

Minutes of the Meeting of IQAC held on 28.07.2017, 1 PM

Venue: Principal's room

The meeting was presided by the Hon'ble MLA Dr Nirmal Maji , Management nominee of IQAC

Agenda to be discussed at today's meeting

- i. CBCS Course curriculum in Undergraduate(I+I+I) system
- ii. Moral Education and its impact on modern-day society
- iii. Gender discrimination-Its impact on society
- iv. Entrepreneurship awareness workshop for Science students
- v. Efforts are on to bring it below 15%. Reduced to 18% from previous 28% (2014-15)
- vi. Teachers working on research projects are granted leaves for field work and instrumental analysis at other institutes.

After discussion, the following decisions were taken as recorded below.

1. Choice based course curriculum has been introduced in the B.COM stream by the parent University w.e.f 1.7.2017 academic year. The semesterized system along with the annual system will continue till the I+I+I system exits from the course curriculum. Principal read out the salient features of the CBCS and explained the importance of each component and credit allotted in the marks system . Principal also informed the members that the CBCS will be introduced in the B.A and B.Sc Honours and General system from the next academic year (2018-19).
2. As recommended by the IQAC in previous discussion of adaptation of a nearby village, Principal reported that after discussion with teachers, non-teaching staff, alumni members and the student union body, it has been decided that efforts should be given to create awareness of moral values among the students and to involve them in community and different outreach programmes through various activities. In the first phase, extension of outreach activities through organization of NSS special camps, survey of the locality and the livelihood of the villagers, promotion and awareness campaign regarding the facilities announced by the state and central governments will be given priority. All activities from the college end will be done with prior knowledge and cooperation of gram Pradhan and gram Panchayat members of the region.
3. Though the commerce department has introduced gender related audit and projects on gender parity for the students, it should be given more importance not only in papers or project works but also in spirit by all stake holders. Members expressed that feminism is not biological in nature but is an ideology that should be embedded in the minds of every student of our center.


4. IQAC emphasized on setting up Entrepreneurship awareness camps with guidelines from Enterprise development Institute, Ahmedabad. Dr Ramesh Chandra Sahoo has been made the nodal officer to take up the matter with due assistance of teachers from Economics and Commerce departments. Resource persons from various agencies like Banks, NABARD and Science and Technology departments should be invited to enhance entrepreneurship wisdom among the students.

5. IQAC recommended felicitation of students securing highest marks in each subject from the UG and the PG course, felicitation of students for outstanding performance in cultural, sports and social outreach programmes on the foundation day. Several awards need to be created under different head of merits that will boost the performance in coming years. School children from the adopted village should be given school kits and dresses on this memorable day. Principal has been requested to assign the task to various teaching and non-teaching staff and to coordinate the entire programme involving all stakeholders.

6. Principal informed the house that several Part Time teachers have been provided financial assistance from college fund on projects that could be undertaken on a small scale and those which have societal benefits. Teachers engaged in project works or those having UGC, DST or other government financed research projects will be granted duty leaves for sample/data collection and for instrumental analysis at various centers with prior approval from the head of Departments and the college authority.

Miscellaneous:

Members emphasized on cleanliness activities on Swacchata programmes not only within the campus but also at various community places like bus stops, railway platforms, BDO offices and to spread awareness about hygiene activities that can curb vector borne diseases specially during and after the monsoon periods.



Dr. Deb Kumar Mukherjee
Principal
Ramsaday College, Amta, Howrah


Co-ordinator IQAC
Ramsaday College
Amta, Howrah

Class Rooms available at Ramsaday College (2017-18)

Sl no.	Room No	No of benches	position	Funded by
1	Music room		Heritage building	College fund
2	Anth-1	10	Vidysagar building	College fund
3	Anth-2	10	Vidysagar building	College fund
4	6	8	Heritage building	
5	7	40	Heritage building	
6	9	20	PC Ray building(ground flr)	
7	18	20	Vivekananda Bhavan	
8	19	20	PC Ray building(ground flr)	
9	20	8	PC Ray building(2nd flr)	
10	20A	8	PC Ray building(2nd flr)	
11	21	12	PC Ray building(2 nd flr)	
12	21A	18	J C Bose building(3 rd Flr)	State fund
13	22	20	J C Bose building(grnd flr)	UGC-IX plan
14	23	20	J C Bose building(grnd flr)	UGC IX plan
15	24	4	PC Ray building(ground flr)	
16	25	4	PC Ray building(ground flr)	
17	25A	6	PC Ray building(ground flr)	
18	29	10	J C Bose building(2nd flr)	UGC X plan
19	30	10	J C Bose building(2nd flr)	UGC X plan
20	32	20	Rabindra Bhavan(ground flr)	UGC XI plan
21	33	20	Rabindra Bhavan(1st flr)	UGC XI plan
22	36	18	Rabindra Bhavan(2nd flr)	UGC XI Plan
23	37	16	Rabindra Bhavan(2nd flr)	UGC XI Plan
24	38	24	Gym building(1 st flr)	State fund
25	39	20	Gym building(1 st flr)	State fund
26	40	20	Gym building(1 st flr)	State fund
27	41	50	Gym building(1 st flr)	UGC XII plan & RUSA*
28	42	90 desklet chairs	Gym building (ground flr)	UGC XI & RUSA*
29	43	30	Gitanjali (ground flr)	RUSA(2016)
30	44	15	Gitanjali (1 st flr)	RUSA
31	45	24	Gitanjali (1 st flr)	RUSA
32	46	20		State fund(2017/18)
33	47	20		State fund
34	48	24		State fund
35	49	20		State fund
36	50	20		State fund
37	51	24		State fund
38	GEOG-1	12	Geography deptt(2 nd flr)	MP LAD (2017)
39	GEOG-2		Geography deptt(2 nd flr)	MP LAD (2017)

