



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**Rishi Bankim Chandra Evening College**

- Name of the Head of the institution **Dr. Debasish Bhowmick**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03325811281**
- Mobile no **9433176659**
- Registered e-mail **principalrbcec@rediffmail.com**
- Alternate e-mail **rbcec.iqac1984@gmail.com**
- Address **East Kanthalpara, P.O.- Naihati,  
Dist- North 24 Parganas**
- City/Town **Naihati**
- State/UT **West Bengal**
- Pin Code **743165**

##### **2.Institutional status**

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

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

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

<https://rbcec.in/uploads/notices/1661490341732.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

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

<https://drive.google.com/file/d/1x7zivbZdtNkdnN6p7M1gkT8MCmmue3nF/view>

**5. Accreditation Details**

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

**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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>2021</b>	<b>0</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

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

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

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

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

- If yes, mention the amount

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

IQAC has played an important role in the third cycle NAAC accreditation process by administering perfect condition during the NAAC peer team visit

Proposal for construction of 4th floor in new College building.

The IQAC has organized seminars and workshops for the teachers, students and support staff of the college

Coping with the difficulties of the pandemic world the IQAC has initiated the Rishi Bankim Chandra Evening College (RBCEC) live classroom which is conducted through own Learning Management System (LMS) platform designed to continue classes as per existing routines.

Proposal for construction of one seminar hall and ICT class rooms

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

Plan of Action	Achievements/Outcomes
IQAC has played an important role in the third cycle NAAC accreditation process by administering perfect condition during the NAAC peer team visit	under consideration
Proposal for construction of 4th floor in new College building.	under processing
The IQAC has organized seminars and workshops for the teachers, students and support staff of the college	All most achieved
Coping with the difficulties of the pandemic world the IQAC has initiated the Rishi Bankim Chandra Evening College (RBCEC) live classroom which is conducted through own Learning Management System (LMS) platform designed to continue classes as per existing routines.	achieved
Proposal for construction of one seminar hall and ICT class rooms	Partially achieved

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body (GB)	22/12/2022

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>Rishi Bankim Chandra Evening College</b>
• Name of the Head of the institution	<b>Dr. Debasish Bhowmick</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03325811281</b>
• Mobile no	<b>9433176659</b>
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• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>
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• Name of the IQAC Coordinator	<b>Dr. Santosh Kumar Tunga</b>

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• IQAC e-mail address	rbcec.iqac1984@gmail.com				
• Alternate Email address	principalrbcec@rediffmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://rbcec.in/uploads/notices/1661490341732.pdf">https://rbcec.in/uploads/notices/1661490341732.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://drive.google.com/file/d/1x7zivbZdtNkdnN6p7M1gkT8MCmmue3nF/view">https://drive.google.com/file/d/1x7zivbZdtNkdnN6p7M1gkT8MCmmue3nF/view</a>				
<b>5.Accreditation Details</b>					
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Cycle 1	C+	62	2005	20/05/2005	19/05/2005
Cycle 2	B	2.32	2016	02/12/2016	01/12/2021
<b>6.Date of Establishment of IQAC</b>			09/07/2010		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	2021	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
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Proposal for construction of 4th floor in new College building.		
The IQAC has organized seminars and workshops for the teachers, students and support staff of the college		
Coping with the difficulties of the pandemic world the IQAC has initiated the Rishi Bankim Chandra Evening College (RBCEC) live classroom which is conducted through own Learning Management System (LMS) platform designed to continue classes as per existing routines.		
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body (GB)	22/12/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-2021	16/02/2022

**15.Multidisciplinary / interdisciplinary**

- a) The undergraduate program of our institution giving equal Weightage to the B.A., B.Sc. and B.Com. General and Honours Courses. Liberal in B.A. and B.Sc. courses.
- b) The institution has initiatives to sign MoU with other institutions for the integration and collaboration of humanities and science subjects with STEM.
- c) Any B.A./B. Com Student can choose any Science subject as a HGEC or GGEC course and all such candidates shall be admitted on the basis of the Admission Test/Screening to be conducted by the College Authority Concerned to assess the aptitude of the candidate in the relevant subject.
- d) The institution is always offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education.
- e) The institutional plans to engage in more multidisciplinary research endeavors to find solutions to society's most pressing issues and challenges such as modeling skill based job oriented courses Addressing environmental issues.
- f) Good practice of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020 is Multi-disciplinary curriculum and multi-disciplinary methodology

