YEARLY STATUS REPORT - 2022-2023

Part A
Data of the Institution

1.Name of the Institution	Ramsaday College
• Name of the Head of the institution	Debkumar Mukherjee
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03214260251
• Mobile no	9874694311
• Registered e-mail	ramsaday.college@yahoo.in
• Alternate e-mail	debkumarmukherjee223@gmail.com
• Address	AMTA COLLEGE MORE, AMTA BLOCK I
• City/Town	HOWRAH
• State/UT	WEST BENGAL
• Pin Code	711401
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	**University of Calcutta**
• Name of the IQAC Coordinator	**Dr. Nababrata Ghoshal**
• Phone No.	**03214260251**
• Alternate phone No.	**9474403379**
• Mobile	**8335950698**
• IQAC e-mail address	**iqac.rsc@gmail.com**
• Alternate Email address	**nababrataghoshal@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://ramsadaycollege.com/old_aqar.php
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://ramsadaycollege.com/academic_calendar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**70.20**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B**	**2.66**	**2012**	**21/04/2012**	**20/04/2017**
Cycle 3	**B+**	**2.66**	**2023**	**18/10/2023**	**17/10/2028**

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

i. Department wise Preparedness for successful implementation of NEP 2020.

ii. MoU with Indian Meteorological Department, New Alipore, Kolkata, for setting up a weather observatory within the campus.

iii. Submission of IIQA and SSR to NAAC portal for data validation and Peer team visit.

iv. Providing opportunity of free table tennis training to boys and girls from the adopted village.

v. Strengthening the women entrepreneurship programme through seminars and display of artisan works of students.

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

21-06-2024 12:41:38

Plan of Action	Achievements/Outcomes
MoU with reputed institutes as an alternative to class room teaching learning process	MoU in force with Amrita Viswa Vidyapeetham regarding virtual laboratory classes for Science students, Also with Anudip Skill Foundation and IIT- Mumbai for spoken Tutorial courses
Internal audit report by the Economics department	As per their recommendation gain on capital assets rose from 8% to 32 %
Measure for slow and advanced learners	IQAC recommended evaluation of data in a scientific way using available statistical softwares
Setting up a weather observatory within the campus	MoU with Indian Meteorological Department, New Alipore, has been signed. Data recorded at our end will be shared with IMD-Kolkata on daily basis
submission of IIQA and SSR in NAAC portal	IIQA was submitted in February 2023 and SSR in May 2023.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022 - 2023	13/03/2024

15.Multidisciplinary / interdisciplinary

The institution's vision is centered on providing top-tier education to cultivate the human resources of our nation. To foster holistic academic growth among students, we propose an interdisciplinary curriculum that offers students the freedom to select from a wide

array of programs. Quality higher education, for us, transcends merely creating opportunities for individual employment. Being an affiliated college, our course structure and the content for pedagogical transactions are designed by the University of Calcutta. Our institution boasts 44 academic programs and over 90 subject combinations across the Arts, Science, and Commerce streams. Due to a shortage of teachers and a high pupil-teacher ratio, interdisciplinary exchange of faculty and sometimes exchange of faculty with neighbouring colleges or the invitation of university professors as resource persons facilitate the teaching and learning process. For instance, teachers of Economics may assist in Commerce classes, while Microbiology teachers may cover the Biochemistry aspects of Food and Nutrition. Additionally, the Computer Science department conducts Python programs to teach students of Physics and Mathematics. University Professors play a crucial role in conducting workshops and special classes on subjects/topics requiring special attention and care. Interdisciplinary and multidisciplinary course concepts are integral to our curriculum and align with the credit framework outlined in the National Education Policy (NEP 2020).

16.Academic bank of credits (ABC):

The Academic Bank of Credit provisions outlined in the NEP-2020 aim to enable students to enter and exit their academic programs at various points. We appreciate the shift in policy-making approaches, which is expected to establish a unified framework for the nation to leverage its demographic dividend. Our parent university eagerly anticipates its necessity and likely to implement it from the coming session. The college authorities will adhere to the directives of the University of Calcutta (Affiliating University) and the Higher Education Department, West Bengal, regarding the guidelines they formulate.

17.Skill development:

The NEP-2020 set out to foster the comprehensive growth of youth, placing particular emphasis on skill development as the linchpin for realizing the vision of a self-reliant India. To this end, our college administration has forged a Memorandum of Understanding with the Anudip Foundation, situated in Dhulagori, Howrah. This partnership aims to deliver job-oriented training, soft skills refinement, and language enhancement courses—specifically, the Certificate in Communicative English and IT (CEIT), spanning a duration of three months—to both final semester students and recent graduates. Moreover, our institution has established a fruitful collaboration with the Indian Institute of Technology, Mumbai since 2019, focusing on honing skills in Spoken Language and Information

Technology. In the academic year 2020-21, we have collaborated with Amrita Viswa Vidyapeetam University, Amritapuri campus, facilitating the training and execution of Virtual Laboratory classes for our science students. This proved instrumental during the pandemic, where virtual experimentation benefited approximately 310 enrolled students across various science disciplines when in-person practical classes were infeasible. Additionally, our college played a pivotal role as the nodal center for hosting the "PYTHON" computer program in partnership with the Spark Institute of Advanced Sciences, affiliated with Calicut University, Kerala. Collaborating with esteemed organizations like the Entrepreneurship Development Institute of India (EDII) in Ahmedabad and the Department of Science and Technology and Biotechnology (DSTABT) in West Bengal, we orchestrated workshops and industry visits, aiming to instill entrepreneurial acumen among our student body. Furthermore, we recently initiated a partnership with Dr. Reddy's Foundation to facilitate the training and placement of differently-abled students, underscoring our commitment to inclusivity and diversity. In tandem, the Department of English and Computer Science has developed a Spoken English course utilizing a Language Lab, harnessing audio-visual tools to augment students' language proficiency. Recognizing the imperative of mental well-being, the Department of Sanskrit introduced a special course on Astanga-Yoga of Patanjali and the practice of Meditation in 2022, designed to foster coordination between body and mind. This add-on certificate course was introduced in response to the growing awareness of mental health's significance in navigating stressful circumstances. Since the academic session 2022-23, aligning with the ethos of NEP-2020, our college is steadfastly committed to incorporating further skill development courses. These include offerings in Mushroom Cultivation, Automotive Electric Vehicle Service Technician training, Media and Entertainment studies, as well as Tourism and Hospitality Management courses, facilitated through the Pradhan Mantri Kaushal Vikash Yojana (PMKVY 4.0) skill hub programme.

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

India boasts a rich tapestry of knowledge traditions, often referred to as the Indian Knowledge System (IKS). These encompass diverse fields like Mathematics, Astronomy, Medicine (Ayurveda), Agriculture, and Philosophy. Integrating these wisdom streams into the teaching-learning process holds immense potential for a more holistic and enriching educational experience. In order to preserve and promote Indian culture, our institution has introduced Buddhist studies as Generic Elective subject for Post Graduate students of

Bengali literature since 2020-21. Apart from state regional language and English language, much emphasis has been given to popularizing Sanskrit as media of teaching and learning. Subjects like Political Science, History, Indian Music are also offered to undergraduate students in order to inculcate sense of national integration, love for art & music and develop civic sense among the student community. Efforts are on to collaborate Indian Music with the folklore of Bangladesh through cultural exchange programs. Subjects like Philosophy and Education in our course curriculum reflects different ancient schools and evolution of thought like Sankhya, Yoga, and Vedanta in Indian culture. Practice of Yoga and meditation on regular basis, its promotion among primary school students and importance to rural sports like Kho-Kho, Kabadi stands testimony that our institution is geared up to embrace NEP-2020 in its academic framework.

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

Our dedication extends beyond producing graduates; we aim to cultivate a skilled workforce equipped to navigate the competitive job market. We implement project-based learning in Humanities and Commerce disciplines, offering hands-on experiments utilizing modern tools and techniques. Furthermore, we impart entrepreneurial insights to empower students in launching their careers. By carefully selecting discipline-specific courses from the Choice Based Credit System (CBCS) curriculum, we pave the way for a fruitful and high-quality educational journey for our enrolled students.

20.Distance education/online education:

The CBCS requires the efficient dissemination of knowledge within structured semesters to cover syllabi as outlined in designated lesson plans. In line with UGC recommendations, our institution had adopted a blended mode of teaching and offering both offline and online classes in accordance with the institution's academic calendar. Distance education serves as a viable alternative, particularly for working professionals seeking to obtain degrees and certificates. Our institute has been offering various courses through distance learning under Vidyasagar University until 2022. Subsequently, in the academic year 2022-2023, we acquired affiliation from Rabindra Bharati University (RBU) to administer Post-Graduate Courses through distance education mode.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**540**

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

2.Student

2.1 Number of students during the year	**5664**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1413**

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

2.3 Number of outgoing/ final year students during the year	**1341**

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

3.Academic

3.1 Number of full time teachers during the year	**34**

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

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

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**40**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**200**
4.3 Total number of computers on campus for academic purposes	**97**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The affiliated colleges under the University Statute adhere to a curriculum set by the parent university, in this case, Ramsaday College, which is affiliated with the University of Calcutta. The University designs the curriculum for both undergraduate and postgraduate courses, implementing the Choice Based Credit System (CBCS) across all three streams. Until 2022, casual students followed an annual examination system. Under CBCS, institutes have the flexibility to select topics for Skill Enhancement Courses (SEC) and Discipline Specific Elective (DSE) courses based on student needs and the availability of qualified instructors.

To ensure the curriculum's effective implementation within the academic calendar, syllabi are distributed among teachers according to prescribed workloads. Lesson plans and class schedules are prepared in advance and communicated to students through both offline and online channels. Semester examinations are conducted after fifteen weeks of classes following university guidelines.

