The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2016-2017

1. Details of the Institution

1.1 Name of the Institution

RISHI BANKIM CHANDRA COLLEGE FOR WOMEN

1.2 Address Line 1

EAST KANTAL PARA

Address Line 2

NAIHATI

City/Town

NORTH 24 PARGANAS

State

WEST BENGAL

Pin Code

743165

Institution e-mail address

rbccwomen@gmail.com

Contact Nos.

9432490530

Name of the Head of the Institution:

DR. LANA MUKHOPADHYAY

Tel. No. with STD Code:

033-25801905

Mobile:

9432490530

Name of the IQAC Co-ordinator:

JILKOD MAMUN

Mobile:

9433145192

IQAC e-mail address:

rbccw.iqac@gmail.com

1.3 **NAAC Track ID**

WBCOGN11701

OR

1.4 **NAAC Executive Committee No. & Date:**

1.5 Website address:

www.rbccwomen.org

Web-link of the AQAR:

http://rbccwomen.org/AQAR.html

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B		2004	2004-2009
2	2nd Cycle	B		2016	2016-2021
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :

25/03/2014

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

1.9 Institutional Status

University　　　　　　　　State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College　　　　　Yes [√] No [ ]

Constituent College　Yes　　No [ ]　　[√]

Autonomous college of UGC　Yes [ ] No [ ]　[√]

Regulatory Agency approved Institution　Yes [ ]　No [√]

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

Type of Institution　Co-education [ ]　Men [ ] Women [√]

　　　　　　　　　Urban [√]　Rural [ ] Tribal [ ]

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

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

1.10 Type of Faculty/Programme

Arts [√]　Science [√] Commerce [ ] Law [ ]　PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]　Health Science [ ]　Management [ ]

Others　(Specify)　| Post Graduation in Directorate of Open & Distance Learning (DODL) under Kalyani University |

1.11 Name of the Affiliating University *(for the Colleges)*　| WEST BENGAL STATE UNIVERSITY |

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

Autonomy by State/Central Govt. / University　| NA |

University with Potential for Excellence　| NA |　UGC-CPE　| NA |

DST Star Scheme	NA	UGC-CE	NA

UGC-Special Assistance Programme NA   DST-FIST NA

UGC-Innovative PG programmes NA   Any other (*Specify*)

UGC-COP Programmes NA

2. IQAC Composition and Activities

2.1 No. of Teachers 11

NA

2.2 No. of Administrative/Technical staff 01

2.3 No. of students 02

2.4 No. of Management representatives 01

2.5 No. of Alumni 02

2. 6 No. of any other stakeholder and

   community representatives 00

2.7 No. of Employers/ Industrialists 00

2.8 No. of other External Experts 01

2.9 Total No. of members 18

2.10 No. of IQAC meetings held   : 13

2.11 No. of meetings with various stakeholders: No.   Faculty   10

         Non-Teaching Staff Students   03   Alumni   02   Others

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

       If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | 0 | National | 0 | State | 0 |

Institution Level | 0 |

 (ii) Themes | |

2.14 Significant Activities and contributions made by IQAC

> Preparation of promotion papers of the teachers. Preparation of ICT room and maintenance of Day-Care Centre. Upgradation of teaching-learning system and examination system.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Development of the new campus	Construction of the new central library and digital resource centre.
2. Development of infrastructure for DODL under Kalyani University	Creation of a separate office for the DODL in the new campus
3. Upgradation of library with subscription to various journals and e-libraries	Journal section and computer section maintained in the central library

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

2.15 Whether the AQAR was placed in statutory body   Yes [ ]   No [√]

 Management [ ]   Syndicate [ ]   Any other body [ ]

 Provide the details of the action taken

> none

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	15 (13 H +2G)	Education Honours		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others DODL	1			
Total	16			0

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	15

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]
        Students [√]
  (On all aspects)

  Mode of feedback : Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

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

> N .A

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	24	2	1(Principal)	02 –CWTT 06- PTT

2.2 No. of permanent faculty with Ph.D.   14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	2								

2.4 No. of Guest and Visiting faculty and Temporary faculty   36   00   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	00	02
Presented papers	06	08	00
Resource Persons	00	00	01

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

Special interactive classes and multimedia sessions are encouraged. Students are encouraged to participate in publishing the departmental journals, bulletins and wall magazines.

