



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	RISHI BANKIM CHANDRA COLLEGE FOR WOMEN
• Name of the Head of the institution	Dr. Lana Mukhopadhyay
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325801905
• Mobile No:	9433145192
• Registered e-mail	rbccwomen@gmail.com
• Alternate e-mail	lraymukherjee@gmail.com
• Address	East Kanthalpara Road, P.O. & P.S.- Naihati, District- North 24 Parganas
• City/Town	Naihati
• State/UT	West Bengal
• Pin Code	743165
2.Institutional status	
• Affiliated / Constitution Colleges	YES
• Type of Institution	Women
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	WEST BENGAL STATE UNIVERSITY				
• Name of the IQAC Coordinator	Dr. Manika Biswas				
• Phone No.	9830927835				
• Alternate phone No.	03325801905				
• Mobile	9432490530				
• IQAC e-mail address	rbccwomen@gmail.com				
• Alternate e-mail address	lraymukherjee@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://rbccwomen.org/doc/AQAR%20REPORT%202021-22.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://rbccwomen.org/pdf/iqac/Academic%20Calender/ACADEMIC%20CALENDER%202022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.35	2004	16/09/2004	15/09/2009
Cycle 2	B	2.08	2016	02/12/2016	01/12/2021
6.Date of Establishment of IQAC			25/03/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	7	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
New website was launched under the supervision of IQAC and Principal, Dr. Lana Mukhopadhyay.		
Introduction of Add-on Courses by different departments of the college.		
Signing of MoU with different colleges and NGOs.		
Conducting seminars and various extension programmes in collaboration with NSS, NCC and various departments.		
IQAC encouraged teachers and students to participate in online courses conducted by SWAYAM and MOOC.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Career counselling programmes and job fair were conducted for students.	Career progression opportunities were provided for students. They benefitted immensely from such counselling programmes as they provided a vision on the career options they have for a bright future.
Providing financial support to poor students.	Students get benefit from various scholarships provided by the Government of West Bengal like Kanyashree, SVMCM and SC/ST scholarship. College also provides various concessions to needy students under the supervision of the Principal.
Feedback collection from all stakeholders of the college.	Feedback Committee analysed the data collected and steps were taken accordingly.
Upgradation of teaching and non teaching staffs of the college.	Faculty Development Programme was conducted to upgrade the computer skills of teachers and non teaching staffs of the college.
Upgradation of the college website.	Upgradation of the college website was done for more efficient information sharing to all.

13. Whether the AQAR was placed before statutory body?	Yes
---	------------

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	17/02/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	03/02/2024

15.Multidisciplinary / interdisciplinary

Course Name & Code	Description	Activi
1) Media and Mass Communication (ENGGGEC01M)	1) The course aims to provide the students a critico-creative overview of media reporting, and online as well as print communication. Students are also indoctrinated to the principles of media communication and to the mechanism of online and print communication.	1) Int collab journa techni litera
2) Soft Skills (ENGGDSE04T)	2) To increase the professional skills and employability credentials of students, they are taught skills of teamwork, emotional intelligence, employability skills, workplace etiquette, problem solving skills, learning skills (attitude, aptitude, motivation, confidence). This boosts the confidence of students in professional fields and also increases their chances of employment.	2) Int demons to ens acquir

16.Academic bank of credits (ABC):

NIL

17.Skill development:

Issue	Course Name & Code	Description
Skill Development	1)English Language Teaching (ENGSSEC01M)	1) English Language Teaching or ELT develops the four linguistic skills namely listening skill, speaking skills, reading skill and writing skill of students in English and teaches certain nuances of effective communication. This skill provides scope of professional engagement in diverse fields.

2) Creative Writing
(ENGSSEC02M)

2) Creative writing encourages and fosters the literary creativity of students and familiarizes them with the nuances and technicalities of creative writing. This enriches their prospects in professional fields like content writing, publishing and editing, media & advertising etc.

Courses that help to enhance the practical skills of a student and to pursue a vocation in their subject of specialization are designated as Skill Enhancement Courses (SEC) in the CBCS curriculum.

Sl. No.	Name of the Department	Paper Name & Code
1.	Bengali	Chalachchitra O Sahitya (BNGSSEC01M) & Prakashana BNGSSEC02M)
2.	English	Creative Writing (ENGSSEC01M) & ELT (E
3.	History	Archives and Museums in (HISSEC01M) & Indian Art (HISSEC02M)
4.	Education	Shill Development for Social Awareness Development of Observational Skills (E
5.	Political Science	Democratic Awareness with Literacy PLS Opinion and Survey Research (PLSSSEC02
6.	Hindi	Karyalayi Hindi (HINSSEC01M)& Anuvad V
7.	Sanskrit	Translation, Paragraph Writing, Letter (SANSSEC01M) & Spoken Sanskrit and Com Sanskrit (SANSSEC02M)
8.	Journalism and Mass Communication	Radio Production (JORSSEC01M)& Documen Production(JORSSEC02M)
9.	Philosophy	Media Ethics (PHISSEC01M) & Business E
10.	Geography	Remote Sensing (GEOSSEC01M) & Advanced Techniques (GEOSSEC02M)
11.	Botany	Plant Diversity and Human Welfare (BOT Ethnobotany (BOTSSEC02M)
12.	Chemistry	Basic Analytical Chemistry (CEMSSEC001 Clinical Biochemistry (CEMSSEC002)
13.	Mathematics	C-Programming Language (MTMSSEC01M) & (MTMSSEC02M
14.	Zoology	Aquarium Fish Keeping (ZOOSSEC01M) & V

		Production (ZOOSSEC02M)	
15.	Economics	Survey Methodology (ECOSSEC01M & Statistics (ECOSSEC02M)	India
16.	Food and Nutrition	Instrumentation (FNTSSEC01M)& Field St Community Setting (FNTSSEC02M	
17.	Physiology	Haematological Techniques (PHYSSEC01M) (PHYSSEC02M)	
18.	Physics	Basic Instrumentation Skills (PHSSEC01M) Physics Skills (PHSSEC02M)	

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

Issue	Course Name & Code	Description	
Integration of Indian Knowledge System	1) Indian Classical Literature (ENGACOR01T)	1) This section teaches backgrounds and themes of Indian epic, classical Indian drama and dramatic theories, theories of alamkara, rasa, dharma etc. This section enlightens students about classical Indian socio-cultural and literary contexts, development of literary theories and literary genres, and different technical aspects. The classical Indian texts of Mahabharata, M	1 c e t s p s t i
	2) Indian Writing in English (ENGACOR03T)	2) This section teaches the dynamics of Indian Writing in English, themes and contexts of Indian English novel, aesthetics of Indian poetry, and modernism of Indian English literature. In this section students get to	2 a f n 3 e t 4 t 5
	3) The Individual & Society (ENGGCOR01T/ENGHGE02T)		
	4) Poems and Short Stories(ENGGCOR02T/ ENGHGE02T) (Text- Cultural Diversity: Selections from Modern Indian Literature)		
	5) Partition Literature (ENGADSE02T)		

know the development of Indian English literature and the cultural traits of India in 20th century.

3) This course teaches select texts to familiarize students with the relevant issues of India society like Caste/Class, Gender, Race, Violence and War, Living in a Globalized World. Indian texts are placed along with text from world literature to enable students to contextualize their learning.

4) This course teaches the diversity of Indian society and its versatile literary traditions. This course also covers the linguistic plurality within Sufi and Bhakti traditions, language politics of Hindi and Urdu, literary cultures of Gujarati and Sindi, and writings in English. This course also covers literature from the margins like tribal verse, dalit voices, select womencentric writings from Kannada and Bangla.

5) This section teaches poems of Faiz Ahmad Faiz, Jibanananda Das, Gulzar, Novels of Khuswant Singh, Intizar Husain, and short stories of Dibyendu Palit, Manik Bandyopadhyay, Saadat Hasan Manto, and Lalithambika Ananth

		arajanam to bring to the students the dimensions and dynamics of Partition holocaust. The trauma of the event and its cultural hegemony and its socio-political ramifications are taught in this course.	

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

OUTCOME BASED EDUCATION (OBE)

The institution is trying to adopt all possibilities of the instructional and students' assessment practices to achieve certain specified outcomes and to develop the key capabilities and qualities among students at the end of their study. To improve those capabilities or qualities, the institution has followed both structures and curricula designed by the affiliated universities.

Future Ready Curriculum Design:

The institution follows the CBCS pattern to provide choice for students to select from the prescribed courses (Core, Elective or Ability and Skill Enhancement as well as soft skill courses) keeping in view the students' future and their further studies. As an affiliating institution, the institution follows the major practices in Curriculum and Assessment prescribed by the affiliating university along with adopting own innovation and restructuring of curriculum and assessment in education to reflect the achievement of high order learning.

Smooth Curriculum Delivery:

The concerned subject departments distribute the contents in the curriculum (syllabus distribution) among the faculties as per their specialisation and experiences for smooth curriculum delivery. The departments prepare the academic calendar, arrange the tutorials and remedial classes. The Seminar as well as Webinars, group discussions, online learning, blended learning, and mobile learning, quizzes and other methods are organised for effective delivery of curriculum. Study materials, notes and question banks are provided in the class and Google Classrooms, through mails and WhatsApp.

