

# RAMSADAY COLLEGE

Affiliated to the University of Calcutta & Registered under 2f of UGC  
Act.

( An Institution Accredited by NAAC 'Grade- B')

P.O. AMTA \* DIST.-HOWRAH \* PIN-71140

## ANNUAL QUALITY ASSURANCE REPORT (AQAR)

PERIOD: 2007-08

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Steering Committee for IQAC

Chairperson: Sri Anup Kumar Saha

Principal, Ramakrishna College

Co-ordinator: Sri Deb Kumar Mukherjee

Teacher, Department of Chemistry

Administrative officers:

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Members of Management

1. Sri Nandini Misra (Government nominee, GBN)

Members from Local Society

1. Sri Parvati Mishra (M.L.A)

2. Sri Indranyu Misra (Sub-divisional Information & Cultural officer)

3. Sri Nandini Misra (Secretary, Al-Azhar Mission, Upar, Howrah)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Steering Committee for IQAC

<b>Chairperson:</b> Sri Anup Kumar Sikdar	Principal, Ramsaday College
<b>Coordinator:</b> Sri Deb Kumar Mukherjee	Teacher, Department of Chemistry

### Administrative officers :

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

### Members (Teacher's representative)

1. Sri Ramesh Chandra Sahoo Secretary, Teachers' Council
2. Sri Parthajit Hazra Teacher, Department of Commerce
3. Sri Rabindranath Maiti Teacher, Department of Chemistry
4. Sri Subrata Roychowdhury Teacher, Department of Mathematics
5. Sri Himansu Bose Teacher, Department of political Sc.
6. Mrs. Padmasana Chattopadhyay Teacher, Department of English
7. Sri Tapan Kumar Bar Teacher, Department of Bengali

### Members of Management :

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

### Members from Local Society :

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

### ***OVERALL ANALYSIS BY NAAC PEER TEAM:***

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

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

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

- During its sixty years of existence, the College has introduced only a limited number of degree programmes. It is time for the college now for giving a new orientation to the course structure so as to march ahead with the needs of the time. The proposed expansion may take note of the needs and aspirations of the people of the catchment area of the institution. Courses in Management, IT and agro-based aspects may be gradually introduced

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

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

Dr. Anup Kumar Sridhar  
Principal,  
Ramnagar College

Area, Barabanki District  
West Bengal, 711001  
Date: 27<sup>th</sup> February 2007

Institutional Data

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

College: \_\_\_\_\_ District: Howrah State: West Bengal Pin code: 711 401

Name and Signatures of the Peer Team

Name	Amta SID	Tel. No.	Mobile No.	Fax No.	E-mail
Prof. A C Bhagabati					
.....					
Prof. Jagadeesha					
.....					

Name	Amta SID	Tel. No.	Mobile No.	E-mail
Prof. Mrigen Das				
.....				

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

Financial category of the college:  Autonomous  Government  Private  Other

Type of college:  All India  State  Other

..... Date, Month & Year

Dr. Anup kumar Sikdar  
Principal,  
Ramsaday College

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

### Institutional Data

1. Name and address of the Institution:

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

2. For communication:

**Office**

Name	Area/ STD code	Tel. No	Mobile No.	Fax No.	E-mail
<b>Principal: Dr. Anup Kumar Sikdar</b>	03214	260251	9830127444		anup.sikdar@rediffmail.com
Vice Principal .....	--	--			
<b>IQAC -Coordinator Dr. DebKumar Mukherjee</b>	03214	260251	9433352385		debkumarmukherje@rediffmail.com

**Residence**

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

3. Financial category of the college:

Grant-in-aid :

4. Type of college: Affiliated

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

01-08-1946

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

6. Dates of UGC recognition:

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

*Part-A*  
*Criterion I : Curricular Aspects*

**Plan of Action :**

1. To review and redesign the course program made by the University. The overall objective should be at par with the mission of the institute- *Advancement of Learning and Excellence through Academics.*
2. To take initiative to frame and design the course curriculum so that major portion of the syllabus could be completed within the stipulated time frame. Provision to conduct extra classes for academically weak students should be there in the course structure.
3. To organize departmental meetings at regular intervals so that a systematic track record could be prepared. This would ensure smooth functioning of the departments and proper assessment of situations. Teachers would then have an opportunity to judge his/her position regarding timely completion of course syllabus and the backlog to be cleared if any.
4. The college authority has seriously taken into view the option of introducing number of need based subjects in the existing undergraduate course program.
5. The option of creating new Honours and General subjects under the existing (I+I+I) system will be determined from the feedback result from the nearby secondary and higher secondary schools. In this regard the college authority has decided to send **questioners to the Heads of all schools** of the locality and interpret the information gathered from it.
6. To provide scope to our rural students the much needed vertical dissemination of knowledge(after completion of Bachelor degree), the college authority has decided to open up **Distance Education Post-Graduate courses** in all the three streams(Humanities, Science and Commerce) from the academic session 2008-09. This decision was taken largely to provide avenues of learning to poor rural students who despite having the potential were kept deprived for lack of facilities.
7. To conduct certificate courses relevant to the needs of the rural society that can generate self employment.

