



Rishi Bankim Chandra Evening College

East Kanthal Para, P. O. : Naihati

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(Affiliated to: WEST BENGAL STATE UNIVERSITY)



ANNUAL QUALITY ASSURANCE REPORT

Year of Report: 2014-15

Submitted to:

National Assessment and Accreditation Council

Annual Quality Assurance Report : 2014-15 of R B C Evening College

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

Year of Report : 2014 - 15

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

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

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- To encourage inter-disciplinary activities in the institution.
- To improve the infrastructural facility.
- To provide primary health service of the staff and students through the college Health Centre.
- To seek advice and support from the Alumni Association.

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

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

The institution made a wide publicity of its admission notice by displaying festoons and poster to make its service available to the students who had passed H. S. examination from different schools in North 24 Pgs, Hooghly and Nadia. It tried its best to provide the young folk an ideal educational environment so that they could sustain themselves economically after passing from this institution. The college transacted the curriculum and guided the students in such a way that it might contribute to the economic and cultural development of the society.

Since this institution had to work within a limited set-up and infrastructure, it made an optimum use of the available facilities and resources. The faculties were careful to inculcate a scientific attitude and cultural awareness among the youngsters. Female students were given special attention, since the over-all scenario of women's education in our country is far from being a satisfactory one.

The institution guided the students in respect of their career opportunities in future.

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

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The college kept negotiation with WBSU for the purpose of introducing PG course in commerce; but the university has not yet accorded permission for the same.

3. Innovations in curricular design and transaction :

The curriculum is designed by the affiliating university. However, in transacting the curriculum the departments employed the methods of lecture, class tests, group discussions, special classes and practical classes (for relevant subjects), visual presentation with the help of computer/laptops.

4. Inter-disciplinary programmes started :

As far as inter-disciplinary programmes are concerned, the following practices facilitated them:

- i) Teachers of English and Hindi Departments took some classes of the Bengali Honours students whose syllabi have portions related English and Hindi literature.
- ii) The faculties of the Economics Department took classes of students of the Commerce department, since Economics is a part of the B. Com (Hons.) and B. Com. (General) curriculum.
- iii) Environment Science being compulsory for all the students of Part I in Science, Arts and Commerce, faculties of the Geography Department teach this subject to all of them.

5. Examination reforms implemented :

The final examination for Part I, Part II and Part III is conducted, programmed and designed by the affiliating university. Even reforms, if any, in this matter is supposed to be implemented and executed by the university.

The college can exercise liberty only in matters of internal evaluation which it does in the form of oral test, written test, group discussions and practical tests (for Science subjects).

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

Students were advised to report to their respective departments regarding their post-graduate activities.

However, no report was made last year about any student qualifying in NET, SLET, GATE etc.

7. Initiative towards faculty development programme :

The following faculties participated in Refreshers Course and Orientation Programme during the year :

- a) Prof. Dilip Kr. Karak – Refresher Course.
- b) Prof. Subharun Goswami - Refresher Course.
- c) Prof. Amit Kr. Bhandari - Refresher Course.
- d) Prof. Arpita Datta – Orientation Programme.
- e) Prof. Parashar Banerjee - Orientation Programme.
- f) Prof. Amit Kr. Bhandari - Orientation Programme.

8. Total number of seminars/workshops conducted :

- i) The departments of Bengali and English jointly organized a seminar on 'Bengali and English literature of 20th Century India' in January, 2015. Major speakers in the programme were Dr. Mohini Mohan Sardar (Dept. of Bengali, West Bengal State University), Dr. Subhbrat Sarkar (Dept. of English, Rishi Bankim Chandra College).
- ii) The NSS unit of the college organized a seminar on Disaster Management in collaboration with Sea-explorers Institute, Kolkata on 14th January, 2015.
- iii) The NSS unit also conducted a lecture programme on Aids Awareness in March'15.

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

- a) The following teachers were pursuing the Ph D programmes :

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- i) Sri Suvarun Goswami, Department of Commerce.
 - ii) Smt. Aparajita Dhara, Department of Economics.
 - iii) Sri Chandan Sarkar, Department of Geography.
 - iv) Sri Anand Sribastav, Department of Hindi.
 - v) Sri Santosh Kr. Tunga, Librarian.
 - vi) Sri Dilip Kr. Karak, Department of Commerce.
- b) Dr. Suman Pal, Department of Physics, completed his Ph D programme during the year.

