YEARLY STATUS REPORT - 2020-2021

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
• 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	**Prof. Chandranath Adhikari**
• Phone No.	**03325811281**
• Alternate phone No.	**9433176659**
• Mobile	**9830233052**
• 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/wp-content/uploads/2021/07/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.rbcec.in/wp-content/uploads/2021/05/Institutional-Academic-Calendar-2020-21-signed.pdf

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**	**2020**	**0**

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	View File	
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)

Training program on teaching, learning and evaluation in virtual platform in New Normal.
IQAC effectively encouraged teachers to participate in development programs.
International webinar on English Literature from the margin of class, caste, race and gender.
National webinar on accessing e-resources from the National Digital Library.
Online career counseling for the students.

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
To organize training program on teaching-learning in virtual platform.	A webinar was organized to train the faculties for teaching-learning in virtual platform.
To encourage teachers to go for development programs.	Teachers participated in development programs during the year.
To conduct webinars on different subjects.	Webinars on different subjects were conducted.
To prepare a Code of Conduct Handbook.	A Code of Conduct Handbook was prepared.
To assess the learning level of students.	The learning level of the students was assessed in the beginning of semesters.
To collect the feedback of students.	The feedback of students was collected.
To encourage teachers to go for development programs.	Teachers participated in development programs at the encouragement of IQAC.
To conduct online mentoring of students.	Online mentoring of students was conducted.
To organize gender sensitization program.	Gender sensitization program was organized.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	20/02/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**14**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1038**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**948**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**199**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**25**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**28**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**24**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**6.55**
4.3 Total number of computers on campus for academic purposes	**47**

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

Before the beginning of a semester or an academic session, the faculties collect syllabus materials as prescribed by the affiliating university. The syllabus is displayed in the college website for the students and guardians to go through it. Departments prepare academic calendars and circulate them among the students through notification in classes and also through college website.

Departmental teachers hold meetings and distribute the syllabus components among themselves. They suggest text and reference books to the students as required for the curriculum. Interactive classes are held to encourage the students to ask questions. The entire portion of the syllabus is covered in the classes. The faculties make all efforts to effectively communicate the course matters to the students. They go well-prepared to the classes and conduct the evaluation process fairly. They adequately discuss with the students regarding their performances in assignments.

Departments 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. Special/remedial classes are arranged for slow learners. Advanced learners are provided with all sorts of help to achieve their goals. Most of them use ICT in discussing/explaining/interpreting the course matters.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/19np226qlbr1O4_OlICRCiCXBF2X9Rk4G/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 identifiedwhere 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/1xrEL9z_qtf3q9yFYxudbGhCvJzOYTXAx/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	**B. Any 3 of the above**

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

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

14

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)

0

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

0

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 syllabi 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

2

File Description	Documents
Any additional information	[View File](#)
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	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

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

24

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

C. Any 2 of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/file/d/1P-R5-hqZYLx 2_aLhLSilk6THLuiwydZm/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/1P-R5-hqZYLx 2_aLhLSilk6THLuiwydZm/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

`572`

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

`188`

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

After the admission, the departments organize class tests to assess the learning level of he students. Such assessment takes the form of written and oral test, group discussion, home assignment etc. On the basis of such evaluation, teachers identify students as advanced and weak learners. Accordingly the faculties improvise special programs for advanced and slow learners separately. The advanced students are suggested reference books and higher level study materials; whereas the slow learners are provided care to overcome their difficulty. Lesson programs are repeated for the weak learners.

File Description	Documents
Paste link for additional information	Nil
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
1038	25

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 institution embraces student-centric methods of teaching-learning which facilitates experiential learning, participative learning and problem-solving modalities that have an enhancing impact on the learning experiences.

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 ne 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	Nil

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

R.B.C. Evening 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. During the lockdown period, they conducted online classes through video conferencing on the platform of Google Meet or Zoom. Webinars too were organised online for the benefit of students, scholars and faculties. 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. The college library has Wi-Fi coverage. There is also an e-learning centre in the library where students and faculties browse e-resources.

