BEST PRACTICE 1

Title of the Practice: Administration at Fingertips

Objectives of the Practice: This is the era of Administration at fingertips through e-Practices/e-Governance/e-Communication/e-Academics etc. To fulfill the Vision of administration at fingertips and eco-friendly E Management for 'Save paper, Save trees' Rishi Bankim Chandra College for Women adopted paperless administration in the following areas for conduction of smooth and fast Administrative activities:

(a) Functioning of Administrative Activities through college website & student app

(b) Financial Management through WBIFMS & PFMS

(c) Student Admission & Transfer Certificate issuance through separate Admission portal

(d) Student data Management through ERP software

(e) Student Support Systems including Scholarship verifications through institutional login in other portals

(f) Student progress/course outcome attainment through separate portal

(g) Student coaching for entry into the services through web portal

(h) University Registration & Enrolment for Semester end Examinations through student login in college portal

(i) Recording of Internal and Practical Marks through faculty login in University portal

j) Learning Management System (LMS) provides e-learning materials from any part of the world

k) Installation CCTV to provide security and surveillance solution at our campus students, staff people and public.

l) Installation of Mass SMS Software.

Context:

This is the only girls' college in the locality and serves a huge hinterland and students come from diversified social and economic background. So it is necessary to adopt and transform e resource for all.

Practice:

The objectives are executed in different ways-
*Fully online Admission Portal.
*Financial Management through HRMS, IFMS, E-PF.
*University registration and Enrolment for semester and Examinations through student login in college portal.
*Administrative Communications through college website.

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*Enrich student support system through E-Feedback, Student Dashboard-Grievance.
*Student scholarship verification through institutional login.
*Institutional cloud storage to support all the stakeholders.
*Blended learning method (online, offline, smart classes) for both regular and value added and add on courses.
*Digitization of library (KOHA on cloud for library automation, Web OPAC, D Space Software for internal repositories, FID for security checking)
*Learning Management System (LMS) provide E-learning materials to all from any parts of the world.
* Installation of G Suite from the session 2022-23

Evidence of success:

Smooth functioning of Administration in all the above mentionedfields through college website, online admission portal, use of electronic media, smart classes in teaching-learning and evaluation methods and above all accustomisation to the e- mode for all stakeholders are the records and evidences of success.

Summary of Evidences of Success:

Services Executed	Through Media	Beneficiaries
College Website	https://rbccwomen.org/	All Stakeholders
Admission Portal	https://wbcap.in/	Students
Student's fees Payment	https://erp.rbccwomen.in/StudentPortal/Login.aspx	Students
WBIFMS	https://www.wbifms.gov.in/	Staff Members
E-Feedback	https://rbccwomen.com/feedback_system/	All Stakeholders
E-Grievance	https://erp.rbccwomen.in/StudentPortal/Login.aspx?AspxAutoDetectCookieSupport=1	All Stakeholders
College Facebook	https://www.facebook.com/profile.php?id=61560119908588&mibextid=LQQJ4d	All Stakeholders and alumnae
Mass SMS Software	https://portal.commutool.com/#/dashboard	Present students and staffs
College Journal (Thoughts and Expressions)	https://rbccwomen.org/index.php?option=com_content&view=article&id=241&Itemid=0	Faculty members and scholars

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	Digital Library	
1.	E-Learning Platform Action 1 e-PG Pathshala	https://epgp.inflibnet.ac.in
2.	e-content courseware in UG subjects	https://cec.nic.in/cec
3.	National Digital Library	https://ndl.iitkgp.ac.in
4.	West Bengal Secretariat Library	https://ndl.iitkgp.ac.in
5.	West Bengal Public Library Network	https://www.india.gov.in/website-west-bengal-public-library-network-kolkata
6.	South Asia Archive	https://www.loc.gov/item/lcwaN0018836
7.	CEC-UGC YouTube Channel	https://www.youtube.com/channel/UCA7OQkX9AEIVQ6j9i0OSQhA
8.	NPTEL (National Program on Technology Enhanced Learning)	https://nptel.ac.in/
9.	Directory of Open Access Books	https://www.doabooks.org/
10.	Directory of Open Access Journals	https://doaj.org/

Limitations Faced:

*Frequent power cut and interruptions in internet services

*Financial and mental constraints of students accepting the E-Management System.

*Frequent changes in mobile numbers and change in mail id of the students.

*Lack of mobile and computer for each student.

Resources Required:

- Funds from the Government and Non-Governmental level that helps the economically backward students to receive proper electronic devices like computer, smart phone pen drive etc.
- Proper training from the professionals to upgrade technical skills of all the stakeholders of the college.

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BEST PRACTICE 2

Title of the Practice: **Empowering Excellence and Holistic Student Support throughStudent's Profile Mapping.**

Objectives:

Allowing students to grow and learn.

Analyze students' profile and the progression pattern.

Empowering students' welfare through participatory management programmes.

Focus on knowing each student by providing them all sort of mental, physical, financial support.

Practice:

The College facilitates all of our students to avail several state and central government scholarships schemes. The Kanyashree Scheme, a flagship project of the Government 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.

Recognizing the financial challenges that students may encounter, Rishi Bankim Chandra College for Women has established some financial welfare programmes including freeship, half freeship and providing other financial help to the students. This initiative addressed the needs of economically challenged students by providing fee waivers based on their financial circumstances. Over the years huge no. of students have benefitted from this inclusive approach, ensuring that deserving students can pursue education without financial constraints. Despite the challenges posed by the pandemic, the impact of the programme has been sustained, reflecting its resilience and significance.

Ensuring students' welfare through cultural and other supportive activities.

Students' Profile help in understanding the demographically and educationally challenged conditions of the candidates applying to the college. It also helps to find out their aptitudes and talents in specific fields ranging from their ability to process information, to communicating patterns, to their intelligence score. The students' profile mapping starts with individual student's personal details including name, semester/year, subject combination and family condition. Many of our students are the first-generation learner, so it is necessary to get a proper view of student's profile to analyse the nature of improvement.

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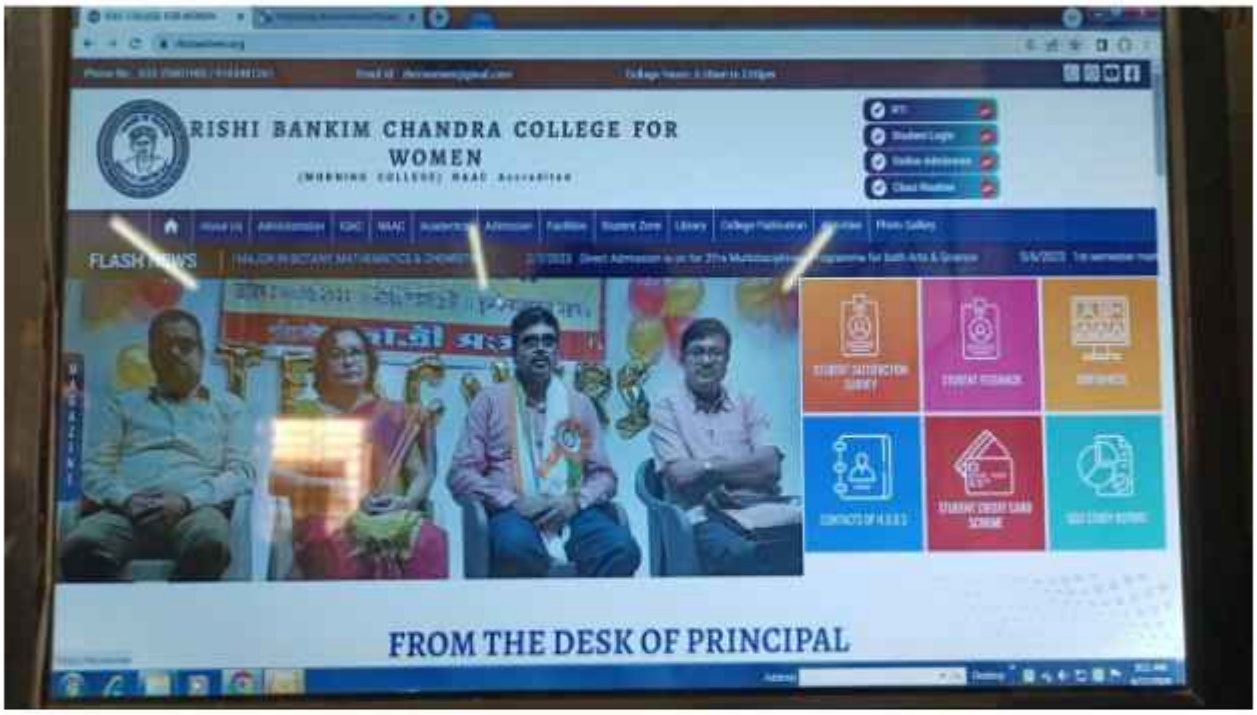
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

E- MANAGEMENT

Interface of the College Website:https://rbccwomen.org/



Interface of Official mail of Rishi Bankim Chandra College for Women:
rbccwomen@gmail.com

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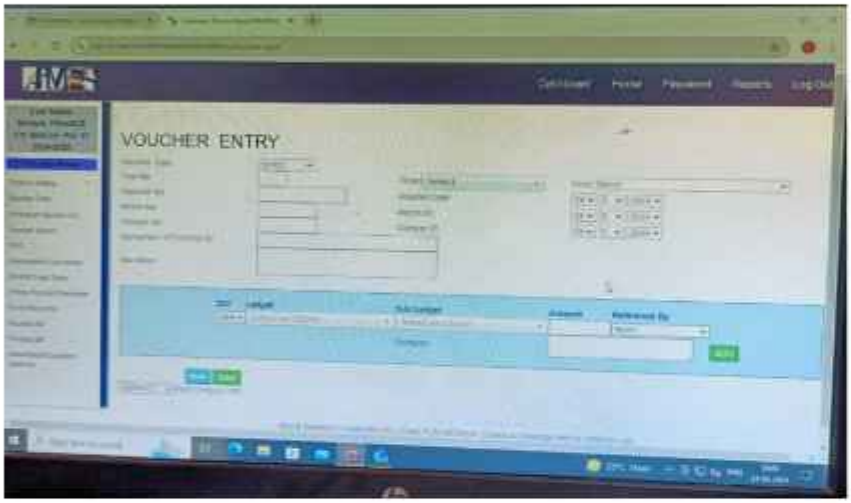
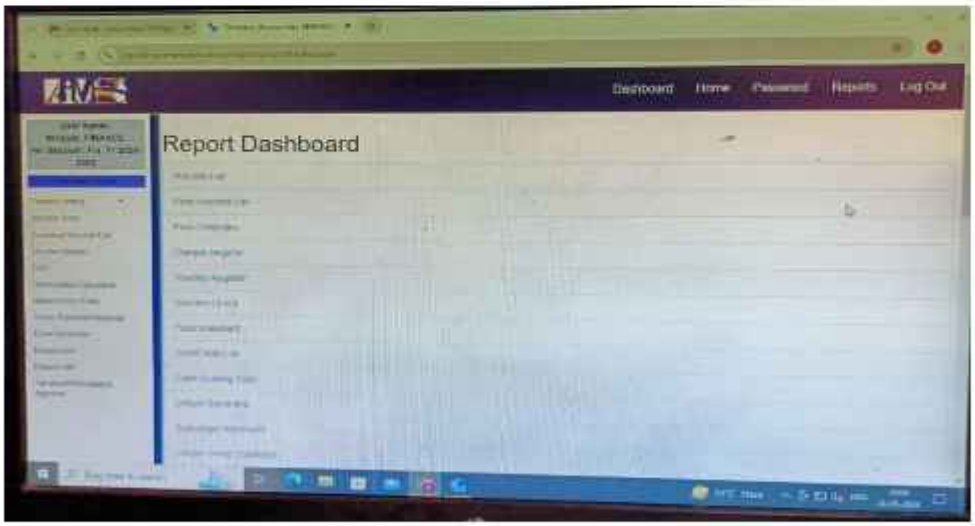
Student Admission Portal of Rishi Bankim Chandra College for Women:

https://wbcap.in/

Link for Admission Promotional Video: -
https://youtu.be/vOftbNKxtI4?si=fknVrmNQZF1_yiEu

Interface of College Finance





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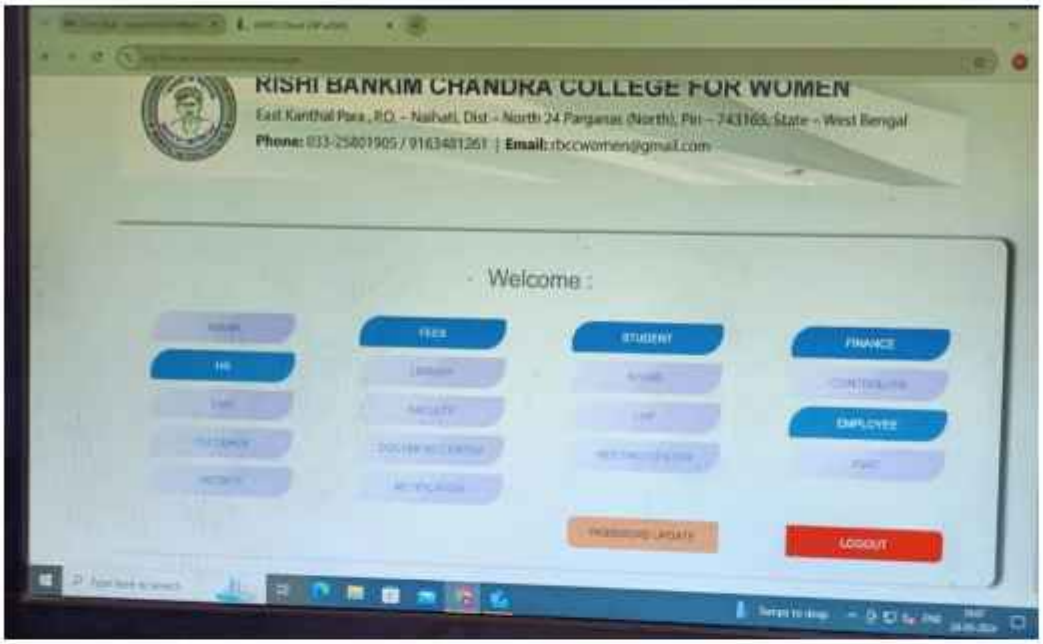

