YEARLY STATUS REPORT - 2020-2021

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 its own campus?	**Yes**
• Phone no./Alternate phone no.	**03214260251**
• Mobile No:	**9874694311**
• Registered e-mail	**ramsadaycollege2011@gmail.com**
• Alternate e-mail	**debkumarmukherjee223@gmail.com**
• Address	**AMTA COLLEGE MORE, AMTA BLOCK I**
• City/Town	**HOWRAH**
• State/UT	**WEST BENGAL**
• Pin Code	**711401**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Semi-Urban**
• Financial Status	**Grants-in aid**

• Name of the Affiliating University	**UNIVERSITY OF CALCUTTA**
• Name of the IQAC Coordinator	**DR. TAPAN BAR**
• Phone No.	**03214260251**
• Alternate phone No.	
• Mobile	**9433125044**
• IQAC e-mail address	**tapanbar001@gmail.com**
• Alternate e-mail address	**ramsadaycollege1946@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://ramsadaycollege.com
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	www.ramsadaycollege.com

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.64**	**2012**	**21/04/2012**	**20/04/2017**

6.Date of Establishment of IQAC	**01/07/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	**MRP**	**State Government**	**2021**	**270000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	**1**	

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

Successful implementation of CBCS in all courses of Undergraduate programs and at the Post Graduate course complying the directions of the parent University

Vacant reserved seats were dereserved after special drive of SC/ST/OBC category students and with due permission from Backward Reservation cell, these seats were allotted to students in the waiting list as per merit positions.The same were uploaded on Banglauchchashiksha portal on daily basis.

During the pandemic period, web based pedagogy was followed as instructed by the Higher Education Department by all teachers. Students from financially disadvantaged families were provided freeships to prevent drop out rates. Android devices were provided to two students to facilitate their online classes during this period.

Special care was given to check that scholarships of various kinds do reach the students bank from different state/central and private agencies.A special counter was set up at the college office for this purpose.

Like the previous year, The IQAC committee recommended 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.

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

Plan of Action	Achievements/Outcomes
Filling up of vacant non-teaching posts and creation of new ones for laboratory attendants.	**Got approval from the Higher Education department to fill up seven non-teaching posts. Two for UD Clerk, Two of Peon posts, One guard, Two laboratoty attendants and one Karmabandhu. Non-teaching staff were recruited after completion of all official formalities.**
Creation of more class rooms to do proper justice to the cbcs introduced by the University.	**Four more classrooms were created in the second floor Geetanjali building. The project was entirely funded by college grant.**
Imparting education through online mode for both Honours and General courses.	**Credit should be given to the departments who have used their resources optimally to bring all students under virtual mode of education. For departments with higher enrolment, several groups were created to ensure none is left outside the purview of online education.**
Awareness camps regarding precautionary measures against spread of COVID 19 SARS pandemic	**Resource persons from diverse fields were invited to speak on the matter through online mode using digital platforms. Quiz competitions were organized for students of all colleges.**

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body Ramsaday College	**06/05/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	24/02/2022

15. Multidisciplinary / interdisciplinary

Due to shortage of teachers and high pupil-teacher ratio, interdisciplinary exchange of faculty and sometimes exchange of faculty with neighbouring colleges or invitation of University Professors as resource persons do facilitate the teaching-learning process. Teachers in subject of Economics do help in conducting Commerce classes, teacher from Microbiology in classes of Biochemistry portion of Food and Nutrition, Python program is conducted by Computer Science department to teach students of Physics and so on. University Professors do assist in conducting workshops and special classes on subjects/topics that need special attention and care.

16. Academic bank of credits (ABC):

No such faciities available at present. College authority trying to incorporate Internal Management system for

creating such facilities before going for outsourcing or inviting vendors.

17. Skill development:

College authority has reached a Memorundum of Understanding with Anudip Foundation, Dhulagori, Howrah, for providing softskill and language development courses for final and passed out students. Regarding skill development in Spoken Language and other programs like GPIS, our institution has a tie up with Indian Institute of Technology, Mumbai since 2019. In the academic year 2020-21, We have collaborated with Amrita Viswa Vidyapeetam University, Amritapuri campus, regarding training and conduct of Virtual Laboratory classes for Science students. Since, online practical classes could not be a possibiity then for pandemic reason, practical classes on virtual mode did help around 310 enrolled students in different fields of Science. Our college was also the nodal center for conducting " PYTHON " computer program in collaboration with Spark Institute of Advanced Sciences, Calicut University, Kerala.