In addition to traditional teaching methods, online classes are integrated to enrich the learning experience. Regular departmental meetings are held to monitor student progress and plan activities

accordingly. Measures such as self-defense classes, health awareness programs, and academic webinars are periodically organized to support students during challenging times.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Following fifteen weeks of classes, semester examinations are held according to the University's schedule and guidelines. Each subject's Board of Studies establishes exam guidelines and issues necessary instructions for examination and evaluation procedures. Exams typically consist of three components: Internal Assessment (IA), Tutorial or Practical (TU/PR), and Theoretical (TH). To pass a semester, students must achieve the minimum pass percentage in each credit component. The institution strictly adheres to the academic calendar set by the parent University, ensuring all Internal, Tutorial, or Practical examinations are completed within the designated timeframe.

Internal exam questions are formulated and assessed in line with guidelines from the University of Calcutta. Marks for Internal examinations and Tutorial or Practical assessments are recorded online using foil numbers generated by the University's examination online portal.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in A. All of the above
following activities related to curriculum
development and assessment of the affiliating
University and/are represented on the
following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

44

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

10

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

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

of students during the year

393

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution strives to incorporate socially relevant issues encompassing human values, ethics, gender sensitivity, and environmental sustainability into the educational framework outlined by the parent university. Students are required to engage in research projects focusing on environmental concerns such as air and water pollution, biodiversity, medicinal plant utility, as well as water and waste management as part of their Environmental Studies curriculum.

Additionally, Skill Enhancement Courses offered by departments such as Food & Nutrition, Zoology, Botany, and Geography aim to instill a commitment to fostering a fair, inclusive, and sustainable society while equipping students with employability skills and global competencies.

Recognizing the importance of nurturing critical thinking, the institution fosters an environment where students are encouraged to express their perspectives on human values rather than imposing moral theories. Ethical dimensions are seamlessly integrated into tutorial and project topics, essential components of the curriculum. For instance, tutorial discussions within the Department of Philosophy revolve around themes like the Moral Imperative of Ahimsa (Non-Violence) in daily life and the contemporary relevance of Jaina Ahimsa (Non-Violence).

Furthermore, B.Com.(Hons) students undergo regular Gender Audits to evaluate the effectiveness of gender mainstreaming initiatives implemented by the institution. In alignment with this ethos, Geography Honours students focus their project topics on assessing the vulnerabilities faced by local communities and proposing effective remedial measures.

File Description	Documents
Any additional information	*View File*
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	*View File*

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

15

File Description	Documents
Any additional information	*View File*
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	*View File*

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

379

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students   **A. All of the above**

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://ramsadaycollege.com/teachers_feedback_analysis_20-21.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://ramsadaycollege.com/teachers_feedback_analysis_20-21.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2224

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

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

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

813

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The teachers assess the learning levels and organize remedial classes, mentoring and counseling programs for slow learners. During the entire academic session classes were held in blended mode. Departments also conducted special classes for the slow learners and the students who had faced difficulties to join classes regularly. Students have the freedom/option to get the materials in the form of class notes, ppts as e-materials uploaded on college website. Teachers of all departments were instructed to upload e-materials at the end of class so that those who have missed may collect/download them from the website. To bring the flavour of practical classes for Science students, collaboration was made with Amrita Viswa Vidyapeetham, Amritapuri campus, regarding e-virtual lab and more than 300 students from science stream were given the oportunity to perform practical experiments under virtual mode.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
5664	**34**

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

2.3 - Teaching- Learning Process

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

The class-room lectures are usually designed in interactive fashion. In particular students are asked to share any idea or thought that occurs to them in relation to the assigned topic. The College celebrates 'Matribhasa Diwas' on 21st February every year by arranging several activities like essay writing competition in their mother language, debate and singing competitions. Exhibition of science projects and models is organised to celebrate the National Science Day and students take the leading role in organising such programme. Thus, all levels of learners are encouraged to promote an environment of participative learning. Field works and excursions are especially frequent in streams like Geography, Zoology, Botany, Anthropology, Political Science, Music. Food & Nutrition department also offer internship program for final year students. These experiences allow students to recapitulate and apply knowledge acquired in their classrooms. To nurture the problem solving-skills of the students, real-world issues in their localities are often assigned. In particular, NSS volunteers of the College remain involved in a number of community service programmes over an academic year. They have actively participated in the medical camps, food and apparel distribution in hospitals and old age homes, relief work to the flood affected people at remote villages in Amta (Specially in adopted village) and Udaynarayanpur. Students of Physical education department conduct Yoga and Bratachari classes at primary schools on routine basis to promote these sporting events among the young generation of the locality.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

In today's digital age, Information and Communication Technology (ICT) has revolutionized the education sector, empowering teachers to adopt innovative and interactive teaching methods for a more effective teaching-learning process. ICT-enabled tools offer a plethora of advantages that enhance the overall educational experience and enable students to reach their full potential. During pandemic situation online classes were conducted using meeting

softwares like Google Meet, Zoom, CISCO WebEx etc. with interactive whiteboard and graphic tablets. Since our institution has Wi-fi facilities backed with high speed internet and sufficient computers and availability of projectors, most departments like to use powerpoint presentation instead of of chalk and talk method which make class room teaching and interactions more attractive and participative. The Institution has collaborated with Amrita Viswa Vidyapeetham University, regarding training and conduct of Virtual Laboratory classes for science students. Practical experiments and demonstrations were given through virtual mode and students were asked to replicate those experiments after logging into the system through respective log in ids. Institution also took membership of IIT Mumbai Spoken Tutorial to offer MOOC courses to the students and faculties.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

120

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

2.4 - Teacher Profile and Quality

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

34

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

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

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

24

File Description	Documents
Any additional information	<u>View File</u>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<u>View File</u>

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

2.4.3.1 - Total experience of full-time teachers

280

File Description	Documents
Any additional information	<u>View File</u>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<u>View File</u>

2.5 - Evaluation Process and Reforms

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

According to the CBCS guidelines, internal assessment is conducted by departmental teachers at the end of each semester before the

theoretical exams. Teachers set questions that are uploaded to the college website 10 minutes before the exam starts, following the exam schedule announced by the University. Attendance and internal exam performance each carry a weightage of 10 marks.

Question patterns typically adhere to the directions provided by the Board of Studies. Some departments set questions worth 30 marks to cover the entire syllabus with alternatives, and then the total marks obtained are divided by 3 for the final award list.

During the current academic session, all internal assessment exams were conducted offline. Students had to sit for the exam in specific rooms and seats assigned to them, with teachers assigned invigilation duties.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

All internal exam related grievances are sorted out at concerned department. But if anything remains unresolved, it would be solved by Grievance Redressal Committee in timely manner. Students who have claimed that they have given the exam on scheduled date but have been marked absent were asked to verify the attendace sheet from college office. Teachers were also instructed to search all possible areas carefully before confirmation of marks on the University portal. The list of roll number of students whose IA papers are missing at the Teacher's end are again given in the student group with response time of 48 hours and then the marks are uploaded on the University portal. All steps are taken to ensure that none of the students is deprived due to any mistake whatsoever from either end.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://ramsadaycollege.com/grievance_cell.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Prior to the start of each semester, teachers convene departmental meetings to finalize the courses that will be offered. Following this, classes are scheduled according to the master routine, and the program and course outcomes are made available on the college website. This information is also communicated to students before the semester commences by all departments. Concerning the selection of Skill Enhancement Courses (SEC) by BA General and B.Sc General program students, the Heads of Departments (HoDs) in the Arts and Science faculty determine the semester-wise courses based on the options outlined in the University's course curriculum.

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

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

Each department has been directed to hold meetings at the end of semester classes to assess the achievement of program and course outcomes. There is a particular focus on determining the percentage of syllabus completion and the actions taken to address any incomplete portions. Departments are also encouraged to gather feedback from students and track their progression after completing courses. The feedback collected by departments is discussed in academic committee meetings, where necessary steps and measures are decided upon.

Upon receiving feedback from postgraduate students indicating difficulty in scoring in the GE subject (Political Science generic paper in the 3rd and 4th semesters), the academic committee replaced the political science paper with Buddhist studies. This change has been well-received by subsequent semester students. Similarly, based on the achievement of course outcomes reflected in semester results, appropriate remedial measures are taken regarding the selection and implementation of Skill Enhancement Courses (SEC) and Discipline Specific Electives (DSE).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://ramsadaycollege.com/courses_outcomes_2021.php

2.6.3 - Pass percentage of Students during the year

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

614

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://ramsadaycollege.com/teachers_feedback_analysis_20-21.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College has cultivated an environment conducive to Research and Innovation, fostering a culture of continuous learning and

dissemination of knowledge. Faculty members regularly enhance their expertise through active participation in national, international, and state-level seminars, workshops, and conferences, supported by financial assistance and leave provisions. Additionally, a project fellowship scheme empowers State Aided College Teachers to pursue socially relevant research projects, with outcomes published in the college's academic journal "BUDHIL". Access to online learning resources is facilitated through N-LIST membership.

In terms of Research and Collaborations, the College has forged partnerships with various institutions, including Amrita Viswa Vidyapeetham University and Spark Institute of Advanced Sciences, Calicut University, for initiatives such as Virtual Laboratory classes and PYTHON Coding Courses. Participation in projects like the Spoken Tutorial Project and collaborative research programs with institutes like IIEST, Shibpur, and University of Calcutta further enrich the academic landscape.

To foster Innovations and Entrepreneurship, the College established an incubation centre, "Prayashee", in 2022, providing students with resources and guidance for innovative projects. Collaborations with organizations like Anudip Foundation for soft skills training and annual Entrepreneurship Awareness Camps contribute to a dynamic ecosystem.

Knowledge transfer is emphasized through training students in research paper and poster presentations, encouraging submissions to the college journal "Budhil", and regular publication of magazines. Specialized skills, including English proficiency, are honed through programs like the English language laboratory crash course.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

13

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

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

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

national/ international conference proceedings year wise during year

5

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

3.4 - Extension Activities

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

Our institution is committed to providing comprehensive, high-quality education at both the undergraduate and post-graduate levels, emphasizing holistic development. Students actively engage in various social initiatives aimed at improving community welfare and fostering a healthy environment.

Led by three dedicated Programme Officers, our NSS unit orchestrates a range of socially impactful events. We take pride in the enthusiastic participation of our students, not only in college activities but also in outreach endeavors that strengthen our ties with the community.