**Plans executed : ( Courses and Curricula)**

1. Before delving deep into the innovative details of best practices in courses and curricula, two points need to be clarified here:

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

b) The scope for introduction of innovativeness is limited due to financial, infrastructural and other constraints. Despite the urgency felt in all circles regarding introduction of computer education to our rural students, we are yet to introduce this facility in our course program due to fund crunch.

2. Each and every department of the college has designed the course curriculum in a methodical way to complete almost 90% of the syllabus by the end of every academic session. There was also the provision of remedial classes for the weaker students. Four class tests were arranged for students of Part-I and II (Honours & General) during the period January'08-April'08. The topics and the time schedule were notified to the students at least fifteen days prior to class test examinations. Two class tests were conducted for the final year students ie Part-III and a preparatory test were held in early February-2008. These periodic class tests not only helped the students to complete the syllabus but also enabled them to have a proper knowledge about the pattern of questions expected during the final exams. Corrected scripts from these exams were shown to the students and the results displayed on the college notice board.

Students who failed to appear in these tests without valid reasons and whose scores did not meet the cut off marks(cut off marks for Honours and general subjects were different and decided by the academic council before the commencement of exams) were summoned by the students counseling cell. Principal presides over these counseling sessions ably assisted by the Heads of the departments.

This year, the Calcutta University final part-III theoretical exams commenced from April 18 and continued till middle of May. Part-II and Part-I University exams commenced from June 23 and continued till July 30. Calcutta university examinations for Part-III B.Com., B.A and B.Sc (Honours and General) were held at our college center. More than 450 students took part in these examinations over a period of one month. Our college was also the centre for Part-II and Part-I, B.A., B.Sc. Honours and General examinations. Over 600 students appeared in these examinations stretching over a period of five weeks.

3. Departmental meetings were held at regular intervals to focus on academic growth and monitor the progress as predicted in the lesson plans of teachers. This provided an opportunity for the individual teacher to assess where one lies as far as timely completion of the scheduled program is there. The topics for class tests were framed in such a way that every teacher had the scope to judge the progress of his / her students. The minutes of the meetings and the resolutions adopted by the concerned departments are clearly written in the departmental registers.

4. Visit by the University experts and the Inspector of colleges for opening up new undergraduate courses (I+I+I system) in the following subjects from the session **2007-08**, was made in May'07.

- i. Zoology Honours.
- ii. Anthropology General
- iii. Physical Education General
- iv. Geography General

After thorough scrutiny and inspection, the members recommended that **Geography General, Anthropology General and Physical Education** be started from the session 2007-08. The details regarding the fee structure and faculty intake for the above mentioned subjects were discussed in the Governing Body meeting held on June10, 2007.

<b>New subjects</b>	<b>Inaugural session</b>	<b>Intake capacity</b>
Geography	2007-08	30
Anthropology	2007-08	25
Physical Education	2007-08	50

The intake capacity of students in **Bengali Honours** has been raised in the current session. Previously it was **90** and now it has been enhanced to **110**. It has been one of the long standing demands from the student community that has finally been fulfilled.

5. Questioners and feed back forms specially created for the purpose were sent across fifteen higher secondary schools to know their course programs, range of combination of subjects available, student intake capacity, performance of students in board exams etc. The filled-in feed back forms received from nine schools were scrutinized by the

Academic subcommittee and the findings and recommendations were submitted before the Governing body. Based on these findings it was decided that **Education, Sanskrit, as General subjects and Geography as Honours subject** demands high attraction and need to be introduced in the course curricula from the **2008-09** academic session.

6. An Inspection team from **Vidyasagar University Distance Education Program**, headed by their Dean of Student affairs, visited the college campus to monitor the facilities available here. They interacted with our faculty members and apprised the college authority regarding the norms of admission in the post-graduate courses and the modular syllabus that need to be taught within the stipulated period.

The inspection team were satisfied with the infrastructure facilities available at the college and have unofficially declared that **M.A(Distance Education)** in subjects like **English, Bengali, History and Political Science** be opened from the academic session 2008-09. **M.Com and M.Sc.(Geography, Applied Mathematics & Environmental Science)** courses should also commence from the same academic session.

7. The academic council has stressed the need and justification to conduct certificate courses in collaboration with reputed institutes and educational bodies. Several key subjects relevant to the present day demands have been identified. Professional/quasi-professional Courses like **Atmospheric Science, Paper Technology, Industrial Economics, Visual Arts and multidisciplinary studies like History and Archaeology** have been identified. Courses having rural needs like **Agriculture, Pisciculture, Cottage industry, Screen printing, Cable networking**, are other attractive fields that need to be exploited.

