

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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 27188 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	View File
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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.48622

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

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

28

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

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 is 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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the A. ? 50MBPS

Institution

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)**

5.65

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 made aware about digital database like N-LIST etc. The RUSA 2.0 grant helped in renovation

andupgradation 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	View File
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

863

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

38

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

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	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

264

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

264

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

65

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

4

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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 Raksha Bandhan, 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. 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	View File

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

13

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

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

The alumnae of Santali department namely Kalaboti Soren, Namita Hembram and Sanjhi Murmu assisted in imparting the Santali Certificate Course introduced by Raniganj Girls' College for the propagation of the Ol-Chiki script to the inhabitants of Micchildanga, a tribal village near Raniganj

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

Assisting in the organization and participation in important events and festivals organized/celebrated in the college like Annual Athletic Meet, Teachers' Day, Saraswati Puja, Holi, RakshaBandhan etc

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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 "Asatoma sad-gamaya, tamaso maa jyotir-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	View File

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	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan:

One of the points in the Futuristic plans of the institution highlighted in the SSR of Second Cycle NAAC Assessment & Accreditation was "Fulfilling our obligation towards institutional social responsibility through all round participation and involvement of the different stakeholders of the college".

Implementation:

In conformity to the above point, the following unique steps undertaken to implement the futuristic outlook in 2022-23 stand apart:

1. Blood Donation Camp organized on 27.08.2023 on the occasion of AzadiKaAmritMahotsav
2. Free Health Check-Up on 07.01.2023 on the occasion of Students' Week 2023
3. Two Free Eye and Health Check-Up Camps organized the NSS Units in association with Lions Club of Asansol, Udayan for the inhabitants of the adopted villages and for the students on 02.03.2023 and 23.03.2023 respectively

Outcomes exhibiting successful implementation and effective deployment:

1. In the Blood Donation Camp, thirty units of blood was donated
2. In the Free Health Check-Up Camp Dr S Maji demonstrated ways to perform free-hand exercises to maintain good health to the patients.
3. Cataract operation of one patient was performed on 13.04.2023. Frames for recommended prescription glasses were distributed free of cost on 23.03.2023

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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, redressal of grievances 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	https://www.raniganjgirlscollege.org/images/iqac_link/6.2.2%20Organogram%20edited.pdf
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching and non- teaching staff

1. Credit facilities are available from Raniganj Girls' College Employees' Credit Cooperative Society Limited.
2. Loan from Provident Fund is also available in times of exigencies.
3. Sick Room and availability of medical personnel on call for responding immediately to emergencies
4. Ramps, toilets and wheel chair facilities for the differently abled.
5. Grievances if any are dealt with promptly. No grievances have been reported so far.
6. The women employees can keep their children in a working facility identified as Mayer Aanchal set up in a room exclusively for this purpose.
7. Sabbatical Leave of 2 years may be availed by the teaching staff subject to certain conditions.
8. Files pertaining to e-Pension are timely submitted before the superannuation of the incumbent.
9. Provident Fund benefits are immediately dispersed on the superannuation of the incumbent.
10. Encashment of Earned Leave on superannuation.
11. Collective monetary contributions have been provided to the full-time and casual incumbents to meet their immediate health-related expenses.
12. Steady supply of purified and cold drinking water.
13. Existence of Sports and games facilities
14. Birthdays of the incumbents of the college are celebrated.
15. Farewell Programme organised for the retiring incumbents

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

02

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

3

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

07

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

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 and librarians 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	View File

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 and 2022-23, internal audit has been completed and no objection was raised by the auditor for the current audit period. The statutory auditor has been duly appointed by the Government of West Bengal vide Appointment Letter dated 09.02.2024 for conducting the external audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Our College 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.

In 2022-23, the HEI received grants for seminars & NSS activities.

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	View File

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 initiation of Mushroom cultivation and training the students in "Mushroom Culture Technology and Cultivation". This project is supervised by the Department of Botany, Raniganj Girls' College. The Department organized A Two-day workshop on "Training inMushroom Culture Technology and Cultivation" was organized by Department of Botany, Raniganj Girls' College on 11th& 12th April 2023. A total of 16 students attended the workshop.

