



Rishi Bankim Chandra Evening College

East Kanthal Para, P. O. : Naihati

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(Affiliated to: WEST BENGAL STATE UNIVERSITY)



ANNUAL QUALITY ASSURANCE REPORT

Year of Report: 2013-14

Submitted to:

National Assessment and Accreditation Council

Annual Quality Assurance Report : 2013-14 of R B C Evening College

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

Year of Report : 2013 - 14

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

- To implement effectively the curriculum prepared by the affiliating university.
- To encourage the faculties to attend seminars, workshops and conferences related to their concerned subjects.
- To ensure academic flexibility within the provision of University syllabus-pattern.
- To make the curriculum interesting to the students.
- To advise the departments to organize UGC-sponsored seminar.
- To enthuse the faculties engaged in research works.
- To advise the NCC unit, the NSS unit and the Students' Union to undertake community service programme.
- To retain the experienced Guest faculties and efficient casual Gr. D employees in service.
- To enhance the library facilities.
- To widen the facility of internet access to students and teachers.
- To assist the ST/SC students in getting Govt. stipend.
- To provide financial aid to poor and meritorious students.
- To encourage the sports activities of the students.
- To advise Teachers to guide the students in respect of their future courses of study or job opportunity.

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

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

R. B. C. Evening College is an undergraduate college that caters to the need of higher education for the students passing from Higher Secondary schools in Naihati and its neighboring locations. In a broader sense, it serves the requirement of higher education of a good number of students residing in the districts of North 24 parganas, Nadia, Hooghly of this state. The college provides graduation degree to eligible students in Arts, Commerce and Science following the norms and formalities of West Bengal State University to which the institution is affiliated at present. There is no doubt that the college has been playing a significant role in the economic and social development of the society where it is situated.

The human race is speedily pacing towards a “Knowledge Society” where empowerment depends on education and technology, and in order to sustain the development, continuous research and inculcation of knowledge is required. An educational institution is an integral part of the society and, therefore, community service is one of our prime mottos besides innovations in teaching-learning. Our infrastructural facilities are limited; however, efforts are always made to make an optimum use of them. In a society like ours, genuine progress is impossible if women’s education lags behind the required grade. Hence it has been always our sincere effort to ensure the empowerment of women which is possible only through spreading education among them. Our teachers make constant efforts to arouse an awareness among the stake-holders regarding human rights, social values, culture and environment.

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

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The college continued its efforts to secure permission from the affiliating university for opening P. G. course in Commerce. But the permission was not accorded to us during the year.

3. Innovations in curricular design and transaction :

The curriculum in all subjects is designed by the affiliating university. However, in transacting the curriculum, the departments used lecture method, practical classes (for concerned subjects), class tests, group discussions, special class etc.

4. Inter-disciplinary programmes started :

The inter-disciplinary programmes practiced by the college are :

- a) Teachers of English and Hindi Departments took classes in the Bengali Department to teach student relevant portions of the syllabus.
- b) Teachers of Economics department took classes of students belonging to the Commerce Dept. to cover up the relevant part of the syllabi.

5. Examination reforms implemented :

The method and modality of examination is determined by the affiliating university which changes the syllabus and question-pattern from time to time. Before initiating any such change, the university usually held workshop inviting to it the college teachers of concerned subjects.

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

Reports did not reach us regarding this.

7. Initiative towards faculty development programme :

Prof. Chandranath Adhikari, Associate Professor, Dept. of English, attended a workshop in West Bengal State University Campus on Growth and Structure of Indian English and Literary Theory held in July, 2013.

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8. Total number of seminars/workshops conducted :

The Department of Economics organized a UGC-sponsored State level Seminar in November, 2013.

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

The following teachers were pursuing their Ph D programme during the year:

- a) Sri Suvarun Goswami, Dept. of Commerce.
- b) Smt. Aparajita Dhara, Dept. of Economics.
- c) Sri Chandan Sarkar, Dept of Geography.
- d) Sri Anand Srivastav, Dept. of Hindi.
- e) Sri Santosh Kr. Tunga, Librarian.
- f) Sri Dilip Kr. Karak, Dept. of Commerce.
- g) Sri Suman Pal, Dept. of Physics.

