YEARLY STATUS REPORT - 2020-2021

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

- 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)
http://rbccwomen.org/doc/630c32cc71edf_aqar_report.pdf

4.Whether Academic Calendar prepared during the year?
Nil

- if yes, whether it is uploaded in the Institutional website Web link:

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Nil**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

• Initiation of Webinars by teachers & students in collaboration with IQAC. • In the pandemic period IQAC supervised conduction of online classes , all internal examination system by using different online platforms like Google meet, Google classroom , Webex etc. • IQAC encouraged the teachers to participate in online courses conducted by SWAYAM/MOOC for faculty participation. • In the pandemic period all administrative works including monetary transactions for admission or any other fee collection were made by online mode under the supervision of IQAC. • Sanitization of the college campus was done during lockdown period under the supervision of IQAC.

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
Providing financial benefit to the poor students of the college to continue their study	The college provides Kanyashree Prakalpa scholarships to 653 (six fifty three) poor students. The college also provides fee concession to poor students from college fund.
Online Career counselling	Students can be get more knowledge on career opportunities for bright future.
Formation of Whatsapp groups of each semester students by every department.	Sharing of study materials, all instructions regarding online examination procedures, submission of project reports, answers scripts in pdf format.
Feedback form collection from the students	Regular feedback form collection from final year students.
Upgradation of the teachers & subjects	Refresher course, Orientation programme, short term course.
Internal continuous evaluation system. Preparation of the result of the students	Mid-term examination conducted. Tutorial class for students.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	09/09/2022

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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• Designation	Principal
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• Mobile No:	9433145192
• Registered e-mail	rbccwomen@gmail.com
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	09/09/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	19/02/2022

15.Multidisciplinary / interdisciplinary

Issue	Course Name & Code	Description	Activity
Interdisciplinary Studies	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) Interac classes ar in collabo the depart journalism equips the with the t aspects of communicat literary a writing.
	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) Interac classes an demonstrat regularly to ensure students' of these s

16.Academic bank of credits (ABC):

nil

17.Skill development:

Issue	Course Name & Code	Description	Activity

| 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 scopes of professional engagement in diverse fields. | 1) Special interactiv are arrang performanc assessment ensure the acquiremen skills. |
| | 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. | 2) Departm magazine i published encourage creativity students. Department institutio magazines published this aspec |

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.

SEC (UG) 2020-2021:

	Name of the Department	Paper Name & Code
1	Bengali	Chalachchitra O Sahitya (BNGSSEC01M) & Mudran Shilpo O Prakasha (BNGSSEC02M)
2	English	Creative Writing (ENGSSE & ELT (ENGSSEC02M)
3	History	Archives and Museums in (HISSSEC01M) & Understanding Indian Art (HISSSEC02M)
4	Education	Shill Development for So Awareness (EDCSSEC01M) & Development of Observati Skills (EDCSSEC02M)
5	Political Science	Democratic Awareness wit Literacy (PLSSSEC01M) & Public Opinion and Surve Research (PLSSSEC02M)
6	Hindi	Karyalayi Hindi (HINSSEC & Anuvad Vigyan (HINSSEC02
7	Sanskrit	Translation, Paragraph Writing,Letter Writing (SANSSEC01M) & Spoken Sanskrit and Comp
1		

		Awareness for Sanskrit (SANSSEC02M)	
8	Journalism and Mass Communication	Radio Production (JORSSE & Documentary Production (JORSSEC02M)	
9	Philosophy	Media Ethics (PHISSEC01M & Business Ethics (PHISSEC	
10	Geography	Remote Sensing (GEOSSEC0 & Advanced Spatial Statist Techniques (GEOSSEC02M)	
11	Botany	Plant Diversity and Huma Welfare (BOTSSEC01M) & Ethnobotany (BOTSSEC02M)	
12	Chemistry	Basic Analytical Chemist (CEMSSEC001) & Analytical Clinical Biochemistry (CEMSSEC002	
13	Mathematics	C-Programming Language (MTMSSEC01M) & Logic and Sets (MTMSSEC	
14	Zoology	Aquarium Fish Keeping (ZOOSSEC01M) & Vermicompost Production (ZOOSSEC02M)	
15	Economics	Survey Methodology (ECOS	

