



# **Rishi Bankim Chandra Evening College**

**East Kanthal Para, P. O. : Naihati**

**Dist. : North 24 Parganas, PIN : 743165, West Bengal**

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**(Affiliated to : WEST BENGAL STATE UNIVERSITY)**



## **ANNUAL QUALITY ASSURANCE REPORT**

**Year of Report : 2012-13**

**Submitted to :**

**National Assessment and Accreditation Council**

## Annual Quality Assurance Report : 2012-13 of R B C Evening College

Name of the College: **RISHI BANKIM CHANDRA EVENING COLLEGE**  
East Kanthalpara, P.O. Naihati, Dist. North 24  
Parganas, PIN - 743165, West Bengal.

Year of Report : 2012 - 13

### **Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).**

- To introduce P. G. course in Commerce.
- To use computers in imparting lessons to the students.
- To encourage inter-disciplinary activities.
- To co-operate with the University (WBSU) in conducting the examinations.
- To put stress on internal evaluation.
- To track students' activities after graduation.
- To encourage Teachers' Development programme.
- To keep records of the faculties' research activities.
- To facilitate collaborative research programmes.
- To help the faculties in securing research grants.
- To advise the management to generate internal resources.
- To encourage the NCC and NSS units to be engaged in community service programmes.
- To advise the authority to retain in service the experienced guest faculties and Gr. D casual employees.
- To advise the library authority to improve their service.
- To encourage the use of computers in administrative works.
- To advise the authority to enhance the infrastructural facilities including building space, equipments etc.

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- To extend the facility of internet to students and teachers.
- To provide financial relief to students.
- To seek the advice of the alumni.
- To keep running the health service through the Health Centre of the college.
- To encourage the sports activities of the students.
- To provide counselling to the students regarding higher education and job opportunities.

### **Section B: Details in respect of the following (attach separate sheet )**

#### ***1. Activities reflecting the goals and objectives of the college :***

Being an Evening College our institution provides an opportunity of higher education to those students who remain otherwise busy during day time either for job or for undergoing extra-curricular courses.

During the last one year, the college authority paid due attention to the enhancement of infrastructural facility. They encouraged research undertaking on the part of teachers. The girl students were provided all sorts of help at the time of admission and were inspired to complete their courses. For the inculcation of scientific attitude and awareness of human rights, orientation is provided by the faculties to the students alongside the regular courses. The authority made their effort to make the best use of the limited infrastructure. The NCC unit of the college contributed to community services like area-cleaning, maintaining law and order etc.

#### ***2. New academic programmes initiated (UG and PG) :***

The college applied for PG course in Commerce to WBSU, but has not yet received requisite permission.

#### ***3. Innovations in curricular design and transaction :***

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Some Departments made visual presentations of study matters to the students with the help of computer/Laptops. Besides this, oral tests, group discussions and special test were held.

### ***4. Inter-disciplinary programmes started :***

In the Bengali Honours course syllabi, there are portions related to English and Hindi literature. Hence, faculties from the English and Hindi Departments took classes for Bengali Honours students. Teachers of Economics Dept. took classes for students belonging to the Commerce Dept., since Economics is very much a part of the Commerce syllabus, both of Honours and General. These practices facilitate inter-disciplinary activities.

### ***5. Examination reforms implemented :***

Annual Examination for Part I, Part II and Part III is programmed and designed by West Bengal State University. The college allowed its building to be used as Exam. venue for the University examinations. As for internal evaluation, the institution conducts oral tests, written tests, group discussion and practical tests (for Science subjects).

### ***6. Candidates qualified : NET/SLET/GATE etc. :***

Students are advised to report to their respective departments about their Post-Graduate activities like appearing in Eligibility tests for jobs or undertaking Research programmes.

A report was made last year that Tushar Samanta, an ex-student of the Economics Department, qualified himself in NET.

### ***7. Initiative towards faculty development programme :***

The following teachers of the institution attended Orientation Programme sponsored by UGC during the year :

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Dr. Arpita Datta, Dept. of Chemistry, Sri Suvarun Goswami, Dept. of Commerce and Smt. Rituparna Roychaudhuri, Dept. of History.

Smt. Durba Roychaudhuri registered herself for Ph D works.

### **8. Total number of seminars/workshops conducted :**

No UGC-sponsored seminar was held this year.

### **9. Research projects a) Ongoing; b) Completed :**

The following teachers were engaged in their respective Ph D (research) programmes.

- i) Suvarun Goswami, Dept. of Commerce.
- ii) Smt. Aparajita Dhara, Dept. of Economics.
- iii) Sri Chandan Sarkar, Dept. of Geography.
- iv) Sri Dilip Kumar Karak, Dept. of Commerce.
- v) Sri Anand Srivastav, Dept. of Hindi.
- vi) Sri Santosh Kr. Tunga, Librarian.

The following faculties completed their Ph D programme during the year :

- i) Dr. Sanjay Jaiswal.
- ii) Dr. Parashar Banerjee.

### **10. Patents generated, if any :**

Reports regarding any patent generation were not received during the year.