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

To put much emphasis on Indian Language skill, we have introduced Sanskrit since 2009 and Buddhist Studies (since 2021)

in our course curricula. Buddhist studies was introduced as Generic Elective subject for Post Graduate students of Bengali literature.

Music with instruments has also been incorporated in Undergraduate course and very recently we have applied for Vocal and Rabindrasangeet under M.A distance course of Rabindrabharati University. Efforts are on to collaborate Indian Music with the folklore of Bangladesh through cultural exchange programs.

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

Sincere efforts are on to promote Entrepreneurship and outcome based education through organization of workshops and

invitation of companies that look for potential job seekers.

20.Distance education/online education:

Our institution is conducting Masters degree programs in subjects like Bengali, English, History, Political Science, Sanskrit, Geography, Commerce and Environmental Science since 2008 under Vidyasagar University through distance mode of learning. The college conducts all theoretical, practical and project classes at its center, while the examinations are held at away centers as allotted by the affiliated University.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**25**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**5382**

File Description	Documents
Data Template	[View File](#)

2.2	**1330**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File]

2.3	**1390**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File]

3.Academic

3.1	**35**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File]

3.2	**36**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File]

4.Institution

4.1	**40**
Total number of Classrooms and Seminar halls	

4.2	**14178702**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**91**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The course curriculum is designed by the parent university and the institution has nothing much to alter the syllabus or allotted lecture modules for each semester. The departments however select the courses which have options as per course outcomes and students interests. This is decided by the respective departments through internal meetings. The course outcome is displayed every year on college website for students to follow. Even in Post-Graduate course in Bengali, previously Political Science was introduced as General Elective subject in Third and fourth semester curriculum. This year, the college BoS (Board of Studies) comprising of Internal and external members, decided to go for Buddhist studies and accordingly the subject was introduced replacing Political Science as General Elective subject.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.ramsadaycollege.com/courses_outcomes_2021.php

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

The institution strictly adheres to the academic calendar published by the parent University and completes all Internal, Tutorial or Practical examinations within the time frame. Due to Pandemic period no such academic calendar was published by the parent University this year. The college authority followed the guidelines given by the state and central governments and acted accordingly. Questions were set as per guidelines, evaluated and marks were uploaded online against the foil numbers generated by the University examination online portal. This academic year has seen several alterations as Affiliated colleges were asked to frame questions , upload them on websites and conduct the examination process either by online/offline or blended mode. Only for final Semester students full weightage was given on the final examination papers while for intermediate semesters, fifty percent weightage was given on the

current and remaining fifty percent from the previous semester performance. SGPA for intermediate semesters was given based on 50:50 weightage by the University.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.ramsadaycollege.com/ugc_guidelines_covid19.php

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7 (B.A. Honours, B.A General, B.Sc. Honours, B.Sc. General, B.Com Honours, B.Com. General, PG (Regular course in Bengali)

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Topics based on Gender equity and Human values are given much emphasis and students from the Commerce department do participate in

projects assigned to them based on these topics. Samples collected based on questionaires provided to teachers and students are analysed and statistical data/information are presented by students in their project dissertations. Though the students need to study Environment based AECC (Ability Enhancement Compulsory Course) in their second semester curriculum, different projects are assigned to students under the mentorship of group of teachers and 10-12 good projects approved by the team of selectors are rewarded during college social functions.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5 (Botany, Anthropology, Zoology, Geography, Food & Nutrition)

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.ramsadaycollege.com/teachers_feedback_analysis_20-21.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2804

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

773

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The teachers assess the learning levels and organizes remedial classes, mentoring and counseling programs for slow learners . Due to covid reasons, in this academic session all classes were held online and their was no such possibility to conduct special classes. However students who have internet connectivity problems and face difficulties to join online classes regularly, have the freedom/option to get the materials in the form of class notes, ppts as e-materials uploaded on college website. Teachers of all departments were instructed to upload e-materials at the end of class so that those who have missed may collect/download them from the website. To bring the flavour of practical classes for Science students, collaboration was made with Amrita Viswa Vidyapeetham, Amritapuri campus, regarding e-virtual lab and more than 300 students from science stream were given the oportunity to perform practical experiments under virtual mode.