		&	
		Indian Official Statist (ECOSSEC02M)	
16	Food and Nutrition	Instrumentation (FNTSSEC & Field Study in Clinival Community Setting (FNTSS	
17	Physiology	Haematological Technique (PHYSSEC01M) & Diet Survey (PHYSSEC02M)	
18	Physics	Basic Instrumentation Sk (PHSSSEC01M) & Computational Physics Sk (PHSSSEC02M)	

Webinars were also organised for skill development of the students:

	Topic	Date	Organised by
1	Virtual Learning Environment: Practical Approach	05/09/2020	Central Libra
2	Career Options and Job Market After Graduation in Post-Pandemic Times	18/09/2020	Career Counse Cell
3	Communication for Development: Analyzing The Role of Cultural Idioms	28/09/2020	Department of Journalism ar Communicatior

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

Issue	Course Name & Code	Description	Activity
Integration of Indian Knowledge System	1) Indian Classical Literature	1) This section teaches backgrounds	1) Audio-v special cl

| (ENGACOR01T) | 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, Mcchakatika, Kadambari, and Abhijnana Shakuntalam are taught to grow an acute understanding of classical age of India and its literature.

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 know the development of Indian English literature and the cultural traits of India in 20th century. | arranged f[...] effective [...] and learni[...] students p[...] present po[...] presentati[...] showcase t[...] understand[...] issues in [...]

2) Audio-v[...] and film a[...] are shown [...] for their [...] comprehens[...] understand[...] topic. |
| 2) Indian Writing in English (ENGACOR03T) | 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.	
	3) The Individual & Society (ENGGCOR01T/ ENGHGE02T)	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 women-centric writings from Kannada and Bangla. 5) This section teaches poems of Faiz Ahmad Faiz, Jibanananda Das, Gulzar, Novels of Khuswant Singh,	3) Project performanc evaluation emphasized teaching & 4) Student projects t their unde of the syl

		Intizar Husain, and short stories of Dibyendu Palit, Manik Bandyopadhyay, Saadat Hasan Manto, and Lalithambika Anantharajanam 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.	ability of representa
	4) Poems and Short Stories(ENGGCOR02T/ ENGHGE02T) (Text-Cultural Diversity: Selections from Modern Indian Literature)		
			5) Audio-v classes ar Film adapt related do are also s comprehens understand phenomenon
	5) Partition Literature (ENGADSE02T)		

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

In Pandemic period, 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:

As we all were going through the pendemic situation in 2020-21, IGNOU as a largest Open-Distance University too had to shift Counseling from Offline to Online mode so that this adverse situation could not affect educational services to any learner. 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. In the period of 2020-21 many more Under Graduation and Post Graduation Programmes 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   **3530**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **963**

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   **499**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **30**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **31**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

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

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Data Template	View File

2.Student

2.1	3530
Number of students during the year	

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Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	30
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**31**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**32**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**15**
4.3 Total number of computers on campus for academic purposes	**41**

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 20 to July 21 offline mode of teaching was suspended. Whatsapp groups of all students

were opened by the departmental teachers.

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

ii) College provided well-constructed routine/schedule/time-table for each year/semester.

iii) Routine committee prepared the routine which was approved by the Principal.

iv) Teachers prepared their lectures according to the syllabus allotted.

v) 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.

vi) Various classroom teaching methods were used for the effective delivery of the curriculum such as

a)ICT enabled teaching learning method,

b)use of different softwares, use of scientific models and charts for effective lecture delivery,

c) distribution of class notes by teachers, group discussion among the students,

d)microteaching and seminars by students related to curriculum, paper presentation by the students.

e)Regular class tests and internal assessments for theory and practical classes, viva voce are done to keep track of the

improvement of the studies.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://rbccwomen.org/UploadedFiles/546591 A1.1.1.pdf

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 assissing

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.

During the pandemic sessions, a continuous system of online evaluation was put in place. 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	http://rbccwomen.org/UploadedFiles/759091 A1.1.2.pdf

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	B. Any 3 of the above

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	View File

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

19

File Description	Documents
Any additional information	View File
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)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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	
3	

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

3

File Description	Documents
Any additional information	**No File Uploaded**
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 co-curricular 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 like online quiz contests for enhancing awareness related to the environment.**
3. **Human values promoted through activities of the NSS. The NSS unit of the college organised webinars on environmental awareness and sustainability.**
4. **Community outreach and other social welfare programmes.**
5. **Value education and mental health webinars.**
6. **Observance of Earth Day, World Environment Day, etc.**
7. **Upholding values of multiculturalism and diversity through functions like Independence Day and Republic Day celebrations**

as well as through the activities of various clubs and societies, poster competitions, presentations,etc.