Due to shortage of class-rooms during the peak seasons the college authority has for the time being put on hold the implementation of certificate courses in the current session. The management also feels that there is a need to expand the library space and office automation completed before these courses could be properly implemented.

*Criterion II : Teaching Learning and Evaluation*

**Plan of Action :**

1. Admission to various course programs to be made strictly on the basis of merit as of preceding year without any bias towards any community, caste , creed, sex or urban rural divide.
2. Enhancement in the number of direct teaching days.
3. A formal request will be made to the Controller of Examinations, University of Calcutta to reduce the number of University exam days at the college center so that the first year classes can begin from early July. The college academic calendar shows that most classes are lost in July due to university exam days at the college center.
4. Fixation of the number of classes required for covering the syllabus in each subject. The departments have been requested to frame the lesson plans and circulate among the students before every academic session.
5. To fill up the existing vacant full-time teaching posts and to engage more number of part-time/contractual teachers so that the teacher-student ratio can be increased.
6. The Heads of the respective departments have been requested to monitor the students' attendance and to submit their findings before the academic council. It has been decided in the council that no compromise whatsoever would be made regarding promotion of students who have a shortfall in class attendance.
7. A total of four class tests, two in the month of January, one each in February and March will be conducted for the First Year and Second Year Honours as well as General students. Two class tests and a preparatory test will be conducted for the Final year(part-III of I+I+I system) students. The scheduled dates and time of these examinations will be properly notified at least fifteen days prior to commencement.
8. The corrected answer scripts will be shown to the willing students and the result will be displayed within a fortnight.
9. Guardians of those students who fare badly will be summoned by the college authority and they will be intimated about the performance of their wards.

10. The students have the freedom to approach the Students' Grievance and Redressal body at any time and their constructive suggestions in all matters will be a welcome move on part of the college authority.
11. The college governing body has highlighted the need to create a job placement cell and a student psychology & counseling cell and stressed to make these bodies effective in the true sense.
12. The college authority has also requested the departments to submit proposals to organize state-level seminars/conferences/workshops before the funding agencies like DPI, UGC etc. Teachers willing to become resource persons in various course programs or those presenting papers/research articles in seminars will be duly supported by the college administrative body.
13. Maintenance of departmental diaries where teachers will keep account of their day-to-day activities including classes taken with topic titles covered in a particular lecture.

**Plans Executed : Criterion-2 ( Teaching , Learning And Evaluation )**

1. The list of admission of students in various streams for the session 2007-08 has been given in the Annexure (page- ). There is a slight increase in the number of students (4.5%) compared to the preceding year ie 2006-07.

2. The projected number of direct teaching and evaluation days was 201(details given in the Academic calendar for 2007-08). The actual teaching days were **189** against total college working days of **257**.

Session	Teaching & Evaluation days	College working days
2004-05	161	241
2005-06	166	239
2006-07	179	251
2007-08	189	257

3. A formal request was made to the controller of Examinations, Calcutta University to reduce the number of examination days at the college centre by the college authority. We were glad to find that B.Com. Part-I & Part-II examination centers were not allotted this year. This did not however increase the number of teaching days in the college as the month of June is the summer recess period in colleges affiliated under Calcutta University.

4. Lesson plans were accordingly prepared by the departments and submitted to the office for circulation among students.

5. The detailed list of information has been given in the institutional feed back data (Part-B, page-14,15).

At present out of the sanctioned **31** full-time teaching posts (**including one of the Principal post**), **11** are lying vacant. To maintain teacher-student ratio in the departments and to make up for the shortfall in teacher strength, 14 new part-time/contractual teachers have been inducted in the process.

6. Heads of the departments have prepared the list of drop out students and a list of students having shortfall in attendance in the concerned classes. The list for both

Honours and General candidates was handed over to the principal for necessary action.

7. The class tests were held as per program scheduled in the academic calendar.
8. The corrected answer scripts were shown to the willing students and the result walled up in the respective departments.
9. The guardians were informed about their wards performance and some of them were asked to meet the academic sub-committee for discussion.
10. The existing students' Grievance redressal sub-committee had two separate sessions to conduct a hearing and then came with viable solutions with proper counseling and interaction with the concerned group.
11. Representatives from VWS-Village Welfare Society-Registered as a society under Government of West Bengal Societies Registration Act XXVI of 1961 and VMCS (Village Micro Credit Services) visited our college on 13<sup>th</sup> Dec., 2007. They had wide interaction with final year students of all the three streams and short-listed students based on their performances on GD and personal interview. A first of this type was arranged in our college with aim for Training, Capacity building, Support and Placement of our pass-out students.
12. The college is yet to organize a national or state-level seminar at its campus. Efforts to organize seminars jointly with Joypur or Purash Kanpur Mahavidyalaya will be made in near future.
13. Departmental diaries reflecting the details of the classes allotted and actually taken by the teachers have been initiated by most of the departments. A few of the departments are yet to introduce this in their teaching process.

