

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

RANI BIRLA GIRLS' COLLEGE

1.2 Address Line 1

38, Shakespeare Sarani

Address Line 2

City/Town

Kolkata

State

West Bengal

Pin Code

700017

Institution e-mail address

contact@rbgc.in

Contact Nos.

2287-5509

Name of the Head of the Institution:

Dr.Sunetra Sinha

Tel. No. with STD Code:

033-2283-5787

Mobile:

9830047458

Name of the IQAC Co-ordinator:

Dr. Sonali Banerjee
(Jash)

Mobile:

9433073789

IQAC e-mail address:

contact@rbgc.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) WBCOGN13890

1.4 Website address:

www.rbgc.in

Web-link of the AQAR:

No separate weblink

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.6	2009	June 2009 to June 2014
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

18/12/2009

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

2013-14

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

- i. AQAR_2009-10 submitted to NAAC on 12/10/2010 ____ (DD/MM/YYYY)
- ii. AQAR_2010-11 submitted to NAAC on 30/09/2011 ____ (DD/MM/YYYY)
- iii. AQAR_2011-12 submitted to NAAC on 14/02/2013 ____ (DD/MM/YYYY)
- iv. AQAR_2012-13 submitted to NAAC on 05/02/2014 ____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BACHELOR OF FASHION AND APPAREL DESIGN
(B.FAD)

1.11 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF CALCUTTA

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

Autonomy by State/Central Govt. / University	NA		
University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (<i>Specify</i>)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers	7	
2.2 No. of Administrative/Technical staff	4	
2.3 No. of students	1	
2.4 No. of Management representatives	1	
2.5 No. of Alumni	1	
2.6 No. of any other stakeholder and community representatives	1	
2.7 No. of Employers/ Industrialists	0	
2.8 No. of other External Experts	1	
2.9 Total No. of members	16	
2.10 No. of IQAC meetings held	2	
2.11 No. of meetings with various stakeholders:	No. 0	Faculty 0

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
i). Introduction of Honours course in Hindi.	i) Successfully introduced and students admitted w.e.f July 2013.
ii) Introduction of student mentoring	ii) Students in small groups meet their respective mentor-teacher who takes care of their special problems.
iii) Organizing computer training prog. for Gr.D staff	iii) Computer training prog. of 30 hrs. duration held in May 2014 for Gr.D staff
iv) Organizing faculty training prog. for development of CAL material.	iv) Process of developing CAL material initiated with the assistance of computer faculty.
v) Skill oriented courses for students	v) Short term certificate course in jewellery making held during Nov-Dev 2013.

vi) Departmental Seminars to be organized by all departments	vi) Seminars have been organized by 11 departments.
vii) Proposals for MRP, and PhD thesis to be submitted.	vii) Ph.D thesis submitted by 03 faculty members.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR is placed and discussed in the meeting of the IQAC.
--

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	11	1	3	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	1	1	1	2
Others	0	0	0	0
Total	12	2	4	2
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	12

- 1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)
- Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

No

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

No. Dept of Hindi introduced Honours Course

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19	7	7	0	5

2.2 No. of permanent faculty with Ph.D.

8

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	6	-	-	-	-	3	2	3	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

12	5	8
----	---	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	12	5
Presented papers	0	3	2
Resource Persons	0	0	0

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

Departmental Seminars, invited lectures, students' presentations. educational tours, field visits

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

219

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

NIL

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

1	0	0
---	---	---

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (Hons)	76	NA	0	100	-	100
B.Sc (Hons)	12	NA	0	100	-	100
B.A / B.Sc GEN	32	NA	0	56	-	56
B.A (MAJOR)	21	NA	76	24	-	100
B.FAD	8	NA	75	25	-	100

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

The IQAC organizes workshops for quality enhancement in teaching, encourages the faculty to participate in faculty dev. programmes for continuous upgradation. The teaching-learning process is monitored by the IQAC through the analysis of student feedback and annual self-appraisal of the faculty.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	1	0	2
Technical Staff	2	0	0	1

Criterion – III

3. Research, Consultancy and Extension

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

Encouraging the faculty to present research papers in Seminars/Conferences.