Over theyear, our initiatives have included voluntary blood donation drives, eye testing camps, health awareness programs for different age groups, and environmental initiatives like rainwater harvesting. We've also conducted awareness campaigns to dispel superstitions and promote cleanliness through cleaning drives and afforestation efforts.

In collaboration with the Tropical Medicine Institute of Calcutta, we've organized Thalassemia awareness camps and provided counseling to parents on the importance of pre-marital blood tests.

During times of natural disasters, our NSS team, along with the College Students' Union, has tirelessly provided aid to affected communities, distributing essential supplies like food, water, and medicine.

Furthermore, we've initiated programs like 'SAVE THE RIVER' to raise awareness about the crucial role of rivers in rural development.

Our Students' Council regularly hosts cultural events to commemorate national occasions and celebrate student talent, creating memorable experiences for both students and local residents alike.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

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

4

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

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

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

16

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	[View File]()
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File]()

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

484

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Ramsaday College is renowned for providing high-quality education at both the undergraduate and postgraduate levels. The college building comprises two distinct parts distinguished by their color contours: a heritage section (1946–1976) and a newer portion constructed in the nineties and thereafter. Currently, the college boasts 40 fully functional classrooms and 12 well-equipped laboratories to facilitate smooth academic activities.

Among these classrooms, 8 have been upgraded with wall-mounted projectors, white and green boards, internet connectivity, and a public address system to enable ICT-based teaching. The entire campus is Wi-Fi enabled through JIO connectivity. The college's eight science departments have separate blocks to conduct their departmental activities. Additionally, the campus features lush green landscapes, flower gardens, open spaces, and clean water bodies, creating a conducive environment for academic pursuits.

The college houses a fully automated library spanning approximately 3500 square feet, accommodating over 26,000+ text and reference books, along with over 400 journals. It offers separate reading zones for students and faculty, internet facilities, reprography services, and is under CCTV surveillance. Furthermore, the college includes a well-equipped multigym and a beautifully decorated auditorium with a seating capacity of 200.

A girls' hostel located in Madaria village, about 2 kilometers from the college campus, provides accommodation for female students. The hostel features a rainwater harvesting unit, promoting water conservation for sustainable development. The college also offers

separate boys' and girls' common rooms with indoor sports facilities and an adjacent playground for outdoor games. Additionally, the college maintains a herbal garden, vermicomposting unit, and weather station within its premises.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The institution features its own playground connected to the main road via a second approach road to the college campus. The ground has been developed using earth materials from nearby areas where canal dredging was carried out by state agencies. To protect against future encroachment, the playground is surrounded by a boundary wall.

A well-appointed auditorium with a seating capacity of 200 is located on the second floor of Vivekananda Bhawan, recently upgraded with air-conditioning. All cultural events are held in this auditorium. Additionally, a gym room, funded by the UGC XI plan in 2012 and equipped with modern gym equipment, is available for use. Adjacent to the gym room is the Physical Education department, responsible for overseeing games and sports activities.

The college has actively participated in various university events, winning several prizes during the academic year 2021-22. Self-defense classes for students were conducted on the college premises by teachers from Santragachi Art of Life. Furthermore, Yoga Day was celebrated by the NCC girls' wing within the campus, adhering to social distancing and other government-imposed protocols.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

8

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

66

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

4.2 - Library as a Learning Resource

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

The Central Library boasts a cutting-edge automated system powered by the latest version of Koha software. Originally implemented in 2014, Koha has been consistently upgraded to ensure optimal performance. Cataloging is now fully automated through the ILMS, and users have enjoyed the convenience of automated book borrowing and returns since 2018.

For valuable resources like rare M.N. Roy Collection books, faculty publications, and previous year question papers, the library offers secure access through an Institutional Repository (IR) built on the latest DSPACE software. This IR is meticulously monitored to guarantee data integrity.

The Central Library takes great pride in achieving complete self-reliance in software upgrades, relying solely on freely available options. We are also committed to providing free access to a wealth of e-resources. This includes the National Digital Library (NDL) developed by IIT Kharagpur and INFLIBNET-NLIST. Additionally, the library actively contributes to the Open Access Repository (OAR) database, WBCOLOR, spearheaded by West Bengal college librarians. This grants students and faculty free access to a vast collection of ebooks and e-journals. Users can explore resources not only through INFLIBNET's NLIST program and WBCOLOR but also via other Open Access (OA) databases. The library ensures continued access to these resources through regular subscriptions funded by the college.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

1.51

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

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

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

30

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	*View File*

4.3 - IT Infrastructure

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

The college has established robust IT facilities on campus to meet present-day demands. Currently, the institution possesses 113 computers, 29 printers (including Xerox machines), 11 projectors (both wall-mounted and portable), 3 digital display boards, and 1 portable sound system. Most departments are equipped with computers featuring internet access and necessary software. Departments such as Computer Science, Geography, Physics, Chemistry, and Mathematics maintain separate computer laboratories for their academic requirements. Internet bandwidth ranges from 100 mbps to 35 mbps, with the entire campus covered by Reliance Jio Network Wi-Fi. Regular maintenance of computers and accessories is conducted by the local vendor Service Media.

In support of blended teaching and learning, the college has developed 8 smart classrooms featuring wall-mounted projectors, display screens, broadband/Wi-Fi, and public address systems. Additionally, one graphic tablet with a stylus is available for online teaching. The college office and various support departments are equipped with LAN-connected computers for effective academic and administrative work. Specialized software is utilized by different academic departments and the office for their respective functions.

Most computers are equipped with Quick Heal or Kaspersky antivirus software, regularly updated.

The college maintains a well-structured website, regularly managed by the vendor JPPIO. CCTV surveillance covers the entire college campus, monitored from the Principal's room, with backup records available for 10 days on the mainframe server.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

114

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

134

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

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

Labs:

- **To maximize resource utilization, Heads of Departments (HoDs) collaborate to identify lab equipment needs, considering co-curricular activities and potential sharing between departments.**
- **Sustainable practices are encouraged to minimize chemical waste.**

Books & Journals:

- **Departments submit book and journal recommendations to the academic committee. Approved selections are forwarded to the librarian with the principal's endorsement before purchase by the college's purchase committee.**

Classrooms for Enhanced Learning:

- **The college boasts 40 well-maintained classrooms, 12 well-equipped laboratories, and 8 smart classrooms featuring wall-mounted projectors, display screens, broadband/WiFi, and a public address system.**
- **Additionally, a graphic tablet with a stylus supports online teaching.**

Sports Facilities:

- **The college offers a well-maintained playground, accessible via the second approach road and enclosed by a boundary wall. This space caters to all outdoor games and annual sports events.**

Reliable IT Infrastructure:

- **Local vendor Service Media ensures regular computer maintenance and upgrades as needed.**
- **Uninterrupted power supply is guaranteed by a UPS system backing up all computers and servers.**

Maintaining a Healthy Environment:

- **The college library and office benefit from regular pest control services provided by appointed vendors.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

3710

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

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

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

689

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

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

A. All of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

91

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

91

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

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

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

91

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

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

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

8

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

17

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The student council at our institution comprises representatives from all programs and courses. These representatives are selected or elected according to the norms established by the Higher Education department, Government of West Bengal. Over the past five years, there has been no formal selection process, and instead, a few current students from various courses have been nominated by the student body to oversee cultural, sports, and academic interests for the general student population.

The Principal serves as the ex-officio President of the student council. The council plays a crucial role in maintaining discipline, fostering an academic environment, and ensuring the smooth conduct of day-to-day activities within the institute. During times of disaster management programs and community-related activities, the council and its representatives collaborate closely with the teaching and non-teaching staff. They are a dependable force for organizing outreach activities and annual celebrations on campus.

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

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

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

12

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

5.4 - Alumni Engagement

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

Our institution has an alumni association, which is yet to registered under the Society Act. The alumni meet is held annually on the second Saturday of January. Departments like Political Science, Food and Nutrition, Zoology, Chemistry, and Physics organize programs to bring together students from different fields onto a common platform.

The institution aims to establish a mentor-mentee relationship management tool to connect new entrants with experienced alumni who are willing to share their expertise and best practices. Our alumni include Vice Chancellors, faculty members in prominent positions, medical professionals, playwrights, sports personalities, and members of state legislative assemblies. However, due to a lack of a student database in the past, it has been challenging to retrieve the contacts and whereabouts of many alumni who have held significant academic or administrative positions.

Since the formation of IQAC, initiatives have been taken to create a student database and revive relationships with previous batches. The alumni have contributed by donating books to central and departmental libraries, conducting skill development classes,

sharing experiences of cracking competitive exams like NET/SET, and providing information on job prospects and opportunities for graduating students through digital platforms. Their contributions, whether in cash or kind, have greatly benefited the institution.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The establishment of this college was driven by a vision to uplift the underprivileged residents of this rural area by providing them access to education, opportunities, and a pathway to a better life. Our mission is rooted in spreading the transformative power of education to those who have been deprived of even the most basic necessities. In line with this ethos, the college is committed to nurturing both the educational and moral development of its students, many of whom are the first in their families to pursue higher education.

We take pride in the increasing enrollment of female students, a testament to our commitment to women's empowerment. Our goal is to transform our college into a hub of excellence, molding our students into responsible citizens through the provision of both material and moral education. In addition to a diverse range of academic courses,

we offer vocational training programs to help students realize their aspirations.

We are dedicated to ensuring that financial constraints do not hinder any student's access to education. The college takes proactive measures to alleviate the financial burden on students' families, ensuring that every child has the opportunity to receive a quality education.

Throughout the year, we organize various programs aimed at fostering unity, harmony, and the exchange of ideas among students from different departments. These initiatives, guided by the supportive mentorship of our teachers, promote collaborative thinking and enrich the overall learning experience.

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

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

The Governing Body of the institution, in accordance with University statutes and guidelines, shares a unified objective: to provide students with the best resources available. Achieving this goal necessitates decentralized power and collaboration among faculty members through the establishment of various committees. These committees, led by a senior faculty member as convenor, remain active and conduct regular reviews.

Typically, each committee convenes four to five meetings annually to devise strategic plans and allocate responsibilities among the most qualified staff and student representatives. All pertinent updates are promptly relayed to the governing body to ensure transparency and accountability.

