

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

July 1, 2013 to June 30, 2014

I. Details of the Institution

1.1 Name of the Institution

RAMSADAY COLLEGE

1.2 Address Line 1

Amta, Howrah

Address Line 2

City/Town

Howrah

State

West Bengal

Pin Code

711401

Institution e-mail address

ramsaday.college@yahoo.in

ramsadaycollege2011@gmail.com

Contact Nos.

03214 260251

Name of the Head of the Institution:

Pralay Talapatra

Tel. No. with STD Code:

03214 260251

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	-	2007	2012
2	2 nd Cycle	B	2.66	2012	2017
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR **2012-13 submitted online on 30/12/2013** (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

University of Calcutta

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Biodiversity, Sports and Society, Ethics of Accountants-A reality check, Moral education and society

2.14 Significant Activities and contributions made by IQAC

- i. Maintaining transparency by incorporating members from all sections into various committees.
- ii. Regular interaction and exchange of ideas among stakeholders.
- iii. Feedback from students on academic matters and immediate steps to address their grievances through fruitful discussions.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
i. Large class rooms and a playground with boundary wall	i. In process
ii. Internet access to certain departments	ii. Provided to four science departments
iii. Gym and indoor facilities for students and staff	iii. Gym facilities for boys and girls provided
iv. Opening music course for students as it is a long time demand from the neighbouring schools	iv. Initiations made and official approval from the university awaited.

v.	Reduce the drop-out rate	v. Efforts are on.
vi.	Creation of community based academic programs through academy-industry participation	vi. Proposal submitted to UGC for financial assistance

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR submitted before the governing body in its meeting held on 6.11.2014 was discussed and certain points raised by the members were incorporated. Two notable points raised were to involve students and staff in the cleaning process of the institute campus rather than depending on a particular few like sweeper and gardener and to felicitate students who become best users of the library after recommendation from the library committee.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	00		
PG	01	00		
UG	19	03		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	21	03		
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	24

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision and update of course curriculum and syllabi is done by the parent university in consultation with their board members

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Philosophy Honours; Sociology Honours; Music General

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	09	12	00	

2.2 No. of permanent faculty with Ph.D.

07

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	7								

2.4 No. of Guest and Visiting faculty and Temporary faculty

PTT=28

CWTT=02

Guest=27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		26	
Presented papers	01	02	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Through optimum use of scientific gadgets like power point presentation, visual effects through OHP. audio systems and models/software available.

2.7 Total No. of actual teaching days during this academic year **184**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop **02**

2.10 Average percentage of attendance of students **60**

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. Honours	69		9(13%)	48(69.5%)	4(5.8)	88.4
B.A Honours	271		10(3.7%)	214(79%)	40(14.8)	97.4
B.Sc. Gen	31		1(3.2%)	18(58%)	9(29)	90.2
B.A Gen	265		0	10(3.8)	157(59%)	63.0
B.Com	17		1(5.9%)	13(77%)	3(17%)	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

All teaching and evaluation assignments to teachers need to be approved by the coordinator-IQAC after physical verification. It has also been made mandatory by Higher Education Department, Govt. of West Bengal.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	

UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	
Faculty exchange programme	01
Staff training conducted by the university	02
Staff training conducted by other institutions	01 (librarian)
Summer / Winter schools, Workshops, etc.	02
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff				
Technical Staff	16		00	14

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Provision of monetary benefits to teachers who are engaged in research activities has been kept in the institutional budget. Part-time teachers with approved research projects will be duly supported in terms of infrastructure and other benefits.

3.2 Details regarding **major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	00	00
Outlay in Rs. Lakhs		983000		

3.3 Details regarding **minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	00	01
Outlay in Rs. Lakhs	216000	110000	00	190000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	04	

Non-Peer Review Journals			
e-Journals			
Conference proceedings	00	02	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	03	UGC	Rs 983000	Rs 653800
Minor Projects				
Interdisciplinary Projects				
Industry sponsored	1	Forsythe Lubrikote Pvt Ltd. Mumbai		Rs 45000
Projects sponsored by the University/ College	1	Ramsaday college General fund	5000	
Students research projects <i>(other than compulsory by the University)</i>	3	UGC	528000	264000
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	02	00	00	02
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in Rupees :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events: University level State level
 National level International level

3.23 No. of Awards won in NSS: University level State level
 National level International level

3.24 No. of Awards won in NCC: University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood donation camp and free eye-testing camp.
- Distribution of spectacles to eye patients free of cost
- Health check up for students of a primary school and distribution of study kits.
- Distribution of parched rice and molasses to refugees in flood affected areas of Amta(block 2), Raspur and Udaynarayanpur.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms	24	3	DPI(State Fund)	
Laboratories	11	2	UGC	
Seminar Halls	1	0		

No. of important equipments purchased (\geq 1-0 lakh) during the current year.	2	0		
Value of the equipment purchased during the year (Rs. in Lakhs)		6.5 lakhs	UGC	
Others		Gymnasium Rs 29,90,000 allocated	UGC	

4.2 Computerization of administration and library

Office automation well connected by LAN. Library computerised by KOHA software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16820		178		16998	
Reference Books	6005		16		6021	
e-Books						
Journals	32 issues		8 issues		40	
e-Journals						
Digital Database	01		00		01(KOHA)	
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	61	01	02	02	08	02	22	
Added	02	00	01	01	01	00	00	
Total	63	01	03	03	09	02	22	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Upgradation of computer room to accommodate students of Commerce and Mathematics

