



YEARLY STATUS REPORT - 2022-2023

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 its own campus? **Yes**
- Phone no./Alternate phone no. **03325811281**
- Mobile no **9433176659**
- Registered e-mail **principalrbcec@rediffmail.com**
- Alternate e-mail **rbcec.iqac1984@gmail.com**
- Address **East Kanthalpara, P.O. Naihati,
Dist- North 24 Parganas**
- City/Town **Naihati**
- State/UT **West Bengal**
- Pin Code **743165**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **West Bengal State University**
- Name of the IQAC Coordinator **Dr. Santosh Kumar Tunga**
- Phone No. **03325811281**
- Alternate phone No. **9433176659**
- Mobile **9432080868**
- IQAC e-mail address **rbcec.iqac1984@gmail.com**
- Alternate Email address **principalrbcec@rediffmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.rbcec.in/uploads/notices/1681190698651.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://drive.google.com/file/d/1CdghwIFYcayycHJ7zsvClZtST9OEN0Ke/view?usp=sharing>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	62	2005	20/05/2005	19/05/2010
Cycle 2	B	2.32	2016	02/12/2016	01/12/2021

6. Date of Establishment of IQAC

09/07/2010

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2022	NIL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

IQAC has played an important role in the preparation of third cycle NAAC accreditation process.

Proposal for construction of big seminar hall on top floor in the old college building

signing of two functional MoUs between two different colleges

Promotion of teachers through CAS as per rule of Department of Higher Education, Govt. of West Bengal

compilation of AQAR for the year 2022-23

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
IQAC has played an important role in the preparation of third cycle NAAC accreditation process.	Under consideration
Proposal for construction of big seminar hall on top floor in the old college building	Under processing
signing of two functional MoUs between two different colleges	Two (2) functional MoUs have been signed
Promotion of teachers through CAS as per rule of Department of Higher Education, Govt. of West Bengal	Six (6) teachers have been promoted through CAS
compilation of AQAR for the year 2022-23	AQAR for the year has been compiled duly

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body (GB)	14/12/2023

14. Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	03325811281
• Mobile no	9433176659
• Registered e-mail	principalrbcec@rediffmail.com
• Alternate e-mail	rbcec.iqac1984@gmail.com
• Address	East Kanthalpara, P.O. Naihati, Dist- North 24 Parganas
• City/Town	Naihati
• State/UT	West Bengal
• Pin Code	743165
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	West Bengal State University
• Name of the IQAC Coordinator	Dr. Santosh Kumar Tunga

• Phone No.	03325811281						
• Alternate phone No.	9433176659						
• Mobile	9432080868						
• IQAC e-mail address	rbcec.iqac1984@gmail.com						
• Alternate Email address	principalrbcec@rediffmail.com						
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.rbcec.in/uploads/notices/1681190698651.pdf						
4.Whether Academic Calendar prepared during the year?	Yes						
• if yes, whether it is uploaded in the Institutional website Web link:	https://drive.google.com/file/d/1CdghwIFYcayycHJ7zsvClZtST9OEN0K/view?usp=sharing						
5.Accreditation Details							
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to		
Cycle 1	C+	62	2005	20/05/2005	19/05/2010		
Cycle 2	B	2.32	2016	02/12/2016	01/12/2021		
6.Date of Establishment of IQAC			09/07/2010				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,							
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount			
NIL	NIL	NIL	2022	NIL			
8.Whether composition of IQAC as per latest NAAC guidelines			Yes				
• Upload latest notification of formation of IQAC			View File				
9.No. of IQAC meetings held during the year			4				

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
IQAC has played an important role in the preparation of third cycle NAAC accreditation process.		
Proposal for construction of big seminar hall on top floor in the old college building		
signing of two functional MoUs between two different colleges		
Promotion of teachers through CAS as per rule of Department of Higher Education, Govt. of West Bengal		
compilation of AQAR for the year 2022-23		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
IQAC has played an important role in the preparation of third cycle NAAC accreditation process.	Under consideration
Proposal for construction of big seminar hall on top floor in the old college building	Under processing
signing of two functional MoUs between two different colleges	Two (2) functional MoUs have been signed
Promotion of teachers through CAS as per rule of Department of Higher Education, Govt. of West Bengal	Six (6) teachers have been promoted through CAS
compilation of AQAR for the year 2022-23	AQAR for the year has been compiled duly
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body (GB)	14/12/2023
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	14/01/2023
15.Multidisciplinary / interdisciplinary	
<p>The institution emphasizes on holistic and multidisciplinary education which helps in the development of intellectual, aesthetic, social, physical, emotional and moral aptitudes of the students in an integrated manner. This multidisciplinary and interdisciplinary approach shall be applied to all undergraduate and postgraduate programmes, including basic, professional and vocational courses. The institution in its preparedness for NEP plans to focus more on departments like Language, Literature and</p>	

Music, Philosophy, Indology, Mathematics, Statistics, Science, ICT based learning, Sports, Translation and Interpretation, Cultural and Social activities and other such subjects which acquires importance in the context of the multidisciplinary and interdisciplinary approach stimulating holistic grooming of a student. This approach would be applied to open and distance learning (ODL) mode in addition to the programmes offered under CBCS. Finally students will be given opportunities for internship with local industry, business entrepreneurs, crafts person etc, so that they may actively engage in varied activities acquiring practical knowledge on these. This would improve their employability and ensure a sound future for them. Good practice of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020 is Multi-disciplinary curriculum and multi-disciplinary methodology

16.Academic bank of credits (ABC):

According to academic bank of credit (ABC) as part of the National Education Policy (NEP), students will be given multiple entries and exit options as per affiliated university West Bengal State University, which will allow students enrolled in undergraduate (UG) and Post graduate (PG) programme to exit course and enter within stipulated period. This flexibility in academic programmes will enable students to seek employment after any level of award in UG and PG programmes. This would help to upgrade qualification and curtail dropout rate as ABC regulation will encourage a blended learning mode in which students will be allowed to earn credits from various HEIs registered under their scheme through SWAYAM.

17.Skill development:

The NEP envisioned the holistic development of youth with emphasis on an upsurge in Gross Enrolment Ratio as well as skill development which form the determining factors to realise the objectives of Atmanirbhar Bharat. Our Institution under the initiative of IQAC has been striving hard to ply with this mission. Our college takes initiative to develop Soft skills of the students through seminar. These Soft skills include self-awareness, empathy, interpersonal relationship, conflict management, time management, communication skills among students. A combination of all these skills is required to get a job, keep a job and become skilled in a job. Workout in college Gymnasium and Yoga is encouraged. Photography course is open for all to create a pool of opportunities in the job market. Placement Cell of the college plays a key role in developing life skills of

students and entrepreneurship training. It conducts different types of seminar and workshop throughout the years. The college also provides the students to earn certificate from Internshala according to their choice.

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

Several initiatives are taken by our institution to ensure the preservation, growth and vibrancy of Indian languages. Our institution has also Language Lab under Bengali, English and Hindi department. Mother tongue is preferred as a medium of instruction. The institution attaches immense importance to Sanskrit, considered to be the mother of many modern Indian languages. The institution offers Sanskrit as a programme in its undergraduate honours and general course. The institution encourages the students to participate in the courses that aim at appropriate integration of Indian knowledge system in its curriculum. Indian knowledge system has base in Vedic literature and the hidden curriculum of ancient Vedas are extracted and explained from music, words, abhinaya which explain stimulus variation skills, facial gestures and body postures. Bharatas concepts are brought in choreography. The classical languages talked in these areas are researched and role analysis is done whereby the student teachers improvise a play from the content of the school text books and present it through visual arts and crafts or performing art.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Emphasizing upon Outcome based Education, the Institution monitors continuous quality improvement by maintaining academic standards in all academic domains. The Institution takes due care to cater to the requirement of the curriculum and syllabus framework. Framework was considered to formulate Program Learning Objectives (PLOs) that were in alignment with the vision and mission of the college. The curriculum transaction and assessment strategies were re-modeled to enable us to understand the attainment levels with respect to the course outcome and further the programme outcome. The teaching methodology includes continuous formative assessment, mapping and regular updating of the curriculum. It tries to align with the latest knowledge requirements and to meet specified learning outcomes, so that by the end of the educational experience, each student can achieve his or her desired goal. The Institute has already developed well

organized mentor-mentee system where the respective faculty adapts as himself as instructor, trainer, facilitator, or mentor, based on the outcomes targeted.

20.Distance education/online education:

IQAC has made comprehensive set of recommendations to the Governing body for promoting online education. During the lockdown and pandemic situation, the institution followed internal examinations by sending questions and receiving answer scripts by mail, WhatsApp and in Google Class Rooms. Some faculties conducted on line viva and took interviews for internal assessment. Some faculties create the Google form for the receiving the scripts. Measures such as online courses, digital repositories, student support services through LMS, Mobile Apps, Books at Door Step, online examination is already in practice. The diagnostic and formative assessments were done and lessons were delivered as per the analysis of the students' performances in above assessments. The results of this assessment process were applied to the further development of the program.

Extended Profile

1.Programme

1.1	485
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1312
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1184
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File
2.3	185
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	23
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	55
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	13,94,650
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	47
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and

documented process

At the start of the each semester of an academic session, the faculties collect syllabus as prescribed by the affiliating university. The syllabus is framed and published by the university with the division of marks and number of classes allotted to each chapter of a particular subject and this is followed by the affiliated colleges. 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 organize seminars/workshops to enrich and encourage the students. They are also advised to use the college library for books, journals, magazines and e-resources.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1ZwcFzaS79pGv7eaCrY9b0w4YsaZRlo4f/view?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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, mid-term 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 programs.

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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1Py0C6Gx80_clzi2h7-pb6HSLWYXmix0j/view?usp=sharing

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

77

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

This college being a modern institution is committed to the main purpose of the curriculum which is the holistic development of the learners. It would be pertinent to highlight those parts of the UG and PG syllabus or institutional activities that contribute to sensitizing the students to cross-cutting issues relevant to the current pressing concerns nationally and internationally such as

gender, environment and sustainability, human values and professional ethics, development of creative and divergent competencies. In the English Department syllabus, there are such Core Courses as Women's Writing, Partition Literature, Creative Writing, English Language Teaching, Environmental studies etc. Women's Writing represents the voice of the women authors claiming gender equity and social provisions in favor of women's rights. Partition Literature focuses on the trauma of Diaspora and sensitizes the students to the dilemma of its victims. The paper Individual and Society aims at instilling among the learners human values that make them understand the evils of discrimination in the name of caste, class, gender and race. 'Environment Studies' arouses among the students an awareness regarding the interdependent relationship between Man and the Natural Environment around him.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

97

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	Student Feedback Link: https://drive.google.com/file/d/1HnXW0ssY3XfmNOxmgJxOe4XiXesCvjIO/view?usp=sharing Teacher's Feedback on Course: https://drive.google.com/file/d/1DVcE9NLD8iR1ljGOBgCxgzEJ0N7Jy7nQ/view?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1DVcE9NLD8iR1ljGOBgCxgzEJ0N7Jy7nQ/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

607

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

464

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Initially, college identified slow and advanced learner on the basis of the marks scored by the student at his/her internal examination and also on the basis on personal interaction with students about their area of interest, interviewing, question answer session, the quiz on general knowledge etc. The academic performance in the previous academic year is a good indicator to identify the slow and advanced learners. The Departmental Head of various departments maintains separate register for each class with details such as marks obtained in the previous examination and subjects opted for the course. The heads of the concerned department prepare list of the slow and advanced learners to bridge up the knowledge gap of the enrolled students.

