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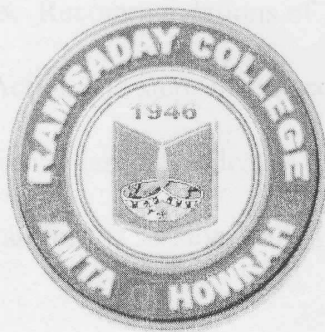
IQAC- 2009 RAMSADAY COLLEGE, AMTA



# RAMSADAY COLLEGE

Affiliated to the University of Calcutta & Registered under 2f  
( An Institution Accredited by NAAC 'Grade- B' )

P.O. AMTA \* DIST.-HOWRAH \* PIN-711401



## ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

**PERIOD: 2008-09**



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Steering Committee for IQAC

**Chairperson:** Dr. Anup Kumar Sikdar

Principal, Ramsaday College

**Coordinator:** Dr. Deb Kumar Mukherjee

Reader, Department of Chemistry

### Administrative officers :

- |                 |  |
|-----------------|--|
| i. Bursar       | (Ex-officio), Dr. Santinath Ghosh        |
| ii. Librarian   | (Ex-officio), Mrs Soma Haldar            |
| iii. Head Clerk | (Ex-officio), Sri Asit Baran Chakraborty |
| iv. Accountant  | (Ex-officio), Sri Arun Kumar Banerjee    |

### Members (Teacher's representative)

- |  |  |
|--|--|
| 1. Dr. Ramesh Chandra Sahoo            | Secretary, Teachers' Council               |
| 2. Prof. Parthajit Hazra               | Sl. Gr. Lec. & Head, Department of Com.    |
| 3. Dr. Rabindranath Maiti              | Reader & Head, Department of Chemistry     |
| 4. Dr. Samir Kumar Ghosh               | Reader & Head, Department of Economics     |
| 5. Prof. Subrata Roychowdhury          | Sr. Lecture, Department of Mathematics     |
| 6. Dr. Himansu Bose                    | Reader & Head, Department of political Sc. |
| 7. Prof.(Mrs.) Padmasana Chattopadhyay | Sr. Lecturer & Head, Department of English |
| 8. Prof. Tapan Kumar Bar               | Lecturer & Head, Department of Bengali     |

### Members of Management :

1. Sri Nimai Manna (Government nominee, GB)
2. Sri Dibakar Karati (University nominee, GB)

### Members from Local Society :

1. Sri Pratyush Mukherjee (M.L.A)
2. Sri Subhomoy Mitra ( Sub-divisional Information & Cultural officer)
3. Sri Nurul Islam (Secretary, Al-Amin Mission, Udaynarayanpur, Howrah)

**OVERALL ANALYSIS BY NAAC PEER TEAM:**

Ramsaday college, popularly known as Amta College, situated in Amta in Howrah District, is a rural college. Over the years, the college has worked towards achieving its goals and objectives. The peer team appreciates :

- Committees at various levels to ensure transparency
- Involvement of teachers and employees in various programmes.
- Optimal use of infrastructure.
- Freedom to appoint teachers on ad-hoc basis
- Archaeological and folk art objects collected by the senior-most teacher of history from the surrounding area and displayed in the college
- A well laid-out garden maintained by the NSS unit
- Support extended by the teachers' council to the poorest of the poor students
- The practice of departmental library for the benefit of students
- Health check up for students, staff and poor community members in its health center.
- Effort to give scholarships and freeships to poor students.
- Rank in Mathematics and several first class in the University final examination
- Publication of college magazine and two wall magazine on regular basis
- Website of the college helps others to know the facilities and courses offered by the college.

**In order to promote the college into a centre of excellence, the Peer Team suggests the following:**

- During its sixty years of existence, the College has introduced only a limited number of degree programmes. It is time for the college now for giving a new orientation to the course structure so as to





march ahead with the needs of the time. The proposed expansion may take note of the needs and aspirations of the people of the catchment area of the institution. Courses in Management, IT and agro-based aspects may be gradually introduced

- Some traditional departments, e.g., History, Commerce, Economics have the potential to bring out diversity into their academic programmes and they may be encouraged to introduce need-based 'add on' professional courses.
- There is an urgent need to introduce certificate course in Communicative English.
- Though 14 teachers have Ph.D. degree, publications in the last five years have been somewhat limited. Only a few teachers are actively publishing papers. Hence, the departments may be motivated to take up Major / Minor research projects funded by the UGC and other organisations for sustaining their interest in research.
- A Research Development Committee may be constituted for planning and overseeing research activity of the faculty.
- A Quality Assurance Cell may be started at the earliest.
- The use of the new teaching methods by the teachers may be encouraged. Use of audio-visual aids should be enlarged.
- Subjects like Geography, Sociology, Psychology, Microbiology, Computer Science and Mass Communication may be started in a phased manner
- Laboratory infrastructure improvement has to be given priority.
- UGC funding for short-term courses, remedial coaching, coaching for competitive examinations and instruments acquisition may be urgently explored.
- The Computer Centre may be expanded with Internet and LAN facilities and short-term courses may be designed for the students.
- More use of computers may be made in the library and the college office.



