



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		RAMSADAY COLLEGE
Name of the head of the Institution		Dr Deb Kumar Mukherjee
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03214260251
Mobile no.		9874694311
Registered Email		ramsadaycollege2011@gmail.com
Alternate Email		ramsaday.college@yahoo.in
Address		Amta College Road, Amta Block I
City/Town		Howrah
State/UT		West Bengal
Pincode		711401
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Subrata Raychaudhuri
Phone no/Alternate Phone no.	03214260251
Mobile no.	8296537770
Registered Email	subrataraychaudhuri1970@gmail.com
Alternate Email	ramsadaycollege2011@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.ramsadaycollege.com/aqar.php
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.64	2012	21-Apr-2012	20-Apr-2017

6. Date of Establishment of IQAC	01-Jul-2007
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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
Introduction of self defense classes in collaboration with Santragachi Art of Life	07-Sep-2019 1	60
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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
DSTABT, Govt of W.B.	research project individual	DSTABT	2019 365	90000
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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 :

2

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

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

More Emphasis was given to use of ICT in the teaching and learning process with a significant shift from conventional chalk and talk method

Special emphasis was given to hygienic activities and swaccha Bharat mission within the college campus and at the neighborhood. Five committies were formed under Swacchata mission

The IQAC committee approved refund of money to applicants who have applied in more than one courses during the admission process and even taken admission in other colleges provided they have not blocked their seats during the counseling process.

special counter of scholarship section was created to deal with all scholarship types from state/central and private agencies to facilitate hassle free process.

Online Quiz context on Covid Pandemic arranged by the Department of Education in collaboration with IQAC on 30th June 2020

[View File](#)

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

Plan of Action	Achievements/Outcomes
Opening of Microbiology course at Undergraduate level	Microbiology as General course has been introduced
Construction of a second approach road to campus	Filling of Nayanjali with earth material has been completed
Setting of Photo voltaic solar cell at roof tops	Work pending at the Government level despite several reminders
Creation of more class rooms to do proper justice to cbcs	IQAC recommended use of college fund to create more class rooms
Development of college play ground	Earth filling and leveling process is underway
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of the institution	30-Sep-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

06-May-2020

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)

i. Publication of Merit list and counseling list of students during the admission process ii. Data base of students based on relevant documents uploaded by them during the application process in both undergraduate and post graduate courses. iii. Accession of library books based on KOHA software iv. Salary of teaching and nonteaching

staff, generation of salary slips and certificates through IFMS(Integrated Financial Management System). v. Pension of teaching staff vi. Merit cum Means Scholarship approved and received by students from the Higher Education Department. Also Scholarship data from central, state Government and other sources are maintained.

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

The syllabus for B.A, B.Sc, B.Com programs are framed by the parent university. There is however choice of pedagogy and options of selecting Skill Enhancement courses (SEC) and Discipline Specific Elective courses (DSE). The Departmental head conducts meeting among teachers to finalise the courses out of options given for the semester students. For example in Chemistry, under SEC, you have the choice to take theory and practical classes for third semester students either in Analytical Clinical Biochemistry, Pharmaceutical chemistry, Materials of Industrial importance and Computational Chemistry (Application of Computers in Chemistry). Similar is the case with discipline specific courses. The department therefore decides on curriculum delivery based on available human and material resources at their end. Eminent personalities from other colleges and Universities are invited to share their views on important topics and deliver special lectures. Teachers have been encouraged to make finer adjustments in the course curricula and make necessary orientations as per students and stakeholders requirement. Teachers should not only aim to complete the syllabus but to design their lesson plan in such a way that will make the course more meaningful and entertaining and focus on course outcomes.

