# Yearly Status Report - 2017-2018

| Part A |
| --- |

| **Data of the Institution** |
| --- |

| **1. Name of the Institution** | **RISHI BANKIM CHANDRA EVENING COLLEGE** |
| --- | --- |
| Name of the head of the Institution | **Dr Debasish Bhowmick** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **03325811281** |
| Mobile no. | **9433176659** |
| Registered Email | **principalrbcec@rediffmail.com** |
| Alternate Email | **rbcec.iqac1984@rediffmail.com** |
| Address | **East Kanthalpara, P.O. Naihati** |
| City/Town | **Naihati** |
| State/UT | **West Bengal** |
| Pincode | **743165** |

**2. Institutional Status**

| Affiliated / Constituent | **Affiliated** |
|---|---|
| Type of Institution | **Co-education** |
| Location | **Urban** |
| Financial Status | **state** |
| Name of the IQAC co-ordinator/Director | **Prof. Chandranath Adhikari** |
| Phone no/Alternate Phone no. | **03325811281** |
| Mobile no. | **9830233052** |
| Registered Email | **rbcec.iqac1984@rediffmail.com** |
| Alternate Email | **principalrbcec@rediffmail.com** |

## 3. Website Address

| Web-link of the AQAR: (Previous Academic Year) | http://www.rbcec.in/wp-content/uploads/2019/01/AQAR_2016-17.pdf |
|---|---|

| **4. Whether Academic Calendar prepared during the year** | **Yes** |
|---|---|
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.rbcec.in/academic-calendar/ |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **C** | **62** | **2005** | **20-May-2005** | **19-May-2010** |
| **2** | **B** | **2.32** | **2016** | **02-Dec-2016** | **01-Dec-2021** |

| **6. Date of Establishment of IQAC** | **09-Jul-2010** |
|---|---|

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| **State level Seminar on 'GST and its Impact'.** | **21-Sep-2017** **1** | **125** |

| | | |
|---|---|---|
| State level seminar on the importance of Academic Library in Internet Era | 20-Dec-2017 1 | 115 |
| State level Seminar on Milton's Invocation in Paradise Lost | 18-Apr-2018 1 | 105 |
| State level workshop on the CBCS system in UG studies | 24-Apr-2018 1 | 205 |
| Seminar on vector-borne diseases | 07-Sep-2017 1 | 150 |
| Seminar on Stephen Hawking's works on Black Hole and Big Bang | 13-Apr-2018 1 | 120 |
| Seminar on Judicious use of ground water | 20-Jan-2018 1 | 130 |
| State level workshop on Financial Education | 06-Apr-2018 1 | 105 |
| State level workshop on CBCS system | 10-May-2018 1 | 125 |
| View File | | |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Dr Aparajita Dhara, Department of Economics | Minor Research Project | UGC | 2017 730 | 170000 |
| Dr Parashar Banerjee, Department of Commerce | Minor Research Project | UGC | 2017 730 | 100000 |
| View File | | | | |

| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | View File |
| **10. Number of IQAC meetings held during the year :** | **3** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |

| Upload the minutes of meeting and action taken report | [View File](#) |
|---|---|
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

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

As a result of IQAC initiative, Honours courses in Political Science and Philosophy were introduced this year to provide a wide variety of course options to the students.

At the encouragement of the IQAC, two members of the Full Time faculties got engaged in UGC Minor Research Programmes.

A Full Time Assistant Professor in Hindi and a Full Time Assistant Professor in Geography were appointed during the year to boost up the teaching strength in the Departments of Hindi and Geography.

The IQAC took Initiative to introduce Education and Sanskrit as General subjects from this year to widen subject options for the B.A. General and B.A. Honours students.