2.7 Total No. of actual teaching days during this academic year   238

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

Practice of in-house projects and mid-term examination

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   02

2.10 Average percentage of attendance of students   60%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(HONS)	262	0	2 %	81 %	0	83 %
BSc(HONS)	38	0	11 %	63 %	0	74 %
BA(GENERAL)	1002	0	0	33%	0	33%
BSc(GENERAL)	63	0	3%	37%	0	40%

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

IQAC facilitates student-teacher interface via feedback forms and grievance cell. It encourages teachers in research activities as well as in organizing seminars and workshops.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	15	00	10
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

The Research Committee functions under the IQAC for promoting research environment inside the college. The committee encourages and tries to give necessary assistance to the interested teachers. The committee also gives guidelines to the faculty for applying Ph. D under FIP programme according to UGC norms. The committee encourages for research publications of the faculties and publishing a multidisciplinary annual journal by the college.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NONE	NONE	NONE	NONE
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NONE	NONE	NONE	NONE
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	0	11	0
Non-Peer Review Journals	0	2	0
e-Journals			
Conference proceedings	6	6	1

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]

h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published

i) With ISBN No. [0] Chapters in Edited Books [3]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from : NONE

UGC-SAP [ ] CAS [ ] DST-FIST [ ]

DPE [ ] DBT Scheme/funds [ ]

3.9 For colleges : NONE Autonomy [ ] CPE [ ] DBT Star Scheme [ ]

INSPIRE [ ] CE [ ] Any Other (specify) [ ]

3.10 Revenue generated through consultancy [NONE]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					0
Sponsoring agencies					College

3.11 a. Departmental Seminar

College Level	International	National	State	University	College
Number					
07					07

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

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

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs : NONE

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

Total [ ]

3.16 No. of patents received this year : YES

Type of Patent		Number
National	Applied	
	Granted	01
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year: NONE

Total	International	National	State	University	Dist	College

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

NONE

NONE

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

NONE

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) : NONE

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events: 248

University level | √ | State level | | College Level | √ |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | | State level | |

National level | 2 | International level | |

3.23 No. of Awards won in NSS: YES , Best Volunteer award

University level | √ | State level | |

National level | | International level | |

3.24 No. of Awards won in NCC:

University level		State level	
National level	2	International level	

3.25 No. of Extension activities organized

University forum		College forum	
NCC		NSS	1	Any other	1

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

SL NO	NAME OF THE PROGRAMME	DETAILS OF THE PROGRAMME	NO OF VOLUNTEEERS PRESENT/OTHER RELEVENT DETAILS
1	Programme on Independence Day	Organised on 15-08-2016 by R.B.C.C.W and NSS unit of the college.	15 volunteers and other were present
2	Special camp	Organised on 20th September – 27th September, 2016 by R.B.C.C.W and NSS unit of the College.	43 volunteers and other were present
3	Thalassaemia awareness & family screening programme	Organised on 24-01-2017 by R.B.C.C.W and NSS unit of the college	56 volunteers and other were present

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (sq. mts.)	4564.82			4564.82
Class rooms	32			
Laboratories	15			
Seminar Halls	2		UGC +Govt.	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> The college administration software including Office Module (Daily Cash Collection from Student, Maintain students data) and Accounts Module already installed and work properly.
> One computer has been bought in the Library for the purpose of KOHA.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13206		704		13910	
Reference Books	50		11		61	
e-Books	N-List		00		00	
Journals	01		04		05	
e-Journals	N-List		00		00	
Digital Database	00		00		00	
CD & Video	15		0		15	
Others (Book Bank)	1016		00		1016	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	60	01	BSNL Broadband			09	6	01
Added	04		01(software)				Library-2 Chemistry-1 Botany	
Total	64							