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	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Microbiology	03/09/2019
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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
BSc	General Programme	03/09/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
Self Defence classes	01/08/2019	30
Anudip Foundation, Dhulagori, Howrah	01/04/2019	70
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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 Nutrition	Food and Nutrition	9
BSc	Chemistry	19
BSc	Environmental Studies	1732
BSc	Anthropology	65
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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
<p>Feedback in prescribed format is collected from final year students of both undergraduate and post graduate courses. The grievance redressal cell addresses the issues raised regarding library, canteen or office administration and they are also discussed in the IQAC committee. Regarding syllabus or standard of teaching, the matter is discussed in the academic committee. If certain issues are raised regarding a particular faculty member by a group of students, the teacher is asked to explain before the disciplinary committee chaired by the Principal of the institution. Parents are usually invited by the department separately during parent-teacher interaction meet and during parent-teacher-student meet to discuss issues like student performance, attendance in classes and behavior with colleagues and seniors. Though it has been found that parents usually remain silent during such interactive sessions, their visit to the institution at least improves the rapport with the community and between stakeholders and gives the institution a chance to highlight the various activities like Swacchata mission, Entrepreneurship programs, disaster management, Digital Bharat and several outreach activities by NSS volunteers and NCC cadets of our institution.</p>

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	Honours	875	1938	665
BA	General	1040	2130	968
BA (Journalism)	General	15	8	4
BCom	Honours	135	276	118
BCom	General	120	162	58
BSc	Honours	439	1224	266
BSc	General	195	207	91
MA	Bengali	50	42	40

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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
2019	4986	90	30	2	2

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
107	96	8	2	3	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Though much emphasis is given to timely completion of syllabus and quality education in the semesterized system of course curricula, each and every teacher has been assigned the responsibility of mentoring a group of students who are identified as non-regular in classes, inattentive during class sessions or weak in coping with other fellow mates. Some students during the counseling process have revealed that their parents have forced them to study with a specific subject choice though they have a different liking. Sometimes it is related to job opportunity and in most cases the financial burden to keep a private tutor for such modernized non-traditional courses. It becomes difficult to convince the students grown up under the tutelage of private tuition from early childhood that whatever taught in classes through regular teaching learning process is enough for scoring good marks in semester exams. Students should take advantage of the technologies available within the institution like free Wi Fi facilities, language lab and make judicious use of library resources to expand their horizons of knowledge. Also the final year students should log in with their College Id to participate in time bound online exams uploaded on college portal to make them acquainted with various competitive exams. Many students of final year suffer from the dilemma of what to do next after getting the degree certificates. They are advised to

consult our career counseling and placement cell who sincerely look into this matter and advice accordingly. Many students leave the Nutrition course midway and enroll for nursing courses as that give them more job opportunities particularly in medical management programmes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5076	107	1 : 47

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
35	32	3	8	16

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	Deb Kumar Mukherjee	Principal	Research fellowship from DSTABT, Government of West Bengal
2019	Deb Kumar Mukherjee	Principal	Reviewer Acknowledgment from Elsevier Publication
2019	Tapan Kumar Bar	Assistant Professor	Best NSS Programmer Award by Universty
2019	Soovoojeet Jana	Assistant Professor	Research fellowship from DSTABT, Govt of West Bengal

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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
MA	BNGRS	SEM III	07/01/2020	14/02/2020
BSc	Honours and General	SEM III	12/12/2019	08/03/2020
BCom	Honours and General	SEM V	18/01/2020	08/03/2020
BA	Honours and General	SEM III	12/12/2019	08/03/2020

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

As per CBCS in UG and PG course of studies, Internal assessment of 20 marks (Attendance 10 marks and assessment 10 marks) for each paper has to be done from the college end. Each department keeps record of student attendance on the basis of lectures delivered and based on these records, 6, 8 or 10 marks are assigned to them as per Calcutta University directives. Students with low attendance are repeatedly cautioned and even their parents are asked to meet the college authority. Internal assessment exams are conducted as per guidance from respective board of studies of each subject. To make our students competent in various competitive examinations, online MCQ pattern questions with timer are uploaded on college portal for their routine practice especially after final semester exams. Correct answers and the percentile scores are displayed as soon as the student submits his/her answer online. Members of examination subcommittee of our institution prepare and upload the questions on a routine basis. E-resources in the form of class notes, ppts(Power Point Presentations), chapters are uploaded at regular intervals for students to view and download materials from e-classroom site hosted on the college portal.