4.6 Amount spent on maintenance **in lakhs** :

i) ICT	1.0
ii) Campus Infrastructure and facilities	1.4 (142414)
iii) Equipments (<i>Library & Laboratory</i>)	7.5 (748094)
iv) Others	64
Total :	74

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i. Interaction with student representatives on a regular basis
- ii. Display and proper circulation of all govt. orders and notices among students
- iii. Assistance given to students to submit error-free application forms

5.2 Efforts made by the institution for tracking the progression

Individual departments maintain records of student's progress and their vertical mobility after graduation.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3970		01	

(b) No. of students outside the state

00

(c) No. of international students

01

	No	%		No	%
Men	1950	49.12	Women	2020	50.88

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2586	658	03	295	02	3544	2960	652	03	353	02	3970

Demand ratio **1/6**(for Honours subjects)

Dropout % **24**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching for Entry in Services to SC/ST/Minority community financed by UGC

No. of students beneficiaries

107

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Coaching for Entry in Services to SC/ST/Minority community financed by UGC. Particular emphasis was given on English vocabulary and personality development.

No. of students benefitted

107

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

No such programmes could be arranged this year.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events.

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution*		
Financial support from government	173	2966290
Financial support from other sources	17	40000
Number of students who received International/ National recognitions		

* given in terms of waive of tuition fees (partially or wholly) to deserving students.

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- i. Issue of library books to students before the University results are declared.
- ii. More spacious class rooms with gallery system
- iii. Spacious girls' common room at a new site.

(proposal for construction of rooms has been submitted to the state government as well as to the University Grants commission. Library books will be issued to students who will take provisional admission for the next phase)

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Attainment of excellence through academics

Mission: To provide value added education to make our students socially committed and adaptable to global changes.

6.2 Does the Institution has a management Information System

Not yet

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Course curriculum is framed by the parent university. Teachers prepare a lesson plan to cover the syllabi within the stipulated time frame. Contact numbers of Head of departments are provided in the prospectus for students and parents to contact them whenever in need.

6.3.2 Teaching and Learning

Apart from chalk and talk method, technological support and software help are availed by teachers to suit their teaching methods. Library has been strengthened with latest books and periodicals and best user of the library will be duly awarded.

6.3.3 Examination and Evaluation

Mid-term and test exams are taken for students of all streams as per academic calendar. Evaluated scripts are discussed with the students to rectify their mistakes. Scope for remedial coaching for SC/ST and OBC category students.

6.3.4 Research and Development

Teachers are encouraged to take up research projects in consultation and guidance from the members of research and development cell. Teachers with approved projects will be duly supported with infrastructure and other benefits.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Provision to create more class rooms and enhancement of library sitting capacity is there. Labs to be equipped with modern equipments.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

Guest lecturers and casual staff are recruited by the governing body taking into consideration the necessity and financial liability.

6.3.8 Industry Interaction / Collaboration

MOU with Lubrikote Pvt. Ltd., Bandra, Mumbai and department of Chemistry is there regarding analysis and development of water glycol fluids used in steel and die-cast industries.

6.3.9 Admission of Students

Transparency maintained at all stages and the merit lists of students with total marks obtained are uploaded at the college website. Eligibility criteria and reservation category for posts are strictly followed.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		√	IQAC
Administrative	Yes	DPI(State Govt)		

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

Support extended in form of donation to the institution for development activities and career counselling of students.

6.12 Activities and support from the Parent – Teacher Association

Parents are informed regarding developmental activities taken by the institution and guardian call is made for those students who are irregular in their attendance.

6.13 Development programmes for support staff

- i. Training programme to the library staff regarding use of latest softwares in library related programs.
 - ii. Internet access has been provided to the accountant so that all major financial transactions can be monitored using it.
 - iii. All official matters and student data base are handled electronically through server.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- i. Plantation of trees and creation of a kitchen garden
 - ii. Use of bio-compost as an alternative to organic fertilizers.
 - iii. Ban on use of plastics within the campus.
 - iv. Parking of bicycles and two-wheelers strictly at the parking lot.
 - v. Campus strictly a no-smoking zone
 - vi. Installation of water purifiers at various places round the campus
 - vii. Hygienic conditions maintained at the lavatories/washrooms round the clock.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Creation of smart class rooms and use of technology as mode of teaching and learning. Complete automation of library and office using softwares through reputed vendors.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- i. Various academic committees for efficient discharge of duties and involvement of teachers and students.
- ii. Involvement of teachers, non-teaching staff and students in various projects beneficial to the society and community at large.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- i. Eco-friendly environment maintained within the campus.
- ii. Assignment of environment related projects to final yr. students and best projects are duly rewarded by the college authority.
- iii. Arrangement of seminars by resource persons competent in such projects.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Lack of playground with boundary wall and lack of big class rooms dampen the student activities to some extent. College authority, Alumni and state government to be proactive regarding these projects.

8. Plans of institution for next year

- i. Proper training of students for professional and job oriented courses through functioning of community colleges
- ii. Initiation of all line admission process in all streams
- iii. Online mode of feedback from students and parents
- iv. Installation of solar grid and panels as an alternative to conventional energy.
- v. Indoor sports facility and promotion of moral education
- vi. Spacious ladies common room and hygienic wash rooms for all
- vii. Expansion of college canteen and the central library

Name *_Padmasana Chattopadhyay*

Name *_Pralay Talapatra*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