Selection of the finest teaching and non-teaching staff is conducted by committee members based on their academic performance and

contributions to the community. At the conclusion of each academic session, the governing body duly recognizes and rewards these individuals for their exceptional service and dedication.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Effectively implementing an institutional strategic or perspective plan is essential for an organization to realize its long-term objectives and vision. This process entails various key steps and considerations.

At the outset of each academic year, the institutional plan is meticulously crafted, drawing insights from the successes and shortcomings of the preceding year. These insights are carefully scrutinized during IQAC and governing body meetings. Subsequently, the plans are communicated clearly and comprehensively to all stakeholders, elucidating the objectives, their roles in execution, and how their contributions align with the overarching vision.

Despite geographical constraints, the college endeavors to maximize resource allocation for students' benefit. The college authority maintains vigilant oversight over plan execution, actively soliciting feedback from stakeholders. This feedback is diligently analyzed to pinpoint areas for improvement and to identify potential obstacles requiring attention.

Training initiatives are undertaken to equip students with the requisite skills and knowledge, with a keen eye on future prospects and job opportunities. Occasionally, plan execution may encounter delays due to factors beyond the institution's control. For instance, obtaining final approval from the parent university for the introduction of additional Post Graduate courses or securing mandated approval from the Higher Education department for the induction of more faculty members in various subjects necessitates persistent engagement with the concerned authorities. In such circumstances, the college authority diligently pursues these matters with regular follow-ups.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Upload any additional information	No File Uploaded

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

The college administration emphasizes decentralized responsibility, facilitated by the creation of various institutional bodies ensuring transparency and efficient task execution. These bodies, outlined in the college prospectus and on the portal following approval by the governing body, feature senior teachers as conveners and representatives from all faculty sectors.

The Institutional Quality Assurance Cell (IQAC) is integral to academic functions, driving the implementation of quality measures for holistic institutional progress. Under IQAC guidance, initiatives like village adoption and industry partnerships via MoUs for job creation and skill enhancement have flourished.

Admission and examination committees operate seamlessly, maintaining a merit-based admission process in line with government reservation policies, resulting in years without grievances. The sports committee, led by physical education faculty, consistently elevates the institution's reputation through commendable achievements in various competitions, supporting students pursuing sports careers.

Faculty are encouraged to propose research projects, receiving financial support post-scrutiny from college funds. The research committee utilizes digital tools to combat plagiarism, upholding academic integrity.

The placement cell faces the challenge of immediate job placement for graduates but has established agreements with skill development agencies and industries since 2019. These partnerships, particularly with female entrepreneurs, and language training programs, enhance students' employability.

Despite challenges, the dedication of the placement committee is evident in their remarkable achievements, reflected in placement records and student satisfaction surveys. The college values honesty, sincerity, and efficiency, rejecting support for unlawful activities among stakeholders.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://ramsadaycollege.com/organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Ramsaday College provides a Provident Fund for teaching and non-teaching staff in substantive posts, following the scheme recommended by the Government Provident Fund Scheme. The PF Committee endeavors to issue PF cheques to retirees and staff applying for loans from the PF within three months after retirement or after approval by the governing body.

The Group Insurance Policy for full-time teaching and non-teaching staff is aligned with the Life Insurance Policy Scheme, offering employees maximum benefits with minimal contributions.

The teachers' council offers unconditional and immediate donations to staff facing emergency financial difficulties.

The Ramsaday College Staff Welfare Fund, created from monthly contributions of teaching and non-teaching staff, provides loans of up to 2.5 lakhs at minimum interest rates to members.

The College provides festival advances to SACT teachers and non-teaching staff, repayable in equal monthly installments.

Since the 2016-17 academic session, the college has provided research grants to state-aided college teachers based on approved proposals submitted to the research committee.

Travelling allowances and registration fees are provided to teachers and non-teaching staff for attending seminars, conferences, and workshops within the country, with fees reimbursement requiring a certificate of participation or presentation.

Since 2019, the IQAC has conferred the "Employee of the Year" award to a non-teaching staff member based on their performance.

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

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

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

2

File Description	Documents
Upload any additional information	<u>View File</u>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

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

NIL

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

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

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

2

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

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

While there is no traditional performance appraisal system for non-teaching employees, the college authority annually confers a Best Employee Award based on their performance. Teachers maintain records of their daily activities, which are later verified by the IQAC coordinator for approval regarding the Career Advancement Scheme (CAS) information. Once approved by the college, the CAS file is processed and screened by the concerned authorities for final approval related to the promotion of teachers.

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

6.4 - Financial Management and Resource Mobilization

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

The College operates with several bodies, including the Planning Board, Finance, Building and Purchase Committee, Library, and others under the governance of the Governing Body. These bodies play key roles in decision-making regarding the mobilization, allocation, and utilization of funds from various authorities such as UGC, the State government, West Bengal Higher Education Department (WBHED), RUSA, MPLad, and the Department of Science and Technology.

The Annual Budget is collaboratively prepared by the Department of Economics and the Accounts Department, then presented to the Governing Body with prior recommendations from the Finance Committee. Purchases exceeding Rs. 100,000 are conducted through a tender system to ensure fairness and transparency. Financial accounts are managed using a customized software system.

At the end of each financial year, the financial statements undergo review by an external auditor recommended by WBHED. The audit for the 2022-2023year was delayed due to the vacancies in the Accountant and Cashier positions after their retirements, with no permanent recruitment in these roles so far. These cases are awaiting approval from the Higher Education department.

Any audit objections are discussed during Governing Body meetings, and corrective measures are taken to prevent similar mistakes in the future.

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

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

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

2 Lakhs

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

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

The institution is dedicated to the holistic development of its students and strives to enhance its financial, infrastructural, and

human resources to maximize benefits for students and other stakeholders.

Under the governance of the Governing Body, the College has a Planning Board, Finance, Building and Purchase Committee, Library, and various associated bodies. These entities play crucial roles in the decision-making process regarding the mobilization, allocation, and utilization of funds from authorities such as UGC, the State government, West Bengal Higher Education Department (WBHED), RUSA, MPLad, and the Department of Science and Technology.

The Annual Budget is prepared by the Department of Economics in collaboration with the Accounts Department. This budget is presented to the Governing Body with prior recommendations from the Finance Committee.

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

6.5 - Internal Quality Assurance System

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

The IQAC has played a pivotal role in institutionalizing quality assurance strategies and processes. Collaborating with various college departments, it has organized seminars, webinars, and workshops to impart practical knowledge to students. Additionally, the IQAC actively contributes to infrastructure development, facilitating the filling of vacant teaching and non-teaching positions and conducted training for professional development.

Moreover, initiatives such as organizing medical and vaccination camps for both college students and villagers in adopted villages showcase the IQAC's community-oriented approach. It also spearheads sports and cultural programs, fostering holistic development. Furthermore, the IQAC promotes collaboration with academic institutes, industries, and professional institutions to enhance educational quality, provide soft skills training, and create employment opportunities.

Another important practice was to take regular feedback from different stakeholders, analyze them, and work on the deficiencies.

Also, attention was paid to students' grievances, and quick action was taken to address them.

File Description	Documents
Paste link for additional information	https://ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Upload any additional information	**No File Uploaded**

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

Our college demonstrates a commitment to continuous improvement in its teaching-learning processes and operational methodologies through the Internal Quality Assurance Cell (IQAC), established in accordance with established norms. The IQAC conducts periodic reviews of these processes, structures, and methodologies, as well as assesses learning outcomes.

During this session classes were conducted in a blended mode according to the established master routine. The college website now hosts both learning outcomes and program outcomes. Faculty members were tasked with adhering to syllabus completion timelines and monitoring student progress periodically. Internal examinations were held regularly to gauge student advancement. Following each examination, departments convened meetings to analyze student performance and organize special and remedial classes as needed. Additionally, all teachers were directed to document their weekly academic activities for evaluation and participation in Career Advancement Programs.

Overall activities were monitored and reviewed by IQACfor ensuring the quality of education and fostering continuous improvement.

File Description	Documents
Paste link for additional information	https://ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Upload any additional information	**No File Uploaded**

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is dedicated to upholding the principles of Fundamental Rights as outlined in the Indian Constitution. Numerous initiatives have been implemented to promote gender equality, with a particular focus on integrating female students into all aspects of campus life. Equal opportunities are ensured in both admission and recruitment processes. The promotion of freedom of expression is emphasized, with female representation in all committees, including the Students' Union.

Encouragement for female students to participate in activities like the NCC (girl's wing) and self-defense classes is provided to boost their confidence and equip them with necessary skills for self-protection. Continuous surveillance through CCTV and presence of security guards, along with amenities such as separate common rooms equipped with sanitary napkin vending machines and incinerators, contribute to a safe and secure campus environment.

The institution has established a dedicated Internal Complaints Committee and Grievance Redressal Cell to address any concerns raised by female students, in line with a zero-tolerance policy towards gender-based discrimination. Gender audits are conducted periodically among all internal stakeholders, leading to increased recruitment of female support staff based on feedback received.

Furthermore, skill development programs and the establishment of a Start-Up Incubation Centre aim to empower students with employable skills and financial independence. Gender sensitization programs are organized to raise awareness among all stakeholders, while NSS units arrange special camps focusing on issues such as Save Girl Child and health programs for children and women.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/108416/7.1.1_1679336534_10314.pdf

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

C. Any 2 of the above

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

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

The institution is actively working towards establishing a comprehensive waste management system to effectively and responsibly handle various types of degradable and non-degradable waste.

For solid waste management, the institution segregates canteen waste into organic categories, which are then processed in composting units to produce nutrient-rich compost for agricultural purposes. Sanitary napkins are disposed of through controlled incineration using incinerators installed in the girls' common rooms and washrooms, minimizing environmental impact from solid waste.

E-waste management involves the safe handling and disposal of electronic and electrical waste. The institution has partnered with the certified e-waste recycler, 'Hulladesk', to dismantle electronics, recover valuable components, and dispose of hazardous materials in an environmentally friendly manner. The funds received from this partnership are reinvested in the purchase of electronic equipment or for maintaining the annual maintenance contracts of electronic devices.