**16.Academic bank of credits (ABC):**

The PG College under West Bengal State University (WBSU) offers courses like B.A., B. Com., B. Sc and M. Com., B.A. (Honours), [B.Sc.](#) (Honours) and [B.Com](#) (Honours) divided into 6th semester. As per WBSU norms It consists of 14 Core Courses (CC) with 75 marks and 6 credit each. It consists of 4 Discipline Specific Elective Course (DSE) with 75 marks and 6 credit each. It comprises 4 Generic Elective (GE) with 75 marks and 6 credit each. It consists of 2 Ability Enhancement Compulsory Course (AECC) with 25 marks and 2 credit each. It also consists of 2 Skill Enhancement Course (SEC) with 25 marks and 2 credit each. Total marks for B.A., [B.Sc.](#), and [B.Com](#). Honours courses are 1750 and total credit of the courses are 140. Semester I 250 marks with 20 credit. Semester II 250 marks with 20 credit. Semester

III 325 marks with 26 credit. Semester IV 325 marks with 26 credits. Semester V 300 marks with 24 credit. Semester VI 300 marks with 24 credit.

B.A. (General), [B.Sc.](#) (General) and [B.Com](#) (General) divided into 6th semester. It consists of 12 Core Courses (CC) with 75 marks and 6 credit each. It consists of 4 Discipline Specific Elective Course (DSE) with 75 marks and 6 credit each. It comprises 2 Generic Elective (GE) with 75 marks and 6 credit each. It consists of 2 Ability Enhancement Compulsory Course (AECC) with 25 marks and 2 credit each. It also consists of 4 Skill Enhancement Course (SEC) with 25 marks and 2 credit each. Total marks for B.A., [B.Sc.](#), and [B.Com](#). General courses are 1500 and total credit of the courses are 120. Semester I 250 marks with 20 credit. Semester II 250 marks with 20 credit. Semester III 250 marks with 20 credit. Semester IV 250 marks with 20 credits. Semester V 250 marks with 20 credit. Semester VI 250 marks with 20 credit.

After Class XII the student enters into B.A., [B.Sc.](#) and [B.Com](#). 1st semester with 20 credits. After completion of 6th semester they get the certificates.

#### 17.Skill development:

1. Soft skills are particular abilities that can improve one's employment performance and career prospects. These soft skills help students to develop their employability skills and make them confident to work in a performance oriented work environment as a critical lifelong learner. The institution provides opportunities to students to participate in various hands-on workshops. This provides experiential learning which helps them to take an initiative to take up various activities. Our college takes initiative to develop Soft skills of the students through seminar. This Soft skills include self-awareness, empathy, interpersonal relationship, conflict management, time management etc.
2. The college has decided to introduce value added certificate course on Accounting and Taxation for the commerce students. It will help the commerce students for choosing occupation that requires a specialized skills. he institution provides opportunities to the students to participate in various hands-on workshops. This provides experiential learning which helps them to take an initiative to take up various activities. Placement Cell of

the college plays a key role in developing life skills of students and entrepreneurship training. It conducts different types of seminar and workshop throughout the years. The college also provides the students to earn certificate from Internshala according to their choice.

3. National and regional festivals are celebrated to inculcate constitutional and cultural values. Activities such as debate, essay writing, elocution drama, dance etc are conducted on themes like communal harmony and human rights to develop humanitarian values. Values are practiced by students in activities related to cleanliness, hygiene by providing an environment of no plastic by preparing cloth/paper bags using eco-friendly material. Spiritual lectures/talks are conducted to raise students' spiritual quotient. The institution always sensitises its students and employees to the constitutional obligations and the values upheld by it. Through various activities, the rights, duties and responsibilities of ideal citizens are taught to the learners. The institution observes the celebration of Independence Day, Republic Day, Teachers' Day, and International Mother Tongue Day etc. to uphold the values associated with these ceremonies.
4. Open Educational Resources have been taken up on LMS portals. An elective paper on Entrepreneurship Development is included in the curriculum of B.Com Honours.
5. The institution's skill development efforts resonate with that of National Skill Development Corporation evident through its curriculum, electives, add-on courses as well as pedagogical transactions and ensured that students excel in soft skills, research and development skills.