File Description	Documents
Any additional information	**No File Uploaded**
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

19

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	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

1600

File Description	Documents
Any additional information	View File
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)	**No File Uploaded**
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	http://rbccwomen.org/feedback.aspx

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

7152

File Description	Documents
Any additional information	[View File](#)
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

1221

File Description	Documents
Any additional information	View File
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

The institution assesses the learning levels of the students and organises special programmes for advanced learners and slow learners.

The Institution has adopted and undertaken the following strategies for advanced learners:

1. Tutorial Classes: Organising Tutorial classes
2. Projects & Assignment: Providing projects and home assignments
3. Self-made Materials: Providing self-made materials on lesson,
4. Students' Competitions: Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
5. Special lectures & talks: Special lectures by eminent speakers from industry and academia
6. Free internet access
7. Online as well as offline Career fairs, seminars and workshops
8. Opportunities for publication in departmental journals and students' magazines
9. Library Facilities: Providing online study materials with advanced reference facilities
10. Financial Incentives :Incentives in the form of merit scholarships and prizes
11. Counselling by faculty to appear for competitive examinations The strategies adopted to level up the slow learners are as follows:

12. Conducting the Course-wise online as well as offline Unit tests to identify the areas of weakness of the students
13. Identification of the weakness of students made on the basis of interactions and assessment tests during classes.
14. Meeting with the weaker students to communicate their areas of weakness
15. Organizing remedial and tutorial classes
16. Counsel the weaker students beyond the class hours.
17. Providing materials and learning modules on online.

File Description	Documents
Link for additional Information	http://rbccwomen.org/UploadedFiles/893056AClass%20Link.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
51	1

File Description	Documents
Any additional information	View File

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

The teachers of the institutions follows the teaching methods using the Audio- Visual Teaching-learning materials, Classes using ICT, Laboratory methods for lab-based courses, Study Tours and Visits, Field Works, seminars, webinars, group discussions, institutional visit, slide shows and Projects as some of the means to provide experiential and participative learning.

The institution has organised various student-centric learning methods like seminars, webinars, group discussions, field trips, institutional visit, slide shows, projects, etc.

Continuous Internal assessments emphasising students' class attendances, home assignments, projects, unit-tests, class interactions, class performances, etc.

Teachers adopted both the asynchronous and synchronous teaching methods. The institution adopted the synchronous teaching methods i.e. using online learning platforms through the video conferencing and live chats or instant messaging using various online line platforms and apps viz. Google Classroom, YouTube, WhatsApp, Microsoft Teams, Zoom, Google Meet. The teachers provided the learning materials, lectures, resources, opportunities to meet and chat with students, and monitor student progress by these learning platforms.

College provided support system to the faculties and learners as follows:

ICT Classrooms

Interactive projectors and smart boards

Internet room

Facility to download e-resources

Wi-Fi

Fund allocation for institutional visits and excursions

Institutional book grant in addition to UGC grant

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://rbccwomen.org/UploadedFiles/893056 AClass%20Link.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 provide 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. During the lockdown period, they conducted online classes through video conferencing on the platform of Google Meet or Zoom. Webinars too were

organised online for the benefit of students, scholars and faculties. The social media platforms like YouTube 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 web OPAC where students and faculties browse e-resources and whatsapp group for active communication.

During the academic year 20-21, the institution organised two state webinars on 'Teaching, learning and evaluation in virtual platform' named 'Virtual Learning environment: Practical approach' and 'e-Adhyayan' with collaboration with K.K. Das College at Garia, Kolkata. The college offers to the faculties and students more than 50,000 e-books and nearly 6000 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	http://rbccwomen.org/UploadedFiles/402161 A2.3.2.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

69

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

31

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

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

325

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 coordinated all the internal assessments i.e. Unit-tests, mid-term and selection tests during the instructional process of each course. The examination process included setting of question papers, evaluation of answer scripts, tabulation and submission of marks. Evaluated scripts of the mid-term examination were shown to the students and feedback were given. But as the internal examination is a component of the university examination, the marks are not communicated to the students, only the results of class tests are communicated. As per the results and performances of students in class tests, the remedial as well as tutorials classes were arranged by the faculties. After commencement of the CBCS, some departments conduct the internal examination through Google form, while other departments set question papers