Guest teachers in Geography and Education were appointed.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action | Achivements/Outcomes |
|---|---|
| To start Honours courses in Political Science and Philosophy. | Honours courses in Political Science and Philosophy started in this academic year. |
| To introduce Sanskrit and Education as general subjects in the Humanities stream. | Sanskrit and Education were introduced as general subjects in the Humanities stream this year. |
| To motivate the faculties to be engaged in research works. | Two of the faculty members got engaged in UGC Minor Research Projects. |
| To appoint full time teaching faculties. | A Full Time Assistant Professor in Hindi and a Full Time Assistant Professor in Geography were appointed during the year. |
| To implement Govt. Health scheme for teachers. | Copy of the relevant G.O. was circulated among teachers and forms were distributed so that they could register themselves for the scheme. |
| To arrange tutorial classes for weak | Tutorial classes could be arranged for |

| | |
|---|---|
| learners. Tutorial classes could be arranged for weak learners. | weak learners. |
| To appoint Guest Teachers in Geography and Education. | Guest teachers in Geography and Education were appointed. |
| To arrange Yoga and Meditation classes | Yoga and meditation classes were arranged. |
| To forward to D.P.I. (West Bengal the eligible cases of PhD incentive. | The eligible cases of PhD incentive were forwarded. |
| To retain competent guest faculties in service. Competent guest faculties in service were retained in service. | Competent guest faculties in service were retained in service. |
| To expedite the CAS cases of the eligible staff. | The CAS cases of the eligible staff were institutionally cleared. |
| [View File](#) ||

| **14. Whether AQAR was placed before statutory body ?** | **Yes** |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| **Governing Body** | **11-Apr-2019** |

| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | **No** |
|---|---|

| **16. Whether institutional data submitted to AISHE:** | **Yes** |
|---|---|

| Year of Submission | **2018** |
|---|---|

| Date of Submission | **27-Feb-2018** |
|---|---|

| **17. Does the Institution have Management Information System ?** | **Yes** |
|---|---|

| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **• The college maintains a database of all students admitted to the college though software developed for this purpose. • Online admission system along with online payment facility has been introduced. • We have a student feedback system and grievance redressal cell for obtaining information. • The accounts department has been fully computerized. • The function in the library: computerized.** |
|---|---|

Part B

**CRITERION I – CURRICULAR ASPECTS**

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Before the beginning of a semester or an academic session, the faculties collect syllabus materials as prescribed by the affiliating university. The syllabus is displayed in the college website for the students and guardians to go through it. Departments prepare academic calendars and circulate them among the students through notification in classes and also through college website. Departmental teachers hold meetings and distribute the syllabus components among themselves. They suggest text and reference books to the students as required for the curriculum. Interactive classes are held to encourage the students to ask questions. The entire portion of the syllabus is covered in the classes. The faculties make all efforts to effectively communicate the course matters to the students. They go well-prepared to the classes and conduct the evaluation process fairly. They adequately discuss with the students regarding their performances in assignments. Departments organise seminars/workshops to enrich and encourage the students. They are also advised to use the college library for books, journals, magazines and e-resources. Special/remedial classes are arranged for slow learners. Advanced learners are provided with all sorts of help to achieve their goals. Teachers use student-centric methods in imparting lessons. Most of them use ICT in discussing/explaining/interpreting the course matters.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|---|---|---|---|---|
| nil | nil | 01/07/2017 | 365 | nil | nil |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| BA | Political Science Honours | 01/07/2017 |
| BA | Philosophy Honours | 01/07/2017 |
| BA | Education General | 01/07/2017 |
| BA | Sanskrit General | 01/07/2017 |
| View File | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| BA | nil | 01/07/2017 |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|---|---|---|
| Number of Students | 5 | 1 |

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|

| nil | 01/07/2017 | 0 |
| --- | --- | --- |

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1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
| --- | --- | --- |
| BSc | Field Project of the Geography department | 3 |