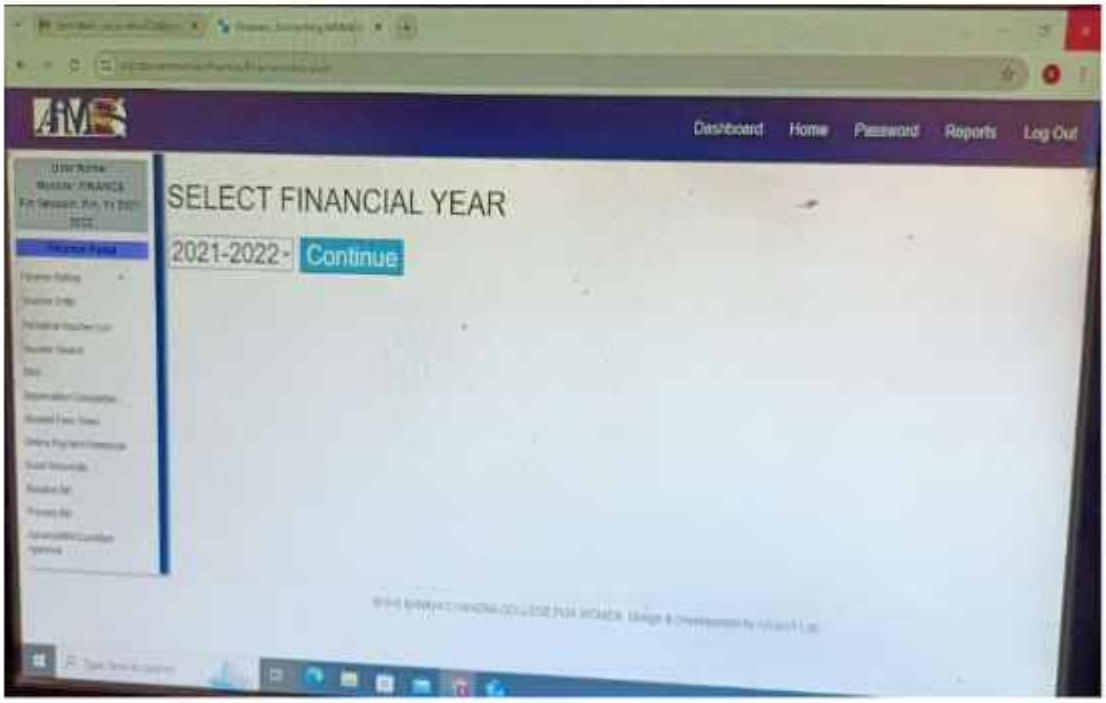

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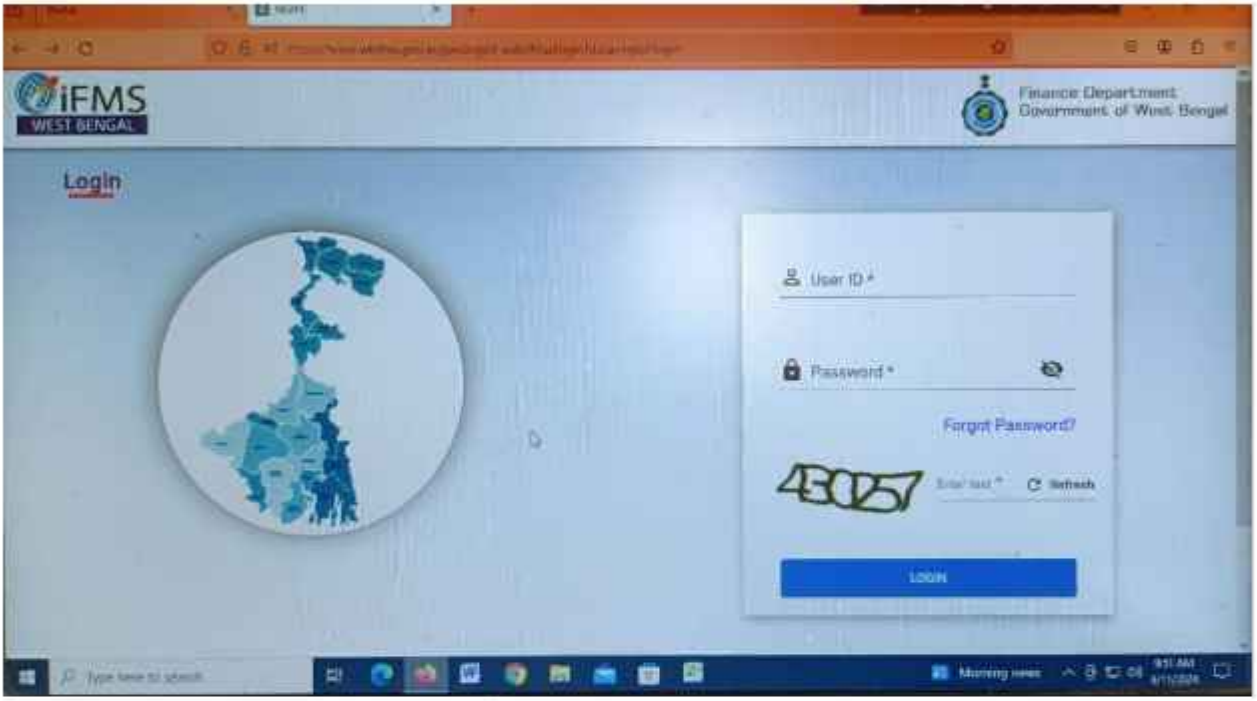
PFMS Portal



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Interfaces of WBIFMS Portal

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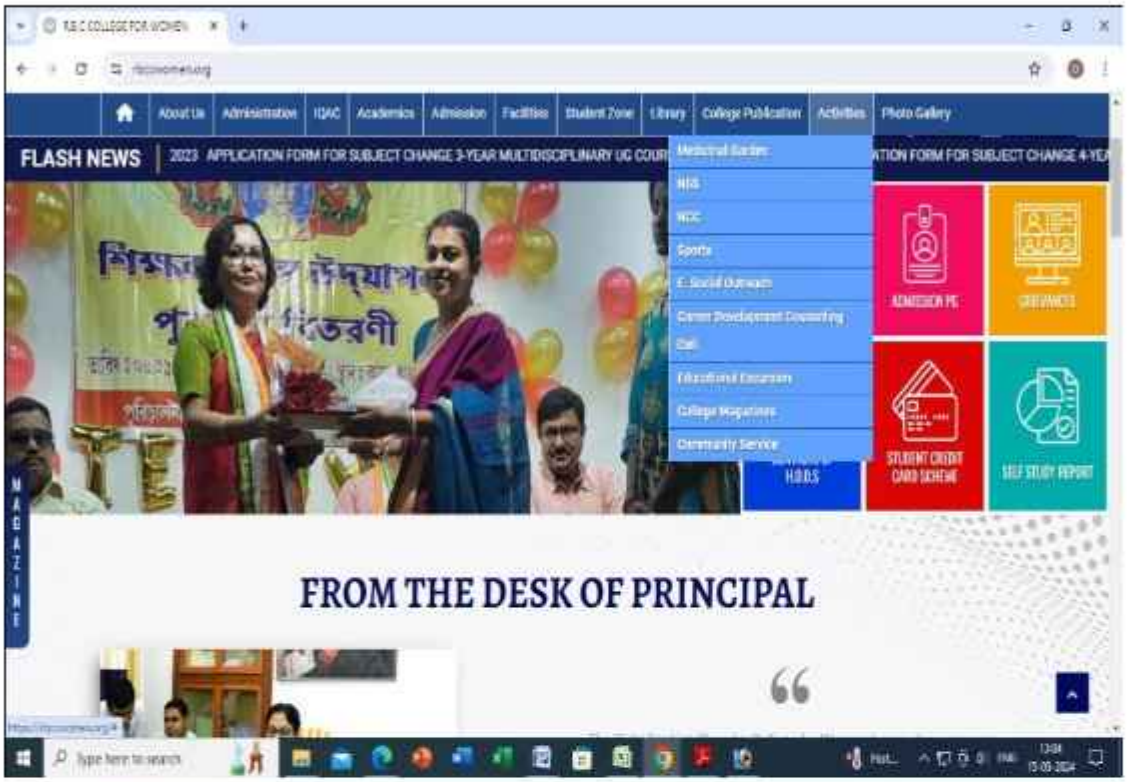
COLLEGE WEBSITE



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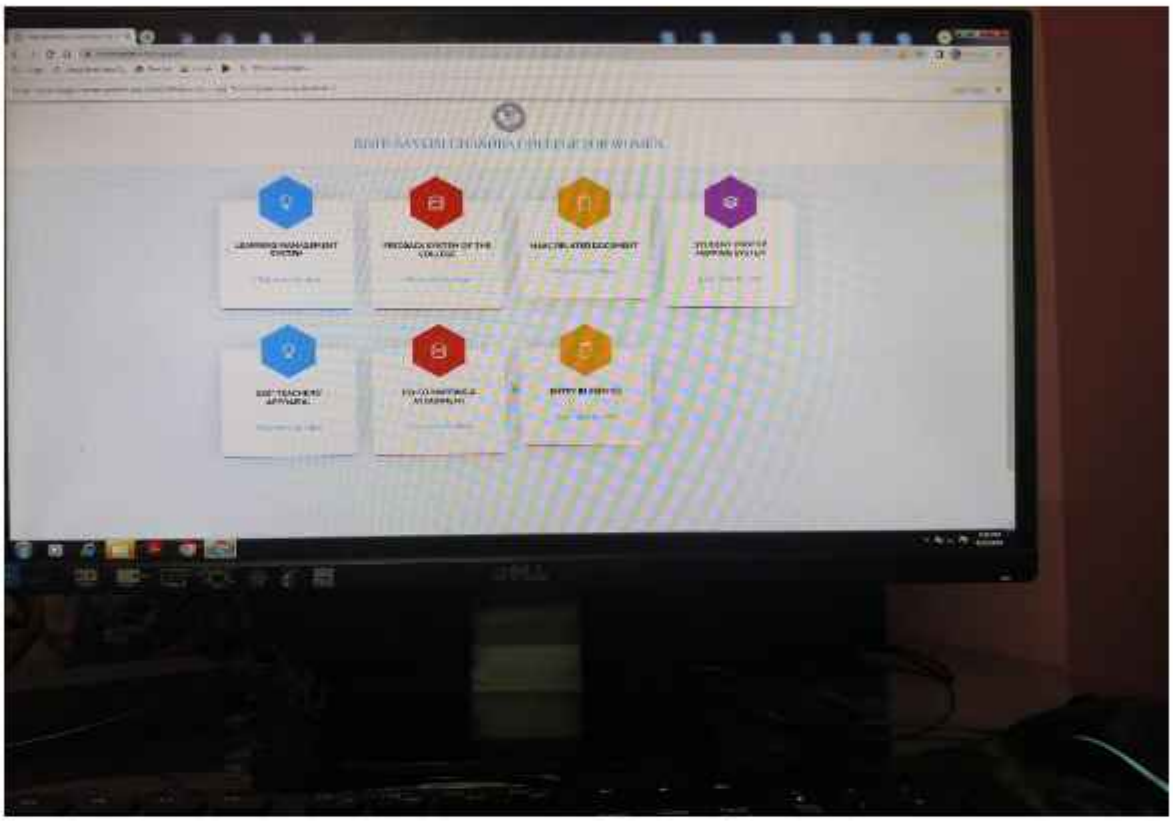
USER INTERFACE FOR NEWLY INTRODUCED SOFTWARE



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VIRTUAL CLASSROOM

The college has a Virtual Classroom on the 3rd floor of Vidyasagar Bhaban, where we have facilities for our students, since 2017. This is an **Onlinne Learning Environment** that allows the teachers and students to communicate, interact, collaborate, and explain ideas. The Department of Bengali, Sanskrit, English, Philosophy, Political Sciences, Geography, Chemistry. etc., frequently use this platform to provide their courses as per syllabus. This is more student-friendly and time-saving than power-point-presentation. Teachers can take instant live -presentations through a projector and online white board with the help of a **Stylus**. Teachers can also use Screen share to show the students further information in regards to the topic being shown. Taught classes can be recorded, links to which are shared with students respective WhatsApp group or the teacher 's personal YouTube channels which are backed by our college. The target difference between our Virtual Classes and Other Online Courses is that one is hosted **live** while the other is or **Pre-Recorded**. We intend to use Virtual Classes to interact with students. The students can ask to our teachers their questions and get instant answers or feedback. Meanwhile, the interaction level between students and our teachers is wonderful during Virtual Classes. This helps to track student's progress, even, keep them actively engaged and motivated. After all, live classes with some online tools, can provides a Synchronous and more Interesting learning experience for students and it helps our students to make attachment with our Faculty after **COVID** pandemic. At the end of the day, in blended mode of learning process, we are using Virtual Classess to acquire knowledge more productively.

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COLLEGE INTERNET FACILITIES(OFFICE)

ROUTER AT VIDYASAGAR BHABAN

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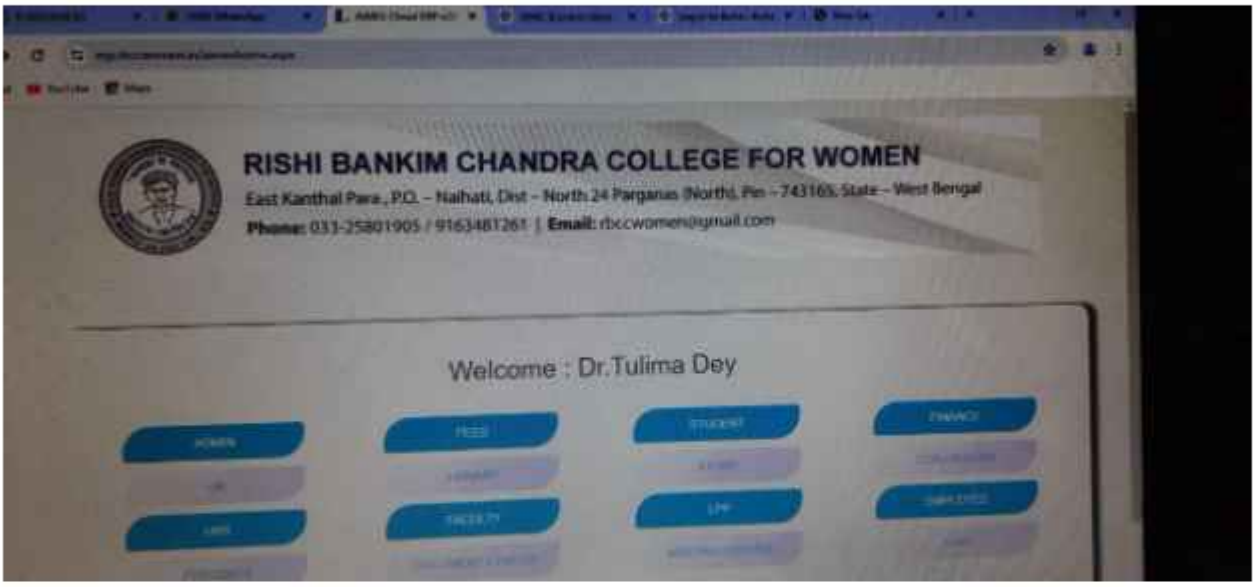
DIGITAL LIBRARY