Flexible Assessment Models:

During the lockdown and pandemic situation, the institution followed the Flexible Models of Assessment where students were given freedom in how, what, when and where they appear the examinations. Both offline as well as online examinations were conducted. The faculties conducted internal examinations by sending questions and receiving answer scripts by mail, WhatsApp and in Google Class Rooms. Some faculties conducted on line viva and took interviews for internal assessment. Some faculties create the Google form for the receiving the scripts. The diagnostic and formative assessments were done and lessons were delivered as per the analysis of the students' performances in above assessments. The results of this assessment process were applied to the further development of the program.

Measurable Learning Outcomes in real-time: Each Course was delivered in the institution with formulated specific program outcomes what a program is expected to accomplish that foster attainment of the program objectives and Learning outcomes what students are expected to demonstrate in terms of knowledge, skills and values upon completion of a course or Semester end examinations. For better Learning Outcomes, the intuition had focussed on the Student learning behaviours, appropriate assessment methods and specific student performance criteria or criteria for success.

Unified Online Assessments with OBE:

The Online and Blended mode were followed in conducting the examinations. The assignment?based exam (ABE), open?book exam (OBE), video?viva exam (VVE) and audio?viva exam (AVE) were arranged. The question papers were mailed, posted in Students' Class WhatsApp group and shared in Google Classes for the candidates who had been provided freedom to take help of textbooks, classroom notes or any other sources. The logic behind such an examination is reasoning instead of recalling the facts, thus the asked questions were more conceptual rather than factual, questions were asked more in understanding as well as reflective level rather than knowledge level.

20.Distance education/online education:

To meet this new requirement our Study Center with the help of our counselor and office staff created different whatsapp groups for concerned subjects and delivered it's continuous services. For submission of assignments and their evaluation the Study Center was available for online as well as offline as the situation permitted

maintaining proper sanitization. Many more Under Graduation and Post Graduation Programme has been approved in our Study Center which is benefitting surrounding localities more. Though this adverse situation had compelled maximum Universities to conduct online or open book examination, IGNOU was quite convinced to go by Offline Examination and that was successful. Off course the directions and suggestions from Regional Centre, Kolkata, IGNOU had guided us very well.

Extended Profile

1.Programme

1.1	15
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3375
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	926
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	923
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	28
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	31
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	61
4.2 Total expenditure excluding salary during the year (INR in lakhs)	18864198
4.3 Total number of computers on campus for academic purposes	70

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

During the academic period June 2022 to July 2023 of RISHI BANKIM CHANDRA COLLEGE FOR WOMEN offline mode of teaching was conducted. Whatsapp groups and google classroom of all undergraduate and postgraduate departments involving all semesters opened previously were kept active by the departmental teachers.

- The number of classes for each topic was decided according to the syllabus and credit assigned to each topic/group/paper etc.

- College provided well-constructed routine/schedule/timetable for each year/semester.
- Teachers prepared their lectures according to the syllabus allotted.

We have a central library with open access system and many departments have their departmental libraries. Inflibnet (e-books and e-journals) facility is available for the teachers and the students. Students were able to access the library online through Web OPAC. The librarian had also opened a WhatsApp group with all the students.

- Various classroom teaching methods were used such as.
- ICT enabled teaching learning method, use of different softwares, use of scientific models and charts for effective lecture delivery, distribution of class notes by teachers.
- Seminars by students related to curriculum, paper presentation.
- Regular class tests and internal assessments for theory and practical classes, viva voce are done.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated institution of the West Bengal State University, the evaluation norms of the university are strictly followed. The current session followed a Credit based evaluation system. The college has adopted a method of assessing the academic performances of the students on a continuous basis. Continuous assessment in theory subjects as per WBSU norms includes marks for Internal Assessment and class attendance. Within this framework the college conducts the Internal Assessment department-wise according to a proper schedule. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. In the Humanities stream, a tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule. The syllabus and timing of these assessments are communicated to the students well in advance. Besides these formal assessments, revision work, class tests, assignments and students

presentations are integral to the teaching-learning process. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery and a fulfilment.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://rbccwomen.org/news/admin/uploads/ac.jpeg

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

C. Any 2 of the above

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

19

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

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

1830

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1830

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

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution is an affiliating college that through its cocurricular activities tries to inculcate values and ethics among

its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conducted throughout the year. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

1. Observation of Women's Day

2. Environmental education through projects, field work.

Students are also encouraged to participate in different programmes and contest contests for enhancing awareness related to the environment and mental health.

1. Human values promoted through activities of the NSS. The NSS unit of the college organised webinars on environmental awareness and sustainability.

1. Community outreach and other social welfare programmes

2. Value education and mental health

3. Observance of Earth Day, World Environment Day, etc.

4. Upholding values of multiculturalism and diversity through functions like Independence Day and Republic Day celebrations

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

381

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/drive/folders/1-aUIZhAA70etq6E6VvGVViYSWiyfhjW8

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2493

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

426

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

1. More work in the form of projects and home assignments 2. A well stocked library with advanced reference facilities 3. Incentives in

the form of merit scholarships and prizes 4. Encouragement for participation in inter-college and intracollege competitions and paper presentations using ICT 5. Special lectures by the speakers from various fields 6. Free internet access 8. Counselling by faculty to appear for competitive examinations 9. Career fairs, seminars and workshops 10. Identification of weak students made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows: 13. Meeting and communicating to the weaker students their areas of weakness 14. Organizing remedial and tutorials classes 15. Teachers available beyond class hours to counsel the weaker students 16. Monitoring the progress of the students through written assignments and the progress record maintained 17. Evaluated answer scripts of college examinations and discussed with students to identify and address their shortcomings

File Description	Documents
Link for additional Information	https://rbccwomen.org/news/admin/uploads/2.2.1Theinstitutionassesses.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
3375	63

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Conventional Methods: Commonly adopted teaching-learning strategies by faculties includes Class lectures, teacher-led instruction, pre-planned units, lecture method and discussion methods using Textbooks, reference books, lesson plans, workbooks, charts and supplemental reading materials. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners.

Interactive Methods: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, discussion, and questions and answers on current affairs pertaining to the own disciplines.

ICT enabled Classes: Faculties use ICTs for 'routine tasks' by record keeping, lesson plan development, information presentation, basic information searches on the Internet etc. and use the ICT tools for teaching and learning cover everything from digital infrastructures such as printers, computers, laptops, tablets, etc., software tools such as Google Meet, Google Spreadsheets, etc. Faculties use of ICT or Computer-aided methods like using PPT to make the teaching learning more attractive and interactive as well as alive. Faculties are more or less knowledgeable in using ICTs and computer assisted instruction.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://rbccwomen.org/news/admin/uploads/TeachingLearningProces2022-23.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Rishi Bankim Chandra College for Women provides all modern technological support for teaching and learning process. Being a modern institute, R.B.C. College for Women encourages the use of ICT enabled tools and online resources for effective teaching learning process. Most of the teachers of the college use ICT tools & resources available in the campus. The social media platforms like YouTube, Email and whatsapp were also used to communicate to the learners. There is a computer lab in the college to provide support to the Computer Lab based subjects. The college library has e-resource and wifi system where students and faculties browse e-resources and whatsapp for active communication. The college offers to the faculties and students e-books and e-journals for which it subscribes annually.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://rbccwomen.org/news/admin/uploads/ICT_enabledTools.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

63

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

26

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Examination Committee: An Examination Committee consisting of Principal, Senior Faculty of each Department along with a Convener duly approved by the Governing Body of the College is constituted.

Examination Committee coordinated all the internal examinations of the college. The Examination Committee publishes an advanced examination routine for the entire academic year and informs all departmental teachers and students.

The college conducts a series of internal examinations at various times in accordance with the examination system and examination schedule of the university.

Activities related to Internal Assessment performed by Department:

The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission and Tabulation of marks for preserving. But as the

internal examination is a component of the university examination, the marks are not communicated to the students; only the evaluated scripts and marks of class and unit tests conducted by departments were communicated to the students.

With the permission of the principal, apart from internal tests which as a component of university examination, assessed scripts of class tests and tests held in tutorial and remedial classes were shown to the students and the marks of such tests were also communicated to the students.

Some departments conduct the internal examination through Google form, while other departments set question papers.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient. The mechanisms for redressal of grievances with reference to evaluation are as follows: For university examinations:

- Review of answer scripts are done as per university norms
- RTI provision is also available.

The students forward their applications to the college helpline, where from the issues are forwarded to the affiliating university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students by time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Heads of Departments monitors the implementation of the prescribed syllabus and it is completed on time. The final result of the course is evaluated through the students' performance at the end of each semester examination.

Assessment methods, both formative and summative, are mechanisms for determining the attainment of course outcomes.

Assessment methods like continuous comprehensive assessment (formative assessment) as part of internal assessment are done through assignments, projects, mid-term examinations, student seminars, unit tests, performance through lab activities, performance through field activities, Class Tests, Unit Tests, Tests held in Remedial and Tutorials purposes, quizzes etc., which carry 25 marks and End-of-semester examinations having 50 marks are directly related to Course Outcomes for each paper of 75-marks.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

596

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://rbccwomen.org/news/admin/uploads/SSS.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

8

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

NIL

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1H08wPGE-3As6uxhb8yUrFgFYx6wMXl4q/view?usp=drive_link
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

21

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1598

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

16

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. Budget allocation, excluding salary for infrastructure augmentation during the year.