During the academic year 2020-21, the institution organised a national webinar on 'Teaching, learning and evaluation in virtual platform'. The college offers to its readers more than 50,000 e-books and near about 6000 e-journals for which it subscribes

annually.

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

55

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

25

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

17

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

343 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. For each paper of 75 marks, 20 marks are earmarked for internal evaluation and 5 marks for attendance. The internal evaluation modality for each paper has been categorically stated in the university syllabus which the faculties and students can come across in the university website. The modality has various forms – home assignment, project works, written test, paper presentation, oral test, group discussions, etc – regarding which the students are informed well in advance. Students' performance in the internal exam is discussed with them. In some cases, they are allowed to re-appear in the internal tests. Every effort is taken by the faculties and departments so that there remains no doubt in the minds of the learners regarding the modality of the evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.rbcec.in/wp-content/uploads/2021/07/Institutional-Academic-Calendar-2021-22-converted.pdf

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 committee to conduct and supervise the internal evaluation process. Students are informed about the modality of this evaluation well in advance. Since the year 2020-21 passed mostly through lockdown phase because of pandemic situation, faculties kept connection with the students through whatsapp groups and virtual classes. If some students failed to turn up for evaluation, they were allowed later to catch up with the evaluation procedure. Students performing poorly in tests were advised to re-appear for supplementary tests to improve their scores. 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.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

Determining course outcome and keeping the faculties and the stakeholders aware of it is an important thing for any educational institution. That is why our institution 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 and General courses. 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

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 online and 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

188

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	https://docs.google.com/spreadsheets/d/1wjtBRehqQV-Pqz27qD3aTYcW8dQo4N6W/edit?usp=sharing&ouid=105226034523324903510&rtpof=true&sd=true

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://drive.google.com/file/d/1P-R5-hqZYLx2_aLhLSilk6THLuiwydZm/view?usp=sharing

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

The institution always encourages its faculties and departments to organize seminars/webinars and discussions for the cultivation and transfer of knowledge. In the year 2020-21, the departments conducted a good number of webinars (national and international) on different subjects and issues. The most important of them were Virtual Platforms of Teaching-learning, Literature from the marginalized classes of the society, Gender issues, Nano Technology, Accessing E-resources, Dalit society in the Medieval Bengali Literature, Conceptualizing Nation and Identity 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

1

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	NIL
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

5

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

5

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 year 2020-21 was a period of pandemic during which offline teaching-leaning was suspended in this institution as per government order. Yet it undertook some extension activities under the banner

of NCC, NSS, Students' Union and IQAC. The NSS and students volunteers engaged themselves on one occasion in cleaning the neighborhood area of the college. They also carried an online campaign in keeping the common people aware of the precautions necessary against the spread of Covid 19. The NCC cadets organized a blood donation camp as 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 organized a program on the 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 to establish the dignity of mother tongue universally.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1prmN9DYEaMp dCwfVTwAi8OpVJakz1gqi/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

438

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

0

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

0

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.

This institution has sufficient infrastructure and physical facility for teaching-learning. There are 24 classrooms including seminar hall and smart classroom. Classes of Arts, Commerce and Science for UG and PG courses are held there. Six laboratories are there for Physics, Chemistry, Geography, Commerce, Film Studies and Journalism. The one for Commerce is an I.T. lab where there are 11 computers for the students to use. In the departments, there are 16 computers. In the library, there is a students' corner equipped with computers for browsing study materials.

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.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://drive.google.com/file/d/1qXJr88diOKuoFw1mZcPVZr9rWvYQV_Zp/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 and Annual Sports. In the Fresher's Welcome, different cultural programs are performed. Students participate in great number in the Annual Cultural Fest.

The Games and Sports Subcommittee look after matters related to games and Sports. In the Annual Sports, students, teachers and non-teaching staff 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.