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://rbccwomen.org/UploadedFiles/230848 A2.5.1.pdf

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

For university examinations:

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

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

For Internal examinations:

1. Evaluated Answer Scripts are shown to students in classroom.
2. The results are communicated to the students
3. On the basis of the performances of the students in unit and class tests,

Feedback are provided

1. Students' suggestions are also taken and considered.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://rbccwomen.org/UploadedFiles/454746 A2.5.2.pdf

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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://rbccwomen.org/UploadedFiles/42455A 2.6.1.pdf
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.

throughout the semester of the academic year. At the beginning of every semester, the subject teacher conveys and explains the course objectives, evaluation pattern, marking scheme etc. to the students at the introductory part of respective subjects. The Academic Calendar, Prospectus and Routine framed by the college were distributed at the beginning of semester. 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 semester. The Principal in coordination with the Heads of the Department monitor the execution of the assigned syllabus and it's timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://rbccwomen.org/UploadedFiles/67750A 2.6.2.pdf

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

786

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)

http://rbccwomen.org/UploadedFiles/776472ASTUDENT%20SATISFACTION %20SURVEY.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

10

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
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

13

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

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

Sr. No.

Programme

Date

1

?? ?? ?????, ??????????? ??????????? ???????

??? ????? (???) ?? ??????????? I (Celebration of 159th

Birthday of Rabindranath Tagore)

1st July, 2020

2

Food distribution to the needy during COVID in collaboration with Naihati Sanniddhi

15th July, 2020 onwards

3

74th Independence Day Celebrations ,

Rishi Bankim Chandra College for Women

, Naihati (Premiered)

15th August, 2020

4

Sanitizer Preparation at college

19th August, 2020

5

Anupranana' Students Welfare Programme , Quiz Competition

30th August, 2020

6

Teacher's Day ; RBCCW ; 2020 (Premiered)

15th September, 2020

7

Creative Competition

24th September, 2020

8

NSS DAY Celebration

24th September, 2020

9

Students union in collaboration with NSS distributed clothes

24th December, 2020

10

Sanitization work at regular intervals form:

13th January, 2021 onwards

11

Science Day Celebration

07th March, 2021

12

Women's Day Celebration

8th March, 2021

13

Environmental Day Celebration

8th June, 2021

14

Yoga Day

21st June, 2021

15

NSS in collaboration with RBC College for Women provided Yaas
Relief at Mandarmoni

25th June, 2021

File Description	Documents
Paste link for additional information	http://rbccwomen.org/UploadedFiles/333653 A3.3.1%20Links%20Extension%20Activitieswe bsite.pdf
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

3

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
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.

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.

Corridors are utilized for displaying students creative and research work.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://rbccwomen.org/UploadedFiles/342031 A4.1.1.pdf

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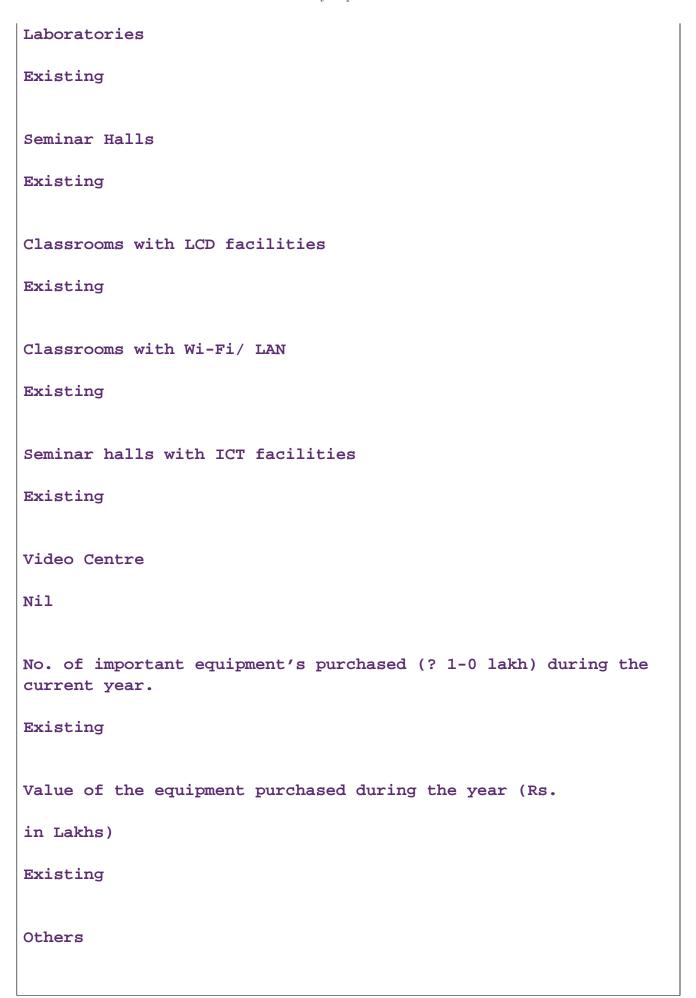
Facilities