The waste recycling system actively promotes waste reduction and resource conservation. Awareness programs are conducted to encourage recycling among both staff and students. Recycling bins are strategically placed throughout the campus, making it convenient and accessible for everyone.

Overall, the institution's waste management practices serve as a commendable example of environmentally responsible behavior, contributing to a cleaner, greener, and safer environment for all stakeholders.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

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

C. Any 2 of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Dedicated to fostering diversity and holistic development, this institution creates an inclusive environment that celebrates cultural, regional, and socio-economic differences. Its priority is ensuring every student can continue their education, providing counseling, assistance for differently abled students, and remedial

coaching to reduce dropout rates. Hostel facilities are offered to rural female students, aiming to uplift disadvantaged sections of society.

Recognizing villages' significance in national development, the institution adopted villages in 2017, enhancing health and education services through environmental awareness programs and medical camps, supported by NSS volunteers. Embracing community engagement, it emphasizes knowledge sharing beyond classrooms. NSS and NCC units lead cleanliness drives and awareness campaigns both on and off-campus.

Women's empowerment is central, with self-defense classes and soft skill development courses enhancing confidence and career opportunities. Entrepreneurial skills are nurtured, and all stakeholders, including alumni, are encouraged to contribute to inclusivity.

The institution celebrates cultural festivals enthusiastically, fostering unity among students, staff, and faculty. Special emphasis is given to sporting events, promoting teamwork and well-being. Overall, it prioritizes academic excellence, social responsibility, and personal growth, making a meaningful impact on individuals and society.

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

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

The college consistently undertakes measures to deepen the comprehension and consciousness of students and employees regarding their constitutional duties as citizens of the nation. It aims to enrich them with the values, rights, duties, and responsibilities enshrined in the constitution. Notably, the University of Calcutta's CCF 2023 syllabus introduced a mandatory CVAC course focused on constitutional values. This initiative holds significant importance in nurturing developing minds, fostering an understanding of civic obligations, values, and ethics, and elucidating the concepts of rights and freedoms, thereby shaping individuals into conscientious

citizens. NSS unit of our college regularly organizes voter awareness camps to educate new eligible voters.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1Qe6LuGxj 6CSqeehU17bDmwOPEVa9UUcz/edit
Any other relevant information	https://drive.google.com/file/d/1I1BemDxOfmG KK9orMxEvr5Fqj0eT0kqt/view?usp=sharing

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

B. Any 3 of the above

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

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

The Institution proudly hosts and coordinates a diverse array of national and international commemorative events, festivals, and days. These occasions serve as a vital platform for nurturing unity, embracing diversity, and fostering cultural exchange within the campus community and beyond. Flag hoisting ceremonies, cultural performances, and awareness campaigns are just some of the ways in which we cultivate a sense of patriotism and national pride among

students and staff.

Throughout the year, we honor the birthdays of esteemed leaders, scientists, artists, and social activists who have profoundly impacted history. These celebrations consist of a range of events and activities designed to both inspire and educate our campus community.

We enthusiastically observe cultural festivals such as Vasanta Utsab, Raksha Bandhan, Biswa Nabi Diwas, and Saraswati Puja, which serve as vibrant showcases of cross-cultural interaction and mutual appreciation. Students and faculty from diverse backgrounds converge to share their traditions, customs, and cuisines, enriching our campus atmosphere with inclusivity and vibrancy.

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

7.2 - Best Practices

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

First Best Practice: Signing of MoUs with reputed institutes/Organizations

Memorandum of undertandng with the central university 'Amrita Vishwa Vidyapeetham' armed the Science disciplines of the college with the domain of Virtual Laboratories. Ramsaday College becoming only the second Institution in West Bengal to be their nodal center.

Different workshops were held on programming languages like Python to hone the computational skills of the students in collaboration with IIT Bombay Spoken Tutorial platform.Students received certificates on successful completion of the course.

To develop the skill of students in broad areas like Hospitality Management, Entertainment media, Electric vehicle technician and even as skilled personnel in Mushroom cultivation, MoU was signed under the Skill Hub programme of PMKVY 4.0. Around 362 students enrolled for such programmes.

The second best practice: Development of the Infrastructure of the Institution

? Renovation work ofthe Physical Education and Physics department was done.

? Six classrooms were renovated for better accommodation of CBCS curriculum.

? A sound proof studio was created for students of Journalism and Mass communication.

? Purchase of Portable projectors, white screens and sound system was made to enable maximum number of students getting the benefits of ICT classroom facilities.

? A new room was provided for the teaching staff of Sanskrit department

?The accounts section and IQAC room was provided air conditioned facilities.

? Weather observatory station was set up within the campus with due technical assistance of IMD.

? New Table Tennis board was purchased and a trainer was appointed to promote the sports.

File Description	Documents
Best practices in the Institutional website	https://www.ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Any other relevant information	https://www.ramsadaycollege.com/healthy_practice.php

7.3 - Institutional Distinctiveness

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

200 words

Empowerment means moving from a weak position to execute power. it is the process in which students gain control of knowing and claiming their rights at all levels of society. Our success and institute's distinctiveness in student empowerment is evident from the following statistics.

Almost 80% enrolment in undergraduate programmes for past 6-7 years.

Dropout rate reduced considerably from 30% to16%.

Opportunity to pursue regular post graduate course in Bengali under University of Calcutta

Self-defense programme and gym facilities for all.

Entrepreneurship and skill development programmes to create employability opportunities for students.

NSS units with student volunteers participate in outreach community programmes to get the message of work in unison.

Stress on yoga, medication,shankya and sports activities to create harmony between mind and body.

Students' progress, college authority believes, is equated with the nations' progress and therefore their participation in nation building programmes is very important.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The affiliated colleges under the University Statute adhere to a curriculum set by the parent university, in this case, Ramsaday College, which is affiliated with the University of Calcutta. The University designs the curriculum for both undergraduate and postgraduate courses, implementing the Choice Based Credit System (CBCS) across all three streams. Until 2022, casual students followed an annual examination system. Under CBCS, institutes have the flexibility to select topics for Skill Enhancement Courses (SEC) and Discipline Specific Elective (DSE) courses based on student needs and the availability of qualified instructors.

To ensure the curriculum's effective implementation within the academic calendar, syllabi are distributed among teachers according to prescribed workloads. Lesson plans and class schedules are prepared in advance and communicated to students through both offline and online channels. Semester examinations are conducted after fifteen weeks of classes following university guidelines.

In addition to traditional teaching methods, online classes are integrated to enrich the learning experience. Regular departmental meetings are held to monitor student progress and plan activities accordingly. Measures such as self-defense classes, health awareness programs, and academic webinars are periodically organized to support students during challenging times.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

Following fifteen weeks of classes, semester examinations are held according to the University's schedule and guidelines. Each subject's Board of Studies establishes exam guidelines and issues necessary instructions for examination and evaluation procedures. Exams typically consist of three components: Internal Assessment (IA), Tutorial or Practical (TU/PR), and Theoretical (TH). To pass a semester, students must achieve the minimum pass percentage in each credit component. The institution strictly adheres to the academic calendar set by the parent University, ensuring all Internal, Tutorial, or Practical examinations are completed within the designated timeframe.

Internal exam questions are formulated and assessed in line with guidelines from the University of Calcutta. Marks for Internal examinations and Tutorial or Practical assessments are recorded online using foil numbers generated by the University's examination online portal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

44

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

10

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

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

393

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution strives to incorporate socially relevant issues encompassing human values, ethics, gender sensitivity, and environmental sustainability into the educational framework outlined by the parent university. Students are required to engage in research projects focusing on environmental concerns such as air and water pollution, biodiversity, medicinal plant utility, as well as water and waste management as part of their Environmental Studies curriculum.

Additionally, Skill Enhancement Courses offered by departments such as Food & Nutrition, Zoology, Botany, and Geography aim to instill a commitment to fostering a fair, inclusive, and sustainable society while equipping students with employability skills and global competencies.

Recognizing the importance of nurturing critical thinking, the institution fosters an environment where students are encouraged to express their perspectives on human values rather than imposing moral theories. Ethical dimensions are seamlessly integrated into tutorial and project topics, essential components of the curriculum. For instance, tutorial discussions within the Department of Philosophy revolve around themes like the Moral Imperative of Ahimsa (Non-Violence) in daily life and the contemporary relevance of Jaina Ahimsa (Non-Violence).

Furthermore, B.Com.(Hons) students undergo regular Gender Audits to evaluate the effectiveness of gender mainstreaming initiatives implemented by the institution. In alignment with this ethos, Geography Honours students focus their project topics on assessing the vulnerabilities faced by local communities and proposing effective remedial measures.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

15

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

379

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://ramsadaycollege.com/teachers_feedback_analysis_20-21.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://ramsadaycollege.com/teachers_feedback_analysis_20-21.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2224

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

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

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

813

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The teachers assess the learning levels and organize remedial classes, mentoring and counseling programs for slow learners.

During the entire academic session classes were held in blended mode. Departments also conducted special classes for the slow learners and the students who had faced difficulties to join classes regularly. Students have the freedom/option to get the materials in the form of class notes, ppts as e-materials uploaded on college website. Teachers of all departments were instructed to upload e-materials at the end of class so that those who have missed may collect/download them from the website. To bring the flavour of practical classes for Science students, collaboration was made with Amrita Viswa Vidyapeetham, Amritapuri campus, regarding e-virtual lab and more than 300 students from science stream were given the oportunity to perform practical experiments under virtual mode.