*Renovation work from RUSA gran


 Dr. Deb Kumar Mukherjee
 Principal
 Ramsaday College, Amta, Howrah

Minutes of the Meeting held at Principal's room on 07.02.2018

In absence of Management nominee Dr Nirmal Maji, the IQAC meeting was presided by Sri Pathik Chakraborty , nominee from the local society

Agenda to be discussed:

- i. Briefing on the Minutes of the meeting with representatives from the state government regarding RUSA fund and utilization of grant
- ii. New guidelines of NAAC effective from 31.7.2017
- iii. Introduction of PG and certificate courses in the course curriculum
- iv. Incorporation of one nominee from the Scientific community

Resolutions adopted:


- i. Representatives in the rank of joint Director of Public Instructions accompanied by finance committee members visited the institution on 22nd December 2017 to monitor the income and expenses incurred under RUSA grant 1. The procurement of facility items as per norms, maintenance of asset registers, construction work by the vendor as per e-tendering, payment mode through PFMS and all related papers were evaluated by the inspection team. A minute of the meeting with the teachers, non-teaching staff and student community was also conducted at the end. Principal has been instructed by the team to deduct 1% labour cess from the vendor's final payment as per rules and to submit the final utilization certificate to RUSA at an earliest. It is to be stated that so far Rs (5000000+ 9583333)=Rs 1,45,83333/- has been credited to UBI bank for RUSA related expenses in two instalments. IQAC members appreciated the development work completed so far out of RUSA grant.
- ii. The members were apprised of the new guidelines introduced by NAAC from 2018 onwards. The seven criteria which were previously present have been sectorized into qualitative (QIM) and Quantitative (QnM) matrices and the quantitative part is around 70% of total grade point. Besides, verification of data submitted by the institutions by a third party and the online student satisfaction survey (SSS) are new modalities introduced by NAAC. **The members stressed the need of digitization of all office data and student record for easy access through Management Information System (MIS).** Library automation should also be enhanced through KOHA software.
- iii. Principal informed the committee that the Higher Education cell has visited the college regarding introduction of Mathematics in the Post graduate program from 2018 academic session. Further visit by the Calcutta University team is expected soon and the consent from CU syndicate is needed before the course could be implemented. IQAC recommended introduction of Microbiology, Journalism and Electronics at undergraduate level and certificate courses like Travel and tourism, Insurance and Hotel

management in the course curriculum. Principal has been requested to take initiatives and discuss the matter with the concerned authorities.

iv. To widen the horizons of the academic committee in IQAC, members recommended inclusion of one nominee from the Scientific body. This will also help to develop skill based education among the students which is the need of the society at present. One of the IQAC members, Dr Ramesh Chandra Sahoo, suggested the name of Dr Amiya Kumar Kalidaha, Senior scientific officer of Department of Science Technology and Biotechnology(DSTABT) for this post. Another name that surfaced was Dr Manindra Nath Maity , Former Director to Enterprise Development Institute, Kolkata. Principal has been requested to communicate with the scientists and get their approval at an earliest.

The meeting concludes with vote of thanks to the chair and to all members present for today's effective discussion on quality related issues of Higher Education at Ramsaday College.


Co-ordinator IQAC
Ramsaday College
Amta, Howrah


Dr. Deb Kumar Mukherjee
Principal
Ramsaday College, Amta, Howrah

Minutes of the Meeting held at Principal's room on 05.06.2018 (2;30 pm)

In absence of Management nominee Dr Nirmal Maji, the IQAC meeting was presided by Dr Deb Kumar Mukherjee, Principal, Ramsaday College , Amta, Howrah

Principal informed the IQAC about the decision of the admission committee for the academic session beginning from 1st July 2018. Henceforth, admission to the Post Graduate course will be through central online system conducted by the University and student intake will be 60% based on marks obtained at the preceding UG exam and remaining 40% through common admission test. The IQAC members from the teaching fraternity were therefore requested to convey the same to the students prior to start of the admission process. IQAC members were of the opinion to retain the semester fees same as last year and to provide financial assistance to the students from financially weaker sections in terms of total or partial waive of the fees. The matter will be duly communicated to the Post Graduate Board of studies.

Principal also informed the IQAC about completion of the two storied academic building that was financially assisted by the state Government. A sum of rupees One crore ten lakhs was sanctioned for this purpose and the new building has been certified fit for use by the architect engineer Sri Krishnendu Ghosh. Sri Ghosh informed the committee that based on the soil test done on the existing property, the structure has been so designed that it can safely support a four storied building. The new building measuring 122 feet long and 29 feet wide has six class rooms and a guest room. It also has a ladies and a gent's toilet on the ground floor. Principal informed that these class rooms will be basically for Humanities subjects under one umbrella and one of these rooms has been earmarked for the new Journalism and Mass Communication subject that will be introduced shortly. The guest room on the first floor will be well furnished and will be available for teachers willing to stay overnight in order to prevent outstation journey. A minimum rent of Rs 100 will be charged per night from the guests. Principal has been requested to install water purifiers and fire fighting devices in the new building and to depute a staff for up-keeping and maintenance of the rooms on a daily basis. **IQAC even recommended installation of smart interactive boards and make some of these class rooms fit for ICT enabled teaching method.**

IQAC members stressed for creation of a second approach road to the college campus and to erect a boundary wall covering the entire campus. Principal informed the members that a MOU is in process with the local people who will be allotted lands at the backyard in exchange of their property that lay scattered within the mouza and the boundary wall can then be completed. Accumulation of scattered plots adjacent to college land will create more space for extension and development of college play ground.