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

02

4.6 Amount spent on maintenance in lakhs :

  i) ICT   90,613/-

  ii) Campus Infrastructure and facilities   5,80,000/-

  iii) Equipments   95,780/-

  iv) Others   5,20,650/-

                                                 12,87,043/

Total :

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Regular notification is provided to the students – both online or offline. IQAC encourages different committees to regularly conduct meetings and submit regular reports.

5.2 Efforts made by the institution for tracking the progression

> Mid-tern tests and in-house projects are done compulsorily for tracking in-house progress apart from selection tests for university examinations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3617	NA	NA	NA

(b) No. of students outside the state

00

(c) No. of international students

00

Men
No	%
NA	

Women
No	%
3617	100

Last Year (2015-2016)						This Year (2016-2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2782	596	43	306	00	3955	2574	637	42	364	0	3617

Demand ratio : 1:2   Dropout % :10%

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

> A free course for communicative English is conducted Basic Computers training is conducted regularly in collaboration with WEBEL.

No. of students beneficiaries

60

5.5 No. of students qualified in these examinations :   Data not maintained

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

5.6 Details of student counselling and career guidance

There is a specific committee to look after this aspect.

No. of students benefitted

5.7 Details of campus placement: 19.07.16 – campus screening and interview

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02- BMA WEALTH CREATORS, ASCENT OFFSHORE	120	46	NA

5.8 Details of gender sensitization programmes

Programmes were conducted in collaboration with the NSS unit of our college, after a long time, became functional again 16th March, 2015. Within a short time span more than 100 volunteers became active and therefore two units of NSS cell are functioning now in our RBC College for Women.

We have organized many important social awareness programme and celebrated World AIDS Day and Youth Day, Environment Day etc. Cancer Awareness Programme, and other programmes with collaboration of sexual harassment cell, women's cell, Human Rights Cell triggered a huge wave among students. We also organized Dengue awareness programme and rally.

We have visited Dhankal Sharada Pall at Kanchrapara for a Health Camp, support literacy Programme for poor children from local village at Ramchandra pure. Unit-I of NSS Cell adopted an area near Salidaha Gram Panchayat at Ramchandrapur.

Beside these Thalassemia Test and Family counselling of Thalassemia carrier also organized with the collaboration with Calcutta School of Tropical medicine. Under Swachhta Pakhwada Mission clearing of campus and nearby local area are also done several times in this period.

Due to increasing number of active willing volunteers the college has open Uint-II on 2016. NSS Unit-II of college organized an Orientation Programme for students of 1st year for motivating students for social work and social awareness. Unit-II also organized a seminar/workshop on "Bank Literacy and Cyber Crime". A rally was organized in local slum area on Dengue awareness and AIDS. To encourage national integration 15th August, Rekhe Bandhan Utsab and several programme also taken by NSS Units.

 Health & Literacy camp was conducted in Rama Chandrapur. Salidaha Gram Panchayet. Thalassaemia screening camp was conducted. A seminar was conducted on "Bank Literacy & Cyber Criminal".

5.9 Students Activities

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

State/ University level [ ]   National level [ ]   International level [ ]

No. of students participated in cultural events

State/ University level [ ]   National level [ ]   International level [ ]

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

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

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	66	17,040/-
Financial support from government (Kanyashree)	551	1,37,75,000/-
Financial support from other sources(Principal's fund)	15	5,655/-
Number of students who received International/ National recognitions	00	00

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students   [02]

5.13 Major grievances of students (if any) redressed:
Adequate five extinguishers water fillers are installed & maintained. Virtual clearness are conducted regularly.
A reading-room & online library facility is created in the library.