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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
| --- | --- |
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| Parents | Yes |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| Feedback Obtained |
| --- |
| The feedback obtained from stakeholders was analysed in IQAC meeting and the following suggestions are made to the college authority for their consideration: • The authority should be strict in respect of the attendance of the students. • More class tests should be held for students. • Guardians should be contacted for students faring badly in the university examinations. The college authority made repeated notifications regarding the importance of attendance. |

## CRITERION II – TEACHING- LEARNING AND EVALUATION

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
| --- | --- | --- | --- | --- |
| BA | Bengali Honours | 80 | 18 | 18 |
| BA | English Honours | 80 | 58 | 58 |
| BA | Hindi Honours | 88 | 88 | 88 |
| BA | Sanskrit Honours | 39 | 3 | 3 |
| BSc | Geography Honours | 39 | 19 | 19 |
| BA | Economics Honours | 39 | 0 | 0 |
| BA | History Honours | 39 | 20 | 20 |
| BA | Political Science Honours | 39 | 2 | 2 |
| BA | Philosophy Honours | 39 | 2 | 2 |

| BA | Accountancy Honours | 396 | 85 | 158 |
|---|---|---|---|---|
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2017 | 1481 | 8 | 14 | 0 | 9 |

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 57 | 50 | 7 | 1 | 1 | 5 |
| View File of ICT Tools and resources | | | | | |
| View File of E-resources and techniques used | | | | | |

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The IQAC in its meeting with teachers emphasized the importance of mentoring. At the beginning of the academic session teachers select the students under their mentorship. For mentoring purpose, departmental teachers distribute the students among themselves. They look after the personal problems of the students in academic matters. Slow learners are helped in understanding the course matters repeatedly, while the advanced learners are guided towards additional study materials.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|---|---|---|
| 1489 | 23 | 64 |

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 26 | 23 | 3 | 2 | 11 |

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2017 | nil | Assistant Professor | nil |
| View File | | | |

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| BSc | Honours General | 3 | 30/06/2018 | 07/05/2018 |
| BCom | Honours General | 3 | 30/06/2018 | 07/05/2018 |
| BA | Honours General | 3 | 30/06/2018 | 07/05/2018 |
| View File | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous evaluation system is carried on in the college by the departments. This is done in the form of class tests, group discussions, oral tests and project works. Students are properly informed about these tests, and the results are discussed with them. Mistakes are pointed out to them, and areas are identified where they may improve further. Students' progress is discussed with the parents in the parents' meetings.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Institutional Academic calendar is prepared before the start of the academic session and is uploaded in the college website for the students and all concerned to go through it. It contains information about admission, commencement of classes, midterm evaluation, test examinations, vacation, recesses etc. As for the internal evaluation, the Calendar is adhered to for conducting tests as far as possible. The calendar is also followed in holding classes and in carrying out other academic programmes.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.rbcec.in/wp-content/uploads/2019/08/Result-2018.pdf

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| BNGA | BA | Bengali Honours | 6 | 5 | 83 |
| ENGA | BA | English Honours | 4 | 4 | 100 |
| HINA | BA | Hindi Honours | 35 | 25 | 71 |
| HISA | BA | History Honours | 1 | 1 | 100 |
| ACFA | BCom | Accountancy Honours | 4 | 3 | 75 |
| GEOA | BSc | Geography Honours | 3 | 3 | 100 |

| | BCom | General | 17 | 4 | 28 |
| | BA | General | 105 | 40 | 38 |
| | BSc | General | 26 | 13 | 50 |
| View File | | | | | |

### 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</strong></div>

# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
| --- | --- | --- | --- | --- |
| Minor Projects | 730 | UGC | 3.6 | 2.7 |
| View File | | | | |

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
| --- | --- | --- |
| nil | nil | 01/07/2017 |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
| --- | --- | --- | --- | --- |
| nil | nil | nil | 01/07/2017 | nil |
| View File | | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
| --- | --- | --- | --- | --- | --- |
| nil | nil | nil | nil | nil | 01/07/2017 |
| View File | | | | | |