Another example in quality initiative adopted by the head of the institution in 2022-23 is the installation of a waste water recycling unit on a small scale. A small waste water recycling unit has been constructed adjacent to the toilets of the Teacher's Staff room and Principal's room to recycle the waste water of the toilets and use the same again for flushing the toilets. This endeavour also helps to conserve water.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Review of the teaching-learning process and implementation of necessary reforms have remained foremost points of importance. One method adopted for reviewing the teaching learning process is through the conduct of Students' Feedback on Curriculum and its

transaction and the overall teaching-learning process in a format prepared by the college was carried out to elicit responses directly from the students. The responses were scientifically analysed and on the basis of those analyses further improvements were made to make the system qualitatively better.

Another example that can be cited is the adoption of the process of online internal assessment and meticulously sustaining this quality initiative by the Head of the Institution since 2018-19. Further, in 2022-23, a significant number of academic, co-curricular and extension activities like seminars, workshops, training, capacity building programme, skill enhancement etc were conducted in the hybrid mode to enhance the quality of education in the institution

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Different measures are planned and adopted to sensitize the students about different gender issues and promote gender equality

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 college campus is 24 hours under CCTV surveillance. The Anti-ragging Cell and Anti-Sexual-Harassment Cell of the college are involved in gender sensitization and awareness creation against gender discrimination. Women employees can keep their infants with personal attendants in a temporary facility named 'Mayer Anchal'.

To address health issues of the students, free health and eye check-up camps and Thalassemia awareness programme have been organized. Sanitary napkin vending machines installed in the students' toilet to increase consciousness about sanitation. Sanitary napkins have been distributed under a CSR project. Students are encouraged to participate in yoga workshops and sports to keep themselves fit.

File Description	Documents
Annual gender sensitization action plan	https://www.raniganjgirlscollege.org/images/iqac_link/7.1.1_2022-23%20FINAL.pdf
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	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy

C. Any 2 of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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 and sign posts with plastic free zone has been installed to create awareness. Large dustbins have been placed to avoid littering. The dustbins placed in the classrooms have been prepared by the students by recycling discarded paint containers made of plastic by wrapping them with decorative papers. The non-degradable 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. A small waste water recycling unit was constructed adjacent to the toilets of the Teacher's Staff room and Principal's room to recycle the waste water of the toilets and use the same again for flushing the toilets

E-Waste management

For the purpose of e-waste management, the college has entered into a 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	View File
Geo tagged photographs of the facilities	View File

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	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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 **C. Any 2 of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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	View File
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	View File

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. An On-line Essay Competition was organized on Ambedkar Jayanti on the topics "Ideological Perspective of B.R. Ambedkar" and "Ambedkar's Ideas on Caste System".

Financial-aid

The college facilitated financial assistance provided by the government and institutional sources to diverse sections of the society.

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 different events and 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)	View File
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 Azadi Ka Amrit Mahotsav.

The Electoral Literacy Club of the college played a crucial role in

sensitizing the students about their electoral rights and subsequently helped in enrolling 52 eligible students as new voters.

The Political Science department organized a field visit to the BallavpurPanchayat, Raniganj on 22nd March 2023 and subsequently published a wall magazine on the theme "BallavpurPanchayat in the Light of Women Empowerment" on 24th April 2023.

The college organized cultural programme and sports meet. 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 also engaged in various community based and nation building activities of NSS and NCC to inculcate community values and social and moral duties among the students.

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	https://www.raniganjgirlscollege.org/images/igac_link/7.1.9%20CONSTITUTIONAL%20OBLIGATIO%20N.pdf
Any other relevant information	Nil

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 **B. Any 3 of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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 twenty five events were celebrated/organized by the college in the year 2022-23.

