



PHONE : 2287-5509 / 2283-5797
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA-700 017

etc

No.1081/SS/NAAC/IQAC/10-11

To
The Director,
National Assessment and Accreditation Council (NAAC)
Nagarbhavi,
Bangalore - 560072

Date : 12.10.2010

Re : Submission of Annual Quality Assurance Report, 2009-10 of the
IQAC.

Dear Sir,

We are sending herewith the Annual Quality Assurance Report (AQAR), 2009-10 of the IQAC of our college. Due to unavoidable circumstances, there was some delay in the formation of the IQAC of our college. As such, the AQAR 2009-10 could not be submitted earlier. The college has been awarded NAAC accreditation with Grade-B w.e.f. June, 2009

With regards,

Yours sincerely,

(SUNETRA SINHA)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
KOLKATA-700017

Rani Birla Girls' College
38, Shakespeare Sarani,
Kolkata – 700 017

The Annual Quality Assurance Report (AQAR) of the IQAC

Year: 2009-10

Name of the Institution : **Rani Birla Girls' College**

Name of the Head of the Institution : **Dr. Sunetra Sinha**

Phone No.

Office : (033) 22875509

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Name of the IQAC Co-ordinator : **Dr. Sonali Banerjee (Jash)**

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Year of Report : 2009-10

Part A : The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

The IQAC was formed in 2010. Hence, comprehensive plan of action for quality enhancement of the institution could not be chalked out for 2009-10.

Part B:

1. Activities reflecting the goals and objectives of the institution :

The College strives to provide maximum access to girl students from all sections of the society in order to achieve the objective of imparting quality education for all round development and empowerment of women. The eligibility criteria for admission to most of the courses offered by the institution is kept at the minimum level stipulated by the affiliating university in order to provide opportunity for higher education to students from less privileged background or to the first generation learners.

All round efforts are made by the faculty to motivate students to achieve distinction in academics through regular classes, tutorials and remedial classes.

Job oriented courses like Bachelor's degree in Communicative English, Journalism and Mass Communication have been introduced to prepare students for employment in newly emerging fields. To fulfill the objective of motivating students for self employment and entrepreneurship, a new course like Bachelor's degree in Fashion and Apparel Design has been introduced in the College.

2. New academic programmes initiated (UG and PG):

No new academic programme could be initiated during 2009-10. However, the College has a record of introducing new academic programmes every year since 2004-2005 [B.A. Sociology (Honours) in 2004-05, B.Sc. Geography (Honours) in 2005-06, B.A. Communicative English (Major) in 2006-07, B.A. Journalism and Mass Communication (General) in 2007-08, B.A. Journalism and Mass Communication (Honours) in 2008-09 and Bachelor of Fashion and Apparel Design in 2008-09].

3. Innovations in curricular design and transaction ;

The College does not have freedom to introduce innovations in the undergraduate curricula prescribed by the affiliating Calcutta University. The faculty, however, introduce innovations in the transaction of their respective curriculum in accordance with the aptitudes and needs of their students.

4. Inter-disciplinary programmes started :

The Bachelor's degree course in Fashion and Apparel Design is interdisciplinary in nature as the curriculum incorporates papers on Economics and English taught by the faculty of these departments. The Honours courses in Geography, Sociology and Education include Statistics in their curriculum.

5. Examination reforms implemented :

The College has implemented the examination reforms introduced by the affiliating Calcutta University.

6. Candidates qualified : NET/SLET/GATE etc.

This is not applicable as the college offers undergraduate courses only.

7. Initiative towards faculty development programme :

Two teachers have joined post doctoral programmes during 2009-10 academic session. One teacher has attended U.G.C. Refresher course during 2009-10 and one teacher has attended U.G.C. Orientation programme in 2009-10. The details are given below:

Name of teacher	Department	Programme	Duration	Institution offering the Programme
Dr. Srabanti Bhattacharya	Geography	Post doctoral fellowship	11.08.2009 to 10.08.2010	Centre For Studies in Social Sciences Calcutta
Dr. Madhumita Sengupta	History	Post doctoral	06.01.2010 to 05.01.2011	Centre For Studies in Social Sciences Calcutta
Ms. Apala Dasgupta (Barat)	English	U.G.C. Refresher Course	02.01.2010 to 22.01.2010	U.G.C. Academic Staff College, Calcutta University
Dr. Pushpa Tiwary	Hindi	U.G.C. Orientation Programme	08.05.2010 to 04.06.2010	U.G.C. Academic Staff College, Burdwan University

