



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		RISHI BANKIM CHANDRA EVENING COLLEGE
Name of the head of the Institution		Dr Debasish Bhowmick
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03325811281
Mobile no.		9433176659
Registered Email		principalrbcec@rediffmail.com
Alternate Email		rbcec.iqac1984@rediffmail.com
Address		East Kanthalpara, P.O. Naihati
City/Town		Naihati
State/UT		West Bengal
Pincode		743165
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Prof. Chandranath Adhikari
Phone no/Alternate Phone no.	03325811281
Mobile no.	9830233052
Registered Email	rbcec.iqac1984@rediffmail.com
Alternate Email	principalrbcec@rediffmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.rbcec.in/wp-content/uploads/2020/02/AQAR-2017-18.pdf">http://www.rbcec.in/wp-content/uploads/2020/02/AQAR-2017-18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.rbcec.in/wp-content/uploads/2020/03/Institutional Academic Calendar_2018-19.pdf">http://www.rbcec.in/wp-content/uploads/2020/03/Institutional Academic Calendar_2018-19.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C+	62	2005	20-May-2005	19-May-2010
2	B	2.32	2016	02-Dec-2016	01-Dec-2021

<b>6. Date of Establishment of IQAC</b>	09-Jul-2010
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Seminar on International Mother Tongue Day	21-Feb-2019 1	80

Job Fair 2019	16-Mar-2019 1	95
State level workshop on Communicative English	09-Mar-2019 1	101
Seminar on Development in Japan	07-Mar-2019 1	71
Seminar on Jibanananda Das, the Bengali poet	01-Mar-2019 1	76
State level workshop on the Use of Open Access Resources	29-Sep-2018 1	102
State level seminar on Gender Stereotypes	15-Sep-2018 1	75
State level seminar on Political Philosophy	01-Sep-2018 1	85
State level seminar on Postmodernism	31-Aug-2018 1	95
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr Aparajita Dhara, Associate Professor, Dept. of Economics	Minor Research Project	UGC	2017 730	170000
Dr Parashar Banerjee, Assistant professor, Dept. of Commerce	Minor Research Project	UGC	2017 730	100000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
At the initiative of the IQAC a guest teacher in Education and a guest teacher in English were appointed. The IQAC took initiative to conduct educational seminar and workshop in the college. A Job fair was organized to open up career opportunity for students. The CAS cases of Teaching and nonteaching staff were processed and benefit was given to the concerned employees. CBCS at UG level was introduced.	
<a href="#">View File</a>	
<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>	
Plan of Action	Achivements/Outcomes
To organise Job Fair for students.	Job Fair was organised and as many as 26 students got placement
To provide financial assistance to poor and meritorious students.	Financial assistance was provided to poor and meritorious students.
To process the CAS cases of the teaching and non-teaching staff	The CAS cases of the teaching and non-teaching staff were institutionally cleared.
To organise seminars and workshops on academic and related matters.	Seminars and workshops on different subjects were arranged
To appoint Guest Teachers in Education and English	One Guest Teacher in Education and One Guest Teacher in English were appointed
To introduce CBCS system at UG Level following WBSU guideline	CBCS system was introduced at UG Level following WBSU guideline
<a href="#">View File</a>	
<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
Name of Statutory Body	Meeting Date
Governing Body	20-Dec-2019
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	13-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> <li>• The college maintains a database of all students admitted to the college through software developed for this purpose.</li> <li>• Online admission system along with online payment facility has been introduced.</li> <li>• We have a student feedback system and grievance redressal cell for obtaining information.</li> <li>• The accounts department has been fully computerized.</li> <li>• The function in the library: computerized.</li> </ul>

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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 organise 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. Teachers use student-centric methods in imparting lessons. Most of them use ICT in discussing/explaining/interpreting the course matters.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
nil	nil	01/07/2018	0	nil	nil

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	nil	01/07/2018
<a href="#">View File</a>		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours	01/07/2018
BA	General	01/07/2018
BSc	Honours	01/07/2018
BSc	General	01/07/2018
BCom	Honours	01/07/2018
BCom	General	01/07/2018

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
nil	01/07/2018	0
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Physical and socio-economic aspect of Ballavpur Mauza, Bolpur, Sriniketan Block, Birbhum District	22
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