Ensuring renewal of subscription to N-List (INFLIBNET) for access to e-resources

3.2 Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	0	0	1
Outlay in Rs. Lakhs	1,72,000	0	0	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	2	-
Non-Peer Review Journals	-	-	2
e-Journals	-	-	-
Conference proceedings	3	6	3

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify) Dev. of Jute Life Style Products	2013	National Jute Board	1,00,000/-	1,00,000/-
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	11
Sponsoring agencies	-	-	-	-	College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

NA

NA

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

1

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: NIL

University level State level
National level International level

3.22 No. of students participated in NCC events: NA

University level State level
National level International level

3.23 No. of Awards won in NSS: NIL

University level State level
National level International level

3.24 No. of Awards won in NCC: NA

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Workshops organized with resource persons from social service organizations to sensitize the students on the conditions of destitute women.
- Arranging for the regular sale of products crafted by the inmates of rehabilitation homes for destitute women.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2092 sq.m	0	0	2092 sq.m
Class rooms	15	0	0	15
Laboratories	5	0	0	5
Seminar Halls	1	0	0	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0	0	0
Others	0	1+1	College	2

4.2 Computerization of administration and library

Library automation – cataloging and staff issue record electronically available.
Upgradation of computers in college office for accounts, student and staff information.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14274	Fig. NA	456		14730	
Reference Books						
e-Books(N-List)	93809	5000	-	-	93809	5000
Journals	11	9205	8		19	
e-Journals (N-List)	4137	5000				
Digital Database	0	0	0	0	0	0
CD & Video	69					
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	57	4	10	7	1	1	12	0
Added	2	0	0	0	0	0	0	0
Total	59	4	10	7	1	1	12	0

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

Computer training programme of 30 hrs. duration for Gr.D staff held during May 2014.
Students have access to internet in the Library and in the computer centre.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.42

ii) Campus Infrastructure and facilities

3.98

iii) Equipments

0.77

iv) Others

1.82

Total :

6.99

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC ensures that notices for such services are displayed in Notice Boards at various locations in the campus. The student member of IQAC and the teachers take the initiative of informing the students about the support services.

5.2 Efforts made by the institution for tracking the progression

Departments maintain contact with outgoing students as far as possible. The Alumni Association supplements the efforts of the institution.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
639	-	-	-

(b) No. of students outside the state

3

(c) No. of international students

NIL

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
530	10	9	2	-	551	619	11	6	2	1	639

Demand ratio

Dropout %

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

The career counselling cell maintains a stock of books for competitive examinations which are used by the students preparing for such examinations. Teachers guide students in their preparations for competitive examinations.

No. of students beneficiaries

15

5.5 No. of students qualified in these examinations

NET	<input type="text" value="2"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

<p>02 career guidance programmes organized:</p> <p>i) On various career opportunities by the Institute of Quality Skill and Training.</p> <p>ii) On career opportunities in media and entertainment industry by the Institute of Creative Excellence.</p>

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

<p>Workshop organized with resource person from Womens' Sahayog which provides legal and psychological support to women in need.</p> <p>Creating student awareness reg. the newly launched scheme and processing of student applications for financial assistance under the Kanyashree Prakalpa of Govt. of West Bengal.</p> <p>Encouraging students to purchase products crafted by the inmates of rehabilitation home for destitute women.</p>
--

5.9 Students Activities

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

State/ University level

National level

International level

No. of students participated in events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	11	13,000/-
Financial support from government	65	330800/-
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Women empowerment through higher education and social consciousness.

Mission: To serve as an ideal educational institution imparting quality education for all round development of women.

6.2 Does the Institution has a management Information System

Information relating to all institutional aspects is systematically maintained and made available to all stakeholders. The institutional website is updated regularly.

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

6.3.1 Curriculum Development

The faculty is dedicated to proper and timely transaction of the curriculum taking into consideration the learning abilities of students.