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

1. Indian knowledge system has base in Vedic literature and the hidden curriculum of ancient Vedas are extracted and explained from music, Words, Abhinaya which explain stimulus variation skills, facial gestures and body postures. Bharatas concepts are brought in choreography. The classical languages talked in these areas are researched and role analysis is done whereby the student teachers improvise a play from the content of the school text books and present it through visual arts and crafts or performing art.

2. To conduct capacity building workshops involving linguistic experts and creating provision for installing language

translation software in all the systems. Our institution has also Language Lab under Bengali , English and Hindi department.

3. Bengali and English department was offered when the college adapted multidisciplinary approach.

4. Tagore is referred to as a humanist since his philosophies are centered around man. According to him, the ideal education system is one that aims at man's perfection, meaning the development of all the aspects of a human personality, physical, intellectual and spiritual. This is the ultimate aim of education. He believes that nature is the best educator and man learns through his own experiences from the nature. For him nature, man and god can never be visualised in isolation from one another, they exist in harmony. God has created nature and if you are in sync with nature you are in sync with god. Education develops the faith in the universal soul and leads to the realisation of the Universal Man. Thus, it is the integral development of human personality so as to create men and women who will work for welfare of the society and for the progress of the nation. A Seminar was arranged by the department of Bengali on Tagore philosophy of education.

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

Taking the initiative to implement OBE is the institution's hallmark.

1. Rishi Bankim Chandra Evening College was proactive in implementing OBE. As the curriculum was revised by West Bengal State University (WBSU) in 2018-19, a board member of BoS advised that the institution to look through a futuristic perspective of integrating OBE. A study on the OBE was carried out and formulated a framework. The Learning OBE Framework was considered to formulate Program Learning Objectives (PLOs) that were in alignment with the vision and mission of the college. After a series of deliberations, a workshop was organized by West Bengal State University to internalize the PLOs. The programme learning outcome and programme specific outcome were formulated. The faculty formulated course outcomes for their respective courses and mapped with programme outcome and programme specific outcome.

2. The curriculum transaction and assessment strategies were re-modeled to enable us to understand the attainment levels with respect to the course outcome and further the programme outcome. A multidisciplinary approach was used with more application-based learning strategies which emphasized critical thinking and collaboration. Technology-based solutions were leveraged to provide quality service. In all the courses, skill-based learning was reinforced through practical applications. Project based learning and experiential learning and research based approach to teaching and learning were largely emphasised. The skill development required for 21st century were further supported by Skill Enhancement Course (SEC). Ability Enhancement Compulsory Course (AECC) was also introduced to help the students enhance their skills in communication, language and personality development. Generic Elective course was introduced with an intention to seek exposure beyond student's discipline subject. Core course was also introduced. It is mandatory for the students to meet the mandatory requirements of their program. The comprehensive attainment of the internal was analysed and the remediation programmes chalked out. The direct attainment includes both the internal as well as semester end assessment. The institution collects continuous feedback and includes it as the indirect attainment. iii. Best Practices used by the institution: (a) Emphasis on developing research oriented skills . (b) Took a decision to implement different Certificate courses to supplement the existing gaps. (c) Emphasis on differentiated learning for inclusive classrooms. (d) Value based education through curricular and co-curricular activities (e) Bilingual mode of teaching for better attainment. from RediffmailNG on Android.

3. Each Course was delivered in the institution with formulated specific program outcomes what a program is expected to accomplish that foster attainment of the program objectives and Learning outcomes what students are expected to demonstrate in terms of knowledge, skills and values upon completion of a course or Semester end examinations. For better Learning Outcomes, the intuition had focussed on the Student learning behaviours, appropriate assessment methods and specific student performance criteria or criteria for success.

## **20.Distance education/online education:**

During the lockdown and pandemic situation, the institution followed the Flexible Models of Assessment where students were given freedom in how, what, when and where they appear the

examinations. Both offline as well as online examinations were conducted. The faculties conducted internal examinations by sending questions and receiving answer scripts by mail, WhatsApp and in Google Class Rooms. Some faculties conducted on line viva and took interviews for internal assessment. Some faculties create the Google form for the receiving the scripts. The diagnostic and formative assessments were done and lessons were delivered as per the analysis of the students' performances in above assessments. The results of this assessment process were applied to the further development of the program.