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision- Empowerment of women from all sections of society through holistic education centred on academics. Our vision aims to inculcate moralvalues, discipline and dynamism in our students coming from a semi-urban society and to produce students capable of standing up to the challenges of society.

Our Mission:
1. To cater to the ever-increasing need for women's education .
2. To impart quality education to women students from backward classes and first generation learners from economically challenged backgrounds thereby encouraging inclusive growth.
3. To provide an ambience that makes our students ethically strong and professionally competent and, thereby, contributing to a healthy and prosperous society.
4. To encourage innovative thinking and creativity and inculcate research skills in our students through projects and educational tours.
5. To optimize the use of available infrastructure for sustained development of the college.
6. To supplement and enrich the existing curriculum through seminars and extension lectures by eminent scholars.
7. To adequately assess and address the special needs of backward students like first generation Learners through the implementation of special tutorial & remedial Programmes.
8. We also aim to provide professional training courses for career and soft skills development.

6.2 Does the Institution has a management Information System

The college maintainsa database of all students admitted to the college through software developed for this purpose. Online admission system has been introduced. We also have a student feedback system, grievance redressal cell for obtaining information

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

6.3.1 Curriculum Development

Not applicable

6.3.2 Teaching and Learning

The College promotes learner-centric education approach through appropriate methodologies like providing an Academic Calendar, interactive instructional techniques, debates, projects, presentations, field work, surveys, experiments and practical classes which facilitates effective learning outcome.. The ICT room has been provided for use of multi-media for teaching-learning purpose. We have also developed a Smart Class Room for advanced teaching and learning. The library has been fully digitised.

6.3.3 Examination and Evaluation

Mid- term and Test examinations are held regularly. Departments also conduct class tests and in-house projects

6.3.4 Research and Development

Teachers attend Orientation Programmes, Refreshers Courses and workshops organized by the Academic Staff Colleges. Paper presentations at conferences and seminars are encouraged. Specific committees for research, publication and arrangement of seminars also look after this aspect

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Central Library of the college is fully automated through KOHA: Integrated Library Management Software. The library is spacious and well lighted with filtered drinking water facilities. Presently the library has two adequate reading rooms with CC Camera. It has a stock of more than 15,000 books and various journals on different discipline, e-books and e-journals are also available through N-list membership,. Beside this In-house publications of college also available in Institutional repository through D-space software. On web library site is also linked with different URL address of scholarly communication. Library also provides access of web-OPAC.

6.3.6 Human Resource Management

There is delegation of duties to all teaching and non-teaching staff. Constant monitoring is done about progress of work and feed back taken from students and other stakeholders

6.3.7 Faculty and Staff recruitment

Contractual teachers, guest lecturers and other casual non-teaching staff have been recruited to fill shortage of man-power.

6.3.8 Industry Interaction / Collaboration

None

6.3.9 Admission of Students

A transparent admission process has been maintained by involving all teaching, non-teaching staff and students'union. Online admission system has been introduced. Registration and submission of fees for university examinations are also conducted online

6.4 Welfare schemes for

Teaching	Group insurance, loans from Provident fund and Co-operative
Non teaching	Group insurance, loans from Provident fund and Co-operative
Students	Student free-ships, welfare fund and principal's fund, Kanyashree, post-matric scholarship

6.5 Total corpus fund generated

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

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

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

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

For UG Programmes　　Yes 　☐　No 　√

For PG Programmes　　Yes 　☐　No 　√

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

All examinations form filled-up process though online.

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

N.A

6.11 Activities and support from the Alumni Association

Regular feedback and assistance is given by Alumnae Association in institutional activities. Various programmes have been arranged by the Alumnae Association regarding arrangement of training programmes and distribution of clothes and books to the needy people of the surrounding areas.

6.12 Activities and support from the Parent – Teacher Association

Parents' feedback ensures that we try to incorporate their suggestions when and wherever possible

6.13 Development programmes for support staff

Initiative has been taken to introduce a hands-on training for computer applications for support staff

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

The NSS units have undertaken cleanliness drive in the college. Garbage binshave been provided and beautification of the college has been undertaken by introducing potted plants in the campus.