6.3.2 Teaching and Learning

The faculty participates in refresher courses and other faculty development programmes. The IQAC organizes workshops for quality enhancement in teaching. Participatory teaching-learning is encouraged. Regular tutorials in each subject and remedial classes are held.

6.3.3 Examination and Evaluation

Internal examinations are held on schedule as stipulated by the affiliating University. Prompt evaluation of answer scripts is ensured in all courses. Students are allowed access to the evaluated answer scripts to enable them to rectify their mistakes.

6.3.4 Research and Development

The faculty is encouraged to undertake research projects, doctoral/post doctoral research work, course work for PhD.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The stock of books, journals, AV materials is enriched in every session. Access to e-journal and e-books is ensured by renewal of subscription to N-List programme of INFLIBNET. Laboratories are upgraded to meet the needs of the curriculum.

6.3.6 Human Resource Management

Optimum utilization of human resources is achieved through inter-departmental cooperative schemes, extension of services to other institutions by teachers in their areas of expertise, advanced learners extending their help to slow learners.

6.3.7 Faculty and Staff recruitment

Vacancies arising are filled up temporarily by recruiting faculty and staff on college pay till such posts are filled up by Government appointments.

6.3.8 Industry Interaction / Collaboration

The Fashion and Apparel Design department maintains close contact with the textile and garments industry. Other departments do not have industry interactions.

6.3.9 Admission of Students

Students are admitted on the basis of marks obtained in the previous board exam. in strict adherence to University stipulated criteria. Merit lists for admission to all courses are displayed on the College website.

6.4 Welfare schemes for

Teaching	-
Non teaching	Freeships for wards of staff
Students	Freeships, free. medical checkup, career guidance

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

Financial audit completed upto 2012-13.

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declares results within 30 days? NA

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? NA

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

Not applicable

6.11 Activities and support from the Alumni Association

1. 10th January, 2014 – Annual General Meeting
2. 25th January, 2014 – Winter Jam Session
3. May, 2014 – Annual Re-union

These activities are instrumental in establishing contact with students who have graduated from this institution.

6.12 Activities and support from the Parent – Teacher Association

No such association exists at present.

6.13 Development programmes for support staff

Computer training (30 hr duration) organized for Gr.D staff in May 2014.

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

Save electricity campaign launched within the campus.
Popularizing the use of paper bags by teaching students to make paper bags and discouraging the use of plastics.

Criterion – VII

7. Innovations and Best Practices

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

Introduction of student mentoring has been beneficial for some students who could overcome personal problems with the guidance and support of their mentor-teacher. This effort has a positive impact on the institution by strengthening further the student teacher relations.

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

Please refer to Sec.2.15

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

Extension activities conducted by NSS unit, Social Service Sub Com. and the Gender Sensitization Cell.
Departmental Seminars/Workshops organized by all departments with active participation of learners.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

- 7.4 Contribution to environmental awareness / protection

Awareness programme held in association with the WBREDA to commemorate Earth Day.
Efforts made to conserve electricity and to make the campus a plastic free zone.

- 7.5 Whether environmental audit was conducted?

Yes

No

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

Internal SWOC Analysis initiated with responses obtained through a structured questionnaire from teaching, non-teaching staff and external members of the management.

10. **Health care, Sanitation, Drinking Water, and Canteen** – 33% of students considered these facilities as satisfactory.
11. **Overall Ambience of Classrooms** – 37% of students considered as satisfactory the overall ambience of classrooms in terms of space, ventilation, sitting arrangements and electrical provisions.
12. **Career Counselling** – 38% of students rated the Career Counselling Sessions as good.
13. **Faculty and Teacher-Student relation** – 40% of students have rated the teaching faculty of the College as good and 44% of them have rated the same as excellent. The teacher-students relationship has been rated as excellent by 43.5% of students. Students assess individual teachers by filling up a questionnaire especially designed for the purpose. Including a detailed analysis of such feedback on each teacher is beyond the scope of this report.
14. **Overall Experience** – a significant proportion (46%) of students have rated their overall experience in this College as excellent.