The national and international days and events celebrated/organized included; Independence Day, Republic Day, Teachers' Day, Hindi Divas, Children's Day, Munshi Premchand's Birthday, Vijay Divas, Ambedkar Jayanti, Rabindra Jayanti, NCC Day, Birth Anniversary of Kazi Nazrul Islam, Vidysagar Jayanti, Janjatiya Gaurav Divas, National Youth Day, Parakram Divas, World Environment Day, International Mother Language Day, International Yoga Day, World Aids Day, World Health Day, World No-Tobacco Day, World Earth Day and International Museum Day. The celebration of festivals included Saraswati Puja, Holi and Raksha Bandhan.

The occasion for Azadi Ka Amrit Mahotsav was observed with the organization of several programmes like a cultural Programme titled "Only One Earth", planting of mahogany saplings and Blood Donation camp.

A unique programme "Save Sparrow Save Nature" was organized by IQAC and NSS units of the college in collaboration with the Green Club of Raniganj on 8th June 2023 under the Save Sparrow Campaign 2023 initiative

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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 Practices

(2022-23)

Practicle1: Literacy in Mother Tongue

1.Fostering inclusive education

2.Preserving the ethnic identity

3.Attaining literacy in one's mother tongue

Under the ISR initiatives, the college decided to propagate the Ol-Chiki script beyond its campus and make education more inclusive. A Certificate Course in Basic Santali was offered by Raniganj Girls' College to the Santal inhabitants of a nearby village. Two batches of Santal students have completed the course. They learnt to read and write in the Ol-Chiki script.The resources provided included sataranchi, books, chalk and duster.

Practice 2: "Alo" (Freedom from Blindness)

1.To create public consciousness about burning health issues

2.To eradicate the causes of blindness in India

The annual incidence of blindness due to cataract is about 3.8 million in India.The inability to bear the cost of expenditure for medical treatment is one of the major causes of suffering. Two free Eye and Health Check-Up camps were organized in 2023 in association with the help of Lions Club of Asansol, Udayan.Cataract operation was performed for BarinMondaland 2 other patients in 2023-24 under

the same initiative. All the expenses of the medical procedures were borne by Lions Club of Asansol, Udayan.

File Description	Documents
Best practices in the Institutional website	http://raniganjgirlscollege.org/igac.php?id=8a
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 preservation of tangible and intangible cultural heritage finds a distinct place in the annals of Raniganj Girls' College.

The College established an on-campus impressive Museum on 21.12.2021 with a special focus on preserving the tangible cultural heritage of the local region and nurture experiential learning. It exhibits artifacts donated by the college employees and local people. The exhibits are of social and cultural importance spanning over eight centuries beginning from the twelfth century to early twentieth century. The exhibits include stone sculptures, terracotta figures and figurines, manuscripts, objects of folk art, old photographs and prints etc. The students of the History department maintain the museum with dedication and active interest.

The college also contributes towards preserving the intangible cultural heritage of the country. The institution upholds linguistic diversity by offering courses in five Indian languages namely Bengali, Hindi, Sanskrit, Santali and Urdu that are recognized in the Eighth Schedule of the Indian Constitution. Moreover as a part of its Institutional Social Responsibility, our college runs a course in Basic Santali for the inhabitants of Michildanga, a nearby tribal village. Courses in Nazrul Sangeet and Hindustani Vocal Music also help to preserve the Indian musical heritage.

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, 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 conduct departmental meetings to distribute the syllabi and workload among the teachers. An Orientation programme for the first semester students is organized to communicate to them about the CBCS pattern, POs and COs for different subjects and the Code of Conduct before the commencement of classes. For effective curriculum delivery the teachers used different student-centric methods of teaching-learning apart from the traditional lecture method like Power point presentations, Youtube platform, screening of videos, publication of digital wall magazines etc. The teachers also create different WhatsApp student groups which often form the basis of communication and sharing information and learning resources with the learners. The library resources and e-learning resources are also made available to the students through the College website. The evaluation processes are carried out both in the online mode and physical mode.