As per guideline of IQAC, Coordinator the following subjects have been recommended for the remedial coaching at entry level of the

under graduate degree course as slow and advanced learners: (1) to raise the confidence level of the student regarding difficult subjects and other problems, (2) to improve the basic subject knowledge of the slow learners, (3) to improve the performance in the internal and university examinations, (4) to reduce the drop out of slow learners, (5) to motivate to use of central library for various subject books and other library materials regularly, and (6) conducting class test, tutorials and home assignments.

File Description	Documents
Paste link for additional information	https://www.rbcec.in/pages/student_support
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1312	23

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The learning environment of the college is student centric. The teachers enlighten the students about the prescribed syllabus and give them wider perspective about the subject through a series of lectures. In the classes where the students are of diverse learning abilities, lectures are delivered with the aim that average student can be able to absorb the concept.

Experiential learning is an engaged learning process in which the students learn by doing things and by reflecting on the experience. It includes laboratory experiments, field-works and projects. When implemented properly, experiential learning stimulates academic enquiry and promotes cultural awareness, career development, leadership and intellectual skills.

Participative learning makes the students involved in the learning process. It rouses the students' sense of responsibility about the

organisation, management and evaluation of their educational experiences. In this method the teacher can be innovative in assigning tasks in different forms to the learners.

Problem-solving method is a system in which complex real-life problems are used as the vehicle to promote students' learning of concepts and principles as opposed to direct presentation of facts and concepts.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.rbcec.in/pages/skill_development_programme

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College being a modern institute encourages the use of ICT enabled tools and online resources for effective teaching-learning process. Most of the teachers of the college use ICT tools and resources available in the campus. Not only mastering ICT skills, but also utilizing ICT to improve teaching and learning is of utmost importance for teachers in performing their roles. Keeping in mind the importance of ICT, e- learning environment is created in the class rooms with well equipped Smart boards, LCD projectors, audio-visual facilities and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Microsoft Team, Google classroom, easy-to-use tools that help teachers manage coursework like Assignment, PPT, Quiz etc. The social media platforms like YouTube and whatsapp were also used to communicate to the learners. There is a computer lab in the college to provide support to the Commerce and Geography departments. For effective teaching, modern aids like desktops, laptops, LCD & overhead projectors, etc. are utilized in class rooms. Students are encouraged to collect advanced and updated information from the internet.

The college library has Wi-Fi coverage. There is also an e-resource centre in the library where students and faculties browse e- resources like e-books and e-journals. The college offers to its readers more than 50,000 e- books and near about 6000 e-journals for which it subscribes from N-LIST programme of INFLIBNET.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality /

D.Sc. / D.Litt. during the year**19**

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****391 years**

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Under the CBCS system which the college is pursuing at present both at UG and PG levels, there is provision for internal evaluation in the syllabus itself that is displayed in the university and college websites. The evaluation process is an important part of the college and the annual prospectus of the College which is being circulated to the stakeholders especially students and faculties of the College. At the beginning of the academic session, Departmental Heads and faculty members inform the students of each programme about question pattern, chapter or topic-wise distribution of marks in the classroom. Time-to-time notifications about evaluation processes issued by Principal are being circulated to the classrooms and displayed in the College notice board. The examination process is transparent and compliant with the West bengal Sate University guidelines. Students and

their parents are informed about examination process through orientation program in the First Year. Semester end and internal examinations of Undergraduate and post graduate programmes are handled by Examination Sub-committee. The Committee consists of Convener, members from all Undergraduate and post graduate departments and non-teaching staff also lend its support in examination work. The College has designated a specific room having necessary equipment for examination work.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.rbcec.in/pages/academic_calendar

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

In each department of the college, there is a departmental development committee to conduct and supervise the internal evaluation process. Students are informed about the modality of this evaluation well in advance. Queries or complaints raised by the learners about the internal exam are quickly and satisfactorily attended by the faculties and departments. Things are further clarified in the Guardians' meetings. The evaluation mode varies in accordance with the subjects and papers and in compliance with the directives of the Board of studies. These are always intimated to the students repeatedly.

The departments with a small number of students conduct more tests. Results are declared within a week from the end of the exam. Compiled marks are displayed and communicated to the students. Ledger of evaluation is prepared and kept for the students to know their progress. Some departments arrange students' parents and teachers to meet in which their performance is discussed. The college conducts tutorial, home assignment, tests, presentations, group discussion, etc. to assess the performance of students. The college exam committee executes its internal exams in a very meticulous manner.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.rbcec.in/pages/academic_calendar

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The R B C Evening College prepared course outcomes, with the help of the faculties, for all the subjects taught here. The college runs four main programs - Bachelor of Arts, Bachelor of Commerce, Bachelor of Science and Master of Commerce. In the B.A. program there are Honours courses in English, Bengali, Hindi, Sanskrit, History, Political Science and Philosophy; B.A. General Course is also popularly adopted by the learners. In the B.Sc program, Honours courses are there in Geography and Economics. B.Sc General Course is also selected by a section of students. In the B.Com Program, there are both Honours & General courses and M Com course. Learning outcomes of all these courses are uploaded in the college website. Students and teachers were duly notified to go through the learning outcomes as uploaded in the college website.

Students are taught to identify, formulate, and analyse real life problems, design and develop solutions and reach valid conclusions using basic principles of their subjects. Students learn to ask questions and test possible answers. Enhancing their communication skills allows them to exchange ideas, thoughts, knowledge and information effectively in the language of their choice.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution evaluates the attainment of program outcomes through different means. The modalities of direct assessment

include written test, project works, performance and presentation.

Project Works: While doing project works students find them different from traditional tests, since these are more realistic and challenging. Here the students demonstrate their skills in facing real-life challenges. They have the opportunity of learning while working.

Written test: Written test or home assignment tests the students' progress in course-embedded matters chiefly related to the curriculum. It is program-specific and linked to the goals set in the syllabus.

Performance in academic activities: A learner has to perform a number of academic activities. Besides attending classes regularly in offline modes a student has to put his or her problems successfully to his or her teacher in the interactive sessions. The academic discipline that he or she observes in such interactions is undoubtedly a parameter of academic learning that helps him or her to become a good and responsible citizen in future. He or she is further assessed in playing her role in such programs as seminar or webinar, quiz, group discussions, debates, sports and other extension activities.

Presentation: Students are further evaluated when they make their own presentations in seminars and classes on subjects within or outside their curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

185

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://docs.google.com/document/d/1jvStOvJ2eSQwCnbDNnTb98E1Prs7X0EJ/edit?usp=sharing&ouid=105226034523324903510&rtpof=true&sd=true>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our college always encourages the departments and its faculties to organize seminars or webinars, workshops, training programmes for the cultivation and transfer of knowledge. In the academic year 2022-23, the departments conducted a few numbers of national and international seminar on different topics and current related issues.

The most important of them were Intellectual Property Rights Gender Rights: Violation and Redresses Women Empowerment through the Ages and so on.

Renowned speakers delivered their speeches or presented papers along with visuals or PowerPoint. The participants, comprising faculties, research scholars and students, interacted with them and were immensely benefitted academically.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://www.rbcec.in/pages/phd or mphil or ra or pa
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

19

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

12

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

the College conducted some extention activities regularly during 2022-23 under the banner of NCC Unit, NSS Unit, Students' Union and IQAC. The NSS and their student volunteers engaged themselves on one occasion in cleaning the neighborhood area of the college and participate Independence and Republic day celebration.

The NCC cadets organized a Blood Donation Campas a part of their social responsibility to the ailing citizens who need it. They celebrated International Yoga Day to encourage students and the larger community to take interest in yoga as a healing method for different forms of sickness and also as a means of maintaining fitness.

The NCC unit and the students' Union jointly organized programmes on the National Youth day, Republic day and Independence Day to instill a spirit of patriotism among all and to show honor to the sovereignty of the nation.

The IQAC, the Bengali Department, Alumni Body and the Students'

Union observed jointly the International Mother Tongue Day on 21st February 2023 to establish the dignity of mother tongue universally and also organized student credit card awareness programme, Copyright day celebration and awareness about the use of E-resources, etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1IAk2B4SGhHF0jDigQT_4lvbITTm9VNNj/view?usp=sharing
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

581

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate

houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has sufficient infrastructure and physical facilities for teaching-learning process. There are 26 classrooms including seminar room and smart classroom. Classes of Arts, Commerce and Science for UG and PG (M Com) courses are held there. Six laboratories are there for Physics, Chemistry, Geography, Commerce, Film Studies and Journalism. Without this there is a Language Laboratory. The one for department Commerce is Computer Lab (EVNET) where there are 11 computers for the students to use. In the departments, there are 21 computers. In the library, there is a E-resource Centre equipped with computers for browsing study materials including E-books, E-journals and internet access.

The classrooms are spacious fitted with proper lights and fans. The laboratories have adequate tools and equipments to work with. The smart classroom is suitable for modern age having audio-visual facilities. The college office including Cash and Accounts Departments have been computerized with LAN connection. Safe Drinking water with water cooler facilities are also provided by the college. Gymnasium has also been formed by college fund for the improvement of physical health of the students both for boys and girls. The infrastructure is further utilized for various examination conducted by the university and also for electoral purpose and even for providing shelter to the flood affected

people and storm affected people.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1Hf7PytO-k59C26P6yJQgLdEZVpCspKKY/view?usp=sharing

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

The institution has facilities for cultural activities, sports, games and gymnasium. There is cultural subcommittee that looks after the cultural affairs and organizes cultural programs. The Teachers' Council arranges Rabindra Jayanti and Pre-Puja Meet to facilitate cultural activities like songs, recitations and drama. The students' union organizes Fresher's Welcome ceremony, Annual Cultural Fest, Basanta Utsav and Annual Sports. In the Fresher's Welcome, different cultural programs are performed. Students participate in great number in the Annual Cultural Fest. The Department of Bengali organizes "Antarjatic Matrihasha Dibas" on 21st February, 2023 where different activities like lectures, songs, poetries are performed by participants.

The Games and Sports Subcommittee look after matters related to games and Sports. In the Annual Sports, students, teachers and non-teaching staffs take part in different sports events. The NCC unit and the Students' Union celebrate the Republic Day and the Independence Day amidst cultural programs.

The college has a gymnasium where the students can perform physical exercises on paying requisite fees. There are modern instruments and tools to work with in the gymnasium. There is a Meditation Room for perform meditation which is open to all students and staffs of the college.

The NCC unit celebrated the International Yoga Day on 21st June, 2023.