*Discussion ends with vote of thanks to all members present at today's meeting (duration: 2'30 – 3:50pm).
The resolution will be uploaded on the college portal shortly*

Sudrata Raychaudhuri
Co-ordinator IQAC
Ramsaday College
Amta, Howrah

Deb Kumar Mukherjee
Dr. Deb Kumar Mukherjee
Principal
Ramsaday College, Amta, Howrah

Minutes of the Meeting of IQAC held on 29.11.2018, 2 PM

Venue: New Library room

The meeting was presided by the Hon'ble MLA Dr Nirmal Maji , Management nominee of IQAC

Main Agenda to be discussed: i. Submission of AQAR for 2017-18 session, preparation of report

ii. Achievements and recommendation by IQAC for quality enhancement

Principal stressed the importance of preparation and timely submission of AQAR as it is one of the prerequisites to assessment and accreditation process by NAAC. The deadline of submission of aqar for 2017-18 (period from 1st July 2017 to 30 June 2018) is approaching and need to be submitted within 31.12.2018. The members discussed the major steps taken by the institution as per recommendations by IQAC and the outcome at the end of the period. This can be summarized as follows:


Facilities	Existing	Newly created	Source of Fund	Total
Campus building area	6.88 acres	7.04 acres	State fund	
Class rooms	31	8 (In tabular form)	MP LAD & State fund	39
Laboratories	13	1	MP LAD (Geography)	14
Seminar Halls	2	1	College & RUSA	03
No. of important equipments purchased (≥ 1.0 lakh) during the current year.	4	1	DSTABT Govt of WB	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 236000/- UV-Vis double beam spectrophotometer	DSTABT Govt of WB	
Others		Expansion of college library	Donation from Alumni	
Seminars/workshop arranged		05	One international seminar by PG department of Bengali and 4 entrepreneurship workshops (EAC)	
Research projects/ consultancy	02	05	4 sponsored by UGC-ERO and 1 by DSTABT Total value = Rs 12,53,400/-	07


The committee requested IQAC coordinator to collect relevant materials from all stakeholders and compile the data as per format of AQAR. The members even stressed the efforts made by the institution to train the final year and the recently passed out students and to make them employable in various corporate organizations. As per data obtained so far, almost 80 students have undergone the training programme by G.S Consultancy within the campus and **12 got employed in various IT sectors** like AEGIS, MAPPLE and IBM. The members even lauded the Swaccha Bharat and Digital India programme conducted by the NSS and NCC (girl's wing) volunteers of the institution.

Recommendation for quality enhancement:

- i. Introduction of Microbiology and Electronics in Undergraduate course of teaching.
- ii. Introduction of Computer Science Honours
- iii. Creation of new non-teaching posts especially laboratory assistants for all Science subjects and filling up of vacant NT posts
- iv. Submission of proposal to Higher Education for creation of new Teaching posts as per latest guidelines issued by them.
- v. To submit IQEA for NAAC assessment as per new format
- vi. Creation of a second approach road to campus over the existing pond
- vii. Renovation of the college sports ground with boundary wall and stadium
- viii. More training programs to students for corporate jobs and awareness camps on self start-up entrepreneurship issues.
- ix. Installation of Solar Photovoltaic cells at roof tops
- x. Free internet service to all students and more use of digital platforms in ICT enabled class rooms as a tool to the teaching-learning process.
- xi. To propagate the "Digital India" and Swaccha Bharat programme among students and in the community at large.
- xii. To organize more seminars and workshops related to social issues like Gender sensitization, Save Girl Child, Vector borne diseases, Rain water Harvesting, Biodiversity and its impact on society, Child labour and Girl trafficking, etc

Meeting ends with vote of thanks to and from the chair. Duration of today's meeting was 2pm -4:10pm.


Co-ordinator IQAC
Ramsaday College
Amta, Howrah


Dr. Deb Kumar Mukherjee
Principal
Ramsaday College, Amta, Howrah

Minutes of the Meeting held at Principal's room on 24.2.2019

In absence of Management nominee Dr Nirmal Maji, the IQAC meeting was presided by Dr Deb Kumar Mukherjee, Principal, Ramsaday College , Amta, Howrah Regarding preparedness of Ramsaday College for NAAC accreditation, the following points were discussed in the meeting as Ramsaday College has been tied with one of the NAAC accredited colleges ie Vijaygarh Jyotish Roy College, Kolkata, as per instruction from the Higher Education department. The findings have been summarized below.

Strength of the Institution identified:

- i. Rural college (Year of establishment,1946) where students from the surrounding areas (covering even 15-20 Kms) have the unique opportunity to learn and develop.
- ii. 92 course programs/combinations are offered to the students taking admission under cbcs (Choice Based Credit System)in 18 Honours and 23 General subjects.
- iii. Success rate more than 96% in both B.A and B.Sc Honours (Average data of five years from 2013-14 to 2017-18 academic session). In general courses, success rate is above 80%.
- iv. Excellent Bond with local communities and healthy relations with all stake holders.
- v. Percentage of students participating in extension activities with various Government and non-government organizations is fairly high. Special attention is given to the welfare activities of residents in the adopted village situated 2.5 kms from the institution.

Weakness pointed out by the committee:

- i. Percentage of classrooms and seminar halls having ICT enabled facilities is low (20%)
- ii. Out of 35 sanctioned full time teaching posts, 11 are vacant (nearly 32%). Void to be managed by appointing guest teachers whose commitment is fairly limited and puts tremendous burden on college financial resources.
- iii. Students' proficiency in English language is poor which severely hampers placement opportunities in corporate sectors.
- iv. Lack of big classrooms to accommodate 150-200 students in compulsory language and Environmental courses.
- v. Lack of proper play ground for any outdoor sports activities

Opportunities:

- i. Introduction of regular Post Graduate courses in Science subjects in a phased manner.
- ii. More employment oriented and Entrepreneurship programs with MOU from industries.
- iii. Placement activity can be strengthened considering the growth of small and medium scale industries in the region recently.
- iv. Ratio of students to mentor for academic and stress related issues could be improved

Challenges:

- i. Reduce the drop out rate below 10%

- ii. Open college land scattered at several locations need to be merged through exchange deeds with land owners.
- iii. To create a new connector to college campus over a nayanjali from the bus service road. Talks with PWD(Roads) is on.