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

Need to follow the academic calendar and notices published by the parent University from time to time regarding conduct of examinations (Internal assessment) and submission of marks online. Even answered scripts received from the university for Honours students are evaluated and scrutinized by the respective department teachers and marks are submitted online within 15-20 days of receipt of such scripts. Any changes communicated to the Principal from the Controller or Pro-Vice Chancellor desk or from Directorate of Public Instructions is immediately notified and instructions are followed strictly as per University and government guidelines. Central government guidelines as given by University Grants Commission is also followed for smooth functioning of academic affairs.

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)

https://www.ramsadaycollege.com/courses_outcomes_2020.php

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
UG annual III system	BA	Honours	397	297	74.6
UG Annual III system	BA	General	317	172	65.8
UG annual III system	BCom	Honours	51	25	49.0
UG annual III system	BSc	Honours	137	103	75.2
Final Semester	MA	Bengali	41	34	85.4

CBCS SEM III	BA	Honours	574	395	68.8
CBCS SEM III	BSc	Honours	238	142	60.0
CBCS SEM V	BCom	Honours	96	64	66.6
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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)

https://www.ramsadaycollege.com/student_feedback_report_2020.php

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
Major Projects	728	DSTABT	7.65	2.44
Minor Projects	365	DSTABT	5.1	0.9
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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
Industry-Academia Innovative practices	Anudip Foundation in association with Placement cell and IQAC	18/01/2020

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
Award of PhD degree	Arijit Mondal	IIEST, Shibpur	04/12/2019	Research Scholar
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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
0	na	na	na	na	Null
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	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
CHEMISTRY	1
Mathematics	1

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	Chemistry	2	1.2
National	Mathematics	2	3.0
International	Chemistry	1	2.2
National	Physics	3	1.2
National	Sanskrit	1	Nil
National	Botany	1	Nil

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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
Botany	1
History	1
Mathematics	4
Food and Nutrition	2

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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 Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Cobalt nanoparticles as recyclable catalysts for degradation of imidacloprid pesticide in aqueous media	Arijit Mondal, Mounita Ray, Amit Das, Deb Kumar Mukherjee	Research journal of Chemistry and Environment	2019	0.25	Ramsaday College	1
Impact of human mobility on the transmission dynamics of infectious	Soovoojeet Jana	Energy, Ecology and Environment, Springer publication	2019	2	Ramsaday College	2

disease						
Polyaniline supported Palladium catalyzed Degradation of Dyes under mild conditions	Moumita Ray, Arijit Mondal, Amit Das, Deb Kumar Mukherjee	Current Green Chemistry	2019	1	Ramsaday College	6
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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
Cobalt nanoparticles as recyclable catalysts for degradation of Imidacloprid pesticide in aqueous media	Arijit Mondal	Res J Chem Environ	2019	18	1	Ramsaday College
Impact of human mobility on the transmission dynamics of infectious disease	Soovoojeet Jana	Energy, Ecology and Environment, Springer publication	2019	16	2	Ramsaday College
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Resource persons	Nill	2	Nill	Nill
Presented papers	3	1	Nill	Nill
Attended/Seminars/Workshops	6	10	8	Nill
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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
solid waste management	Student council	4	24
Tree plantation	NCC and NSS of college unit	2	26
swachhata programme	NCC girls wing	6	41
Health check up for children	NSS college unit	4	20
Thalasaemia screening test	Calcutta Tropical Medicine	6	110
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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
Kanyashree Scholarship	Best College in the District	Govt of West Bengal, DM office	680
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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/Agen- cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
disaster management	NSS	relief work in inundated villages	4	32
Rural Engagement Cell	College	Greenery in the Adopted village	2	26
Swachh Bharat	College	Sanitation and Hygiene	6	41
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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
Research	6	Project	365
Industry visit	30	Institute and student	52
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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	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
job training and soft skill development	Certificate in Communica tive English and IT(CEIT)	Anudeep Foundation, sector V, Salt Lake, Kolkata 700091	18/09/2019	21/12/2019	60
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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
Anudip Foundation	01/04/2019	Opportunities for job creation	70
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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
22	12.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Class rooms	Newly Added
Campus Area	Existing
No file uploaded.	