The NCC unit celebrated the International Yoga Day on 21st June, 2021.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://drive.google.com/file/d/14suzlt5TsoLl7V6GFFDScQ9VVCrgGOQ_/view?usp=sharing

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

24

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1qXJr88diOKuoFw1mZcPVZr9rWvYQV_Zp/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)

6.55

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 college library uses ILMS in the form of KOHA is an Integrated Library Management Software (ILMS) which we installed (version 3.1.1) for the purpose of library automation in the year 2014. It is open source library management software, developed by Katipo Communication Limited of Wellington, New Zealand in 2000. It includes common module acquisition, cataloguing like other ILMS and other five modules are related with circulation, OPAC, administration, etc. This modular arrangement of the library automation package is user friendly and acts as an integrated solution tool for the library management.

With the help of KOHA our library provides OPAC through LAN and Web OPAC services via Internet to its clients. We also provide bibliographical services on a specific subject or author with the help of KOHA software. Our book database contains entries followed MARC21 bibliographic format. During data entry we try to use Z39.50 copy cataloguing facility when available. Through circulation module we made issue-return of books using barcode scanner against digital library card (which also have been produced through KOHA) 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. We also renew the membership as demanded by the users. Users can search their required book(s) by Keyword, author, title, subject, class number, call number and ISBN number.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sites.google.com/site/libraryrbcevn/

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

C. Any 2 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)

.369

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

32

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 facility including Wi-Fi. The Office area and library are covered by an internet package named Nano having 140 mbps. The computer lab is covered by an internet package named Zeta having 80 mbps. The library and teachers' room have Wi-Fi coverage. There are 19 computers 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.

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, 3 for office and 1 for library. In 2018-19, 3 computers were added for the departments. In 2019-20, 2 computers were added for the departments.

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/1bBe1FpAnRpE GxmOeycEjdcpIosrz9ZXw/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)

6.55

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.

Procedure and Policies for Maintaining and Utilising Physical, Academic and Support Facilities

Library: The library staff and the library subcommittee look after the condition of the library. The departments submit requisition of books and journals to the librarian. The library subcommittee take the decision of purchasing books, journals, magazines and necessary furniture. The same policy is followed in subscribing for e-books and e-journals. Library space is kept clean, and the users are assisted by the library staff. Teachers and researchers have separate space for themselves.

Laboratories: Respective departments chiefly supervise the condition of the laboratories. Equipments and apparatus are purchased at recommendation of the concerned departments. The laboratories are used mainly for holding practical classes. The over-all maintenance is done by the college authority at the suggestion of the departments.

Gymnasium: The college gymnasium remains open on all working days. There is a group D employee to look after it. Students perform physical exercise here on paying requisite fees. Maintenance is done on getting report from the concerned staff.

Sports: There is a sports sub-committee in the college which looks after the matters of games and sports in the college. The sports apparatus and items remain at the disposal of the Students' Union. These things are purchased at the recommendation of the Sports Subcommittee. The annual sports take place in the college's playground.

Classrooms: The class-rooms are regularly cleaned and kept in hygienic condition. Provisions of lights, white board/blackboard are

well-maintained. The classrooms are mainly used for holding theoretical classes, seminar etc.

Computers: Computers are used in the institution at such places as Computer Lab, Office, Departments, Library and Principal's Office. There is AMC with some agencies for the maintenance of the computers. Repair works are done as and when needed.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rbcec.in/wp-content/uploads/2021/06/Maintenance_and_utilisation_policy-1.pdf

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

250

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

247

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	`C. 2 of the above`

File Description	Documents
Link to Institutional website	https://www.rbcec.in/wp-content/uploads/2022/01/Capacity-building-and-Skill-enhancement-program.pdf
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

`18`

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

`18`

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 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	A. All of the above

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

0

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

19

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

0

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.