The infrastructural development of the Institution mainly focuses on the extensive use of ICT on teaching learning processes at both UG and PG level.

Teaching learning activities - Smart classrooms, regular classrooms, tutorial spaces, seminar halls, laboratories associated with ICT enable facilities for teaching and learning and research.

Classrooms - All classrooms are well maintained by space saving furniture with sufficient light and fans. Five Smart classrooms are associated with interactive projectors and white board. For uninterrupted power supply power back up system also available.

Library - Internet facilities available for students in library for searching of web -OPAC for book catalogues, e-journals and online learning resources including reprography service.

Laboratories - All science departments has well equipped Laboratories. There is a Media Lab for Journalism and Mass Communication. One Computer Lab is there for practical IT related subjects. QGIS: Open Source Software available in Geography departmental laboratory and specialised instruments for students.

Tutorial spaces - Several classrooms are used for tutorials and remedial coaching after regular classes for weaker students.

Seminar hall- One dedicated seminar hall with audio- visual facilities.

Specialised facilities - Provisions of wheel chairs are available for physically challenged students. Well maintain lift also running for smooth functioning of teaching learning.

Corridors are utilized for displaying students creative and research work.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1YRMKWz0s1-CEnpbYv4EZ9pHy8GWB9ygWiXh_BWgmJuc/edit

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc. Institution organized several cultural activity and cultural competition under the wings of NSS, NCC, Bengali Department, and Alumni Association. Outdoor and indoor Annual sports and game occurred under the supervision of sports committee and students Union of the college. The Institution has seminar hall for celebration of cultural

programme, beside this shaded rooftop free place also use for cultural programme and yoga practice session.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1G0jH0HgoxnsY1BGnYFPyyZJ2KRC0ZvOE/edit?usp=drive_link&ouid=106233966622636802702&rtpof=true&sd=true

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

39

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/spreadsheets/d/1_9uP11-JQm1oa5l-F6q7GZhmZiPRL-L/edit?usp=drive_link&ouid=106233966622636802702&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

32,00,191.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- The college library functioning under the ILMS, software name KOHA, is an Integrated Library Management Software (ILMS) which we installed (updated version 23.05.02.000) for the purpose of library automation since the year 2015. It is open-source library management software, developed by Katipo Communication Limited of Wellington, New Zealand in 2000.
- It integrated all In-house activities of library's day to day activities e.g. module acquisition, cataloguing and other five modules are related with circulation, OPAC, administration, etc.
- This modular arrangement of the library automation package is very much user friendly and acts as an integrated solution tool for the library management. With the help of KOHA our library provides OPAC through LAN and Web OPAC.
- Now a day's Koha server is available on cloud for future protection of database.

We also provide bibliographical services on a specific subject or author with the help of KOHA software. Our book database contains entries following the MARC21 bibliographic format. During data entry we try to use the Z39.50 copy cataloguing facility when available. We also renew the membership as demanded by the users.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://docs.google.com/document/d/1JkWPjBp6cd0taqg-wLgxDjlpk_qc7Xia/edit?usp=drive_link&ouid=106233966622636802702&rtpof=true&sd=true

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

109239

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

48

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

COVERED AREA.

No. of Computers

PRINCIPAL ROOM

02

COLLEGE OFFICE

06

LIBRARY

05

COMPUTER LAB

05

STAFF ROOM

01

ACCOUNTS DEPARTMENT

02

OTHER DEPARTMENTS

19

SERVER ROOM

01

IGNOU OFFICE

01

Vidyasagar Bhawan

28

Total

70

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1DfUxZGJlhJCO6GLyAZexLAIg2mGvWtiz/edit?usp=drive_link&ouid=106233966622636802702&rtpof=true&sd=true

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3485000

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Library- The Central Library of the college is fully automated through KOHA : Integrated Library Management Software. The Librarian and staff look after the maintenance upgradation of the Library. Books, journals, magazines are purchased as per the requisition from different departments. The library is spacious with a journal display rack and well lighted with filtered drinking water facilities. Presently the library has two adequate reading rooms under CCTV Camera vigilance and also provides high speed Internet facilities for students and faculties with a number of desktop computers. It has a stock of more than 16,000 books and various journals on different disciplines, e-books and e-journals are also available through N-List membership and the library also provides photocopy service to the students and faculties.

Laboratories - Science departments have well equipped laboratories. Equipment apparatus are purchased when required. Annual maintenance of the apparatus is supervised by the respective departments.

Sports - Indoor and outdoor Annual Sports is organised every year by the college. The Sports Subcommittee of the college encourages the students to participate in various inter intra college competitions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://docs.google.com/document/d/13TJmEPHyNXa9tLu7inL_By5H7BSWvb_F/edit?usp=drive_link&ouid=106233966622636802702&rtpof=true&sd=true

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1583

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

123

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

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

C. 2 of the above

File Description	Documents
Link to institutional website	https://drive.google.com/file/d/1TCTkxagBqS1HgZMo2hL7hj-GMSbIswDA/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

600

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

600

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

79

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

nil

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Activities of Alumnae Society from July, 2022 to June, 2023

Exhibition-cum-Get-Together and Needlework Workshop

Alumnae Association of RBCCW Naihati (Regn No:- S/2L No.56507 of 2016-2017) arranged an Exhibition of handicrafts and food items along with a needlework workshop on 13/05/2023 in the Vidyasagar Bhavan of the college in collaboration with the college authorities. A good number of students participated in the said events and the workshop proved to be very handy for the students.

Cultural Competitions as part of Azadi ka Amrit Mahotsav:

Alumnae Association of RBCCW Naihati (Regn No:- S/2L No.56507 of 2016-2017) arranged a cultural competition commemorating the 75 years of the Independence of India earmarked by the central government as 'Azadi ka Amrit Mahotsav', in collaboration with the college authorities. The competition had four categories, namely, 1) patriotic songs, 2) recitation of patriotic poems, 3) patriotic prose-raeding, and 4) patriotic dance. The programme was attended by large number of students and was a huge success. All the winners

were duly awarded ceremoniously.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/140n-oTEiFrmfvACVHf7LGZ6sDq1cmUFE/edit?usp=sharing&ouid=106233966622636802702&rtpof=true&sd=true
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of our institution is according to the vision and mission of our institution with the following objectives and goals:

- Accountability
- Service to the society and nation
- Transparency
- Impartiality
- Inclusive development
- Preservation of ethnic and cultural diversity
- Sensitization about Gender-equality and Empowerment of Women
- Empowerment of the Backward classes
- Participative management.

The participation of the teachers, in various policy-making and

executive bodies have been ensured through different Government and Statutory provisions and institutional mechanism.

Administrative Bodies:

Governing Body is the apex policy-making body of the college and has 3 Teachers' Representatives elected from among the full-time teachers.

Some sub-committees formed by the GB are:

1. Internal Quality Assurance Cell
2. NAAC Core Committee
3. Finance Sub-Committee
4. Building Sub-Committee
5. Purchase Sub-Committee
6. P.F Sub-Committee

Other committees/cells are:

1. Academic Sub-committee
2. Admission sub-committee
3. Examination Committee
4. Routine sub-committee
5. Anti-Ragging Cell
6. Grievance Redressal Cell
7. Career Counselling & Placement Cell
8. SC/ST/OBC Cell
9. Anti-Sexual harassment cell
10. NCC
11. NSS

12. Seminar committee

13. Publication committee

14. Library sub-committee

15. Research committee

The Bursar and Teachers' Council Secretary are selected from among the teachers

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1IwWMVeYB3G7iUULQYlPHDjtBi6YF-fQY/view?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Effective leadership is provided by top management of the institution in consultation with our Principal. Decentralization and participative management is present from the apex level to the ground level where the various departments enjoy autonomy regarding the distribution of academic assignments, using ICT tools, modalities of continuous and internal evaluation, organizing seminars/workshops, special lectures, extension lectures, and academic tours/ field surveys.

Faculty members are given the chance to be included in the Governing Body so as to enable them to participate in effective decision making. Decentralization and participative management is also facilitated through the shuffling of the various committee members/stakeholders so as to ensure active involvement of the faculty members in various activities of the institution. This entire process of decentralization and participative management is supervised by our Principal who is the ex-officio chairman of the committees. Different committees consisting of teachers, students, non-teaching staff and other stake-holders are given complete freedom in planning and decision-making so that the event/programme can be successfully executed. For example, the Examination Committee has been given complete freedom regarding management and conduct of any internal or university examinations.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ANkzdBGJZJGsmYWoprElnUbq2I093McX/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping in mind the requirements of our students, the plan of expanding the number of classrooms along with construction of roof-top auditorium during the session 2022-23 has been initiated. Also, a decision was made to install a lift in the college building in the interest of handicapped students and staff of our college. Another resolution was also taken to repair the common room shared jointly with other 2 colleges sharing the campus

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1wXXV5T8kuCt7uCswXExFUpg6bIs7szDz/view?usp=sharing
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The G.B President, Secretary and Principal form the nucleus of the administrative set-up. The Governing Body is the apex decision-taking body and has been formed under The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. The Principal is empowered as the final authority in day-to-day running of the college. The entire process of coordinating and conducting the various activities and programmes of the college is carried out by our Principal along with IQAC co-ordinator, Departmental Heads, Teachers' Council Secretary, Librarian as well as the Convenors of various committees..