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	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25658	5150000	282	80000	25940	5230000
Reference Books	311	Nill	Nill	Nill	311	Nill
Journals	6300	Nill	Nill	Nill	6300	Nill

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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
NA	NA	NA	Nil
No file uploaded.			

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	105	2	8	4	2	2	25	100	0
Added	0	0	0	1	0	0	1	0	0
Total	105	2	8	5	2	2	26	100	0

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

100 MBPS/ GBPS

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
e-classroom	http://eclassrc.in/

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
5	3	10	3

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)

4.4.2 Procedures and Policies The various committees like sports and Infrastructure, library, academic affairs, research development, submit their requirements to the convenor of purchase and finance committee. Principal is the chairperson of all committees. The demands are placed and if approved by both the committees, the concerned departments and bodies are asked to seek quotations from vendors and submit the comparative prices for final approval. For construction purposes over rupees 5 lakhs budget, e tendering on government portal is done and all procedures are strictly followed. Dongels with digital signatures have been purchased and approved from CRG corporation after submission and verification of documents by them. Bursar approves the payments and payment in most cases is made through HRMS after deduction of GST, labour cess and TDS as per standard norms. For purchases below five lakhs, quotations are invited from bonafide vendors after notice in the college portal and on

college notice board. Separate register has been kept for all cheque related payments with Principal and outside GB members assigned the signatory powers. Separate asset register has been created with geo-static positions maintained for all items. Bar codes are given for all furniture and book related items purchased from various sources.

<https://www.ramsadaycollege.com/otherfacilities.php>

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	student Aid fund	370	280142
Financial Support from Other Sources			
a) National	National Scholarship(NSP)	563	Nil
b)International	nil	Nil	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 implemetation	Number of students enrolled	Agencies involved
Language Lab	08/02/2020	60	Orell language software
Yoga	05/06/2020	30	online mode
Self defence	02/09/2019	20	Santragachi Art of Life and Japanese Skoto foundation
Mentoring	02/09/2019	310	College teachers
Personal Counselling	22/11/2019	12	Mrs Piyali Nag(Counsellor)

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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
2019	Career counselling and job training	230	60	Nil	30

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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
Nil	Nil	Nil

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
Maple	5	3	Through Anudip Foundation, Howrah	42	30
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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	4	B.Sc Honours	Chemistry	Vidyasagar University	M.Sc
2019	11	B.Sc Honours	Mathematics	University of Calcutta	M.Sc
2019	3	BA Honours	History	University of Calcutta	M.A
2019	42	BA Honours	Bengali	University of Calcutta	M.A
2019	6	B,Sc Honours	Zoology	University of Calcutta	M.Sc
2020	9	B.Com	Commerce	University of Calcutta	M.Com
2019	9	B.Sc Honours	Food and Nutrition	Bengal Nursing College	M.Sc
2019	25	BA Honours	Sanskrit	University of Calcutta(12) Vidyasagar University Distance mode 13	M.A
View File					

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
NET	1

SET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural activities	Intracollege	112
Outdoor sports competition	intracollege	90
Indoor sports competition	intracollege	126
outdoor sports	inter college	38
View File		