File Description	Documents
Upload relevant supporting document	View File
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 2022-23 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. The institution earmarked the dates for different

events related to academics, co-curricular and extension activities and adhered to the same methodically. It also earmarked the tentative dates for Internal Evaluation (CIE) in the Academic Calendar. 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 mostly 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

04	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

208	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 curricula of the courses offered by the institution integrate cross cutting issues like Gender, Human Values and Ethics, Environment and Sustainability. Issues on Human Values and Ethics are integrated in the courses of Bengali, Commerce, Hindi and

Philosophy. Literary pieces included in the syllabi of Bengali, Hindi and English bring to the fore the injustice and atrocities meted out to women. Moreover, Indian language films that are also part of the syllabi portray these evil practices in a more pictorial way and leave a greater impact on the minds of the students. Gender topics are also taught in Political Science and Economics. Issues like Environment and Sustainability are included in the courses offered by Chemistry, Economics, Political Science, English, Geography and Microbiology. All the students in the first semester study "Environmental Studies" and prepare projects. Ethical practices in business are taught in the courses offered by the Commerce department. Sports and yoga taught in Physical Education inculcate Professional Ethics in the students. Crosscutting issues are also addressed through the celebration of events and organization of seminars and different co-curricular activities. Extension and other outreach activities like NCC and NSS integrate issues like Human Values and Environment.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

544

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.raniganjgirlscollege.org/images/iqac_link/URL%201.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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	View File
URL for feedback report	https://www.raniganjgirlscollege.org/images/iqac_link/URL%201.4.1.pdf
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	
508	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
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	
169	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File
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	
Assessing the learning levels	

At the beginning of each academic session, the learning levels of the first semester students is gauged from their performance in the previous level of study, introductory classes and informal classperformance of the learners in each course. As they progress to succeeding semesters, one of the objectives of conducting assessments regularly and systematically is to identify the advanced and slow learners and adopt measures beneficial for them

Measures for advanced learners:

- Organising special lecture
- Encouraging the students to make presentations as resource persons in seminars
- Inviting contributions for magazines
- Organising exhibitions
- Publication of news bulletin
- Recommending books outside their syllabus to better understand and analyse the topics
- Regular mentoring session with a view to encouraging them to progress to higher education
- 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	View File

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

Number of Students	Number of Teachers
1472	94

File Description	Documents
Any additional information	View File

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

In the academic session 2022-23, the college used Student Centric Methods such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences

Experiential and Participative Learning:

1. Several departments organised project and field works, educational tours and excursions as part of their curriculum.
2. Exhibitionare organised annually by different departments of the college.
3. Organization of student seminars and group discussions
4. Publication of Departmental Wall Magazine
5. Hands on training in practical based departments
6. Participation in annual sports and cultural functions of the college also instilled in the students a strong sense of mutual cooperation and fellow feeling.
7. Students were encouraged to attend seminars, webinars, workshops, invited lectures training, skill development programme etc.
8. NSS, NCC and Extension activities motivate the students to take part in different cultural and philanthropic activities.

Problem Solving Methodologies:

1. Students' doubts and confusions were cleared when their queries are answered and assignments checked by the teachers.
2. Tutorial classes are held to ensure a sort of uniformity among the students.
3. Problem Solving through Orientation
4. Regular career counselling programmes have been offered
5. Additional Knowledge resource provided through the hosting of e-learning resources
6. Student Mentoring

File Description	Documents
Upload any additional information	View File
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. Some of the most effective strategies adopted in the academic session 2022-23 are as follows:

1. There are WhatsApp group for the students of almost all courses for the purpose of official communication.
2. Smart boards are used regularly.
3. Existence of ICT-enabled classes with overhead projectors to make presentations
4. Each department has been provided with laptops to facilitate academic preparations, deliberations and discussions
5. Access to e-study materials posted on the college website for the convenience of the students.
6. Link to online library resources provided by the college library
7. Organization of classes on Swayam Prabha
8. Links to different videos and audios were also shared with the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

94

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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	View File
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)	View File

