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From: contact@rbgc.in **Date:** Sat, 17 Oct 2015 13:55:01 +0530

To: capuaqar@gmail.com

Subject:

Attachments: The Annual Quality Assurance Report2014-15.docx

Respected Sir/Madam,
Please find as attachment the AQAR 2014-15 of Rani Birla Girls' College, Kolkata.
With regards,
Sonali Banerjee(Jash)
Co-ordinator, IQAC
Rani Birla Girls' College
Kolkata

Give date 19/4/17.

To naac.aqar@gmail.com

Filename — *Track ID — RBGC, Kolkata, WestBengal.doc*
WBCOGN13890 —
rbgc1961

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

AQAR for the year *(for example 2013-14)* | 2014-15

1. 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. | 033-22875509

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

OR

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

1.5 Website address: www.rbgc.in

Web-link of the AQAR: No separate weblink

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.60	2009	June2009 to June 2014
2	2nd Cycle	B	2.70	2015	March 2015 to March 2020
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY   18/12/2009

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

This is the first AQAR after the 2nd cycle Accreditation valid w.e.f. 03.03.2015

    i. AQAR _____ _____ (DD/MM/YYYY)4
    ii. AQAR_____ _____ (DD/MM/YYYY)
    iii. AQAR_____ _____ (DD/MM/YYYY)
    iv. AQAR_____ _____ (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 & 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 (*Specify*)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers | 5 |

2.2 No. of Administrative/Technical staff | 4 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | 0 |

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 | 13 |

2.10 No. of IQAC meetings held | 02 |

2.11 No. of meetings with various stakeholders: No. | 3 | Faculty | 1 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | 0 |

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

   If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | 1 | International | | National | | State | | Institution Level | 1 |

   (ii) Themes | Revised Methodology of NAAC Assessment |

2.14 Significant Activities and contributions made by IQAC

i)	Preparation of SSR for 2nd cycle accreditation
ii)	Guiding and monitoring institutional activities for 2nd cycle accreditation
iii)	Workshop organised with the participation of teachers from 06 other Colleges

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) Proposals for MRP and for Seminars / Workshops to be submitted to the UGC	01 MRP proposal submitted and UGC funding received. 01 Seminar proposal submitted to UGC
ii) Extending support to the Alumni Association for organising inter college student enrichment programmes	Inter-College Debate competition organised in Sept.2014
iii) Encouraging the departments to establish	Invited lectures organised with faculty from

linkages with other colleges	other Colleges. Faculty from this College also delivered lectures in other College/University as invitees.
iv) Introducing the system of collecting feedback from parents and alumni	Questionnaire framed for collecting feedback from parents and are being circulated.
v) Initiating inter-departmental students' Study Circle	A beginning made with the initiative taken by the Dept. of Education. The practice is yet to be formalised.

* 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 meetings of the IQAC.

Activities for which policy decisions are needed are placed before the Governing Body for approval

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	12	0	3	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	2	0	0	2
Certificate	0	0	0	0
Others	0	0	0	0
Total	14	0	3	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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	11	07	0	0

2.2 No. of permanent faculty with Ph.D.   08

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
5	2	0	0	0	0	2	0	7	2

2.4 No. of Guest and Visiting faculty and Temporary faculty   12   05   08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	8	10
Presented papers	3	1	0
Resource Persons	0	0	0

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

Departmental seminars, invited lectures, students' presentation, educational tours, field visits

2.7 Total No. of actual teaching days during this academic year   215

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)	66	NA	1.5%	98.5%	0	100%
B.Sc (HONS)	12	NA	8.33%	91.67%	0	100%
B.A/B.Sc (GEN)	63	NA	0	65%	0	65%
B.FAD	8	NA	87.5%	12.5%	0	100%

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

All departments are required to submit to the IQAC at the end of the academic session the details of departmental activities undertaken during the session and the proposed plan of activities for the coming session in a structured forrmat circulated by the IQAC. Students' assessment of teachers obtained through a structured questionnaire is also effective for evaluating the teaching-learning process.o

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	01
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 undertake MRPs and to present research papers in seminars/conferences;
>
> Ensuring that proposals for seminars are prepared and submitted to the UGC for financial assistance;

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	0	1	1	0
Outlay in Rs. Lakhs	0	1,90,000/-	2,80,000/-	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	3	5	1
Non-Peer Review Journals	1	2	0
e-Journals	0	0	0
Conference proceedings	1	0	0