Criterion – VII

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

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

> ➤ The Central Library of the college is fully automated though KOHA: Integrated Library Management Software.
> ➤ The library is spacious well lighted with filtered drinking water facility.
> ➤ The Library has two reading rooms with CC Camera.
> ➤ It has a stock of more than 15,000 books and various journal on different disciplines.
> ➤ E-books and e-journals are also available through N-list membership.
> ➤ In house publication of college is also available in institutional repository though D-space software.
> ➤ On web library site is also linked with different URL address of scholarly communication.
> ➤ Library also provides access to web-OPAC.

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

> ➤ CC-cameras have been fitted all through the college campus including office, Vidhyasagar Bhawan and Ananga Bhawan.
> ➤ Virtual class room and snart class rooms have been set up for better teaching-learning process in Vidyasagar Bhawan.
> ➤ Computer with internet connection has been provided in the teachers' staff room for the benefit of the teachers.
> ➤ Air condition machine has been installed in the students' union room for the welfare of students.

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

> ➤ Financial support is extended to needy students through various schemes.
> ➤ Admission fees of poor students are also reduced by a considerable amount.
> ➤ Online admission process, students registration, form fill up and review has been initiated.

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

7.4 Contribution to environmental awareness / protection

> Classrooms are regularly cleaned and maintained. Perfect sanitation is maintained in toilets. Adequate dustbins are strategically placed in the campus for waste management.

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

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

> ➤ Environmental awareness is created among the students.
> ➤ Student seminars, Interactive session are arranged by various departments. Hindi Dept. organized quiz and recitation programmes to motivated and encourage the students.
> ➤ Departments like Geography, Botany and Zoology arrange excursions to make the students aware on the social and ecological aspects of nature.
> ➤ Dept. of Journalism & Mass Communication arranged special lecturer by inviting media experts and journalists.

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

> i)Purchase of land for college campus expansion.
>
> ii)Renovation of existing premise for better space utilization.
>
> iii) Introducing new honours courses. PG in Bengali & UG in Journalism & Mass Communication Honours from the Academic Session 2017-2018.

Name: Jilkod Mamun   *Name : Dr. Lana Mukhopadhyay*

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

ANNEXURE 1
Best Practice-1: Empowerment of Women through Quality Education.
Goals
The college engages in women's empowerment through education practices with the following objectives:

➢ To enable students to appreciate and understand the essential role played by women in society and the work force.
➢ To assess the needs of economically challenged students and first generation learners and help them to achieve their academic goals.
➢ To understand and address through counselling both academic and financial problems faced by the students.
➢ To create a friendly and conducive learning environment for the students.
➢ To provide moral support to students from repressed and emotionally unstable environments.
➢ To motivate students to perform better through prizes and scholarships.

The context

We believe that education is the most important tool for women's empowerment. Educating a woman is equivalent to educating a family, and consequently the entire nation. Women have a significant contribution in the present workforce. Even as homemakers, they play an essential role in educating their children and giving them a firm moral foundation. The college acknowledges the greater responsibility associated with women's education and 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. As women from economically weaker sections of the society confront greater difficulties in pursuing higher education, various supports is extended to them to realize their potential and fulfil their dream of establishing themselves as valuable members of society through quality education.