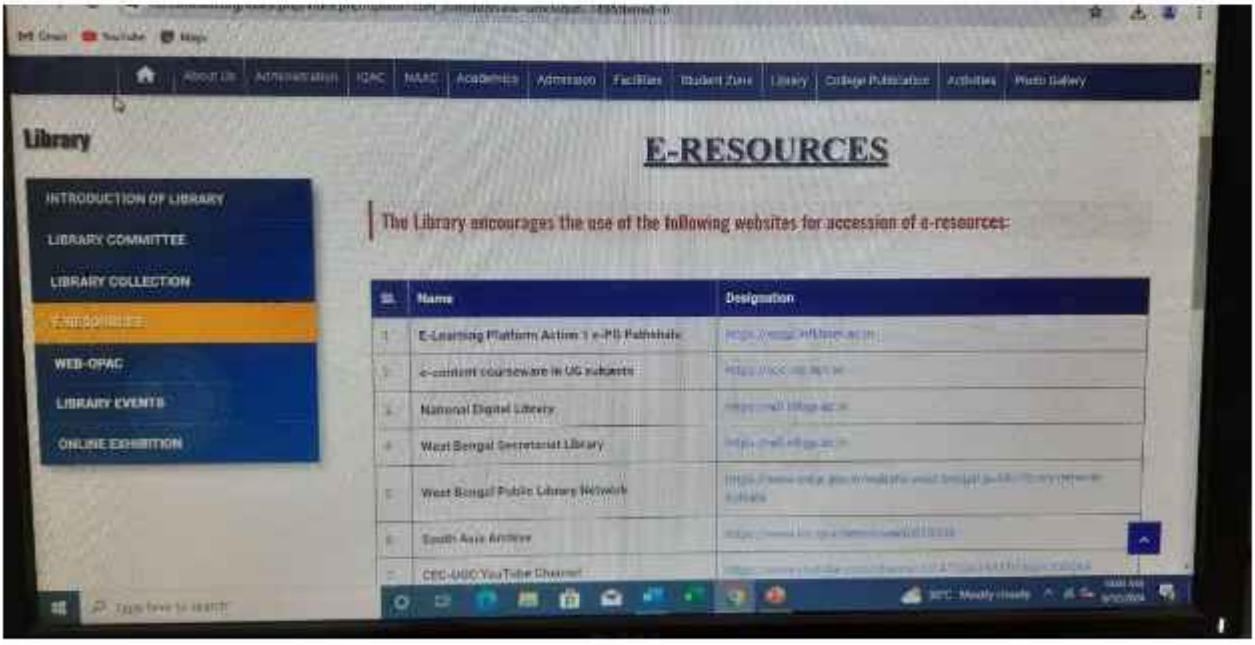
Interfaces of ERP software Rishi Bankim Chandra College for Women:

https://erp.rbccwomen.in/



Interfaces of E-Learning Resources in college website:

https://rbccwomen.org/index.php/index.php?option=com_content&view=article&id=149&Itemid=0



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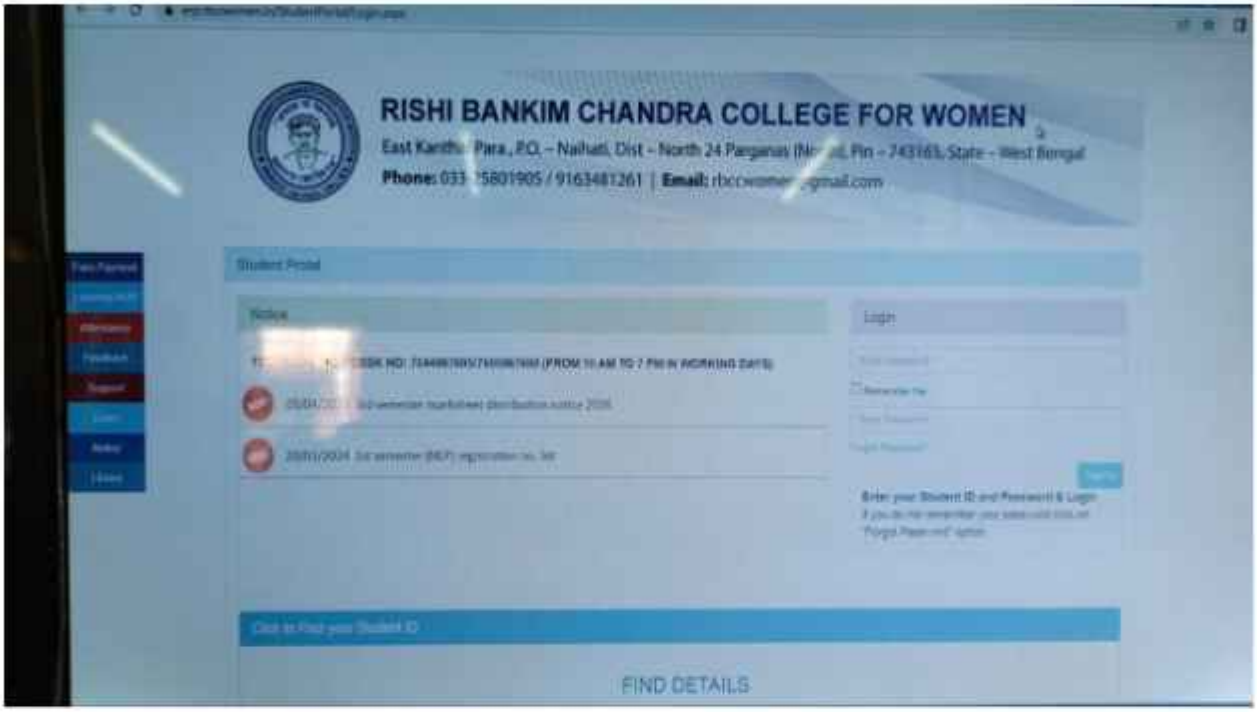
Student Portal Fees payment and enrolment portal

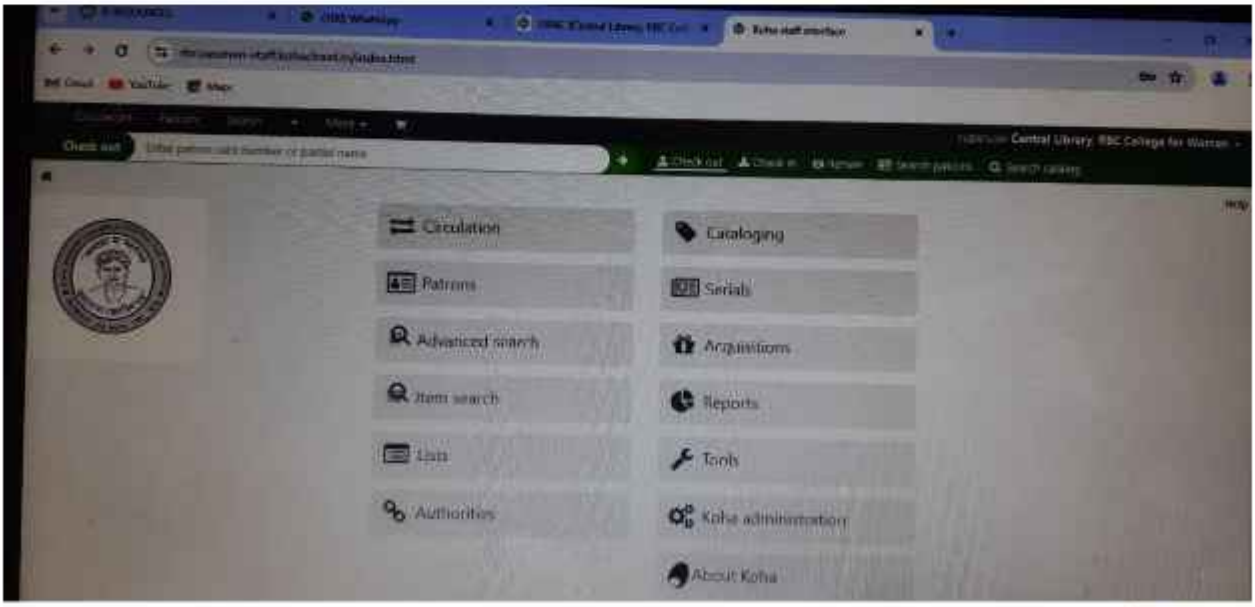


LMS Portal

Automation of library (KOHA, WEB OPAC, D Space):

https://rbccwomen-opac.kohacloud.in/

https://rbccwomen.org/index.php/index.php?option=com_content&view=article&id=149&Itemid=0



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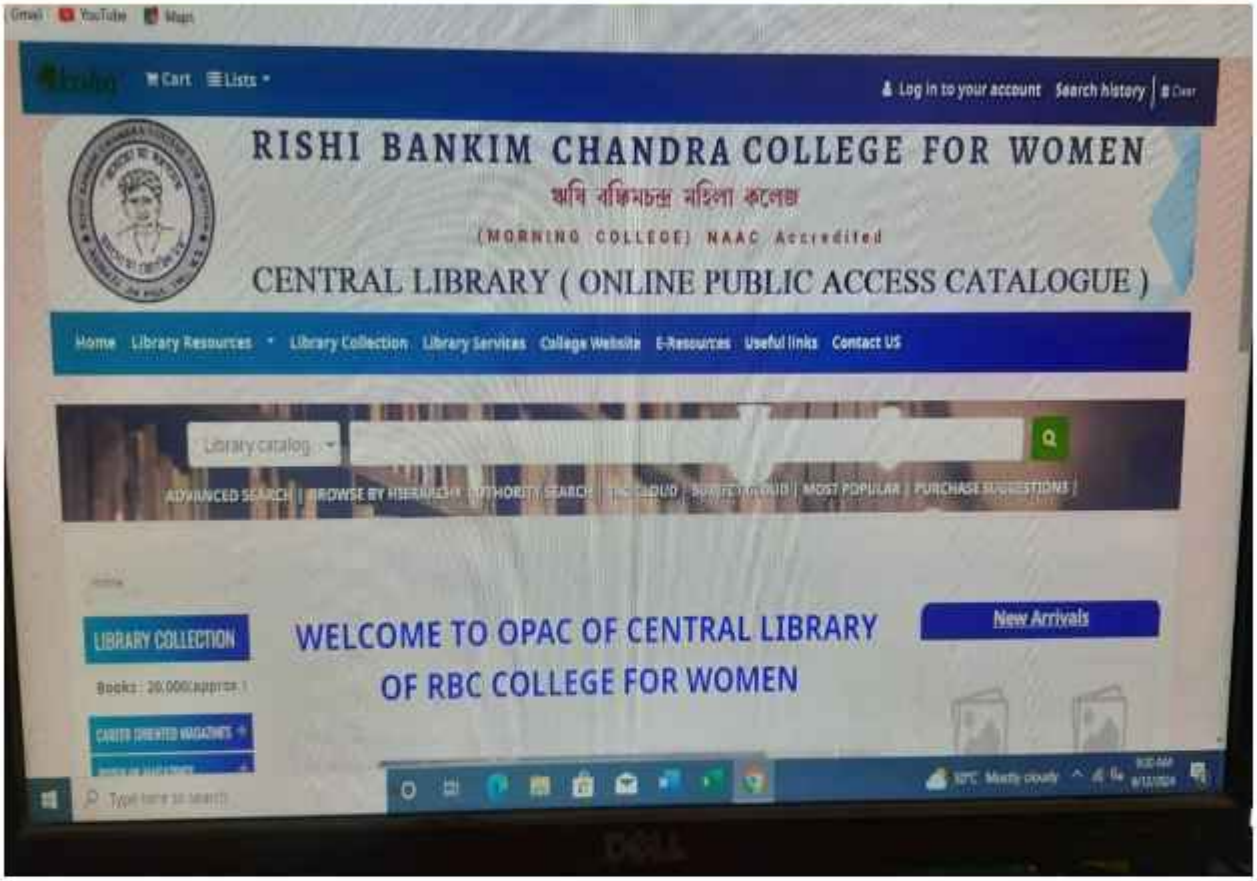

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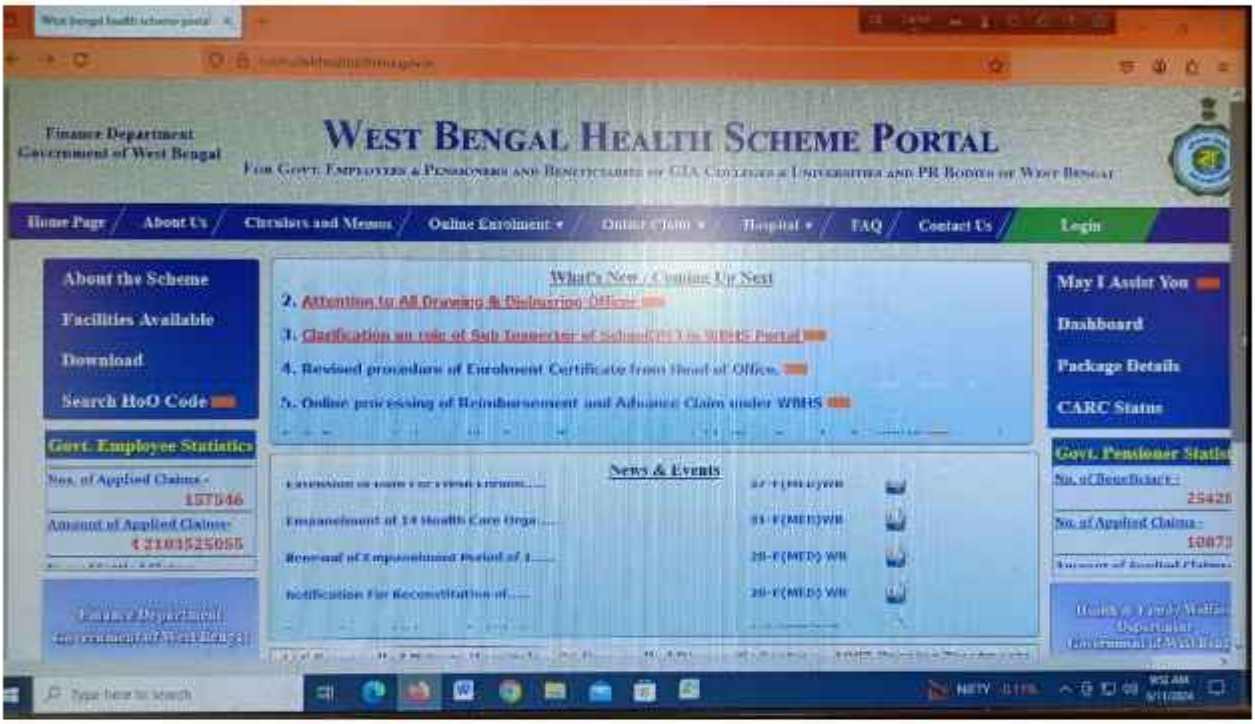
HEALTH SCHEME PORTAL

West Bengal Health Scheme Portal



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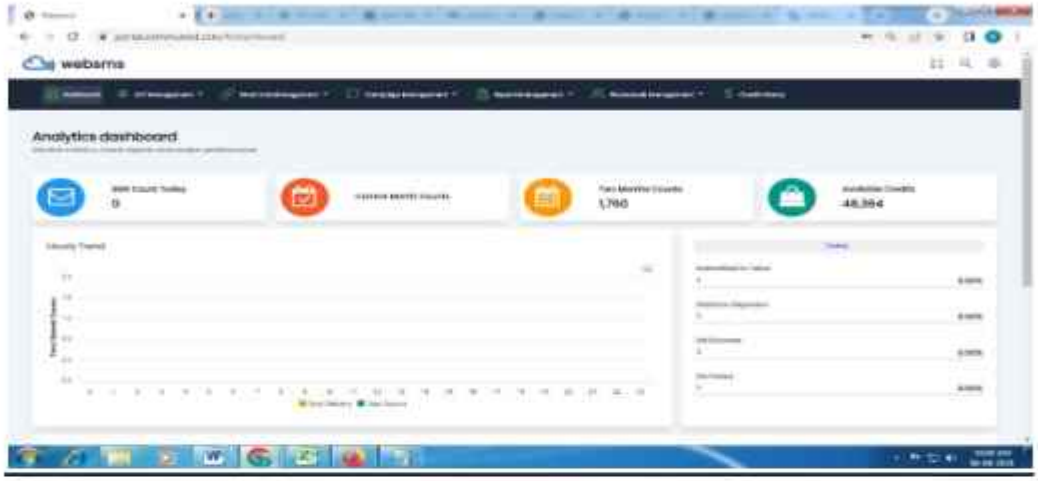
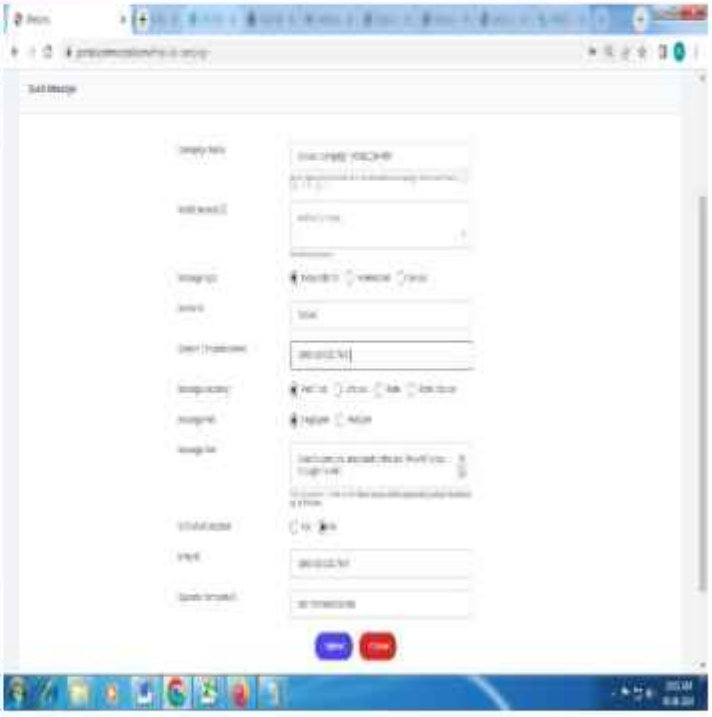
MASS SMS SOFTWARE

https://portal.commutool.com/#/dashboard





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ICT TEACHING

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STUDENT PROFILE MAPPING

Objectives:

To determine the abilities of students in an objective and quantifiable manner and identify the slow and advanced learners so that appropriate support can be provided by the institution.