The NSS Unit of our college perform different types of awareness programme on different social programme.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/19qsljkeckiS4qf4QD6plyiexi6yr0l_k/view?usp=sharing

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

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1SDWHwyWZpsW-iROAZqO7hmmkYytrDlT4/view?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

13.94650

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central Library of our college named Rishi Bankim Library uses KOHA system software as ILMS or Integrated Library Management System which we installed (version 3.1.1) for the purpose of library automation in the year 2014. It is an open-source library management software. Now our Central Library Management System is controlled through Koha on Cloud server system. In main menu there includes thirteen modules to support library management. Access to Central Library at URL: <https://www.rbcec.in/library.php>

With the help of KOHA our library provides OPAC through LAN and WebOPAC services via Internet to its clients. Users can access Web-OPAC through login the URL : <https://rbcec-opac.kohacloud.in/>. We also provide bibliographical services on a specific subject or author with the help of KOHA software. Entries of our book database named 'rbc' prepared through KOHA which follow the MARC21 bibliographic International Standard format and also make Bar-coding of Books. During data entry we try to use Z39.50 International Standard protocol for information retrieval for copy cataloguing facility when available. With the help of KOHA we produce Digital Library Cards of the users and prepare valid Patrons' database or membership database. Through circulation module we made issue-return of books using barcode scanner against digital library card and in case of overdue, fine has automatically calculated. At the end of session issue the library clearance to the students after checking membership database using barcode scanner and update database.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.rbcec.in/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.18388

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution has IT facilities including CCTV and Wi-Fi network. The Office area and library are covered by an internet package named Nano having 140 mbps. The computer lab (EVNET) is covered by an internet package named Zeta having 80 mbps. The library and teachers' room have Wi-Fi coverage. There are

21computers in the departments, 13 in the library, 11 in the computer lab and 12 in the office. There is a smart class room with ICT facility in the college. The teachers' room, Central Library and office area including main gate are covered under CCTV surveillance to support security. Our Central Library automation now controlled through Koha on Cloud and provide M-OPAC app based service. Without this library is partially digitized with the help of Dspace.

In the year 2015-16, 7 computers were added to the existing number of 41. Out of them, 5 were for library and 2 for office. In 2016-17, 6 computers were added out of which 3 were for departments and 3 for office. In 2018-19, 3 computers were added for the departments. In 2019-20, 2 computers were added for the departments. In 2022-23 1 computer were added for NSS Unit.

The Wi-Fi coverage area has also been increasing during the last few years.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/18CerUJPD1wxBNdiBf3XRPbxsGEeiT3tY/view?usp=sharing

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13.94650

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

Laboratories: Respective departments chiefly supervise the condition of the laboratories. Equipments and apparatus are purchased at recommendation of the concerned departments. The laboratories are reused 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. These things are purchased at the recommendation of the Sports Sub committee. 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rbcec.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

654

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

128

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

227

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

227

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students' Union looks after the problems of the students and brings them under the notice of the college authority. They usually organise the following programmes :i. Cultural function on the death anniversary of Rabindranath Tagore ii. Teachers' Day celebrationiii. Fresher's Welcome ceremony iv. VijoyaSammilani (A get together of students and teachers after Durga Puja) v. Milanotsav (Annual cultural function of the students) vi.Basantotsav (Spring festival) vii. Annual sports viii. Publication of college magazine. ix. Independence Day celebration x.Republic Day celebration xi. Cultural Competition xii. Seminar on International Mother Tongue Day. xiii. Cricket Tournament xiv. Distribution of educational goods among students.

Students have their representation in the following committees/bodies: a) Governing Body (GB) b) Internal Quality Assurance Cell (IQAC) c) Admission Subcommittee d) Anti-ragging subcommittee e) Building and Development subcommittee f) Cleaning and beautification subcommittee g) Magazine Subcommittee h) Library subcommittee

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1VMUeLh7jvI7nKQ_qCzn_1BGzE-GZwBOL/view?usp=sharing
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

There is an Alumni association named 'Praktanika' in the college, and it is recognised by the college authority. The Alumni has an office room in the college, and it has a committee of its own. This body makes a small amount of contribution in the form of Alumni Contribution. However, they provide support services to the development of the institution. They organise different programs in collaboration with the other bodies of the college like Teachers' Day celebration, Blood Donation camp, VijayaSammilani, Basantotsav, Rabindra-NajrulSandhya, seminar on International Mother Tongue Day, Independence Day celebration and Republic Day celebration. They provide important suggestions to the college authority regarding the development of the institution.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1GUev8fU9Q8IEwpZjcqPJRzdbILidJt78/view?usp=sharing
Upload any additional information	View File

5.4.2 - Alumni contribution during the year **E. <1Lakhs**
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college management is run by the Governing Body which keeps in mind the vision and mission of the institution in making the policies and in implementing the same. The vision of the institution is to disseminate higher education to the vast multitude of students coming out of the schools of the adjoining areas spread over the districts of North 24 Pgs, Nadia and Hooghly.

The management makes wide publicity regarding admission through its website; display of posters and festoons and notifications so that students and their guardians residing in North 24 Parganas and the neighboring districts get the information properly. It is the vision of the college to make the young folk capable of sustaining themselves economically and meaningfully thereby contributing to the broad economic and social development. Graduates of this college are eligible to take up the competitive examinations for different jobs like teaching, banking, railways, government services, private sectors etc. They may also go for higher studies and research.

It is the mission of the college to ensure innovations in teaching-learning, research and community service activity. The college management encourages innovation in teaching-learning, research activities and extension programs. During the last ten years, a good number of teachers obtained Ph. D.

File Description	Documents
Paste link for additional information	https://www.rbcec.in/pages/governing_body
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. 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 day-to-day 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. Regarding the internal evaluation, the principal, on behalf of the Governing Body, issues notices for students and staff. Accordingly the Teachers' council and Academic Council hold meetings to chalk out the modalities of evaluation as per the curriculum prescribed by the university. Teaching and non-teaching staff implement the program. This is an instance of decentralization and participative management.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/16zfb-rtpNC4oCw4y7hlfzravX709igBZ/edit?usp=sharing&ouid=105226034523324903510&rtpof=true&sd=true
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

It was a strategic plan of the college management to hold Guardians' meeting several times in each academic year. The intention was to improve the relationship among the students, teachers and guardians. Accordingly, the college organized joint meetings of the faculties, students and parents during the last few academic years. In those meetings, Principal, IQAC Coordinator and HODs explained before the students and guardians the importance of regular attendance and internal evaluation. They also made them aware of the academic facilities available in the college - the library and its Page browsing centre with Wi-Fi coverage, the computer lab, gymnasium, the smart classroom, the e-resources, the NCC unit and the NSS unit. They informed guardians and students of the various committees and cells that deal with different issues students may face. The most important of such bodies are Grievance Redress Cell, Internal Complaint committee, Anti-ragging Subcommittee and the Subcommittee for the safeguard of the SC/ST/OBC students. The guardians made queries regarding class routine, curriculum and attendance. All their queries were answered satisfactorily by the Principal and faculties. The students, too, had many of their doubts cleared in those meetings. Thus the strategic plan of holding Guardians' meetings was implemented successfully.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.rbcec.in/wpcontent/uploads/2022/01/Strategic-planand-deploymentdocument.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body (GB) is the highest decision-making authority in the college. Principal is the ex officio Secretary of the G.B. and the chief executive of the administration. He is also the Head of the academic affairs. He is the ex officio Chairman of all the Subcommittees and cells unless something else is

categorically mentioned. IQAC functions under the chairmanship of the Principal and take quality initiatives as per decision of the cell. The Academic Council takes important decisions in respect of academic affairs, including admission and examination, and recommends them to Principal for implementation. Teachers Council, too, makes recommendations on academic affairs and matters related to the faculties. Subcommittees hold meetings under the chairmanship of the Principal for the purpose for which they have been created. So do the cells as and when needed. Principal is the executive Head of the college office that has different sections like finance and Accounts, Administration, Admission and Examination. College has 17 Departments imparting lessons in General and Honours Courses at UG level. PG course is there only in Commerce. Full time teachers are appointed on the recommendations of West Bengal College Service Commission in posts sanctioned by the Higher Education Department (WB).

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://docs.google.com/spreadsheets/d/16zfb-rtpNC4oCw4y7hlfzravX709igBZ/edit?usp=sharing&ouid=105226034523324903510&rtpof=true&sd=true
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

There are some effective welfare measures for the teaching and nonteaching staff of the institution. The Full time Teaching and Support Staff have group Insurance Coverage benefit on retirement. They have also the facility of Provident Fund (PF) which is maintained by the government treasury and from which they may receive loan. On retirement, the P.F. amount is a great support to employees. The Full time employees have a College Co-operative Society of their own, and they can borrow loan amount from that at a reasonable interest.

College has a Health Centre where all the employees can have a primary health check-up and primary treatment. The full time teachers are under the West Bengal Govt. Health Scheme for full time teachers and West Bengal Govt. Sasthy Sathi Scheme which is a kind of health insurance. The State-aided College teachers and the full time Support Staff are covered under the Swasthya Sathi scheme (a kind of Govt. health insurance). The full time employees (Teaching and Support Staff) have the facility of pension and gratuity on retirement. Eligible State-aided college teachers and Full time non-teaching employees get Puja Bonus from the government. Casual/fixed pay nonteaching employees receive Puja ex gratia from the college fund.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1mi5Bum8kPpI13weOUytwlgMeZ_QhaqUA/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

36

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a performance appraisal system for the teaching staff. For this purpose they have to fill up a Feedback Form online. The form includes the following matters: The e-mail ID of the faculty. His or her designation If he or she takes part in mentoring the students His or her opinion or suggestion regarding the curriculum. His or her participation in Academic Council/Board of Studies/setting question papers/evaluation process. Details of their publications in the academic year. Details of their participation in webinar/seminar/workshop etc. during the academic year. Details of their research activity in the year. Years of teaching in this institution. Whether he or she is a research guide. Whether he or she received research grant during the year. Whether a funded research project is running in his/her department. Paper published in UGC-approved journals. Award/recognition received by him/her in the year. Participation in development programs. ICT tools used by them. E-content created by him or her. Suggestions for best practices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit is conducted by the institution throughout the year by the M/S B Kar & Associates, Kolkata. Internal audit has been completed up to 2018-19. External audit is under process from 2017-18. The college has mechanism to settle audit objections, if raised at any time, within a reasonable time. College account is maintained strictly through web-based (cloud) accounting software. The college management sometime seeks advice of competent internal auditors on better execution of the responsibilities. All the payment vouchers and other related documents are placed before them and the accountant and the Bursar of the college help them in the process of audit. The report of the Internal Auditor is initially placed before the meeting of the Finance Sub-Committee for consideration and then placed before the Governing Body for final approval.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1vRqTwQ00TsNgPClTeDX69Pw-d75xrV_D/view?usp=sharing
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college receives funds in two ways - from government grants and from fees collected from students. A small amount comes by way of

donation from Alumni. At present there is no institutional strategy to collect fund from other sources. Government grants come mainly in the form of salary for the full time permanent employees appointed against sanctioned posts. The college authority is in favour of optimal utilisation of resources. All purchases are made purely out of bare necessity. Proper market survey and price comparison are made before the finalisation of any purchase.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of this college has contributed significantly for institutionalizing the quality assurance strategies and processes. Described below are two practices that have been institutionalized as a result of IQAC initiatives. Mentoring: The IQAC in its plan of action decided that mentoring should be regularly done in the institution for the benefit of the learners. The IQAC in its meeting with the teachers emphasised the importance of mentoring. All the teachers of the college get involved in the process of mentoring. For the purpose of mentoring, departmental teachers distribute the students among themselves. A mentor takes care of all the mentees under him or her so as to provide them career counselling, to provide them personal counselling, to support them for any kind of difficulty in curriculum, to make provision of remedial coaching and to always support them as and when needed. Students Satisfaction Survey: Students Satisfaction Survey is a vital practice that the IQAC has been able to institutionalise. For this purpose, students are provided a link in the college website on entering which they get the Student Satisfactory Survey (SSS) form containing some MCQ questions and an open ended question related to evaluation.