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Essay co mpetition	National	5	1	Null	Sharmista Dan
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council is formed from class representatives who are either elected or selected by the enrolled students as per rules laid down by the college governing body. The representatives form a core committee with General secretary as head and other members to look after various committees. Principal of the institution is the President of the council and all expenses incurred are verified by the Bursar and the Accountant. The General Secretary of the student council is also the member of the governing body and takes part in important decisions approved by the body. The student council plays an important role in day to day activities of the college by interacting with the common students and communicates through their members to solve any issues faced by them. They play active role in organizing social annual function and in all important National programs and local festivals. They are instrumental in conducting disaster Management programs whenever crisis arises and in all National Service Scheme programs with their program coordinators.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

400

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

One alumni gathering was held on 24.12.2019. several departments like Bengali, Political Science, Sanskrit, Mathematics, Zoology, Commerce invite their pass out students at seminars and functions arranged by them to motivate their current batch of students.

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)

Different academic committees with convenors have been formed and staff from all streams and sections have been incorporated to make the system more transparent, functional and effective. Alumni representatives and representatives from Industries/research institutes and NGOs are also inducted in the committees to get their views regarding management and good Governance. Regarding purchase of goods from suppliers exceeding rupees five lakhs and also for construction and renovation work, e-tendering process is followed with teachers with digital signatures as bid openers and approvers. All payments and vouchers are examined by the accounts section, approved by the Bursar and payment is usually made through NEFT/HRMS portal. Tax and GST deduction are made as per Government guidelines in all cases. Labour cess to the extent of one percent is also deducted in all works related to labour force. Architect Engineer appointed by the College authority supervise all construction works and submits the completion/fit certificates.

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
Admission of Students	Admission is conducted though online mode following the guidelines given by the parent university. After publication of the merit list, several rounds of ecounseling are done to admit students as per their merit positions and availability of seats. Special drive for reserved category seats are done and those remaining vacant are then dereserved as per recommendation and approval by Backward class welfare department. All admission fees are collected through online system and no cash transaction is allowed at any stage of the admission process.
Industry Interaction / Collaboration	Considering the socio-economic condition, efforts are on to expose our students to job oriented skills and improve their vocabulary power. MoU with Anudip foundation, New town, Kolkata has been done to impart communication skills and seek job related opportunities for final

semester students at minimal cost. Entrepreneurship awareness camps and industry visits are conducted to groom our students. Collaboration with near by factories is another step to explore job opportunities for pass out students

Human Resource Management

All departments have a structured routine with number of classes assigned to teachers as per course credit hours and syllabus given. Contractual teachers have been appointed in subjects where the number of teaching staff is low on recommendation by the IQAC. Since the number of full time non-teaching staff is low, for effective management of work load, several contractual staff have been appointed at various positions. Efforts are on to appoint seven full time non-teaching staff as approved by the state government via memo dated July 2019. IQAC and every important academic committee has representatives from all sectors and stakeholders for effective sharing of views in decision making processes.

Library, ICT and Physical Infrastructure / Instrumentation

Library has been digitalized using KOHA software and students can access the book content through online mode. High speed internet access is available at several places to facilitate online classes and efforts are on to create more ICT enabled digital classrooms. Laboratory equipments, computer accessories, Photo copier machines, water purifiers, fire fighting devices are under annual maintenance contract to achieve immediate and trouble free services.

Research and Development

Teachers are encouraged to undertake research activities and projects and to complete Career advancement schemes well in time. Teachers are provided leaves for presenting papers in seminar proceedings and to have inter-departmental linkages for effective use of instrumentation and man power facilities. A few departments like Chemistry, Physics, Mathematics, Botany, Bengali have active research units.

Examination and Evaluation

Internal assessment and tutorial assignments for this academic session were conducted online. The question papers were uploaded on the college portal 10 minutes prior to commencement

of exam each day and students were instructed to submit their answer scripts in pdf format within half an hour in pre-designated emails provided by the departments. The statement of marks are then uploaded on the award sheets provided by the University within the deadline period. Students who fail to scan their scripts in pdf format and upload via email have the option to submit their answer scripts within one hour at counters within the college campus.