- The library should be expanded and enriched with new and latest publications.
- Computerization of library be undertaken on priority basis.
- The Alumni Association may be strengthened and registered.
- The grievance redressal mechanism may be strengthened to function as a semi-autonomous unit.
- The UGC and the Ministry of Youth Affairs may be approached for creating multi-gym facility and developing sports infrastructure.
- Advanced students should be encouraged to do better by giving them special coaching.
- A Parents-Teacher Association may be formed. This together with the Alumni Association can play an important role in the development of the college.
- A hostel for the girl students appears necessary.
- Introduction of women oriented programmes specific to the needs of the region, such as Home Science, Women Entrepreneurship and Rural Development and Management may be considered.
- The college should explore the possibilities of getting financial assistance from the welfare schemes of industries situated in the region.
- Construction of an auditorium with conference/seminar facilities is an urgent necessity.
- The college may prepare a vision plan for next five years to achieve its objective



The Peer Team place on record its appreciation of the initiative and dynamism shown by Principal, the Coordinator of the NAAC Steering Committee, Staff, Students, Parents and Alumni for NAAC accreditation and for the warm hospitality extended to the team during its visit to the college.

**Name and Signatures of the Peer Team**

Prof. A C Bhagabati :  
.....

Prof. Jagadeesha :  
.....

Prof. Mrigen Das :  
.....

I agree with the observations and recommendations made by the Peer Team in this Report.

.....

**Dr. Anup kumar Sikdar**  
**Principal,**  
**Ramsaday College**

**Amta, Howrah District**  
**West Bengal, 711401**  
**Date. 27<sup>th</sup> February 2007**



**Institutional Data**

1. Name and address of the Institution:

Name: <b>RAMSADAY COLLEGE</b>			
Address: Post Office : <b>AMTA</b>			
City: <b>Howrah</b>	District: <b>Howrah</b>	State: <b>West Bengal</b>	Pin code: <b>711 401</b>

2. For communication:

**Office**

Name	Area/ STD code	Tel. No	Mobile No.	Fax No. (college)	E-mail
<b>Principal:</b> Dr. Anup Kumar Sikdar	03214	260251	9830127444	03214-265471	<a href="mailto:anup.sikdar@rediffmail.com">anup.sikdar@rediffmail.com</a>
Vice Principal .....	--	--			
<b>RAMSADAY COLLEGE</b>	03214	260251		03214-265471	<a href="mailto:ramsaday.college@yahoo.in">ramsaday.college@yahoo.in</a> <a href="http://www.ramsadaycollege.com">www.ramsadaycollege.com</a>
<b>IQAC -Coordinator</b> Dr. DebKumar Mukherjee	03214	260251	9433352385		<a href="mailto:debkumarmukherjee@rediffmail.com">debkumarmukherjee@rediffmail.com</a>

**Residence**

Name	Area/ STD code	Tel. No.	Mobile No.	E-mail
<b>Principal:</b> Dr. Anup Kumar Sikdar	033	26679318	9830127444	<a href="mailto:anup.sikdar@rediffmail.com">anup.sikdar@rediffmail.com</a>
Vice Principal .....	--	--		
<b>IQAC Coordinator:</b> Dr. DebKumar Mukherjee	033	24029402	9433352385	<a href="mailto:debkumarmukherjee@rediffmail.com">debkumarmukherjee@rediffmail.com</a>

3. Financial category of the college:

Grant-in-aid : ☒

4. Type of college: Affiliated ☒

5. a) Date of establishment of the college: **Date, Month & Year**

01-08-1946

b) University to which the college is affiliated: **University of Calcutta**

6. Dates of UGC recognition:

Under 2(f) : **16-06-1966**



### Part-A

#### Criterion I : Curricular Aspects

##### Plan of Action :

1. To introduce subjects like Journalism & Mass Communication, Food & Nutrition, Microbiology, Electronics, Computer Science at the undergraduate level.
2. To introduce more PG-courses especially in the stream of General and Applied sciences. (Distance Education Study Center at Ramsaday College) in collaboration with Vidyasagar University, Midnapore (West-Bengal).
3. To popularize computer training course and spoken English course among our past and current students.

##### Actions executed :

1. The following subjects have been introduced in the academic session **2008-09**

New subjects	Inaugural session	Intake capacity
Zoology Honours	2008-09	20
Geography Honours	2008-09	15
Sanskrit General	2008-09	50
Education General	2008-09	50

The team of University experts after inspecting the available infrastructure, library facilities, faculty intake process and student strength have decided to open new subjects like Food and Nutrition (Hons. & Gen.), Sanskrit (Hons.) and Computer Science (Hons. & Gen.) from the next academic session ie 2009-10. The team has recommended upgradation of the existing laboratory facilities before opening up subjects like Microbiology and Computer Science. The intake capacity of students in Bengali Honours has been further raised from the present 110 to 150 in a single section.