3.5 Details on Impact factor of publications:

Range NA   Average NA   h-index NA   Nos. in SCOPUS NA

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	2	UGC	2,80,000/-	2,15,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total	2		2,80,000/-	2,15,000/-

3.7 No. of books published   i) With ISBN No. [0]   Chapters in Edited Books [0]

ii) Without ISBN No. [0]

3.8 No. of University Departments receiving funds from : NA

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 [NIL]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	07
Sponsoring agencies	NIL	NIL	NIL	NIL	College

3.12 No. of faculty served as experts, chairpersons or resource persons [6]

3.13 No. of collaborations   International [0] National [1]   Any other [0]

3.14 No. of linkages created during this year   [5]

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency [0]   From Management of University/College [0]

Total [0]

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

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) NA

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	1

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

No major extension activity undertaken during the year apart from organising the sale of products crafted by the inmates of a rehabilitation home for destitute women run by the NGO, Ishwar Sankalpa.

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	2092sq.m	-	-	2092sq.m
Class rooms	15	-	-	15
Laboratories	5	-	-	5
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		3	UGC & College	
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others		-	-	

4.2 Computerization of administration and library

> The College office is well equipped with computers. Necessary upgradation of software and hardware has been made during the year for new accounting system COSA as directed by the Govt. of West Bengal.
>
> The work of Library automation is in progress. Accession and circulation is being done through SOUL 2.0. Complete automation will be achieved after bar coding of library collection.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14,730		425		15,155	
Reference Books						
e-Books	93,809	5000			93,809	5000
Journals	19		04		23	
e-Journals	4137	5000	663		4800	5000
Digital Database						
CD & Video	69		11	889	80	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	59	4	10	7	1	1	12	0
Added	0	0	0	0	0	0	0	0
Total	59	4	10	7	1	1	12	0

10

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

> Teachers and students have easy access to computers and the internet within the College premises. All students receive computer training through the computer centre run by the College in collaboration with Webel Informatics Ltd.

4.6 Amount spent on maintenance in lakhs :

i) ICT | 2.52 |

ii) Campus Infrastructure and facilities | 6.51 |

iii) Equipments | 3.20 |

iv) Others | 1.70 |

Total : | 13.93 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Members of the IQAC interact regularly with students to make them aware about the support services, especially when the new batch of students is admitted. The IQAC ensures that the students taking admission in 1st year receive the prospectus containing details of student support services offered by the College.

5.2 Efforts made by the institution for tracking the progression

> Departments maintain contact with students graduating from the College. A close student-teacher relationship is instrumental in keeping track of student progression. The Alumni Association supplements the efforts made by individual Departments.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
730	-	-	-

(b) No. of students outside the state

5

(c) No. of international students

0

Men

No	%
-	-

Women

No	%
730	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
619	11	6	2	1	639	724	3	2		1	730

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 current books for competitive examinations which are made available to students as and when required. The faculty gives guidance to interested students in their preparation for competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

> 03 Career guidance programme organized.
>
> i) On Career opportunities after graduation by Pof A A Shafi
> ii) On One Day MBA by Prof D Dutta, of Globsyn Business School
> iii) On Career opportunities after graduation by the Chopras.

No. of students benefitted | 169 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

> Workshop organised on Women Empowerment with Ms. Aditi Sengupta, Secretary, District Legal Services Authority, Kolkata as resource person, in Feb.2015
>
> 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.
>
> Encouraging students to purchase products crafted by the inmates of rehabilitation home for destitute women.

5.9 Students Activities

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

State/ University level | 10 | National level | 0 | International level | 0 |

No. of students participated in cultural events

State/ University level | 0 | National level | 0 | International level | 0 |

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

Sports : State/ University level [0]   National level [0]   International level [0]

Cultural: State/ University level [0]   National level [0]   International level [0]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	11	9900
Financial support from government	05	125000
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level [0]   National level [0]   International level [0]

Exhibition: State/ University level [0]   National level [0]   International level [0]

5.12   No. of social initiatives undertaken by the students [   ]

5.13 Major grievances of students (if any) redressed: Nil

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

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 takes the initiative of translating the University stipulated syllabi of different courses into curriculum suitable for the learning needs and abilities of students .