Teaching and Learning

Teaching in undergraduate course is though mainly confined to chalk and talk method, many departments have taken recourse to multimedia tools and ICT methods with various digital platforms available. To minimize the digital divide among the students who have no access to internet connectivity, upload of e-content and materials on college portal is done periodically. Students are encouraged to get themselves converged with the modern tools and platforms of sharing knowledge. During the lockdown period imposed on March 2020, all classes were conducted online with class links provided to the student group.

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

E-governance area	Details
Administration	<p>The minutes of meetings of Governing body and IQAC are uploaded as soft copies on college portal and hard copies are pasted on signed register books for record. Pay packet generation, arrear claim, salary disbursement, e pension of teaching and non-teaching staff are submitted online with teachers as nodal officers and due assistance from non-teaching staff. All payments above rupees ten thousand are made either through cheque or neft mode. Refund of fees for students who have cancelled admissions within due time are also made through neft mode by Direct Transfer Benefit method. student fee collection is also through online mode for all semesters and any fee transfer to the parent university is via sbi collect portal. Library has been automated and students can browse accession numbers online through their mobile devices also. Free wi fi within the campus for all and high speed</p>

internet connectivity facilitates online teaching learning process from the institute itself. Regarding appointment of contractual teachers and non teaching staff on substantive basis, advertisement on leading newspapers is given with notification to employment exchange authorities.

Finance and Accounts

Cash entry on daily basis, verification and reconciliation of bank statements, generation of scholarship details, verification of students application for scholarship are all done through online mode. All undergraduate and post graduate accounts related work has been computerized and back up created in external memory disks. All Payment to staff is made through Treasury in their designated bank accounts or by DBT mode. All construction/renovation related work above rupees five lakhs are done through e-tendering portal of state government. Purchase of computer accessories, books, furnitures above rupees one lakh are made following state rules and quotation related notices displayed on college portal and college notice boards. staff involved in accounts work are sometimes trained by the senior teachers of commerce department with Head of department as nodal officer in HRMS related work.

Student Admission and Support

UG and PG student admission is done via online mode only. Merit list is published after the application period as per university guideline and admission takes place through several rounds of e-counselling. Al payments are made through payment gateway and collection summary can be generated through vendor site. Vendor Infonetics has been entrusted the job to manage the online admission software and creation of student data. The student data, with corrections if required after the physical verification process, is then uploaded on the student registration portal as per format provided b the parent university. Vacant reserved category seats are dereserved as per BCW guidelines and filling of these seats are done on merit basis only. Post graduate admission in affiliated college study centers however is done centrally by the recognized university. Verification

of forms, collection of fees and approval is done from the college end via the link provided by the University. College has a functional web site where all documents are hosted periodically and all important notices are digitally displayed with minimum paper wastage. Special attention is given so that students can upload the scholarship forms in time and the same gets credited in their accounts by DBT mode. Student aid in the form of partial or full waiver of institutional fees, donation to pursue higher studies after graduation and counseling by teachers/counselors is done as support to facilitate the teaching learning process and reduce drop out rates.

Examination

Online entry of examination and scrutiny marks , verification/confirmation and generation of statement of marks is done by the departments within the given deadline period. Questions for Internal Assessment and of final semester exams are uploaded on college portal as per university guidelines. Checklist of students who have enrolled for the examination process and admit cards generated are also uploaded on college portal for students to view and download at their end. Printed copies are also available from college desk. Teachers of several departments are appointed as examiners/paper setters/ moderators and Head examiners by the University to assist in the examination process.