File Description	Documents
Paste link for additional information	https://www.rbcec.in/pages/igac_committee
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

This institution reviews thorough IQAC the teaching-learning and the learning outcomes and introduce reforms as recommended. The IQAC made a plan of action to assess the learning level of the students. The Principal notified the departments to assess the learning level of learners in order to identify the weak learners and advanced learners. Following this the departments and faculties arranged class-level tests to judge the standard of the students. Remedial classes were arranged for weak learners, whereas the advanced learners were suggested additional study materials. The IQAC decided to advise the departments and faculties to put emphasis on student-centric methods, participative modality and problem solving methods in teaching-learning. The IQAC made a plan of action to advise the faculties to use suitable ICT tools in online and offline classes. IQAC proposed massive upgradation of Institutional library, and for this it was decided to utilize the fund received from UGC and College with Potential for Excellence under the head Library Automation. Formation of different statutory sub-committees comprising representatives from all stakeholders of the college for coordinating different administrative activities. Formation of different sub-committees under the supervision of IQAC comprising representatives from all stakeholders of the college for coordinating different academic activities.

File Description	Documents
Paste link for additional information	https://www.rbcec.in/pages/best_practice
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.rbcec.in/nirf.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

An inspiring panel discussion was organised on 3rd March, 2023 as a prelude to the International Women's Day celebration entitled "Gender-specific Socio-economic recovery from the COVID-19 Pandemic" where the girl students of our college spoke about the problems of pursuing higher education in post COVID recovery times and sought to resolve the issue. It was organized by the Department of Film studies.

For the promotion of Gender Equity, the college organized a Seminar on "Empowering Women for Better Tomorrow" on 5th January, 2023 and a Webinar on "Gender Based Violation in India ? Issues & Solution" on 22nd April, 2023 where Dr. Biplab Saha, Department of Commerce, RBC Evening College, provided us with his valuable insight in issues relating to gender rights, organized by the Commerce Department and NSS unit.

In the B.A. English Honours curriculum, there is a paper on 'Women's Writing', the chief motto behind it being to inculcate a spirit of gender sensitisation. In the Film Studies, there are several topics in Feminist cultural theories including Laura Mulvey's feminist theories which indoctrinate the essence of Gender equality and inequality.

History course incorporates various topics which assist to eliminate gender bias from the society. Political Science faculties teach students to acquire knowledge about 'The measures taken by the Indian State to wipe off the gender discrimination prevailing in Indian Society'.

File Description	Documents
Annual gender sensitization action plan	<u>In the B.A. English Honours curriculum, there is a paper on 'Women's Writing', the chief motto behind it being to inculcate a spirit of gender sensitisation. In the Film Studies, there are several topics in Feminist cultural theories including Laura Mulvey's feminist theories which indoctrinate the essence of Gender equality and inequality. History Department explains various topic which assists to eliminate gender bias from the society. Political Science faculties teach students to acquire knowledge about 'The measures taken by the Indian State to wipe off the gender discrimination prevailing in Indian Society'. The college campus is completely safe and secure for the female students and teachers. There is a girls' common room in the campus.</u>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>College follows a, b and c points</u>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<u>View File</u>
Any other relevant information	<u>View File</u>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution has its own system of managing waste objects.

Solid waste management: Waste bins are kept at different points of the college campus and college building. Solid wastes are disposed off at those bins. Then those bins are emptied at the municipal vats outside the college campus. The bins are regularly cleared by the college sweepers. Thereafter the municipal authority removes those wastes and treats them through their own mechanism. An environment friendly initiative has been undertaken recently where a compost bin has been constructed at the outer entrance of college premises. By this method natural compost is being generated from various biodegradable solid wastes which were otherwise being thrown away, causing pollution.

Liquid waste management: The liquid waste from the water-borne toilet system is collected via sewerage into septic tanks. On getting filled, these tanks are periodically emptied by the municipal vacuum trucks which are vehicles equipped with storage tank and pump with a hose that sucks up the sludge and sends the same to the storage tank.

Chemical waste management: Different kinds of chemical waste from Chemistry laboratory such as acid waste, base waste, broken glasses are collected carefully and stored in appropriate containers. Hazardous chemicals are not used for any experimental analysis.

Hazardous waste management: Lead Acid batteries which are hazardous in nature due to the presence of lead, are being recycled after certain period of time.

E-waste: The e-waste generated in the campus is collected through the maintenance team and is safely stored.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available C. Any 2 of the above

**in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college allows admission to all the Indian students (up to its capacity and conforming to pertinent rules) to its academic courses irrespective of their region, cultural background, language, community and socio-economic background. In the academic environment of the institution, no discrimination is done on the

basis of above diversities.

Rather, a spirit of tolerance and harmony is encouraged and inculcated by the authority, departments, faculties and support staff. As part of the initiative to improve inclusive environment, college and its different wings organise cultural programs and events to promote the spirit of harmony among all the stakeholders. Our institution collaborates with other academic institutions whenever necessary and for extending harmonious cultural and communal brotherhood. We had organised Basanto Utsab with two other colleges. On 6th March, 2023, Basantotsav was celebrated by R. B. C Evening College with Rishi Bankim Chandra College for Women and Rishi Bankim Chandra College.

To enhance a sense of linguistic brethren among the followers of Nazrul and the followers of Tagore, we had organised their birthday celebrations (through Song and poem recitals) as a convergent programme.

Hindi Diwas and Premchand Jayanti were observed with students registering and attending a seminar on 27th September, 2022. Hindi Department organised a seminar on Bhartendu Jayanti on 9th September, 2022.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution always sensitises its students and employees to the constitutional obligations and the values upheld by it. Through various activities, the rights, duties and responsibilities of ideal citizens are taught to the learners. The institution observes the celebration of Independence Day, Republic Day, International Mother Tongue Day, Hindi diwas etc. to uphold the values associated with these ceremonies.

File Description	Documents
------------------	-----------

Details of activities that inculcate values; necessary to render students in to responsible citizens

The College and its different wings organize cultural programs and events to promote the spirit of harmony among all stockholders. Our institution collaborates with other academic institutions wherever necessary and for extending harmonious cultural and communal brotherhood. We had organize Kargil Vijay Diwas 2022 on 26th July 2022 celebrated by NCC Unit, RBC Evening College at College Play Field in the memory of solders who sacrificed their lives in the Kargil War with presence Army Staff came from Kanchrapara Army Camp, 52 college students with teachers and other support staff. Hindi Diwas and Premchand Jayanti were observed by Department of Hindi, RBC Evening College on 30th July, 2022 at Seminar Room. Inter Class Knock Out Football Tournament 2022 organized by Students' Union on the occasion of Independence Day on 15th August, 2022 on 4.00pm at College Play Ground to raise collaborative attitude among students. Bangla Bhasa Diwas was observed by the Bengali Department on 21st February, 2023 to make our students aware varied linguistic culture. Observation of Students' Week 04th January, 2023 to 07th February, 2023 as per direction by Department of Higher Education, Govt. of West Bengal, organized by NCC Unit in collaboration with IQAC, RBC Evening College conducted various activities like Students Awareness Programme on "Student Credit Card Awareness Camp cum-Help Desk" on 04th January, 2023; Career Counselling Seminar on "Guidance for Career Counselling" on 5th January, 2023; Quiz competition on Indian Constitution on 06th January, 2023 and in last day Student Awareness Workshop on "Income Tax Return & E-Filling" on 07th January, 2023. College Annual Sports 2022 organized by Students' Union on 25th January, 2023 at College

	<u>Play Ground from 9.00am to 5.30pm with presence of President, GB and Principal, RBC Evening College.</u>
Any other relevant information	<p><u>7.1.9 B Institutional activities to inspire constitutional obligations The institution conducts the following activities to sensitise the students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens:</u></p> <ul style="list-style-type: none"> <u>• Independence Day organized by NCC Unit, RBC Evening College on 15th August, 2022 at College Play Field, is celebrated to inculcate a spirit of patriotism, self-dignity, dutifulness and fraternity among the students. They also remember gratefully the sacrifices of the freedom-fighters of the country. NCC cadets take up the lead role in organising this program.</u> <u>• Republic Day organized by NCC Unit, RBC Evening College on 15th August, 2022 at College Play Field, is observed amidst due formalities and grandeur to remind the stakeholders of the value of democracy, liberty and sovereignty. The participants become aware of their democrats rights and privileges through the observation of this program.</u> <u>• On the Teachers Day organized by Students' Union, RBC Evening College on 5th September, 2022 at Teacher's Room, cultural programs are arranged to felicitate old and new teachers and to honour the heritage of teacher-student relationship - a bondage of mutual love, respect and trust.</u> <u>• International Mother Tongue Day organized by Departments of Languages (English, Bengali, Hindi & Sanskrit) of RBC Evening College on 21st February, 2023 at Seminar Room, is usually observed to show respect to the dignity of mother tongue of all the people all over the world. Students learn a good lesson from this ceremony. Attested by</u>

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff.

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The institution celebrated the following days which are nationally and internationally important:

Independence Day was celebrated on 15th August to inculcate a spirit of patriotism, self-dignity, dutifulness and fraternity among the students. They also remember gratefully the sacrifices of the freedom-fighters of the country. NCC cadets took up the lead role in organising this program. An exhibition Football match was organised with great enthusiasm to commemorate the Independence Day along with other celebrations.

Republic Day was observed on 26th January amidst due formalities and grandeur to remind the stakeholders of the value of democracy, liberty, fraternity and sovereignty. The participants become aware of their democratic rights and privileges through the observation of this program.

On the Teachers Day (5th September), cultural programs were

arranged to felicitate old and new teachers and to honour the heritage of teacher-student relationship - bondage of mutual love, respect and trust.

International Mother Tongue Day was observed on 21st February in the institution to show respect to the dignity of mother tongue of all the people all over the world. Students learn a good lesson from this ceremony.

The international Yoga Day was observed on 21st June to inspire all to practice yoga in order to attain natural immunity. Yoga having its origin in India, is far more meaningful to the Indians, since it is a part of our rich heritage.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice-1

1. Topic: Women Empowerment

2. Objectives: To aware rights of Women and education in women.

3. Context: Women centric challenge issues such as social, educational, economic, political and psychological etc.

4. The Practice: Various scholarship like Kanyashree Scholarship, Swami Vivekananda Scholarship are provided to the girl students.

5. Evidence of Success: Many of our students secured distinctions and are pursuing studies in M.Com, M.B.A, M.A , M.Sc & B.Ed.; Few of the students have entered the corporate sectors and Few of the students have got Govt. job.

6. Problems Encountered and Resources Required: Organising various programmes during working hours, has caused hindrance to class work; Inadequate financial resources.