*Criterion III: Research, Consultancy and Extension*

**Plan of Action :**

1. Efforts be given by the faculties for procuring increased number of major/minor research projects from various financial institutions.
2. Impetus be augmented to the faculties for collaborative work/link with research institutes/Universities
3. Faculties should endeavour for publication of departmental bulletins/journals.
4. Project work by students which develop their communicative skill and help to build self confidence in them should be taken by departments.
5. Participation in various social and community development projects by both teachers and students.

**Plan Executed : Criterion-3 ( Research And Extension )**

1. The list of ongoing Minor research projects undertaken by the faculties have been given below.

Principal Investigator Amt(Rs.)	Department	Project title	Funded by/ Collaboration
i. Dr. Anup Kr. Sikdar	Zoology	Isolation of solid Antifungal Microorganism	Kalyani University
ii. Dr. Anup Kr. Sikdar	Zoology	Analysis of Chromo-somal Syndrome	Institute of Genetic Engineering, Badu
iii. Dr. Deb Kr. Mukherjee 75,000/-	Chemistry	Enantioselective reactions using chiral Pd-catalysts & chiral ionic liquids.	UGC-ERO
iv. Dr. Nripendranath Ghosh 95,000/- & Sri Sumanta Dutta	Chemistry & Botany	Extraction and study of Alkaloids from genetically Viable plants	UGC-ERO

Indian Solidarity Council, New Delhi, bestowed “ **Jewel of India award**” and International Institute of Education and Management, New Delhi, the prestigious “ **Eminent Educationist Award** ” to our Principal Dr. Anup Kumar Sikdar for the year 2007-08.

2. A **memorandum of understanding** has been signed by the authority of Ramsaday college and M/S Lubrikote Forsythe Private Limited, Mumbai, regarding a joint research project undertaken by two parties for development of formulations of various industrial products. These products would serve the Steel Industries in India. The formulation and product development would be taken up jointly by the department of Chemistry and the Lubrikote Pvt. Ltd.(a partner of Forsythe Lubrikote Associates, Canada). Lubrikote Pvt. Ltd. would provide all logistics, material and instrumental support to the department. As part of infrastructure development, Lubrikote Pvt. Ltd. will also make an annual contribution of **Rupees Fifty Thousand** to the institution.
3. Publication of research findings or any academic related important articles in college bulletins/journals has not yet been done. It is a viable option in near future.
4. Initiation in this regard has been taken up by few departments like Bengali, Chemistry and Zoology. The department of Bengali has already published a Wall Magazine like the previous years where students have the opportunity to express their views and develop their creative talents.
5. The NSS unit of the college with 100 volunteers(female=51 & Male=49) and ably assisted by teachers and other staff of the college have conducted 8 social and community development projects in the past one year. The programs include organization of AIDS awareness camps, Literacy drives against common superstitious beliefs and menace of drugs in Human life, Health check-up camps for primary school students, free distribution of medical drugs among poor and treatment of undernourished and pregnant women folk of the society. The response among the rural people was spontaneous and overwhelming which encouraged us to take up such projects on a regular basis.

*Criterion IV: Infrastructure and Learning process*

**Plan of Action :**

1. Physical facilities available within the campus should be well maintained.
1. To increase the number of classrooms to accommodate the newly introduced subjects within the college routine framework.
2. The college should make an annual maintenance contract with reputed firms to keep all sorts of instruments in order.
3. Expansion of the college central library with network and reprographic facilities.
4. Seminar libraries for all departments.
5. A central computer unit to be installed with net facilities from which all sectors of the college may be benefited.
6. Arrangement for more indoor and outdoor sports facilities.
7. College office to be automated.
8. To erect a boundary wall to prevent encroachment by occasional trespassers.
9. To construct a seminar cum auditorium room with a sitting capacity of around 300.
10. To set up a separate computer room for commerce students.
11. To purchase four LCD projectors as a modern gadget to teaching process.

**Actions implemented ( Infrastructure And Learning process )**

1. Steps have been taken to maintain and at the same time enhance all the physical facilities available within the college campus. Maintaining a clear, non-polluted and trouble free environment will definitely enrich the academic atmosphere in the college.
2. As many as five new subjects have been introduced last year and more are there on the pipeline in years to come. To accommodate the newly introduced subjects in the academic calendar and in the master routine, efforts are there to increase the number of class rooms, lab space and library study area.
3. The existing annual maintenance contract (AMC's) for up-keeping of instruments, computers and water filters have been renewed and will be renewed in years to come.