Special cells have been set up to look after the well-being of students such as Grievance Redressal Cell, Anti-Ragging Cell,

Women's Anti- Sexual Harassment cell, etc.

Service rules and procedures are guided by the West Bengal State University Statutes and the rules of the state government.

Recruitment of full-time teaching staff is conducted by West Bengal College Service Commission according to the rules prescribed by UGC. Non-teaching Staff are recruited as per state government rules.

Promotional policies of teachers are as per orders given by Dept. of Higher Education of West Bengal. Non- teaching staff are also promoted as per government guidelines.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/18wUbgYNvJ_gE0-pbX3xKk8tWmtr2I-of/view?usp=sharing
Link to Organogram of the Institution webpage	https://rbccwomen.org/index.php?option=com_content&view=article&id=1&Itemid=0
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Various welfare measures for both teaching and non-teaching staff are:

- All statutory leaves are granted to faculty members and "on duty" leave is provided when teachers attend Orientation Programmes, Refresher Courses, Seminars, and Conferences at various levels.
- Teachers are encouraged to apply for Major and Minor Research projects.
- Employees can take loans from the Provident fund.
- Unemployed successor of employees who die-in-harness are given employment.
- The College runs an Employees' Co-operative Credit Society from where full time employees can avail loan facility at a moderate rate of interest.
- The college ensures that no employee is denied the benefit of Career Advancement. The IQAC takes care of the promotion/placement of the Faculty.
- Promotional benefits for Non-teaching employees on completion of 7/10/20 years of service, as applicable, are provided with concurrence of the Governing Body and the DPI, Govt. of West Bengal.
- Our college provides Financial support such an annual festival advance to the teaching & non-teaching staff. The college grants an ex-gratia festival allowance to its casual employees each year.
- The college also gives monthly advance to the newly joined substantive teachers/non-teaching employees till the formalities of approval and pay-fixation are completed.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1LyjBfna4RPWZWkvNghiF5aFIb51mxIEG/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Our institution has an Internal Performance Appraisal system for its faculty members. The Principal monitors the performance of the faculty and non-teaching staff and suggests areas for improvement. Students are asked to provide feedback on-line and off-line about all teachers. There are Grievance redressal and Suggestion boxes placed in strategic locations in the college.

Non-teaching Staff is evaluated by the College administration from time to time and they have been given non-functional promotion after successful completion of seven/ten/twenty years of continuous service.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1-3_jGP5Gxoc-wFlOgDk1x-Tr9Q8jwh72/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal audit on a continuous basis. Statutory audits are conducted by Auditors appointed by Govt. of West Bengal. The institution has to provide satisfactory clarifications to any objections raised by the Higher Education Department. In addition, the CAG Audit may be undertaken on the basis of the Order

of the Government.

The audit reports of the Financial Years 2017-18, 2018-19, and 2019-20 as prepared by Somnath Roy & Associates (chartered accountants) have been submitted to the Directorate of Public Instruction, Bikash Bhavan, Kolkata-700091 on 02-03-2022. Preparation of successive internal financial audits of 2020-21, 2021-22 and 2022-23 has been initiated.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Ew7DZkSLyKgqbqdJxX0wkq-BQkzZp57o/view?usp=sharing
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

The major financial resources are mobilized through:-

1.Grants-in-Aid from the Government of West Bengal to meet the salaries of the employees.

2.Tuition and other Fees collected from students (50% of the Tuition Fees collected aresubmitted to the account of the State Government).

3.Infrastructure grants of the Govt. of West Bengal

4. Some funds are also mobilized when the college campus is used as examination centre for university examinations.

Strategies adopted by the institution for optimal utilization of resources:

1. Utilization of available financial resources is controlled and monitored by the Finance Sub-Committee.
2. Different Plan grants received under specific schemes are utilized for the purpose received
3. The Annual Budget, prepared by the Finance Sub-Committee, makes allocations for different activities and also for nonplan activities as per the source(s) available.
4. All expenses as proposed by the Finance Sub-Committee must be approved by the Governing Body.
5. Quotations/tendering etc. are followed in procurements and purchases.
6. Payments for Central/State Govt. funds are made through PFMS.
7. Digital mode of payment is being increasingly preferred
8. Annual audit is carried out regularly.
9. Active Supervision by The Building Sub-Committee and Establishment Committee
10. Maintenance of Stock registers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Firstly, our college has successfully implemented a Student Feedback System where it is mandatory for students to fill up a questionnaire

at the end of each academic session on various aspects such as Academic Infrastructure, Teaching-Learning and Evaluation, Students' Support System and Student Progression with special emphasis on the lastmentioned aspect. The questionnaire covers various points such as choice of subjects, correlation between theory and practical classes, application of ICT, laboratory and library facilities, overall infrastructure, provision of online study materials, evaluation system, adequacy of teachers, services provided by non-teaching staff and office, role of students' union, etc.

Secondly, there is sustained emphasis on co- and extra-curricular activities to stimulate all-round development of our girl students. IQAC has regularly taken the initiative to arrange seminars/webinars on various topics for the students. Students are encouraged to contribute to society by helping the underprivileged through programmes arranged by IQAC, NSS and NCC.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/14I4rSS6c5lRwDlihUNfbMmSnf7GJlma0/edit?usp=sharing&ouid=106233966622636802702&rtpof=true&sd=true
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Regular meetings of the IQAC internally, as well as with the Principal and different committees were conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life. In case of teaching-learning process, the IQAC has motivated the teachers to update their knowledge through participation and presentation of papers in seminars/webinars/ workshops at regional, state, national and international levels.

A Professional Development Programme for teachers was undertaken by IQAC in collaboration with George Telegraph Training institute, Kalyani from 31.05.23 to 4.8.23.

It was a course of 30 hours duration. Classes were held twice a week; each class was of 2 hours duration. A total of 32 staffs participated in the programme which included 28 teaching and 4 non-teaching staffs.

.

A One-day State Level Capacity Building Workshop Was Organized By Central Library and IQAC of RBCCW in collaboration with Sree Chaitanya Mahavidyalaya & Dept. Of Library And Information Science in "Maintaining Academic Integrity to create MOOC" on 14/06/23.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1pP3p7_cIu20Wegks6HeUUwdGPzQXXU_h/view?usp=sharing
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1e7HqKHNz7msGn9y9S6k-Ov03JoCxI5U1/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

a) Safety and security:

(1) 24 hours security

(2)Regular counselling

(3)Posters on women's safety in the campus with helpline numbers.

(4)18 no. of CCTV cameras are installed in every corner of the college and are regularly monitored and maintained.

(5)Posters on fire and emergency services with helpline numbers at every floor of the institution.

(6)An active Anti-Ragging and Grievance cell is present.

(7)The Kanyashree scholarship scheme and other scholarships like SVMCM for girl students ensure financial security of our students.

(8) Student's Credit Card facilities is present in the institution.

b)Counselling:

(1)The Women Cell of the college provides necessary psychological support to the students and female employees on regular basis.

c)Common Room:

(1)A sanitary napkin vending machine has been installed in the ground floor of the campus.

(2)A Girl's Common Room is located next to the college office.

(3)A Day Care Centre and an active Health Unit is in constant function.

d)Other relevant information:

(1)International Women's Day is celebrated every year and eminent personality Mrs.Shanti Mullick,Arjuna Award winner and former national football player is invited to share her valuable experiences.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/drive/folders/1ReKRHhhEQx45yZl8gn7T_NR0f-TMZ3SV
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1BdPAWJVG_xbs5-Ef5-3xOFLhd85i_YVq/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Biomedical waste management:

Department of Physiology mostly had two types of waste particles. (1) Glass goods and (2) Blood soaked cotton. Glass goods are of two types: slides with blood /tissue smear and test tubes containing chemicals. They separately discard these two types of waste materials. Department of Botany and Zoology preserve the slides for future use.

E-Waste Management:

The old stock of computers, printers, and hard disks those are not in us properly stored.

Waste Recycling System:

The Chemistry Department has a scientific waste recycling system.

They collect acid waste and store them into specific system. They collect acid waste and basic waste and store them in specific waste container and neutralize accordingly to form corresponding salt. The organic solvents are collected by distillation process and they are reused. Some solvents are also collected using rotary evaporator for reuse purpose.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1puAgZvcTk1QW0npfZKD1vv7cCjxs0KLq/view?usp=sharing
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Sl. No.