8. Total number of seminars / workshops conducted:

Total Number of Seminars / Workshops : 04

Title of Seminar / Workshop	Date
1. Public Relations for Effective Marketing	23.11.2009
2. Quality Assurance in U.G. Colleges	04.12.2009
3. Save The Girl Child	11.01.2010
4. Save The Girl Child	29.03.2010

9. Research projects

a) Newly implemented : One

A Minor Research Project entitled “Bhoomandalikrit Bharat Mein Kisan Samasya: Vishesh Sandrabh Hindi Katha Sahitya”

- Undertaken by Dr. Pushpa Tiwary of the Department of Hindi;
- Funded by the University Grants Commission;

b) Completed : One

A Minor Research Project entitled “Early Indian Psychology and its Contemporary Relevance in the Psychological and Educational Field” –

- Undertaken by Dr. Nandita Chaudhuri of the Department of Education;
- Funded by the University Grants Commission.

10. Patents generated, if any : None

11. New collaborative research programmes : None

12. Research grants received from various agencies :

(i) Rs. 45,000/- was received from the UGC for the Minor Research Project entitled “Early Indian Psychology and its Contemporary Relevance in the Psychological and Educational Field.” completed by Dr. Nandita Chaudhuri of the Department of Education during 2009-10.

(ii) Rs. 96,000/- has been sanctioned by the U.G.C. out of which Rs. 75,500/- has been received by the college vide UGC letter dated 07.09.2009 for the Minor

Research project entitled “Bhoomandalikrit Bharat Mein Kisan Samasya: Vishesh Sandrabh Hindi Katha Sahitya”, undertaken by Dr. Pushpa Tiwary of the Department of Hindi.

13. Details of research scholars : None

14. Citation index of faculty members and impact factor : None

15. Honors / Awards to the faculty :

a) Ph.D. awarded to Ms. Madhumita Sengupta of the Department of History for thesis entitled “Language and the Making of the Assamese Identity in the 19th century” by the University of Calcutta during 2009-10.

b) Ph.D. awarded to Ms. Kankana Pal of the Department of Political Science for thesis entitled “The Evolution of a Regional Party: A Case Study of the Akali Dal” during 2009-10.

16. Internal resources generated : Rs. 57,88,428/-

17. Details of departments getting SAP, COSIST (ASSIST) / DST.FIST, etc. assistance / recognition. : None

18. Community services.

The extension and outreach programmes of the college have received further boost with the launching of the National Service Scheme (NSS) in the college in October, 2009. The NSS unit of the college observed Human Rights Day on 10th December, 2009. Youth week was observed during 11th to 15th January, 2010 wherein programmes on Constitutional Rights, Women and Law etc. were held for awareness of students. A special NSS camp was held during 22nd to 29th March, 2010. The special feature of this camp was the slum visit of students and faculty for interaction

with the slum dwellers, holding of eye camp, haemoglobin and blood grouping camp in slum and obtaining feed back from those concerned.

19. Teachers and officers newly recruited :

Nature of appointment	No. of teachers	Librarian
Substantive post (Govt. Pay)	01	01
Contractual full time (College Pay)	03	-
Part time	07	-

20. Teaching – Non-teaching staff ratio : 29 : 19

21. Improvements in the library services during 2009-10 :

- i) Automation of library services using SOUL software is underway
- ii) New library cards issued to students and teachers.
- iii) Daily issue register introduced for issuing books to teachers for daily classes.
Reference issue register introduced for issuing reference books to teachers during week ends.
- iv) Daily hours for the use of internet facility in the library by students extended.
- v) New books purchased (details in serial no. 22).
- vi) Ms. Swapna Mal, Library Clerk, has been awarded Masters' Degree in Library and Information Science (MLIS) by Netaji Subhas Open University during 2009-10.

22. New books / journals subscribed and their cost :

The library received books worth Rs. 1,53,947/- (Rupees one lac fifty three thousand nine hundred forty seven) only purchased for the departments of English, Education, Geography, Political Science, Sociology, History, Economics, Communicative English, Journalism and Mass Communication and Fashion and Apparel Design, during 2009-10. Books on general knowledge namely, Manorama Year Book – 2009, Pearson's General Knowledge Manual 2009, and Pearson's General Knowledge Studies 2009 have also been added to the library collection.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback :

There is assessment of teachers by 3rd year students in all the courses offered by the college through the system of students filling up structured questionnaires designed for the purpose.