6.3.2 Teaching and Learning

> Efforts are being made for greater use of modern teaching aids for effective teaching and learning. Remedial classes are held in addition to allotted classes in all departments, both for slow and advanced learners. The system of continuous assessment of students' performances also exists.

6.3.3 Examination and Evaluation

> Internal examinations are held as per academic calendar of the affiliating University. In addition, class tests and other forms of continuous assessment system is followed in all courses of study. Prompt and transparent evaluation of answer scripts is ensured.

6.3.4 Research and Development

> Encouragement to faculty to undertake doctoral research work due to which the number of faculty members awarded Ph.D is increasing every year.
>
> Faculty members are also undertaking MRPs with financial assistance sanctioned by the UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Collection development of College Library is undertaken in each academic
session by utilising UGC funds when received and from internal resources.

LCD projectors have been installed in 03 classrooms during 2014-15.

Building maintenance including overall painting has been done in this session.

6.3.6 Human Resource Management

Optimum utilisation of human resource is achieved. The faculty takes classes in
other departments in addition to classes allotted in respective departments,
wherever the curriculum demands inter-departmental co-operation.

Teaching and non-teaching staff also render their services in governance as
members of various sub-committees constituted for the purpose.

6.3.7 Faculty and Staff recruitment

Requisitions for faculty and staff recruitment are promptly submitted to the WB
College Service Com. and to the Education Directorate whenever vacancies
arise. Till such time that permanent staff and faculty are recruited, the College
makes necessary recruitments on purely temporary basis .

6.3.8 Industry Interactaion / Collaboration

All departments do not have industry interaction as the College offers courses
mainly in Humanities. However, the Department of Fashion & Apparel Design
maintains close interaction with the garments and textile industries.

6.3.9 Admission of Students

Students are admitted in strict adherence to eligibility criteria stipulated by the
University for various courses, and also in compliance with the intake capacity
permitted by the University. Preparatory work for introducing Online admission
system w.e.f. 2015-16 has been completed during 2014-15.

6.4 Welfare schemes for

Teaching	-
Non teaching	Freeship for ward
Students	Free medical check-up, Freeships, career guidance

6.5 Total corpus fund generated

nil

6.6 Whether annual financial audit has been done   **Yes** [✓] No [ ]

Internal audit completed. Audit by government appointed auditor is in progress

6.7 Whether Academic and Administrative Audit (AAA) has been done?   No

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

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?

> No such reform initiated by the affiliating University in 2014-15.

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

> Such effort is not applicable to this institution presently

6.11 Activities and support from the Alumni Association

> Inter- College debate competition organised by the Alumni Association in Sept. 2014.
>
> A farewell programme organised in March 2014 for the outgoing students

6.12 Activities and support from the Parent – Teacher Association

> No such Association exists at present.

6.13 Development programmes for support staff

> No new progamme for support staff could be undertaken in 2014-15.

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

> Use of plastics discouraged in the campus. Awareness is sought to be created reg. the need to save electricity and also on recycling through the Nature Club.

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.

> Students are given access to all Reading rooms. The practice of separate Reading room for the faculty has been discontinued in order to provide more Reading room space for the students .

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 section 2.1.5

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

> i)   Organising a Book Fair biennially in the College Premises.
> ii)   Organising a Talent Search competition for every new batch of students.

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

7.4 Contribution to environmental awareness / protection

> In order to create awareness among students reg. the benefits of recycling, a poster competition was organised by the Nature Club on the occasion of Earth Day. The habit of avoiding the use of plastic bags and of saving electricity is sought to be inculcated in students.

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 is undertaken by eliciting responses from the staff and from external members of the management.

8. **Plons of institution for next year**

i)To introduce training in self-defence for the students.

ii) To utilise the first instalment of Rs. 50 lakhs received under the RUSA Scheme from the govt. for effective infrastructural development as per proposal submitted.

iii) To undertake outreach activities through the Social Service Sub-Committee and also by the IQAC directly.

iv) To explore the possibility of offering value-added courses in Business Communication/ Front Office Communication/ Anchoring/ Call-Centre .

v) To introduce reform in the system of internal examination pattern by taking one Oral examination and one MCQ test in every course in addition to written examinations, in every academic session.