The Context:

Students often face diverse challenges with respect to their skill attributes: while some may belong to economically backward families and have access to limited resources; some may be intellectually bright or slow irrespective of their economic status; others may have different skills, emotions and behavior. A systematic assessment of these attributes of the students may help in providing an insight into their strengths and weaknesses. The profile mapping exercise enables the institution to hone the students' strengths and overcome their weaknesses.

The Practice:

- Students need to login with their login ID and password and answer an online questionnaire.
- Scores on 'General Quotient (GQ)' and 'Empowerment Quotient (EQ)' are calculated on the basis of the answers provided. The General Quotient comprises of Academic score, intelligence score and Knowledge score. The Empowerment Quotient assesses different types of abilities. It also makes a comparison of the particular student in comparison with his/her peer group. Finally, a weighted average of GQ and EQ gives the final score, which represents the capability of the student.

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SPM Portal login Screenshot

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SPM Portal dashboard Screenshot

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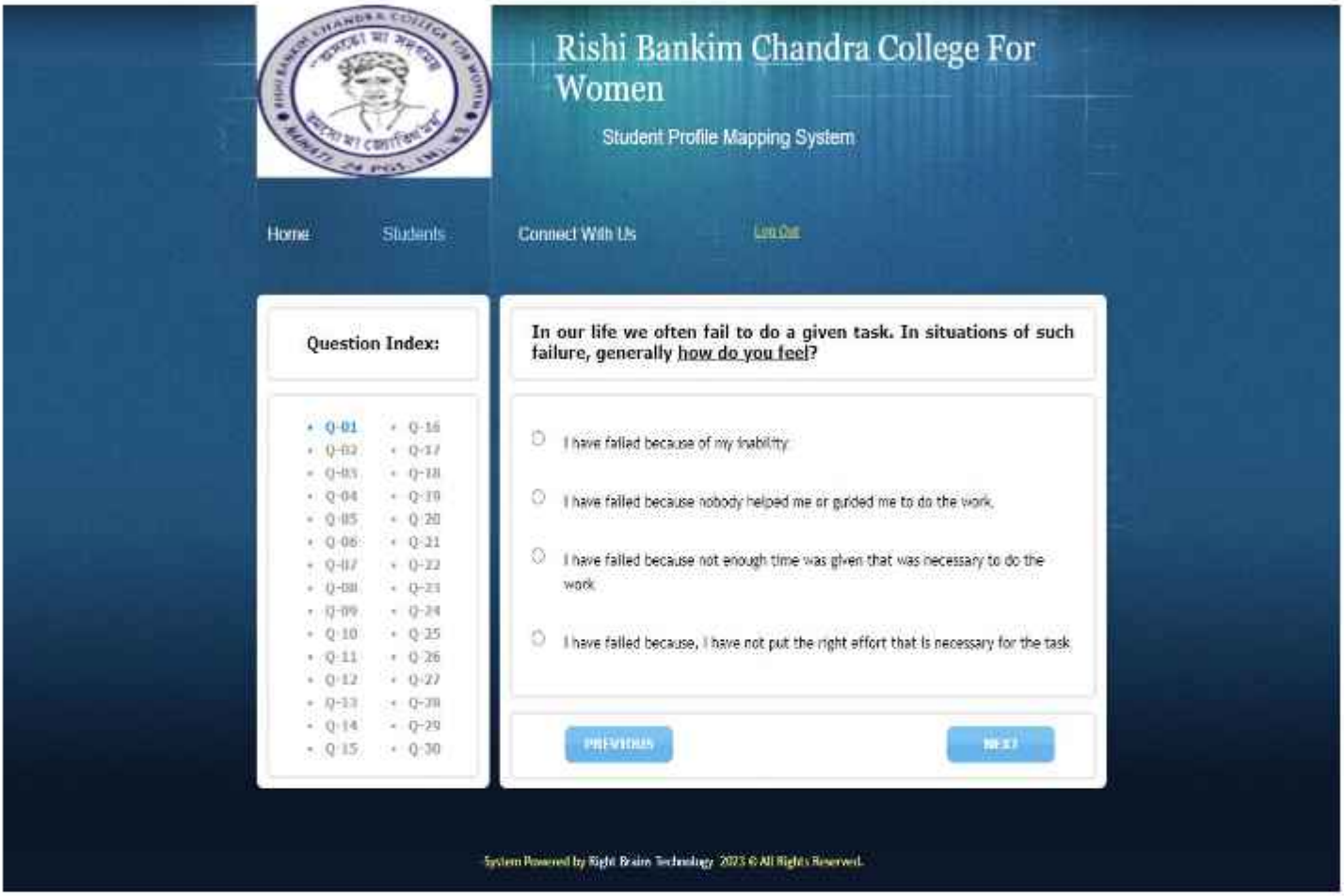
SPM Portal questions Screenshot



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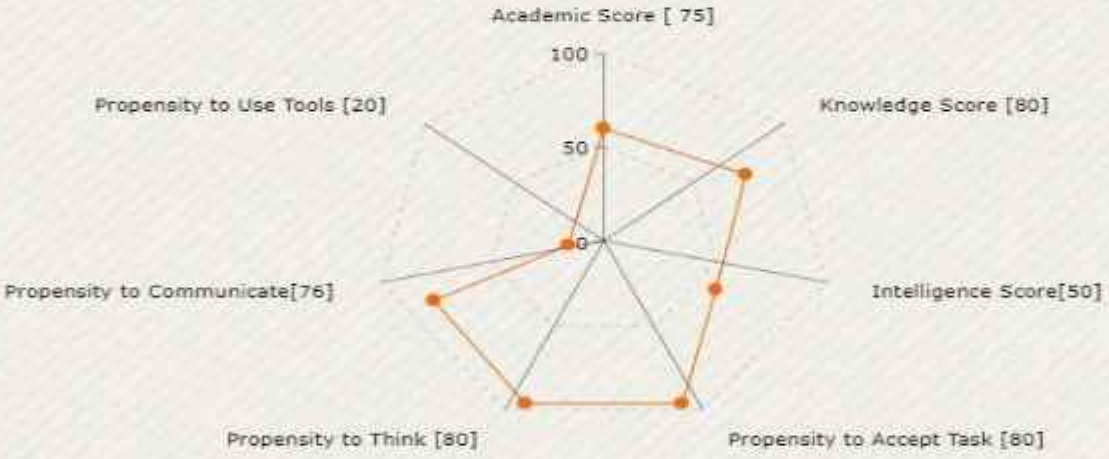
Profile Mapping Report

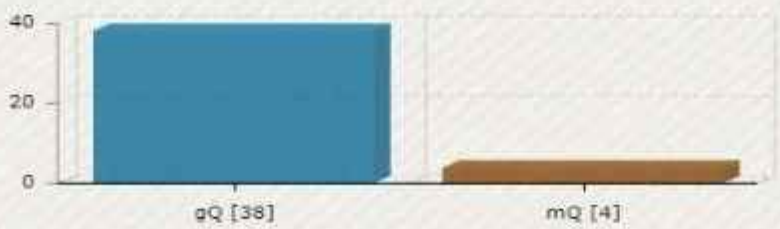
Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: TRINA BANERJEE	DOB	: 14/04/2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352021400055
Stream	: Science	State	: West Bengal
Family Empowerment	: 50		

Profile Map :



gQ and mQ comparison :



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Your gQ and mQ in comparison to your Peer Group:

How to Appreciate the Profile Map

First look into your

- **Academic Score** – reflects how good you are in your studies
- **Knowledge Score** – reflects how much you know
- **Intelligence Score** – reflects how good you are in solving problems

If these three scores are high your "general quotient" will be satisfactory

Then try to identify your propensities

- Propensity to Accept Tasks – tendency to believe on your own abilities which allows you to accept any task given to you
- Propensity to Think – tendency of applying your mind to any given task and seek solutions to such tasks
- Propensity to Communicate – tendency to receive other people's thought and also sending your thoughts to other people, in different situations and through diverse media
- Propensity to Use Tools – tendency to make use of tools towards fulfilling your functional requirements and be a task enabler

If these four propensities are high your "empowerment quotient" will be satisfactory.

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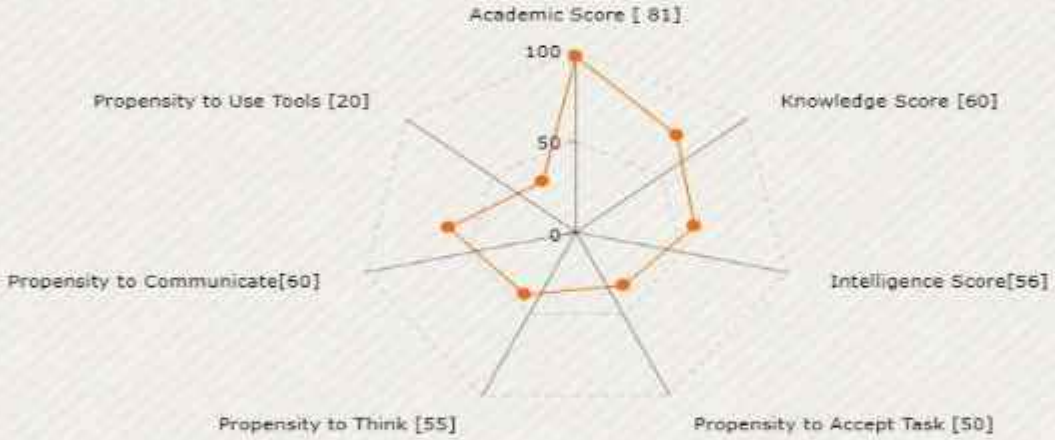
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Profile Mapping Report

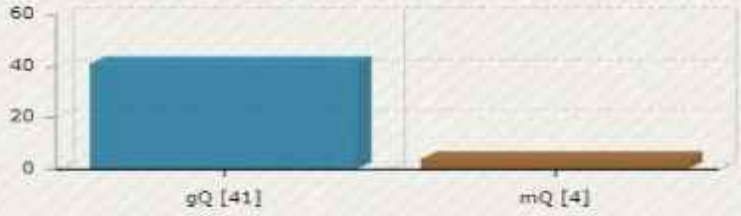
Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: SREEGITA SARKAR	DOB	: 11/03/2001
Sex	: Female	Caste	: SC
Year / Sem	: 1st Sem	Student ID	: 1352121100324
Stream	: Science	State	: West Bengal
Family Empowerment	: 69		

Profile Map :

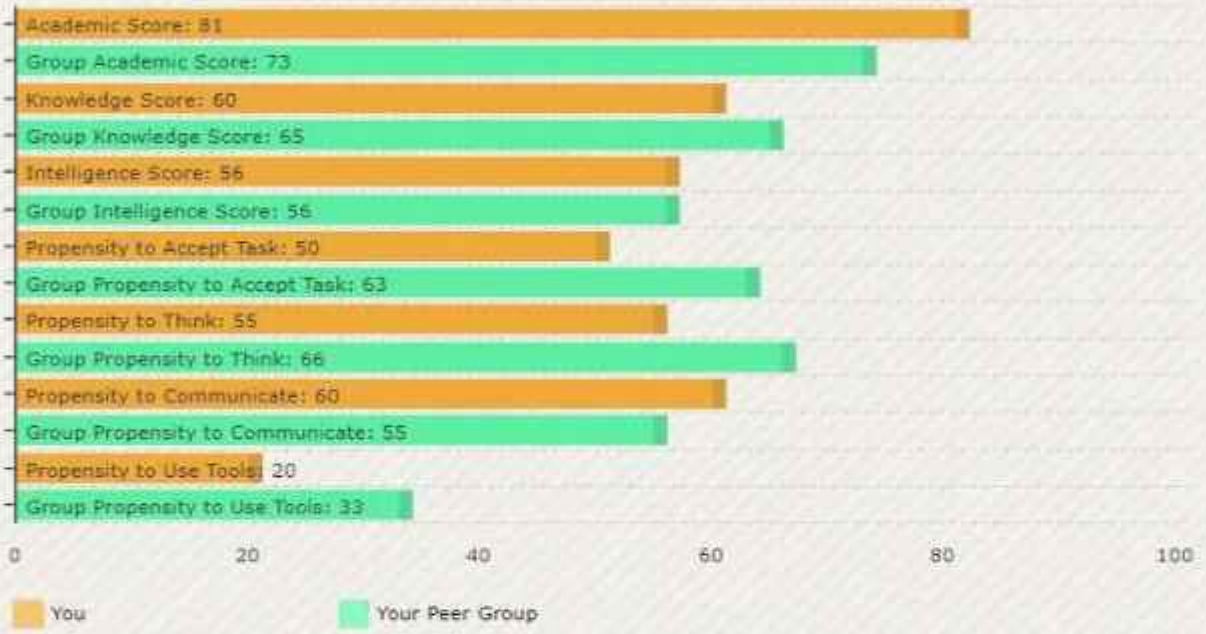


gQ and mQ comparison :



Principal
R.B.C. College For Women
Naihati, North 24 Parganas

Your gQ and mQ in comparison to your Peer Group:



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Principal
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Rishi Bankim Chandra College for Women

ast Kanthal Para, P.O. – Naihati, Dist – North 24 Parganas,
Pin – 743165, West Bengal

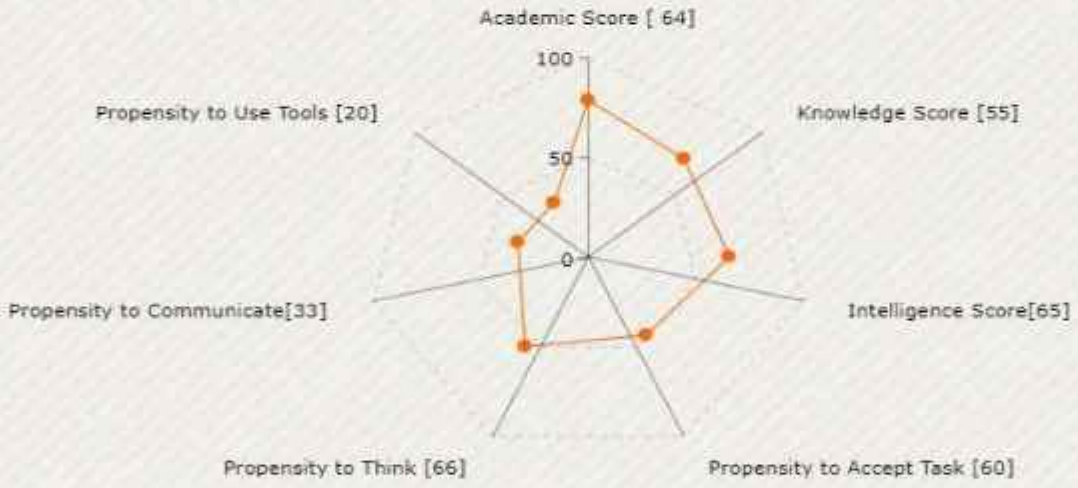
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Profile Mapping Report

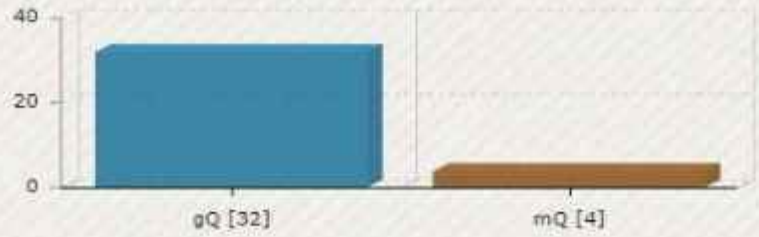
Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: ANURADHA MALLICK	DOB	: 11/09/2002
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352121100335
Stream	: Arts	State	: West Bengal
Family Empowerment	: 63		

Profile Map :



gQ and mQ comparison :



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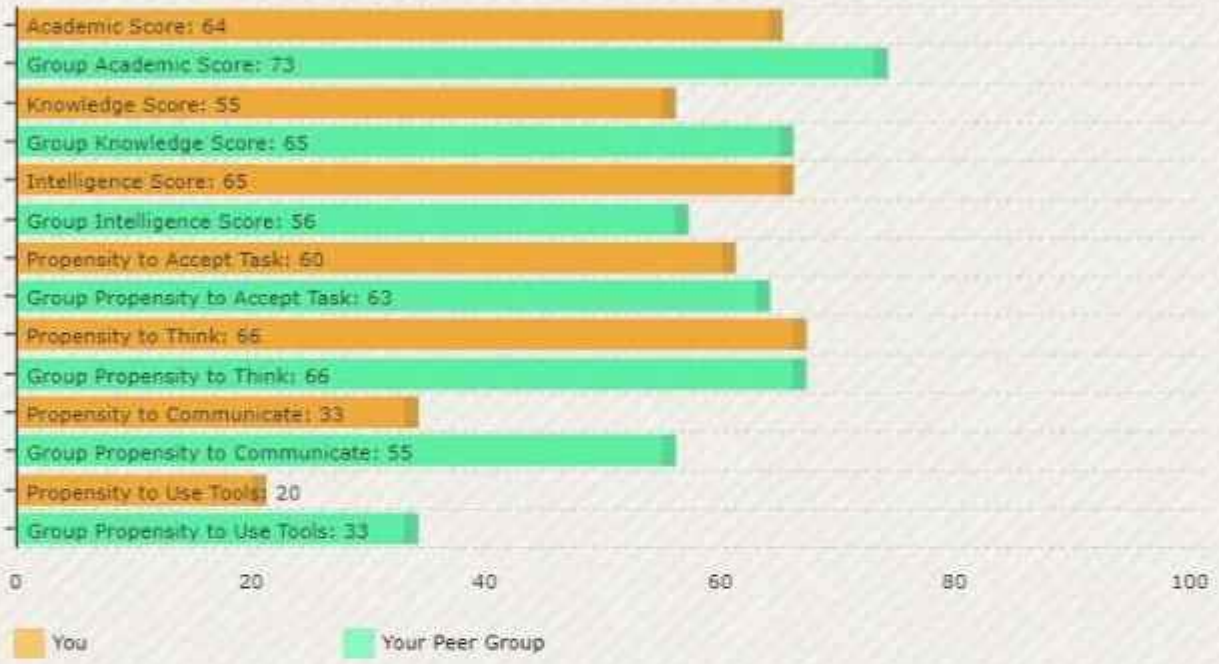
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Your gQ and mQ in comparison to your Peer Group:



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Pin – 743165, West Bengal

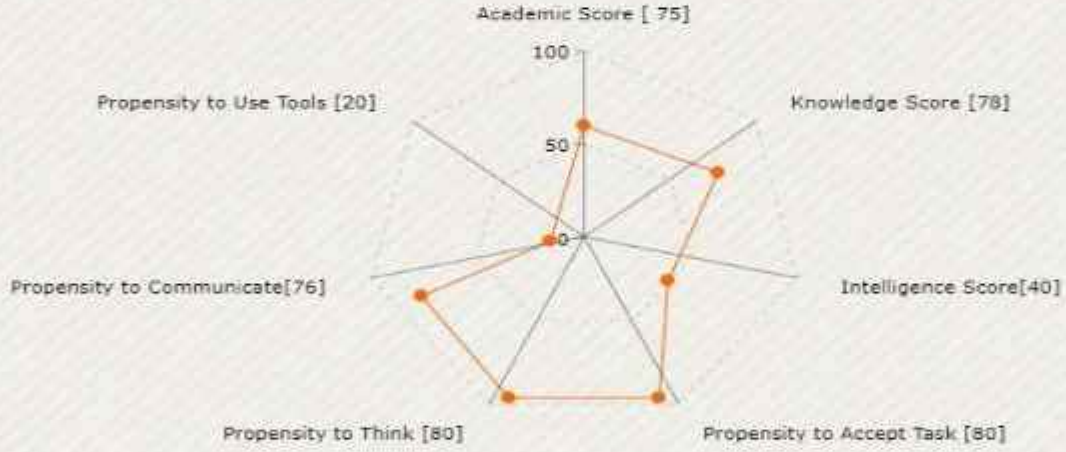
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Profile Mapping Report

Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: RUMA CHATTERJEE	DOB	: 14/04/2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352121400051
Stream	: Science	State	: West Bengal
Family Empowerment	: 50		

Profile Map :



gQ and mQ comparison :

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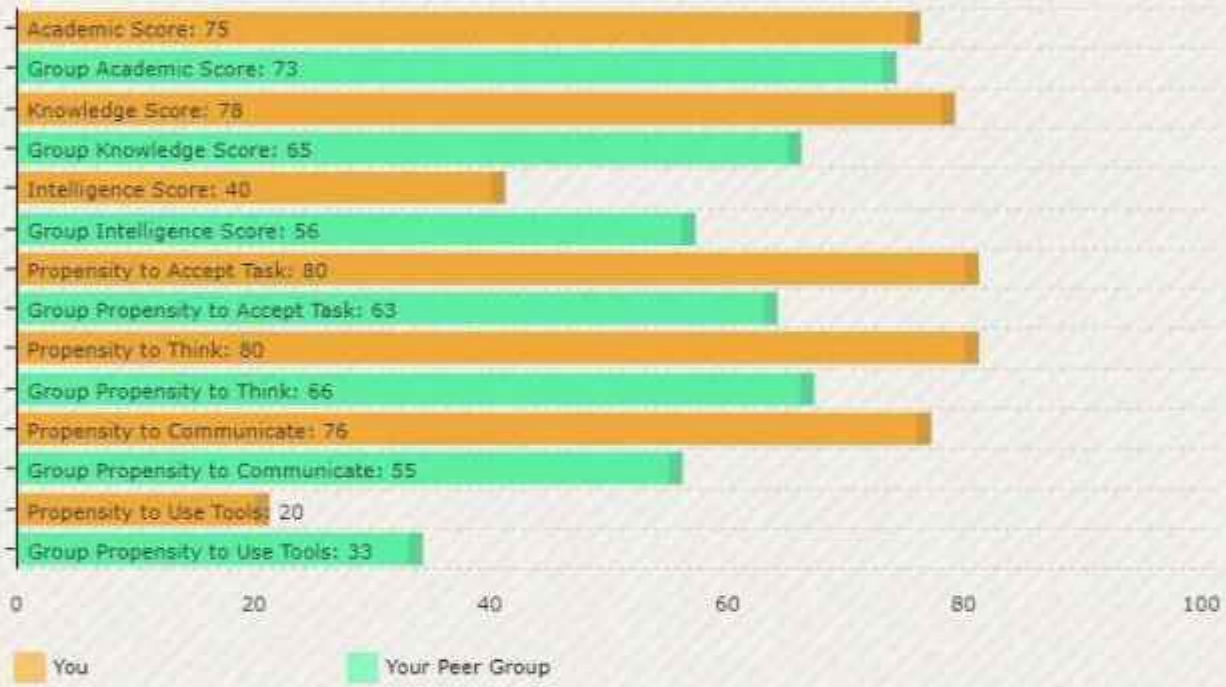
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Your gQ and mQ in comparison to your Peer Group:



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Pin – 743165, West Bengal

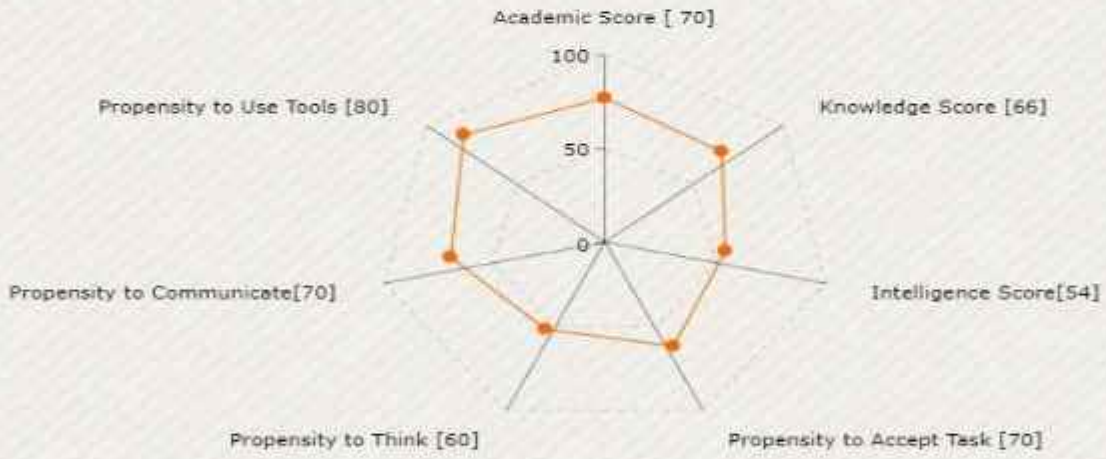
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Profile Mapping Report

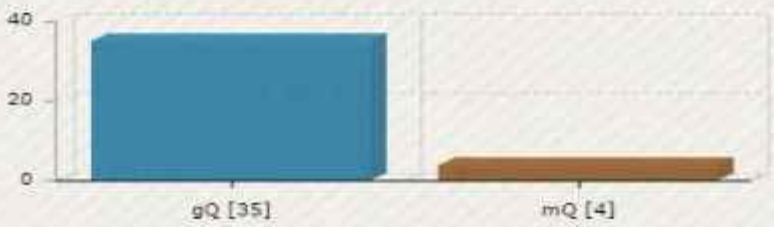
Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: TANUJA ROY	DOB	: 11/03/2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352121400320
Stream	: Science	State	: West Bengal
Family Empowerment	: 63		

Profile Map :



gQ and mQ comparison :



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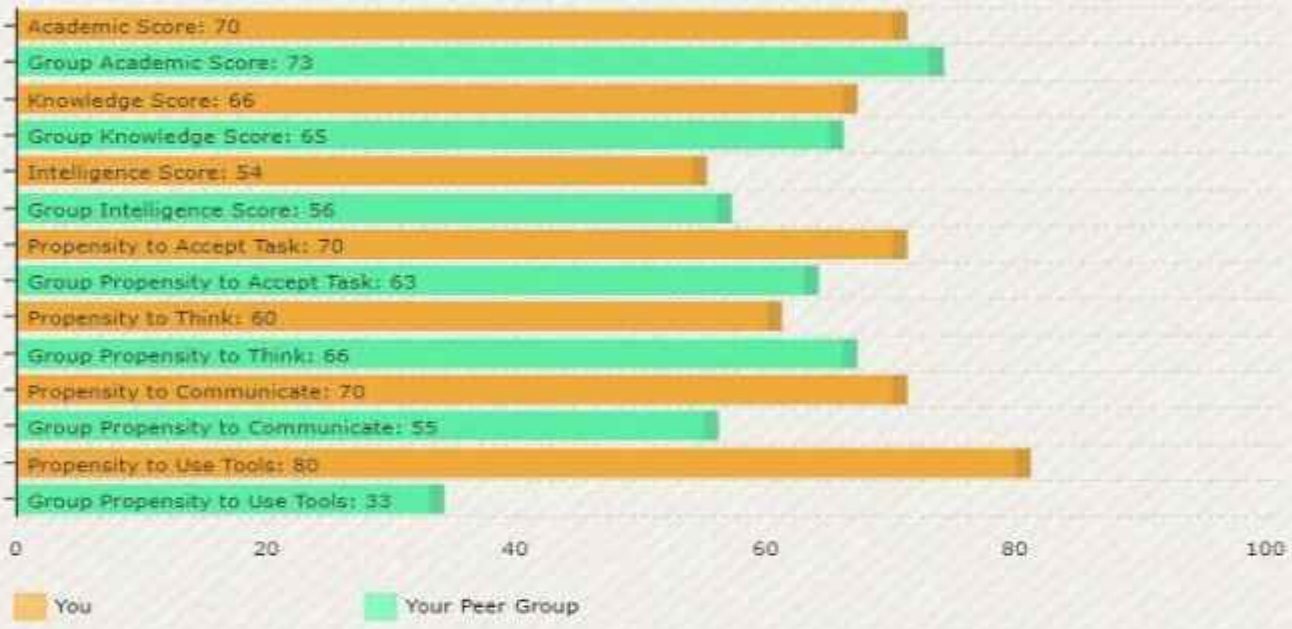