Teachers take note of such assessments for overcoming weaknesses (if any) and for building on their strengths.

24. Unit cost of education :

(a) including the salary component = Rs. 7,659/-

(b) excluding the salary component = Rs. 5,760/-

25. Computerization of administration and the process of admissions and examination results, issue of certificates :

The college office is computerized in all its operations including administrative and academic work. Computers are regularly maintained and upgraded as and when required for administrative and academic purposes. A sum of Rs. 98,445/- has been spent for this purpose during 2009-10.

Mark sheets and certificates of examinations are awarded by the affiliating university.

26. Increase in the infrastructural facilities ;

- i) Installation of generator (62.5 KVA 50 KW, 3 phase, water cooled silent) Rs. 6,00,438/-
- ii) Installation of grill for security of staff room, library and zonal centre Rs. 26,940/-

27. Technology up-gradation :

Equipment worth Rs. 2,14,524/- was purchased for new courses during 2009-10.
Details as given below -

Department of Journalism and Mass Communication:

Computers (2 Nos.) with accessories, LAN and internet facility : Rs. 53,400/-

Television Set (1 No.) Rs. 9,000/-

Department of Fashion and Apparel Design:

12" wide wooden hobby loom with all accessories Rs. 6,000/-

Wooden Manual Charka Rs. 3,000/-

Manual warping machine 12" wide with creel arrangement Rs. 4,750/-

Grey Scales – change in color Rs. 7,000/-

Grey Scale staining, Mecrub, Anathick, Simcrease, Simstiff Rs. 56,680/-

Digital Camera	Rs. 10,000/-
Digital weighing scale	Rs. 4,018/-
Sewing machine with wooden cover	Rs. 60,676/-

28. Computer and internet access and training to teachers and students :

Teachers and students of the college have good access to computers and internet. Most of the teachers are well acquainted with use of computer and internet. For all students, the college jointly with Webel Informatics Ltd. offers a diploma course on PC application which includes fundamental operating systems, Microsoft office and business tool, Internet, C programming language. This course upgrades beginners to a techno-friendly enterprise environment.

29. Financial aid to students :

Freeships amounting to a total of Rs. 17410/- have been given to four students (two from 1st year, one from 2nd year, one from 3rd year,) during 2009-10.

30. Support from the Alumni Association and its Activities :

- a) Rani Birla Girls' College Alumni Association awarded The 'Highest Achiever Academic Medal' for achieving the highest aggregate among students of the college at the B.A. (Hons) final examination, 2008 of the University of Calcutta. The Alumni Association has been awarding this medal at the annual prize distribution ceremony of the college every year since 2006.
- b) Rani Birla Girls' College Alumni Association celebrated International Women's Day in the college auditorium with the screening of the film 'Monalisa's Smile'

- c) The annual re-union of the association was named 'Essence 2010' where a panel discussion on fashion and a clothesline display was held with some famous fashion personalities of the city as invited guests. The event was organized with a view to boost the newly started fashion and apparel design department of the college.
- d) Rani Birla Girls' College Alumni Association organized 'Best Of Luck Party' for the students appearing at the B.A. final examination of the University of Calcutta.
- e) Other regular activities of the Rani Birla Girls' College Alumni Association were script reading and play reading sessions and annual picnic.

31. Support from the Parent-Teacher Association and its Activities :

The Parent-Teacher Association has not yet been formally established in the college. However, parents meet teachers regularly as the parent-teacher meetings are held in each session.

32. Health services :

The College maintains First Aid boxes to offer immediate medical help to students wherever the need arises. In more serious cases, the College ensures that the students receive proper medical attention by calling in a qualified Doctor. Every student is also made a member of the Students' Health Home at the time of her enrolment in the College. A Sick Room is available in the college.

33. Performance in sports activities :

Physical training classes are held regularly under the supervision of a trained physical instructress. Yoga and Aerobics are practiced by the students under her supervision. Outdoor games like volleyball, badminton, throwball, kabaddi etc. are played on the

college ground. The annual sports is a special attraction for students as well as for the staff of this college. The students participate regularly in Inter Non-Government College Athletic Meet organized by the University of Calcutta, Kho-kho and Badminton championships organized by the University as well as by the Sports Authority of India (SAI).

34. Incentives to outstanding sportspersons :

There was no outstanding sportsperson among students of the college during 2009-10.