Existing

Newly added

Campus area

Existing

Class rooms

Existing

Five Added

Laboratories

Existing

Seminar Halls

Existing

Classrooms with LCD facilities

Existing

Classrooms with Wi-Fi/ LAN

Existing

Seminar halls with ICT facilities

Existing

Video Centre

Nil

No. of important equipment's purchased (? 1-0 lakh) during the current year.

Existing

Value of the equipment purchased during the year (Rs.

in Lakhs)

Existing

Others

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drive.google.com/drive/u/0/folders/1j-reaJmBvebnrd3K2BHUzwkKiDpbb0QQ

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://docs.google.com/spreadsheets/d/1XnJ0bMOKTBnrbP343iCtbQECpjO6ePoJ/edit#gid=130185651
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)

1400477

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)

Library is automated {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 (version 12.7) for the purpose of library automation in 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 services via the Internet to its clients. 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. Users can search their required book(s) by Keyword, author, title, subject, class number, call number and ISBN numbe also.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://docs.google.com/document/d/1BTHcO f4z23qi7MNerAzp2z3LL-n6dNOn/edit

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	**B. Any 3 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)	**No File Uploaded**

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)

1400477

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

15

File Description	Documents
Any additional information	**No File Uploaded**
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

Technology Upgradation (overall)

Total Comp uters

Compu ter Labs

Internet

Browsing Centres

Comp uter Centr

es

Office

Departments

Available band width (MGBPS)

Others

Existi

ng

64

2

2

1

1

1

19

512

1

Adde

d

6

4

1

0

0

0

0

0

0

Total

70

6

1

1

1

19

512

1

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://rbccwomen.org/UploadedFiles/639154 A4.3.1.pdf

4.3.2 - Number of Computers

41

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

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)

1347627

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.

CL is fully automated through KOHA : Integrated Library Management Software. The library is spacious with a journal display rack and well lighted with filtered drinking water facilities. 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. Library hasmore than 16,000 books and various journals on different disciplines, e-resources are also available through N-List membership and the library also provides Xerox service provided.Laboratories – Science departments have well equipped laboratories. Equipment apparatus are purchased when required. Annual maintenance of the apparatus is supervised by the respective departments. The Journalism Mass Communication department has a well equipped audio-visual laboratory. Gymnasium – A well equipped gymnasium is made available to students. Sports – 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. All sports apparatus items remain at the disposal of the Students. Classrooms – Clean and well ventilated classrooms with adequate lights, fans, white/green/black boards are made available to the students. Computers – Computers have been installed and used extensively in office, computer lab, Departments.

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

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

790

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)	No File Uploaded

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

204

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	**B. 3 of the above**

hygiene) ICT/computing skills

File Description	Documents
Link to institutional website	http://rbccwomen.org/UploadedFiles/402246AWhatsApp%20Image%202022-09-28%20at%2015.45.15%20(1)%20(1).jpeg
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

455

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

455

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 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	View File
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

87

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

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)	No File Uploaded

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

4

File Description	Documents
Report of the event	**No File Uploaded**
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)	**No File Uploaded**

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

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

support services—The institute has a regularly functioning registered Alumni Association (Regn No-03/22/56507 of 2016-17)

File Description	Documents
Paste link for additional information	http://rbccwomen.org/UploadedFiles/896122 ADocument%208.pdf
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 & mission of our institution keeping in mind 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 stakeholders, in various policy-making & executive bodies have been ensured through different Government & Statutory provisions:

Administrative Bodies:

Governing Body - It is the apex policy-making body of the college. It accommodates 3 full-time Teachers' Representatives.

All sub-committees formed by the GB consist of teachers.

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

The Bursar is selected from among the teachers. Teachers are included in the following committees which are headed by Conveners/Co-ordinators:

1. Academic Sub-committee comprising all the Heads of the various departments.
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. **Minority (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 Teachers' Council is headed by an elected representative, who helps in coordinating various activities of the teachers.