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L Mukhopadhyay
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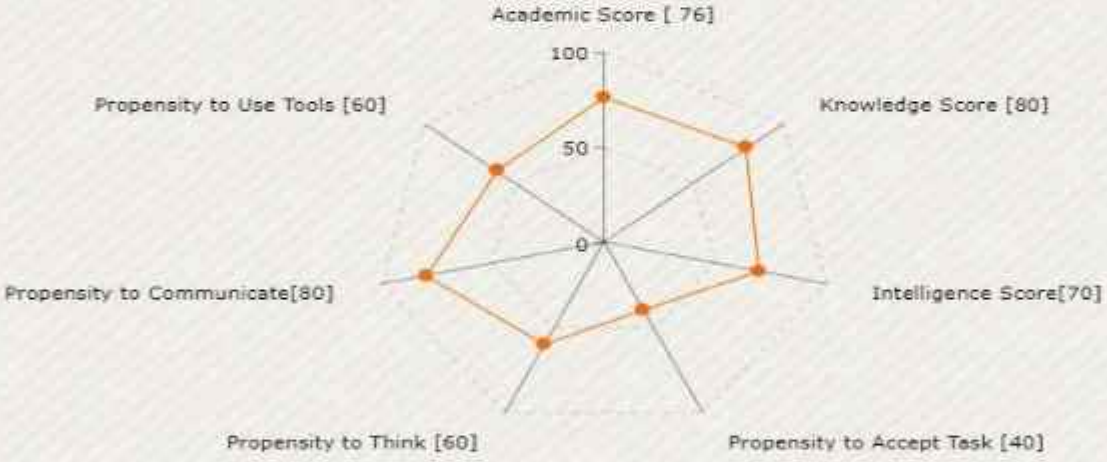
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Profile Mapping Report

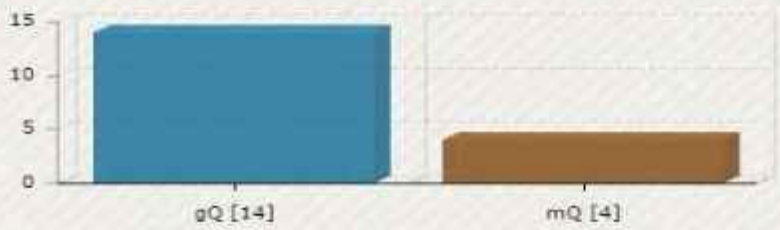
Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: MUKTA PAUL	DOB	: 03-02-2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352121400321
Stream	: Arts	State	: West Bengal
Family Empowerment	: 69		

Profile Map :



gQ and mQ comparison :



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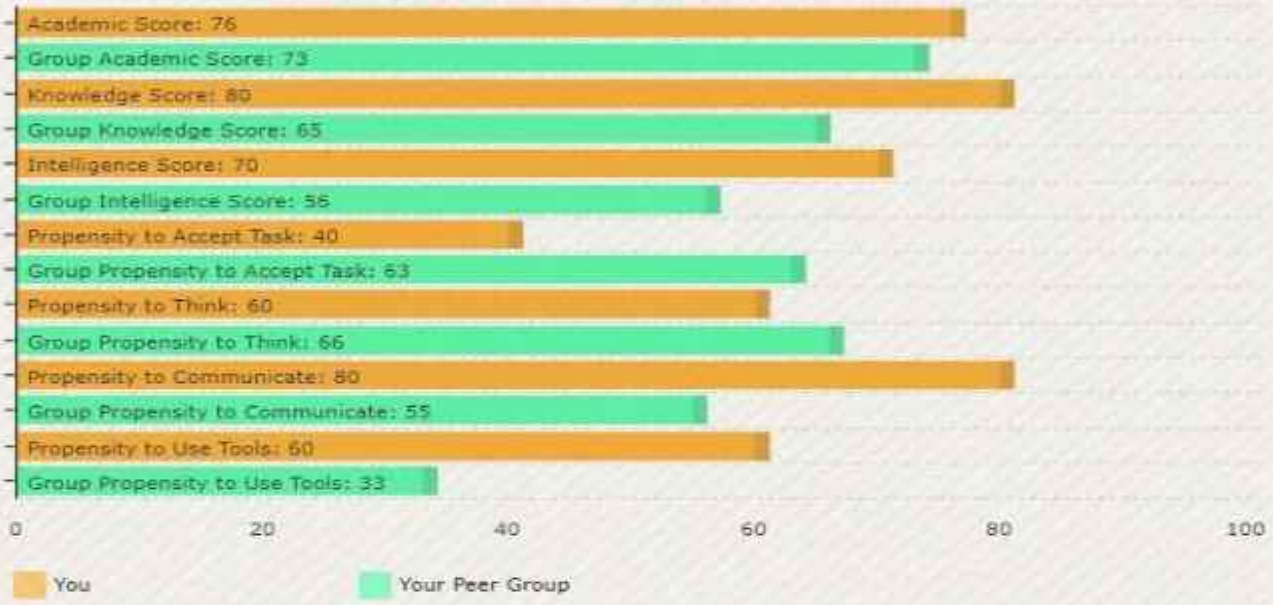
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Your gQ and mQ in comparison to your Peer Group:



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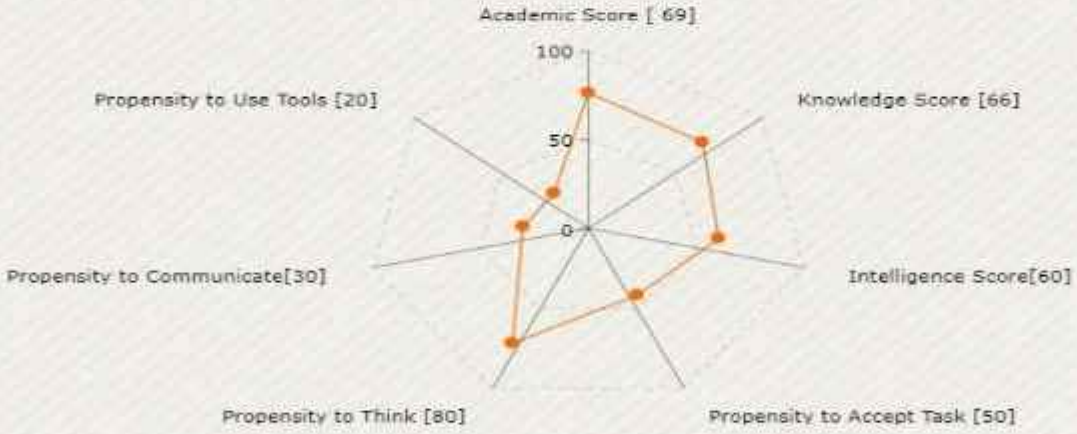
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Profile Mapping Report

Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: RUDRANI GHOSH	DOB	: 01/06/2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352121400333
Stream	: Science	State	: West Bengal
Family Empowerment	: 57		

Profile Map :



gQ and mQ comparison :

Principal
R.B.C. College For Women
Naihati, North 24 Parganas

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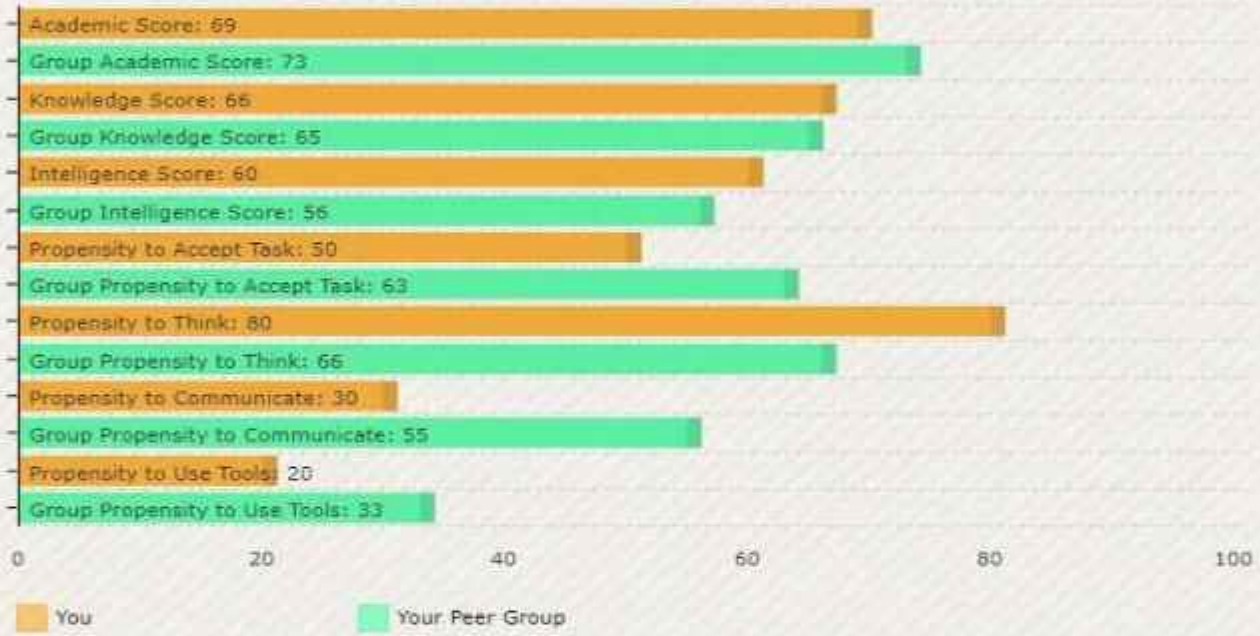

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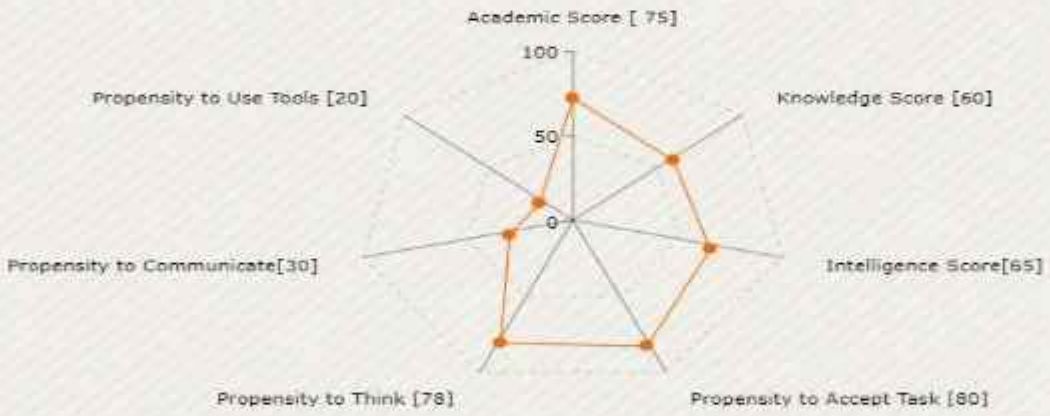
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Profile Mapping Report

Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: BRISTI DUTTA	DOB	: 01/01/2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352121400337
Stream	: Science	State	: West Bengal
Family Empowerment	: 69		

Profile Map :



gQ and mQ comparison :

L Mukhopadhyay
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Naihati, North 24 Parganas

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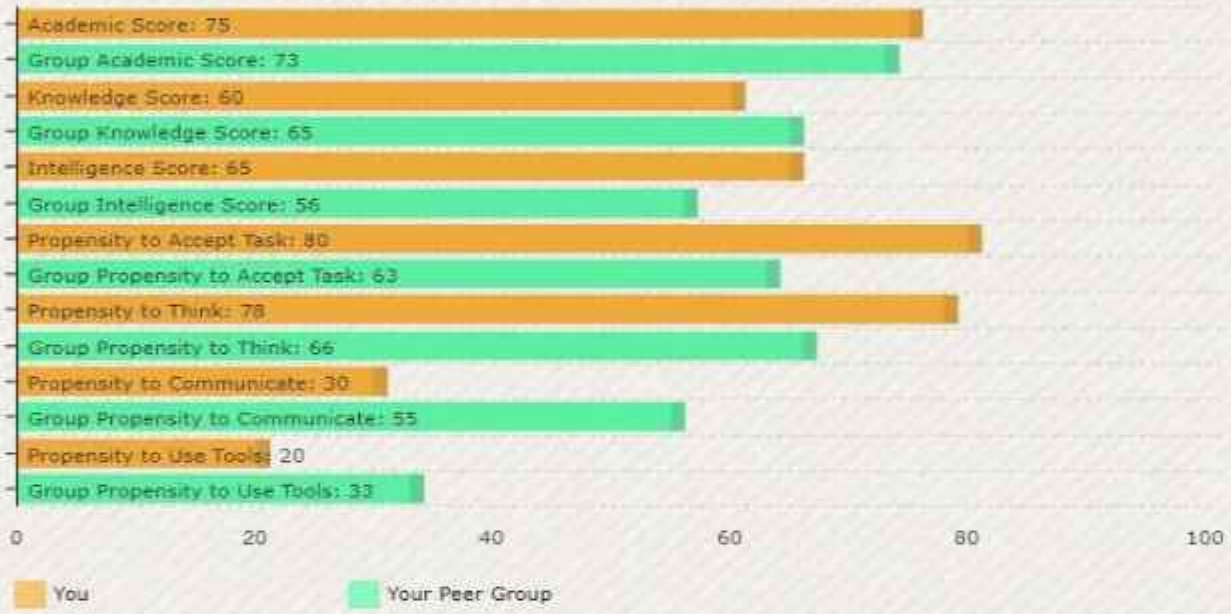

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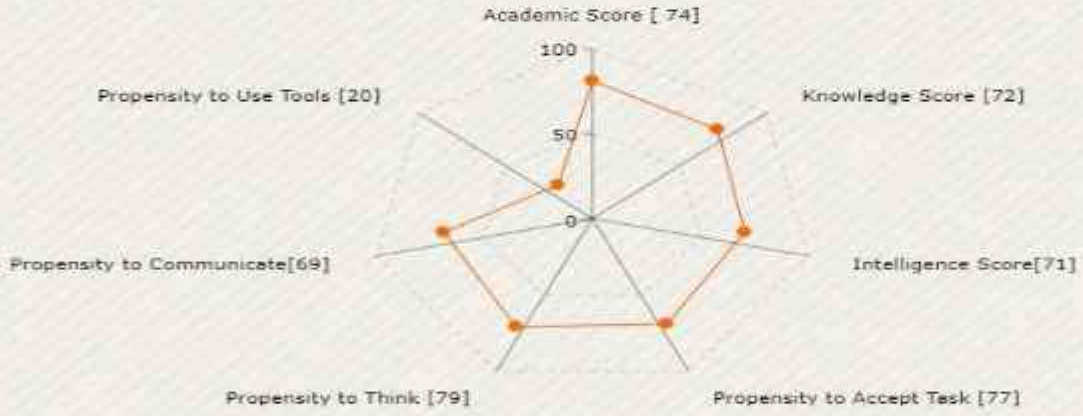
Profile Mapping Report

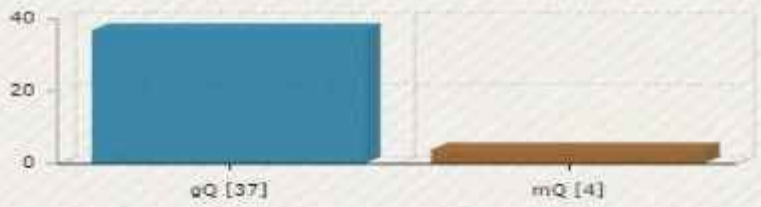
Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: ISHIKA CHANDA	DOB	: 28/01/2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352121400338
Stream	: Arts	State	: West Bengal
Family Empowerment	: 75		