## Feedback Obtained

Feedback forms were issued to the students by the departments. The questionnaire was set on teaching-learning, evaluation process, mentoring, use of ICT etc. The feedback obtained from the stakeholder was analyzed by the Academic sub-committee and the following observations were made to the college authority: 1. The science students are satisfied with the laboratory infrastructure. 2. There should be more smart class room. 3. Internal evaluation process is satisfactory. 4. Mentoring system should be strengthened.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali Honours	80	10	10
BA	English Honours	80	39	39
BA	Hindi Honours	88	82	82
BA	Sanskrit Honours	39	4	4
BSc	Geography Honours	39	16	16
BSc	Economics Honours	39	1	1
BA	History Honours	39	6	6
BA	Political Science Honours	39	7	7
BA	Philosophy Honours	39	1	1
BCom	Accountancy Honours	396	86	86

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1333	10	16	0	9

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
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57	50	7	1	1	5
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The IQAC in its meeting with teachers emphasized the importance of mentoring. At the beginning of the academic session teachers select the students under their mentorship. For mentoring purpose, departmental teachers distribute the students among themselves. They look after the personal problems of the students in academic matters. Slow learners are helped in understanding the course matters repeatedly, while the advanced learners are guided towards additional study materials.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1343	25	53.72

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	25	3	0	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Kalawati Kumari	Assistant Professor	PhD
2018	Suvarun Goswami	Assistant Professor	PhD
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honours General	Semester	30/06/2019	07/09/2019
BSc	Honours General	Semester	30/06/2019	07/09/2019
BCom	Honours General	Semester	30/06/2019	07/09/2019
BA	Honours General	year	31/05/2019	09/05/2019
BSc	Honours General	year	31/05/2019	09/05/2019
BCom	Honours General	year	31/05/2019	09/05/2019
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

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, midterm 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 programmes.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.rbcec.in/wp-content/uploads/2020/03/STUDENT-PERFORMANCE-AND-LEARNING-OUTCOMES-2018-2019.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BSc	Geography Honours	16	12	75
	BA	B.A. General	128	20	15.62
	BA	History Honours	3	2	66.66
	BA	Hindi Honours	24	8	33.33
	BA	Bengali Honours	5	4	80
	BA	English Honours	10	9	90
	BCom	General	62	2	3.22
	BCom	Honours	17	3	17.64

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.rbcec.in/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Any Other (Specify)	0	nil	0	0
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	01/07/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	01/07/2018	nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	01/07/2018

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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Physics	1	0
National	History	2	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	2
Commerce	10
Physics	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	11	54	45
Presented papers	4	11	3	5
Resource persons	0	0	0	5
<a href="#">View File</a>				

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	NCC and Students' Union	4	75
International Mother Tongue Day celebration	Students' Union and Alumni	15	80
Beautification of the college	Students' Union and Alumni	2	30
Thalassemia awareness and screening camp	NSS and IQAC	5	102
Seminar on Gender stereotypes	Dept. of Film Studies, NSS and IQAC	15	75
18 CATC camps	NCC	1	90
2 NIC camps	NCC	1	12
ALC camp	NCC	1	1
International Yoga day	NCC and IQAC	4	90
Independence Day	NCC and Students'	5	160

celebration

Union

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness program regarding Gender Stereotypes	Dept. of Film Studies, NSS and IQAC	Seminar followed by interactive session	15	75

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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
nil	nil	nil	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	01/07/2018	nil	0

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10.4	4.17

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA software	Fully	3.11	2008

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18912	3019364	302	120800	19214	3140164
Reference Books	1257	191700	112	44850	1369	236550
e-Books	51753	4000	0	0	51753	4000
Journals	15	14780	3	150	18	14930
e-Journals	6300	1000	0	0	6300	1000
Digital Database	2	80000	0	0	2	80000
CD & Video	272	28945	53	4240	325	33185
Library Automation	4	60000	1	50000	5	110000
Weeding (hard & soft)	3000	106750	2460	123000	5460	229750
Others (specify)	7	3440	2	1200	9	4640
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/07/2018
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	11	2	0	0	12	16	512	13
Added	3	0	0	0	0	0	3	0	0
<b>Total</b>	<b>57</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>19</b>	<b>512</b>	<b>13</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

512 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="http://www.rbcec.in/">http://www.rbcec.in/</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8.95	4.58	19.78	11.27