Best practice-2

1. Title: Career Guidance Training

2. Objectives: to broadly explore various career options, To enable students to select appropriate higher education program after completing the undergraduate program.

3. Context: The school students (Class XII) who are entering into college have different levels of school experiences. These range from Vernacular medium, urban and rural schools etc.

4. Practice: Career Guidance training programs are conducted for students to help them explore various career options.

5. Evidence of Success: The number of students attending the career guidance programs willingly have increased over the years. and the students have progressively gained confidence in managing the placement interviews better.

6. Problems Encountered and Resources Required; The dedicated additional time from faculty in related specialization, additional funds and logistics this was met by the college.

File Description	Documents
Best practices in the Institutional website	<p><u>Best practice-1 Title of the Topic: Women Empowerment</u></p> <p><u>2. Objectives ? To empower women. ? b. Highlighting the rights of Women. ? c. To Generate awareness of education in women. ? d. To provide idea about fight against violations. ? e. Decreasing the gender inequality.</u></p> <p><u>3. Context Women centric challenge issues such as social, educational, economic, political and psychological etc. In order to address such challenges in our college women cell works.</u></p> <p><u>4. The Practice The webinar on "Gender Rights: Violations and Redresses" and "Women Empowerment throughout the Ages" were conducted during 2021-22. Beside this, various types state sponsored scholarship like Kanyashree Scholarship, Swami Vivekananda Scholarship are provided to the girl students. Career guidance and internship facility, NCC, NSS , sports and cultural facilities are also provided to the girl students.</u></p> <p><u>5. Evidence of Success ? Many of our students secured distinctions and are pursuing studies in M.Com, M.B.A, M.A , M.Sc & B.Ed. ? Few of the students have entered the corporate sectors. ? Few of the students have got Govt. job.</u></p> <p><u>6. Problems Encountered and Resources Required ? Organising various prorammes during working hours, has caused hindrance to class work. ? Inadequate financial resources.</u></p> <p><u>Best practice-2</u></p> <p><u>1. Title of the Topic: Career Guidance Training</u></p> <p><u>2. Objectives ? To broadly explore various career options ? To enable students to select appropriate higher education program after completing the undergraduate program. ? To impart oral and written communication skills and knowledge essential to successfully navigate the placement process.</u></p> <p><u>3. Context The school students (Class XII) who are entering into college have different</u></p>

	<p><u>levels of school experiences. These range from Vernacular medium, urban and rural schools etc. This is in addition to the universal facet of varying Socio-Economic, Educational and Gender factors. 4. Practice ? Career Guidance training programs are conducted for students to help them explore various career options. ? Students are trained on communication skills, soft skills, personality development, aptitude skills and technical skills in order to make them confident to face the challenges of the future. 5. Evidence of Success ? The number of students attending the career guidance programs willingly have increased over the years. ? The students have progressively gained confidence in managing the placement interviews better. 6. Problems Encountered and Resources Required The dedicated additional time from faculty in related specialization, additional funds and logistics this was met by the college.</u></p>
Any other relevant information	<p>https://www.rbcec.in/pages/best_practice</p>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Rishi Bankim Chandra Evening College serves to educate many first generation graduates. The majority of students who enrol at our college come from low income families whereby they have to think of earning money as soon they are out of school to supplement family income. Our job, which we consider, much sanctified, not only entails giving classroom lectures but motivating them to pursue higher education. This college is ideal for individuals who wish to study outside normal working hours. Many of our students have a full time job after which they come for classes. We, the faculty members at RBC Evening College have a responsibility of keeping them harnessed to college and providing them with the dream of a graduation degree in addition to their jobs.

Individuals can choose evening classes if they want to gain professional recognition by developing additional skills relevant to their field work. Taking-up additional studies outside office

hours may be challenging but it can also be motivational, enabling them to fast-track their career, boost their confidence and have an increased sense of achievement. Our college gives an opportunity to adult and elderly learners with diverse professional and educational experiences, to earn an additional qualification. Throughout the year, our college has been trying to provide different kind of facilities to the students to enrich their lives. Apart from different government scholarships, institutional scholarships are also given to the needy students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

At the start of the each semester of an academic session, the faculties collect syllabus as prescribed by the affiliating university. The syllabus is framed and published by the university with the division of marks and number of classes allotted to each chapter of a particular subject and this is followed by the affiliated colleges. 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 organize seminars/workshops to enrich and encourage the students. They are also advised to use the college library for books, journals, magazines and e-resources.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1ZwcFzaS79pGv7eaCrY9b0w4YsaZRlo4f/view?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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, mid-term 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 programs.

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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1Py0C6Gx80_clzi2h7-pb6HSLWYXmix0j/view?usp=sharing

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

27

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

77

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

This college being a modern institution is committed to the main purpose of the curriculum which is the holistic development of the learners. It would be pertinent to highlight those parts of the UG and PG syllabus or institutional activities that contribute to sensitizing the students to cross-cutting issues relevant to the current pressing concerns nationally and internationally such as gender, environment and sustainability, human values and professional ethics, development of creative and divergent competencies. In the English Department syllabus, there are such Core Courses as Women's Writing, Partition Literature, Creative Writing, English Language Teaching, Environmental studies etc. Women's Writing represents the voice of the women authors claiming gender equity and social provisions in favor of women's rights. Partition Literature focuses on the trauma of Diaspora and sensitizes the students to the dilemma of its victims. The paper Individual and Society aims at instilling among the learners human values that make them understand the evils of discrimination in the name of caste, class, gender and race. 'Environment Studies' rouses among the students an awareness regarding the interdependent relationship between Man and the Natural Environment around him.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

97

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	Student Feedback Link: https://drive.google.com/file/d/1HnXW0ssY3XfmNOxmgJxOe4XiXesCvjIO/view?usp=sharing Teacher's Feedback on Course: https://drive.google.com/file/d/1DVcE9NLD8iR1ljGOBgCxgzEJ0N7Jy7nQ/view?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1DVcE9NLD8iR1ljGOBgCxgzEJ0N7Jy7nQ/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

607

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year**464**

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Initially, college identified slow and advanced learner on the basis of the marks scored by the student at his/her internal examination and also on the basis on personal interaction with students about their area of interest, interviewing, question answer session, the quiz on general knowledge etc. The academic performance in the previous academic year is a good indicator to identify the slow and advanced learners. The Departmental Head of various departments maintains separate register for each class with details such as marks obtained in the previous examination and subjects opted for the course. The heads of the concerned department prepare list of the slow and advanced learners to bridge up the knowledge gap of the enrolled students.

As per guideline of IQAC, Coordinator the following subjects have been recommended for the remedial coaching at entry level of the under graduate degree course as slow and advanced learners: (1) to raise the confidence level of the student regarding difficult subjects and other problems, (2) to improve the basic subject knowledge of the slow learners, (3) to improve the performance in the internal and university examinations, (4) to reduce the drop out of slow learners, (5) to motivate to use of central library for various subject books and other library materials regularly, and (6) conducting class test, tutorials and home assignments.

File Description	Documents
Paste link for additional information	https://www.rbcec.in/pages/student_support
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1312	23

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The learning environment of the college is student centric. The teachers enlighten the students about the prescribed syllabus and give them wider perspective about the subject through a series of lectures. In the classes where the students are of diverse learning abilities, lectures are delivered with the aim that average student can be able to absorb the concept.

Experiential learning is an engaged learning process in which the students learn by doing things and by reflecting on the experience. It includes laboratory experiments, field-works and projects. When implemented properly, experiential learning stimulates academic enquiry and promotes cultural awareness, career development, leadership and intellectual skills.

Participative learning makes the students involved in the learning process. It rouses the students' sense of responsibility about the organisation, management and evaluation of their educational experiences. In this method the teacher can be innovative in assigning tasks in different forms to the learners.

Problem-solving method is a system in which complex real-life problems are used as the vehicle to promote students' learning of concepts and principles as opposed to direct presentation of

facts and concepts.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.rbcec.in/pages/skill_development_programme

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College being a modern institute encourages the use of ICT enabled tools and online resources for effective teaching-learning process. Most of the teachers of the college use ICT tools and resources available in the campus. Not only mastering ICT skills, but also utilizing ICT to improve teaching and learning is of utmost importance for teachers in performing their roles. Keeping in mind the importance of ICT, e- learning environment is created in the class rooms with well equipped Smart boards, LCD projectors, audio-visual facilities and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Microsoft Team, Google classroom, easy-to-use tools that help teachers manage coursework like Assignment, PPT, Quiz etc. The social media platforms like YouTube and whatsapp were also used to communicate to the learners. There is a computer lab in the college to provide support to the Commerce and Geography departments. For effective teaching, modern aids like desktops, laptops, LCD & overhead projectors, etc. are utilized in class rooms. Students are encouraged to collect advanced and updated information from the internet.

The college library has Wi-Fi coverage. There is also an e-resource centre in the library where students and faculties browse e- resources like e-books and e-journals. The college offers to its readers more than 50,000 e- books and near about 6000 e-journals for which it subscribes from N-LIST programme of INFLIBNET.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

391 years

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Under the CBCS system which the college is pursuing at present both at UG and PG levels, there is provision for internal evaluation in the syllabus itself that is displayed in the university and college websites. The evaluation process is an important part of the college and the annual prospectus of the College which is being circulated to the stakeholders especially students and faculties of the College. At the beginning of the academic session, Departmental Heads and faculty members inform the students of each programme about question pattern, chapter or topic-wise distribution of marks in the classroom. Time-to-time notifications about evaluation processes issued by Principal are being circulated to the classrooms and displayed in the College notice board. The examination process is transparent and compliant with the West bengal Sate University guidelines. Students and their parents are informed about examination process through orientation program in the First Year. Semester end and internal

examinations of Undergraduate and post graduate programmes are handled by Examination Sub-committee. The Committee consists of Convener, members from all Undergraduate and post graduate departments and non-teaching staff also lend its support in examination work. The College has designated a specific room having necessary equipment for examination work.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.rbcec.in/pages/academic calendar

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

In each department of the college, there is a departmental development committee to conduct and supervise the internal evaluation process. Students are informed about the modality of this evaluation well in advance. Queries or complaints raised by the learners about the internal exam are quickly and satisfactorily attended by the faculties and departments. Things are further clarified in the Guardians' meetings. The evaluation mode varies in accordance with the subjects and papers and in compliance with the directives of the Board of studies. These are always intimated to the students repeatedly.

The departments with a small number of students conduct more tests. Results are declared within a week from the end of the exam. Compiled marks are displayed and communicated to the students. Ledger of evaluation is prepared and kept for the students to know their progress. Some departments arrange students' parents and teachers to meet in which their performance is discussed. The college conducts tutorial, home assignment, tests, presentations, group discussion, etc. to assess the performance of students. The college exam committee executes its internal exams in a very meticulous manner.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.rbcec.in/pages/academic_calendar

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The R B C Evening College prepared course outcomes, with the help of the faculties, for all the subjects taught here. The college runs four main programs - Bachelor of Arts, Bachelor of Commerce, Bachelor of Science and Master of Commerce. In the B.A. program there are Honours courses in English, Bengali, Hindi, Sanskrit, History, Political Science and Philosophy; B.A. General Course is also popularly adopted by the learners. In the B.Sc program, Honours courses are there in Geography and Economics. B.Sc General Course is also selected by a section of students. In the B.Com Program, there are both Honours & General courses and M Com course. Learning outcomes of all these courses are uploaded in the college website. Students and teachers were duly notified to go through the learning outcomes as uploaded in the college website.