Profile Map :



gQ and mQ comparison :



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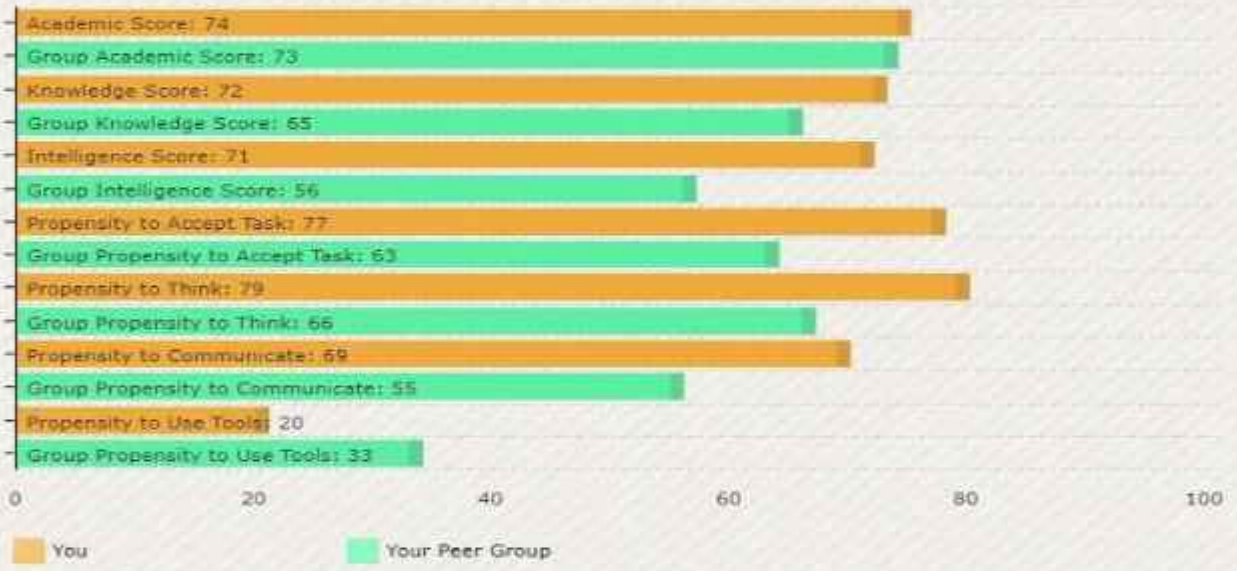

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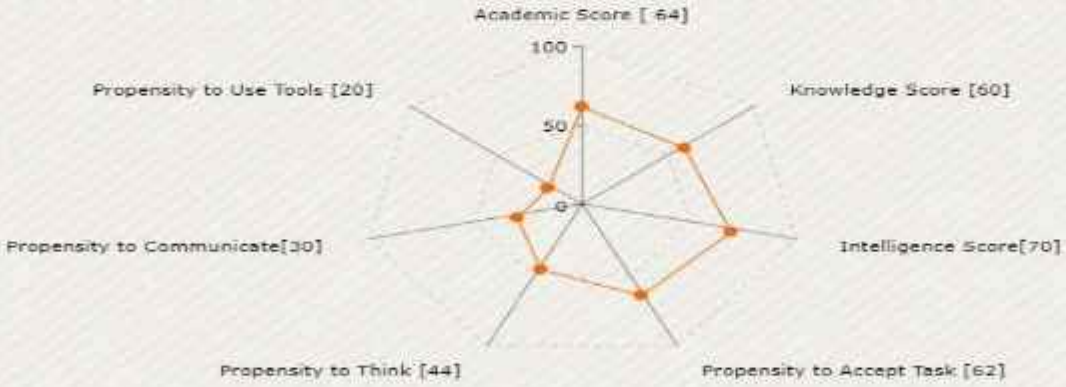
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Profile Mapping Report

Personal Details :

College Name	: Rishi Bankim Chandra College For Women	**Session: 2022-23**	
Name	: PAMELA DEBNATH	DOB	: 21/11/2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352121600325
Stream	: Arts	State	: West Bengal
Family Empowerment	: 44		

Profile Map :



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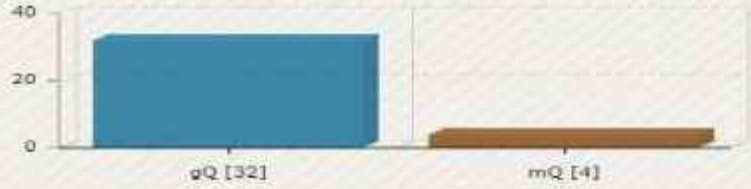

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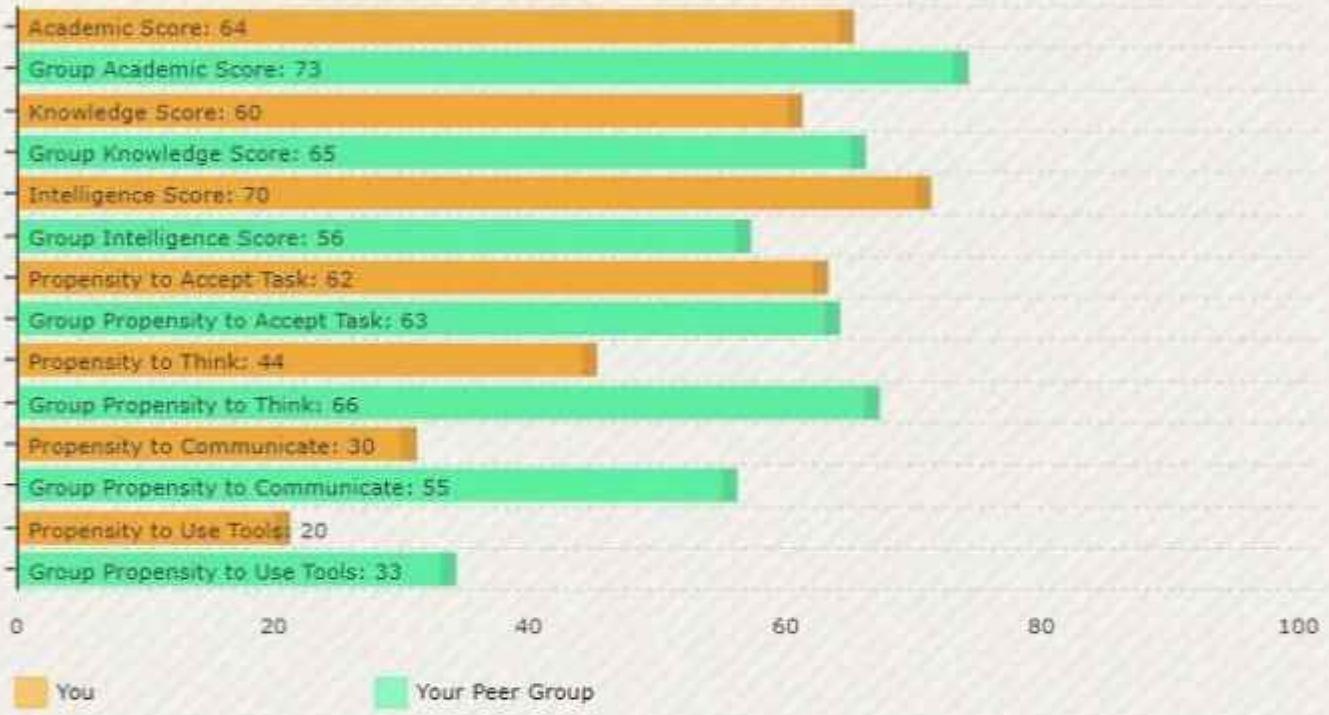

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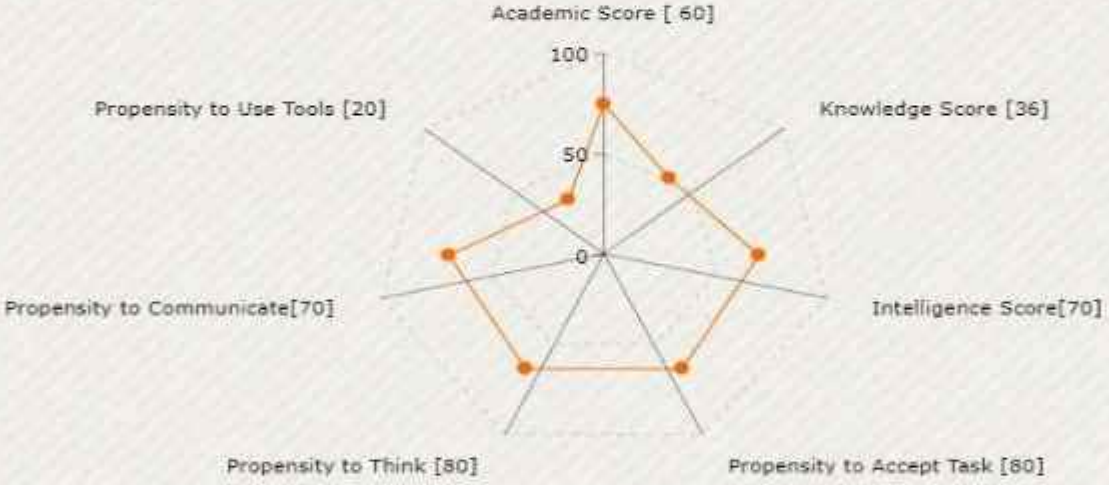
Profile Mapping Report

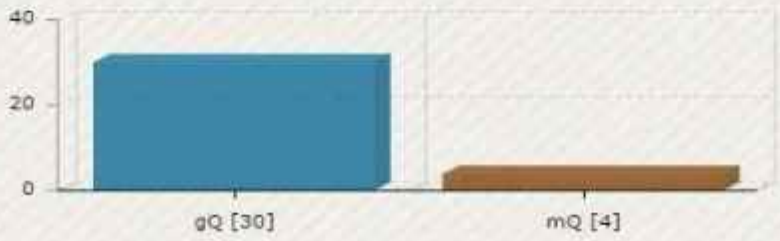
Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: KOYEL BISWAS	DOB	: 01/08/2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352221100254
Stream	: Arts	State	: West Bengal
Family Empowerment	: 50		

Profile Map :



gQ and mQ comparison :



L Mukhopadhyay
Principal
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Naihati, North 24 Parganas

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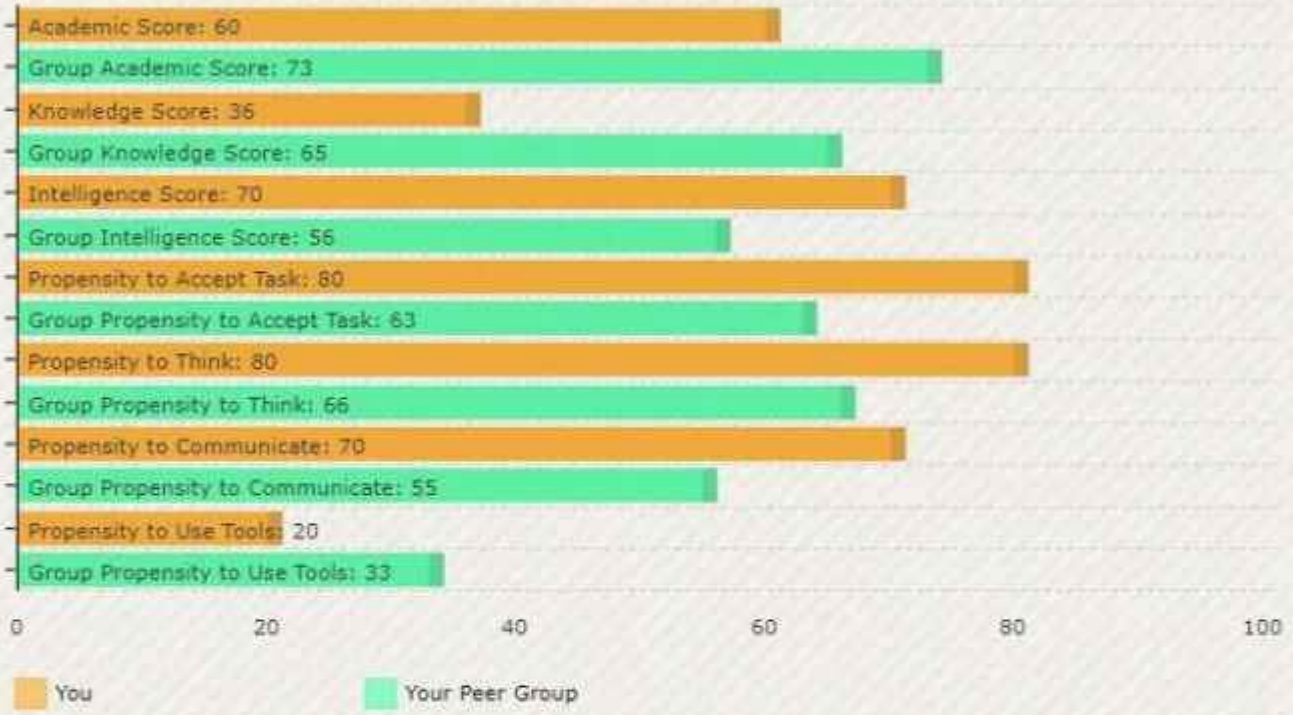
ast Kanthal Para, P.O. – Naihati, Dist – North 24 Parganas,
Pin – 743165, West Bengal

Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Your gQ and mQ in comparison to your Peer Group:



How to Appreciate the Profile Map

First look into your

- **Academic Score** – reflects how good you are in your studies
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If these three scores are high your "general quotient" will be satisfactory

Then try to identify your propensities

- Propensity to Accept Tasks – tendency to believe on your own abilities which allows you to accept any task given to you
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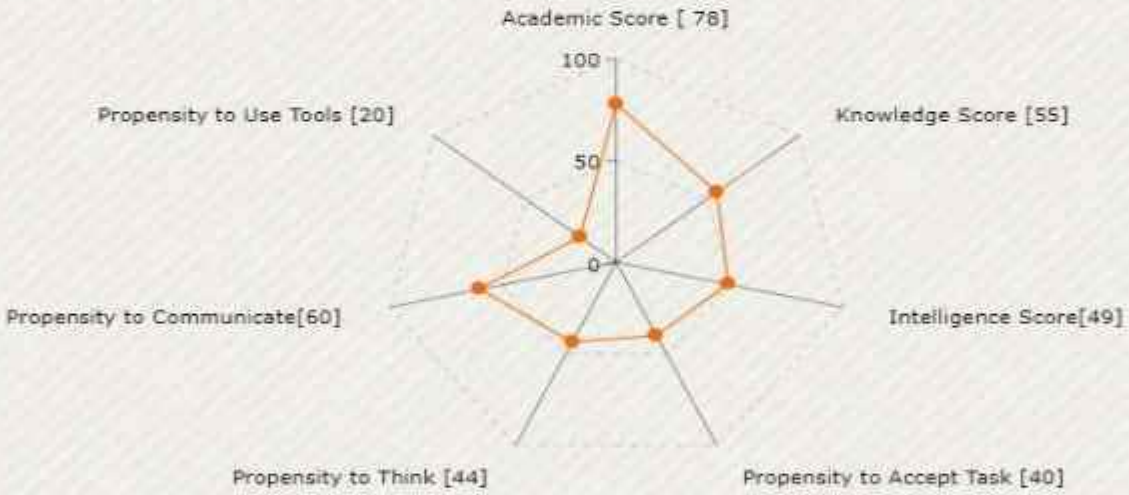
Profile Mapping Report