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
| --- | --- | --- |
| 1 | 1 | 1 |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
| --- | --- |
| nil | 0 |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
| --- | --- | --- | --- |
| <div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</strong></div> | | | |

| | |
|---|---|
| | View File |

## 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|---|
| Physics | 2 |
| Bengali | 1 |
| Commerce | 8 |
| View File | |

## 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| nil | nil | nil | 2017 | 1 | nil | 1 |
| View File | | | | | | |

## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| nil | nil | nil | 2017 | 1 | 1 | nil |
| View File | | | | | | |

## 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 0 | 0 | 55 | 50 |
| Presented papers | 1 | 5 | 3 | 0 |
| Resource persons | 0 | 0 | 0 | 3 |
| View File | | | | |

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| 2 Yoga Camps | NSS unit | 5 | 33 |
| College beautification program | NSS and Students Union | 4 | 22 |
| Thalassemia Awareness program | NSS Unit and Calcutta School of Tropical Medicines | 4 | 129 |

| College and nearest community cleaning | NSS Unit and Students Union | 4 | 30 |
| --- | --- | --- | --- |
| Awareness Program on Vectorborne Diseases | NSS and IQAC | 10 | 50 |
| Seminar on Judicious use of Ground Water | NSS and IQAC | 20 | 80 |
| Combined Annual Training camps (13 in number) | NCC | 1 | 160 |
| Army Attendant Camp | NCC | 1 | 160 |
| National Integration Camp (7 in number) | NCC | 1 | 160 |
| All India Trekking Camp | NCC | 1 | 160 |
| [View File](#) | | | |

 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
| --- | --- | --- | --- |
| nil | nil | nil | 1 |
| [View File](#) | | | |

 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
| --- | --- | --- | --- | --- |
| Swachh Bharat | NSS | Community cleaning and taking Swachchhata pledge | 5 | 30 |
| [View File](#) | | | | |

## 3.5 – Collaborations

 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
| --- | --- | --- | --- |
| nil | 1 | nil | 1 |
| [View File](#) | | | |

 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab | Duration From | Duration To | Participant |
| --- | --- | --- | --- | --- | --- |

| | with contact details | | | |
|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | |
| | View File | | | |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | |
| View File | | | |

# CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| **5.3** | **3.64** |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| **Campus Area** | **Existing** |
| **Class rooms** | **Existing** |
| **Seminar halls with ICT facilities** | **Existing** |
| **Laboratories** | **Existing** |
| **Seminar Halls** | **Existing** |
| **Value of the equipment purchased during the year (rs. in lakhs)** | **Newly Added** |
| **Number of important equipments purchased (Greater than 1-0 lakh) during the current year** | **Newly Added** |
| View File | |

## 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| **KOHA software** | **Partially** | **3.11** | **2008** |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| **Text Books** | **18724** | **2995840** | **188** | **23524** | **18912** | **3019364** |
| **Reference Books** | **1182** | **177450** | **75** | **14250** | **1257** | **191700** |
| **e-Books** | **51753** | **4000** | **0** | **0** | **51753** | **4000** |
| **Journals** | **10** | **9930** | **5** | **4850** | **15** | **14780** |

| | | | | | | |
|---|---|---|---|---|---|---|
| e-Journals | 6300 | 1000 | 0 | 0 | 6300 | 1000 |
| Digital Database | 2 | 80000 | 0 | 0 | 2 | 80000 |
| CD & Video | 237 | 24695 | 35 | 4250 | 272 | 28945 |
| Others(spe cify) | 7 | 3440 | 0 | 0 | 7 | 3440 |

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | |

[View File](#)

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 54 | 11 | 2 | 0 | 0 | 12 | 16 | 512 | 13 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 54 | 11 | 2 | 0 | 0 | 12 | 16 | 512 | 13 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| |
|---|
| **512 MBPS/ GBPS** |

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| **nil** | [http://www.rbcec.in/](http://www.rbcec.in/) |