Students are taught to identify, formulate, and analyse real life problems, design and develop solutions and reach valid conclusions using basic principles of their subjects. Students learn to ask questions and test possible answers. Enhancing their communication skills allows them to exchange ideas, thoughts, knowledge and information effectively in the language of their choice.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the

institution.

The institution evaluates the attainment of program outcomes through different means. The modalities of direct assessment include written test, project works, performance and presentation.

Project Works: While doing project works students find them different from traditional tests, since these are more realistic and challenging. Here the students demonstrate their skills in facing real-life challenges. They have the opportunity of learning while working.

Written test: Written test or home assignment tests the students' progress in course-embedded matters chiefly related to the curriculum. It is program-specific and linked to the goals set in the syllabus.

Performance in academic activities: A learner has to perform a number of academic activities. Besides attending classes regularly in offline modes a student has to put his or her problems successfully to his or her teacher in the interactive sessions. The academic discipline that he or she observes in such interactions is undoubtedly a parameter of academic learning that helps him or her to become a good and responsible citizen in future. He or she is further assessed in playing her role in such programs as seminar or webinar, quiz, group discussions, debates, sports and other extension activities.

Presentation: Students are further evaluated when they make their own presentations in seminars and classes on subjects within or outside their curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

185

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://docs.google.com/document/d/1jvStOvJ2eSOwCnbDNnTb98ElPrs7X0EJ/edit?usp=sharing&ouid=105226034523324903510&rtpof=true&sd=true>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our college always encourages the departments and its faculties to organize seminars or webinars, workshops, training programmes for the cultivation and transfer of knowledge. In the academic year 2022-23, the departments conducted a few numbers of national and international seminar on different topics and current related issues.

The most important of them were Intellectual Property Rights
Gender Rights: Violation and Redresses Women Empowerment through the Ages and so on.

Renowned speakers delivered their speeches or presented papers along with visuals or PowerPoint. The participants, comprising faculties, research scholars and students, interacted with them and were immensely benefitted academically.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://www.rbcec.in/pages/phd or mphil or ra or pa
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

19

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

12

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

the College conducted some extention activities regularly during 2022-23 under the banner of NCC Unit, NSS Unit, Students' Union and IQAC. The NSS and their student volunteers engaged themselves on one occasion in cleaning the neighborhood area of the college and participate Independence and Republic day celebration.

The NCC cadets organized a Blood Donation Campas a part of their social responsibility to the ailing citizens who need it. They celebrated International Yoga Day to encourage students and the larger community to take interest in yoga as a healing method for different forms of sickness and also as a means of maintaining fitness.

The NCC unit and the students' Union jointly organized programmes on the National Youth day, Republic day and Independence Day to instill a spirit of patriotism among all

and to show honor to the sovereignty of the nation.

The IQAC, the Bengali Department, Alumni Body and the Students' Union observed jointly the International Mother Tongue Day on 21st February 2023 to establish the dignity of mother tongue universally and also organized student credit card awareness programme, Copyright day celebration and awareness about the use of E-resources, etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1IAk2B4SGhHF0jDigQT_4lvbITm9VNNj/view?usp=sharing
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

581

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries,

corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has sufficient infrastructure and physical facilities for teaching-learning process. There are 26 classrooms including seminar room and smart classroom. Classes of Arts, Commerce and Science for UG and PG (M Com) courses are held there. Six laboratories are there for Physics, Chemistry, Geography, Commerce, Film Studies and Journalism. Without this there is a Language Laboratory. The one for department Commerce is Computer Lab (EVNET) where there are 11 computers for the students to use. In the departments, there are 21 computers. In the library, there is a E-resource Centre equipped with computers for browsing study materials including E-books, E-journals and internet access.

The classrooms are spacious fitted with proper lights and fans. The laboratories have adequate tools and equipments to work with. The smart classroom is suitable for modern age having audio-visual facilities. The college office including Cash and Accounts Departments have been computerized with LAN connection. Safe Drinking water with water cooler facilities are also provided by the college. Gymnasium has also been formed by college fund for the improvement of physical health of the students both for boys and girls. The infrastructure is further utilized for various examination conducted by the university

and also for electoral purpose and even for providing shelter to the flood affected people and storm affected people.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1Hf7PytQ-k59C26P6yJOgLdEZVpCspKKY/view?usp=sharing

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

The institution has facilities for cultural activities, sports, games and gymnasium. There is cultural subcommittee that looks after the cultural affairs and organizes cultural programs. The Teachers' Council arranges Rabindra Jayanti and Pre-Puja Meet to facilitate cultural activities like songs, recitations and drama. The students' union organizes Fresher's Welcome ceremony, Annual Cultural Fest, Basanta Utsav and Annual Sports. In the Fresher's Welcome, different cultural programs are performed. Students participate in great number in the Annual Cultural Fest. The Department of Bengali organizes "Antarjatic Matrihasha Dibas" on 21st February, 2023 where different activities like lectures, songs, poetries are performed by participants.

The Games and Sports Subcommittee look after matters related to games and Sports. In the Annual Sports, students, teachers and non-teaching staffs take part in different sports events. The NCC unit and the Students' Union celebrate the Republic Day and the Independence Day amidst cultural programs.

The college has a gymnasium where the students can perform physicalexercises on paying requisite fees. There are modern instruments and tools to work with in the gymnasium. There is a Meditation Room for perform meditation which is open to all students and staffs of the college.

The NCC unit celebrated the International Yoga Day on 21st June, 2023.

The NSS Unit of our college perform different types of awareness programme on different social programme.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/19qsljkeckiS4qf4QD6plyiexi6yr01_k/view?usp=sharing

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

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1SDWHwyWZpsW-iROAZqO7hmmkYytrD1T4/view?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

13.94650

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central Library of our college named Rishi Bankim Library uses KOHA system software as ILMs or Integrated Library Management System which we installed (version 3.1.1) for the purpose of library automation in the year 2014. It is an open-source library management software. Now our Central Library Management System is controlled through Koha on Cloud server system. In main menu there includes thirteen modules to support library management. Access to Central Library at URL: <https://www.rbcec.in/library.php>

With the help of KOHA our library provides OPAC through LAN and WebOPAC services via Internet to its clients. Users can access Web-OPAC through login the URL : <https://rbcec-opac.kohacloud.in/>. We also provide bibliographical services on a specific subject or author with the help of KOHA software. Entries of our book database named 'rbc' prepared through KOHA which follow the MARC21 bibliographic International Standard format and also make Bar-coding of Books. During data entry we try to use Z39.50 International Standard protocol for information retrieval for copy cataloguing facility when available. With the help of KOHA we produce Digital Library Cards of the users and prepare valid Patrons' database or membership database. Through circulation module we made issue-return of books using barcode scanner against digital library card and in case of overdue, fine has automatically calculated. At the end of session issue the library clearance to the students after checking membership database using barcode scanner and update database.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.rbcec.in/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.18388

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution has IT facilities including CCTV and Wi-Fi network. The Office area and library are covered by an internet package named Nano having 140 mbps. The computer lab (EVNET)is covered by an internet package named Zeta having 80 mbps. The library and teachers' room have Wi-Fi coverage. There are

21computers in the departments, 13 in the library, 11 in the computer lab and 12 in the office. There is a smart class room with ICT facility in the college. The teachers' room, Central Library and office area including main gate are covered under CCTV surveillance to support security. Our Central Library automation now controlled through Koha on Cloud and provide M-OPAC app based service. Without this library is partially digitized with the help of Dspace.

In the year 2015-16, 7 computers were added to the existing number of 41. Out of them, 5 were for library and 2 for office. In 2016-17, 6 computers were added out of which 3 were for departments and 3 for office. In 2018-19, 3 computers were added for the departments. In 2019-20, 2 computers were added for the departments. In 2022-23 1 computer were added for NSS Unit.

The Wi-Fi coverage area has also been increasing during the last few years.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/18CerUJPD1wxBNdiBf3XRPbxsGEeiT3tY/view?usp=sharing

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****13.94650**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

Laboratories: Respective departments chiefly supervise the condition of the laboratories. Equipments and apparatus are purchased at recommendation of the concerned departments. The laboratories are reused 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. These things are purchased at the recommendation of the Sports Sub committee. 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rbcec.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

654

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

128

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

227

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

227

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students' Union looks after the problems of the students and brings them under the notice of the college authority. They usually organise the following programmes :i. Cultural function on the death anniversary of Rabindranath Tagore ii. Teachers' Day celebrationiii. Fresher's Welcome ceremony iv.

VijoyaSammilani (A get together of students and teachers after Durga Puja) v. Milanotsav (Annual cultural function of the students) vi.Basantotsav (Spring festival) vii. Annual sports viii. Publication of college magazine. ix. Independence Day celebration x.Republic Day celebration xi. Cultural Competition xii. Seminar on International Mother Tongue Day. xiii. Cricket Tournament xiv. Distribution of educational goods among students.

Students have their representation in the following committees/bodies: a) Governing Body (GB) b) Internal Quality Assurance Cell (IQAC) c) Admission Subcommittee d) Anti-ragging subcommittee e) Building and Development subcommittee f) Cleaning and beautification subcommittee g) Magazine Subcommittee h) Library subcommittee

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1VMUeLh7jvI7nKQ_qCzn_1BGzE-GZwBOL/view?usp=sharing
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

21

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

There is an Alumni association named 'Praktanika' in the college, and it is recognised by the college authority. The Alumni has an office room in the college, and it has a committee of its own. This body makes a small amount of contribution in the form of Alumni Contribution. However, they provide support services to the development of the institution. They organise different programs in collaboration with the other bodies of the college like Teachers' Day celebration, Blood Donation camp, VijayaSammilani, Basantotsav, Rabindra-NajrulSandhya, seminar on International Mother Tongue Day, Independence Day celebration and Republic Day celebration. They provide important suggestions to the college authority regarding the development of the institution.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1GUev8fU9Q8IEwpZjcgPJRzdbILidJt78/view?usp=sharing
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The college management is run by the Governing Body which keeps in mind the vision and mission of the institution in making the policies and in implementing the same. The vision of the institution is to disseminate higher education to the vast multitude of students coming out of the schools of the adjoining areas spread over the districts of North 24 Pgs, Nadia and Hooghly.</p> <p>The management makes wide publicity regarding admission through its website; display of posters and festoons and notifications so that students and their guardians residing in North 24 Parganas and the neighboring districts get the information properly. It is the vision of the college to make the young folk capable of sustaining themselves economically and meaningfully thereby contributing to the broad economic and social development. Graduates of this college are eligible to take up the competitive examinations for different jobs like teaching, banking, railways, government services, private sectors etc. They may also go for higher studies and research.</p> <p>It is the mission of the college to ensure innovations in teaching-learning, research and community service activity. The college management encourages innovation in teaching-learning, research activities and extension programs. During the last ten years, a good number of teachers obtained Ph. D.</p>	