1

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 univer sity/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 organisethe following programmes : i. Cultural function on the death anniversary of Rabindranath Tagore ii. Teachers' Day celebrationiii. Fresher's Welcome ceremony iv. Vijoya Sammilani (A get together of students and teachers after Durga Puja) v. Milanotsav (Annual cultural function of the students) vi.Basantotsav (Spring festival) vii. 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 b) Internal Quality Assurance Cell 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://www.rbcec.in/students-union/
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

4

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, Vijoya Sammilani, Basantotsav, Rabindra-Najrul Sandhya, 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://www.rbcec.in/alumni/
Upload any additional information	View File

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

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. degree.

File Description	Documents
Paste link for additional information	https://www.rbcec.in/wp-content/uploads/2021/06/rbce_payment-converted.pdf
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/1YX0FjGbPzbWlPbxpssf4N-Bxp8m9byO4-43EsZIOajc/edit?usp=sharing
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, the Principal, the IQAC Coordinator and the 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

browsing centre with Wi-Fi coverage, the computer lab, the gymnasium, the smart classroom, the e-resources, the NCC unit and the NSS unit. They informed the 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/wp-content/uploads/2022/01/Strategic-plan-and-deployment-document.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 is the highest decision-making authority in the college. The 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. The Internal Quality Assurance Cell 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 the 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. These sections have their respective staff.

The college has 16 Departments imparting lessons in General and Honours Courses in different subjects at UG level. PG course is there only in the Commerce department.

Full time teachers are appointed on the recommendations of the 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/1YX0F jGbPzbWlPbxpssf4N- Bxp8m9byO4-43EsZIOajc/edit?usp=sharing
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 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 non-

teaching employees of the institution. The Full time T.S. and N.T.S. have group Insurance Coverage the benefit of which comes in case of accidental death or on retirement. They have also the facility of Provident Fund 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 the employees.

The Full time employees have a Co-operative Society of their own, and they can borrow loan amount from that at reasonable interest.

The college has a Health Unit where all the employees can have a primary health check-up. The full time teachers are under the Govt. Health Scheme which is a kind of health insurance. The State-aided College teachers and the full time N.T.S are covered under the Swasthya Sathi scheme (a kind of Govt. health insurance).

The full time employees (T.S. and N.T.S) have the facility 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 non-teaching employees receive Puja ex gratia from the college fund. Refundable Puja advance is also granted to the non-teaching employees.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1LO0Jna96Qyie2V-637k-YisWUoziuYPA/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

3

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

11

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-contents created by him or her.
- Suggestions for best practices.

File Description	Documents
Paste link for additional information	[NA](NA)
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 has been completed up to 2016-17. External audit for the year 2016-17 is under process.

The college has mechanism to settle Audit objections, if raised at any time, within a reasonable time.

File Description	Documents
Paste link for additional information	[NIL](NIL)
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 receive funds in two ways - from government grants and

from fees collected from students. A smallamount 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 college authority notified the departments and faculties to perform the task of mentoring. 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 SSS form containing some MCQ questions and an open ended question related to Teaching-learning and

evaluation.

File Description	Documents
Paste link for additional information	[Nil](#)
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. Given below are some examples.

The IQAC made a plan of action to assess the learning level of the students. Accordingly the Principal notified the departments to assess the learning level of the 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 the 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 Principal notified the departments and faculties to introduce such methods as part of innovative practices in teaching-learning. In response to the notice the departments and faculties incorporated in their teaching methods the modalities of experiential learning, participative learning and problem solving exercises.