## 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| **27.65** | **28.72** | **25.85** | **18.31** |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

> **Library: The library staff and the library subcommittee look after the condition of the library. The departments submit requisition of books and journals to the librarian. The library subcommittee take the decision of purchasing books, journals, magazines and necessary furniture. The same policy is followed in subscribing for e-books and e-journals. Library space is kept**

clean, and the users are assisted by the library staff. Teachers and researchers have separate space for themselves. Laboratories: Respective departments chiefly supervise the condition of the laboratories. Equipments and apparatus are purchased at recommendation of the concerned departments. The laboratories are used mainly for holding practical classes. The over-all maintenance is done by the college authority at the suggestion of the departments. Gymnasium: The college gymnasium remains open on all working days. There is a group D employee to look after it. Students perform physical exercise here on paying requisite fees. Maintenance is done on getting report from the concerned staff. Sports: There is a sports sub-committee in the college which looks after the matters of games and sports in the college. The sports apparatus and items remain at the disposal of the Students' Union. These things are purchased at the recommendation of the Sports Subcommittee. The annual sports take place in the college's playground. Classrooms: The class-rooms are regularly cleaned and kept in hygienic condition. Provisions of lights, white board/blackboard are well-maintained. The classrooms are mainly used for holding theoretical classes, seminar etc. Computers: Computers are used in the institution at such places as Computer Lab, Office, Departments, Library and Principal's Office. There is AMC with some agencies for the maintenance of the computers. Repair works are done as and when needed.

http://www.rbcec.in/maintenance-and-utilisation-policy/

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | Students Welfare Fund | 265 | 280275 |
| Financial Support from Other Sources |  |  |  |
| a) National | Govt. Stipend | 214 | 749000 |
| b)International | 0 | 0 | 0 |
| View File | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Remedial Coaching | 01/09/2017 | 350 | Departmental Faculties |
| Mentoring of students | 01/09/2017 | 1400 | Departmental Faculties |
| View File | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

| 2017 | Guidance for competitive examinations career counselling | 100 | 100 | 0 | 0 |
|---|---|---|---|---|---|

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| 1 | 1 | 1 |

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| nil | 0 | 0 | nil | 0 | 0 |

View File

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| 2017 | 4 | ENGA | English | Data not available | MA in English |
| 2017 | 5 | BNGA | Bengali | Data not available | MA in Bengali |
| 2017 | 20 | HINA | Hindi | Data not available | MA in Hindi |
| 2017 | 1 | HISA | History | Data not available | MA in History |
| 2017 | 3 | ACFA | Commerce | Data not available | M. COM |

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|---|---|
| Any Other | 5 |

View File

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---|---|---|
| Annual sports | College level | 355 |
| Cultural competition | College level | 255 |

| Annual Cultural function | College level | 480 |
|---|---|---|

View File

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2017 | nil | National | 1 | 1 | nil | nil |

View File

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Union looks after the problems of the students and brings them under the notice of the college authority. They organised the following programs during the year: i. Cultural function on the death anniversary of Rabindranath Tagore ii. Teachers' Day celebration (05.09.2017) iii. Fresher's Welcome ceremony iv. Vijoya Sammilani (A get together of students and teachers after Durga Puja) v. Milanotsav (Annual cultural function of the students) vi. Basantotsav (Spring festival) vii. RabindraNajrul Sandhya (A cultural programme in memory of Tagore and Najrul) viii. Annual sports ix. Publication of college magazine. x. Independence Day celebration xi. Republic Day celebration xii. Cultural Competition xiii. Workshop on CBCS course xiv. Seminar on International Mother Tongue Day. xv. Cricket Tournament Students have their representation in the following committees/bodies: a) Governing Body b) Internal Quality Assurance Cell c) Admission Subcommittee d) Antiragging subcommittee e) Building and Development subcommittee f) Cleaning and beautification subcommittee g) Magazine Subcommittee h) Library subcommittee