File Description	Documents
Paste link for additional information	https://www.rbcec.in/pages/governing_body
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. 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 day-to-day 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. Regarding the internal evaluation, the principal, on behalf of the Governing Body, issues notices for students and staff. Accordingly the Teachers' council and Academic Council hold meetings to chalk out the modalities of evaluation as per the curriculum prescribed by the university. Teaching and non-teaching staff implement the program. This is an instance of decentralization and participative management.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/16zfb-rtpNC4oCw4y7hlfzravX709igBZ/edit?usp=sharing&ouid=105226034523324903510&rtpof=true&sd=true
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

It was a strategic plan of the college management to hold Guardians' meeting several times in each academic year. The intention was to improve the relationship among the students, teachers and guardians. Accordingly, the college organized joint meetings of the faculties, students and parents during the last few academic years. In those meetings, Principal, IQAC Coordinator and HODs explained before the students and guardians the importance of regular attendance and internal evaluation. They also made them aware of the academic facilities available in the college - the library and its Page browsing centre with Wi-Fi coverage, the computer lab, gymnasium, the smart classroom, the resources, the NCC unit and the NSS unit. They informed guardians and students of the various committees and cells that deal with different issues students may face. The most important of such bodies are Grievance Redress Cell, Internal Complaint committee, Anti-ragging Subcommittee and the Subcommittee for the safeguard of the SC/ST/OBC students. The guardians made queries regarding class routine, curriculum and attendance. All their queries were answered satisfactorily by the Principal and faculties. The students, too, had many of their doubts cleared in those meetings. Thus the strategic plan of holding Guardians' meetings was implemented successfully.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.rbcec.in/wpcontent/uploads/2022/01/Strategic-planand-deploymentdocument.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body (GB) is the highest decision-making authority in the college. Principal is the ex officio Secretary of the G.B. and the chief executive of the administration. He is also the Head of the academic affairs. He is the ex officio Chairman of all the Subcommittees and cells unless something else is categorically mentioned. IQAC functions under the chairmanship of the Principal and take quality initiatives as per decision of the cell. The Academic Council takes important decisions in respect of academic affairs, including admission and examination, and recommends them to Principal for implementation. Teachers Council, too, makes recommendations on academic affairs and matters related to the faculties. Subcommittees hold meetings under the chairmanship of the Principal for the purpose for which they have been created. So do the cells as and when needed. Principal is the executive Head of the college office that has different sections like finance and Accounts, Administration, Admission and Examination. College has 17 Departments imparting lessons in General and Honours Courses at UG level. PG course is there only in Commerce. Full time teachers are appointed on the recommendations of West Bengal College Service Commission in posts sanctioned by the Higher Education Department (WB).

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://docs.google.com/spreadsheets/d/16zfb-rtpNC4oCw4y7hlfzravX709igBZ/edit?usp=sharing&ouid=105226034523324903510&rtpof=true&sd=true
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

There are some effective welfare measures for the teaching and nonteaching staff of the institution. The Full time Teaching and Support Staff have group Insurance Coverage benefit on retirement. They have also the facility of Provident Fund (PF) which is maintained by the government treasury and from which they may receive loan. On retirement, the P.F. amount is a great support to employees. The Full time employees have a College Co-operative Society of their own, and they can borrow loan amount from that at reasonable interest.

College has a Health Centre where all the employees can have a primary health check-up and primary treatment. The full time teachers are under the West Bengal Govt. Health Scheme for full

time teachers and West bengal Govt. SasthySathi Scheme which is a kind of health insurance. The State-aidedCollege teachers and the full time Support Staffare covered underthe Swasthya Sathi scheme (a kind of Govt. health insurance). Thefull time employees (Teachingand Support Staff) have the facility pension and gratuity on retirement. Eligible State-aided collegeteachers and Full time non-teaching employees get Puja Bonus fromthe government. Casual/fixed pay nonteaching employees receive Puja ex gratia from the college fund.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1mi5Bum8kPpIl3weOUytwlgMeZ_QhaqUA/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

36

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a performance appraisal system for the teaching staff. For this purpose they have to fill up a Feedback Form online. The form includes the following matters:

The e-mail ID of the faculty. His or her designation If he or she takes part in mentoring the students His or her opinion or suggestion regarding the curriculum. His or her participation in Academic Council/Board of Studies/setting question papers/evaluation process. Details of their publications in the academic year. Details of their participation in webinar/seminar/workshop etc. during the academic year. Details of their research activity in the year. Years of teaching in this institution. Whether he or she is a research guide. Whether he or she received research grant during the year. Whether a funded research project is running in his/her department. Paper published in UGC-approved journals. Award/recognition received by him/her in the year. Participation in development programs. ICT tools used by them. E-content created by him or her. Suggestions for best practices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit is conducted by the institution throughout the year by the M/S B Kar & Associates, Kolkata. Internal audit has been completed up to 2018-19. External audit is under process from 2017-18. The college has mechanism to settle audit objections, if raised at any time, within a reasonable time. College account is maintained strictly through web-based (cloud) accounting software. The college management sometime seeks advice of competent internal auditors on better execution of the responsibilities. All the payment vouchers and other related documents are placed before them and the accountant and the Bursar of the college help them in the process of audit. The report of the Internal Auditor is initially placed before the meeting of the Finance Sub-Committee for consideration and then placed before the Governing Body for final approval.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1vRqTw00QTsNgPClTeDX69Pw-d75xrV_D/view?usp=sharing
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college receives funds in two ways - from government grants and from fees collected from students. A small amount comes by way of donation from Alumni. At present there is no institutional strategy to collect fund from other sources. Government grants come mainly in the form of salary for the full time permanent employees appointed against sanctioned posts. The college authority is in favour of optimal utilisation of resources. All purchases are made purely out of bare necessity. Proper market survey and price comparison are made before the finalisation of any purchase.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of this college has contributed significantly for institutionalizing the quality assurance strategies and processes. Described below are two practices that have been institutionalized as a result of IQAC initiatives. **Mentoring:** The IQAC in its plan of action decided that mentoring should be regularly done in the institution for the benefit of the learners. The IQAC in its meeting with the teachers emphasised the importance of mentoring. All the teachers of the college get involved in the process of mentoring. For the purpose of mentoring, departmental teachers distribute the students among themselves. A mentor takes care of all the mentees under him or her so as to provide them career counselling, to provide them personal counselling, to support them for any kind of difficulty in curriculum, to make provision of remedial coaching and to always support them as and when needed. **Students Satisfaction Survey:** Students Satisfaction Survey is a vital practice that the IQAC has been able to institutionalise. For this purpose, students are provided a link in the college website on entering which they get the Student Satisfactory Survey (SSS) form containing some MCQ questions and an open ended question related to evaluation.

File Description	Documents
Paste link for additional information	https://www.rbcec.in/pages/iqac_committee
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

This institution reviews thorough IQAC the teaching-learning and the learning outcomes and introduce reforms as recommended. The IQAC made a plan of action to assess the learning level of the students. The Principal notified the departments to assess the learning level of learners in order to identify the weak learners and advanced learners. Following this the departments and faculties arranged class-level tests to judge the standard of the students. Remedial classes were arranged for weak learners, whereas the advanced learners were suggested

additional study materials. The IQAC decided to advise the departments and faculties to put emphasis on student-centric methods, participative modality and problem solving methods in teaching-learning. The IQAC made a plan of action to advise the faculties to use suitable ICT tools in online and offline classes. IQAC proposed massive upgradation of Institutional library, and for this it was decided to utilize the fund received from UGC and College with Potential for Excellence under the head Library Automation. Formation of different statutory sub-committees comprising representatives from all stakeholders of the college for coordinating different administrative activities. Formation of different sub-committees under the supervision of IQAC comprising representatives from all stakeholders of the college for coordinating different academic activities.

File Description	Documents
Paste link for additional information	https://www.rbcec.in/pages/best_practice
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.rbcec.in/nirf.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

An inspiring panel discussion was organised on 3rd March, 2023 as a prelude to the International Women's Day celebration entitled "Gender-specific Socio-economic recovery from the COVID-19 Pandemic" where the girl students of our college spoke about the problems of pursuing higher education in post COVID recovery times and sought to resolve the issue. It was organized by the Department of Film studies.

For the promotion of Gender Equity, the college organized a Seminar on "Empowering Women for Better Tomorrow" on 5th January, 2023 and a Webinar on "Gender Based Violation in India ? Issues & Solution" on 22nd April, 2023 where Dr. Biplab Saha, Department of Commerce, RBC Evening College, provided us with his valuable insight in issues relating to gender rights, organized by the Commerce Department and NSS unit.

In the B.A. English Honours curriculum, there is a paper on 'Women's Writing', the chief motto behind it being to inculcate a spirit of gender sensitisation. In the Film Studies, there are several topics in Feminist cultural theories including Laura Mulvey's feminist theories which indoctrinate the essence of Gender equality and inequality.

History course incorporates various topics which assist to eliminate gender bias from the society. Political Science faculties teach students to acquire knowledge about 'The measures taken by the Indian State to wipe off the gender

discrimination prevailing in Indian Society'.

File Description	Documents
Annual gender sensitization action plan	In the B.A. English Honours curriculum, there is a paper on 'Women's Writing', the chief motto behind it being to inculcate a spirit of gender sensitisation. In the Film Studies, there are several topics in Feminist cultural theories including Laura Mulvey's feminist theories which indoctrinate the essence of Gender equality and inequality. History Department explains various topic which assists to eliminate gender bias from the society. Political Science faculties teach students to acquire knowledge about 'The measures taken by the Indian State to wipe off the gender discrimination prevailing in Indian Society'. The college campus is completely safe and secure for the female students and teachers. There is a girls' common room in the campus.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	College follows a, b and c points

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution has its own system of managing waste objects.

Solid waste management: Waste bins are kept at different points of the college campus and college building. Solid wastes are disposed off at those bins. Then those bins are emptied at the municipal vats outside the college campus. The bins are regularly cleared by the college sweepers. Thereafter the municipal authority removes those wastes and treats them through their own mechanism. An environment friendly initiative has been undertaken recently where a compost bin has been constructed at the outer entrance of college premises. By this method natural compost is being generated from various biodegradable solid wastes which were otherwise being thrown away, causing pollution.

Liquid waste management: The liquid waste from the water-borne toilet system is collected via sewerage into septic tanks. On getting filled, these tanks are periodically emptied by the municipal vacuum trucks which are vehicles equipped with storage tank and pump with a hose that sucks up the sludge and sends the same to the storage tank.

Chemical waste management: Different kinds of chemical waste from Chemistry laboratory such as acid waste, base waste, broken glasses are collected carefully and stored in appropriate containers. Hazardous chemicals are not used for any experimental analysis.

Hazardous waste management: Lead Acid batteries which are hazardous in nature due to the presence of lead, are being recycled after certain period of time.

E-waste: The e-waste generated in the campus is collected through the maintenance team and is safely stored.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above
--	------------------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above
---	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college allows admission to all the Indian students (up to its capacity and conforming to pertinent rules) to its academic courses irrespective of their region, cultural background, language, community and socio-economic background. In the academic environment of the institution, no discrimination is done on the basis of above diversities.