Date

Programme

1)

08-08-22 to 13-08-2022

Inter College Competition

2)

03-09-2022

National Nutrition Week Celebration

3)

06-09-2022

Teachers' Day Celebration and Prize Distribution ceremony

4)

08-09-2022

Celebrating International Literacy Day by NSS

5)

10-09-2022

Kaji Nazrul's Prayan Dibas

6)

26-09-2022

Ishwar Chandra Vidyasagar,s Birthday Celebration

7)

04-09-2022

Thalassaemia Awareness and Screening Programme by NSS

8) 09-11-2022 Badminton and Carrom Competition

9)

16-11-2022

State Level Chemistry Seminar

10)

26-11-22

Observation of Constitution Day

11)

09-12-2022

State Level Philosophy Seminar

12)

10-12-2022

Observation of 'Human Rights Day'

13)

16-12-2022

Anjali Sanyal Memorial Lecture on 'The Jarawas and The Andaman Islands'

14)

21-12-2022

One Day Seminar on 'Research and Publication Ethics, Research Metrics and Referencing and In-Text Citations'

15)

19-12-2022

Career Counselling Programme

16)

11-01-2023

Students' Sports

17)

02-01-2023 to 07-01-2023

Observation of Students' Week *

18)

13-01-2023

Observation of Youth Day by NSS

19)

12-01-2023 to 19-01-2023

Azadi Ka Amrit Mahotsav (Observation of Youth Week)

20)

16-01-2023

Health Awareness Camp, Yoga Session

21)

17-01-2023

Quiz Competition

22)

21-02-2023

Celebration of Antarjatic Matribhasha Dibas *

23)

28-02-2023

Observation of National Science Day

24)

08-03-2023

Observation of International Womens' Day

25) 22-04-2023 Celebrating World Earth Day *

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institution undertakes various efforts to sensitize the students and employees of the constitution of their constitutional obligations. During the commencement of each academic session, the

Principal of the college delivers an Orientation lecture to the new batch of the students to make them aware of the core values and ethos of the institution. The address highlights the need of maintaining honesty and harmony among all the diversities, so the young minds who are going to be the responsible citizens of tomorrow, can learn the lesson of exercising their rights and performing their duties properly. All our employees pay their taxes with honesty.

The college usually organizes programmes to celebrate the following days of national and international importance to sensitize the students and the employees.

#Independence Day, International Women's Day, World Environment Day, NSS Day, Antarjatic Matribhasha Dibas, Teacher's Day, Yoga Day, Republic Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **D. Any 1 of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sl.No

Date

Programmes

1)

06-09-2022

Celebrtion of 'Teacher's Day'

2)

10-09-2022

Kaji Nazrul's Prayan Dibas

3)

08-09-2022

International Literacy Day by NSS

4)

26-09-2022

Celebrating Vidyasagar's Birthday

5)

26-11-2022

Observation of 'Constitution Day'

6)

10-12-2022

Observation of 'Human Rights Day'

7)

13-01-2023

Observation of 'Youth Day'

8)

21-02-2023

Celebration of 'Antarjatic Matribhasha Dibas'

9)

28-02-2023

Kaji Nazrul's Prayan Dibas

10)

08-09-2022

Celebrating 'National Science Day'

11)

08-03-2023

Observation of 'International Women's Day'

12)

22-04-2023

Observation of 'World Earth Day'

13)

24-04-2023

Observation of 'World Book Day'

15)

09-05-2023

Celebrating 'Rabindra Jayanti'

16)

26-05-2023

Celebrating 'Nazrul Jayanti'

17)

26-01-2023

Republic Day

18)

15-08-2022

Independence Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1)The Social Outreach Activities:

Title: Clothes Distribution Programme at Belpahari in collaboration with Teachers' Council and IQAC, R.B.C.College for Women.

Description: Keeping in mind the social commitment of the institution, the college arranged a clothes distribution programme with help from Teachers' Council and IQAC. With all good wishes, Principal, Dr.Lana Mukhopadhyay and some teachers went to Belpahari with gathered resources. The programme was held in collaboration with local social workers and India's notable Para athlete Sumantra Murmu.

2)Maintaining the natural Eco-System and Greenary of the Institution and in addition to this Beautification of the college: The Institution take an enthusiastic effort to initiate a green and eco-friendly campus for all its stakeholders.

(a)Terrace Gardening: To maintain and enrich the eco-friendly environment of the institution, a terrace garden is created on the rooftop of Vidyasagar Bhaban. A rich platter of varied succulents and tropical plants are there to soothe the eyes and clear the air.

(b)Observation of World Earth Day and World Environment Day: The college arranges different programmes to celebrate World Earth Day and World Environment Day. Following programmes are arranged on 22-04-2023 and 05-06-2023.

#Plantation drive in college campus.

#Environmental awareness rally in the locality.

#Seminar by resource person.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our College strives to empower today's women and ensures the ethical values within them. As this is the only Girls' College in the locality and serves a large area. Enrolment of students from minority community and diversified social structure and low income groups of local industrial belt.

Over the years, the College has tried to nurture, foster and carefully preserves the main objectives. The prime objectives are:

#Providing all possible financial and mental support along with their education to be self reliant.

#Spreading the legal and social awareness among the students and teaching and non-teaching staffs.

#providing safety and security of women in the campus.

Keeping the objectives in mind, the institution has initiated several measures and religiously maintains all. The Women Cell of the institution is constantly working on gender issues and sensitization. The Women Cell of our college provides necessary psychological support to students and female staffs as and when necessary. International Women's' Day celebrated each year and Instructions regarding women safety, rights and available schemes are given to all the students at the time of admission.

The institution strives to empower today's women and uphold universal moral and social and ethical values within them. Contributions are forwarded to socially and economically backward students and social outreach programmes holds a unique distinctiveness of the college. Students are always encouraged to participate in various activities like cultural competitions, sports, career opportunities etc.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

During the academic period June 2022 to July 2023 of RISHI BANKIM CHANDRA COLLEGE FOR WOMEN offline mode of teaching was conducted. Whatsapp groups and google classroom of all undergraduate and postgraduate departments involving all semesters opened previously were kept active by the departmental teachers.

- The number of classes for each topic was decided according to the syllabus and credit assigned to each topic/group/paper etc.
- College provided well-constructed routine/schedule/timetable for each year/semester.
- Teachers prepared their lectures according to the syllabus allotted.

We have a central library with open access system and many departments have their departmental libraries. Inlibnet (e-books and e-journals) facility is available for the teachers and the students. Students were able to access the library online through Web OPAC. The librarian had also opened a WhatsApp group with all the students.

- Various classroom teaching methods were used such as.
- ICT enabled teaching learning method, use of different softwares, use of scientific models and charts for effective lecture delivery, distribution of class notes by teachers.
- Seminars by students related to curriculum, paper presentation.
- Regular class tests and internal assessments for theory and practical classes, viva voce are done.

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

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated institution of the West Bengal State University, the evaluation norms of the university are strictly followed. The current session followed a Credit based evaluation system. The college has adopted a method of assessing the academic performances of the students on a continuous basis. Continuous assessment in theory subjects as per WBSU norms includes marks for Internal Assessment and class attendance. Within this framework the college conducts the Internal Assessment department-wise according to a proper schedule. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. In the Humanities stream, a tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule. The syllabus and timing of these assessments are communicated to the students well in advance. Besides these formal assessments, revision work, class tests, assignments and students presentations are integral to the teaching-learning process. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery and a fulfilment.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://rbccwomen.org/news/admin/uploads/a_c.jpeg

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

17

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

19

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

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

1830

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1830	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The institution is an affiliating college that through its cocurricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conducted throughout the year. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.</p> <ol style="list-style-type: none"> 1. Observation of Women's Day 2. Environmental education through projects, field work. <p>Students are also encouraged to participate in different programmes and contest contests for enhancing awareness related to the environment and mental health.</p> <ol style="list-style-type: none"> 1. Human values promoted through activities of the NSS. The NSS unit of the college organised webinars on environmental awareness and sustainability. 1. Community outreach and other social welfare programmes 2. Value education and mental health 3. Observance of Earth Day, World Environment Day, etc. 4. Upholding values of multiculturalism and diversity through functions like Independence Day and Republic Day celebrations 	

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

381

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
---	---

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/drive/folders/1-aUIZhAA70etq6E6VvGVViYSWiyfhjW8

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2493

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

426

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

1. More work in the form of projects and home assignments 2. A well stocked library with advanced reference facilities 3. Incentives in the form of merit scholarships and prizes 4. Encouragement for participation in inter-college and intracollege competitions and paper presentations using ICT 5. Special lectures by the speakers from various fields 6. Free internet access 8. Counselling by faculty to appear for competitive examinations 9. Career fairs, seminars and workshops 10. Identification of weak students made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows: 13. Meeting and communicating to the weaker students their areas of weakness 14. Organizing remedial and tutorials classes 15. Teachers available beyond class hours to counsel the weaker students 16. Monitoring the progress of the students through written assignments and the progress record maintained 17. Evaluated answer scripts of college examinations and discussed with students to identify and address their shortcomings

File Description	Documents
Link for additional Information	https://rbccwomen.org/news/admin/uploads/2.2.1Theinstitutionassesses.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
3375	63

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Conventional Methods: Commonly adopted teaching-learning strategies by faculties includes Class lectures, teacher-led instruction, pre-planned units, lecture method and discussion methods using Textbooks, reference books, lesson plans, workbooks, charts and supplemental reading materials. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners.