10. Patents generated, if any :

No report about patent generation was received during the year.

11. New collaborative research programmes :

No new collaborative research programme was undertaken during the year.

12. Research grants received from various agencies :

No new research grant was received in the year.

13. Details of research scholars :

The present U. G. curriculum of WBSU does not have provision for students to get involved in research projects or programmes.

14. Citation index of faculty members and impact factor :

No report was made regarding this during the year.

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

Report regarding this was not received.

16. Internal resources generated :

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Internal resources came from

- a) Fees collected from students.
- b) Interest on bank deposit.

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

No such assistance or recognition was reported during the year.

18. Community services :

Regarding community service, the following programmes had some relevance:

- a) The NCC unit of the college attended
 - i) Army attachment camp.
 - ii) National integration camp.
 - iii) Republic Day contingent.
- b) The NCC cadets engaged themselves in such activities like cleaning the locality, organizing blood donation camp etc. They were also deployed in maintaining discipline, law and order in public places on several occasions.
- c) The NSS unit of the college undertook the following programmes :
 - i) They visited Agharibaba Old Age Home on 12/04/2014 to express solidarity for the inmates and organized a cultural event to honour and entertain them.
 - ii) They carried out plantation programme on 27/09/2014.
 - iii) They organized a seminar on Disaster Management in collaboration with the Sea-explorers Institution Kolkata on 14/01/2015.
 - iv) They conducted Aids Awareness Programme on 24/03/2015.
- d) The Students' Union organized annual cultural programme in which the local people participated as spectators.

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They also organized Annual Sports which, too, was attended by the members of the local community.

Such programmes helped to build an idea cultural environment in the locality.

19. Teachers and officers newly recruited :

The guest teachers were retained in service in consideration of their experience and efficiency and also to serve the stakeholders in a better way. Some Group D casual employees were also retained in service to run the administrative and intutional job more smoothly.

20. Teaching - Non teaching staff ratio:

No. of Teachers - 52

No. of Non-teaching staff - 29

Ratio - 1.79

21. Improvements in the library services :

- Bar-coding of KOHA database in order to charging and discharging of the library materials.
- Preparation of shifting from our old library premises to new library floor of the new college building.
- Complete Accession Numbering system, Classification followed by 22nd edition of DDC and Cataloguing followed by AACR2R of all purchased books and journals during this session.

22. New books/journals subscribed and their value :

Subscription for books - Rs. 21,380/-

Subscription for journals - Rs. 6,800/-

Subscription for magazine - Rs. 3,720/-

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

No such course was introduced by WBSU.

24. Feedback from stakeholders :

Feedback was collected from the stake holders.

25. Unit cost of education :

Unit cost of education:

With salary component Rs. 8,890/-

Without salary component Rs. 2,193/-

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

Administrative works are done mainly through computers. The process of admission is also conducted with the help of computers. Examination results and certificates, issued by the affiliating university, are electronically design and finished.

27. Increase in the infrastructural facilities :

The institution spent an amount of Rs. 26, 67,471/- to enhance the building space. Books, journals and magazine were purchased to improve the library facilities.

28. Technology up gradation :

Equipments of value Rs. 3, 74,474/- were purchased. The college maintained the LAN facility that connected the office, library and Evnet.

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

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Teachers and students have access to computers and internet in library and Evnet. Faculties engaged in research programmes are benefited in this way. Students of Commerce, Physics and Mathematics having ICT-related course-matter are provided training in computers.

30. Financial aid to students :

The SC/ST students were assisted by the college administration to receive Govt. stipend. The poor and meritorious students were granted financial help from Student Aid Fund and Student Welfare Fund.

31. Activities and support from the Alumni Association :

The Alumni Association organized their annual meeting and made important suggestion about improvement in teaching-learning, infrastructural development, community service and best practice.

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

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

33. Health services :

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

34. Performance in sports activities :

The college encouraged sports activities among the students. In the students' Common Rooms there are arrangement for indoor games like chess, carom etc. The Students' Union organized the annual sports of the students in the playground of the college. The teachers and non-teaching staff acted as sports officials in the programme. The people of the locality attended the programme as spectators.