The Practice
The college takes the following steps towards the empowerment of women:

➢ Our college extends financial support to meritorious but economically disadvantaged students in the form of tuition fee concessions (full/partial). Although free studentships are mostly granted on merit-cum-means basis, the conditions are relaxed for students who do not fulfil the criteria of merit but will be unable to continue their education without financial aid. The college maintains a Students' Aid Fund, Students' Welfare Fund and Principal's Fund to render financial assistance to needy students.
➢ Students of the college incapable of paying University examination or excursion fees are supported by funds from college. The admission fees for meritorious but economically disadvantaged students are often paid from these funds. After admission, such students are immediately recommended for free studentship.
➢ The Students' Welfare Cell provides support on academic matters. They are encouraged to complete their education and become self-reliant.
➢ Besides this, the students regularly seek personal advice on academic and psychological matters from the teachers of their departments. The teachers frequently remain after college hours to provide such counselling.
➢ The college also has a relaxed attendance policy for students who need to work to support their families. The teachers also lend their maximum support to such students.
➢ The Students' Health Home provides a whole range of medical facilities to our students at subsidised rates.
➢ The college has a healthy mix of students from all communities and backgrounds that learn to coexist and work together in harmony. This promotes a sense of national integrity.
➢ Remedial Coaching and special classes are organized regularly for the benefit of students from S.C., S.T. and minority communities and first generation learners.
➢ The N.C.C. has been actively functioning in the college. It has been responsible in training the students in defence, fitness and team work. Our students have had the opportunity to participate in national level sports meets and camps.
➢ The college has instituted a large number of awards and scholarships for meritorious students, outstanding performers in sports and N.C.C. activities and those requiring financial assistance.

Best Practice II: Sustained emphasis on co- and extra-curricular activities to stimulate all-round development
Goals
The college engages in several co-curricular activities and education practices with the following objectives:

- To encourage the holistic development of students
- To explore and bring to fruition the latent potential of each student and to provide an ambience for creative expression
- To provide a platform which facilitates smooth transition from college campus to higher education or the professional sector
- To provide optimum exposure to the cultural environment and develop a sense of cultural belonging
- To promote goodwill and interaction among all students and teacher-student interaction
- To inculcate the values of discipline and moral character
- To expose the students to new ideas of research and development
- To develop leadership skills and organizational abilities

The context

The motto of our college is been "ASATO MA SADGAMAYA – TAMASO MA JYOTIRGAMAY", meaning, "Allow me to know my true identity, my true purpose of life – Let me enter light from darkness, enlighten me with knowledge from ignorance." With this objective in mind, every effort has been made by our college to tap the hidden potential in the students and inculcate good human values. Since its inception, the college has been tirelessly engaged in the task of creating a long and illustrious lineage of women achievers in every field of life. In order to achieve this purpose of all-round individual development, mere academic pursuit is not adequate. Therefore, alongside the curricular programmes, extracurricular activities have been designed to ensure their cultural and moral well being. The college considers it its duty to provide value -based education and life–skills which will help to create individuals who can not only adapt themselves easily to an ever-changing society but can also provide leadership and guidance when necessary.

The Practice

Co- and extra-curricular Activities:

The college has always believed that an all-round educational development can only take place through a holistic approach. In this context, the college has taken the following steps:

- The Fresher's Welcome is annually held in a 100% ragging-free environment. This is achieved by encouraging equal participation of the seniors and the new entrants in designing the programme. This fosters a strong bond between freshers and seniors and creates a friendly ambience.
- The college upholds Indian tradition and heritage in all such events. In the present scenario of steadily degrading social values, our college has been able to maintain distinction with regards to the quality and nature of such programmes. A strict discipline is followed during these programmes. Active participation of teachers and their valuable guidance during the same also ensures meaningful achievements. These cultural programmes have been the platform where a lot of our students have discovered and realized their love for performing arts which they have pursued professionally later in their lives.
- The college organizes a number of extension lectures other than departmental activities and UGC sponsored seminars. The subjects of such lectures are carefully chosen so that they provide a unique exposure to new thoughts and developments in the frontier areas of research as a matter of academic interest. The students actively participate in such programmes and this enhances their leadership and organizational skills.
- The college regularly observes the birth and death anniversaries of personalities of national interest like freedom fighters, scientists, moral leaders, educationists, poets, writers etc. with a view to provide role models to the student community. Programmes are held regularly to celebrate Bhasa Dibas, Rabindra Jayanti, Baishe Srabon etc.
- The literary talents of the students find expression in the annually published college magazine and the wall magazines of the different departments.