Steps taken to overcome the weaknesses:

- i. Language lab created for final year and pass out students. Professionals hired from reputed institutes assigned the responsibility to conduct sessions. Separate session also available for interested teaching and non-teaching staff.
- ii. A class room of size 82 ft x 30 ft has been constructed to accommodate 200 students at a time. A few more to be created from college own resources.
- iii. Application has been submitted for creating new teaching positions in various subjects. Filling up of seven vacant non-teaching posts has been recently approved by the Higher Education department.
- iv. Efforts are on to manage financial assistance from either MP fund or from the State government to develop the college play ground.

Time frame for NAAC:

Since the AQARs for the required five years (2013-14 to 2017-18) have been submitted and the same uploaded on college website, IIQA will be submitted in 1st week of November 2019. Online SSR with requisite NAAC fees will be submitted in the 1st week of December.

The members who were assigned the task of analyzing the NAAC format based on weightage given on various parameters and the existing facilities as on date, submitted the report and the predicted CGPA score came as 2.3.

Expected NAAC score:

Criterion	Weightage (w)	CrWGP	CrGPA
1	100	200	200/100=2.00
2	350	750	750/350=2.14
3	120	318	318/120=2.65
4	100	228	228/100=2.28
5	130	294	294/130=2.26
6	100	244	244/100=2.44
7	100	266	266/100=2.66

CrWGP=Criterion-wise Weighted Grade Point; CrGPA=Criterion-wise Grade Point Average

$$\text{Institutional CGPA} = \sum \text{CrWGP} / \sum W = 2300/1000 = 2.3 \text{ (Grade B)}$$

Today's meeting lasted for over two hours (2:10 pm to 4:20pm). Meeting concludes with vote of thanks from the chair to all members present.

Minutes of the Meeting held at Principal's room on 12.6.2019

In absence of Management nominee Dr Nirmal Maji, the IQAC meeting was chaired by Dr Deb Kumar Mukherjee, Principal, Ramsaday College , Amta, Howrah.

Agenda for today's discussion:

- i. Admission related issue for the AY 2019-20
- ii. Foundation day celebration
- iii. Training programs for final year students and creation of job opportunities.
- iv. strengthening of various committees related to student welfare

agenda 1> The vendor "Infonetics" has been assigned the responsibility of managing the college admission process online and to generate the student data base as per format published by the parent University. Though no official letter has reached the college office regarding introduction of Journalism and Microbiology UG general course program, the vendor has still been asked to initiate the admission process in these two new subjects. Principal has been requested to get the permission letter from the department of IC (Inspector of Colleges) at an earliest. The date of publication of the merit list and starting date of admission has been fixed by the University on 18th June and 22nd June 2019 respectively. THE members decided that refund of admission fees will be made to the students who have cancelled their seats after the counseling process and applied within a specified period as per UGC rules. Refund will also be given to students who have taken admission in more than one course program after different stages of publication of the merit panel. A formal letter with document of fees payment by the applicant should reach the college office within 15 days of completion of the college admission process. All refund will be given through the bank accounts provided by the students following NEFT mode of transaction.


agenda 2> The 73rd Foundation day of the institution will be held without much pomp and galore on 1st August 2019 as Calcutta University has fixed examination of 1st year General students (I+I+I sys) on that day. The celebration will be restricted on the college auditorium with fewer guests from the Higher Education department or from the State government this time. The program of felicitation of our students securing first class at the Honours and General level (Both Undergraduate and Post Graduate Programs) and also to best library users (each from three streams of Arts, Science and Commerce) will however remain in the program chart. Like previous years, Distribution of school kits to primary school children of the region will also take place. Outreach programs like free medical check up for children and


mother of the Mandaria village, Eye testing and distribution of specs for elderly people, Thalassaemia screening tests for students and their family members will however be arranged after the exam period is over and before the Puja vacation. IQAC fund will be utilized for such programs at different stages.

agenda3> Principal reported the visit undertaken from the college end at various small and medium scale industries of the region. Most of these industries have come up within a span of four to five years and located in the industrial belt of Ranihati and Dhulagari. Almost nine such industries were visited by Principal accompanied by senior teachers in two days. The manufacturing units range from textile to food processing to packaging and even dairy products. Anudip Foundation located at Dhulagari, Howrah, has come up with the proposal of imparting soft skill training to final year and passed out students and will also look after the employment programs after completion of the training period. The IQAC assigned the responsibility to members from the society and requested Dr Ramesh Chandra Sahoo (senior associate Professor in Political Sc department) to coordinate the matter.

agenda 4> Members felt the need to expand the horizons of bodies that will look after the welfare of the students. As CBCS is a shorter format of the education program spanned into six semesters with tight academic schedule, IQAC felt the need to create pool of mentors and to increase the mentor mentee ratio from the next academic session. Ideally a mentor will look after 20/25 students preferably those who are academically weak and fall back to meet the requirements. IQAC requested the Academic committee to involve more Guest teachers in student welfare activities. The counseling of students has to be done on a routine basis with due assistance from Smt Piyali Nag (Guest teacher of Psychology department), who has recently completed the certificate course of counselor program. The IQAC even agreed to induct one member from the Employer community and requested Principal to approach the Hon'ble MLA for a suitable nominee.

Meeting continued from 1'45 till 3'15 pm and concluded with vote of thanks by the chair to all IQAC members present.