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

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

Number of Students	Number of Teachers
5664	34

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The class-room lectures are usually designed in interactive fashion. In particular students are asked to share any idea or thought that occurs to them in relation to the assigned topic. The College celebrates 'Matribhasa Diwas' on 21st February every year by arranging several activities like essay writing competition in their mother language, debate and singing competitions. Exhibition of science projects and models is organised to celebrate the National Science Day and students take the leading role in organising such programme. Thus, all levels of learners are encouraged to promote an environment of participative learning. Field works and excursions are especially

frequent in streams like Geography, Zoology, Botany, Anthropology, Political Science, Music. Food & Nutrition department also offer internship program for final year students. These experiences allow students to recapitulate and apply knowledge acquired in their classrooms. To nurture the problem solving-skills of the students, real-world issues in their localities are often assigned. In particular, NSS volunteers of the College remain involved in a number of community service programmes over an academic year. They have actively participated in the medical camps, food and apparel distribution in hospitals and old age homes, relief work to the flood affected people at remote villages in Amta (Specially in adopted village) and Udaynarayanpur. Students of Physical education department conduct Yoga and Bratachari classes at primary schools on routine basis to promote these sporting events among the young generation of the locality.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

In today's digital age, Information and Communication Technology (ICT) has revolutionized the education sector, empowering teachers to adopt innovative and interactive teaching methods for a more effective teaching-learning process. ICT-enabled tools offer a plethora of advantages that enhance the overall educational experience and enable students to reach their full potential. During pandemic situation online classes were conducted using meeting softwares like Google Meet, Zoom, CISCO WebEx etc. with interactive whiteboard and graphic tablets. Since our institution has Wi-fi facilities backed with high speed internet and sufficient computers and availability of projectors, most departments like to use powerpoint presentation instead of of chalk and talk method which make class room teaching and interactions more attractive and participative. The Institution has collaborated with Amrita Viswa Vidyapeetham University, regarding training and conduct of Virtual Laboratory classes for science students. Practical experiments and demonstrations were given through virtual mode and students were asked to replicate those experiments after logging into the system through

respective log in ids. Institution also took membership of IIT Mumbai Spoken Tutorial to offer MOOC courses to the students and faculties.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

120

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

34

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

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

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

24

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

280

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

According to the CBCS guidelines, internal assessment is conducted by departmental teachers at the end of each semester before the theoretical exams. Teachers set questions that are uploaded to the college website 10 minutes before the exam starts, following the exam schedule announced by the University. Attendance and internal exam performance each carry a weightage of 10 marks.

Question patterns typically adhere to the directions provided by the Board of Studies. Some departments set questions worth 30 marks to cover the entire syllabus with alternatives, and then the total marks obtained are divided by 3 for the final award list.

During the current academic session, all internal assessment exams were conducted offline. Students had to sit for the exam in specific rooms and seats assigned to them, with teachers assigned invigilation duties.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

All internal exam related grievances are sorted out at concerned department. But if anything remains unresolved, it would be solved by Grievance Redressal Committee in timely manner. Students who have claimed that they have given the exam on scheduled date but have been marked absent were asked to verify the attendace sheet from college office. Teachers were also instructed to search all possible areas carefully before confirmation of marks on the University portal. The list of roll number of students whose IA papers are missing at the Teacher's end are again given in the student group with response time of 48 hours and then the marks are uploaded on the University portal. All steps are taken to ensure that none of the students is deprived due to any mistake whatsoever from either end.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://ramsadaycollege.com/grievance_cell.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Prior to the start of each semester, teachers convene departmental meetings to finalize the courses that will be offered. Following this, classes are scheduled according to the master routine, and the program and course outcomes are made available on the college website. This information is also communicated to students before the semester commences by all departments. Concerning the selection of Skill Enhancement

Courses (SEC) by BA General and B.Sc General program students, the Heads of Departments (HoDs) in the Arts and Science faculty determine the semester-wise courses based on the options outlined in the University's course curriculum.

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

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

Each department has been directed to hold meetings at the end of semester classes to assess the achievement of program and course outcomes. There is a particular focus on determining the percentage of syllabus completion and the actions taken to address any incomplete portions. Departments are also encouraged to gather feedback from students and track their progression after completing courses. The feedback collected by departments is discussed in academic committee meetings, where necessary steps and measures are decided upon.

Upon receiving feedback from postgraduate students indicating difficulty in scoring in the GE subject (Political Science generic paper in the 3rd and 4th semesters), the academic committee replaced the political science paper with Buddhist studies. This change has been well-received by subsequent semester students. Similarly, based on the achievement of course outcomes reflected in semester results, appropriate remedial measures are taken regarding the selection and implementation of Skill Enhancement Courses (SEC) and Discipline Specific Electives (DSE).

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ramsadaycollege.com/courses_outcomes_2021.php

2.6.3 - Pass percentage of Students during the year

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

614

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://ramsadaycollege.com/teachers_feedback_analysis_20-21.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College has cultivated an environment conducive to Research and Innovation, fostering a culture of continuous learning and dissemination of knowledge. Faculty members regularly enhance their expertise through active participation in national, international, and state-level seminars, workshops, and conferences, supported by financial assistance and leave provisions. Additionally, a project fellowship scheme empowers State Aided College Teachers to pursue socially relevant research projects, with outcomes published in the college's academic journal "BUDHIL". Access to online learning resources is facilitated through N-LIST membership.

In terms of Research and Collaborations, the College has forged partnerships with various institutions, including Amrita Viswa

Vidyapeetham University and Spark Institute of Advanced Sciences, Calicut University, for initiatives such as Virtual Laboratory classes and PYTHON Coding Courses. Participation in projects like the Spoken Tutorial Project and collaborative research programs with institutes like IIEST, Shibpur, and University of Calcutta further enrich the academic landscape.

To foster Innovations and Entrepreneurship, the College established an incubation centre, "Prayashee", in 2022, providing students with resources and guidance for innovative projects. Collaborations with organizations like Anudip Foundation for soft skills training and annual Entrepreneurship Awareness Camps contribute to a dynamic ecosystem.

Knowledge transfer is emphasized through training students in research paper and poster presentations, encouraging submissions to the college journal "Budhil", and regular publication of magazines. Specialized skills, including English proficiency, are honed through programs like the English language laboratory crash course.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

13

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

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

3.4 - Extension Activities

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

Our institution is committed to providing comprehensive, high-quality education at both the undergraduate and post-graduate levels, emphasizing holistic development. Students actively engage in various social initiatives aimed at improving community welfare and fostering a healthy environment.

Led by three dedicated Programme Officers, our NSS unit orchestrates a range of socially impactful events. We take pride in the enthusiastic participation of our students, not only in college activities but also in outreach endeavors that strengthen our ties with the community.

Over theyear, our initiatives have included voluntary blood donation drives, eye testing camps, health awareness programs for different age groups, and environmental initiatives like rainwater harvesting. We've also conducted awareness campaigns to dispel superstitions and promote cleanliness through cleaning drives and afforestation efforts.

In collaboration with the Tropical Medicine Institute of Calcutta, we've organized Thalassemia awareness camps and provided counseling to parents on the importance of pre-marital blood tests.

During times of natural disasters, our NSS team, along with the College Students' Union, has tirelessly provided aid to affected communities, distributing essential supplies like food, water, and medicine.

Furthermore, we've initiated programs like 'SAVE THE RIVER' to raise awareness about the crucial role of rivers in rural development.

Our Students' Council regularly hosts cultural events to commemorate national occasions and celebrate student talent, creating memorable experiences for both students and local residents alike.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

4

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

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

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

16

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

484

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Ramsaday College is renowned for providing high-quality education at both the undergraduate and postgraduate levels. The college building comprises two distinct parts distinguished by their color contours: a heritage section (1946–1976) and a newer portion constructed in the nineties and thereafter. Currently, the college boasts 40 fully functional classrooms and 12 well-equipped laboratories to facilitate smooth academic activities.

Among these classrooms, 8 have been upgraded with wall-mounted projectors, white and green boards, internet connectivity, and a public address system to enable ICT-based teaching. The entire campus is Wi-Fi enabled through JIO connectivity. The college's eight science departments have separate blocks to conduct their departmental activities. Additionally, the campus features lush green landscapes, flower gardens, open spaces, and clean water bodies, creating a conducive environment for academic pursuits.

The college houses a fully automated library spanning approximately 3500 square feet, accommodating over 26,000+ text and reference books, along with over 400 journals. It offers separate reading zones for students and faculty, internet facilities, reprography services, and is under CCTV surveillance. Furthermore, the college includes a well-equipped multigym and a beautifully decorated auditorium with a seating capacity of 200.

A girls' hostel located in Madaria village, about 2 kilometers from the college campus, provides accommodation for female students. The hostel features a rainwater harvesting unit, promoting water conservation for sustainable development. The

college also offers separate boys' and girls' common rooms with indoor sports facilities and an adjacent playground for outdoor games. Additionally, the college maintains a herbal garden, vermicomposting unit, and weather station within its premises.

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

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

The institution features its own playground connected to the main road via a second approach road to the college campus. The ground has been developed using earth materials from nearby areas where canal dredging was carried out by state agencies. To protect against future encroachment, the playground is surrounded by a boundary wall.

A well-appointed auditorium with a seating capacity of 200 is located on the second floor of Vivekananda Bhawan, recently upgraded with air-conditioning. All cultural events are held in this auditorium. Additionally, a gym room, funded by the UGC XI plan in 2012 and equipped with modern gym equipment, is available for use. Adjacent to the gym room is the Physical Education department, responsible for overseeing games and sports activities.

The college has actively participated in various university events, winning several prizes during the academic year 2021-22. Self-defense classes for students were conducted on the college premises by teachers from Santragachi Art of Life. Furthermore, Yoga Day was celebrated by the NCC girls' wing within the campus, adhering to social distancing and other government-imposed protocols.

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

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

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

66

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

4.2 - Library as a Learning Resource

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

The Central Library boasts a cutting-edge automated system powered by the latest version of Koha software. Originally implemented in 2014, Koha has been consistently upgraded to ensure optimal performance. Cataloging is now fully automated through the ILMS, and users have enjoyed the convenience of automated book borrowing and returns since 2018.

For valuable resources like rare M.N. Roy Collection books, faculty publications, and previous year question papers, the

library offers secure access through an Institutional Repository (IR) built on the latest DSPACE software. This IR is meticulously monitored to guarantee data integrity.