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
2020	Deb Kumar Mukherjee	2 week MOOCs programme	Ramanujan College, affiliated to Delhi University	750

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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	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2019	Use Language lab	Audit and financial management programme	13/12/2019	14/12/2019	22	8
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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 on Astronomy and Astrophysics	1	11/05/2020	12/06/2020	32
UGC sponsored Refresher Course	1	14/10/2019	26/10/2019	13
Refresher Course in Life Sciences	1	04/01/2020	17/01/2020	14
Refresher course	1	11/02/2020	24/02/2020	14
Faculty Development Programme	2	18/05/2019	03/06/2019	17
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	8	2	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1	1	1

6.4 – Financial Management and Resource Mobilization

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

The external auditor is assigned by the department of Higher Education, Government of West Bengal for audit related work at the institution. The auditor visits the institution, verifies/checks documents, cash vouchers, bank documents, cash at hand, advances made to staff, procedures of payment, approval by GB in financial transactions, e-tender related documents, PF and

TDS at college end, GST, Group Insurance, labour cess deducted and deposited to agencies if any, assets created and records, library and laboratory purchases, asset registers etc. The report prepared by the auditor is submitted to the office of the DPI, Higher Education, with a copy to the institution. As far as Internal audit is concerned, each cash voucher related to payment is scrutinised by the Bursar, usually a senior teacher from Commerce/Mathematics/Economics department and on his approval by the HoI. Separate cheque book register has been maintained with details of transactions recorded and signed by the Principal and an External GB member. Construction related invoice/bills and Goods purchased out of e-tendering/quotation process are first verified by the accounts officer and then placed to the Head of Institution with remarks/recommendations if any. After approval from HoI, payment by cheque/NEFT/RTGS is done deducting TDS/GST/Labour cess as and when needed. College designated Architect supervises all construction work and issues the completion/fit certificate.

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
Nill	0	NA
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6.4.3 – Total corpus fund generated

2000000.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Nill	Nill

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

i. Parents are informed of the various activities available for their wards and even the job oriented skill and IT skills imparted after college hours. ii. Regarding field trips and industry visits, parents are asked to submit noc and are encouraged to express their views on any matter during parent-teacher interaction meets. iii. Parents are always advised to behave as friends with their son and daughters and inculcate good moral values even at homes. Regarding any financial obligations the parents are requested to approach the college authority but not to force their children debunk classes for material gain.

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

.1. Support staff and even members of the student council are given computer related training regarding course activities to facilitate service provided to students. Log in ids and pass words are generated in the name of support staff so that student service regarding University registration, scholarship etc does not get delayed.However Otps (One Time passwords) regarding examination and evaluation is linked to the mobile number of the Institutional head. ii. Part payment of medical claim of non-teaching staff is borne by the college authority. iii. Financial assistance is provided to staff for their school going children in some cases.

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

1. Introduction of Microbiology and Journalism as new subjects in the undergraduate course programme 2. Introduction of Regular Post Graduate course in Bengali under University of Calcutta 3.Utilization of open space for construction of new building and more class rooms. 4. More use of internet facilities with high speed connectivity for teaching-learning and administrative work. 5. Concerted efforts made to fill up vacant teaching and non-teaching posts.

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
2019	Empowerment of Women through activities like self defence classes, NCC drills, participation in various outreach activities as NSS vounteers.	02/09/2019	Nil	Nil	220
2019	Regular upload of e-materials on college portal	05/09/2019	Nil	Nil	Nil
2020	Monetary contribution and distribution of relief materials to cyclone affected victims	30/05/2020	30/05/2020	31/05/2020	160
2020	Webinar on Indian Education in Post Covid era	25/05/2020	25/05/2020	29/05/2020	95

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
nil	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Efforts are on to install solar photo voltaic cells at institutional roof top, Students are always taught to protect their environment through preventive measures and to educate the general masses near their locality.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	03/02/2020	2	Women empowerment	save girl child campaign	140

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

Title	Date of publication	Follow up(max 100 words)
Covid campaign and preventive measures	05/07/2020	webinar arranged with speakers from different fields like Medical doctors, Counselors, Virologist who highlighted different aspects in the three hour programme conducted online.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
nil	Nil	Nil	Nil