### **11. New collaborative research programmes :**

The following faculties started collaborative research programme as stated below :

<u>Name</u>	<u>Project</u>	<u>Collaborating Agencies</u>
1. Dr. Amit Kr. Bhandari	Major	ICSSR

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2. Prof. D. K. Karak	Minor	UGC
3. Dr. Biva Kumari	Minor	UGC
4. Prof. Suvarun Goswami	Minor	UGC
5. Prof. Rituparna RoyChaudhury	Minor	UGC
6. Dr. Arpita Datta	Minor	UGC

### ***12. Research grants received from various agencies :***

Details of research grant during the year is stated below :

- i) Dr. Amit Kr. Bhandari – Rs. 4,50,425/- sanctioned by ICSSR.
- ii) Prof. D. K. Karak – Rs. 91,000/- sanctioned by UGC.
- iii) Dr. B. Kumari – Rs. 1,22,000/- sanctioned by UGC.
- iv) Prof. S. Goswami – Rs. 1,10,000/- sanctioned by UGC.
- v) Prof. R. Roychoudhury – Rs. 1,10,000/- sanctioned by UGC.
- vi) Dr. Arpita Datta – Rs. 1,30,000/- sanctioned by UGC.

### ***13. Details of research scholars :***

Research programme for students was not conducted during the year, since ours is an U. G. college and the curriculum does not have room for exclusive research work for students.

### ***14. Citation index of faculty members and impact factor :***

Report regarding this was not received.

### ***15. Honors/Awards to the faculty : National and International :***

Dr. Sanjay Jaiswal of the Hindi Department was awarded Ph. D. degree by the University of Calcutta.

Dr. Parashar Banerjee was awarded Ph D degree by the University of Calcutta.

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### ***16. Internal resources generated :***

The institution generated fund from the following sources :

- i) Fees of students.
- ii) Bank interest.

### ***17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes :***

Dr. Amit Kr. Bhandari of the Economics Department secured a grant of Rs. 4,50,400/- for a Major Project from ICSSR .

### ***18. Community services :***

The NCC and NSS units of the college conducted cleaning operation in the adjoining areas of the institution. During festivals, the NCC unit maintained law and order in public places. They also facilitated blood donation camps.

### ***19. Teachers and officers newly recruited :***

Twenty guest faculties were provided extension of service, even after the expiry of their tenure, in view of their expertise and experience.

Five casual Gr. D Non-teaching employees were also granted extension on the basis of their work-efficiency even after the expiry of their pre-declared tenure.

### ***20. Teaching - Non teaching staff ratio:***

No. of Teachers - 47

No. of Non-teaching Staff - 29

Ratio - 1.62

### ***21. Improvements in the library services :***

- Inputted three thousand books into local library software.
- Two computers were purchased with internet connection for teachers.

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- Completed Accession Numbering System. Classification cataloguing followed by AACR2R of all purchased books and journals during this session.

### *22. New books/journals subscribed and their value :*

Subscription for Books – Rs. 10,725/-

Subscription for Journals – Rs. 7,520/-

Subscription for Magazines – Rs. 3,720/-

### *23. Course in which student assessment of teachers is introduced and the action taken on student feedback :*

No such course matter has so far been introduced by West Bengal State University.

### *24. Feedback from stakeholders :*

Oral feedback was gathered by the faculties from the students.

### *25. Unit cost of education :*

Unit cost of education :

With salary component – Rs. 6,620/-

Without salary component – Rs. 1,966/-

### *26. Computerization of administration and the process of admission and examination result, issue of certificates :*

Administration is computerized and the admission process is also dependent on computers. Result and certificates are issued by WBSU, and they are electronically processed, designed and finished.

### *27. Increase in the infrastructural facilities :*



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Building space was increased and the amount spent for it was Rs. 85, 11,932/-. Library facilities improved in view of the purchase of books, journals. Technology up gradation was ensured.

### ***28. Technology up gradation :***

For technological up gradation : equipments of value Rs. 2,78,194/- were purchased. Computers were used by teachers to explain study matters to the students, particularly in ICT related subjects.

The college had LAN facility connecting the office, library and Evnet. Teachers engaged in Minor or Major projects had a separate space in the library.

### ***29. Computer and internet access and training to teachers, non-teaching staff and students :***

Students of Commerce, Physics and Mathematics are given training in computer as it is a part of their curriculum. Teachers and students have access to computers and internet in library and Evnet (college computer centre).

### ***30. Financial aid to students :***

SC / ST students receive Govt. stipend, while poor and meritorious students of general caste receive financial aid from Student Aid Fund and Student Welfare Fund.

### ***31. Activities and support from the Alumni Association :***

The Alumni Association held its annual meeting and made constructive suggestion to the college authority in respect of infrastructural development, community service and helping the poor but meritorious students.

The monetary donation of the alumni consolidates the college fund.

### ***32. Activities and support from the Parent-Teacher Association :***

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Parents of many students visited the faculties and the principal during the year to make their suggestions and queries regarding the teaching learning method and curriculum.