4. Computer network and reprographic facilities not yet available but whole hearted efforts are there from the college authority and positive results are expected.
5. Most of the departments have this facility. 5 new departments have come up in the year 2007-08. All the departments are expected to have their own seminar libraries within a year or two.
6. There are seven computer terminals at various sites of the college campus. The terminals at the college office, teachers' staff room, central library and in the Accountant's room will remain as such. Efforts are there to compile the remaining three terminals into a central computer zone at a suitable location.
7. The sports sub-committee with members of the student's representative in it has been instructed to coordinate with the physical education department and tap up the future potentials in the field of indoor and outdoor sports.
8. Shifting of the entire college office with full computer facilities to the second floor of the newly constructed building is a viable option. The decision will be taken up shortly in the Governing body meeting.
9. The college boundary has been properly identified in presence of officers from the Registers office and the entire property has been registered. A boundary wall is to be erected surrounding the college campus. The college authority has approached various bodies and financial institutions to extend their helping hands in this regard.
10. Though the site of construction of the seminar cum auditorium room has been identified, the project has not come up yet due to financial constraints.
11. Please refer to item no-6 regarding setting up a computer room for commerce students.
12. Quotations have been sought from reputed suppliers and one LCD projector has been purchased till now. The purchase of more projectors and teaching gadgets will be done in a phased manner.

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

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

1. Structured Academic Counselling for both weak and advanced students.
2. Student Information system to be updated and availability of all information through college web site.
3. Computer generation of registration and student record services.
4. To encourage students to participate in debating, extempore, essay writing and project work.
5. To provide academic, personal and career guidance counseling to students.
6. Needy students to be financially assisted and to reduce the number of dropouts just for financial reasons.
7. To generate welfare measures-“**Earn while you Learn**” scheme.

#### **Plans executed ( *Student support And Progression* )**

1. Initiation of academic counseling for weak students has been taken and will be done on a regular basis. A wide range of subject choice has been given to the students despite problems in adjustment of class routines. This has been done only to allow students to have subject combination of their choice.
2. All necessary information related to student support and progression has been notified in the college office, central library and posted in the college web site([WWW/ramsadaycollege.org](http://WWW/ramsadaycollege.org)).
3. Though this has been done manually and entries made in the college record book, computer generation of all data regarding current and pass out students will be taken up once the automation of college office is completed.
4. Large scale participation of students in events like debating, extempore, creative writing and in sports activities has been encouraged. Students who have excelled in the field of culture and sports have been duly rewarded by the college authority. The authority has also encouraged such students to compete in the state and national level events.
5. This has been done on a regular basis by the respective departments as well as by the college counseling unit.
6. Students coming from the BPL family have been financially assisted by the college during the time of admission and college registration process. The teacher's council has also come forward in many instances to help the poor

and the needy students. Donation in forms of books, bicycles, cost of medical treatment and examination fees have been given to the deserving candidates.

7. Students of our college have been apprised of the importance of self dependence while they are still graduate aspirants. They should learn to earn by making themselves involved in different activities within and after the college hour. Students as an instance will be paid Rs.20 each when they make themselves available to clean the college library. A group of forty students will be selected for this purpose every month. The students of the science stream will be similarly rewarded if they help the laboratory attendants to clean the equipments, working place and label the reagent bottles. This scheme will be introduced soon after discussion at the proper levels.

#### *Criterion VI : Organisation and Management*

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

1. To maintain integrity and transparency in the Institution's academic programs.
2. Periodic review of performance of various committees for improvement.
3. To introduce welfare schemes for all relevant constituents.
4. Effective utilization of resources through budgeting and resource mobilization.
5. Effective coordination between various stakeholders and to function as a unit.
6. Different avenues to be explored for resource generation.
7. To create new Full-time teaching posts and to revise the staff pattern.
8. Data system to be evolved as information base of the departments/teachers/ students/non-teaching staff of the institution.

##### **Actions implemented: ( Organization And Management )**

1. A number of committees like Academic sub-committee, college routine committee, seminar and library committee, purchase committee, building and infrastructural development committee, to name a few, assist the college authority in effective discharge of college academic programs. Different bodies like the placement cell, student's grievance and redressal cell and Backward class development cell have been set up with the purpose of decentralizing the various duties among the teachers and staff. Most of these committees have representatives from the students' elected body to bring in more transparency and diversity.

2. Periodic review of performance of various committees has been done by the principal and important agendas were placed before the teacher's council for effective discussion.
3. The college authority is dedicated to introduce accident benefit policies for its employees and initial talks with different insured companies have already been done. A final decision regarding this will be taken shortly by the Governing body.
4. The college budget was prepared several days prior to the beginning of the session by the department of commerce in consultation with the Accountant, Bursar and other stakeholders of the college. Much emphasis has been given to effective utilization of resources and resource mobilization.
5. Coordination at all levels was maintained for smooth functioning of academic programs. Discussions at all levels whether political or apolitical were made by the college authority to ensure normal functioning of academic affairs.
6. A proposal of Rupees **One Crore eleven Lacs** has been submitted to the UGC office as per the guidelines in their given format citing various expenses that will be incurred during the XI plan period ie.(2007 April to 2012 March). This however includes rupees **Thirty lacs** already sanctioned during the X-th plan period for construction of a women's hostel in the proposed site.