File Description	Documents
Link for additional Information	http://eclassrc.in/
Upload any additional information	View File

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

Number of Students	Number of Teachers
5472	**116**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

i. Collaboration with Indian Institute of Technology, Mumbai, for conducting problem solving methodologies like RS-GPS (Remote Sensing-Global Positioning System) hand on experience was conducted by the department of Geography. Dr Manikuntala Kanrar, Head of Department, Geography, acted as the nodal officer for this programme.

ii. PYTHON software program was conducted by the department of Physics in collaboration with Spark institute of Advanced Studies, Calicut University, Kerala. Two teachers from our Physics department were the nodal officers and coordinators for the aforesaid programme.

iii. Regarding experimental learning during the pandemic period more than 310 science students were provided log in ids for conducting lab experiments through virtual mode in collaboration with Amrita Viswa Vidyapeetham University, Amritanagari campus.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	[none](#)

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

ICT stands for Information and Communication Technology Tools and is a common umbrella term used by educational institutions to deliver lectures in the teaching-learning process. Since our institution has Wi-fi facilities backed with high speed internet facilities, most departments use ICT enabled tools like power point presentations,

slide projectors, audio-video cassettes to make classroom teaching and interactions more attractive and participative. Since offline classroom teaching was restricted during this academic period owing to covid protocols imposed on educational institutions, online classes were taken as per master routine with class adjustments as far as practicable. As described earlier, practical experiments and demonstrations were given through virtual mode and students were asked to replicate those experiments after logging into the system through respective log in ids.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://eclassrc.in/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

109

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

21

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

334.6

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per CBCS,Internal assessment is to be done by departmental teachers at the end of each semester before the theoretical exams.

Questions are set up by teachers which are uploaded on college website 10 minutes prior to commencement as per exam schedule announced by the University. 10 marks have been allotted for attendance and 10 marks for Internal exam. Question patterns are usually followed as per directions by Board of Studies and a few departments sets up questions of 30 marks to cover the entire syllabus with alternatives and then divides the total marks obtained by 3 which gets reflected in the award list. during this academic session all IA exams were conducted online and students were instructed to submit the answer scripts in pdf format within half an hour of exam end time.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Students who have claimed that they have submitted the pdf format within the time frame allotted but have been marked absent were asked to resend with screenshots of previous mail. Teachers were also instructed to search all folders including spam and bulk mail folders carefully before confirmation of marks on University portal. The list of roll number of students whose IA papers are missing at the Teacher's end are again given in the student group with response time of 48 hours and then the marks are uploaded on the University portal. All steps are taken to ensure that none of the students is deprived due to technological reasons whatsoever from either end.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	none

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Before commencement of each semester, teachers decide the courses that will be taught in their departmental meetings. Classes are then allotted as per master routine and the programme and course outcomes are displayed on college website. The same is also announced before

commencement of semester classes by all departments. Regarding choice of SEC (Skill Enhancement Courses) by BA General and B.Sc General programme students, HoDs of Arts and Science faculty decides which courses will be taught semesterwise as per options provided by the University in their course curriculum.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.ramsadaycollege.com/courses_outcomes_2021.php
Upload COs for all courses (exemplars from Glossary)	View File

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

Any change in programme and course outcomes required as reflected in the teachers or students feedback is considered seriously in the academic committee. In the Post Graduate course for Bengali, previously Political Science was given as a choice to students of our center as their Generic elective subject in 3rd and 4th Semesters. When adverse feedback was received from both the teacher and student end, the academic committee decided to introduce Buddhist Studies as the Generic subject replacing Political Science in 2021.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	none

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

UG: 1390; PG:40

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.ramsadaycollege.com/cgpa_report_babsc_2022.php

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Despite covid protocols, a few teachers, non-teaching staff and students volunteered themselves to social issues like distribution of face covers/masks among elderly people in their neighbourhood, distributed relief materials for marooned villagers during Yash cyclonic storm that lashed West Bengal in May 2021 and distributed cooked food materials, sanitizers and Oxygen cylinders to patients in distress. The staff and students involved in the community service were duly rewarded by the college authority.