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

i. Different coloured containers/Bins placed to collect liquid and solid wastes. Solid wastes were finally used to produce compost/organic manure. ii. Well maintained garden within the campus. Students are taught to consider trees as friends and tie Raksha bandhan to commemorate the festival. iii. No plastic within the campus. iv. Students are encouraged to use bicycles as mode of transport rather than motor driven two-wheelers. Staff are also encouraged to share vehicles with colleagues to curb air pollution and prevent loss of fuel. v. Periodic cleaning of overhead reservoirs and coolers to prevent unwarranted accumulation of stagnant water bodies that could spread vector borne diseases.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Since almost 65 percent students enrolled are female, institution pays special emphasis to programmes that involve women empowerment. Introduction of self defense classes to boost their confidence and to train them to take this martial art as their career option/profession is one of the recent practices taken by the institution. 2. Institution is very much concerned and takes every possible step to see that no student leaves midway because of financial constrains to pursue further studies. All sorts of financial aid and counseling is done to reduce the drop out rates. 3. Apart from routine structured classes arranged for students within the time frame, special emphasis is given to train them through soft skill development courses and to enhance their vocabulary power so as to brighten their employment opportunities. 4. Decentralization of power, healthy relationship among stake holders and distribution of work force through different academic bodies ensures free flow of knowledge and transparency in managerial activities.

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

https://www.ramsadaycollege.com//healthy_practice.php

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

Ramsaday College in the district of Howrah, West Bengal, is a rural college catering to the needs and aspirations of around 5200 students who come from surrounding villages spanning over 20 to 30 kilometers. A few even travel from over 50 kilometers to get themselves enrolled in subjects like Food and Nutrition, Journalism, English Honours not available in near by localities. The institute at present offers over 100 course programs/combinations in 18 honors and 26 General subjects. There is an excellent bond with local communities and healthy relations with all stake holders that make the atmosphere of teaching learning process more conducive and joyful. There are instances where three generations have studied in this institute and it is our aim to create at least one graduate from each family in the neighborhood. In city based colleges, a student gets several options from among the numerous subject combinations available in different colleges within a radii of 7-8 kilometers from his/her place of residence. The parents, in our locality are also reluctant to send their wards to city based colleges and to get education from hostel accommodation. So the competition is fierce here in honors subjects where seats are limited as approved by the parent university. For subjects like Mathematics, Geography, Botany, Zoology, Chemistry, the demand to intake ratio is often 4 : 1. Apart from completing the syllabus and make them battle ready for the semester exams, our aim is to impart soft skill training programmes to final batch students so that a few of them can get the employment opportunities

in IT and service sectors and earn for a living to support their family. To fulfill our vision to make this institution a center of National acclaim, we give priority to advisories and guidelines recommended by the UGC and Higher Education department and give concerted efforts to follow them in spirit.

Whether it be Swachhta program, MGNCRE policy, AQAR submission, AISHE data upload or spread of awareness on National Education policy (NEP) or Preventive measures against COVID Sars virus, our students encouraged by their teachers, are always in the front line to respect and follow them.

Provide the weblink of the institution

https://www.ramsadaycollege.com/institutes_distinctiveness.php

8.Future Plans of Actions for Next Academic Year

1. Introduction of more skill development and job oriented certificate courses to create employment opportunities to pass out fresh graduates. 2. Construction of a new canteen for students which can accommodate 200 students at a time 3. Development of the college play ground so that district sports can be organized by the institution. 4. Demarcation of the college property by setting up the boundary walls where encroachment is likely to happen in future. 5. Construction of the first floor of the womens hostel and setting up the boundary wall. 6. Welfare activities for people in rural areas through renewed community services using NSS volunteers. 7. More programmes related to women empowerment. 8. Emphasis on waste material management, plantation of trees and setting up a herbal garden, biodiversity management in the campus.