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

955

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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	View File
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	View File
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 Outcomes and Course Outcomes across 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 Outcome Based Education (OBE) provides a platform for the holistic development of the learner's 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 CBCS pattern of study from the academic session 2020-21. The teachers of the college attended

curriculum based workshops in 2021 to orient themselves about the learning based outcomes for all types of courses and programme. They in turn communicated the Learning Outcomes to the students in the class while following the same curriculum in the academic session 2022-23. The college has also organized Orientation Programme for the fresher. Suggestions and recommendations made to the faculty members to visit the UGC website to learn about LOCF have been welcomed heartily and pursued diligently. 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	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Choice Based Credit System offered by the HEI for undergraduate (UG) programs is a six semester programme with each semester offering a heterogeneous combination of courses. Similarly the institution also offers a four semester post graduate (PG) programme in Urdu. These courses include Core Courses (CC), Generic Elective Courses (GEC), Skill Enhancement Courses (SEC), Discipline Specific Courses (DSC) and Ability Enhancement Courses (AEC). Each of these courses has their well-defined and clearly stated learning outcomes. Both Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (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 attainment of Course Outcomes is evaluated through the SGPA scored by the student on completion of a semester. The attainment of Program Outcomes (POs) is evaluated through the CGPA obtained by the same student on completion of the course.

The excellence in overall academic performance of the college and thereby the level of attainment of the stated POs was evaluated by analysing the University results of the final year students of the college published by KNU in 2023

File Description	Documents
Upload any additional information	View File
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

466

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

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)

<https://www.raniganjgirlscollege.org/images/StudentSurvey/1709191526SSS%202022-23.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)	View File

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

03

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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)	View File
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.

In 2022-23, a two day training in vermicomposting was imparted to the students of the college based on the vermi-composting unit set up in collaboration with the University of Kalyani

Training has also been provided to the students in aquaculture and mushroom cultivation based on aquaculture and mushroom cultivation projects of the college

An online training has also been imparted by Next Generation Scientist Private Limited, Lucknow under the Bioscience Excellence Centre initiatives.

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. The students of the Department of History and NSS volunteers have been oriented about the exhibits in the museum.

Dr Farooque Azam and Dr Shahnoor Hossain are research guides 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 was involved in a collaborative research at the national and international level

File Description	Documents
Upload any additional information	View File
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

20

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

07

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

6

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 NSS and NCC activities of the college are intended towards serving the neighbouring community. These activities included creating awareness about AIDS, undertaking plantation programme, organizing blood donation camp, Swachh Bharat Abhiyan, Dengue Awareness Campaign, Save Sparrow Campaign, repeated Health and Eye Check-up camps. 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. The NCC has participated in different rallies to campaign about issues like Save Drive Save Life, Walking for Health etc.

The college organized seminars and webinars to sensitize the students on different social issues like women's empowerment, problems of early marriage of adolescent girls and legal provisions to tackle such problems, digital education, cyber crime, responsible netizen, HIV and AIDS, Thalassaemia etc.

Other extension activities of the college include conducting a Certificate Course in Basic Santali at Micchildanga, a tribal village near Raniganj. The students have been trained in tackling fire disasters.

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	View File

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

11

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

38

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

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

446

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

07

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

04

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

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. Most of the departments have dedicated classrooms. Moreover, Classes are also arranged in the other existing classrooms according to the class routine as per necessity. Some classrooms are also fitted with projectors and Smart Boards 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	View File
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 events at regular intervals like seminars, workshops, celebration of Teacher's Day, birth anniversary of Rabindranath Tagore and KaziNazrul Islam, and so on. It was inaugurated by former West Bengal Governor, Viren J Shah in 2002. The largest cultural event on the campus, the Annual Social "Kristi" is usually organized on the college grounds. Recently a stage has been constructed for hosting different cultural events. Outdoor Sports facilities include two grounds prepared in the nineties. One ground measures 1741.932 sqm approximately. This ground is used for training students for intra-college and inter-university events and yoga activities. On one side of the ground there also exists a badminton court measuring 118.36 sq m and regularly used for badminton practice. The Annual Athletic Meet is held on the second ground measuring 5077.71 sq m approximately. 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	View File
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.