10. Patents generated, if any :

No report about patent generation was received during the year.

11. New collaborative research programmes :

No new collaborative research programme was undertaken during the year. However, works went on in the projects undertaken in the preceding year.

12. Research grants received from various agencies :

No new research grant was received during the year.

13. Details of research scholars :

Ours being a U. G. college, there is no provision for students to get involved in research projects or programmes.

14. Citation index of faculty members and impact factor :

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Reports regarding this were not received.

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

No such report was made during the year.

16. Internal resources generated :

The college could generate internal resources from fees collected from students and interest accrued on bank deposits.

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

No such assistance or recognition was reported during the year.

18. Community services :

The college NCC unit is a part of Bengal BN NCC, Kalyani Group (Dist. Nadia) and it carried on programmes like cleaning the locality, blood donation, maintaining law and order at the time of festivals. The NSS units, too, undertook the programme of cleaning the premises and surroundings. The students' union organized social and cultural functions in which the local people participated. The Annual sports of the college, too, was attended by the people of Naihati and its neighbouring places.

19. Teachers and officers newly recruited :

Twenty guest teachers were retained in service even after the expiry of their tenure in consideration of their experience and efficiency. Some Group D casual employees were also retained in service in view of their dedication and sincerity.

20. Teaching - Non teaching staff ratio:

No. of Teachers - 49

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No. of Non-teaching Staff - 29

Ratio: 1.68

21. Improvements in the library services :

- Purchased open source software i.e. KOHA software for college library automation.
- Installed a high configuration server machine for KOHA database.
- Converted approx. 8000 data from local library software database to KOHA database.
- Complete Accession Numbering System, Classification followed by 22nd edition of DDC and Cataloguing followed by AACR2R of all purchased books and journals during the session.

22. New books/journals subscribed and their value :

Subscription for Books - Rs. 70,775/-

Subscription for Journals - Rs. 6,800/-

Subscription for Magazine - Rs. 3,720/-

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

No such course was introduced by WBSU.

24. Feedback from stakeholders :

Oral feedback was gathered by the faculties from the students.

25. Unit cost of education :

Unit cost of education:

With salary component - Rs. 9601/-

Without salary component - Rs. 1,908/-

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

All the administrative works including those of admission and accounts are done through computers. The examination results and certificates are published by the affiliating university and the same are electronically processed, design and finished.

27. Increase in the infrastructural facilities :

Building space was increased and the amount spent for it was Rs. 59, 84,515/-. Library facilities, too, improved in view of the purchase of books, journals and magazines.

28. Technology up gradation :

Expenses for internet facility during the year was Rs. 30,376/-. Equipments of value Rs. 28,087/- were purchased. The college could secure LAN facility that connected the office, library and Evnet (college computers centre).

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

Teachers and students have access to computers and internet in library and Evnet. Faculties, engaged in project works are benefited thus. Students of Commerce, Physics and Mathematics who have ICT-related course matters are provided training in computer.

30. Financial aid to students :

The college administration helped the SC/ST students in getting Govt. stipend. Besides this, poor and meritorious students were granted financial aid from the Student Aid Fund and Student Welfare Fund.

31. Activities and support from the Alumni Association :

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The alumni Association conducted their Annual meeting and made valuable suggestions regarding improvement in teaching-learning, infrastructural development, maintenance of academic atmosphere and community service.

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

Oral feedback was collected from the guardians when they met the faculties and the principal during the year.

33. Health services :

The college's Health Centre provided primary and first-aid treatment to the staff and students as and when needed.

34. Performance in sports activities :

The institution encouraged sports activities among the students. The Students' Union, a elected body of the students arranged for indoor games like chess, carom etc. in the common rooms of the students. They also organized the annual sports of the students in the playground of the college. It was attended by the teaching and non-teaching staff who acted as sports officials. The local people witnessed the programme as spectators.

35. Incentives to outstanding sportsperson :

In the annual sports ceremony, students occupying 1st, 2nd, and 3rd positions in different sports events were awarded prizes. Sportsmen having potential were advised to train themselves under the supervision of experts.