Co-ordinator IQAC
Ramsaday College
Amta, Howrah


Dr. Deb Kumar Mukherjee
Principal
Ramsaday College, Amta, Howrah

Minutes of the Meeting of IQAC held on 02.11.2019

The meeting was presided by the Hon'ble MLA Dr Nirmal Maji also the Management nominee of IQAC

Since it was decided by the IQAC in its meeting held earlier this year (February 2019), that IIPA (Institutional Intention for Quality Assessment) will be submitted after the Puja recess and by first week of November, the meeting was called to analyze what went wrong that led to failing meet the deadline. The main reason that came out after discussion by the members has been summarized below.

i> Work load on the department because of introduction of the CBCS at both the Undergraduate and Post graduate level programs since July 2018 has been identified as the major reason. Since the schedule of conducting internal assessments by the departments and submission of marks online by the college itself is time bound, collating data for preparing the SSR (Self Study report) got wayward by the team assisting the NAAC coordinator.

ii> Moreover the information from the college office got delayed as the MIS (Management Information System) data was incomplete from the vendor managing the institutional automation software. The members agreed that the new system has posed problem in maintaining and updating both academic and administrative matters. The matter became worse as the software used has to manage the existing annual system(I+I+I sys) and the newly introduced choice Based semesterized system at the same time. This is important to generate the data for SSS (Student Satisfaction Survey).

iii> Financial audit for the session 2018-19 has not been completed and the settlement certificate from the University Grants Commission for the Twelfth Plan Period is also pending.

iv> Shortage of office staff (five whole time staff at present against 17 approved posts) including the cashier, accountant and the Head clerk has made the matter worse. The college authority has appointed contractual non-teaching staff to maintain the day to day activities and time need to be given for the newly recruited staff to get acquainted with the system.

The IQAC committee recommended the steps that need to be followed so that NAAC preparation by the institution does not get delayed further.

i. Institutional audit to be completed soon. Principal has been requested to visit UGC-ERO and settle the UGC XII Plan grant immediately.

ii. Compilation of data in both qualitative and quantitative matrix forms to be completed soon. NAAC coordinator has been requested to form a core team from among the teaching and non-teaching staff and get the things ready within February 2020.

iii. If needed two separate vendors will be assigned the duty to manage the software. One to look after the admission process, fees collection and related bank data, the other with other college automation like generation of student data base, managing college website and generation of feedback data from all stakeholders.


iv. Principal has been requested to submit the AQAR and AISHE report within the given time frame and to upload the same on college web portal as they are important criteria of NAAC assessment.


v. Principal and NAAC coordinator has been requested by the committee to address the stakeholders immediately and emphasize on the importance of Data based matrices imposed by NAAC in the new format and how to maintain them on individual and institutional basis.

vi. Principal has also been requested to complete the recruitment process of non-teaching staff within December 2019 and submit the panel to the Higher education department for approval immediately.

Duration of the meeting was 12 Noon to 1:45pm. President Dr Nirmal Maji left the meeting around 1PM to attend some important administrative work and the meeting was then conducted by the Principal.

The meeting ends with vote of thanks to the chair and to all the members present for fruitful discussion.


Co-ordinator IQAC
Ramsaday College
Amta, Howrah


Dr. Deb Kumar Mukherjee
Principal
Ramsaday College, Amta, Howrah

Minutes of the Meeting of IQAC held on 27.02.2020

The meeting was presided by the Hon'ble MLA Dr Nirmal Maji also the Management nominee of IQAC

1. The members present unanimously resolved that the AISHE format and AQAR for the period 2018-19 has to be submitted within the stipulated period. Principal has been requested to collate the information from all stakeholders and do the needful. The audit for the academic session 2018-19 to be completed within 31st March 2020. The audit report with reply to observations has been submitted to DPI on 07.02.2020.

2. As decided earlier, the results of the test examination for 3rd Year Honours and General (I+I+I sys) has been published online and student feedback collected through online portal. Feedback from parents was collected as usual by the departments through teacher-parent interactions and the same has been discussed by the members at today's meeting. The major issue that came out was that the parents are unaware of the shortage in class attendance by their wards. Henceforth periodic notification will be made by the departments about class attendance every month and guardian call will be made for students with less than 70% presence. Most parents also asked to display the attendance record on college website for others to see and preferably in Bengali vernacular.


3. The members emphasized on more number of seminars and workshops related to skill development and on contemporary topics that will benefit the society at large. Departments like Geography, Botany, Chemistry and Environmental Science have been requested to submit proposals and IQAC fund created will bear the costs subject to approval by the finance committee.


4. The IQAC committee proposed setting up of more virtual class rooms and technology enabled mode of teaching learning method using digital platforms available. Principal has been requested to depute or hire technicians who will impart training to the teachers on a periodic basis.

5. Principal and other members stressed the need of the creation of the second approach road and the current status of the project. Hon'ble President sir requested the nominee of the local bodies to take up the matter with the concerned authorities immediately so that any hindrance to this project gets cleared. Principal has also been requested to communicate verbally with the people concerned. This urgent need of creation of a second entry route to college campus became more evident after the huge gathering that took place during the college social earlier this year. Volunteers along with posted police personnel had a difficult time managing the crowd within the campus with a sole entry/exit point. Principal informed the members that though several letters were issued to PWD, Howrah division, for

permission to create an approach road over the water body separating the college land and the bus road, no written permission was given from their end. IIQAC members unanimously agreed to send the proposal to GB for detailed discussion and recommendation for greater interest of the institution of getting the project completed without disrupting the natural habitats or the water bodies.

The meeting concludes with vote of thanks to the chair and to all the members present for fruitful discussion.(start time: 1:45 pm, end time: 2:50pm)


Co-ordinator IQAC
Ramsaday College
Amta, Howrah


Dr. Deb Kumar Mukherjee
Principal
Ramsaday College, Amta, Howrah

Class Rooms available at Ramsaday College (2020-21)