The IQAC made a plan of action to advise the faculties to use suitable ICT tools in online classes in the Pandemic situation. The Principal notified the departments and faculties to form whatsapp groups for each individual class. Accordingly, the teachers formed whatsapp groups for online classes. These groups were used to notify the students regarding classes and academic programs. Classes were held using digital platforms like Google Meet and Google classroom. Teachers and students used such devices as laptops, mobile phones and tabs to participate in the online classes. The IQAC organized a national webinar on 'Teaching, Learning and Evaluation in Virtual

`Platform in New Normal' to inspire and encourage the faculties in favour of using ICT tools.`

File Description	Documents
Paste link for additional information	Nil
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)

`D. Any 1 of the above`

File Description	Documents
Paste web link of Annual reports of Institution	https://docs.google.com/document/d/10SwUHxeNL7XY-qsep2ZHfyLAWMBzkbV2/edit?usp=sharing&ouid=105226034523324903510&rtpof=true&sd=true
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

`For the promotion of Gender Equity, the college organized a National Webinar on "Gender Issues: Impact on Society, Culture and Media" on 22nd September 2020. It was jointly organized by the IQAC, Dept. of Philosophy and the Cultural Sub-committee of the college. Besides this, the English Department of our college organized an International Webinar on "English Literature from the Margins of`

Class, Caste, Race and Gender" in collaboration with the English Department of RBC College, Naihati. The program took place on 26th and 27th August 2020.

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.

The college was able to introduce a separate NCC unit for women cadets who performed noticeably during the year 2020-21.

The college campus is fully safe and secure for the female students and teachers. There is a girls' common room in the campus.

File Description	Documents
Annual gender sensitization action plan	Nil
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	https://docs.google.com/document/d/1flW9dOC0mJogySL-y6MyJqazYwrkqzFU/edit?usp=sharing&ouid=10522603452332490510&rtpof=true&sd=true

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	D. Any 1 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

of at those bins. Then those bins are emptied at the municipal vats outside the college campus. The bins are regularly cleared thus by the college sweepers. Thereafter the municipal authority remove those wastes and treat them though their own mechanism.

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.

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

D. Any 1 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**

A. Any 4 or All of the above

    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	**E. None 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 to anybody 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. The college and its different wings organise cultural programs and events to promote the spirit of harmony among all the stakeholders. For example, Rabindra-Najrul Jayanti, Pre-puja Meet, Milanotsav, Basantotsav, Sports Meet etc.

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 instituion observes the celebration of Independence Day, Republic Day, Teachers' Day, International Mother Tongue Day etc.to upholdthe values associated with these ceremonies.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/17ACw6fr-n3l1JWotZAocD2N9Gb172S06obCPVZPofdM/edit?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1f9miKG3Kdcf-nfpk5wZpjPCgHfQt6Dkb/view?usp=sharing

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 made celebration on the following days that are nationally or 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.

- **Republic Day was observed on 26th January amidst due formalities and grandeur to remind the stakeholders of the value of democracy, liberty 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 - a 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 of the college (2020-21

Best Practice 1:

Title:

Keeping the college campus clean.

Goal:

- To create a healthy environment for teaching-learning.
- To build up a greater sense of responsibility among the stake-holders.
- To add to the visual beauty of the campus.

The Context:

- Modern age is an age of increasing pollution.
- Cleanliness has a healthy impact on the minds of the faculties, learners and staff.

The practice:

1. The function of the cleaning staff is regularly monitored
2. The faculties, learners and staff practice the habit of not throwing garbage here and there.
3. Motor vehicles are not allowed to enter the college campus.
4. Propaganda is carried on throughout the year in favour of cleanliness.

Success:

- The campus remains neat and clean throughout the year.
- Visitors and parents appreciate this initiative on the part of the institution.
- Visual beauty of the campus has been increased.

Problem:

New students and outsiders sometimes commit mistakes.

Resources required:

More fund is required to carry on cleanliness campaign with the help of notice-boards, placards etc. More cleaning staff is required to make further progress in this matter.

Best Practice 2:

Title:

Holding Parent-Teachers Meeting.

Goal:

1. To inform the guardians about the academic facilities available in the college.
2. To answer the queries of the parents regarding the institutional activities.
3. To inform them about the performance/progress of their wards.
4. To establish an amicable relationship between the faculties and guardians and dispel the misconceptions of the latter, if any.
5. To record the suggestions of the parents for institutional development.