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

216

5.4.3 – Alumni contribution during the year (in Rupees) :

21600

5.4.4 – Meetings/activities organized by Alumni Association :

The alumni association of the college organised the following programmes during the year: i. Cultural function on the death anniversary of Rabindranath Tagore (08.08.2017) ii. Teachers' Day celebration (05.09.2017) iii. Blood Donation Camp iv. Vijoya Sammilani v. Basantotsav vi. Rabindra-Najrul Sandhya vii. Seminar on international Mother Tongue Day. viii. Independence Day Celebration ix. Republic Day celebration

# CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

i. The Governing Body takes the administrative decisions. When required, the G.B. seeks the views and opinions of the Teachers' Council, the cells and subcommittees that are there in the institution. However, the decisions are implemented through a method of decentralization. The Principal is the Executive to issue orders on the basis of G.B. resolutions they are carried out by the college office and the concerned nonteaching staff. If the order is related to the faculties, the teachers carry it out. ii. There are a good number of subcommittees to take decisions and action on relevant matters. If required, the subcommittees forward proposals for the approval of the Governing Body. However, the daytoday administration is run by the Principal who is also the D.D.O. of the institution. The IQAC works to cultivate quality enhancement awareness among all these units and wings of the college and guides them as far as possible towards the direction of quality improvement.

6.1.2 – Does the institution have a Management Information System (MIS)?

**Partial**

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
| --- | --- |
| Curriculum Development | ? Being an affiliated college, this institution takes utmost care to implement the syllabus made by the parent university. ? The faculty members attended workshops on syllabus revision organised by the University at different times. ? The college formed a PG Board of Studies to frame the syllabus of M.Com course. ? Two teachers of the college are the members of the UG Board of studies ? Departments prepare academic calendar containing information about the course matters, number of lectures and resource persons. |
| Teaching and Learning | • Introducing innovations in the existing programmes. • For weak learners special classes are held. • Greater emphasis on ICT -based learning. • Studentcentric learning system • Seminars and workshops are organised to enrich the learners. • Results are analysed and students are advised accordingly. • Feedback is collected from the learners. • Continuous Internal Evaluation is carried on by the departments. |
| Examination and Evaluation | • The Teachers council finalizes the modalities of collegelevel tests for students. • Evaluation in other forms such as oral test, group discussion, project works etc are also conducted throughout the academic year/semester. • The final examination at UG level is conducted by the parent university in |

| | both theory and practical papers. The college conducts the semester exams of M.Com. • Faculty members are regularly assigned the tasks of papersetting, moderation, evaluation, scrutiny and headexaminership by the parent university. • Definite guidelines are set by the University for Examination Works. The college authority releases the faculties for exam assignments made by the parent university. • Internal evaluation at college level is done timely. |
|---|---|
| Research and Development | o The college has a research committee whose purpose is to nurture and develop a culture of research in the college. o Faculties are encouraged to pursue doctoral and postdoctoral works and to attend national and international conferences and seminars. o Teacher fellows are granted leaves as per UGC and govt. norms. o At the initiative of the IQAC, faculties who are engaged in research works are provided space for study o Two faculties obtained PhD degree during the year. Five teachers are currently engaged in PhD works. o Two of the faculties have undertaken UGC minor research projects during the year. |
| Library, ICT and Physical Infrastructure / Instrumentation | ? Subscription for books – Rs 37,774/- ? Subscription for journal – Rs 4,850/- ? Subscription for CD and Video – Rs 4,250/- |
| Human Resource Management | ? Ragging-free Academic Environment: Ideological campaign and practical monitoring is made to ensure an entirely ragging-free academic environment. ? Developing Environment consciousness: Sensitizing people to develop a pollution-free and echo-friendly habitat. ? Utilising the potential: Aiming at the manifestation of the inner potential of every individual. ? Promotion Policy: The institution follows the promotion policy of the State Higher Education Department. ? Performance recognition: Teachers attaining PhD or other qualifications are provided felicity by the college. Students are given prizes for academic performances and sports activities. ? Service benefits: The institution utilises its machinery to provide service benefits to its employees such as Provident Fund, Gratuity, Pension and leave encashment |

