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)* | 2016 -2017

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/ 033-2287-5509

Mobile: 9830047458

Name of the IQAC Co-ordinator: Dr. Nandita Chaudhuri

Mobile: 9830368159

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)

EC(SC)/05/RAR/003 dtd 03/03/2015

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)

    i. AQAR2014 -2015 after 2nd cycle Accreditation submitted on (15/10/2015)
    ii. AQAR 2015 – 2016 after 2nd cycle Accreditation submitted on (29/04/2017)
    iii. AQAR 2016 – 2017 after 2nd cycle Accreditation submitted on **(DD/MM/YYYY)**
    iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐ Central ☐ ᵓmed ☐ 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 (BFAD) |

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 | 01

2.11 No. of meetings with various stakeholders: No. | 2   Faculty | 1

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

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 | Using Smart Class for Enhancing Teaching and Learning |

2.14 Significant Activities and contributions made by IQAC

i)   Inter and intra Student seminar.
ii) Self Defense training under Sukanya Project, Kolkata Police, West Bengal.
iii) Regularising of student mentoring.
iv) Monitoring institutional activities.
v)   Preparation of AQAR.

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) Training students in self-defence.	A Self-defence programme conducted in College by Kolkata Police under the 'Sukanya Project'.
ii) Student-seminar with other colleges and institutionally by inviting resource persons.	Intra student seminars were held by inviting resource persons. A student-seminar was organised jointly with 2 other colleges of Kolkata.
iii) Student mentoring	Recording of mentoring classes in each Department has been initiated which helps students to represent their queries regarding exams and career opportunities.
iv) Remedial class for slow learners	All remedial classes have been documented.
v) Feedbacks from students on teachers and the institution	Appraisal forms were used for evaluating the institution and teachers.
vi) Pollution free environment	Awareness for a healthy environment created through installation of notice under the auspices of Kolkata Police, outside the campus against blowing horns by cars and inside the campus by College for a smoke-free environment.

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 and necessary suggestions made by members are inducted.
>
> Policy decisions are taken by the Administrator of the College and approval for all action taken, is given by the Principal.

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	15	04	0	04

2.2 No. of permanent faculty with Ph.D. | 06 |

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
06	05	0	0	0	0	0	08	06	13

2.4 No. of Guest and Visiting faculty and Temporary faculty | 11 | | 06 | | 09 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	04	20
Presented papers	05	07	0
Resource Persons	0	0	0

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

> Departmental seminars, student seminars, educational tours, field visits, practical tests and industrial tours.

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)

Following rules of Calcutta University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

BoS 1

Syllabus development 2

as member of Board of Study/Faculty/Curriculum Development workshop

Workshop 2

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, MAJOR)	85	NA	9.4%	83.5%	7.05%	99.05%
B.Sc (HONS)	12	NA	8.3%	83.3%	8.4%	100%
B.A/B.Sc (GEN)	104	NA	0	11.5%	39.4%	50.9%
B.FAD	19	NA	76.5	23.5%	-	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 format circulated by the IQAC. Students' assessment of teachers and institution is obtained through a structured questionnaire whichis also effective for evaluating the teaching-learning process. Remedial classes are taken and recorded by teachers. Student mentoring classes are also held in small groups to help students to overcome their problems and discuss career opportunities.Various Sub-C0mmittees conduct the activities of the College. A daily diary is maintained by teachers where all details are recorded. Teachers are also required to submit a self appraisal annually to IQAC.

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	01
Orientation programmes	01
Faculty exchange programme	NIL
Staff training conducted by the university	02
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	01

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	03	02	0	02
Technical Staff	01	0	0	01

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 FDP, MRPs and to present and submit research papers in seminars/conferences;

Seminars are prepared and held regularly.

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		01
Outlay in Rs. Lakhs	0		10,000/-	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	2	5
Non-Peer Review Journals	1	1	0
e-Journals	0	0	0
Conference proceedings		1	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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   02   Chapters in Edited Books   03

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	11
Sponsoring agencies	NIL	NIL	NIL	NIL	College

3.12 No. of faculty served as experts, chairpersons or resource persons | 06 |

3.13 No. of collaborations   International | 0 | National | 0 | Any other | 0 |

3.14 No. of linkages created during this year: | |

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides

NA

and students registered under them

NA

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

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 [1]

NCC ☐   NSS ☐   Any other ☐

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.

- Organizing a sale of products crafted by inmates of Ishwar Sankalpa, a rehabilitation home for destitute women and street children.

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 equipment purchased (≥ 1-0 lakh) during the current year.			College	
Others		Virtual Class	State Level Dept. of Higher Education	

4.2 Computerization of administration and library

The College office is well-equipped with computers. Necessary upgradation of software and hardware has been made. Laptops have been provided to accountants. Tally software has been introduced.

The daily library activities are being done using software SOUL 2.0 of INFLIBNET. The job of library management system such as accessioning, classification, cataloguing, membership, circulation of books and printing of reports are all done using SOUL software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15,778		1502	5,23,000	17,280	
Reference Books						
e-Books	NLIST Program	5000	Renewed	5750	-	5750
e-journals						
Journals	20				20	
Digital Database						
CD & Video	76				76	
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	82	4	10	7	1	1	12	0
Added	0	0	0	0	0	0	0	0
Total	82	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.)

Teachers and students have easy access to computers and the internet within the College premises. Wi fi facility is available in office, laboratories and the library, office, staffroom and adjoining centre for zonal exam activities. All students receive computer training through the computer centre run by the College in collaboration with Webel Informatics Ltd. Smart class technology has been installed. Virtual classroom technology has been installed to benefit e-learning.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| 4,23,754 lakh |

ii) Campus Infrastructure and facilities

| 13,21,558 lakh |

iii) Equipment

| lakh |

iv) Others

| 1,99,866 lakh |

Total :

| 19,45,178 Lakh |

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.