Interactive Methods: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, discussion, and questions and answers on current affairs pertaining to the own disciplines.

ICT enabled Classes: Faculties use ICTs for 'routine tasks' by record keeping, lesson plan development, information presentation, basic information searches on the Internet etc. and use the ICT tools for teaching and learning cover everything from digital infrastructures such as printers, computers, laptops, tablets, etc., software tools such as Google Meet, Google Spreadsheets, etc. Faculties use of ICT or Computer-aided methods like using PPT to make the teaching learning more attractive and interactive as well as alive. Faculties are more or less knowledgeable in using ICTs and computer assisted instruction.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://rbccwomen.org/news/admin/uploads/TeachingLearningProces2022-23.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Rishi Bankim Chandra College for Women provides all modern technological support for teaching and learning process. Being a modern institute, R.B.C. College for Women encourages the use of ICT enabled tools and online resources for effective teaching learning process. Most of the teachers of the college use ICT tools & resources available in the campus. The social media platforms like YouTube, Email and whatsapp were also used to communicate to the learners. There is a computer lab in the college to provide support to the Computer Lab based subjects. The college library has e-resource and wifi system where students and faculties browse e-resources and whatsapp for active communication. The college offers to the faculties and students e-books and e-journals for which it subscribes annually.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://rbccwomen.org/news/admin/uploads/ICTenabledTools.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

63

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

26	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Examination Committee: An Examination Committee consisting of Principal, Senior Faculty of each Department along with a Convener duly approved by the Governing Body of the College is constituted.

Examination Committee coordinated all the internal examinations of the college. The Examination Committee publishes an advanced examination routine for the entire academic year and informs all departmental teachers and students.

The college conducts a series of internal examinations at various times in accordance with the examination system and examination schedule of the university.

Activities related to Internal Assessment performed by Department:

The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission and Tabulation of marks for preserving. But as the internal examination is a component of the university examination, the marks are not communicated to the students; only the evaluated scripts and marks of class and unit tests conducted by departments were communicated to the students.

With the permission of the principal, apart from internal tests which as a component of university examination, assessed scripts of class tests and tests held in tutorial and remedial classes were shown to the students and the marks of such tests were also communicated to the students.

Some departments conduct the internal examination through Google

form, while other departments set question papers.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient. The mechanisms for redressal of grievances with reference to evaluation are as follows: For university examinations:

- Review of answer scripts are done as per university norms
- RTI provision is also available.

The students forward their applications to the college helpline, where from the issues are forwarded to the affiliating university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students by time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Heads of Departments monitors the implementation of the prescribed syllabus and it is completed on time. The final result of the course is evaluated through the students' performance at the end of each semester examination.

Assessment methods, both formative and summative, are mechanisms for determining the attainment of course outcomes.

Assessment methods like continuous comprehensive assessment (formative assessment) as part of internal assessment are done through assignments, projects, mid-term examinations, student seminars, unit tests, performance through lab activities, performance through field activities, Class Tests, Unit Tests, Tests held in Remedial and Tutorials purposes, quizzes etc., which carry 25 marks and End-of-semester examinations having 50 marks are directly related to Course Outcomes for each paper of 75-marks.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

596	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil
2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://rbccwomen.org/news/admin/uploads/SSS.pdf	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

8

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

NIL

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1HQ8wPGE-3As6uxhb8yUrFgFYx6wMXl4q/view?usp=drive_link
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

21

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1598

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

16

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. Budget allocation, excluding salary for infrastructure augmentation during the year.

The infrastructural development of the Institution mainly focuses on the extensive use of ICT on teaching learning processes at both UG and PG level.

Teaching learning activities - Smart classrooms, regular classrooms, tutorial spaces, seminar halls, laboratories associated with ICT enable facilities for teaching and learning

and research.

Classrooms - All classrooms are well maintained by space saving furniture with sufficient light and fans. Five Smart classrooms are associated with interactive projectors and white board. For uninterrupted power supply power back up system also available.

Library - Internet facilities available for students in library for searching of web -OPAC for book catalogues, e-journals and online learning resources including reprography service.

Laboratories - All science departments has well equipped Laboratories. There is a Media Lab for Journalism and Mass Communication. One Computer Lab is there for practical IT related subjects. QGIS: Open Source Software available in Geography departmental laboratory and specialised instruments for students.

Tutorial spaces - Several classrooms are used for tutorials and remedial coaching after regular classes for weaker students.

Seminar hall- One dedicated seminar hall with audio- visual facilities.

Specialised facilities - Provisions of wheel chairs are available for physically challenged students. Well maintain lift also running for smooth functioning of teaching learning.

Corridors are utilized for displaying students creative and research work.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1YRMKWz0s1-CEnpbYv4EZ9pHy8GWB9ygWiXh_BWgmJuc/edit

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc. Institution organized several cultural activity and cultural competition under the wings of NSS, NCC, Bengali Department, and Alumni Association. Outdoor and indoor Annual

sports and game occurred under the supervision of sports committee and students Union of the college. The Institution has seminar hall for celebration of cultural programme, beside this shaded rooftop free place also use for cultural programme and yoga practice session.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1G0jHOHgoxnsY1BGnYFPyyZJ2KRCoZvOE/edit?usp=drive_link&oid=106233966622636802702&rtpof=true&sd=true

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

39

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/spreadsheets/d/19uP11-JOm1oa5l-F6q7GZhmZiPRL-L/edit?usp=drive_link&oid=106233966622636802702&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

32,00,191.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- The college library functioning under the ILMS, software name KOHA, is an Integrated Library Management Software (ILMS) which we installed (updated version 23.05.02.000) for the purpose of library automation since the year 2015. It is open-source library management software, developed by Katipo Communication Limited of Wellington, New Zealand in 2000.
- It integrated all In-house activities of library's day to day activities e.g. module acquisition, cataloguing and other five modules are related with circulation, OPAC, administration, etc.
- This modular arrangement of the library automation package is very much user friendly and acts as an integrated solution tool for the library management. With the help of KOHA our library provides OPAC through LAN and Web OPAC.
- Now a day's Koha server is available on cloud for future protection of database.

We also provide bibliographical services on a specific subject or author with the help of KOHA software. Our book database contains entries following the MARC21 bibliographic format. During data entry we try to use the Z39.50 copy cataloguing facility when available. We also renew the membership as demanded by the users.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://docs.google.com/document/d/1JkWPjBp6cd0taqg-wLgxDjlPk_gc7Xia/edit?usp=drive_link&oid=106233966622636802702&rtpof=true&sd=true

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

109239

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

48

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

COVERED AREA.

No. of Computers

PRINCIPAL ROOM

02

COLLEGE OFFICE

06

LIBRARY

05

COMPUTER LAB

05

STAFF ROOM

01

ACCOUNTS DEPARTMENT

02

OTHER DEPARTMENTS

19

SERVER ROOM

01

IGNOU OFFICE	
01	
Vidyasagar Bhawan	
28	
Total	
70	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1DfUxZGJlhJCO6GLyAZexLAIg2mGvWtiz/edit?usp=drive_link&oid=106233966622636802702&rtpof=true&sd=true
4.3.2 - Number of Computers	
70	
File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File
4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3485000

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Library- The Central Library of the college is fully automated through KOHA : Integrated Library Management Software. The Librarian and staff look after the maintenance upgradation of the Library. Books, journals, magazines are purchased as per the requisition from different departments. The library is spacious with a journal display rack and well lighted with filtered drinking water facilities. Presently the library has two adequate reading rooms under CCTV Camera vigilance and also provides high speed Internet facilities for students and faculties with a number of desktop computers. It has a stock of more than 16,000 books and various journals on different disciplines, e-books and e-journals are also available through N-List membership and the library also provides photocopy service to the students and faculties.

Laboratories - Science departments have well equipped laboratories. Equipment apparatus are purchased when required. Annual maintenance of the apparatus is supervised by the respective departments.

Sports - Indoor and outdoor Annual Sports is organised every year by the college. The Sports Subcommittee of the college encourages the students to participate in various inter intra college competitions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://docs.google.com/document/d/13TJmEPHyNXa9tLu7inL_By5H7BSWvb_F/edit?usp=drive_link&oid=106233966622636802702&rtpof=true&sd=true

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1583

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

123

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above
File Description	Documents
Link to institutional website	https://drive.google.com/file/d/1TCTkxagBqS1HgZMo2hL7hj-GMSbIswDA/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
600	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
600	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

79

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

nil

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Activities of Alumnae Society from July, 2022 to June, 2023

Exhibition-cum-Get-Together and Needlework Workshop

Alumnae Association of RBCCW Naihati (Regn No:- S/2L No.56507 of 2016-2017) arranged an Exhibition of handicrafts and food items along with a needlework workshop on 13/05/2023 in the Vidyasagar Bhavan of the college in collaboration with the college authorities. A good number of students participated in the said

events and the workshop proved to be very handy for the students.