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Library: The library staff and the library subcommittee look after the condition of the library. The departments submit requisition of books and journals to the librarian. The library subcommittee take the decision of purchasing books, journals, magazines and necessary furniture. The same policy is followed in subscribing for e-books and e-journals. Library space is kept clean, and the users are assisted by the library staff. Teachers and researchers have separate space for themselves. Laboratories: Respective departments chiefly supervise the condition of the laboratories. Equipments and apparatus are purchased at recommendation of the concerned departments. The laboratories are used mainly for holding practical classes. The over-all maintenance is done by the college authority at the suggestion of the departments. Gymnasium: The college gymnasium remains open on all working days. There is a group D employee to look after it. Students perform physical exercise here on paying requisite fees. Maintenance is done on getting report from the concerned staff. Sports: There is a sports sub-committee in the college which looks after the matters of games and sports in the college. The sports apparatus and items remain at the disposal of the Students' Union. These things are purchased at the recommendation of the Sports Subcommittee. The

annual sports take place in the college's playground. Classrooms: The classrooms are regularly cleaned and kept in hygienic condition. Provisions of lights, white board/blackboard are well-maintained. The classrooms are mainly used for holding theoretical classes, seminar etc. Computers: Computers are used in the institution at such places as Computer Lab, Office, Departments, Library and Principal's Office. There is AMC with some agencies for the maintenance of the computers. Repair works are done as and when needed.

<http://www.rbcec.in/maintenance-and-utilisation-policy/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Concession Fund	157	103170
Financial Support from Other Sources			
a) National	Govt. Stipend, Kanyasree	304	2350000
b) International	NIL	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	01/09/2018	325	Departmental faculties
Mentoring of students	01/09/2018	1250	Departmental faculties

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Guidance for competitive examinations career counselling	105	105	0	28

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

6	6	30
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## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Flipcart	95	28	Not Known	0	0
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.A(HONOURS)	History	Data not available	M.A. in History
2019	7	B.A(HONOURS)	Hindi	Data not available	M.A. in Hindi
2019	4	B.A(HONOURS)	Bengali	Data not available	M.A. in Bengali
2019	7	B.A(HONOURS)	English	Data not available	M.A. in English
<a href="#">View File</a>					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0
<a href="#">View File</a>	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual sports	College level	359
Cultural competition	College level	239
Annual cultural function	College level	481
Inter College State Sports and Games Championship	State level	6
<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 national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	0	0	NIL	NIL



[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Union looks after the problems of the students and brings them under the notice of the college authority. They organised the following programmes during the year: i. Cultural function on the death anniversary of Rabindranath Tagore ii. Teachers' Day celebration (05.09.2017) iii. Fresher's Welcome ceremony iv. Vijoya Sannilani (A get together of students and teachers after Durga Puja) v. Milanotsav (Annual cultural function of the students) vi. Basantotsav (Spring festival) vii. Celebration of Doctors' Day viii. Annual sports ix. Publication of college magazine. x. Independence Day celebration xi. Republic Day celebration xii. Cultural Competition xiii. Seminar on Job Opportunity xiv. Seminar on International Mother Tongue Day. xv. Cricket Tournament xvi. Distribution of educational goods among students. Students have their representation in the following committees/bodies: a) Governing Body b) Internal Quality Assurance Cell c) Admission Subcommittee d) Antiragging subcommittee e) Building and Development subcommittee f) Cleaning and beautification subcommittee g) Magazine Subcommittee h) Library subcommittee

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

346

5.4.3 – Alumni contribution during the year (in Rupees) :

34600

5.4.4 – Meetings/activities organized by Alumni Association :

The alumni association of the college organised the following programmes during the year: i. Cultural function on the death anniversary of Rabindranath Tagore ii. Teachers' Day celebration iii. Blood Donation Camp iv. Vijoya Sannilani v. Basantotsav vi. Rabindra-Najrul Sandhya vii. Seminar on international Mother Tongue Day. viii. Independence Day Celebration ix. Republic Day celebration x. Doctors' Day xi. Food distribution among the Poor.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

i. 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. ii. 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 daytoday 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.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>? Being an affiliated college, this institution takes utmost care to implement the syllabus made by the parent university. ? The faculty members attended workshops on syllabus revision organised by the University at different times. ? The college formed a PG Board of Studies to frame the syllabus of M.Com course. ? Two teachers of the college are the members of the UG Board of studies ? Departments prepare academic calendar containing information about the course matters, number of lectures and resource persons.</p>
Teaching and Learning	<ul style="list-style-type: none"> <li>• Introducing innovations in the existing programmes.</li> <li>• For weak learners special classes are held.</li> <li>• Greater emphasis on ICT -based learning.</li> <li>• Student-centric learning system</li> <li>• Seminars and workshops are organised to enrich the learners.</li> <li>• Results are analysed and students are advised accordingly.</li> <li>• Feedback is collected from the learners.</li> <li>• Continuous Internal Evaluation is carried on by the departments.</li> </ul>
Examination and Evaluation	<ul style="list-style-type: none"> <li>• The Teachers council finalizes the modalities of college-level tests for students.</li> <li>• Evaluation in other forms such as oral test, group discussion, project works etc are also conducted throughout the academic year/semester.</li> <li>• The final examination at UG level is conducted by the parent university in both theory and practical papers. The college conducts the semester exams of M.Com.</li> <li>• Faculty members are regularly assigned the tasks of paper-setting, moderation, evaluation, scrutiny and head-examinership by the parent university.</li> <li>• Definite guidelines are set by the University for Examination Works. The college authority releases the faculties for exam assignments made by the parent university.</li> <li>• Internal evaluation at college level is done</li> </ul>