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36. Student achievements and awards :

Year: 2014

Course	No. of Student Appeared	1st Class / Div.	2nd Class / Div.	Pass	PNC	Failed
B. Com. (Hons.)	74	1	27	4	40	2
B. Com. (Gen)	174	-	1	10	161	2
B. A. (Hons.)	63	2	24	6	29	2
B. A. (Gen)	372	-	14	90	226	42
B. Sc. (Hons.)	14	-	11	3	-	-
B. Sc. (Gen.)	33	2	5	4	19	3

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

37. Activities of the Guidance and Counseling unit :

While leaving the institution after completing their courses, the students received counseling from their teachers regarding higher studies or job opportunity.

38. Placement services provided to students :

The faculties guided the students in respect of their career opportunities.

39. Development programmes for non-teaching staff :

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

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However, the college authority held frequent meetings with the Non-teaching employees to motivate them towards a better work culture in the interest of the stake-holders.

40. Good practices of the institution :

- a) Before taking decisions in student related matters, the authority always consulted the Students' Union as far as possible.
- b) The institution ensures democratic environment at every layer of administration.

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

No linkage developed this year.

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

- a) The college kept contact with WBSU to secure permission to start the M. Com. Course.
- b) The authority encouraged the inter-disciplinary activities in the college.
- c) The institution cooperated with the affiliating university in conducting the Examinations and in the matters of evaluation of answer-scripts.
- d) The authority facilitated the organization of a UGC-sponsored seminar in the college.
- e) The college encouraged the NCC unit, the NSS unit and the Students' Union in their initiative in community service programme.
- f) The management retained in services the guest teachers and casual Gr. D staff.
- g) Fund was allocated for the purchase of books, journals and equipments.
- h) The authority sanctioned fund for the construction of additional building space.

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- i) Teachers engaged in research projects were provided facilities in the library and Evnet.
- j) The authority encouraged the sports activities of the students.

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

- i) At the time of admission, the faculties guided the students in selecting their stream and subjects.
- ii) The Students' Union organized cultural programmes in the college premises.

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

- a) The inter-disciplinary programmes benefited the students in the concerned subjects.
- b) Group discussions and class tests benefited the students in general.
- c) Attending workshop organized by the WBSU helped the teachers and concerned departments in gathering advanced information in respect of the forthcoming changes in the syllabus.
- d) The UGC-sponsored seminar organized by the Department of Economics academically enriched and benefitted students and faculties of the Departments of Economics and Commerce. The number of speakers was 12 and number of participant was 75.
- e) The involvement of some faculties in research programmes created good instances for others.
- f) The NCC unit functioned successfully during the year.
- g) The retention of guest teachers in service benefited the departments.
- h) The improvement in library services helped the students and teachers a lot.

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- i) The construction of new building space enhanced greatly the infrastructure facility of the institution.
- j) The purchase of new books and journals enriched the college library.
- k) The availability of computer and internet was a great aid for the teaching-learning process.
- l) SC/ST students were immensely benefited by the Govt. stipend that was made available to them by the institution. Poor and meritorious students were also benefited by the financial aid made available to them from the Students Aid Fund and Students Welfare fund.
- m) The support and counseling of the Alumni Association turned out to be very useful for the institution.
- n) The organization of the Annual sports created great enthusiasm among the students, staff and the local people.
- o) Students were benefited by the guidance that they received from the faculties about their future course of studies and job opportunities.

Section D: Plans of the college for the next year

1. To advise the faculties to initiate innovation in the transaction of the curriculum.
2. To encourage inter-disciplinary activities in the institution.
3. To facilitate teachers' participation in development programmes.
4. To support the research programmes undertaken by the faculties.
5. To generate effectively internal resources.
6. To encourage and support the community service programmes of the NSS unit, NCC unit and the students' union.
7. To retain in service the experienced and efficient guest faculties.
8. To improve further the library services.
9. To maintain the computerized function of the administration.
10. To improve the infrastructural facility including construction of building space.

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11. To widen further the computer and internet facility to the faculties and stake-holders.
12. To secure Govt. stipend for SC/ST students.
13. To seek advice and support from the Alumni Association.
14. To provide primary health service to the staff and students through college Health Centre.
15. To welcome suggestions from Parents/Guardians.
16. To enthuse the sports activities of the students.
17. To provide guidance to the students regarding their future course of study and career opportunity.



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