2. The inaugural year (2008-09) of the Post Graduate Distance Education programme under Directorate of Distance Education Vidyasagar University was a huge success. Students from all over the State participated in the following courses in the first year program at the college center. A total of 60 hours class room coaching was conducted in each of the courses by reputed & distinguished faculties from various Colleges, Universities and Management organizations.



Courses taught (2 Year program)	Degree to be awarded	Student enrolled		
		Male	Female	Total
Bengali	M.A	26	51	77
English	M.A	15	10	25
History	M.A	34	52	86
Political Science	M.A	01	04	05
Geography	M.Sc.	27	33	60
Applied Mathematics	M.Sc.	02	00	02
Environmental Science	M.Sc.	05	05	10
Commerce	M.Com	03	00	03

3. The training program in Computer will be taken up in a phased manner.

### *Criterion II : Teaching, Learning and Evaluation*

#### *Plan of Action :*

1. Remedial programme for students.
2. Evaluation of the teaching and learning process with Assistance from Students' feed back and suggestions from the academic sub-committee.
3. To popularise the concept of Departmental library among students.
4. To Introduce and inculcate the concept of Seminar talk by students. Students should be encouraged to deliver short lectures on popular and subject related topics on regular basis.
5. To use computer softwares available in the academic market as an effective tool to teaching and learning process.
6. To initiate all possible measures to fill up the existing vacant faculty positions and create new posts in fields like Geography, Education, Physical Education, Anthropology and Sanskrit.

#### **Actions Implemented :**

1. The rural students of our college represent the true picture of rural Bengal. Many of our students came from a very poor background, some of them are even first generation learners and many do not have the livelihood or means to support the burden of Higher education. Taking into consideration this





heterogenous amalgamation of student mass, remedial programme for students have been taken seriously by our teachers. Academically weak students are taken especial care of to improve their standard of writing skill and tackle the questions which are more basic and commonly asked for. Solved answers of would be questions are supplied to them regularly in classes and they are asked to give monthly tests on them. Students living below the poverty line are financially assisted during the period of University registration and form fill-up process by college Authority.

2. The final year students of all the three streams B.A./B.Com./B.Sc.) are given the opportunity to evaluate the performance of their teachers (both full-time and part-time teachers). They are provided printed questioners having a ten point scale and have the freedom to put down their remarks and comments. Questions include the timely completion of syllabus by the teacher, punctuality and availability in allotted classes, quality of teaching, assistance outside the classrooms and many more. The format is then studied by the Principal who sits with the concerned teachers and the respective Heads of the departments. The total outcome of feedback is then discussed in the Academic Sub-committee.
3. Though most of the departments have their own departmental libraries, efforts are on to cover all the streams/subjects. The departments have been requested to declare one particular day and time slot of their choice as the seminar library day and to popularize the concept of book reading among the students.
4. It has been decided in the academic sub-committee that students should be encouraged to deliver short lectures on subject related topics on a monthly basis and award to be declared for the best performer on an annual basis. Science students(preferably final year of I+I+I sys) should be guided to write short projects on current topics and these to be circulated among students of different years. The best project writing will be published annually on the college magazine.
5. Computer software available in the academic market and those downloaded from various portals are used as an effective tool to teaching and learning process. Power point presentation and slide projectors are mostly used by faculty of the science stream as an aid to the teaching process.



6. Three more full-time faculty positions have been created in disciplines like Geography, Anthropology and Physical Education. The total number of sanctioned teaching posts is now 33. Since there are 14 posts lying vacant, efforts are now being made to fill up these positions. Part-time teachers have been recruited as per Calcutta University rules & regulations in various subjects to fill up the void created.

### *Criterion III : Research and Extension*

#### **Plan of Action:**

1. Promotion of research culture among faculty and students.
2. To request all departments to send proposals to organize workshops/seminars in the college campus.
3. To encourage faculty members and students to participate in UGC sponsored seminars and workshops.
4. To undertake more community related projects especially for the backward and physically challenged people of the society.

#### **Actions executed :**

1. Teachers should be encouraged to take up research projects either individually or on a collaborative basis. At present two minor research grants from the UGC (Eastern Regional office) are in operation. One in the Department of Chemistry and the other in the Department of Botany. One research proposal has been submitted from the Department of Political Science. One of our teachers from the Department of Chemistry (Dr. Deb Kumar Mukherjee) is associated with an industrial project sponsored and financed by a multinational firm in Mumbai.
2. The Department of Bengali has submitted a proposal to organize a State level seminar at the college campus. The Department of Bengali of a near-by college has agreed to be the co-organizer and the seminar, if approved by the UGC, will be held at our campus in the month of January 2010.
3. Faculty members have been encouraged to participate in UGC sponsored seminars and workshops to enhance their horizons of knowledge. Teachers have been particularly advised to present their research papers and findings in National and International level seminars. Articles on contemporary issues



can be published in popular magazines or even in the annual college magazine. One of our teachers from the department of Chemistry was invited to present his research findings in an International seminar held in Italy on July 2008. Our Principal Dr Anup Kumar Sikdar was invited to speak on his studies on Genetic Engineering at an international seminar held at Dhaka.