Cultural Competitions as part of Azadi ka Amrit Mahotsav:

Alumnae Association of RBCCW Naihati (Regn No:- S/2L No.56507 of 2016-2017) arranged a cultural competition commemorating the 75 years of the Independence of India earmarked by the central government as 'Azadi ka Amrit Mahotsav', in collaboration with the college authorities. The competition had four categories, namely, 1) patriotic songs, 2) recitation of patriotic poems, 3) patriotic prose-reading, and 4) patriotic dance. The programme was attended by large number of students and was a huge success. All the winners were duly awarded ceremoniously.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/14Qn-oT-EiFrmfvACVhf7LGZ6sDq1cmUFE/edit?usp=sharing&oid=106233966622636802702&rtpof=true&sd=true
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of our institution is according to the vision and mission of our institution with the following objectives and goals:

- Accountability
- Service to the society and nation

- Transparency
- Impartiality
- Inclusive development
- Preservation of ethnic and cultural diversity
- Sensitization about Gender-equality and Empowerment of Women
- Empowerment of the Backward classes
- Participative management.

The participation of the teachers, in various policy-making and executive bodies have been ensured through different Government and Statutory provisions and institutional mechanism.

Administrative Bodies:

Governing Body is the apex policy-making body of the college and has 3 Teachers' Representatives elected from among the full-time teachers.

Some sub-committees formed by the GB are:

1. Internal Quality Assurance Cell
2. NAAC Core Committee
3. Finance Sub-Committee
4. Building Sub-Committee
5. Purchase Sub-Committee
6. P.F Sub-Committee

Other committees/cells are:

1. Academic Sub-committee
2. Admission sub-committee
3. Examination Committee

4. Routine sub-committee
5. Anti-Ragging Cell
6. Grievance Redressal Cell
7. Career Counselling & Placement Cell
8. SC/ST/OBC Cell
9. Anti-Sexual harassment cell
10. NCC
11. NSS
12. Seminar committee
13. Publication committee
14. Library sub-committee
15. Research committee

The Bursar and Teachers' Council Secretary are selected from among the teachers

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1IwWMVeYB3G7iUULQYlPHDjtBi6YF-fQY/view?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Effective leadership is provided by top management of the institution in consultation with our Principal. Decentralization and participative management is present from the apex level to the ground level where the various departments enjoy autonomy regarding the distribution of academic assignments, using ICT tools, modalities of continuous and internal evaluation, organizing seminars/workshops, special lectures, extension lectures, and academic tours/ field surveys.

Faculty members are given the chance to be included in the Governing Body so as to enable them to participate in effective decision making. Decentralization and participative management is also facilitated through the shuffling of the various committee members/stakeholders so as to ensure active involvement of the faculty members in various activities of the institution. This entire process of decentralization and participative management is supervised by our Principal who is the ex-officio chairman of the committees. Different committees consisting of teachers, students, non-teaching staff and other stake-holders are given complete freedom in planning and decision-making so that the event/programme can be successfully executed. For example, the Examination Committee has been given complete freedom regarding management and conduct of any internal or university examinations.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ANkzdBGJZJGsmYWoprElnUbq2I093McX/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping in mind the requirements of our students, the plan of expanding the number of classrooms along with construction of roof-top auditorium during the session 2022-23 has been initiated. Also, a decision was made to install a lift in the college building in the interest of handicapped students and staff of our college. Another resolution was also taken to repair the common room shared jointly with other 2 colleges sharing the campus

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1wXXV5T8kuCt7uCswXExFUpg6bIs7szDz/view?usp=sharing
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The G.B President, Secretary and Principal form the nucleus of the administrative set-up. The Governing Body is the apex decision-taking body and has been formed under The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. The Principal is empowered as the final authority in day-to-day running of the college. The entire process of coordinating and conducting the various activities and programmes of the college is carried out by our Principal along with IQAC co-ordinator, Departmental Heads, Teachers' Council Secretary, Librarian as well as the Convenors of various committees..

Special cells have been set up to look after the well-being of students such as Grievance Redressal Cell, Anti-Ragging Cell, Women's Anti- Sexual Harassment cell, etc.

Service rules and procedures are guided by the West Bengal State University Statutes and the rules of the state government. Recruitment of full-time teaching staff is conducted by West Bengal College Service Commission according to the rules prescribed by UGC. Non-teaching Staff are recruited as per state government rules.

Promotional policies of teachers are as per orders given by Dept. of Higher Education of West Bengal. Non- teaching staff are also promoted as per government guidelines.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/18wUbgvNvJ_qE0-pbX3xKk8tWmtr2I-of/view?usp=sharing
Link to Organogram of the Institution webpage	https://rbccwomen.org/index.php?option=com_content&view=article&id=1&Itemid=0
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Various welfare measures for both teaching and non-teaching staff are:

- All statutory leaves are granted to faculty members and "on duty" leave is provided when teachers attend Orientation Programmes, Refresher Courses, Seminars, and Conferences at various levels.
- Teachers are encouraged to apply for Major and Minor Research projects.
- Employees can take loans from the Provident fund.
- Unemployed successor of employees who die-in-harness are given employment.
- The College runs an Employees' Co-operative Credit Society from where full time employees can avail loan facility at a moderate rate of interest.
- The college ensures that no employee is denied the benefit of Career Advancement. The IQAC takes care of the promotion/placement of the Faculty.
- Promotional benefits for Non-teaching employees on completion of 7/10/20 years of service, as applicable, are provided with concurrence of the Governing Body and the DPI, Govt. of West Bengal.
- Our college provides Financial support such as an annual festival

advance to the teaching & non-teaching staff. The college grants an ex-gratia festival allowance to its casual employees each year.

- The college also gives monthly advance to the newly joined substantive teachers/non-teaching employees till the formalities of approval and pay-fixation are completed.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1LyjBfna4R-PWZWkvNghIF5aFib51mxIEG/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Our institution has an Internal Performance Appraisal system for its faculty members. The Principal monitors the performance of the faculty and non-teaching staff and suggests areas for improvement. Students are asked to provide feedback on-line and

off-line about all teachers. There are Grievance redressal and Suggestion boxes placed in strategic locations in the college.

Non-teaching Staff is evaluated by the College administration from time to time and they have been given non-functional promotion after successful completion of seven/ten/twenty years of continuous service.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1-3_jGP5Gxoc-wFlOgDklx-Tr9Q8jwh72/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal audit on a continuous basis. Statutory audits are conducted by Auditors appointed by Govt. of West Bengal. The institution has to provide satisfactory clarifications to any objections raised by the Higher Education Department. In addition, the CAG Audit may be undertaken on the basis of the Order of the Government.

The audit reports of the Financial Years 2017-18, 2018-19, and 2019-20 as prepared by Somnath Roy & Associates (chartered accountants) have been submitted to the Directorate of Public Instruction, Bikash Bhavan, Kolkata-700091 on 02-03-2022. Preparation of successive internal financial audits of 2020-21, 2021-22 and 2022-23 has been initiated.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Ew7DZkSLyKqgbqdJxX0wkq-BQkzZp57o/view?usp=sharing
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

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

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

The major financial resources are mobilized through:-

1.Grants-in-Aid from the Government of West Bengal to meet the salaries of the employees.

2.Tuition and other Fees collected from students (50% of the Tuition Fees collected aresubmitted to the account of the State Government).

3.Infrastructural grants of the Govt. of West Bengal

4. Some funds are also mobilized when the college campus is used as examination centre for university examinations.

Strategies adopted by the institution for optimal utilization of resources:

1. Utilization of available financial resources is controlled and monitored by the Finance Sub-Committee.

2.Different Plan grants received under specific schemes are utilized for the purpose received

3. The Annual Budget, prepared by the Finance Sub-Committee, makes allocations for different activities and also for nonplan activities as per the source(s) available.

4. All expenses as proposed by the Finance Sub-Committee must be approved by the Governing Body.

5. Quotations/tendering etc. are followed in procurements and purchases.
6. Payments for Central/State Govt. funds are made through PFMS.
7. Digital mode of payment is being increasingly preferred
8. Annual audit is carried out regularly.
9. Active Supervision by The Building Sub-Committee and Establishment Committee
10. Maintenance of Stock registers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Firstly, our college has successfully implemented a Student Feedback System where it is mandatory for students to fill up a questionnaire at the end of each academic session on various aspects such as Academic Infrastructure, Teaching-Learning and Evaluation, Students' Support System and Student Progression with special emphasis on the lastmentioned aspect. The questionnaire covers various points such as choice of subjects, correlation between theory and practical classes, application of ICT, laboratory and library facilities, overall infrastructure, provision of online study materials, evaluation system, adequacy of teachers, services provided by non-teaching staff and office, role of students' union, etc.

Secondly, there is sustained emphasis on co- and extra-curricular activities to stimulate all-round development of our girl students. IQAC has regularly taken the initiative to arrange seminars/webinars on various topics for the students. Students are encouraged to contribute to society by helping the underprivileged through programmes arranged by IQAC, NSS and NCC.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/14I4rSS6c51RwDlihUNfbMmSnf7GJlmaO/edit?usp=sharing&oid=106233966622636802702&rtpof=true&sd=true
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Regular meetings of the IQAC internally, as well as with the Principal and different committees were conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life. In case of teaching-learning process, the IQAC has motivated the teachers to update their knowledge through participation and presentation of papers in seminars/webinars/ workshops at regional, state, national and international levels.