In Pandemic period, the Online and Blended mode were followed in conducting the examinations. The assignment?based exam (ABE), open?book exam (OBE), video?viva exam (VVE) and audio?viva exam (AVE) were arranged. The question papers were mailed, posted in Students' Class WhatsApp group and shared in Google Classes for the candidates who had been provided freedom to take help of textbooks, classroom notes or any other sources. The logic behind such an examination is reasoning instead of recalling the facts, thus the asked questions were more conceptual rather than factual, and questions were asked more in understanding as well as reflective level rather than knowledge level.

## Extended Profile

### 1.Programme

1.1	15
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	1269
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	948
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	227
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	25
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	57
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	10,82,454.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	59
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	

## 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	<a href="#">View File</a>
Link for Additional information	<a href="https://docs.google.com/document/d/1Ryx1WsEn2UJUS5MaalTd-GY1AutvtuRT/edit">https://docs.google.com/document/d/1Ryx1WsEn2UJUS5MaalTd-GY1AutvtuRT/edit</a>

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

Institutional Academic calendar is prepared before the start of the academic session and is uploaded in the college website for the students and all concerned to go through it. It contains information about admission, commencement of classes, mid-term evaluation, test examinations, vacation, recesses etc. As for the

internal evaluation, the Calendar is adhered to for conducting tests as far as possible. The calendar is also followed in holding classes and in carrying out other academic programs.

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

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://docs.google.com/document/d/19M5UIqNhRcMaGztt2G0PpFenWNt5AeD/edit">https://docs.google.com/document/d/19M5UIqNhRcMaGztt2G0PpFenWNt5AeD/edit</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****42**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

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

**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://docs.google.com/forms/d/1bGPLRD3R9Ru44RGIpKnnlagRw7f6pPSOPd1bFOclqog/edit">Student's Feedback Link: https://docs.google.com/forms/d/1bGPLRD3R9Ru44RGIpKnnlagRw7f6pPSOPd1bFOclqog/edit</a> <a href="https://docs.google.com/forms/d/1DHWkqvIRPF7x3wdMdhpHLu69aLIxBipTb0nxyRomOc/edit">Teacher's Feedback Link: https://docs.google.com/forms/d/1DHWkqvIRPF7x3wdMdhpHLu69aLIxBipTb0nxyRomOc/edit</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://drive.google.com/drive/folders/13LVffBM16rLq6z3tMrC3lpf5ofcQ04TX">https://drive.google.com/drive/folders/13LVffBM16rLq6z3tMrC3lpf5ofcQ04TX</a>

<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
572	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
188	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
<b>2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners</b>	
<p>After the admission, the departments organize class tests to assess the learning level of the 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.</p>	

File Description	Documents
Paste link for additional information	<a href="https://www.rbcec.in/pages/student_support">https://www.rbcec.in/pages/student_support</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1269	25

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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 be innovative in assigning tasks in different forms to the learners.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

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

Rishi Bankim Chandra 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 such as e-books and e-journals.

The college offers to its readers more than 50,000 e- books and near about 6000 e-journals for which it subscribes form N-LIST programme of INFLIBNET centre, autonomous body of UGC during the year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

19

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

**368 years**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Link for additional information	<a href="https://www.rbcec.in/wp-content/uploads/2021/07/Institutional-Academic-Calendar-2021-22-converted.pdf">https://www.rbcec.in/wp-content/uploads/2021/07/Institutional-Academic-Calendar-2021-22-converted.pdf</a>

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. 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 with faculty members. 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	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

## 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	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

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

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

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</a>

### 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

227

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NIL</a>

## 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/drive/folders/13LVffbM16rLq6z3tMrC3lpf5ofcQ04TX>

## 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	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NIL</a>

### 3.2 - Innovation Ecosystem

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

Our institution always encourages the departments and its faculties to organize seminars or webinars, workshops, training programmes for the cultivation and transfer of knowledge. In the academic year 2021-22, the departments conducted a few numbers of webinars (national and international) on different subjects and current issues.

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

### 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

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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	<a href="https://rbcec.in/pages/phd%20or%20mphil%20or%20ra%20or%20pa">https://rbcec.in/pages/phd or mphil or ra or pa</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

23

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

17

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Some part of the academic year 2021-22 was a period of pandemic during which offline teaching-learning 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 student volunteers engaged themselves on one occasion in cleaning the neighborhood area of the college.