File Description	Documents
Paste link for additional information	http://rbccwomen.org/UploadedFiles/486070AInstitutional%20Vision%20and%20Leadership.pdf
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.

File Description	Documents
Paste link for additional information	http://rbccwomen.org/UploadedFiles/91589A Effective%20Leadership.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has been using ICT for Teaching- Learning purposes and a dedicated virtual classroom has been provided for this purpose. The ICT room is equipped with a smart board, overhead projectors, computers and audio-visual aids to facilitate teaching. Wi-fi connection is also present in this classroom. The ICT room provides easy arrangement of seminars and lecture sessions delivered by eminent scholars in the field of academia.

The library has upgraded itself to e-learning tools where scanned e-copies for students and teachers are provided.

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. Interactive seminars/webinars were arranged by various departments for the benefit of the students during this period. Teachers have successfully used the virtual platform like Google Meet, Google classroom, Google Duo, WhatsApp, CISCO WebEx, Zoom, etc. during this period for the purpose of live on-line teaching.

A MOU has been signed with both P.N Das College and Sree Chaitanaya Mahavidyalaya, Habra, 24 Parganas (N) where ithas been agreed that there wll be academic and cultural collaboration withourcollege. Action has been taken accordingly.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://rbccwomen.org/UploadedFiles/689608 Amou1_mou2_merged.pdf
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.

GOVERNING BODY: The Governing Body is the apex decision-taking body of the college formed under The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. The internal administration of the college is headed by the Principal.

ADMINISTRATIVE SET-UP: The G.B President, Secretary and Principal heads the administrative set-up.

FUNCTIONS OF VARIOUS BODIES: The Teachers' Council advises the Principal about academic matters and formation of cells/committees. The IQAC, formed by the Governing Body carries out quality improvement activities. The Academic Sub-Committee looks into academic matters. The Building Committee looks into civil and electrical works. The Finance Sub-Committee looks after all financial activities. The Library Sub-committee, manages the Central Library. Extension activities are undertaken mostly by 2 NSS Units. NCC is headed by an ANO. The Seminar and Research committees promotes research-based activities. Cells such as Grievance Redressal, Anti-Ragging, Women's Anti- Sexual Harassment , Career & Placement are present .

SERVICE RULES, PROCEDURES, RECRUITMENT & PROMOTION: These are guided by rules of the West Bengal State University Statutes and state government.

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

File Description	Documents
Paste link for additional information	http://rbccwomen.org/UploadedFiles/477027AThe%20functioning%20of%20the%20institutional%20bodies.pdf
Link to Organogram of the Institution webpage	http://rbccwomen.org/UploadedFiles/204811AORGANOGRAM.pdf
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	C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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 are:

· All statutory and "on duty" leave is provided when teachers attend Orientation Programmes , Refresher Courses, Seminars,etc. Updating of leave account and Service Book is maintained.

· All full-time employees are covered under General Provident Fund.. Regular interest credit and P.F. advances/withdrawals/ loans by the employee are looked after by P.F. Sub-committee.

· All retirement benefits like final payment of P.F. accumulation with interest, Gratuity, Leave Encashment, Pensions are all properly taken care of in due time.

· **The College runs an Employees' Co-operative Credit Society .**

· **The IQAC takes care of the promotion/placement of the Faculty. It processes the CAS related files and sends the files, after verification and necessary correction, to the Principal who in turn completes the formalities to arrange the meeting of the Screening/Selection Committee (comprising of University & Govt. Nominees, as per UGC regulations). 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 WB.**

· **Our college also provides annual /ex-gratia festival allowance to the staff and 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	http://rbccwomen.org/UploadedFiles/251355Ailovepdf_merged%20(10).pdf
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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

4

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	**Nil**
Upload any additional information	**No File Uploaded**

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.

File Description	Documents
Paste link for additional information	http://rbccwomen.org/UploadedFiles/52158A Audit%20report%202020.pdf
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 institution makes all possible efforts to mobilize financial resources:

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

2. Tuition and other Fees collected from students.

3. Infrastructural grants of the Govt. of West Bengal

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

Strategies adopted for optimal utilization of resources:

1. The finance Sub-Committee headed by the Principal and assisted by the Bursar and Accounts section looks in financial matters.