### **33. Health services :**

The Health Centre of the college provided first-aid treatment to the staff and students and also provided medicines for minor illness. For serious ailment patients are advised to go to Naihati State General Hospital or to the chambers of qualified doctors.

### **34. Performance in sports activities :**

The students union organized annual sport in college playground. Many students participated in it either as competitors or as volunteers. The teaching and non-teaching staff took part in it as sports officials to conduct the programme smoothly. Competitors securing 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> positions in the sports events were awarded prizes. Besides, in the common rooms of students, there are provision for indoor games like chess, carom etc. Throughout the year, students practice the games of football and cricket in the college playground.

### **35. Incentives to outstanding sportsperson :**

Students occupying 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions in different sports events are awarded prizes by the college authority. Promising sportsmen are advised to train themselves under the supervision of sports experts.

### **36. Student achievements and awards :**

Year : 2013

Course	No. of 1 <sup>st</sup> Class	Pass Percentage
B. Com. Honours	7	88 %

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B. Com. - General	-	48 %
B. A. - Honours	-	83 %
B. A. - General	-	52 %
B. Sc. - Honours	-	92 %
B. Sc. - General	1	58 %

Students obtaining highest marks in the college in different subjects and streams were awarded prizes in the annual function organized by the students' Union.

### ***37. Activities of the Guidance and Counseling unit :***

At the time of admission, teachers provided guidance to candidates in respect of selecting their courses and subjects. While leaving the institution after completing their courses, the students received counselling from their teachers regarding higher studies or job opportunity.

### ***38. Placement services provided to students :***

The college does not have a placement cell. However, the faculties guide the students in respect of their career opportunities.

### ***39. Development programmes for non-teaching staff :***

At present the UGC or the State Education Department do not conduct any development programme for the colleges' Non-teaching staff, as they do in respect of the teachers (like Refresher Course etc.).

However, the college management often hold meetings with the non-teaching employees, so that their work-efficiency may be improved and the stakeholders may be served in a better way.

### ***40. Good practices of the institution :***

- a) The college encouraged the faculties to undertake research projects.

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- b) The authority facilitated the cleaning programme undertaken by the students and staff.

### ***41. Linkages developed with National / International, academic/research bodies :***

Linkage developed with UGC that sanctioned five minor research grant this year. Linkage also developed with ICSSR that sanctioned a major research grant.

### ***42. Action Taken Report on the AQAR of the previous year :***

- a) The Principal released eligible teachers to attend Refresher Courses/Orientation Programme or seminars.
- b) The college authority endorsed the engagement of the faculties in Major, Minor Research activities.
- c) The college management sanctioned adequate fund for the construction the additional building space.
- d) Fund was allocated for the purchase of books, journals and equipments.
- e) Guest teachers and casual Gr. D staff were retained in service to provide better service to the stake-holders.
- f) The WBSU was further requested to accord permission for running M. Com. Course.
- g) The authority allowed inter-disciplinary activities in the interest of the stake-holders.
- h) The college authority co-operated with the faculties in getting research grants from different authorities.

### ***43. Any other relevant information the institution wishes to add :***

- i) The college made repeated appeals to the WBSU for necessary permission to open M. Com. Course in the institution.

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- ii) The students' Union helped the students at the time of admission by running help-desk.

### **Section C : Outcomes achieved by the end of the year (attach separate sheet if required).**

- a) As a result of the college's admission policy, the roll strength in this year was quite satisfactory.
- b) Students were benefited as a result of the use of Computers/Laptops by the faculties for the demonstration of study matters.
- c) Inter-disciplinary activities set up a very good academic culture in the institution.
- d) Students are benefited by the internal evaluation organized by the college in the form of class tests, and oral tests, group discussions etc.
- e) Attending Orientation Programme / Refresher courses helped the faculties to enrich themselves in their respective subjects and to prepare themselves for better teaching ability.
- f) Participation of the faculties in Ph D programme, Minor and Major Research projects bred the admirable culture of research in the institution.

### **Section D : Plans of the college for the next year**

1. To take initiative to introduce P. G. course in Commerce.
2. To encourage teachers to participate in development programmes like Refresher Course or Orientation Programme.
3. To advise the departments to organize UGC-sponsored seminar.
4. To enthuse the faculties for research works.
5. To advise the NCC unit, the NSS unit and the students' Union to undertake community service programmes.

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6. To retain the experienced guest teachers and efficient Gr. D casual employees in service.
7. To improve the facilities in the library.
8. To encourage more use of technology in administration and teaching-learning.
9. To widen the facility of internet access to students and teachers.
10. To help the SC/ST students in getting Govt. stipend.
11. To secure financial concession for poor but meritorious students.
12. To welcome views and suggestions from parents.
13. To encourage the sports activities of the students.
14. To advise teachers to guide the students in respect of their future courses of study or job opportunity.
15. To advise the faculties to develop linkages with reputed research bodies.



Dr. Satibrata Mitra  
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Chairperson, IQAC