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)**

58.13

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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 27188 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	View File
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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
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)	
0.48622	
File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
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	
28	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

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 is 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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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	View File

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)

5.65

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 made aware about digital database like N-LIST etc. The RUSA 2.0 grant helped in 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	View File
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

863

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

38

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

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	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

264

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

264

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
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**

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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**

65

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

4

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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 Raksha Bandhan, 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. 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	View File

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

13

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

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

The alumnae of Santali department namely Kalaboti Soren, Namita Hembram and Sanjhi Murmu assisted in imparting the Santali Certificate Course introduced by Raniganj Girls' College for the propagation of the Ol-Chiki script to the inhabitants of

Micchildanga, a tribal village near Raniganj

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

Assisting in the organization and participation in important events and festivals organized/celebrated in the college like Annual Athletic Meet, Teachers' Day, Saraswati Puja, Holi, RakshaBandhan etc

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

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 "Asatoma sad-gamaya,tamaso maa jyotir-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	View File

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	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan:

One of the points in the Futuristic plans of the institution highlighted in the SSR of Second Cycle NAAC Assessment & Accreditation was "Fulfilling our obligation towards institutional social responsibility through all round participation and involvement of the different stakeholders of the college".

Implementation:

In conformity to the above point, the following unique steps undertaken to implement the futuristic outlook in 2022-23 stand apart:

1. Blood Donation Camp organized on 27.08.2023 on the occasion of AzadiKaAmritMahotsav
2. Free Health Check-Up on 07.01.2023 on the occasion of Students' Week 2023
3. Two Free Eye and Health Check-Up Camps organized the NSS Units in association with Lions Club of Asansol, Udayan for the inhabitants of the adopted villages and for the students on 02.03.2023 and 23.03.2023 respectively

Outcomes exhibiting successful implementation and effective deployment:

1. In the Blood Donation Camp, thirty units of blood was donated
2. In the Free Health Check-Up Camp Dr S Maji demonstrated ways to perform free-hand exercises to maintain good health to the patients.
3. Cataract operation of one patient was performed on 13.04.2023. Frames for recommended prescription glasses were distributed free of cost on 23.03.2023

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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, redressal of grievances 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	https://www.raniganjgirlscollege.org/images/iqac_link/6.2.2%20Organogram%20edited.pdf
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching and non- teaching staff

1. Credit facilities are available from Raniganj Girls' College Employees' Credit Cooperative Society Limited.
2. Loan from Provident Fund is also available in times of exigencies.
3. Sick Room and availability of medical personnel on call for responding immediately to emergencies
4. Ramps, toilets and wheel chair facilities for the differently abled.
5. Grievances if any are dealt with promptly. No grievances have been reported so far.
6. The women employees can keep their children in a working facility identified as Mayer Aanchal set up in a room

exclusively for this purpose.

7. Sabbatical Leave of 2 years may be availed by the teaching staff subject to certain conditions.
8. Files pertaining to e-Pension are timely submitted before the superannuation of the incumbent.
9. Provident Fund benefits are immediately dispersed on the superannuation of the incumbent.
10. Encashment of Earned Leave on superannuation.
11. Collective monetary contributions have been provided to the full-time and casual incumbents to meet their immediate health-related expenses.
12. Steady supply of purified and cold drinking water.
13. Existence of Sports and games facilities
14. Birthdays of the incumbents of the college are celebrated.
15. Farewell Programme organised for the retiring incumbents

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

02

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

3

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

07

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

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 and librarians 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	View File

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 and 2022-23, internal audit has been completed and no objection was raised by the auditor for the current audit period. The statutory auditor has been duly

appointed by the Government of West Bengal vide Appointment Letter dated 09.02.2024 for conducting the external audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Our College 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.

In 2022-23, the HEI received grants for seminars & NSS activities.

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	View File

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 initiation of Mushroom cultivation and training the students in "Mushroom Culture Technology and Cultivation". This project is supervised by the Department of Botany, Raniganj Girls' College. The Department organized A Two-day workshop on "Training in Mushroom Culture Technology and Cultivation" was organized by Department of Botany, Raniganj Girls' College on 11th & 12th April 2023. A total of 16 students attended the workshop.