A Professional Development Programme for teachers was undertaken by IQAC in collaboration with George Telegraph Training institute, Kalyani from 31.05.23 to 4.8.23. It was a course of 30 hours duration. Classes were held twice a week; each class was of 2 hours duration. A total of 32 staffs participated in the programme which included 28 teaching and 4 non-teaching staffs.

A One-day State Level Capacity Building Workshop Was Organized By Central Library and IQAC of RBCCW in collaboration with Sree Chaitanya Mahavidyalaya & Dept. Of Library And Information Science in "Maintaining Academic Integrity to create MOOC" on 14/06/23.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1pP3p7_cIu20Wegks6HeUUwdGPzQXXU_h/view?usp=sharing
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

A. All of the above

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1e7HqKHNz7msGn9y9S6k-Ov03JoCxI5U1/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

a) Safety and security:

(1) 24 hours security

(2) Regular counselling

(3) Posters on women's safety in the campus with helpline numbers.

(4) 18 no. of CCTV cameras are installed in every corner of the college and are regularly monitored and maintained.

(5) Posters on fire and emergency services with helpline numbers at every floor of the institution.

(6) An active Anti-Ragging and Grievance cell is present.

(7) The Kanyashree scholarship scheme and other scholarships like

SVMCM for girl students ensure financial security of our students.

(8) Student's Credit Card facilities is present in the institution.

b)Counselling:

(1)The Women Cell of the college provides necessary psychological support to the students and female employees on regular basis.

c)Common Room:

(1)A sanitary napkin vending machine has been installed in the ground floor of the campus.

(2)A Girl's Common Room is located next to the college office.

(3)A Day Care Centre and an active Health Unit is in constant function.

d)Other relevant information:

(1)International Women's Day is celebrated every year and eminent personality Mrs.Shanti Mullick,Arjuna Award winner and former national football player is invited to share her valuable experiences.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/drive/folders/1ReKRHhhEQx45yZl8gn7T_NR0f-TMZ3SV
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1BdPAWJVG_xbs5-Ef5-3xQFLhD85i_YVq/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Biomedical waste management:

Department of Physiology mostly had two types of waste particles. (1) Glass goods and (2) Blood soaked cotton. Glass goods are of two types: slides with blood /tissue smear and test tubes containing chemicals. They separately discard these two types of waste materials. Department of Botany and Zoology preserve the slides for future use.

E-Waste Management:

The old stock of computers, printers, and hard disks those are not in us properly stored.

Waste Recycling System:

The Chemistry Department has a scientific waste recycling system. They collect acid waste and store them into specific system. They collect acid waste and basic waste and store them in specific waste container and neutralize accordingly to form corresponding salt. The organic solvents are collected by distillation process and they are reused. Some solvents are also collected using rotary evaporator for reuse purpose.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1puAgZvcTk1QW0npfzKD1vv7cCjxs0KLq/view?usp=sharing
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
--	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	A. Any 4 or All of the above
--	-------------------------------------

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
--	------------------------------

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Sl. No.

Date

Programme

1)

08-08-22 to 13-08-2022

Inter College Competition

2)

03-09-2022

National Nutrition Week Celebration

3)

06-09-2022

Teachers' Day Celebration and Prize Distribution ceremony

4)

08-09-2022

Celebrating International Literacy Day by NSS

5)

10-09-2022

Kaji Nazrul's Prayan Dibas

6)

26-09-2022

Ishwar Chandra Vidyasagar,s Birthday Celebration

7)

04-09-2022

Thalassaemia Awareness and Screening Programme by NSS

8) 09-11-2022 Badminton and Carrom Competition

9)

16-11-2022

State Level Chemistry Seminar

10)

26-11-22

Observation of Constitution Day

11)

09-12-2022

State Level Philosophy Seminar

12)

10-12-2022

Observation of 'Human Rights Day'

13)

16-12-2022

Anjali Sanyal Memorial Lecture on 'The Jarawas and The Andaman Islands'

14)

21-12-2022

One Day Seminar on 'Research and Publication Ethics, Research Metrics and Referencing and In-Text Citations'

15)

19-12-2022

Career Counselling Programme

16)

11-01-2023

Students' Sports

17)

02-01-2023 to 07-01-2023

Observation of Students' Week *

18)

13-01-2023

Observation of Youth Day by NSS

19)

12-01-2023 to 19-01-2023

Azadi Ka Amrit Mahotsav(Observation of Youth Week)

20)

16-01-2023

Health Awareness Camp, Yoga Session

21)

17-01-2023

Quiz Competition

22)

21-02-2023

Celebration of Antarjatic Matribhasha Dibas *

23)

28-02-2023

Observation of National Science Day

24)

08-03-2023

Observation of International Womens' Day

25) 22-04-2023 Celebrating World Earth Day *

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institution undertakes various efforts to sensitize the students and employees of the constitution of their constitutional obligations. During the commencement of each academic session, the Principal of the college delivers an Orientation lecture to the new batch of the students to make them aware of the core values and ethos of the institution. The address highlights the need of maintaining honesty and harmony among all the diversities, so the young minds who are going to be the responsible citizens of tomorrow, can learn the lesson of exercising their rights and performing their duties properly. All our employees pay their taxes with honesty.

The college usually organizes programmes to celebrate the following days of national and international importance to sensitize the students and the employees.

#Independence Day, International Women's Day, World Environment Day, NSS Day, Antarjatic Matribhasha Dibas, Teacher's Day, Yoga Day, Republic Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above
---	------------------------------

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals
Sl.No
Date
Programmes
1)
06-09-2022

Celebrtion of 'Teacher's Day'

2)

10-09-2022

Kaji Nazrul's Prayan Dibas

3)

08-09-2022

International Literacy Day by NSS

4)

26-09-2022

Celebrating Vidyasagar's Birthday

5)

26-11-2022

Observation of 'Constitution Day'

6)

10-12-2022

Observation of 'Human Rights Day'

7)

13-01-2023

Observation of 'Youth Day'

8)

21-02-2023

Celebration of 'Antarjatic Matribhasha Dibas'

9)

28-02-2023

Kaji Nazrul's Prayan Dibas

10)

08-09-2022

Celebrating 'National Science Day'

11)

08-03-2023

Observation of 'International Women's Day'

12)

22-04-2023

Observation of 'World Earth Day'

13)

24-04-2023

Observation of 'World Book Day'

15)

09-05-2023

Celebrating 'Rabindra Jayanti'

16)

26-05-2023

Celebrating 'Nazrul Jayanti'

17)

26-01-2023

Republic Day

18)

15-08-2022

Independence Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1)The Social Outreach Activities:

Title: Clothes Distribution Programme at Belpahari in collaboration with Teachers' Council and IQAC, R.B.C.College for Women.

Description: Keeping in mind the social commitment of the institution, the college arranged a clothes distribution programme with help from Teachers' Council and IQAC. With all good wishes, Principal, Dr.Lana Mukhopadhyay and some teachers went to Belpahari with gathered resources. The programme was held in collaboration with local social workers and India's notable Para athlete Sumantra Murmu.

2)Maintaining the natural Eco-System and Greenary of the Institution and in addition to this Beautification of the college: The Institution take an enthusiastic effort to initiate a green and eco-friendly campus for all its stakeholders.

(a)Terrace Gardening: To maintain and enrich the eco-friendly environment of the institution, a terrace garden is created on the rooftop of Vidyasagar Bhaban.A rich platter of varied succulents and tropical plants are there to soothe the eyes and

clear the air.

(b)Observation of World Earth Day and World Environment Day: The college arranges different programmes to celebrate World Earth Day and World Environment Day. Following programmes are arranged on 22-04-2023 and 05-06-2023.

#Plantation drive in college campus.

#Environmental awareness rally in the locality.

#Seminar by resource person.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our College strives to empower today's women and ensures the ethical values within them. As this is the only Girls' College in the locality and serves a large area. Enrolment of students from minority community and diversified social structure and low income groups of local industrial belt.

Over the years, the College has tried to nurture, foster and carefully preserves the main objectives. The prime objectives are:

#Providing all possible financial and mental support along with their education to be self reliant.

#Spreading the legal and social awareness among the students and teaching and non-teaching staffs.

#providing safety and security of women in the campus.

Keeping the objectives in mind, the institution has initiated several measures and religiously maintains all. The Women Cell of the institution is constantly working on gender issues and

sensitization. The Women Cell of our college provides necessary psychological support to students and female staffs as and when necessary. International Women's' Day celebrated each year and Instructions regarding women safety, rights and available schemes are given to all the students at the time of admission.

The institution strives to empower today's women and uphold universal moral and social and ethical values within them. Contributions are forwarded to socially and economically backward students and social outreach programmes holds a unique distinctiveness of the college. Students are always encouraged to participate in various activities like cultural competitions, sports, career opportunities etc.

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

7.3.2 - Plan of action for the next academic year

The third cycle of NAAC Accreditation is impending and so the preparations for submission of Self Study Report are under process.

To preserve the campus greenery and to maintain the natural Eco- System of the Institution.

To expand and enrich the social outreach programmes in association with other Non-Governmental Organizations.

To complete the pending works of Infrastructure Augmentations.

#To take necessary steps for recruitment of substantive posts.