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 jointly organized a programme 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 on 21st February to establish the dignity of mother tongue universally.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1prmN9DYEaMp_dCwfVTwAi8OpVJakz1gqi/view?usp=sharing">https://drive.google.com/file/d/1prmN9DYEaMp_dCwfVTwAi8OpVJakz1gqi/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### **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**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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**

555

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

The institution has sufficient infrastructure and physical facilities for teaching-learning. 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. Without this there is a Language Laboratory. The one for Commerce is an I.T. lab where there are 11computers for the students to use. In the departments, there are 16computers. In the library, there is a E-resource Centre equipped with computers for browsing study materials including E-books and E-journals.

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	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/13LVffbm16rLq6z3tMrC3lpf5ofcQ04TX">https://drive.google.com/drive/folders/13LVffbm16rLq6z3tMrC3lpf5ofcQ04TX</a>

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 Department of Bengali organizes "Antarjatic Matrihasha Dibas" on 21st February, 2022 where different activities like lectures, songs, poetries are performed by participants.

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/19aLsYRQpB1bShLkN3kwC5EKM7H5CEyaT/edit">https://docs.google.com/document/d/19aLsYRQpB1bShLkN3kwC5EKM7H5CEyaT/edit</a>

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

4

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/13LVffbm16rLq6z3tMrC3lpf5ofcQ04TX">https://drive.google.com/drive/folders/13LVffbm16rLq6z3tMrC3lpf5ofcQ04TX</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

15.57.985.00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The Central Library of our college named Rishi Bankim Library uses KOHA system software as ILMS or Integrated Library Management System which we installed (version 3.1.1) for the purpose of library automation in the year 2014. It is a open-source library management software, originally written by Katipo Communications Limited of Wellington, New Zealand in 2000 and developed by Koha Community. Now our Central Library Management System controlled through Koha on Cloud system. In main menu there includes thirteen modules to support library management. It includes some common modules Acquisition, Cataloguing, Circulation, Serial, and Administration like other ILMS. Without this Advance Search, Patrons, Reports, Tools etc management related modules are also exist. It is user friendly system due to easy to use and acts as an integrated solution tool for the library management.

With the help of KOHA our library provides OPAC through LAN and WebOPAC services via Internet to its clients. Users can access Web-OPAC through login the URL : <https://rbcec-opac.kohacloud.in/>. We also provide bibliographical services on a specific subject or author with the help of KOHA software. Entries of our book database named 'rbc' prepared through KOHA which follow the MARC21 bibliographic International Standard format and also make Bar-coding of Books. During data entry we try to use Z39.50 International Standard protocol for information retrieval for copy cataloguing facility when available.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.rbcec.in/library.php">Library website: https://www.rbcec.in/library.php</a>

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

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

39,317.00

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

#### 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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The Institution has IT facilities including CCTV and Wi-Fi network. The Office area and library are covered by an internet package named Nano having 140 mbps. The computer lab 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. The teachers' room, Central Library and office area including main gate are covered under CCTV surveillance to support security. Our Central Library automation now controlled through Koha on Cloud and provide M-OPAC app based service. Without this library is partially digitized with the help of Dspace.

In the year 2015-16, 7 computers were added to the existing number of 41. Out of them, 5 were for library and 2 for office. In 2016-17, 6 computers were added out of which 3 were for departments, 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/13LvffbM16rLq6z3tMrC3lpf5ofcQ04TX">https://drive.google.com/drive/folders/13LvffbM16rLq6z3tMrC3lpf5ofcQ04TX</a>

#### 4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)****15,57,985.00**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Library:** The 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. Different library services provide to its users for support academic development. Teachers and researchers have separate space for themselves. Without this there are departmental libraries to support students' academic development. Users can also access digital services of our library e-resources from anywhere and anytime through login url address and can access N-LIST for e-books and e-journals using their respective user id and password through login url address.