The Central Library takes great pride in achieving complete self-reliance in software upgrades, relying solely on freely available options. We are also committed to providing free access to a wealth of e-resources. This includes the National Digital Library (NDL) developed by IIT Kharagpur and INFLIBNET-NLIST. Additionally, the library actively contributes to the Open Access Repository (OAR) database, WBCOLOR, spearheaded by West Bengal college librarians. This grants students and faculty free access to a vast collection of ebooks and e-journals. Users can explore resources not only through INFLIBNET's NLIST program and WBCOLOR but also via other Open Access (OA) databases. The library ensures continued access to these resources through regular subscriptions funded by the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

1.51

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

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

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

30

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

The college has established robust IT facilities on campus to meet present-day demands. Currently, the institution possesses 113 computers, 29 printers (including Xerox machines), 11 projectors (both wall-mounted and portable), 3 digital display boards, and 1 portable sound system. Most departments are equipped with computers featuring internet access and necessary software. Departments such as Computer Science, Geography, Physics, Chemistry, and Mathematics maintain separate computer laboratories for their academic requirements. Internet bandwidth ranges from 100 mbps to 35 mbps, with the entire campus covered by Reliance Jio Network Wi-Fi. Regular maintenance of computers and accessories is conducted by the local vendor Service Media.

In support of blended teaching and learning, the college has developed 8 smart classrooms featuring wall-mounted projectors, display screens, broadband/Wi-Fi, and public address systems. Additionally, one graphic tablet with a stylus is available for online teaching. The college office and various support departments are equipped with LAN-connected computers for effective academic and administrative work. Specialized software

is utilized by different academic departments and the office for
their respective functions. Most computers are equipped with
Quick Heal or Kaspersky antivirus software, regularly updated.

The college maintains a well-structured website, regularly
managed by the vendor JPPIO. CCTV surveillance covers the entire
college campus, monitored from the Principal's room, with backup
records available for 10 days on the mainframe server.

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

4.3.2 - Number of Computers

114

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

134

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

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

Labs:

- **To maximize resource utilization, Heads of Departments (HoDs) collaborate to identify lab equipment needs, considering co-curricular activities and potential sharing between departments.**
- **Sustainable practices are encouraged to minimize chemical waste.**

Books & Journals:

- **Departments submit book and journal recommendations to the academic committee. Approved selections are forwarded to the librarian with the principal's endorsement before purchase by the college's purchase committee.**

Classrooms for Enhanced Learning:

- **The college boasts 40 well-maintained classrooms, 12 well-equipped laboratories, and 8 smart classrooms featuring wall-mounted projectors, display screens, broadband/WiFi, and a public address system.**
- **Additionally, a graphic tablet with a stylus supports online teaching.**

Sports Facilities:

- **The college offers a well-maintained playground, accessible via the second approach road and enclosed by a boundary wall. This space caters to all outdoor games and annual sports events.**

Reliable IT Infrastructure:

- **Local vendor Service Media ensures regular computer maintenance and upgrades as needed.**
- **Uninterrupted power supply is guaranteed by a UPS system backing up all computers and servers.**

Maintaining a Healthy Environment:

- **The college library and office benefit from regular pest control services provided by appointed vendors.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

3710

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

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

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

689

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

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

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

91

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

91

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student · **A. All of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

91

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

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

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

8

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

17

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

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

The student council at our institution comprises representatives from all programs and courses. These representatives are selected or elected according to the norms established by the Higher Education department, Government of West Bengal. Over the past five years, there has been no formal selection process, and instead, a few current students from various courses have been nominated by the student body to oversee cultural, sports, and academic interests for the general student population.

The Principal serves as the ex-officio President of the student council. The council plays a crucial role in maintaining discipline, fostering an academic environment, and ensuring the smooth conduct of day-to-day activities within the institute. During times of disaster management programs and community-related activities, the council and its representatives collaborate closely with the teaching and non-teaching staff. They are a dependable force for organizing outreach activities and annual celebrations on campus.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

12

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

5.4 - Alumni Engagement

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

Our institution has an alumni association, which is yet to registered under the Society Act. The alumni meet is held annually on the second Saturday of January. Departments like Political Science, Food and Nutrition, Zoology, Chemistry, and Physics organize programs to bring together students from different fields onto a common platform.

The institution aims to establish a mentor-mentee relationship management tool to connect new entrants with experienced alumni who are willing to share their expertise and best practices. Our alumni include Vice Chancellors, faculty members in prominent positions, medical professionals, playwrights, sports personalities, and members of state legislative assemblies. However, due to a lack of a student database in the past, it has

been challenging to retrieve the contacts and whereabouts of many alumni who have held significant academic or administrative positions.

Since the formation of IQAC, initiatives have been taken to create a student database and revive relationships with previous batches. The alumni have contributed by donating books to central and departmental libraries, conducting skill development classes, sharing experiences of cracking competitive exams like NET/SET, and providing information on job prospects and opportunities for graduating students through digital platforms. Their contributions, whether in cash or kind, have greatly benefited the institution.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) | D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The establishment of this college was driven by a vision to uplift the underprivileged residents of this rural area by providing them access to education, opportunities, and a pathway to a better life. Our mission is rooted in spreading the transformative power of education to those who have been deprived of even the most basic necessities. In line with this ethos, the

college is committed to nurturing both the educational and moral development of its students, many of whom are the first in their families to pursue higher education.

We take pride in the increasing enrollment of female students, a testament to our commitment to women's empowerment. Our goal is to transform our college into a hub of excellence, molding our students into responsible citizens through the provision of both material and moral education. In addition to a diverse range of academic courses, we offer vocational training programs to help students realize their aspirations.

We are dedicated to ensuring that financial constraints do not hinder any student's access to education. The college takes proactive measures to alleviate the financial burden on students' families, ensuring that every child has the opportunity to receive a quality education.

Throughout the year, we organize various programs aimed at fostering unity, harmony, and the exchange of ideas among students from different departments. These initiatives, guided by the supportive mentorship of our teachers, promote collaborative thinking and enrich the overall learning experience.

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

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

The Governing Body of the institution, in accordance with University statutes and guidelines, shares a unified objective: to provide students with the best resources available. Achieving this goal necessitates decentralized power and collaboration among faculty members through the establishment of various committees. These committees, led by a senior faculty member as convenor, remain active and conduct regular reviews.

Typically, each committee convenes four to five meetings annually to devise strategic plans and allocate responsibilities among the most qualified staff and student representatives. All pertinent updates are promptly relayed to the governing body to ensure transparency and accountability.

Selection of the finest teaching and non-teaching staff is conducted by committee members based on their academic performance and contributions to the community. At the conclusion of each academic session, the governing body duly recognizes and rewards these individuals for their exceptional service and dedication.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Effectively implementing an institutional strategic or perspective plan is essential for an organization to realize its long-term objectives and vision. This process entails various key steps and considerations.

At the outset of each academic year, the institutional plan is meticulously crafted, drawing insights from the successes and shortcomings of the preceding year. These insights are carefully scrutinized during IQAC and governing body meetings. Subsequently, the plans are communicated clearly and comprehensively to all stakeholders, elucidating the objectives, their roles in execution, and how their contributions align with the overarching vision.

Despite geographical constraints, the college endeavors to maximize resource allocation for students' benefit. The college authority maintains vigilant oversight over plan execution, actively soliciting feedback from stakeholders. This feedback is diligently analyzed to pinpoint areas for improvement and to identify potential obstacles requiring attention.

Training initiatives are undertaken to equip students with the requisite skills and knowledge, with a keen eye on future

prospects and job opportunities. Occasionally, plan execution may encounter delays due to factors beyond the institution's control. For instance, obtaining final approval from the parent university for the introduction of additional Post Graduate courses or securing mandated approval from the Higher Education department for the induction of more faculty members in various subjects necessitates persistent engagement with the concerned authorities. In such circumstances, the college authority diligently pursues these matters with regular follow-ups.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Upload any additional information	No File Uploaded

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

The college administration emphasizes decentralized responsibility, facilitated by the creation of various institutional bodies ensuring transparency and efficient task execution. These bodies, outlined in the college prospectus and on the portal following approval by the governing body, feature senior teachers as conveners and representatives from all faculty sectors.

The Institutional Quality Assurance Cell (IQAC) is integral to academic functions, driving the implementation of quality measures for holistic institutional progress. Under IQAC guidance, initiatives like village adoption and industry partnerships via MoUs for job creation and skill enhancement have flourished.

Admission and examination committees operate seamlessly, maintaining a merit-based admission process in line with government reservation policies, resulting in years without grievances. The sports committee, led by physical education

faculty, consistently elevates the institution's reputation through commendable achievements in various competitions, supporting students pursuing sports careers.

Faculty are encouraged to propose research projects, receiving financial support post-scrutiny from college funds. The research committee utilizes digital tools to combat plagiarism, upholding academic integrity.

The placement cell faces the challenge of immediate job placement for graduates but has established agreements with skill development agencies and industries since 2019. These partnerships, particularly with female entrepreneurs, and language training programs, enhance students' employability.

Despite challenges, the dedication of the placement committee is evident in their remarkable achievements, reflected in placement records and student satisfaction surveys. The college values honesty, sincerity, and efficiency, rejecting support for unlawful activities among stakeholders.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://ramsadaycollege.com/organogram.php
Upload any additional information	View File

| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | A. All of the above |

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

6.3 - Faculty Empowerment Strategies

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

Ramsaday College provides a Provident Fund for teaching and non-teaching staff in substantive posts, following the scheme recommended by the Government Provident Fund Scheme. The PF Committee endeavors to issue PF cheques to retirees and staff applying for loans from the PF within three months after retirement or after approval by the governing body.

The Group Insurance Policy for full-time teaching and non-teaching staff is aligned with the Life Insurance Policy Scheme, offering employees maximum benefits with minimal contributions.

The teachers' council offers unconditional and immediate donations to staff facing emergency financial difficulties.

The Ramsaday College Staff Welfare Fund, created from monthly contributions of teaching and non-teaching staff, provides loans of up to 2.5 lakhs at minimum interest rates to members.

The College provides festival advances to SACT teachers and non-teaching staff, repayable in equal monthly installments.

Since the 2016-17 academic session, the college has provided research grants to state-aided college teachers based on approved proposals submitted to the research committee.