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35. Incentives to outstanding sportsperson :

Students occupying 1st, 2nd and 3rd positions in different sports events were awarded prizes. Promising sportsmen were advised to seek training under experts.

36. Student achievements and awards :

Year: 2015

| Course | No. of Student Appeared | 1st Class / Div. | 2nd Class / Div. | Pass | PNC | Failed |
|-----------------|------------------------------------|--|--|-------------|------------|---------------|
| B. Com. (Hons.) | 37 | 3 | 28 | 1 | 4 | 1 |
| B. Com. (Gen) | 139 | - | 6 | 26 | 98 | 9 |
| B. A. (Hons.) | 63 | - | 37 | 6 | 17 | 3 |
| B. A. (Gen) | 275 | - | 7 | 86 | 127 | 55 |
| B. Sc. (Hons.) | 10 | - | 4 | 5 | - | 1 |
| B. Sc. (Gen.) | 26 | - | 6 | 9 | 9 | 2 |

Students obtaining higher marks in University Examinations were awarded prizes in the annual function of the college organized by the Students' Union.

37. Activities of the Guidance and Counseling unit :

The faculties guided the outgoing students regarding their higher studies or job opportunity.

38. Placement services provided to students :

No formal placement service is provided to the students. However, the teachers guided the outgoing students in respect of their career opportunity.

39. Development programmes for non-teaching staff :

The college authority held meetings with the non-teaching staff to provide them orientation towards a better service to the stake-holders.

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40. Good practices of the institution :

- a) There exists a good relationship among the teachers, students and non-teaching staff.
- b) The college made efforts to keep the campus clean.

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

No report was received regarding this.

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

- a) The college kept contact with WBSU to secure permission to start the M. Com. course.
- b) The institution facilitated the inter-disciplinary activities among departments.
- c) The college allowed its premises to be used for conducting University examination. The faculties participated in the process of evaluation of answer-scripts and the scrutiny of the same.
- d) The authority released willing faculties to attend Refresher Course and Orientation Programme.
- e) The institution funded the seminar organized by the Bengali and the English departments.
- f) The college library and the computers centre were made available to the faculties engaged in research projects.
- g) The institution encouraged the NCC unit, the NSS unit and the Students' Union to undertake community service programme.
- h) To boost up the teaching-learning process, the guest faculties were retained in service. Some Gr. D casual employees were also kept in service for the smooth functioning of official jobs.
- i) Fund was allocated for the purchase of books, journals and equipments.

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- j) The authority sanctioned fund for the construction of additional building space.
- k) The college provided fund to organize the annual sports and prize-giving ceremony.
- l) Fund was provided to run Evnet (the college computer centre) and the ICT-related courses.

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

- a) At the initiative of the Students' Union, students could practice such games as cricket, football and volley throughout the year.
- b) In the library, special seating arrangement was made for faculties and researchers.

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

- a) The inter-disciplinary programmes benefited the students in the concerned subjects.
- b) Internal evaluation process benefited the students in general.
- c) Attending the Refresher courses and Orientation Programme academically enriched the concerned faculties.
- d) The seminar organized by the Bengali and English departments created great enthusiasm among the students who derived academic benefit out of it.
- e) The function of the NCC unit, NSS unit and the Students' Union contributed to Community service.
- f) The retention of the guest teachers in service benefited the concerned departments.
- g) Improvement in library services benefited the faculties and the students.

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- h) The construction of new building space enhanced the infrastructure facility of the institution.
- i) The teaching-learning process was aided greatly by the availability of computer and internet.
- j) SC/ST students were benefited by the assistance they received from the college authority in receiving Govt. stipend.
- k) Poor students were benefited by the financial aid from the Students' Aid Fund and Students' Welfare Fund.
- l) The support and counseling of the Alumni Association turned out to be useful for the institution.
- m) The Annual Sports, as organized by the college, created great enthusiasm among the students, staff and local people.

Section D: Plans of the college for the next year

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

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



Chandranath Adhikari
Name & Signature of the
Director/Coordinator, IQAC



Dr. Debasish Bhowmick
Name & Signature of the
Chairperson, IQAC