	timely.
Research and Development	<ul style="list-style-type: none"> <li>o The college has a research committee whose purpose is to nurture and develop a culture of research in the college.</li> <li>o Faculties are encouraged to pursue doctoral and post-doctoral works and to attend national and international conferences and seminars.</li> <li>o Teacher fellows are granted leaves as per UGC and govt. norms.</li> <li>o At the initiative of the IQAC, faculties who are engaged in research works are provided space for study</li> <li>o Two faculties obtained PhD degree during the year. Five teachers are currently engaged in PhD works.</li> <li>o Two of the faculties have undertaken UGC minor research projects during the year.</li> </ul>
Library, ICT and Physical Infrastructure / Instrumentation	<p>? There is a Library Subcommittee which looks after affairs of the library. Books, journals and CDs are purchased as per the requirement of the departments. The same policy is followed in subscribing for e-books and e-journals. The users are assisted by the staff. Teachers and researchers have separate space for themselves. ? The faculties use the ICT tools as and when needed. An optimum use is made of the ICT-enabled room for imparting lessons. Different E-resources are utilised in the teaching-learning process. ? The physical infrastructure is augmented as per necessity and depending on the availability of fund.</p>
Human Resource Management	<p>? Ragging-free Academic Environment: Ideological campaign and practical monitoring is made to ensure an entirely ragging-free academic environment. ? Developing Environment consciousness: Sensitizing people to develop a pollution-free and eco-friendly habitat. ? Utilising the potential: Aiming at the manifestation of the inner potential of every individual. ? Promotion Policy: The institution follows the promotion policy of the State Higher Education Department. ? Performance recognition: Teachers attaining PhD or other qualifications are provided felicity by the college. Students are given prizes for academic performances and sports activities. ? Service benefits: The institution utilises its machinery to provide service benefits to its employees such as Provident Fund,</p>

	Gratuity, Pension and leave encashment as admissible under State Government rules.
Industry Interaction / Collaboration	Interaction with industry has not taken place so far.
Admission of Students	Online admission system introduced. • Adequate publicity is made through college website, notice-board and posters. • Reservation for SC, ST and OBC is observed as per govt. rules. • Candidates seeking admission are assisted by different wings of the college.

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	The college administration is run in most cases electronically. Administrative orders are computer-typed and often floated in the college website.
Finance and Accounts	Works in the accounts department are done with the help of computers and other electronic devices. Cash dept. receives payment online and provides electronic receipts.
Student Admission and Support	Student admission is made fully online. ICT is used in conducting remedial classes.
Examination	Exam notices and syllabus are floated online.
Planning and Development	Decisions of the Governing Body are electronically preserved. All planning is included in these decisions. For development works, the Principal issues notices and tenders which are computer-typed and floated in the college website. Tenders are received online.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	0
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2018	NIL	NIL	13/08/2018	10/12/2019	0	0
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course	1	23/08/2018	12/09/2019	21
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance, Provident Fund, Loan from Employees' Cooperative, primary health check-up in college's Health Unit, Govt Health Scheme, Pension and Gratuity.	Group Insurance, Provident Fund, Loan from Employees' Cooperative, Primary Health check-up in college's Health Unit, Govt Health Scheme, Pension and Gratuity.	Students' Welfare Fund, Students' Aid Fund, Govt Stipend, Kanyasri (a Govt aid scheme for female students) and Primary Health check-up in college's Health Unit.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal financial audit of the institution is done regularly. An internal auditor is appointed by the Governing Body for this purpose. External financial audit takes place when D.P.I. (WB) appoints auditor.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal
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	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic subcommittee
Administrative	No		Yes	Internal Auditor

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

? Parents provide their feedback on curriculum and teaching-learning. ? After attending the guardians' meeting parents motivated their wards to attend classes regularly. ? Coming to know of the facilities available in the college like library, computers and Wi-Fi, parents persuaded their wards to make use of them.