A grant of rupees ninety seven thousand has been released by UGC-ERO for purchase of Books / equipments in its XI plan on 31.03.08.. Books worth ninety

seven thousand five hundred and seventy seven rupees have been purchased for the various departments utilizing this fund.

Several equipments like Prismatic Compass, Digital altimeter, Brunton Compass, Dry & Wet Bulb thermometer, Rotameter, Mirror stereoscope, Pocket stereoscope, Measuring tape, French curve, Geometric Box have been purchased for the Department of Geography. It is to be mentioned here that the college authority sincerely hopes to begin the Honours course in Geography from 2008-09 academic session.

A humble request has been made by the college authority to the *Hon'ble MP Mr. Hannan Mollah* and to our ex-state Minister (Health) and our very own ex-

student (batch 1974-75) and current MLA, *Shri Pratyush Mukhopadhyay* for kind release and allocation of grant from their respective funds for the purpose of creating new buildings, seminar room cum auditorium within the college campus. We eagerly look forward to their advice and suggestions in all matters. Shri Pratyush Mukhopadhyay incidentally played a pivotal role during the interactive session of alumni with NAAC peer team members and highlighted the areas of emerging fields that need to be explored in near future for the benefit of students and the society in general.

A matching grant of rupees **Twelve Lacs** has been approved by **DPI** for construction purpose. The college authority has decided to add a new floor to the existing second floor of the annexe building. This floor will house three class rooms (size 20ft x16 ft each) and an instrument room. Teachers engaged in research activities either through various projects or in joint collaboration with industries will make use of this instrument room which will have most modern facilities and equipments to augment the standards of research and training.

7. **Two new Full-time** teaching posts, one each in Botany and Zoology have been created and sanctioned **with effect from 24-May,2007**. The number of sanctioned whole time teaching posts is now **30** excluding that of the post of Principal and one of Librarian. Efforts are now been made to create more permanent teaching posts in the existing subjects. The new staff pattern for our college has also been submitted to the Directorate of Public Instructor (DPI) and we are yet to receive the final list. Our appeal is now under process.

Reserved posts as per 100 pt. Roaster in subjects like History, Physics, Mathematics and English have been de-reserved and fresh requisitions for faculty positions in vacant posts have been submitted to the College Service Commission.

8. A common software package or program will be installed soon to generate all data related to the college and store them effectively on a common mainframe. Talks with computer software vendors regarding this have already been started.

**Part-B:**

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

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

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

Under-graduate: Geography General

Anthropology General

Physical Education General

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

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

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

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

None in the current period

**5. Examination reforms implemented:**

Dates of the final examinations and their modalities are framed by the parent university. The colleges have the freedom to reform the unit tests and the preparatory tests. We have adjusted the time frame and the program of the unit tests in a way to minimise the loss in actual teaching and learning days.

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

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

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

Participation in seminars/workshops organized by different institutions.

Participation in UGC sponsored symposiums.

Research activities through minor research grants.

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

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

No UGC sponsored seminars or workshops were held during this period. However three departmental seminars were organized at the college campus

**9. Research projects:**

**a) Newly implemented:** 4(Four)

**b) Completed:** 2(Two)

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

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

**i)** Minor research project financially assisted by the University Grants Commission- Eastern Regional office. A project jointly conducted by the department of Chemistry and department of Botany.

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

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

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

Rs 1,70,000 from UGC-ERO and Rs 50,000 from Industry.

**13. Details of research scholars:**

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

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

Deb Kumar Mukherjee(Reader, Department of Chemistry) has several citations of his research articles(Total = 44, courtesy SCOPUS international).

The impact factor of journals range from 2.6(Catalysis communications) to Journal of Catalysis having an impact factor 4.4.

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

Indian Solidarity Council, New Delhi, bestowed “ **Jewel of India award**” and International Institute of Education and Management, New Delhi, the prestigious “ **Eminent Educationist Award** ” to our Principal Dr. Anup Kumar Sikdar for the

year 2007-08.

One of our faculty members, Debkumar Mukherjee of the department of Chemistry, has been enlisted as Reviewer of research articles in two international journals (Journal of Catalysis Communications & Journal of Molecular Catalysis )

**16. Internal resources generated:**

Tuition fees collected=Rs 9,44,450

Industry sponsored consultation fees=Rs 50,000

Book grant from UGC=Rs 97,000 (XI-th plan period)

DPI grant for building construction=Rs 12,00,000

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

**Assistance/recognition**

None

**18. Community services:**

Eight programs related to community services have been organized by the NSS unit of the college and ably assisted by the staff and general students. The details of the programs conducted and its implications have been submitted by the NSS program officer to the NSS cell of Calcutta University.