2. Different Plan grants received under specific schemes are utilized

3. The Annual Budget is prepared by the Finance Sub-Committee

4. All standard financial norms and procedures like quotations/tendering etc. are followed in procurements and purchases.

5. Payments for Central/State Govt. funds are made through PFMS.

6. Digital mode of payment is being increasingly preferred

7. Annual audit is carried by the Finance Sub- Committee and the internal auditor and the External Auditor appointed by the DPI, Govt. of West Bengal.

8. The Building Sub-Committee and Establishment Committee looks after new construction/maintenance.

9. Stock registers are properly maintained.

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

Our institution strives for empowerment of our girl students by imparting quality education to them. The college makes utmost effort not only to create an environment conducive to learning for all the students, but also to equip them with moral values and skills which will support and sustain them throughout life. Students from economically weaker sections are provided financial support by reduction in fees and freeships.

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 webinars on various topics for the students who were encouraged to take part in online programmes arranged by the college. Students are encouraged to contribute to society by helping the underprivileged through programmes arranged by IQAC and NSS.

For example our institution also organised a relief camp on 21.6.2021 at Mandarmani (East Medinipur District) where food and other essentials were distributed to the villagers who were facing hardship after the destructive effects of Cyclone YAAS.

File Description	Documents
Paste link for additional information	http://rbccwomen.org/UploadedFiles/301049ASTUDENT%20%20DEVELOPMENT%20PROGRAMMES.pdf
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

The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life. Regular feedback obtained from different stakeholders help in proper identification of the target area.

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

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)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	http://rbccwomen.org/doc/Minutes%20of%20the%20IQAC%20meeting%2020-21.pdf
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

Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words

Provide Web link to:

- **Annual gender sensitization action plan**
- **Specific facilities provided for women in terms of:**
    1. **Safety and security**
    2. **Counseling**
    3. **Common Rooms**
    4. **Day care center for young children**
    5. **Any other relevant information**

a)Safety and security:

 # Our college has 24 hours security staffs. There is government appointed security staff as well as there are hired security staffs from a private agency.

#Posters on Women's safety in the campus with helpline numbers

#The institution has 24 hours CCTV surveillance system in college campus .There is total 19 CCTV in the college campus and are regularly maintained and monitored.

#The Kanyashree scholarship scheme and other scholarships like SVMCM for girl students ensure financial security of the female students. Almost 100% students of the institution avails the scholarships.

b)Counselling:

#The Women Cell of the college provides necessary and regular psychological support to the students and employees.

c)Common Room:

#A sanitary napkin vending machine has been installed in the ground floor of the campus.

#A Girl's Common Room is located next to the college office.

e)Any other relevant information:

#Women's Day on 8th of March 2021 is celebrated and especially women office staffs were felicitated by our respected Principal madam.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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	No File Uploaded
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

? Solid waste management ? Liquid waste management ? Biomedical waste management ? E-waste management ? Waste recycling system ? Hazardous chemicals and radioactive waste management The Chemistry department of our college has a scientific waste recyclingsystem. They collect acid waste and basic waste and store them into specificwaste container and neutralize accordingly to form corresponding salt. Theorganic solvents are collected by distillation process and they are reused.Some solvents are also collected using rotary evaporator for reuse purpose.The physiology department preserves the stained slides for future studies.The Botany Department also preserves the stained slides for future study.The used computers, printers and other E wastes are reselled for further use.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
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	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for	**A. Any 4 or All of the above**

greening the campus are as follows:

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	[View File](#)

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	**E. None 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	**No File Uploaded**

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	**D. Any 1 of the above**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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	**No File Uploaded**

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).

Our institution is ever active in providing an inclusive environment for all thestake-holders. The prime vision of the college has been holistic development ofgirls and empowering them. With this objective, there is a merit-based selection ofstudents from all communities with varied socio-economic backgrounds. Student'sWelfare Committee select the eligible students for free ship or half freeship.Topromote tolerance and harmony towards cultural,regional,linguistic,communalsocio-economic and other diversities the institutional initiatives are: #RBCCW, Anupranana: Creative Writing Meet on 20-09-2020. (https://youtu.be/T8sIfQVE Cy4) #RBCCW, Anupranana: Quiz Competition on 30-08-2020. (https://youtu.be/uVRFaLdx RoI) #Webinar on Student's Welfare (Career Counseling) on18-09-2020. #Republic Day Celebration # Rabindra Jayanti Celebration by student's union on09-05-2021 (https://youtu.be/jOiLV1I73 Pw) # Rabindra Jayanti Celebration by NSS on 10-05-2021 (https://youtu.be/ssRDO4C onhI) #Teacher's day celebration on 05-09-2020 (https://youtu.be/bzvEzHhb 1ts) #NSS Day Celebration on 24-09-2020 (https://youtu.be/I7SokUSi1 Jw) #Antorjatik Matribhasha Dibas organized by Dept.of Bengali on 24-02-2021 (https://youtu.be/PciZQg9o 8Z8) # 74th Independence Day Celebrations on 15-08-2020 (https://youtu.be/gMXc8TY xvMg) # National Science Day (https://youtu.be/C5uwZag 1pBQ) Students are encouraged to join the NSS and NCC units of the college to activelywork with people from diverse socio-cultural backgrounds