However due to the pandemic period, no outreach activities like NSS camps for villagers, Thalasaemia screening tests and other medical camps for elderly people and villagers could be organized this year.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has expanded the infrastructure facilities slowly to accommodate around 6000 students in various disciplines of Arts, Science and Commerce since 2016. With RUSA fund (2015-16), the ground floor of Geetanjali building was created in 2017 and renovation of the heritage building along with girls' common room was completed. With State fund (Department of Higher Education, Government of West Bengal), the first floor of Geetanjali building

was completed that accommodates six new class rooms. Now with College own grant in 2020, another floor (second floor) was added in the Geetanjali building that adds and accommodates 4 new class rooms. Along with class rooms, new laboratory spaces were created for students of Botany and Microbiology in 2020. New gymnasium instruments were added in the list of equipments for Physical Education department. The office space was expanded by another 1200 square feet in 2020 with addition of a new scholarship section.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	none

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has its own play ground and very recently the playing arena has been linked to the main road via the second approach road to college campus. The ground has been labelled by dumping of earth materials carried from nearby areas where dredging of canals was undertaken by state agencies. The college authority has now decided to construct boundary walls around the play ground area to prevent future encroachment of college land by outsiders. There is a gym room created from UGC XI plan fund in 2012 equipped with modern gym equipments for use. Adjacent to the Gym room is the Physical Education department and teachers of this department look after games and sports activities. Although College indoor and outdoor games are held every year, no such activities could be taken this year following covid protocols. No district or University sports competition were held during the academic year 2020-21. However self defence classes for students were conducted through online mode by teachers of Santragachi Art of Life and even online karate quiz competition was conducted for students in 2021. YOGA day was celebrated by the NCC girls' wing within the campus maintaining social distancing and other protocols imposed by the government.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	none

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

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	none
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

64,61,792

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library is automated to the extent of 90% using integrated Library Management system (KOHA software). Studets can access the book content through online mode. Leaflets highlighting the number of books and journals on roll, footfall of students, books issued, new books arrived are distributed to first Semester students. Students from different streams who have visited most number of times in the

library and used it effectively are duly rewarded by the college authority on Annual foundation day.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	none

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.423

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

45

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

Wi-Fi provided by JIO broadband within the campus has some limitations as far as bandwidth and speed is concerned. Most computers in the college office and in the library are linked via LAN with BSNL broadband services. Apart from these, high speed internet connectivity is provided to the Principal's room and in the accounts server room by private SITI cabels.Annual subscription for NLIST and INFLIBNET (Information and Library Network) is made every year and teachers as well as students are motivated to use the resources even off-campus through log in ids provided to registered users.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[none](#)

4.3.2 - Number of Computers

105

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

141.78

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Regarding laboratory facilities, HoDs are instructed to submit the requirments/claims as per needs after taking into consideration co-curricular activities and exchange of chemicals / equipments as far as practicable with other departments. Optimal use of resources is encouraged without unnecessary wastage of chemicals. Departments submit the list of books/journals before the academic committee and once approved by the purchase committee these are then forwarded to the librarian with due recommendation by the college principal. During the pandemic period which started from March 2020, it was found by end of the year that the main frame server of the computer department as well as few UPS (Uninterrupted Power Supply batteries) got damaged as they remained idle for a long period. Teaching as wel as non-teaching staff who are local residents were therefore advised to visit the college premises twice a week on rotation basis maintaining covid protocols to recharge the computers and battery components to keep the equipments in active form.

College office and class rooms are also sanitized on monthly basis by hiring personnel expertise in this field.The cleansing process is always monitored by non-teaching staff who stay close to the college campus. Unless situation demands no one is encouraged to visit the college premises during the pandemic period.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	none

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2801

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

585

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	<u>none</u>
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

56

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

7

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	[View File](#)
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

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

The student council contains representatives from all programmes and courses and are selected /elected as per norms set up by the Higher Education department, Government of West Bengal. No such selection procedures occurred for last five years and a few running students from all courses have been nominated by the student body who look after the common araes like cultural, sports and academic interests of general students.Principal as ex-officio is the President of the student council. The student council plays an important role as far as institute discipline, academic environment smooth conduct of day to day activities is concerned. The council and representatives there in forms a unit with the teaching and non-teaching staff during time of disaster management programs and in all community related activities. They are the real force to rely on when outreach activities and annual memorable functions/occasions need to be celebrated on the campus.