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

Among the teaching staff 12 part time teachers have been recruited to fulfill vacant posts that occurred due to retirement of full-time faculty and introduction of new courses in the academic curricula.

Two non-teaching staff on contractual basis have been recruited in the office to effectively handle office related matters.

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

54 : 20

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

Average number of faculty visited the library during the period =10

Average number of students visited the library during the period = 121

Stock of books in the library(as on June 2008) = 20,120

Average number of books issued/returned per day = 68

Ratio of library books to the number of students enrolled = $20120 \div 1310=15$

Book Bank system introduced for the first time during this period.

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

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

Books/Journals subscribed=750

Amount: Rs.1,16,126 (UGC=Rs.97,577; college fund=Rs.6454;UGC-minor project=Rs.12,095)

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

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

**24 Unit cost of education:**

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

- i. Excluding salary component = 1047.02
- ii. Excluding capital Expenditure = 815.25

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

Not yet been done. Office automation and computerization of office records to be taken up in a phased manner.

**26 Increase in the infrastructural facilities:**

A new floor (approximate area=2500 Sq. Ft.) has been constructed at the top of the existing first floor of the science building. This floor will house three class rooms and an instrument room that will accommodate all modern instruments necessary for research activities.

Another site has been earmarked where a new hostel for female students will be constructed. A grant of Rupees 30 Lacs has been sanctioned for the purpose by the UGC.

**27 Technology upgradation:**

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

One CD-writer and one combo DVD have been installed in the college office.

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

Will commence from the academic session 2008-09.

**29 Financial aid to students:**

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

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

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

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

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

**32 Health services:**

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

here that three trainee nurses (all former students of our college) have been working as volunteers in the surrounding rural areas for the past two years. Their prime job is to spread awareness and provide primary medical services to the rural women masses especially during periods of pregnancy.

### **33 Performance in sports activities:**

Large scale participation of students in events like debating, extempore, creative writing and in sports activities has been encouraged. Students of our college participated in the inter college cricket and football competition at the Calcutta University ground. Though they qualified at the preliminary stages, they failed to make it to the finals.

### **34 Incentives to outstanding sportspersons:**

Two Students who have excelled in the field of culture and sports have been duly rewarded by the college authority. The authority has also encouraged such students to compete in the state and national level events.

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

### **35 Student achievements and awards:**

One of our pass-out students have very recently been awarded a gold medal and a citation at the All India Youth program held in New Delhi for his outstanding contributions in social related causes and NGO activities. He has recently toured China as an Indian delegate to foster the spirit of friendship and humanity between the two neighbouring nations.

Two students from the department of Chemistry secured first class in their final year B.Sc. Honours examinations. One student from the science stream secured first division in his final(2+1) examination. The pass out percentage in Honours and General examinations conducted by the Calcutta University this year is 96% and 80% respectively.

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

A guidance and counseling cell exists with the Principal as convener and has been functioning since three years. Principal along with four senior teachers have conducted three general sessions during the period 2007-08. Two of these sessions were held during the time of college admission and the third one was held in January 2008 just before the University form fill up process commenced.

### **37 Placement services provided to students:**

Representatives from VWS-Village Welfare Society-Registered as a society under Government of West Bengal Societies Registration Act XXVI of 1961 and VMCS (Village Micro Credit Services) visited our college on 13<sup>th</sup> Dec., 2007. They had wide interaction with final year students of all the three streams and short-listed students based on their performances on GD and personal interview. A first of this type was arranged in our college with aim for Training, Capacity building, Support and Placement of our pass-out students.

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

The college authority is dedicated to introduce accident benefit policies for its employees and initial talks with different insured companies have already been done. A final decision regarding this will be taken shortly by the Governing body.

### **39 Best practices of the institution:**

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

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

- i. Dr. Samir Kumar Ghosh, Head, Department of Economics is associated with Indian Statistical Institute and Bengal Economic Association as life member.

ii. Dr. DebKumar Mukherjee of the department of Chemistry, is a life member of the catalysis society of India and has research collaboration with the University of Reims, France.

iii. Sri Parthajit Hazra, Head, department of Commerce is also the alumni of Institute of Chartered Accountant.

iv. Dr. Anup Kumar Sikdar, principal of our college has research collaboration with the institute of Genetic Engineering and also with Kalyani University.

#### **41 Any other relevant information:**

The college website([www.ramsadaycollege.com](http://www.ramsadaycollege.com)) has been updated and Annual Quality Assurance report uploaded for availability of information to all its well wishers.