4. The NSS unit of the college under the leadership of our program officer Dr Ramesh Chandra Sahoo (Department of Political Science) has conducted several programmes throughout the year for the welfare of poor and down-trodden people of the society. A seven days special Health camp was organized (from 20th April, 2009 - 26<sup>th</sup> April, 2009) and it turned out to be a huge success because of active and full hearted participation by college staff (teaching as well as non-teaching), volunteers, students and rural people. The college authority takes this opportunity to express gratitude and sincere thanks to all involved in the process. Efforts are on to conduct such community related projects in near future.

#### *Criterion IV: Infrastructure and Learning process*

##### **Plan of Action :**

1. Free Broad band internet facilities to teachers which will help them in areas of teaching, learning and research.
2. A girls' hostel to come up within the campus with financial aid from UGC (X<sup>th</sup> Plan).
3. To create separate department rooms for the Arts faculty.
4. To set up a research and instrument room with all modern facilities available.
5. To set up a separate laboratory space for Anthropology department.
6. To fully automate the college office, Library and accounts section and have them in the same floor of the new college building.

##### **Actions implemented :**

1. Broad band facility has already been taken up with BSNL as the service provider. The BSNL authority has installed a signal tower at the roof top of the new Science building and has agreed to pay a monthly rent of Rs. 2000 to the college authority. LAN facilities will be extended to all the departments



- having computer terminals and to the central library. For the time being the network is just connected to the college office and the accounts section.
2. Regarding construction of the Girls' hostel with financial assistance from the UGC, all necessary paper works have been completed. The work has been assigned to the PWD(Public Works Department) who have inspected the construction site. The work is expected to commence after the Puja vacation.
  3. A number of project work has been sanctioned by the Governing Body of the college (feed back and justification collected from the Building and infrastructure development committee) and expected to be completed by the end of the session 2009-10. One such project includes creation of separate rooms for Arts and Science subjects.
  4. A research and instrument room has been set up at the top floor of the newly constructed science wing. All modern instruments have been kept there with the aim to facilitate the research process. In addition to these, some departments like Physics, Chemistry, Geography and Zoology have their own laboratories equipped with common appliances and reagents.
  5. A separate laboratory space has been created for the Anthropology department. It has an adjacent classroom for teaching and reading purpose.
  6. The college office and the accounts section will be shifted from its present ground floor site to the first floor of the renovated building. The top most floor will have a seminar room with a sitting capacity of over 250 people. The project is likely to be completed within November 2009. The college office and the accounts section will be fully automated and the network to be extended to all the departments and to the central library.

### *Criterion V: Student Support and Progression*

#### **Plan of Action :**

1. To generate systematic record of not only pass out but drop out students.
2. To accommodate the drop out students in their streams of choice as far as practicable.
3. To set up a NCC unit in consultation with people of Fort William.
4. To engage the rural youths in more community and local development projects.



5. To create more job prospects for pass out students through the placement cell of the college. Create awareness among students to join National Defence Services, various state services, central service exams etc.
6. To organise more cultural and sports related activities and incorporate them in the college academic calendar.
7. Alumni involvement in student support.

**Actions implemented :**

1. All the departments have been requested to generate and maintain a systematic anthology of the students passing out of the college. Even the records and statistical data of the students dropping out of their respective courses should be generated. The reason of drop out should be incorporated in the format and the data to be evaluated at the end of every academic session. Efforts are to be made to reduce the drop out rate from the current 28% to 15% by the end of the academic session 2011.
2. If a student discontinue from his/her normal course curricula because He or She finds it hard to adjust the combined subjects offered during the time of admission, the college authority will by all means try to accommodate them in their stream of choice as far as practicable. The college prospectus offers a wide range of subject combination taking into consideration the subjects offered by the neighboring Higher Secondary schools and those sanctioned by the parent university.
3. Some progress has already been made regarding setting up of the NCC unit at the college centre. For the time being the college authority has been asked to tie up with a neighboring college at Uluberia for training schedule of our selected students.
4. About 200 volunteers, mostly selected from first and second year courses, under the leadership of our NSS program officer, have been assigned the responsibility to visit the rural areas and engage themselves in community development projects. The group of students has been divided into several batches and each batch has been assigned separate task. The task jobs include plantation of trees, create awareness on cleanliness, nutritional values of food, hygienic activities to be practiced at home, menace of drug, illicit liquor and narcotics consumed by the rural folk and importance of clean environment on human life. All these programs have received wide spread acclamation by the rural community.
5. It is to be admitted that the placement cell of the college finds hard to convince the industrial organizations to visit the campus and offer jobs, in whatever forms, to our pass out students. Due to the job crunch scenario in most industries, our target is now to approach the small-scale agro, fishery,



textile and brewery units, coming up in large numbers, as potential job providers. The college authority is finding ways to train the willing students in these emerging sectors through short term certificate courses and through project works.