File Description	Documents
Paste link for additional information	none
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni assiociation has not been registered so far. The institute has a fair good quality of Alumni members who assembles

in the month of January (second Sunday of the Month) but no such programme could be arranged in 2020-21.

File Description	Documents
Paste link for additional information	none
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The prime aim of the institution is to disseminate proper knowledge as far as academic pedagogy and moral values is concerned among all students to create a dedicated pool of worthy citizens ready for future generation. The governance of the institution is well aware of the present scenario and determined to give the best possible education and create more employability opportunities for them. Since a frustrated young mind is bound to lose focus and stray waywards, the college authority is determined to explore all possible ways to guide them during difficult phases of life. Students are encouraged and motivated to use the available resources and choose a career they often dream off. The college authority is totally determned not to allow a single drop out for financial reason and takes all possible measures to see a student graduate from this institute with no extra burden on his/her family members. Students are motivated to select a pathway of their choice and it is

the duty of the college administrators to fulfill their passion and provide an academic as well as holistic environment where their dreams and efforts can blossom.

File Description	Documents
Paste link for additional information	https://ramsadaycollege.com/healthy_practice.php
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Governing body of the institution is formed as per University statute and guidelines but with a common purpose to serve the students with best resources available at their ends. This can be possible if the power is decentralized and shared among various faculty members through formation of different committees. These committees under a senior faculty member as convenor are kept functional and instructed to review the situations periodically and provide the updated news in governing body meetings. Though on an average seven to eight GB meetings are held annually, only four could be conducted during this pandemic period which were held on virtual platforms.

File Description	Documents
Paste link for additional information	none
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional plan is crafted at the beginning of every academic year based on achievements and failures of the previous year. These are then analysed in the IQAC and governing body meetings and all efforts are made to gets these target projects through by deploying the resource materials effectively. Sometimes the projects get delayed due to reasons that are beyond the scope of the institution. Regarding introduction of more Post Graduate courses at our center, we need to get the final nod from the parent university and regarding induction of more faculty members in various subjects,

final approval from the Higher Education department is mandatory. Under such circumstances the college authority has little to do other than pursue the matter with the concerned authorities on regular basis.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	none
Upload any additional information	No File Uploaded

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

The following instances are proof enough to establish that the functioning of the institutional bodies is effective.

i. The Higher education department in January 2020 circulated an order to submit details of all guest lecturers engaged in the institute with all relevant documents for upgradation to the post of State Aided College Teachers (SACTs). The documents starting from their mode of selection as guest teachers in different subjects, appointment and joining letters, respective GB resolutions, pay slips, proof of continuity in service were duly uploaded on a given portal within the time frame given and all 77 Guest and Part time teachers were successfully promoted to the higher position with enhanced pay grades.Not a single case got rejected due to lack of proper documents from college side.

ii. Our college comprises of students from all categories and even has 10-15 % first generation learners every year. The socio-economic situation of the majority is not healthy enough to cope with online teaching methodology during the pandemic period. What surprised us most is that there was not a single case of incomplete result (Semester VI) due to lack of failure of uploading answer scripts in pdf format during the exam time. Special classes were conducted from the teachers end to train the students regarding how to prepare a single file pdf of their answer scripts and how to upload them effectively on the given email address. Concerted efforts by all stakeholders can guarantee such excellent results for an institute.

File Description	Documents
Paste link for additional information	none
Link to Organogram of the Institution webpage	none
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

A general cooperative account has been in existence for teaching and non-teaching staff to enable loan facilities to permanent employees.

Festival advance of Rupees Three lakhs thirty five thousand was paid to18 employees during the year 2020-21.

Mediclaim facilities to the extent of 50% is paid to employees who have opted for the contributory scheme. At present only one member of the non-teaching staff is availing the facility. Festival bonus as well as festival advance is given to all casual and contractual employees as per their categories. Festival advance is however recoverable from the salary payment in 10 equal adjustments. Service books of all employees are kept updated with nomination faciities in prescribed formats so that pension and other DRB (Death or Retirement benefits) could be processed smoothly without much hassel. In extreme cases of emergency Principal cum Secretary

Governing Body(ex-officio), has been given the power to sanction advance amount of maximum 25000.00 (Rupees Twenty five thousand only) to employees as loan.