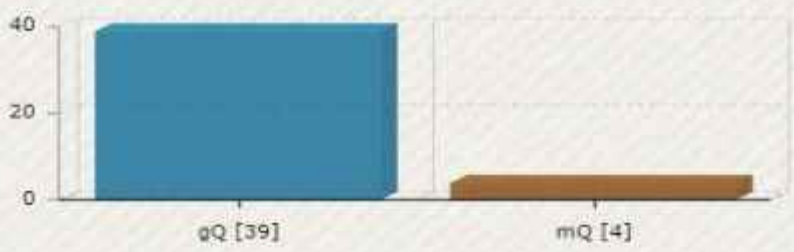
Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: SAYONIKA DAS	DOB	: 01/01/2001
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352221400245
Stream	: Arts	State	: West Bengal
Family Empowerment	: 44		

Profile Map :



gQ and mQ comparison :



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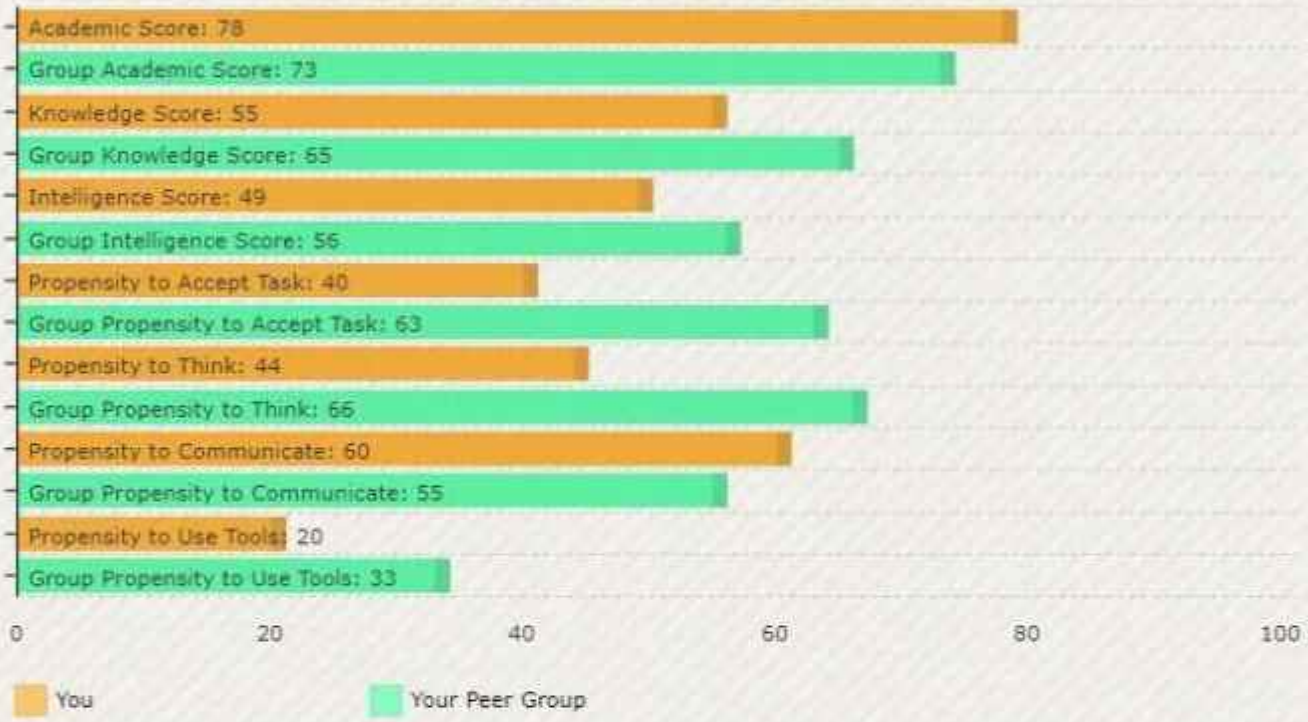

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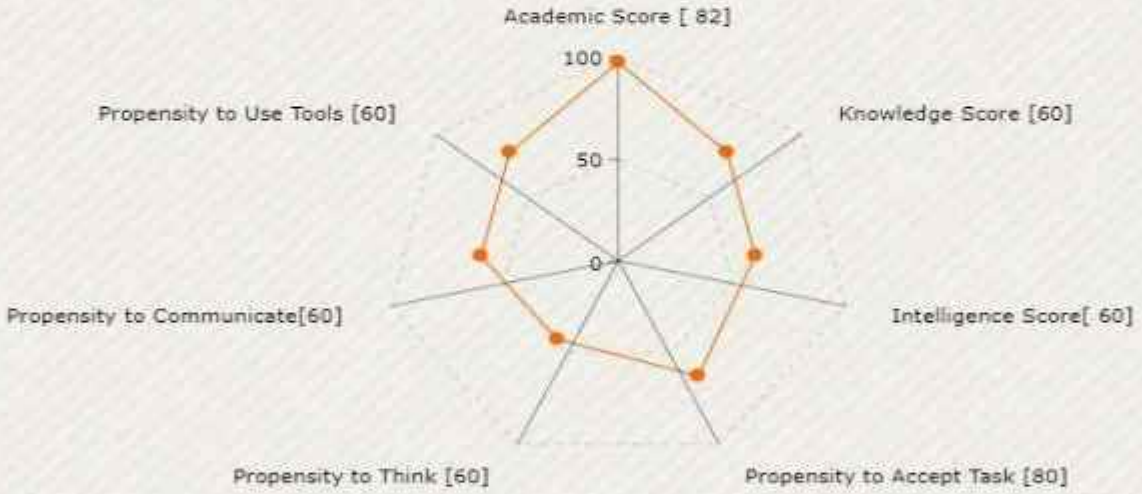
Profile Mapping Report

Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: NEHA SHIL	DOB	: 27/05/2003
Sex	: Female	Caste	: OBC-A
Year / Sem	: 1st Sem	Student ID	: 1352221400286
Stream	: Arts	State	: West Bengal
Family Empowerment	: 44		

Profile Map :



gQ and mQ comparison :

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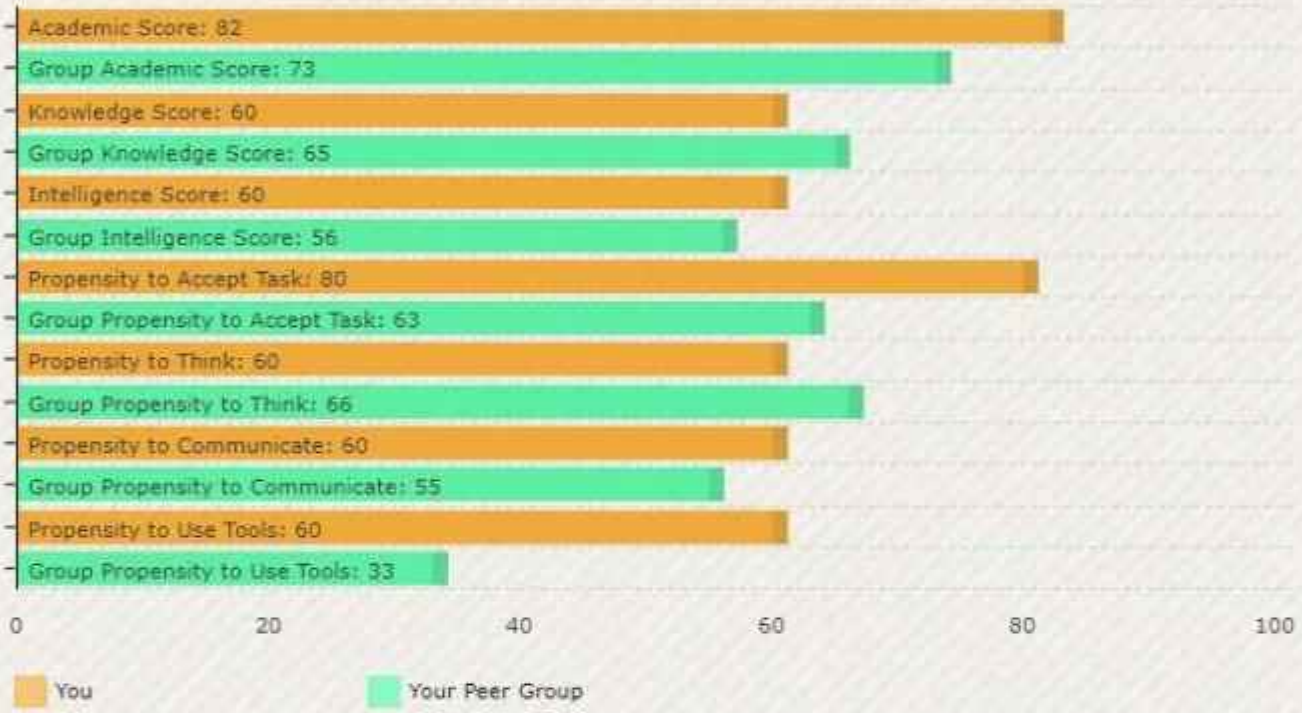

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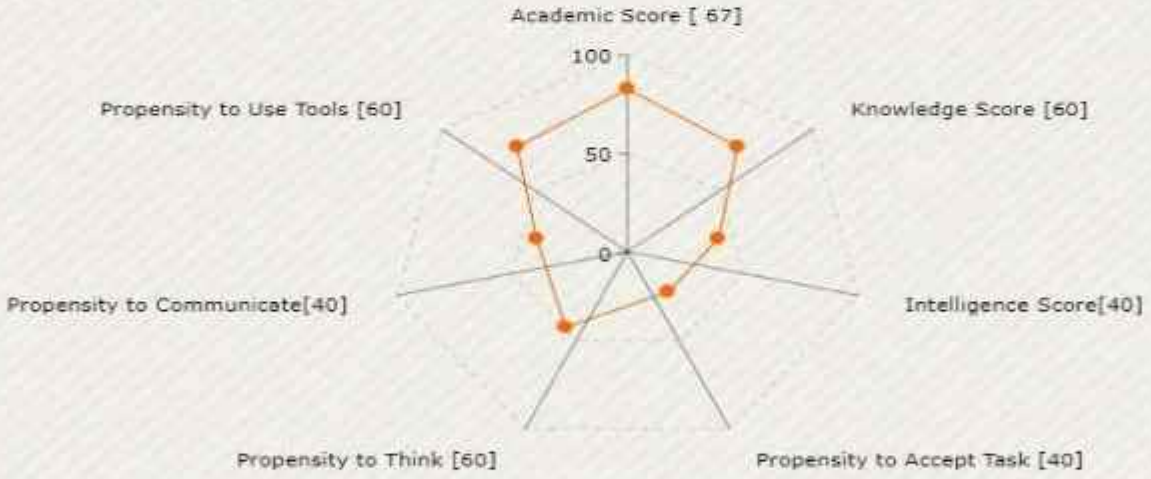
Website:www.rbccwomen.org E-mail:rbccwomen@gmail.com

Profile Mapping Report

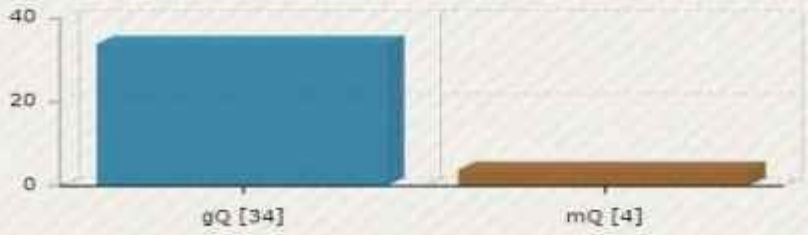
Personal Details :

College Name	: Rishi Bankim Chandra College For Women	Session: 2022-23	
Name	: PRATIBHA BHAGAT	DOB	: 08/05/2002
Sex	: Female	Caste	: General
Year / Sem	: 1st Sem	Student ID	: 1352221400287
Stream	: Science	State	: West Bengal
Family Empowerment	: 51		

Profile Map :



gQ and mQ comparison :



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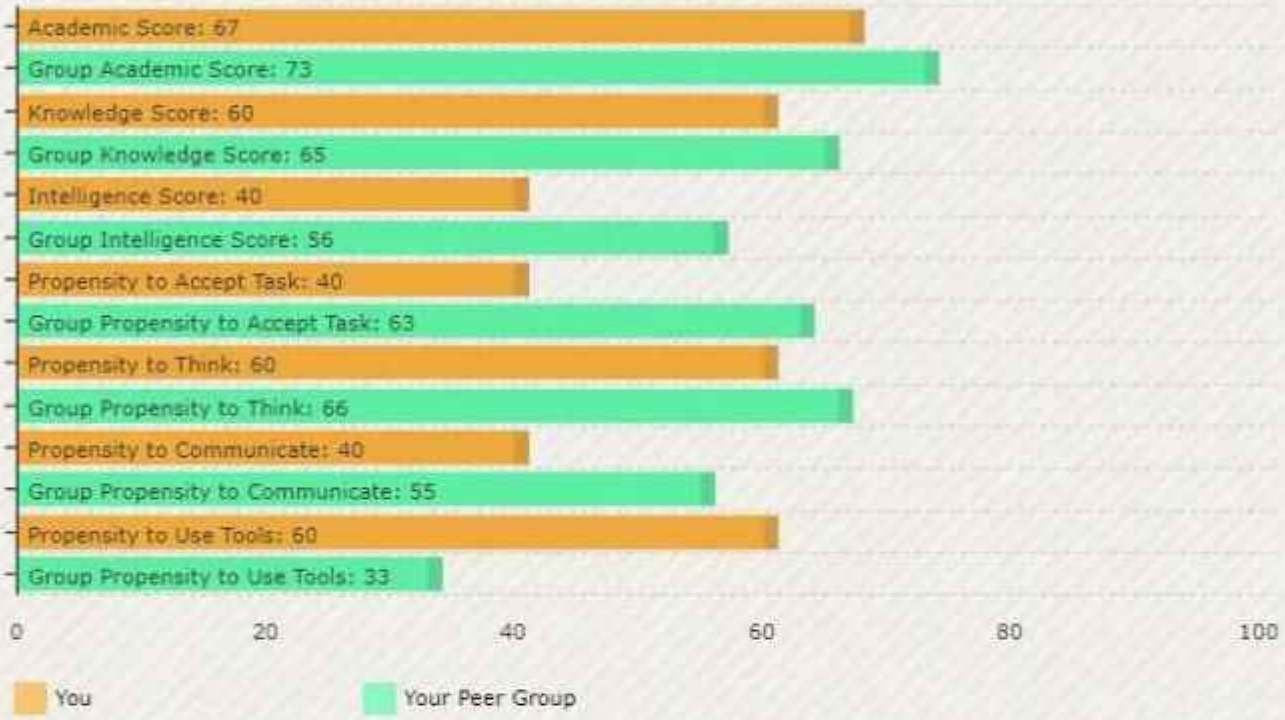

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