6. The student community has for years given little emphasis to sports and cultural activities as viable tools in shaping or building their career. Participation in college annual sports or in inter-college cultural competitions is not satisfactory. With the introduction of Physical education and Music (from academic session 2010-11) in the course curricula we sincerely hope there would be some shift in student attitude. The college authority has introduced sports and cultural events in the academic calendar and foresees active participation by students in coming years.
7. The alumni members, especially those holding responsible positions in the society, have been requested to actively participate in matters related to student support and progression. They have been urged to be proactive in providing academic, personal and career guidance counseling to students. The students have been advised to interact with the members on the alumni day and to come forward with their grievances.

### *Criterion VI: Organization and Management*

#### **Plan of Action :**

- 1 To have better coordination among the various sub-committees and report the developments on a monthly basis to the college authority.
- 2 To explore different avenues for resource generation like MLA/MP/Zila Parishad development fund.
- 3 To introduce self-financing professional courses like BCA, BBA, B.Sc.(IT) etc.
- 4 To go for State Level Assessment programme.
- 5 Formation of Thalasaemia detecting centre with support from Indian Red Cross Society.
- 6 Formation of Blood & Eye Donors Club from student and staff community.

#### **Actions executed :**

1. The various sub-committees comprising of members of the teaching, non-teaching and the student community have been approved by the Governing Body of the college. Periodic review of performance of these bodies has been





done by the Principal and important agendas were placed before the Teacher's council for effective discussion.

2. A proposal of Rupees one crore twenty six lakhs was submitted for assistance from the University Grants Commission for general development (including merged schemes with development grant) in the Eleventh plan (2007-2012). The college has given details of facilities available at present, the extent to which they are being put to use and the specific reasons for proposing further expansion. An interactive session was arranged by the Eastern Regional office of the UGC and after effective discussion Rupees **Sixty Eight Lakhs** under various schemes have been approved. The committees constituted by the college authority will look into these projects and to complete the projects within the plan period in accordance with the terms and conditions prescribed for the purpose.

The college has also approached various organizations and bodies for resource generation. An amount of Rupees Twenty Four Lakhs (24 Lakhs) have been approved by the Higher Education Directorate, Govt. of West Bengal, for construction and renovation purpose.

3. Taking into account the job prospects in the field of computer and web design, mobile maintenance, fibre optics etc. The college authority has decided to introduce self financing professional courses in BCA and B.Sc(IT) soon. Negotiations with different organizations are going on regarding this.
4. The college is yet to submit the detailed reports for the State Level Assessment programme. The committee set up has been asked to submit the proposal soon.
5. Team from the Indian Red Cross society has been invited to discuss the matter with the college authority.
6. Though blood donation camps are held every year at the college campus, efforts are now being made to form a donor club from among the willing students and college staff community.



*Criterion VII : Healthy Practices*

**Actions implemented :**

1. Implementation of accident insurance policy for the students so that families can have financial support in case an eventuality or emergency arises.
2. Free education for poor but meritorious students. The fee generated from students who have the capability to make full payment has been utilized to support needy and deserving students.
3. Keeping in view the rural ambience, the college has decided to offer UGC sponsored job oriented Add-on course to willing students.
4. Greater emphasis on moral and value upliftment of students in this world of uncertainty and competitiveness is a necessary. The college authority has decided to introduce a diploma course on "Human Rights & Values in Education" from the academic session 2010-2011.
5. The placement division of our college has geared up to invite various professional and career counseling bodies at the college campus. This task has been undertaken to motivate and apprise our students on various job prospects in different fields.
6. Self appraisal of teachers and evaluation of teachers by students passing out of the respective programs will surely enhance the quality of teaching and learning process. The principal of the institution informs the Governing body and other stakeholders of the college in administrative and academic related matters on a regular basis.
7. Different sub-committees have been created and these units are coordinated to ensure complete transparency in management of the college.

**Part-B:****1. Activities reflecting the goals and objectives of the institution:**

Over the years, the college has worked towards achieving its goals and objectives. Its objective to impart and disseminate quality education and knowledge of wisdom among the rural students has been appreciated by the NAAC peer team. All college activities are directed towards achievement of this desired goal as reflected in the visions and plans implemented in part-A of this proforma.

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

Under-graduate: Geography Honours ( academic session 2008-09 )

Zoology Honours (-----do-----)

Sanskrit General (-----do-----)

Education General (-----do-----)

Post Graduate: Distance Education programme in M.Sc., M.A and M.Com have commenced from the academic session 2008-09.