Name_Dr. Sonali Banerjee Jash__

Sonali Banerjee (Jash)

Signature of the Coordinator, IQAC

Name Dr Sunetra Sinha

Signature of the Chairperson, IQAC

***

AQAR 2014-15-Annexure I

Analysis of feedback from students on curriculum, faculty and infrastructural facilities

Structured questionnaires are given to final year students to obtain their feedback on curriculum, faculty and infrastructural facilities. The institution being an affiliated College has to adhere strictly to the University stipulated curriculum for various courses and does not have flexibility therein. Feedback on faculty, the teaching-learning process, infrastructural facilities and support services are therefore more relevant for this institution. The major observations based on analysis of such feedback are summarised as follows:

1. **Locational advantage and connectivity of the institution:** The major (58%) of students rated the institution as good.

2. **Quality of faculty and student-teacher relations:** More than 60% of the students consider the faculty as good. In terms of student–teacher relationships, 61% of the student respondents have rated the institution as good.

3. **Reading room facility & availability of books-** 66% of students consider this facility as good. 58% of students are of the opinion that there is good availability of books for borrowing in the College Library and for reference work in the reading room. 60% of students consider the photocopying facility in the Library as satisfactory.

4. **Conduct & helpfulness of Administrative staff and Library staff:** 48% of students consider the conduct and helpfulness of administrative staff as good. Only 45% of them feel the same so far as Library staff is concerned.

5. **Health care facility:** 50% of students consider the health care facility offered by the institution as good.

6. **Drinking water & sanitation facility:** 52% of students consider the drinking water facility as good. The sanitation facility is satisfactory according to 51% of students.

7. **Canteen facility:** It is a matter of great concern that almost 44% of students consider the canteen facility as poor, and only 35% rate this as satisfactory. In fact, this is the only aspect on which adverse feedback has been received from the students.

8. **Sports facility:** have More than 60% of students rated the sports facility provided by the institution as satisfactory.

9. **Classroom ambience:** have More than 60% of students rated the classroom ambience as satisfactory.

10. **Extra-curricular pursuits:** The majority of students (54%) consider this aspect as good.

11. **Career-counselling service:** 47% of students have rated the service as good.

12. **Role of Students' Council :** Almost 44% of students rate the performance of the Students' Council as satisfactory. 37% feel that it is good.

13. **Overall experience in the College:**
    A majority (62.35%) of students have rated the overall experience in this College as good.

Best Practices :

1. **The College Book Fair**
   i) **Title of the Practice** : The College Book Fair titled "KNOWLEDGE"
   ii) **Goal :** The College seeks to bring home well chosen books for display exhibition and sale within easy access of teachers, students and other stakeholders.
   iii) **The Context:** Provide young learners, many of whom are first generation learners, an opportunity to select books under the guidance of their teachers. Direct communication with publishers/book sellers avoiding intermediaries/vendors enable teachers to easily obtain books for teaching and research. The initiative of organising a book fair in the face of challenges faced from alternative means like the internet, seeks to reorient the young minds towards book buying and reading.
   iv) **The Practice:** Adopted since 2006 as a biennial event, it is primarily an initiative of College Library. A two day fair is held in the college ground with the participation of renowned publishers/book sellers.
   v) **Evidence of Success:** Keen and enthused participation and all stakeholders. Eagerness of book sellers and publishers to revisit and to maintain a liaison with the college through this event. Significant volume of sale maintains across the years and some amount of revenue generation for the College.
   vi) **Problems encountered : a)** Space constraints limits the scope of enlarging the fair. b) The fair is not opened beyond college hours in the evening. c) Lack of adequate funds and infrastructural limitations.

2. **Talent Search Programme**
   i) **Title of the Practice** : The Talent Search programme organised by Cultural Programme Organising Sub – Committee.
   ii) **Goal :** To encourage young learners to explore themselves and bring to fore their innate skills, talents and abilities, as a part of the institutional agenda for holistic development.
   iii) **The Context :** Train and encourage students to channelize their talents as part of their practice to gain self confidence through public performance. The College provides the forum for honing such skills.
   iv) **The Practice :** The practice is healthy as it leads to training of physical and mental faculties. The cultural committee of the college helps students as mentors, guides & instructor. It integrates students to the institution that nurture skills beyond pedagogic imperatives.

v) **Evidence of Success :** Identifying talents early helps the college to motivate these students who later have successfully performed in various programmes of College and completed in fest and inter college programme and brought in laurels for the college.

vi) **Problems encountered:** a)Paucity of space for practice prior to performance. b) Reticence and shyness of students to express and expose their talents. c) Limitation of funds for organising the programmes in a large scale.