Sl no.	Room No	No of benches	position	Funded by
1	Music room		Heritage building	From College grant
2	Anth-1	10	Vidysagar building	College grant
3	Anth-2	10	Vidysagar building	College grant
4	6	8	Heritage building	
5	7	40	Heritage building	
6	9	20	PC Ray building(ground flr)	
7	18	20	Vivekananda Bhavan	
8	19	--	PC Ray building(ground flr)	<i>Renovated for office purpose (2020-21)</i>
9	20	--	PC Ray building(2nd flr)	<i>Renovated for scholarship room (2021)</i>
10	20A	8	PC Ray building(2nd flr)	
11	21	--	PC Ray building(2 nd flr)	<i>Office store house</i>
12	21A	18	J C Bose building(3 rd Flr)	State fund (2010)
13	22	20	J C Bose building(grnd flr)	UGC-IX plan
14	23	20	J C Bose building(grnd flr)	UGC IX plan
15	24	4	PC Ray building(ground flr)	
16	25	4	PC Ray building(ground flr)	
17	25A	8	PC Ray building(ground flr)	
18	29	10	J C Bose building(2nd flr)	UGC X plan
19	30	10	J C Bose building(2nd flr)	UGC X plan
20	32	20	Rabindra Bhavan(ground flr)	UGC XI plan
21	33	20	Rabindra Bhavan(1st flr)	UGC XI plan
22	36	18	Rabindra Bhavan(2nd flr)	UGC XI Plan
23	37	16	Rabindra Bhavan(2nd flr)	UGC XI Plan
24	38	24	Gym building(1 st flr)	State fund (2011)
25	39	20	Gym building(1 st flr)	State fund (2011)
26	40	20	Gym building(1 st flr)	State fund (2011)
27	41	50	Gym building(1 st flr)	UGC XII plan & RUSA*
28	42	90 desklet chairs	Gym building (ground flr)	UGC XI & RUSA*
29	43	30	Gitanjali (ground flr)	RUSA (2016-17)
30	44	15	Gitanjali (1 st flr)	RUSA
31	45	24	Gitanjali (1 st flr)	RUSA
32	46	20	Gitanjali (ground flr)	State fund (2017/18)
33	47	20	Gitanjali (ground flr)	State fund
34	48	24	Gitanjali (ground flr)	State fund
35	49	20	Gitanjali (1 st flr)	State fund
36	50	20	Gitanjali (1 st flr)	State fund
37	51	24	Gitanjali (1 st flr)	State fund
38	52	50	Gitanjali (2nd flr)	College fund (2020-21)
39	54	25	Gitanjali (2ndflr)	College fund
40	55	25	Gitanjali (2 nd flr)	College fund
41	56	24	Gitanjali (2 nd flr)	College fund
42	GEOG-1	12	Geography deptt(2 nd flr)	MP LAD (2017)

	GEOG-2	12	Geography deptt(2 nd flr)	MP LAD (2017)
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***Renovation work from RUSA grant in 2017**

Minutes of the Meeting of IQAC held on 28.11.2020, 3 PM

Venue: Google Meet (meet.google.com/ghb-ufjf-tyq)

The meeting was presided by Principal in absence of Nominee from the management side

Agenda discussed at today's meeting through virtual mode

- i. CBCS online exam for course curriculum in Undergraduate and PG system
- ii. Difficulties faced during the covid pandemic period and ways to overcome them
- iii. Discussion on National Education Policy 2020

Members present: Dr. Deb Kumar Mukherjee, Dr Chandreyee Sengupta, Sri Arup Dhara, Dr Ramesh Chandra Sahoo, Sri Subrata Raychaudhuri, Dr Tapan Bar, Dr Amitabha Bandyopadhyay, Dr Amiya Kalidaha, Sri Amit Das, Sri Ruhul Amin Khan.


Resolutions adopted:


- i. Due to covid pandemic declared by the Government of India in March 2020, all semester classes of CBCS were conducted through virtual mode. For end semester exams, full 50 marks for lab based and 65 for non-lab based subjects were set for theoretical papers. Full Attendance of 10 marks was given for all enrolled students but confusion arose as no form fill process was conducted by the University prior to exam. Questions set up by the University were sent to the Principal mail box 30 minutes prior to commencement of exams. These questions are then uploaded on college web site 10 mins from the respective college side. Sri Jnanada Prasad Pal has been assigned the job to maintain the college website and provide suitable links during the exam process. Options were given to students to submit the answer scripts either by online mode (upload pdf copies at given mail ids) or through offline mode within one hour of exam period. IQAC members resolved, if due to technical reasons, some students fail to upload the answer scripts, they should be given one more chance before marking them absent. All teachers are requested to screen their SPAM and bulk mail folders periodically for any mail posted there. Students who have appeared in Internal / Tutorial exams should be contacted if their theoretical papers are missing at examiner's end. Principal would provide the contact numbers from the CU portal.
- ii. Teachers reported that there has been considerable fall in student attendance during conduct of classes through virtual mode. Many students have reported non-availability of Android devices, poor connectivity in their region, high cost of net recharge and discontinuity for family reasons. Many have

reported that their parents have become jobless as they were daily wage workers and face difficulty to support their family with two half meals. Members unanimously decided that no fees whatsoever will be charged from the students until normalcy resumes as Calcutta University has waived the Exam fees for all semesters. Students who have good track records but unable to attend online classes may be assisted by the respective departments in whatever way it is possible. All teachers would be requested to upload their class notes/materials on E-classroom portal created for this purpose. It may be in the form of PPTs, hand notes clearly legible, book chapter photocopies, slides, videos etc. Care should be taken that no property or copyright violation occurs from the teacher's end.

Principal reported to the members present that admission for 1st semester classes is near completion but no verification of forms could be done under pandemic protocol conditions. Once the situation improves, students who have got themselves admitted will be called in small batches for form verification within the college premises. All Semester classes will however be conducted online till fresh circulars are issued by the concerned authorities.

iii. Principal informed the house that as Government of India has launched NEP 2020 and focused to have four year degree programme with more emphasis on skill development courses, colleges should also gear up for ICT enabled teaching methods and prepare the students in such a way that they can face the real challenges of life. Coordinator has been requested to approach resource persons from university and institutes who can enrich us about NEP and to arrange webinars for all stakeholders.