6.5.3 – Development programmes for support staff (at least three)

• The college provided Puja Ex gratia and Puja advance benefit to the Management appointed staff. • The college utilized its machinery to provide the benefit of 'Swasthya Sathi' scheme to the support staff. • The institution also facilitated the yearly Festival Bonus to the eligible staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Tutorial and remedial classes are conducted regularly. Minor Research Projects have been undertaken by some of the faculties. Placement cell has been established.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	State level seminar on Postmodernism	31/08/2018	31/08/2018	31/08/2018	95
2018	State level seminar on Political Philosophy	01/09/2018	01/09/2018	01/09/2018	85
2018	State level seminar on 'Gender Stereotypes'	15/09/2018	15/09/2018	15/09/2018	75
2018	State level workshop on the Use of Open Access Resources	29/09/2018	29/09/2018	29/09/2018	102
2019	Seminar on Jibanananda Das, the	01/03/2019	01/03/2019	01/03/2019	76



2018	0	1	24/08/2018	1	Thalassamia awareness camp	Prevention of Thalassamia	102
2018	0	1	14/08/2018	1	Blood donation camp	Meeting the necessity of blood for patients	75
2018	0	1	15/08/2018	1	Beautification drive	Beautifying and cleaning the locality	30

[View File](#)

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic diary (with rules and regulation)	01/07/2018	The institution monitors whether the rules are complied with.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of International Mother Tongue Day	21/02/2019	21/02/2019	205
Celebration of Republic Day	26/01/2019	26/01/2019	155
Program in memory of Rabindranath Tagore	17/05/2019	17/05/2019	105
Celebration of Independence Day	15/08/2018	15/08/2018	160
Celebration of Basanta Utsav	16/03/2019	16/03/2019	350

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Existing plants and trees are preserved in the campus. 2. The campus has been declared as 'No Smoking Zone'. 3. Motor vehicles are not allowed inside the campus. 4. Sewerage system is cleaned from time to time. 5. The campus has been declared as 'No Plastic Zone'.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice 1:** Title: Keeping the college campus clean. Goal: • To create a healthy environment for teaching/learning. • To build up a greater sense of responsibility among the stakeholders. • To add to the visual beauty of the campus. The Context: o Modern age is an age of increasing pollution. o Cleanliness has a healthy impact on the minds of the faculties, learners and



staff. The practice: ? The function of the cleaning staff is regularly monitored ? The faculties, learners and staff practice the habit of not throwing garbage here and there. ? Motor vehicles are not allowed to enter the college campus. ? Propaganda is carried on throughout the year in favour of cleanliness. Success: ? The campus remains neat and clean throughout the year. ? Visitors and parents appreciate this initiative on the part of the institution. ? Visual beauty of the campus has been increased. Problem: New students and outsiders sometimes commit mistakes. Resources required: More fund is required to carry on cleanliness campaign with the help of noticeboards, placards etc. More cleaning staff is required to make further progress in this matter. Best Practice 2: Title: Use of ICT for academic purposes. Goal: • To enhance the quality of teachinglearning. • To encourage the learners to embrace the mode of elearning. The Context: • In the present world teachinglearning cannot become effective and advanced without the use of information and communication technology. • The quick progress in the fields of knowledge, technology and science demands greater access to study materials and elearning resources. The practice: • Departments make use of the smart classroom to impart lessons. • In small classrooms, laptops are used to make powerpoint presentations. • Teachers use elearning resources to prepare themselves for class lectures. Sometimes they tell the students of the educational sites from which the students collect materials through internet for academic purposes. • The college library and the teachers' room are under WiFi coverage. Success: ? Students develop a better grasp of the course matter. ? Through ICT students obtain a greater exposure to the latest researches in areas they have to study. ? Students find it particularly helpful in preparing project works. Problem: All the classrooms have not been turned into smart classrooms. Resources required: Sufficient fund is required to install LED monitors in at least 15 classrooms.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.rbcec.in/wp-content/uploads/2019/09/Best-Practices.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional distinctiveness: Rishi Bankim Chandra Evening College is the only evening college in the district of North 24 Parganas. In the Barrackpore subdivision the college is famous for its Commerce Department. It has been running PG course in Commerce since 2016. Students busy during day time can avail the scope of getting higher education in this college. The college caters to the need of students coming from economically backward and mediocre families.

Provide the weblink of the institution

[http://www.rbcec.in/wp-content/uploads/2019/09/Institutional\\_distinctiveness.pdf](http://www.rbcec.in/wp-content/uploads/2019/09/Institutional_distinctiveness.pdf)

### 8.Future Plans of Actions for Next Academic Year

? To organise educational seminars ? To encourage faculties to go for improvement programs. ? To encourage students and faculties for extension activities. ? To retain the efficient Guest faculties in service.