The Context:

1. Guardians are often unaware of the exact facilities available in the institution like library, departmental library, Wi-Fi coverage, gymnasium, computer lab, departmental labs (for Science subjects), smart classroom, different committees and cells for the safeguard of students' interest, students' representation in those committees and cells and so on.
2. Without face-to-face interaction guardians do not get a chance to satisfy their queries.
3. Guardians do not always come to know the attendance features of their wards or their performance in the internals.
4. Parents may have misconceptions about the services provided in the college.
5. Guardians are in a better position to make their suggestions when they meet the faculties face-to-face.

The practice:

1. Parents/guardians are notified about Parent-teachers meeting through the students.
2. The meeting is organised in a big hall suitable to accommodate the invitees.
3. Greetings and welcome notes are exchanged among the participants.
4. The Principal explains the significance and motto of the meet in his keynote address.
5. The IQAC Coordinator, HODs and other faculties present before guardians the academic features and facilities of the

institution.

6. The guardians are requested to speak/make queries/suggest on any relevant issues.
7. Answer/explanation/interpretation is provided to the issues raised by the parents.
8. The program is concluded with thanksgiving and with the serving of tea and snacks.
9. Such meeting s are arranged more than once a year.

Success:

1. Guardians, being well-informed, could motivate their wards to utilise the opportunities or facilities available in the institute.
2. The stress and tension on the part of the parents is minimised once they have interacted with the college authority and faculties.
3. The relationship among the teachers, guardians and parents improve a lot as a result of the meetings.
4. Parents come to know of the learning level of their wards and can persuade them to improve
5. The institution is benefited and enriched by the suggestions of the parents.
6. Students cannot mislead their parents regarding college matters. (Though such things happen rarely or occasionally).

Problem:

1. Pandemic situation prevents us from holding physical meeting or gathering.
2. Given the scenario of our society, all guardians may not have the skill to attend online meeting.
3. Internet facility or network facility may not be available in all the localities where these guardians reside.
4. Socio-economic condition may prevent some parents from using costly devices for digital meeting

Resources required:

Sufficient fund is required to install audio-visual tools for the guardians' meeting hall.

File Description	Documents
Best practices in the Institutional website	https://www.rbcec.in/wp-content/uploads/2022/01/Institutional-Best-Practices-2020-21.pdf
Any other relevant information	Nil

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

Distinctive Performance of the Institution in Recent Times

The most distinctive performance of the institution in recent times is to build up and refurbish the institutional website which is almost like the face of the institution on digital platform. In this age of modern technology, people enquire about educational institutions through web-browsing. Hence it is absolutely necessary that a college should have its website containing attractive looks and presentable features. Having no website or a blurred website makes an institution almost non-existent in the cyber world. Therefore, we made a plan to reorganise and re-orient our website to make it lucrative, user-friendly and informative in every way.

The face page of the website flaunts the name of the college, its address and the accreditation status. The top bar indicates the major segment of information clusters – Home, College, Academics, Departments, Library, Facilities, LMS, Announcement, Students' Corner and Contact. The Home page or the Opening page provides information about or link to Current events, Class notice, Exam Notice, Seminars and workshop. Current events cover recruitment, Notification, Admission Guideline and Payment of fees. The College segments include Principal's Desk, Governing Body, Office Staff, IQAC, NAAC, RUSA, Committees and Cells and Alumni. The Academics segment contains Admission, Courses, Academic Calendar, class routine, Research, Peer-reviewed journal and Centre for Development Study.

Having a look at the college website one can have a comprehensive idea of the institution and its functionalities. We are trying to improve it day by day.

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

RBC Evening College

Plan of Action for the next year

- **To review learning outcomes.**
- **To continue mentoring of students.**
- **To continue career-counselling of the students.**
- **To conduct SSS.**
- **To arrange gender sensitisation program.**
- **To organise programs on universal values.**