Co-ordinator IQAC
Ramsaday College
Amta, Howrah


Dr. Deb Kumar Mukherjee
Principal
Ramsaday College, Amta, Howrah

Minutes of the Meeting of IQAC held on 4.10.2021, 12 PM

The meeting was presided by Principal in absence of Nominee from the management side

Agenda discussed at today's meeting after a long gap of pandemic period

- i. CBCS offline classes for course curriculum in Undergraduate and PG programmes
- ii. Works that need special attention after pandemic and are long overdue
- iii. Focus on outreach activities that need immediate implementation

Members present: Dr. Deb Kumar Mukherjee, Dr Chandreyee Sengupta, Sri Arup Dhara, Dr Ramesh Chandra Sahoo, Sri Subrata Raychaudhuri, Dr Tapan Bar, Dr Amitabha Bandyopadhyay, Dr Amiya Kalidaha, Sri Amit Das, Sri Ruhul Amin Khan, Dr. Nababrata Ghoshal, Dr. Gopal Dev Mondal.

Resolutions adopted:

1. As per UGC guidelines, higher educational institutions have been directed to conduct classes either by online, offline or blended mode. The members unanimously resolved to make efforts to bring the students in batches maintaining covid protocols. It has been decided that First and Third semester Honours students will come on Monday, Wednesday and Friday as per routine developed by the departments, while General course students will visit college campus for offline classes on Tuesday, Thursday and Saturdays. To reduce unnecessary accumulation of students in each class and maintaining safe distances, not more than two students will occupy a single bench. Six sections were thus created instead of existing four and while students of four sections will undergo theory classes of a particular subject, remaining two sections will attend theory classes of a second generic course and so on. Fifth Semester Honours and General students will however attend classes through online mode. Practical classes which require use of common utensils and glasswares to be handled by students will not be allowed to be performed but experiments with computer aided programs can be performed in batches. Principal informed the members that our college has become a nodal center under Amrita Viswapeetam University regarding conduct of virtual labs for science students. Professor Nababrata Ghoshal and professor Sudipa Upadhaya have been made nodal officers for this programme. All Post graduate classes will however be conducted through online mode.

2. Principal informed the IQAC members that as per directions of Higher Education department, special vaccination programmes were arranged for students who have completed 18 years of age within the


college campus. The students need to register their names through google links provided on online groups and visit the college with Id proof (preferably Aadhar cards). The first such drive was completed on 1st October and the next has been scheduled on 5th October (Friday) from 10'30 am onwards. Professor Shankar Dev Maity has been assigned the role of nodal officer and he has been requested to keep in touch with the medical officer from Amta Health center regarding vaccination programme at our end. Even the service providers of our institution will be vaccinated on 5.10.2021 as they provide essential services during college hours. Principal also informed the members that during this period when tight covid protocols were gradually relaxed every two weeks from August 2021 onwards, dumping of earth materials to level the college play ground and to create the second approach road from bus bay has been undertaken and the whole work is expected to be completed by December this year.


iii. IQAC members will make a visit to the adopted village to enquire about the health status of villagers, specially the elderly people and prepare a list of those who have not been vaccinated till date. Based on the number, special camp will be arranged for them at the Mandaria hostel with due assistance from health workers of Amta rural hospital. Members also appreciated the efforts given and benevolent services rendered by some of our colleagues namely Sri Amit Das, Sri Avirup Chatterjee, Sri Rati Kanta Dalui and Smt Asmita Banerjee during the pandemic period and proposed to felicitate them during a college programme.

Miscellaneous:

Considering the economic crisis prevalent during the pandemic period, special concessions will be provided to students from financially disadvantaged families in terms of freeships or waive of a portion of the total fees and all steps to be taken to ensure no student opts out of the academic programme for financial reason only.

Meeting concludes at 2 pm with vote of thanks from the coordinator to all members present.

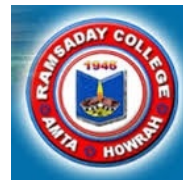

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NOTICE

IQAC Meeting will be held on **22nd March 2022 (Tuesday), 1'00 pm** at room No 41 to discuss the following agenda:

1. Confirmation of the proceedings and discussions of the previous meeting held on 04/10/2021
2. Reporting of the status regarding submission of Annual Quality Assurance Report of NAAC for the period 2020-21
3. Discussion on the list of teachers to act as examiners to be uploaded on University portal under TAM (Teachers Assignment Module)
4. Discussion on the progress made so far to create ICT enabled classrooms to facilitate the teaching learning process.
5. To discuss on action taken report regarding course and programme outcomes already displayed on college portal and feedback report on course curriculum from teachers.
6. Miscellaneous, if any.

Yours Sincerely


Dr. Deb Kumar Mukherjee
Principal
Ramsaday College, Amta, Howrah

All teaching staff, irrespective of whether IQAC members or not, are hereby requested to attend this meeting.

letter dispatched to Hon'ble Government, local and alumni representative members of IQAC with a request to make it convenient to attend the meeting.

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Minutes of the Meeting of IQAC held on 22.03.2022, 1 PM (Room No 41)

The meeting was presided by the Principal and all teaching staff were invited to attend the meeting

1. Proceedings and discussions of the previous meeting held on 04/10/2021 were read and confirmed.
2. Regarding submission of AQAR (2020-21), Principal reported the house that the format of submission of AQAR has been changed with template given for uploading data for most matrices. Librarian Sri Arup Dhara has been requested to forward the excel sheet of the Google form in which the teachers have provided their academic, co-curricular and extra-curricular activities. Physical Education department has also been instructed to provide data in give format regarding achievements of students in various indoor and outdoor events. Principal also informed that due to pandemic period teaching learning process was limited to online activities and experiential mode of teaching lacked impetus. The teachers present were informed of the virtual labs and online spoken English programmes that were conducted during this period in collaboration with Amrita Vidyapith center (Amritapuri campus) and IIT-Mumbai respectively. IQAC coordinator has been requested to collect all data from different sources and compile the submission process within two months.
3. The format given in the college portal (Teachers Assignment Module)for uploading data of teachers who will act as internal and external examiners for various courses in different subjects has been discussed and Head of departments were asked to fill in the format in consultation with departmental teachers and hand over the filled in format to the Principal's office for submission to the controller's section of Calcutta University within the stipulated date. Contact numbers and e-mail ids should be properly mentioned as well as the respective course codes of the examiners.
4. Principal informed the house that three new potable projectors and three white screens have been purchased and installed to facilitate the teaching process through Information and communication technology. Room no 43 (ground floor of Geetanjali building) has also been upgraded to ICT enabled class room. Internet connection has also been provided in departments lie Physical Education, Bengali, Political Science and Zoology. Journalism department has requested for computer softwares to be installed in few computers at the Physics department which will facilitate computer generated teaching


methods for third semester students of JORG (Journalism and Mass Communication General stream students).