**3. Innovations in curricular design and transaction:**

We do not have much scope in incorporating novel ideas in courses and curricula. The affiliated colleges like us under the auspices of the parent university framework hardly enjoy any autonomy or liberty in framing the syllabus or course curricula.

**4. Inter-disciplinary programmes started:**

None in the current period

**5. Examination reforms implemented:**

Dates of the final examinations and their modalities are framed by the parent university. The University from the current session has published an academic calendar so as to have a uniform pattern in maintaining the time schedule for conducting the unit tests and the preparatory tests. We have adjusted the time frame and the program of the unit tests in conformity to the University calendar to minimize the loss in actual teaching and learning days.



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

Students after completing graduation from this college pursue higher education in various universities not only in our own state but also from other neighbouring states. We do not have the exact record of NET/GATE/SET qualified students who have passed out from the college.

**7. Initiatives towards faculty development programme:**

Participation in seminars/workshops organized by different institutions.

Organising departmental seminars and presenting papers on popular and subject related topics.

Participation in UGC sponsored symposiums.

Research activities through minor research grants.

Participation in orientation programs and Refresher courses organized by the Academic Staff colleges.

**8. Total number of seminars/workshops conducted:**

No UGC sponsored seminars or workshops were held during this period. However three departmental seminars were organized at the college campus. Two proposals to organize National level seminars at our college campus have been submitted to the UGC-Eastern Regional Office this year.

**9. Research projects: a) Newly implemented: 2(Two)**

**b) Completed: 3(Three)**

**10. Patents generated, if any: None**

**11. New collaborative research programmes: Two**

i) Industrial project jointly by the department of Chemistry and M/S Lubrikote Forsythe private Limited, Bandra, Mumbai.

ii) DST sponsored project by the department of Zoology and by the Microbiology department, Kalyani University.

**12. Research grants received from various agencies:**

Rs. 80,000 from UGC-ERO and Rs 50,000 from Industry.



**13. Details of research scholars:**

Above mentioned projects are handled by the Faculty members of the said departments.

**14. Citation index of faculty members and impact factor:**

Deb Kumar Mukherjee(Reader, Department of Chemistry) has several citations of his research articles(Total = 52, courtesy SCOPUS international).

The impact factor of journals range from 2.4(Catalysis communications) to Journal of Catalysis having an impact factor 4.74.

**15. Honours/Awards to the faculty:**

One of our faculty members, Dr. Debkumar Mukherjee, Reader, Department of Chemistry, HAS BEEN ENLISTED AS REVIEWER OF RESEARCH ARTICLES IN FOUR INTERNATIONAL JOURNALS (Journal of Catalysis Communications, Journal of Molecular Catalysis, Catalysis Letters and Journal of Colloids and Surface Science )

**16. Internal resources generated:**

Tuition fees collected=Rs 1,997,735

Industry sponsored consultation fees= Rs 50,000

Book grant from UGC=Rs 97,296 (XI-th plan period; 2<sup>nd</sup> instalment)

DPI grant for building construction=Rs 24,00,000

**17. Details of departments getting SAP,COSIST(ASSIST)/DST.FIST, etc.**

**Assistance/recognition**

None

**18. Community services:**

Twelve programs (12) related to community services have been organized by the NSS unit of the college and ably assisted by the staff and general students. The details of the programs conducted and its implications have been submitted by the NSS program officer to the NSS cell of Calcutta University. A special seven days (Health Camp) NSS camp was organized at the college centre(from April 20 to April 26, 2009). The response among participants throughout this period was overwhelming.



**19. Teachers and officers newly recruited:**

Among the teaching staff 14 part time teachers have been recruited to fulfill vacant posts that occurred due to retirement of full-time faculty and introduction of new courses in the academic curricula. One Full-time faculty in Zoology has been appointed by the college authority through College Service Commission.

Two non-teaching staff on contractual basis and one computer data operator have been recruited in the office through selection procedure for effectively handle office related matters.

**20. Teaching -Non-teaching staff ratio: 56: 20**

**21. Improvements in the library services:**

Average number of faculty visited the library during the period = 8

Average number of students visited the library during the period = 100

Stock of books in the library (as on June 2009) = 20,691

Average number of books issued/returned per day = 61.5

Ratio of library books to the number of students enrolled =  $20,691 \div 1810 = 11$

Book Bank system has been introduced from the academic session 2007-08.

Entry of all the books with Accession numbers have been made in the computer.

**22. New books /journals subscribed and their cost:**

Books/Journals subscribed = Books = 571; Journals = 6

Amount: Rs.1,08,142 (UGC Rs 97,296; college fund=Rs. 10,846 )

UGC-minor project =Rs. 80,000

**23 Courses in which student assessment of teachers is introduced and the action taken on the feed back:**

Assessment of teachers by the final year students is made in a given format and submitted to the Principal. The Principal prepares a formal report based on the evaluations with the aid of a few senior teachers. The students have the freedom to evaluate both the full-time and part-time faculty on a 10-point scale based on different criteria.