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

**Gymnasium:** The college gymnasium remains open on all working days. There is a group D employee to look after it. Students perform

physical exercise here on paying requisite fees. Maintenance is done on getting report from the concerned staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/13LVffBM16rLq6z3tMrC3lpf5ofcQ04TX">https://drive.google.com/drive/folders/13LVffBM16rLq6z3tMrC3lpf5ofcQ04TX</a>

## 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

410

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

#### 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	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>C. 2 of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://rbcec.in/pages/skill_development_programme">https://rbcec.in/pages/skill_development_programme</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>50</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>50</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **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**

**12**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### **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**

**38**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### **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**

2

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

### **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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

The Students Union looks after the problems of the students and brings them under the notice of the college authority. They usually organise the following programmes : i. Cultural function on the death anniversary of Rabindranath Tagore ii. Teachers' Day celebration iii. Fresher's Welcome ceremony iv. Vijaya Sannam (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 institutional 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, i) EVNET-Computer centre, j) Students' Grievance Redressal Cell.

File Description	Documents
Paste link for additional information	<a href="https://rbcec.in/pages/student_union">https://rbcec.in/pages/student_union</a>
Upload any additional information	<a href="#">View File</a>

**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**

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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, Vijaya Sannilani, 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	<a href="https://rbcec.in/alumni.php">https://rbcec.in/alumni.php</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1 Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 Governing Body which keeps in mind the vision and mission of 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 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 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 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	<a href="https://www.rbcec.in/pages/governing_body">https://www.rbcec.in/pages/governing_body</a>
Upload any additional information	<a href="#">View File</a>

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.

File Description	Documents
Paste link for additional information	<a href="C:\Users\Admin\Downloads\Organogram of RBC Evening college.xlsx">C:\Users\Admin\Downloads\Organogram of RBC Evening college.xlsx</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

answered satisfactorily by the Principal and faculties. The students, too, had many of their doubts cleared in those meetings. Thus the strategic plan of holding Guardians' meetings was implemented successfully.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.rbcec.in/wp-content/uploads/2022/01/Strategic-plan-and-deploymentdocument.pdf">https://www.rbcec.in/wp-content/uploads/2022/01/Strategic-plan-and-deploymentdocument.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the institution webpage	<a href="https://docs.google.com/spreadsheets/d/1YX0F_jGbPzbWlPbXpssf4NBxp8m9byO4-43EsZIOajc/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1YX0F_jGbPzbWlPbXpssf4NBxp8m9byO4-43EsZIOajc/edit?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

## 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 staff of the institution. The Full time Teaching and Support Staff have group Insurance Coverage benefit on retirement. They have also the facility of Provident Fund (PF) which is maintained by the government treasury and from which they may receive loan. On retirement, the P.F. amount is a great support to employees. The Full time employees have a College Co-operative Society of their own, and they can borrow loan amount from that at reasonable interest. College has a Health Centre where all the employees can have a primary health check-up and primary treatment. The full time teachers are under the West Bengal Govt. Health Scheme for full time teachers and West Bengal Govt. Sasthy Sathi Scheme which is a kind of health insurance. The State-aided College teachers and the full time Support Staff are covered under

the Swasthya Sathi scheme (a kind of Govt. health insurance). The full time employees (Teaching and Support Staff) have the facility pension and gratuity on retirement. Eligible State-aided college teachers and Full time non-teaching employees get Puja Bonus from the government. Casual/fixed pay nonteaching employees receive Puja ex gratia from the college fund.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1L00Jna96Qyi_e2V-637k-YisWUoziuYPA/view?usp=sharing">https://drive.google.com/file/d/1L00Jna96Qyi_e2V-637k-YisWUoziuYPA/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### **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	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

0

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

#### **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**

**16**

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

#### **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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

#### 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 2017-18. External audit for the year 2017-18 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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

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

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

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

The IQAC of this college has contributed significantly for institutionalizing the quality assurance strategies and processes. Described below are two practices that have been institutionalized as a result of IQAC initiatives. Mentoring: The IQAC in its plan of action decided that mentoring should be regularly done in the institution for the benefit of the learners. The IQAC in its meeting with the teachers emphasised the importance of mentoring. All the teachers of the college get involved in the process of mentoring. For the purpose of mentoring, departmental teachers distribute the students among themselves. A mentor takes care of all the mentees under him or her so as to provide them career

counselling, to provide them personal counselling, to support them for any kind of difficulty in curriculum, to make provision of remedial coaching and to always support them as and when needed. Students Satisfaction Survey: Students Satisfaction Survey is a vital practice that the IQAC has been able to institutionalise. For this purpose, students are provided a link in the college website on entering which they get the Student Satisfactory Survey (SSS) form containing some MCQ questions and an open ended question related to evaluation.