Rather, a spirit of tolerance and harmony is encouraged and inculcated by the authority, departments, faculties and support staff. As part of the initiative to improve inclusive environment, college and its different wings organise cultural programs and events to promote the spirit of harmony among all the stakeholders. Our institution collaborates with other academic institutions whenever necessary and for extending harmonious cultural and communal brotherhood. We had organised Basanto Utsab with two other colleges. On 6th March, 2023, Basantotsav was celebrated by R. B. C Evening College with Rishi Bankim Chandra College for Women and Rishi Bankim Chandra College.

To enhance a sense of linguistic brethren among the followers of Nazrul and the followers of Tagore, we had organised their birthday celebrations (through Song and poem recitals) as a convergent programme.

Hindi Diwas and Premchand Jayanti were observed with students registering and attending a seminar on 27th September, 2022. Hindi Department organised a seminar on Bhartendu Jayanti on 9th September, 2022.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional

obligations: values, rights, duties and responsibilities of citizens

The institution always sensitises its students and employees to the constitutional obligations and the values upheld by it. Through various activities, the rights, duties and responsibilities of ideal citizens are taught to the learners. The institution observes the celebration of Independence Day, Republic Day, International Mother Tongue Day, Hindi diwas etc. to uphold the values associated with these ceremonies.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<p><u>The College and its different wings organize cultural programs and events to promote the spirit of harmony among all stockholders. Our institution collaborates with other academic institutions wherever necessary and for extending harmonious cultural and communal brotherhood. We had organize Kargil Vijay Diwas 2022 on 26th July 2022 celebrated by NCC Unit, RBC Evening College at College Play Field in the memory of solders who sacrificed their lives in the Kargil War with presence Army Staff came from Kanchrapara Army Camp, 52 college students with teachers and other support staff. Hindi Diwas and Premchand Jayanti were observed by Department of Hindi, RBC Evening College on 30th July, 2022 at Seminar Room. Inter Class Knock Out Football Tournament 2022 organized by Students' Union on the occasion of Independence Day on 15th August, 2022 on 4.00pm at College Play Ground to raise collaborative attitude among students. Bangla Bhasa Diwas was observed by the Bengali Department on 21st February, 2023 to make our students aware varied linguistic culture. Observation of Students' Week 04th January, 2023 to 07th February, 2023 as per direction by Department of Higher Education, Govt. of West Bengal, organized by NCC Unit in collaboration with IQAC, RBC Evening College conducted</u></p>

	<p><u>various activities like Students Awareness Programme on "Student Credit Card Awareness Camp cum-Help Desk" on 04th January, 2023; Career Counselling Seminar on "Guidance for Career Counselling" on 5th January, 2023; Quiz competition on Indian Constitution on 06th January, 2023 and in last day Student Awareness Workshop on "Income Tax Return & E-Filling" on 07th January, 2023. College Annual Sports 2022 organized by Students' Union on 25th January, 2023 at College Play Ground from 9.00am to 5.30pm with presence of President, GB and Principal, RBC Evening College.</u></p>
Any other relevant information	<p><u>7.1.9 B Institutional activities to inspire constitutional obligations The institution conducts the following activities to sensitise the students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens:</u></p> <ul style="list-style-type: none"> <u>• Independence Day organized by NCC Unit, RBC Evening College on 15th August, 2022 at College Play Field, is celebrated to inculcate a spirit of patriotism, self-dignity, dutifulness and fraternity among the students. They also remember gratefully the sacrifices of the freedom-fighters of the country. NCC cadets take up the lead role in organising this program.</u> <u>• Republic Day organized by NCC Unit, RBC Evening College on 15th August, 2022 at College Play Field, is observed amidst due formalities and grandeur to remind the stakeholders of the value of democracy, liberty and sovereignty. The participants become aware of their democrats rights and privileges through the observation of this program.</u> <u>• On the Teachers Day organized by Students' Union, RBC Evening College on 5th September, 2022 at</u>

	<p><u>Teacher's Room, cultural programs are arranged to felicitate old and new teachers and to honour the heritage of teacher-student relationship - a bondage of mutual love, respect and trust. • International Mother Tongue Day organized by Departments of Languages (English, Bengali, Hindi & Sanskrit) of RBC Evening College on 21st February, 2023 at Seminar Room, is usually observed to show respect to the dignity of mother tongue of all the people all over the world. Students learn a good lesson from this ceremony.</u></p> <p><u>Attested by</u></p>
--	--

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The institution celebrated the following days which are nationally and internationally important:

Independence Day was celebrated on 15th August to inculcate a spirit of patriotism, self-dignity, dutifulness and fraternity among the students. They also remember gratefully the sacrifices of the freedom-fighters of the country. NCC cadets took up the lead role in organising this program. An exhibition Football match was organised with great enthusiasm to commemorate the Independence Day along with other celebrations.

Republic Day was observed on 26th January amidst due formalities and grandeur to remind the stakeholders of the value of democracy, liberty, fraternity and sovereignty. The participants become aware of their democratic rights and privileges through the observation of this program.

On the Teachers Day (5th September), cultural programs were arranged to felicitate old and new teachers and to honour the heritage of teacher-student relationship - bondage of mutual love, respect and trust.

International Mother Tongue Day was observed on 21st February in the institution to show respect to the dignity of mother tongue of all the people all over the world. Students learn a good lesson from this ceremony.

The international Yoga Day was observed on 21st June to inspire all to practice yoga in order to attain natural immunity. Yoga having its origin in India, is far more meaningful to the Indians, since it is a part of our rich heritage.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice-1

1. Topic: Women Empowerment

2. Objectives: To aware rights of Women and education in women.

3. Context: Women centric challenge issues such as social, educational, economic, political and psychological etc.

4. The Practice: Various scholarship like Kanyashree Scholarship, Swami Vivekananda Scholarship are provided to the girl students.

5. Evidence of Success: Many of our students secured distinctions and are pursuing studies in M.Com, M.B.A, M.A , M.Sc & B.Ed.; Few of the students have entered the corporate sectors and Few of the students have got Govt. job.

6. Problems Encountered and Resources Required: Organising various programmes during working hours, has caused hindrance to class work; Inadequate financial resources.

Best practice-2

1. Title: Career Guidance Training

2. Objectives: to broadly explore various career options, To enable students to select appropriate higher education program after completing the undergraduate program.

3. Context: The school students (Class XII) who are entering into college have different levels of school experiences. These range from Vernacular medium, urban and rural schools etc.

4. Practice: Career Guidance training programs are conducted for students to help them explore various career options.

5. Evidence of Success: The number of students attending the career guidance programs willingly have increased over the years. and the students have progressively gained confidence in managing the placement interviews better.

6. Problems Encountered and Resources Required; The dedicated additional time from faculty in related specialization, additional funds and logistics this was met by the college.

File Description	Documents
Best practices in the Institutional website	<p><u>Best practice-1 Title of the Topic: Women Empowerment</u></p> <p><u>2. Objectives ? To empower women. ? b. Highlighting the rights of Women. ? c. To Generate awareness of education in women. ? d. To provide idea about fight against violations. ? e. Decreasing the gender inequality.</u></p> <p><u>3. Context Women centric challenge issues such as social, educational, economic, political and psychological etc. In order to address such challenges in our college women cell works.</u></p> <p><u>4. The Practice The webinar on "Gender Rights: Violations and Redresses" and "Women Empowerment throughout the Ages" were conducted during 2021-22. Beside this, various types state sponsored scholarship like Kanyashree Scholarship, Swami Vivekananda Scholarship are provided to the girl students. Career guidance and internship facility, NCC, NSS , sports and cultural facilities are also provided to the girl students.</u></p> <p><u>5. Evidence of Success ? Many of our students secured distinctions and are pursuing studies in M.Com, M.B.A, M.A , M.Sc & B.Ed. ? Few of the students have entered the corporate sectors. ? Few of the students have got Govt. job.</u></p> <p><u>6. Problems Encountered and Resources Required ? Organising various programmes during working hours, has caused hindrance to class work. ? Inadequate financial resources.</u></p> <p><u>Best practice-2</u></p> <p><u>1. Title of the Topic: Career Guidance Training</u></p> <p><u>2. Objectives ? To broadly explore various career options ? To enable students to select appropriate higher education program after completing the undergraduate program. ? To impart oral and written communication skills and knowledge essential to successfully navigate the placement process.</u></p> <p><u>3. Context The school students (Class XII)</u></p>

	<p><u>who are entering into college have different levels of school experiences. These range from Vernacular medium, urban and rural schools etc. This is in addition to the universal facet of varying Socio-Economic, Educational and Gender factors.</u></p> <p><u>4. Practice ? Career Guidance training programs are conducted for students to help them explore various career options. ? Students are trained on communication skills, soft skills, personality development, aptitude skills and technical skills in order to make them confident to face the challenges of the future.</u></p> <p><u>5. Evidence of Success ? The number of students attending the career guidance programs willingly have increased over the years. ? The students have progressively gained confidence in managing the placement interviews better.</u></p> <p><u>6. Problems Encountered and Resources Required The dedicated additional time from faculty in related specialization, additional funds and logistics this was met by the college.</u></p>
Any other relevant information	<p>https://www.rbcec.in/pages/best_practice</p>

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Rishi Bankim Chandra Evening College serves to educate many first generation graduates. The majority of students who enrol at our college come from low income families whereby they have to think of earning money as soon they are out of school to supplement family income. Our job, which we consider, much sanctified, not only entails giving classroom lectures but motivating them to pursue higher education. This college is ideal for individuals who wish to study outside normal working hours. Many of our students have a full time job after which they come for classes. We, the faculty members at RBC Evening College have a responsibility of keeping them harnessed to college and providing them with the dream of a graduation degree in addition to their jobs. Individuals can choose

evening classes if they want to gain professional recognition by developing additional skills relevant to their field work. Taking-up additional studies outside office hours may be challenging but it can also be motivational, enabling them to fast-track their career, boost their confidence and have an increased sense of achievement. Our college gives an opportunity to adult and elderly learners with diverse professional and educational experiences, to earn an additional qualification. Throughout the year, our college has been trying to provide different kind of facilities to the students to enrich their lives. Apart from different government scholarships, institutional scholarships are also given to the needy students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To introduce a permanent platform to conduct online classes regularly.
- To expand ICT enabled innovative teaching, learning and evaluation methods.
- To continue career-counselling and their placement initiatives for final year students.
- To organize webinars, seminars, workshops and short term courses for expanding academic environment and research output of the faculty and the students of the institution.
- To organize training programmes and workshops for skill enhancement of the support staff of the institution.
- To start a herbal garden in the campus with binomial nomenclature of the plants to generate awareness about useful herbs and their care.
- To generate awareness about need to conserve water and habitat resources by conserving power which has been partially achieved through using majority of LED lights.
- To improve the overall mental and physical health of students, we wish to regularise yoga and meditation sessions.
- To sensitize students about gender and human rights we

will arrange more workshops both within and outside college.

- To start construction of ramps/ lifts to facilitate mobility of specially-able students within the campus.
- To monitor, analyze and evaluate Students Feedback related to curriculum & syllabus and send the same to the affiliating University for UG students.
- To organize exchange programmes and other collaborative activities with other academic institution linked to our college through signed by new MOUs.
- To undertake an initiatives towards the introduction of several entrepreneurship and training programmes for the students.