File Description	Documents
Paste link for additional information	none
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Though there is no performance appraisal system for non-teaching employees, Teachers do maintain records of their day-to-day activities as these records are later on verified by the IQAC coordinator before being approved for CAS (Career Advancement Scheme) related information. Based on approval from college end the CAS file is processed and screened by the concerned authorities for

final approval related to promotion of teachers.

File Description	Documents
Paste link for additional information	https://ramsadaycollege.com/cas_guidelines_for_teachers.php
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial audit for the year 2019-2020 is completed but for the year 2020-21 is in process. The delay is due to vacant post of Accountant and that of cashier after their retirements and no permanent recruitment in these posts have been made so far.The cases are pending at the Higher Education department for approval. Audit objections, if any, are discussed at the Governing body meetings and steps are taken accordingly so that these mistakes are not repeated.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

Affiliated colleges usually mobilize funds from semester fees collected from students. Payment links are provided to students and all collections made online get reflected in the designated bank statements. Any additional grant from the University Grants Commission or the State Government are credited at separate bank accounts. Any tender fees or Earnest money deposit collected from vendors are immediately deposited in the college development grant and are returned after successful completion of the projects and as per recommendation from the Architect Engineer. The money collected from alumni have been fixed at State Bank of India, local branch, and will be used to construct the new gate near the second approach road to college campus. Even letters have been issued to several banks to contribute fund for institutional development purposes. Requests and efforts are also made to obtain grant from MP LAD and MLA funds. State ministers are approached through concerned authorities for projects like installation of water ATMs, solar photovoltaic cells on roof tops, mini indoor stadium and so on.Even the college pond has been put on lease that contributes some money on yearly basis.

The resources are used as per requirement and any purchase or expenditure to the tune of over fifty thousand rupees are placed before the purchase committee or finance committee for their recommendation and approval.

File Description	Documents
Paste link for additional information	[none](#)
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

Although one IQAC meeting could be conducted offline during this period, the members were in touch through video conferences and WApp links for effective exchange of ideas and discussions on issues like poor student participation in classes through virtual modes, examination schedule and mode of conduct for Internal assessments, Practical oriented classes for Science students, how to conduct and assess project related works, partial waive and modification in fees structure and so on. As per recommendation by IQAC, free distribution of face masks and sanitizers to students and elderly people of the adopted village was taken by the local college staff and student representtives. Webinars highlighting the preventive measures and how to combat the pandemic period and post-covid era were discussed on digital platforms and then the videos were uploaded and shared on You-tube links for future reference.

File Description	Documents
Paste link for additional information	https://ramsadaycollege.com/aqar.php
Upload any additional information	No File Uploaded

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

During the pandemic period all classes were conducted online as per existing master routine. Learning outcomes as well as programme outcomes have been uploaded on the college website and all faculty members were asked to maintain the time frame regarding completion of the syllabus and periodic monitoring of the progress of students. Since no physical contact was possible, it was difficult to assess the progress made by students and occassional poor internet connectivity in remote areas made things worse for monitoring things at regular intervals. All teachers were however instructed to maintain and record their weekly academic related activities for evaluation and for their Career Advancement Programs.

File Description	Documents
Paste link for additional information	<u>none</u>
Upload any additional information	<u>View File</u>

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Due to pandemic reasons no such initiatives could be taken this academic year. However every year students from the Commerce department do conduct surveys among students from all streams and courses and also collect responses from their teachers to analyse the sample data for their project submission. The college authority strictly adheres to freedom of expression and all academic positions like Head of Departments, members in various committees, coordintors for various programmes are selected/appointed based on decisions taken in the teacher's council. For Girl sensitization programme, all female students of our institution are encouraged to join NCC (girl's wing) and self defence classes to boost their confidence and

as part of mechanism of self protection during times of adversities. Boys and girls equally participate voluntarily in all extension related activities within and outside the college campus.

File Description	Documents
Annual gender sensitization action plan	none
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	self defense classes

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid wastes are collected in separate bins kept at designated places and are usually used for low land filling.