Another example in quality initiative adopted by the head of the institution in 2022-23 is the installation of a waste water recycling unit on a small scale. A small waste water recycling unit has been constructed adjacent to the toilets of the Teacher's Staff room and Principal's room to recycle the waste water of the toilets and use the same again for flushing the toilets. This endeavour also helps to conserve water.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Review of the teaching-learning process and implementation of necessary reforms have remained foremost points of importance. One method adopted for reviewing the teaching learning process is through the conduct of Students' Feedback on Curriculum and its transaction and the overall teaching-learning process in a format prepared by the college was carried out to elicit responses directly from the students. The responses were scientifically analysed and on the basis of those analyses further improvements were made to make the system qualitatively better.

Another example that can be cited is the adoption of the process of online internal assessment and meticulously sustaining this quality initiative by the Head of the Institution since 2018-19. Further, in 2022-23, a significant number of academic, co-curricular and extension activities like seminars, workshops, training, capacity building programme, skill enhancement etc were conducted in the hybrid mode to enhance the quality of education in the institution

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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,

A. All of the above

NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File
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	
<p>Different measures are planned and adopted to sensitize the students about different gender issues and promote gender equality</p> <p>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.</p> <p>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.</p> <p>To ensure safety and security, entry to the college campus is restricted. The college campus is 24 hours under CCTV surveillance. The Anti-ragging Cell and Anti-Sexual-Harassment Cell of the college are involved in gender sensitization and awareness creation against gender discrimination. Women employees can keep their infants with personal attendants in a temporary facility named 'Mayer Anchal'.</p> <p>To address health issues of the students, free health and eye check-up camps and Thalassemia awareness programme have been organized. Sanitary napkin vending machines installed in the students' toilet to increase consciousness about sanitation.</p>	

Sanitary napkins have been distributed under a CSR project. Students are encouraged to participate in yoga workshops and sports to keep themselves fit.

File Description	Documents
Annual gender sensitization action plan	https://www.raniganjgirlscollege.org/images/igac link/7.1.1 2022-23%20FINAL.pdf
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	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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 and sign posts with plastic free zone has been installed to create awareness. Large dustbins have been placed to avoid littering. The dustbins placed in the classrooms have been prepared by the students by recycling discarded paint containers made of plastic by wrapping them with decorative papers. The non-degradable 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. A small waste water recycling unit was constructed adjacent to the toilets of the Teacher's Staff room and Principal's room to recycle the waste water of the toilets and use the same again for flushing the toilets

E-Waste management

For the purpose of e-waste management, the college has entered into a MOU with P C Solution. Rejected computers, printers, keyboards 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	View File
Geo tagged photographs of the facilities	View File

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	View File
Any other relevant information	View File

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
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	C. Any 2 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
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	View File
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	View File

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. An On-line Essay Competition was organized on AmbedkarJayanti on the topics "Ideological Perspective of B.R. Ambedkar" and "Ambedkar's Ideas on Caste System".

Financial-aid

The college facilitated financial assistance provided by the government and institutional sources to diverse sections of the society.

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 different events

and 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)	View File
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 Azadi Ka Amrit Mahotsav.

The Electoral Literacy Club of the college played a crucial role in sensitizing the students about their electoral rights and subsequently helped in enrolling 52 eligible students as new voters.

The Political Science department organized a field visit to the BallavpurPanchayat, Raniganj on 22nd March 2023 and subsequently published a wall magazine on the theme "BallavpurPanchayat in the Light of Women Empowerment" on 24th April 2023.

The college organized cultural programme and sports meet. 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 also engaged in various community based and nation building activities of NSS and NCC to inculcate community values and social and moral duties among the students.

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	https://www.raniganjgirlscollege.org/images/iqac_link/7.1.9%20CONSTITUTIONAL%20OBLIGATION.pdf
Any other relevant information	Nil

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. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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 twenty five events were celebrated/organized by the college in the year 2022-23.