5. Principal informed the house to get the outcome and feedback report from even Semester students regarding course and programme outcomes already displayed on college website. Based on feedback reports, modification in course curriculum to be effected with due approval by the academic committee before commencement of even semesters in the next academic session and in perspective to recommendations of NEP 2020. Teachers should inform the students well in advance at the commencement of semester classes regarding SEC and DSE course codes that will be taught in that particular semesters and the same should be provided in the respective student groups.

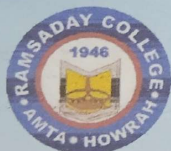
Miscellaneous:

IQAC coordinator informed the house that the institution has geared up the process of IQA and SSR submission and informed the teachers that all data/linkages regarding papers published in UGC care journals and online records of papers presented in seminars/conferences/FDPs should be provided within 15th April 2022. Librarian and the technical committee formed for this purpose need to verify and assist the teachers for link creation and data compilation.

Coordinator, IQAC extended vote of thanks to all teachers who were asked to be present at today's important meeting.


Co-ordinator IQAC
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Dr. Deb Kumar Mukherjee
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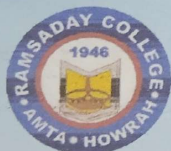
Action Taken

2017 - 2018

- i. Conducted 04 institutional level seminars to boost research interest among faculty members.
- ii. 6 new class rooms have been constructed for better accommodation in CBCS curriculum.
- iii. Maintaining transparency by incorporating members from all sections into various committees. Dr Amiya Kalidaha, Senior Scientific officer, Department of Science, Technology & Biotechnology, Govt of WB, has been included in the committee.
- iv. Medical camp at the adopted village for elderly people particularly women
- v. Feedback from students on academic matters and immediate steps to address their grievances through fruitful discussions.
- vi. Focus on digital India and Swaccha Bharat and its consequences in better livelihood

Subrata Roychoudhury
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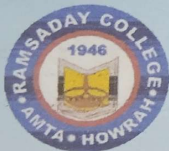
Action Taken

2018 - 2019

- i. Successful implementation of CBCS in all courses of Undergraduate programs and at the Post Graduate course complying the directions of the parent University.
- ii. Almost 90% seats filled up at the Honours level and 85% at the General level in undergraduate programs. 80% at the Post Graduate level. De-reserved seats were successfully allotted to more demanding categories.
- iii. More emphasis was given to web related teaching and learning process with a significant shift from conventional chalk and talk method.
- iv. Special emphasis was given to hygienic activities and Swaccha Bharat mission within the college campus and at the neighbourhood.
- v. Extension activities like free health check-up and Thalassaemia screening tests were conducted by experienced medical practitioners from Tropical Medicine Hospital, Kolkata. Thalassaemia carriers were given separate counselling sessions.
- vi. Freeships were provided to deserving students belonging to the financial weaker sections and all efforts were made so that the students get their scholarships within the stipulated period.
- vii. 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 counselling process.
- viii. Entrepreneurship awareness programs and certified job programs were arranged on a periodic basis to pass out and current students to boost their start up plans.
- ix. Self-defence classes especially for girl students introduced and all logistics were provided free of cost to the enrolled cadres.

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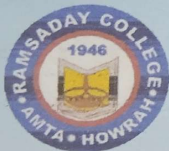
Action Taken

2019 - 2020

- i. From a significant shift of usual chalk and talk method, web-based pedagogy was followed by most teachers.
- ii. Students from financially disadvantaged families were provided freeships to prevent dropout rates.
- iii. Vacant reserved seats were de-reserved 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.
- iv. Special emphasis was given to hygienic activities and swachcha Bharat mission within the college campus and at the neighbourhood. Five committees were formed under Swacchata mission.
- v. 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.
- vi. 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 counselling process.
- vii. Logistics like dress and mats were provided free of cost to the enrolled cadres of self-defence class.
- viii. One international webinar and online quiz contest was organized in the context of COVID Period.

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Action Taken

2020 - 2021

- i. Vacant reserved seats were de-reserved 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 Banglar uchchashiksha portal on daily basis.
- ii. 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 dropout rates. Android devices were provided to two students to facilitate their online classes during this period.
- iii. 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.
- iv. 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 counselling process.
- v. To maintain the quality of education in CBCS format, 04 new class rooms were created using college funds
- vi. Took initiatives to filling up of vacant non-teaching posts and creation of new ones for laboratory attendants.

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Action Taken 2021 – 2022

- i. College authority started blended mode of classes after puja vacation.
- ii. Become nodal centre of virtual lab to conduct practical classes of science departments in virtual mode
- iii. Special vaccination camps were arranged during the month of October for college students and residents of Madaria village
- iv. Special concessions provided to the financially disadvantaged students
- v. To gear up the submission process of AQAR, IIPA and SSR, a core committee has been formed to take necessary steps.
- vi. Three portable projectors and three white screens have been purchased to facilitate ICT enabled teaching learning process. Room no. 43 has been upgraded to smart classroom.
- vii. Broadband connections have been provided to the department of Physical Education, Bengali, Political Science and Zoology. Some special software have been installed in Journalism department. A separate computer lab has been set up for physics department.

Tapan Basu,

Co-ordinator IQAC
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