Liquid wastes from Chemistry laboratories are usually marked as chlorinated toxic chemicals or non-chlorinated

chemicals and are collected in separate labeled bottles. These are then handed over to staff from Amta hospital for

safe disposal. Special attention is taken not to dispose the chemicals on water bodies that can harm flora and fauna lives

or pollute our environment. E-wastes are disposed off to a company Hulladek Recycling Pvt. Ltd., Kolkata 700033,

based on prices negotiated from both ends.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	none
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

The college authority promotes harmony among all religions and does not discriminate between cultural programs organized by the staff and students. Occasion like Saraswati puja and Biswa Nabi Diwas are celebrated with equal enthusiasm within the college campus.

Raksha Bandhan and Basant Utsab are celebrated every year to promote religious harmony and spread the universal message, of unity among diversity in Indian culture. On Teacher's day, all staff belonging to different communities and economic background are felicitated by the students on the common platform with no discrimination made regarding position or status. A guard, a sweeper , a gardener is equaly treated and felicitated at par with a professor or a governing body member in the dais. This gives us the feeling of oneness and imbibe among all the spirit of unity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

When "Yash" cyclonic storm hit the gangetic plain on May, 2021 and many villages in the district of Howrah got inundated, a team comprising of teachers, non-teaching staff, and student volunteers risked their lives to visit the flood hit areas and distribute relief materials. The teachers and non-teaching staff contributed rupees one lakh fifty thousand and the student union donated rupees fifty thousand to Chief Minister's relief fund during Amphan disaster in 2020. Due to covid reasons though no sensitization programme could be conducted on campus, the staff and students of this institution are well aware of their responsibilities and duties as evidenced from numerous outreach activities and volunteer service rendered by them during time of needs. The institution is proud to have such dedicated pool of workers who are ready to sacrifice for better cause of humanity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

Due to covid protocols declared by the state and central government, no student gathering was allowed within the campus but National and Interntional commemorative days, festivals were conducted by the local staff and the student council members.

Events that were celebrated during this academic year:

Raksha Bandhan: 20th August 2020 (Sacred threads were tied on plant bodies this year within the campus to celebrate this occasion of brotherhood by the student council)

National Youth Day: 12th January 2021

Netaji 's Birthday as Parakram Divas : 23rd January 2021

Saraswati Puja : 7th February 2021(food packets were distributed from counters this year to avoid overcrowding)

World Environment Day: 5th June 2020

World Entrepreneurship Day: 21st August 2020.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1. Regular cleaning and sanitization of college campus as per guidelines by the University Grants Commission and state government. Face masks/covers and sanitizers were distributed among staff and villagers in the neighbourhood. Awareness on hygiene was spread through posters, leaflets and messages on social networks.

2. Upload of e-materials on college portal for students who face difficulties in managing regular online classes because of lack of android devices and gadgets at their end or very poor internet connectivity in the region.Two smart phones were given on loan to students of Political Science department for use in online learning process from the college end.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

200 words

As already highlighted in the previous year AQAR under Institute Distinctiveness criteria, the college authority cannot afford to relax during the pandemic period when the campus is closed, as students of this region do not have the alternative to get proper information and guidelines from their parents or relatives and rely heavily on their teachers as mentors or counsellors during crisis periods. Periodic counselling sessions and webinars were arranged from college end to guide the students and to pass on the message to people in their neighbourhood. People expertise in fields of medicine, virologist and counsellors were asked to share their views and comments through arrangement of webinar sessions. Quiz context was conducted for all students of the state at National level for creating awareness about the deadly Covid Sars disease.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

i. Construction of the boundary wall around the play ground area to prevent further encroachment of land.

ii. Construction of two more classrooms on the second floor of Gym building.

iii. Arrangement of more skill development programmes to create employability opportunities.

iv. Special drive to create entrepreneurship awareness among girl students.

v. Fencing .around the girls' hostel to demarcate the college property.

vi. Appointment of trainers to promote sports activities like Volleyball and Table -Tennis among students.

vii. Construction of a new gate near the second entrance point to commemorate the 75th Platinum jubilee of our institution.

viii. To submit the IIEA and SSR for NAAC visit and evaluation.