The national and international days and events celebrated/organized included; Independence Day, Republic Day, Teachers' Day, Hindi Divas, Children's Day, Munshi Premchand's Birthday, Vijay Divas, Ambedkar Jayanti, Rabindra Jayanti, NCC

Day, Birth Anniversary of Kazi Nazrul Islam, Vidysagar Jayanti, Janjatiya Gaurav Divas, National Youth Day, Parakram Divas, World Environment Day, International Mother Language Day, International Yoga Day, World Aids Day, World Health Day, World No-Tobacco Day, World Earth Day and International Museum Day. The celebration of festivals included Saraswati Puja, Holi and Raksha Bandhan.

The occasion for Azadi Ka Amrit Mahotsav was observed with the organization of several programmes like a cultural Programme titled "Only One Earth", planting of mahogany saplings and Blood Donation camp.

A unique programme "Save Sparrow Save Nature" was organized by IQAC and NSS units of the college in collaboration with the Green Club of Raniganj on 8th June 2023 under the Save Sparrow Campaign 2023 initiative

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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 Practices

(2022-23)

Practice1: Literacy in Mother Tongue

1.Fostering inclusive education

2.Preserving the ethnic identity

3.Attaining literacy in one's mother tongue

Under the ISR initiatives, the college decided to propagate the Ol-Chiki script beyond its campus and make education more

inclusive. A Certificate Course in Basic Santali was offered by Raniganj Girls' College to the Santal inhabitants of a nearby village. Two batches of Santal students have completed the course. They learnt to read and write in the Ol-Chiki script. The resources provided included sataranchi, books, chalk and duster.

Practice 2: "Alo" (Freedom from Blindness)

1. To create public consciousness about burning health issues

2. To eradicate the causes of blindness in India

The annual incidence of blindness due to cataract is about 3.8 million in India. The inability to bear the cost of expenditure for medical treatment is one of the major causes of suffering. Two free Eye and Health Check-Up camps were organized in 2023 in association with the help of Lions Club of Asansol, Udayan. Cataract operation was performed for Barin Mondaland 2 other patients in 2023-24 under the same initiative. All the expenses of the medical procedures were borne by Lions Club of Asansol, Udayan.

File Description	Documents
Best practices in the Institutional website	http://raniganjgirlscollege.org/igac.php?id=8a
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 preservation of tangible and intangible cultural heritage finds a distinct place in the annals of Raniganj Girls' College.

The College established an on-campus impressive Museum on 21.12.2021 with a special focus on preserving the tangible cultural heritage of the local region and nurture experiential learning. It exhibits artifacts donated by the college employees and local people. The exhibits are of social and cultural importance spanning over eight centuries beginning from the twelfth century to early twentieth century. The exhibits include stone sculptures, terracotta figures and figurines, manuscripts,

objects of folk art, old photographs and prints etc. The students of the History department maintain the museum with dedication and active interest.

The college also contributes towards preserving the intangible cultural heritage of the country. The institution upholds linguistic diversity by offering courses in five Indian languages namely Bengali, Hindi, Sanskrit, Santali and Urdu that are recognized in the Eighth Schedule of the Indian Constitution. Moreover as a part of its Institutional Social Responsibility, our college runs a course in Basic Santali for the inhabitants of Michildanga, a nearby tribal village. Courses in Nazrul Sangeet and Hindustani Vocal Music also help to preserve the Indian musical heritage.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

FUTURE PLANS

1. Encourage the incumbents to apply for sponsored Major and Minor Research projects
2. Increase the number of research oriented publications of the incumbents in journals under UGC Care List, Web of Science, Web of Scopus, etc
3. Encourage the publication of books with ISBN
4. Undertaking collaborations with institutions of higher learning and research and industrial houses for teaching, learning and research activities
5. Development of e-contents by the teachers for creating e-learning materials for the students
6. Collaboration with reputed academic institution for the faculty and students exchange for academic and research purposes
7. Encouraging the students to enroll for MOOC and NPTEL courses
8. Training the students for opening accounts in Academic Bank of Credits
9. Installation of waste water recycling unit on a larger scale through exogenous fund mobilization
10. Fulfilling obligation towards institutional social

responsibility through all round participation and
involvement of the different stakeholders of the college