**24 Unit cost of education:**

Unit cost = total annual expenditure budget divided by number of students enrolled

- i. Excluding salary component = 2343.10
- ii. Excluding capital Expenditure = 7489.69
- iii. Excluding capital expenditure & salary components = 1147.

**25 Computerization of administration and the process of admissions and examination results, issue of certificates:**

Not yet been completed. Office automation and computerization of office records to be taken up in a phased manner. The process of admission to be done through computer generated programs from the academic session 2009-2010.

**26 Increase in the infrastructural facilities:**

The entire block of a portion of the old building has been demolished and two separate storied coming up in its place. A separate building adjacent to the heritage building of the college has been constructed and this will accommodate the office and the library of the Distance education program of Vidyasagar University.

Another site has been earmarked where a new hostel for female students will be constructed. A grant of Rupees 30 Lakhs has already been sanctioned for the purpose by the UGC(Eastern Regional Office)

Expansion of existing Laboratories, creation of class rooms and construction of a new lab for the Zoology department has been taken up on a priority basis.

**27 Technology upgradation:**

One Photo copier and one FAX machine have been purchased and more will be introduced as a part of modern tool to teaching process. Internet facilities with Broad band will be provided to teachers and necessary steps have already been taken by the college authority.

**28 Computer and internet access and training to teachers and students:**

Though the internet access has been created, total LAN service to various college units yet to be completed.

**29 Financial aid to students:**

Students coming from the BPL family have been financially assisted by the college during the time of admission and college registration process. The teacher's council has also come forward in many instances to help the poor and the needy students. Donation in forms of books, bicycles, cost of medical treatment and examination fees have been given to the deserving candidates.

**The college takes pride in standing for a noble cause when teachers and non-teaching staff generously donated rupees fifty thousand and arranged another rupees fifty thousand to save the life of a first year student of the college. She was critically injured in a bus accident on her way to college and battled for life for over four months in various hospitals.**

**30 Support from the alumni association and its activities:**

The Alumni association is held on the second Sunday of the month of December at the college campus every year. This year too the alma matter from different sectors of the society met to make the occasion a memorable and nostalgic one. The interesting feature of the occasion was interactive session of the current batch of students with the distinguished alumni members. The principal of the college requested the august gathering to come forward in a proactive form to make this rural college a centre of academic excellence. Some of the members were assigned the task of finding means to register the association under the society act.

**31 Support from the parent-teacher association and its activities:**

Though there are no fixed dates for the existing parent-teacher association to meet, the guardians are specially called for during the counseling days for student admission in various streams. Students who fare badly in test exams and who are reported to be irregular by their departments are also directed to meet the academic committee along with their parents. The college administration has plans to make such parent-teacher meetings at least once in three months.

**32 Health services:**

The college health unit is associated with the "Mother and Child Care" organization which has a very vast network not only in India but in different parts of the world. **(During the current period, groups of people from Italy and Spain engaged in Child health activities, visited the area where our trainee nurses work).** It is to be



mentioned here that three trainee nurses (all are former students of our college) have been working as volunteers in the surrounding rural areas for the past three years. Their prime job is to spread awareness and provide primary medical services to the rural women masses especially during periods of pregnancy. The College Authority has also arranged Primary Education to the children & BPL families at Mandaria Hostel Campus.

**33 Performance in sports activities:**

Large scale participation of students in events like debating, extempore, creative writing and in sports activities has been encouraged. Students of our college participated in the inter college cricket and football competition at the Calcutta University ground. Though they qualified at the preliminary stages, they failed in the Knockout stages. One of our students from second year Arts stood 2<sup>nd</sup> in the 400 meters inter college athletic meet organized by the University of Calcutta.

**34 Incentives to outstanding sportspersons:**

The college is finding means to set up its own gymnasium at the college campus. Efforts are on to build a small stadium at the existing college play-ground.

**35 Student achievements and awards:**

(TWO STUDENTS FROM THE DEPARTMENT OF CHEMISTRY SECURED FIRST CLASS IN THEIR FINAL YEAR B.SC. HONOURS EXAMINATIONS). One student from the science stream has secured first division in the final (2+1 sys) examination. (THE PASS OUT PERCENTAGE IN HONOURS AND GENERAL EXAMINATIONS CONDUCTED BY THE CALCUTTA UNIVERSITY THIS YEAR IS 96% AND 83% RESPECTIVELY).

**36 Activities of the Guidance and Counselling cell:**

A guidance and counseling cell exists with the Principal as convener and has been functioning since three years. Principal along with four senior teachers have conducted two general sessions during the period 2008-09. One of these sessions was held during the time of college admission(August 2008) and the second one was held in January 2009 just before the University form fill up process commenced.

**37 Placement services provided to students:**

No reputed organization visited the campus this year despite all efforts by the college Authority.



**38 Development programmes for non-teaching staff:**

The college authority has introduced accident benefit policies for its employees from the current year.