Evidence of Success

The quality education imparted by the college has resulted in it becoming one of the most sought after institutions for higher studies. This is reflected in the increased number of students admitted to the college each year. Over the years many students have benefitted from these practices and have been able to successfully complete their education as a result. Moreover, our efforts have also made it possible for many students to tackle their personal and emotional problems and rise above them to carve out their individual identity. Our college is proud to have as its alumni countless prominent figures in the fields of academics, literature, art and culture, politics, administration and law, sports. They have not only carved out a niche for themselves but have also upheld the name of the college by utilizing the opportunities given to them. Their

exemplary achievements have brought honour and glory to the college and reaffirmed its faith in the best practices mentioned above.

The college has never seen an atmosphere of unrest or in-fighting among students and there has always been a healthy atmosphere of learning. Moreover, the teacher –student relationship in this college is such that the students always voice their thoughts and opinions without fear of being subdued. The college initiatives have produced socially responsible citizens who are equally aware of their moral and ethical ground as well as their civic rights. Through these value-based practices we uphold the views of Swami Vivekananda:

"Education is not the amount of information that is put into your brain and run riots there, undigested, all your life. We must have life building, man making, and character making assimilation of ideas. If you have five ideas and make them your life and character, you have more education than any man who has got by heart a whole library."

Problems Encountered and Resources Required

➢ The primary constraint in the implementation of the practices mentioned above is the shortage of time and space and the timely detection of students' needs. The college functions in the morning hours and has to share classroom and laboratory space with Rishi Bankim Chandra College. This leaves us with limited time and space for teacher-student interaction and couselling. The college tries its best to overcome this problem by setting up two new campuses.

➢ The College has to contend with a growing number of students and shortage of staff. This severely impedes the much needed one-to-one interaction between teacher and student.

INSTITUTIONAL ACADEMIC CALENDAR : 2016-2017
R.B.C COLLEGE FOR WOMEN , NAIHATI,
NORTH 24 PARGANAS

INSTITUTIONAL CALENDAR :

1. Commencement of Academic Session 2016-2017 : 1st July 2016
2. Commencement of 1st year Hons. & Gen. Classes : 1st week of July.
3. Form fill up for Part-I University Exam. : June/ July 2016
4. Commencement of 3rd year Classes : July/August 2016, immediately after the completion of Part-II University Exam.
5. University Exam. 1st Year (Part I) : July/ Aug. 2016
6. Commencement of 2nd year Classes : Aug./ Sep. 2016, immediately after the completion of Part-I University Exam.
7. Puja Vacation : 7th October to 2nd November 2016
8. Mid-Term Exam. (1st year) : November 2016
9. Mid-Term Exam. (2nd year) : December 2016
10. Winter Recess : 25th December to 31st December.
11. New Year of English Calendar : 1st Jan. 2017
12. 3rd year B.A./ B.Sc. (Hons. & Gen.) Test Exam : Last Week of January, 2017

13. Result of 3rd year B.A./ B.Sc. Test Exam : 2nd week of Feb. 2017
14. 2nd year B.A./ B.Sc. (Hons. & Gen.) Test Exam : 1st week of March , 2017
15. Form fill up for Part III University Exam. : March 2017
16. 1st year B.A./ B.Sc. (Hons. & Gen.) Test Exam : 1st week of April , 2017
17. Result of 2nd year B.A./ B.Sc. Test Exam : 1st week of Apr. 2017
18. Result of 1st year B.A./ B.Sc. Test Exam : 4th week of April 2017
19. Form fill up for Part-II University Exam. : April 2017
20. University Exam. 3rd Year (Part-III) : April / May 2017
21. University Exam. 3rd Year (Part-II) : May-June 2017
22. Summer Recess : 16th May to 30th June , 2017
23. Admission for the Academic Session 2016-2017 : May 2017, Immediately after the Result of H.S. Exam.