The Student Advisory Cell monitors the student support services and makes them aware of the services available

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
709	-	-	-

(b) No. of students outside the state

02

(c) No. of international students

0

Men

No	%
-	-

Women

No	%
709	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
704	15	04	11	-	734	658	19	06	25	1	709

Demand ratio   Dropout % 12.1%

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

A good stock of current books for competitive examinations are made available to students as and when required. The necessary guidance to interested students in their preparation for competitive examinations. seminars on career options available for students.

No. of students beneficiaries   38

5.5 No. of students qualified in these examinations   NA

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

Career guidance programme are organized.

i) Workshop was held on Montessori School teaching as a career.
ii) Orientation classes on various career opportunities available, have been held in some Departments.

No. of students benefitted   45

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

1. Student Awareness created for application under Kanyashree Prakalpa of Government of West Bengal for financial assistance.
2. Application for Student Scholarship under Minority Scheme is also encouraged.
3. Encouraging students to purchase products crafted by the rehabilitation unit of Ishwar Sankalpa.

5.9 Students Activities

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

State/ University level 09   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 03   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		
Financial support from government	14	
Financial support from other sources	22	
Number of students who received International/ National recognitions		

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   [0]

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's 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 have a management Information System

> The institutional website is updated regularly, providing new information.
>
> Information relating to all institutional aspects is systematically maintained and made available to all stakeholders.

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

6.3.1   Curriculum Development

> The University recommended syllabi is followed by each faculty.
>
> Co-curricular facilities are provided by the college such as sports, inter-college competitions and student seminars.
>
> Teachers are selected to attend meetings held by Calcutta University on curriculum and related examination reforms.

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 through tutorials, midterm tests and College Tests. Seminars and power point presentations by students are encouraged.

6.3.3 Examination and Evaluation

Internal examinations are held as per academic calendar of the affiliating University. In addition, class tests, tutorials 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. Almost all Assistant Professors are engaged and registered in Ph.D

Projects are undertaken by students in some Departments as part of the syllabus.

All students of Final Year submit a research project on Environmental aspects as part of the Compulsory Environmental Science subject.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Collection of books and development of College Library is undertaken in each academic session by utilising UGC funds and a part of college funds.

LCD projectors are used in 03 classrooms.

Virtual Class facility has been recently introduced.

The College is a member of N-LIST, which is working under INFLIBNET that provides access to electronic books and journals. College has institutional membership with British Council Library, Kolkata which allows 10 cards for circulation at a time

6.3.6 Human Resource Management

Optimum utilisation of human resource is achieved. The faculty members take 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.

Training programme in self-defence is conducted in college for students.

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 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. Industrial visits are undertaken by the BFAD department.

6.3.9 Admission of Students

Information related to admission is placed on college website and college notice boards. Students are admitted according to eligibility criteria stipulated by the University for various courses, and also in compliance with the intake capacity permitted by the University. Online admission system has been introduced from the 2015-16 session. There is an Online Admission Committee to supervise online admission. Merit lists are published on the college website. Reservations are strictly followed as per State Government rules.

6.4 Welfare schemes for

Teaching	General Provident Fund
Non teaching	General Provident Fund and Free-ship for wards.
Students	Free medical check-up, Freeships, career counselling

6.5 Total corpus fund generated

nil

6.6 Whether annual financial audit has been done   **Yes** ☐ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Calcutta University		
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 2016-17. Meeting held by Calcutta University for feedback from Principals and Teachers of all affiliated colleges to discuss changes to be made in the evaluation process in the future years. Calcutta University has provision for review and post-publication scrutiny for students appearing in the UG examinations. The process of syllabus revision has started in 2016.

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

Students are acquainted with the members and activities of the Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

No such association exists at present but guardian calls are held for conveying academic performances of students to parents.

6.13 Development programmes for support staff

No new progamme for support staff could be undertaken in 2016-17 in College. Two members of the Staff have attended a Workshop for the implementation of HRM System conducted by Calcutta University.

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

Separate waste bins for bio-degradable and non-biodegradable products initiated by Nature Club. Proper disposal of wastes is ensured. Awareness is sought to be created regarding the need to save electricity and also on recycling through the Nature Club. Minimum use of AC in campus. Noise and smoke pollution are prohibited in the campus.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

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)   Student mentoring is being recorded in every Department.
ii)   Remedial classes for slow learners.

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

7.4 Contribution to environmental awareness / protection

The Nature Club of the college takes initiative for conservation of nature in college. Flower beds have been made and the college campus has been made tobacco and plastic free.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

> Students are motivated in co-curricular activities.Participation of students in inter-college competitions hosted by Media Houses and Brand Companies throughout the state.
>
> Internal SWOC analysis is undertaken by eliciting responses from the staff.
>
> Emphasis on class room interactions and remedial teaching, which is appreciated by parents.

8. Plans of institution for next year

> To organise subject - related film shows in every Department.
>
> Every faculty to conduct at least two activities to enhance the teaching - learning process.

Name:Dr. Nandita Chaudhuri   Name: Dr. Sunetra Sinha

Nandita Chaudhuri 16/3/18   *ll* 16.3.18

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

Co-ordinator, IQAC   Principal
Rani Birla Girls' College   RANI BIRLA GIRLS' COLLEGE
Kolkata   38, Shakespeare Sarani
                              ***   Kolkata - 700 017