35. Student achievements and awards :

An impressive prize distribution ceremony is held in the college on the occasion of Annual Day. Students are awarded prizes for outstanding performance in academics as well as in sports. Students securing highest marks in each subject at the University examinations (Part-I, Part- II & Part – III) are awarded. The best graduates in Honours and General streams are also awarded.

36. Activities of the Guidance and Counselling Cell :

The college has been providing psychological counselling and career counseling services to students. For career counselling, presentations by various institutes like the NIIT, Frankfinn, Wigan & Leigh College (I), Scaffold Academy, National Institute of Management etc. Seminar on GRE, GMAT, IELTS, TOEFL and careers abroad for students are also held in the college.

37. Placement services provided to students :

The institutional efforts to provide placement services to students did not materialize during 2009-10. However, more planned efforts in this direction are being taken.

38. Development programmes for non-teaching staff :

No specific programme for non-teaching staff could be organized in the college during 2009-10. However, the college sanctions leave to non-teaching staff for appearing at examinations and for attending contact classes organized by Distance Education courses of Open Universities. Ms. Swapna Mal, Library Clerk of the college has appeared at and passed the MLIS Examination of Netaji Subhas Open University during 2009-10. The ward(s) of non-teaching staff studying in this college receive freeship.

39. Best practices of the institution :

Rani Birla Girls' College has always focused on maintaining the high standard of academic and all-round development of its students and staff. Towards this end, the college has adopted various mechanisms for quality assurance within the existing academic and administrative systems. These are:-

- i) Setting the criteria for admission to each undergraduate programme and adhering strictly to them.
- ii) Counselling of students seeking admission to various courses by teachers of respective departments to assess their aptitude.
- iii) Appointment of teachers having qualification as per U.G.C. norms and with proper motivation in government sanctioned as well as in management appointed posts.
- iv) Ensuring regular participation of teachers in orientation programmes, refresher courses, faculty up-gradation programmes, seminars and workshops.

- v) Encouragement of research activities of teachers through granting permission for Faculty Improvement Programmes, special study leave etc.
- vi) Regular Class Tests, Tutorials, Mid-term and Selection tests for reviewing students' performance;
- vii) Holding remedial classes for slow learners and encouraging advanced learners to present papers at departmental seminars.
- viii) Regular meetings of the Governing Body, the Teachers' Council and of the various sub-committees are held. Regular monitoring of the functioning of different departments and sub-committees is undertaken.
- ix) Evaluation of teachers' performances through feedback received from the students as well as through self-appraisal method.
- x) Availability of all information relating to the college on the college website.
- xi) Modernization and regular updating of college library.
- xii) Proper designing and maintenance of laboratories for lab-based subjects – Geography Laboratory, Fashion and Apparel Design Laboratory, Sound Recording and Video Editing Studio, etc.
- xiii) Computerization of the college office for maintaining accounts, student records, preparation of results, etc.

40. Linkages developed with National / International, academic / research bodies

- The college in collaboration with Webel Informatics Limited (the IT nodal agency of Government of West Bengal) has set up "Rani Birla Girls' College IT Academy"

which is offering certificate courses on (i) PC Application and (ii) Multimedia animation, to all students enrolled in the college.

- Seminars are arranged in the college in collaboration with the English Study Centre, an organization of college teachers of the department of English.
- The college organizes career counselling, sessions jointly with various professional institutes like the NIIT, Frankfinn, Wigan & Leigh College (I) Scaffold Academy, National Institute of Management etc. Seminar on GRE, GMAT, IELTS, TOEFL and careers abroad for students are also held in the college
- Some members of the faculty are attached to various departments of the University of Calcutta, Vidyasagar University and also to open Universities such as Netaji Subhas Open University as guest teachers.

41. Any other relevant information : Nil

Part C : Detail the plans of the institution for the next year.

The year 2010-11 is very special for Rani Birla Girls' College as the college will be completing fifty years of its meaningful existence in July 2011. The college has been planning to overcome the shortcomings and build upon its strengths in line with the recommendations of the NAAC Peer Team Report (April 2009).

Two full time teachers of the college have undertaken research work and have registered for Ph.D. under Jadavpur University. Two full time teachers have been awarded Ph.D. during the year 2009-10. The college has been encouraging its faculty to undertake research work and faculty upgradation programmes in line with the recommendation of the NAAC Peer Team Report, 2009.