File Description	Documents
Paste link for additional information	<a href="https://www.rbcec.in/pages/igac_committee">https://www.rbcec.in/pages/igac_committee</a>
Upload any additional information	<a href="#">View File</a>

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

This institution reviews thorough IQAC the teaching-learning and the learning outcomes and introduce reforms as recommended. The IQAC made a plan of action to assess the learning level of the students. The Principal notified the departments to assess the learning level of learners in order to identify the weak learners and advanced learners. Following this the departments and faculties arranged class-level tests to judge the standard of the students. Remedial classes were arranged for weak learners, whereas the advanced learners were suggested additional study materials. The IQAC decided to advise the departments and faculties to put emphasis on student-centric methods, participative modality and problem solving methods in teaching-learning. The IQAC made a plan of action to advise the faculties to use suitable ICT tools in online classes in the Pandemic situation. 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'.

File Description	Documents
Paste link for additional information	<a href="https://www.rbcec.in/pages/best_practice">https://www.rbcec.in/pages/best_practice</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 an International Webinar was organised "Gender Rights: Violations and Redresses" on 22nd August, 2021 where Dr.SamitaSen, Vere Harmsworth Professor of Imperial and Naval History, University of Cambridge provided us with her valuable insight in issues relating to gender rights. It was jointly organized by the IQAC, Dept. of Film Studies and Dept. of English.

A State level Webinar was organised "Women Empowerment through the Ages" on 4th Sept, 2021 where Prof. DidhitiBiswas, Retired Professor, Department of Sanskrit, University of Calcutta and

Prof. Nirmalya Majumder, Department of Political Science, Kanchrapara College provided us with their valuable perception in issues relating to women empowerment. It was jointly organized by the Department of Sanskrit and Dept. of Political Science.

An inspiring Seminar was organised on 8th March, 2022 to celebrate Women's Day "A Quest towards Women Empowerment" where Dr. Swati Biswas, Faculty, Department of Islamic History and Culture, University of Calcutta and Dr. Nandini Bhattacharya, Faculty, Department of History, Calcutta Girls' College, Kolkata spoke to us about the challenges faced by women who were pioneers in their own times in contemporary society. It was jointly organized by the IQAC, Dept. of History.

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

**7.1.2 - The Institution has facilities for**

**C. Any 2 of the above**

**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**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 through 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.

**Chemical waste management:** Different kinds of chemical waste from Chemistry laboratory such as acid waste, base waste, broken glasses are collected carefully and stored in appropriate containers.

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

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>
<b>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</b>	
<b>C. Any 2 of the above</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li>1.Restricted entry of automobiles</li> <li>2.Use of bicycles/ Battery-powered vehicles</li> <li>3.Pedestrian-friendly pathways</li> <li>4.Ban on use of plastic</li> <li>5.Landscaping</li> </ol>	
<b>B. Any 3 of the above</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and</b>	
<b>B. Any 3 of the above</b>	

**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**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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. As part of the initiative to improve inclusive environment in our college we had invited Dr.Nandini Bhattacharya, Faculty, Department of History, Calcutta Girls'College, Kolkata. On 8TH march, 2022, who had spoken about strong women characters like Rokeya Begum from Islamic background to enhance empowerment among communally minor and socio-economically weak students.

The college and its different wings organise cultural programs and events to promote the spirit of harmony among all the stakeholders. Our institution collaborates with other academic institutions whenever necessary and for extending harmonious cultural and communal brotherhood. We had organised BasantoUtsab with two other colleges.On 16th March, 2022, Basantotsav was celebrated by R. B. C Evening College with Rishi Bankim Chandra College for Women and Rishi Bankim Chandra College.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<p><u>The college and its different wings organise cultural programs and events to promote the spirit of harmony among all the stakeholders. Our institution collaborates with other academic institutions whenever necessary and for extending harmonious cultural and communal brotherhood. We had organised BasantoUtsab with two other colleges. On 16th March, 2022, Basantotsav was celebrated by R. B. C Evening College with Rishi Bankim Chandra College for Women and Rishi Bankim Chandra College. To enhance a sense of linguistic brethren among the followers of Nazrul and the followers of Tagore, we had organised their birthday celebrations (through Song and poem recitals) as a convergent programme. Hindi Diwas and PremchandJayantiwere observed with students registering and attending a seminar at BharatiyaBhashaParishad on 30th July, 2022, titled 'Premchand: Vimarshokebich Pal'. Bangla BhasaDiwas was observed by the Bengali department of our college on 21st Feb 2022 with a field trip to BankimBhavan, the museum at Rishi Bankim Chandra Chattopadhyay's birthplace to make our students aware of varied linguistic culture. Unity amidst regional diversity and to arouse a sense of national identity with respect to our history of nationalist struggle. Milanotsav (Reunion), Nabinbaran, Sports Meet etc. were also celebrated to create an inclusive environment.</u></p>
Any other relevant information	<u>Nil</u>
<b>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</b>	<b>C. Any 2 of the above</b>