| | as admissible under State Government rules. |
|---|---|
| **Industry Interaction / Collaboration** | **Interaction with industry has not taken place so far.** |
| **Admission of Students** | **● Online admission system introduced. ● Adequate publicity is made through college website, notice-board and posters. ● Reservation for SC, ST and OBC is observed as per govt. rules. ● Candidates seeking admission are assisted by different wings of the college.** |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| **Planning and Development** | **Decisions of the Governing Body are electronically preserved. All planning is included in these decisions. For development works, the Principal issues notices and tenders which are typed in computers and floated in the college website. Tenders are received online.** |
| **Administration** | **The college administration is run in most cases electronically. Administrative orders are typed in computers and often floated in the college website.** |
| **Finance and Accounts** | **Works in the accounts department are done with the help of computers and other electronic devices. Cash dept. receives payment online and provides electronic receipts** |
| **Student Admission and Support** | **Student admission is made fully online. ICT is used in conducting remedial classes** |
| **Examination** | **Exam notices and syllabus are floated online** |

## 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| **2017** | **nil** | **nil** | **nil** | **0** |
| [View File](#) | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development | Title of the administrative training | From date | To Date | Number of participants (Teaching | Number of participants (non-teaching |
|---|---|---|---|---|---|---|

| programme organised for teaching staff | programme organised for non-teaching staff | | | staff) | staff) |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| Orientation Programme | 1 | 01/08/2017 | 28/08/2017 | 28 |
| View File | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 2 | 2 | 0 | 0 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| Group Insurance, Provident Fund, Loan from Employees' Cooperative, primary health checkup in college's Health Unit, Govt Health Scheme, Pension and Gratuity. | Group Insurance, Provident Fund, Loan from Employees' Cooperative, Primary Health checkup in college's Health Unit, Govt Health Scheme, Pension and Gratuity. | Students' Welfare Fund, Students' Aid Fund, Govt Stipend, Kanyasri (a Govt aid scheme for female students) and Primary Health checkup in college's Health Unit. |

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal financial audit of the institution is done regularly. An internal auditor is appointed by the Governing Body for this purpose. External financial audit takes place when D.P.I. (WB) appoints auditor.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| nil | 0 | nil |
| View File | | |

6.4.3 – Total corpus fund generated

| 1 |
|---|

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | Internal |
|---|---|---|
| | | |

| | Yes/No | Agency | Yes/No | Authority |
|---|---|---|---|---|
| Academic | No | | Yes | Academic subcommittee |
| Administrative | No | | Yes | Internal Auditor |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

? Parents provide their feedback on curriculum and teachinglearning. ? After attending the guardians' meeting parents motivated their wards to attend classes regularly. ? Coming to know of the facilities available in the college like library, computers and WiFi, parents persuaded their wards to make use of them.

6.5.3 – Development programmes for support staff (at least three)

1. nil 2. nil 3. nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Tutorial and remedial classes are conducted regularly. ? Minor Research Projects have been undertaken by some of the faculties. ? Placement cell has been established.