**39 Best practices of the institution:**

- i. Good teaching strength and plan
- ii. A good knowledge in pedagogy using available source of books, field survey and participation in national/international and state-level seminars.
- iii. Policy of internal assessment by means of an evaluation system.
- iv. Assisting students to face terminal examination, question bank, regular counseling by departments.
- v. Inspiring students in undertaking social and community related services.
- vi. Infrastructural growth in conformity with academic growth.
- vii. Introduction of core subjects in course curriculum and simultaneous scope of pursuing Masters degree through Distance education.
- viii. Feedback from students, Guardians and alumni for betterment of services and review of performance.
- ix. Proper budgeting and resource mobilization. Audit reports kept up to date.
- x. Welfare schemes for all relevant constituents

**40 Linkages developed with National/international, academic/research bodies:**

- i. Dr. Samir Kumar Ghosh, Head, Department of Economics is associated with Indian Statistical Institute and Bengal Economic Association as life member.
- ii. Dr. DebKumar Mukherjee of the department of Chemistry, is a life member of the catalysis society of India and has research collaboration with the University of Reims, France. He was invited for oral presentation of his research findings in the international Symposium on Homogeneous Catalysis held in Italy (July-2008).
- iii. Sri Parthajit Hazra, Head, department of Commerce is also the alumni of Institute of Chartered Accountant.
- iv. Dr. Anup Kumar Sikdar, principal of our college has research collaboration with the Institute of Genetic Engineering and also with Kalyani University.



**Part-C**

**Future plans for the Academic session July 2009-June 2010.**

**Curriculum:**

1. To introduce subjects like Journalism & Mass Communication, Food & Nutrition, Microbiology, Music, Computer Science at the undergraduate level.
2. To popularize computer training course and spoken English course among our past and current students.

**Teaching, Learning & Evaluation:**

1. Remedial programme for students.
2. Evaluation of the teaching and learning process with assistance from students' feed back and suggestions from the academic sub-committee.
3. To popularise the concept of departmental library among students.
4. To initiate all possible measures to fill up the existing vacant faculty positions (at present 14) and create new posts in fields like Geography, Sanskrit, Physical Education, Food and Nutrition, Bengali, English, Chemistry & Education.
5. To discuss means of improving the standards of teaching and evaluation.
6. To find effective means to curtail the drop out rates among first year students.

**Research & Extension:**

1. Publication of News Letter of the college. Ongoing research projects will be introduced in the college web site and teachers engaged in research activities will be duly rewarded as far as academic freedom and work load is concerned.
2. Organisation of National and State-level seminars and conferences at the college campus. Students in particular will benefit much from academic discussion by the elite Panel. This has been given top most priority in the current academic session.
3. To undertake Important community related projects especially for the backward and physically challenged people of the society.
4. To take up more industrial based research and consultancy projects.



**Infrastructure & Learning process:**

1. Free Broad band internet facilities to teachers which will help them in areas of teaching, learning and research.
2. A girls' hostel has to come up within the campus with financial aid from UGC (X<sup>th</sup> Plan Scheme).
3. To create separate department rooms for the Arts and Science faculty.
4. To fully automate the college office and accounts section and have them in the same floor of the new college building.
5. To expand the reading space of the existing Central Library.
6. To construct a new cycle stand to accommodate the increasing number of cycles and two-wheelers parked within the college boundary.
7. To construct a separate administrative building of College.

**Student Support & Progression**

1. To generate systematic record of not only pass out but drop out students.
2. To accommodate the drop out students in their streams of choice as far as practicable.
3. To set up a NCC unit in consultation with people of Fort William.
4. To engage the rural youths in more community and local development projects.
5. To organize more cultural and sports related activities and incorporate them in the college academic calendar.
6. To activate the student counselling cell and extend all possible help in their decision making process.

**Organisation & Management**

1. To have better coordination among the various sub-committees and report the developments on a monthly basis to the college authority.
2. To request all departments to send proposals to organize workshops/seminars in the college campus.



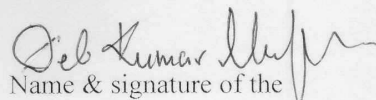


3. To explore different avenues for resource generation like MLA/MP/Zila Parishad development fund.
4. To introduce self-financing professional courses like BCA, BBA, B.Sc.(IT) etc.
5. To get the staff pattern (Non teaching) approved from the Directorate of Public Instructor (DPI) Govt. of West Bengal.

### Healthy Practices

#### Plan of Action :

1. The college will provide General Computer Awareness program to all students from all streams.
2. To put greater emphasis on moral and value upliftment of students in this world of uncertainty and competitiveness.
3. To invite various professional and career counseling bodies to motivate and apprise our students on job prospects in different fields.
4. Different sub-committees to be made more effective and coordinated to ensure complete transparency in management of the college.



Name & signature of the  
coordinator, IQAC

Name & signature of the  
Chairperson, IQAC