**Code of Conduct is displayed on the website**  
**There is a committee to monitor adherence to the Code of Conduct**  
**Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Independence Day was celebrated on 15th August to inculcate a spirit of patriotism, self-dignity, dutifulness and fraternity among the students. They also remember gratefully the sacrifices of the freedom-fighters of the country. NCC cadets took up the lead role in organising this program. An exhibition Football match was organised with great enthusiasm to commemorate the 75th Independence Day along with other celebrations.

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

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)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### 1. Title : Women Empowerment

### 2. Objectives

a. empower women.

b. Highlighting the rights of Women.

- c. To Generate awareness of education in women.
- d. To provide idea about fight against violations

### 3. Context

Women centric challenge issues such as social, educational, economic, political and psychological etc. In order to address such challenges in our college women cell works.

### 4. The Practice

The webinar on "Gender Rights: Violations and Redresses" and "Women Empowerment throughout the Ages" were conducted during 2021-22.

### 5. Evidence of Success

- Many of our students secured distinctions and are pursuing studies in M.Com, M.B.A, M.A , M.Sc & B.Ed.
- Few of the students have got Govt. job.

### 6. Resources Required

- Inadequate financial resources.

#### Best practice-2

##### 1. Title of the Topic: Career Guidance Training

##### 2. Objectives

- To broadly explore various career options
- To enable students to select appropriate higher education program after completing the undergraduate program.

##### 3 Context

The school students (Class XII) who are entering into college have different levels of school experiences.

##### 4. Practice

- Career Guidance training programs are conducted for students to help them explore various career options.
- 
- 5. Evidence of Success
- The number of students attending the career guidance programs willingly have increased over the years.

##### 6. Resources Required

The dedicated additional time from faculty in related specialization, additional funds and logistics this was met by the college.

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

knowledge essential to successfully navigate the placement process. 3. Context  
The school students (Class XII) who are entering into college have different levels of school experiences. These range from Vernacular medium, urban and rural schools etc. This is in addition to the universal facet of varying Socio-Economic, Educational and Gender factors. 4.  
Practice ? Career Guidance training programs are conducted for students to help them explore various career options. ? Students are trained on communication skills, soft skills, personality development, aptitude skills and technical skills in order to make them confident to face the challenges of the future. 5.  
Evidence of Success ? The number of students attending the career guidance programs willingly have increased over the years. ? The students have progressively gained confidence in managing the placement interviews better. 6. Problems Encountered and Resources Required  
The dedicated additional time from faculty in related specialization, additional funds and logistics this was met by the college.

### 7.3 - Institutional Distinctiveness

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

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

to their field work. Taking-up additional studies outside office hours may be challenging but it can also be motivational, enabling them to fast-track their career, boost their confidence and have an increased sense of achievement. Our college gives an opportunity to adult learners with diverse professional and educational experiences, to earn an additional qualification. Throughout the year, our college has been trying to provide different kind of facilities to the students to enrich their lives.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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 by using ICT whenever applicable.
- To continue mentoring of students.
- To continue career-counselling of the students.
- To set up organised units to mentor students to succeed in state and central government sector.
- To use more LED lights in the campus and generate awareness about need to conserve water and habitat resources.
- To continue to raise awareness about ill effects of tobacco, smoking and using plastic among the youth by converting a major section of the college into a NO SMOKING/ NO PLASTIC area.
- To improve the overall mental and physical health of students during the post corona times, we wish to regularise yoga and meditation sessions.
- To sensitize students about gender and human rights we will arrange more workshops both within and outside college.
- To start construction of ramps/ lifts to facilitate mobility of specially-abled students within the campus.