#### **Teaching, Learning & Evaluation:**

1. Rational programming for students.
2. Evaluation of the teaching and learning process with assistance from students' feedback and suggestions from the academic sub-committee.
3. To popularize the concept of departmental library among students.
4. To introduce and inculcate the concept of seminar talk by students. Students should be encouraged to deliver short lectures on popular and subject related topics on regular basis.
5. To use computer softwares available in the academic market as an effective tool to teaching and learning process.
6. To initiate all possible measures to fill up the existing vacant faculty positions (at present 9) and create new posts in fields like Geography, Education and Sanskrit.

#### **Research & Extension:**

1. Promotion of research culture among faculty and students. Teachers and students should be encouraged to take up research projects either individually or on a collaborative basis.
2. Publication of News Letter of the college. Ongoing research projects will be

### *Part-C*

#### **Future plans for the Academic session July 2008-June 2009.**

##### **Curriculum:**

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

##### **Teaching, Learning & Evaluation:**

1. Remedial programme for students.
2. Evaluation of the teaching and learning process with assistance from students' feed back and suggestions from the academic sub-committee.
3. To popularise the concept of departmental library among students.
4. To Introduce and inculcate the concept of seminar talk by students. Students should be encouraged to deliver short lectures on popular and subject related topics on regular basis.
5. To use computer softwares available in the academic market as an effective tool to teaching and learning process.
6. To initiate all possible measures to fill up the existing vacant faculty positions (at present 9) and create new posts in fields like Geography, Education and Sanskrit.

##### **Research & Extension:**

1. Promotion of research culture among faculty and students. Teachers and students should be encouraged to take up research projects either individually or on a collaborative basis.
2. Publication of News Letter of the college. Ongoing research projects will be

introduced in the college web site and teachers engaged in research activities will be duly rewarded as far as academic freedom and work load is concerned.

3. Organisation of National and State-level seminars and conferences at the college campus. Students in particular will benefit much from academic discussion by the elite Panel.
4. Faculty and students(2-3 at a time) will be encouraged to participate in UGC sponsored seminars and workshops. Registration and other expenses for the students will be borne by the college authority.
5. To organize Health camp units every year for students and staff.
6. To undertake more community related projects especially for the backward and physically challenged people of the society.

#### **Infrastructure & Learning process:**

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

#### **Student Support & Progression**

1. To generate systematic record of not only pass out but drop out students.
2. To accommodate the drop out students in their streams of choice as far as practicable.
3. To set up a NCC unit in consultation with people of Fort William.
4. To engage the rural youths in more community and local development projects.
5. To create more job prospects for pass out students through the placement cell of the college. Create awareness in students to join National Defence Services , various state services, central service exams etc.

6. To organise more cultural and sports related activities and incorporate them in the college academic calendar.
7. Alumni involvement in student support.

#### **Organisation & Management**

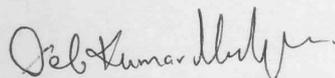
1. To have better coordination among the various sub-committees and report the developments on a monthly basis to the college authority.
2. To co-opt elected members of the student's union in committees like sports and cultural activities. To motivate students from all streams to participate in fields of sports and culture.
3. To request all departments to send proposals to organize workshops/seminars in the college campus.
4. To explore different avenues for resource generation like MLA/MP/Zila Parishad development fund.
5. To introduce self-financing professional courses like BCA, BBA, B.Sc.(IT) etc.
6. To go for State Level Assessment program.
7. Formation of Thalasaemia detecting centre with support from Indian Red Cross Society.
8. Formation of Blood Donors Club from student and staff community.

#### *Criterion VII: Healthy Practices*

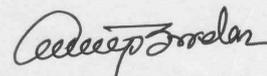
#### **Plan of Action :**

1. To implement accident insurance for the students so that families can have financial support in case an eventuality or emergency arises.
2. Free education for poor but meritorious students. The fee generated from students who have the capability to make full payment will be utilized to support needy and deserving students.
3. Keeping in view the rural ambience the college will offer UGC sponsored job oriented Add-on course to willing students.
4. The college will provide General Computer Awareness program to all students from all streams.

5. To put greater emphasis on moral and value upliftment of students in this world of uncertainty and competitiveness. The college authority has decided to introduce a diploma course on "Human Rights & Values in Education".
6. To invite various professional and career counseling bodies to motivate and apprise our students on job prospects in different fields.
7. Self appraisal of teachers and evaluation of teachers by students passing out of the respective programs will surely enhance the quality of teaching and learning process. The principal of the institution will be accountable to the Governing body in administrative related matters.
8. Different sub-committees to be made more effective and coordinated to ensure complete transparency in management of the college.



Name & signature of the  
coordinator, IQAC  
DR. DEB KUMAR MUKHERJEE (READER)  
Dept. of Chemistry  
RAMSADAY COLLEGE AMTA  
Howrah - 711 401



Name & signature of the  
Chairperson, IQAC  
Principal  
RAMSADAY COLLEGE  
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