6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal | Yes |
|---|---|
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| 2017 | State level Seminar on GST and its Impact. | 21/09/2017 | 21/09/2017 | 21/09/2017 | 125 |
| 2017 | State level Seminar on The Importance of Academic Library in an Internet Era. | 20/12/2017 | 20/12/2017 | 20/12/2017 | 110 |
| 2018 | Seminar on Vectorborne Diseases | 07/09/2018 | 07/09/2018 | 07/09/2018 | 150 |
| 2018 | Seminar on Stephen Hawkings works on Black Hole and Big Bang | 13/04/2018 | 13/04/2018 | 13/04/2018 | 120 |
| 2018 | State level | 18/04/2018 | 18/04/2018 | 18/04/2018 | 105 |

| 2018 | State level Workshop on CBCS system in UG studies | 24/04/2018 | 24/04/2018 | 24/04/2018 | 205 |
| 2018 | Seminar on Judicious use of Ground Water | 20/01/2018 | 20/01/2018 | 20/01/2018 | 130 |

View File

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
| --- | --- | --- | --- | --- |
| | | | Female | Male |
| nil | 01/07/2017 | 01/07/2017 | 1 | 1 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
| --- |
| Alternate energy initiative is under process. Environment awareness campaign is carried on. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
| --- | --- | --- |
| Any other similar facility | No | 0 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | | | | |

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
| --- | --- | --- |
| nil | 01/07/2017 | nil |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Blood Donation Camp | 15/08/2017 | 15/08/2017 | 150 |

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Existing plants and trees are preserved in the campus. 2. The campus has been declared as 'No Smoking Zone'. 3. Motor vehicles are not allowed inside the campus. 4. Sewerage system is cleaned from time to time. 5. The campus has been declared as 'No Plastic Zone'.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Title: Keeping the college campus clean. Goal: • To create a healthy environment for teachinglearning. • To build up a greater sense of responsibility among the stakeholders. • To add to the visual beauty of the campus. The Context: o Modern age is an age of increasing pollution. o Cleanliness has a healthy impact on the minds of the faculties, learners and staff. The practice: ? The function of the cleaning staff is regularly monitored ? The faculties, learners and staff practice the habit of not throwing garbage here and there. ? Motor vehicles are not allowed to enter the college campus. ? Propaganda is carried on throughout the year in favour of cleanliness. Success: ? The campus remains neat and clean throughout the year. ? Visitors and parents appreciate this initiative on the part of the institution. ? Visual beauty of the campus has been increased. Problem: New students and outsiders sometimes commit mistakes. Resources required: More fund is required to carry on cleanliness campaign with the help of noticeboards, placards etc. More cleaning staff is required to make further progress in this matter. Best Practice 2: Title: Use of ICT for academic purposes. Goal: • To enhance the quality of teachinglearning. • To encourage the learners to embrace the mode of elearning. The Context: • In the present world teachinglearning cannot become effective and advanced without the use of information and communication technology. • The quick progress in the fields of knowledge, technology and science demands greater access to study materials and elearning resources. The practice: • Departments make use of the smart classroom to impart lessons. • In small classrooms, laptops are used to make powerpoint presentations. • Teachers use elearning resources to prepare themselves for class lectures. Sometimes they tell the students of the educational sites from which the students collect materials through internet for academic purposes. • The college library and the teachers' room are under WiFi coverage. Success: ? Students develop a better grasp of the course matter. ? Through ICT students obtain a greater exposure to the latest researches in areas they have to study. ? Students find it particularly helpful in preparing project works. Problem: All the classrooms have not been turned into smart classrooms. Resources required: Sufficient fund is required to install LED monitors in at least 15 classrooms.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.rbcec.in/wp-content/uploads/2019/09/Best-Practices.pdf

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional distinctiveness: Rishi Bankim Chandra Evening College is the only evening college in the district of North 24 Parganas. In the Barrackpore

subdivision the college is famous for its Commerce Department. It has been running PG course in Commerce since 2016. Students busy during day time can avail the scope of getting higher education in this college. The college caters to the need of students coming from economically backward and mediocre families.

| Provide the weblink of the institution |
| :---: |
| http://www.rbcec.in/wp-content/uploads/2019/09/Institutional_distinctiveness.pdf |

## 8.Future Plans of Actions for Next Academic Year

? To organize educational seminars ? To encourage faculties to go for improvement programs. ? To appoint guest faculties wherever needed. ? To encourage students and faculties for extension activities.