with an aim ofimproving society and make a better tomorrow.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The college undertakes various efforts to sensitize the students and employees ofthe institution of their constitutional obligations. During the commencement ofeach academic session, the principal of the college delivers an Orientation Lectureto the new batch of students to make them aware of the core values and ethos of theinstitution. The address highlights the need of maintaining honesty and harmonyamong all the diversities the young minds who are going to be the responsiblecitizens of tomorrow learn the lession of exercising their rights and performingtheir duties. Our employees are trained to pay taxes with honesty. The institutionusually organizes programmes to celebrate the following days of national andinternational importance to sensitize the students and employees:
#Independence Day, International Women's Day, World Environment Day, NSSDay, Antarjatik Matribhasha Dibas, Teacher's Day, Hindi Dibas, World Yoga Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
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	**D. Any 1 of the above**

for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	View File
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	**No File Uploaded**

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

#Republic Day-A programme is organized celebrating the republic day #Bhasha Divas- https://youtu.be/PciZQg9o 8Z8 #Women's Day: 8th March of each year is celebrated by various programmes on women empowerment by Women Cell and NSS unit of the institution. #World Environment day. #Independence Day- https://youtu.be/L_HHaMv F92k # National Science Day- https://youtu.be/C5uwZag 1pBQ

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.

The Social Outreach Activities:- Social outreach activates have been a priority for the institution since its inception as it was built on the sacred themes and values of the great novelist

Rishi Bankim Chandra Chattopadhyay. There are many social outreach units in the institution which keep no stone unturned to reach out to all the possible section of the society where service is rendered with empathy and enthusiasm.

The use of ICT: - The institution introduced ICT for regular operations of the college in its neibourhood. ICT has been put to regular use in academic as well as all administrative activities of the institution. Regular practice of our institution ensuring the best outcome for all our stakeholders.

Scholarships and Financial support System:_-The college facilitates all of our students to avail several state and central scholarships schemes. The Kanyashree Scheme, a flagship project of the Govt. of West Bengal, ensures financial security of the female students. Apart from this scholarship for the minority students and The SVMCM scholarship based on merit are availed by a huge no. of students.

Vaccination camp: Vaccination camp wasorganised with the Governmental assistance and NSS units of the college took the active initiatives .Many of the students, staffs and local residents were vaccinated and a ositive awareness programme alongwith sterilization was done extensively.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Over the years, the institution has tried to nurture, foster and carefully preserves theprime objectives. The institution strives to empower today's women and ensuresthe social values within them. The main objectives of the institutions are: # Gender Sensitization among students. #Safety and security of women in the campus #Providing support to students to be self-reliant. #Spreading awareness among all, regarding legal provisions Keeping the objectives in mind, the institution has initiated several measures. Theinstitution has Women Cell working continuously on gender sensitization. Sensitization programmes are : #International Women's Day celebrated each year.

#Instructions regarding women's safety, rights and available schemes are given to all the students at the time of admission. There is active participation of our students in extension activities through the NSSunit under the guidance of female teacher. Total 38 number of students areenrolled as NCC cadets in the session 2020-21 and actively participated inNIC(National Integrity Camp,7 students),RDC(Republic Day Camp,1Student),TREK(4 students),AAC(Army Attachment Camp,1 student) and Blood Donation Camp(2 students).The Women Cell of the college provides necessary psychological support to thestudents and employees in the pandemic situation and in post Covid phase.

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

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 the Self Study Report is under process #To complete the pending works of infrastructure augmentation #To preserve the campus eco system. #To take steps for recruitment in substantive posts. #To expand the scope of outreach programmes.