Travelling allowances and registration fees are provided to teachers and non-teaching staff for attending seminars, conferences, and workshops within the country, with fees reimbursement requiring a certificate of participation or presentation.

Since 2019, the IQAC has conferred the "Employee of the Year" award to a non-teaching staff member based on their performance.

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

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

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

NIL

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

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

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

2

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

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

While there is no traditional performance appraisal system for non-teaching employees, the college authority annually confers a Best Employee Award based on their performance. Teachers maintain records of their daily activities, which are later verified by

the IQAC coordinator for approval regarding the Career
Advancement Scheme (CAS) information. Once approved by the
college, the CAS file is processed and screened by the concerned
authorities for final approval related to the promotion of
teachers.

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

6.4 - Financial Management and Resource Mobilization

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

The College operates with several bodies, including the Planning
Board, Finance, Building and Purchase Committee, Library, and
others under the governance of the Governing Body. These bodies
play key roles in decision-making regarding the mobilization,
allocation, and utilization of funds from various authorities
such as UGC, the State government, West Bengal Higher Education
Department (WBHED), RUSA, MPLad, and the Department of Science
and Technology.

The Annual Budget is collaboratively prepared by the Department
of Economics and the Accounts Department, then presented to the
Governing Body with prior recommendations from the Finance
Committee. Purchases exceeding Rs. 100,000 are conducted through
a tender system to ensure fairness and transparency. Financial
accounts are managed using a customized software system.

At the end of each financial year, the financial statements
undergo review by an external auditor recommended by WBHED. The
audit for the 2022-2023year was delayed due to the vacancies in
the Accountant and Cashier positions after their retirements,
with no permanent recruitment in these roles so far. These cases
are awaiting approval from the Higher Education department.

Any audit objections are discussed during Governing Body
meetings, and corrective measures are taken to prevent similar
mistakes in the future.

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

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

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

2 Lakhs

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

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

The institution is dedicated to the holistic development of its students and strives to enhance its financial, infrastructural, and human resources to maximize benefits for students and other stakeholders.

Under the governance of the Governing Body, the College has a Planning Board, Finance, Building and Purchase Committee, Library, and various associated bodies. These entities play crucial roles in the decision-making process regarding the mobilization, allocation, and utilization of funds from authorities such as UGC, the State government, West Bengal Higher Education Department (WBHED), RUSA, MPLad, and the Department of Science and Technology.

The Annual Budget is prepared by the Department of Economics in collaboration with the Accounts Department. This budget is presented to the Governing Body with prior recommendations from the Finance Committee.

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

6.5 - Internal Quality Assurance System

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

The IQAC has played a pivotal role in institutionalizing quality assurance strategies and processes. Collaborating with various college departments, it has organized seminars, webinars, and workshops to impart practical knowledge to students. Additionally, the IQAC actively contributes to infrastructure development, facilitating the filling of vacant teaching and non-teaching positions and conducted training for professional development.

Moreover, initiatives such as organizing medical and vaccination camps for both college students and villagers in adopted villages showcase the IQAC's community-oriented approach. It also spearheads sports and cultural programs, fostering holistic development. Furthermore, the IQAC promotes collaboration with academic institutes, industries, and professional institutions to enhance educational quality, provide soft skills training, and create employment opportunities.

Another important practice was to take regular feedback from different stakeholders, analyze them, and work on the deficiencies. Also, attention was paid to students' grievances, and quick action was taken to address them.

File Description	Documents
Paste link for additional information	https://ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Our college demonstrates a commitment to continuous improvement in its teaching-learning processes and operational methodologies through the Internal Quality Assurance Cell (IQAC), established in accordance with established norms. The IQAC conducts periodic reviews of these processes, structures, and methodologies, as well as assesses learning outcomes.

During this session classes were conducted in a blended mode according to the established master routine. The college website now hosts both learning outcomes and program outcomes. Faculty members were tasked with adhering to syllabus completion timelines and monitoring student progress periodically. Internal examinations were held regularly to gauge student advancement. Following each examination, departments convened meetings to analyze student performance and organize special and remedial classes as needed. Additionally, all teachers were directed to document their weekly academic activities for evaluation and participation in Career Advancement Programs.

Overall activities were monitored and reviewed by IQACfor ensuring the quality of education and fostering continuous improvement.

File Description	Documents
Paste link for additional information	https://ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is dedicated to upholding the principles of Fundamental Rights as outlined in the Indian Constitution. Numerous initiatives have been implemented to promote gender equality, with a particular focus on integrating female students into all aspects of campus life. Equal opportunities are ensured in both admission and recruitment processes. The promotion of freedom of expression is emphasized, with female representation in all committees, including the Students' Union.

Encouragement for female students to participate in activities like the NCC (girl's wing) and self-defense classes is provided to boost their confidence and equip them with necessary skills for self-protection. Continuous surveillance through CCTV and presence of security guards, along with amenities such as separate common rooms equipped with sanitary napkin vending machines and incinerators, contribute to a safe and secure campus environment.

The institution has established a dedicated Internal Complaints Committee and Grievance Redressal Cell to address any concerns raised by female students, in line with a zero-tolerance policy towards gender-based discrimination. Gender audits are conducted periodically among all internal stakeholders, leading to increased recruitment of female support staff based on feedback received.

Furthermore, skill development programs and the establishment of

a Start-Up Incubation Centre aim to empower students with employable skills and financial independence. Gender sensitization programs are organized to raise awareness among all stakeholders, while NSS units arrange special camps focusing on issues such as Save Girl Child and health programs for children and women.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/108416/7.1.1_1679336534_10314.pdf

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

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

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

The institution is actively working towards establishing a comprehensive waste management system to effectively and responsibly handle various types of degradable and non-degradable waste.

For solid waste management, the institution segregates canteen waste into organic categories, which are then processed in composting units to produce nutrient-rich compost for agricultural purposes. Sanitary napkins are disposed of through controlled incineration using incinerators installed in the girls' common rooms and washrooms, minimizing environmental

impact from solid waste.

E-waste management involves the safe handling and disposal of electronic and electrical waste. The institution has partnered with the certified e-waste recycler, 'Hulladesk', to dismantle electronics, recover valuable components, and dispose of hazardous materials in an environmentally friendly manner. The funds received from this partnership are reinvested in the purchase of electronic equipment or for maintaining the annual maintenance contracts of electronic devices.

The waste recycling system actively promotes waste reduction and resource conservation. Awareness programs are conducted to encourage recycling among both staff and students. Recycling bins are strategically placed throughout the campus, making it convenient and accessible for everyone.

Overall, the institution's waste management practices serve as a commendable example of environmentally responsible behavior, contributing to a cleaner, greener, and safer environment for all stakeholders.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

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

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

C. Any 2 of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Dedicated to fostering diversity and holistic development, this institution creates an inclusive environment that celebrates cultural, regional, and socio-economic differences. Its priority is ensuring every student can continue their education, providing counseling, assistance for differently abled students, and

remedial coaching to reduce dropout rates. Hostel facilities are offered to rural female students, aiming to uplift disadvantaged sections of society.

Recognizing villages' significance in national development, the institution adopted villages in 2017, enhancing health and education services through environmental awareness programs and medical camps, supported by NSS volunteers. Embracing community engagement, it emphasizes knowledge sharing beyond classrooms. NSS and NCC units lead cleanliness drives and awareness campaigns both on and off-campus.

Women's empowerment is central, with self-defense classes and soft skill development courses enhancing confidence and career opportunities. Entrepreneurial skills are nurtured, and all stakeholders, including alumni, are encouraged to contribute to inclusivity.

The institution celebrates cultural festivals enthusiastically, fostering unity among students, staff, and faculty. Special emphasis is given to sporting events, promoting teamwork and well-being. Overall, it prioritizes academic excellence, social responsibility, and personal growth, making a meaningful impact on individuals and society.

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

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

The college consistently undertakes measures to deepen the comprehension and consciousness of students and employees regarding their constitutional duties as citizens of the nation. It aims to enrich them with the values, rights, duties, and responsibilities enshrined in the constitution. Notably, the University of Calcutta's CCF 2023 syllabus introduced a mandatory CVAC course focused on constitutional values. This initiative holds significant importance in nurturing developing minds, fostering an understanding of civic obligations, values, and ethics, and elucidating the concepts of rights and freedoms,

thereby shaping individuals into conscientious citizens. NSS unit of our college regularly organizes voter awareness camps to educate new eligible voters.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1Qe6LuG xj6CSqeehU17bDmwOPEVa9UUcz/edit
Any other relevant information	https://drive.google.com/file/d/1I1BemDxOf mGKK9orMxEvr5Fqj0eT0kqt/view?usp=sharing

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

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

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

The Institution proudly hosts and coordinates a diverse array of national and international commemorative events, festivals, and days. These occasions serve as a vital platform for nurturing unity, embracing diversity, and fostering cultural exchange

within the campus community and beyond. Flag hoisting ceremonies, cultural performances, and awareness campaigns are just some of the ways in which we cultivate a sense of patriotism and national pride among students and staff.

Throughout the year, we honor the birthdays of esteemed leaders, scientists, artists, and social activists who have profoundly impacted history. These celebrations consist of a range of events and activities designed to both inspire and educate our campus community.

We enthusiastically observe cultural festivals such as Vasanta Utsab, Raksha Bandhan, Biswa Nabi Diwas, and Saraswati Puja, which serve as vibrant showcases of cross-cultural interaction and mutual appreciation. Students and faculty from diverse backgrounds converge to share their traditions, customs, and cuisines, enriching our campus atmosphere with inclusivity and vibrancy.

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

7.2 - Best Practices

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

First Best Practice: Signing of MoUs with reputed institutes/Organizations

Memorandum of undertandng with the central university 'Amrita Vishwa Vidyapeetham' armed the Science disciplines of the college with the domain of Virtual Laboratories. Ramsaday College becoming only the second Institution in West Bengal to be their nodal center.

Different workshops were held on programming languages like Python to hone the computational skills of the students in collaboration with IIT Bombay Spoken Tutorial platform.Students received certificates on successful completion of the course.

To develop the skill of students in broad areas like Hospitality Management, Entertainment media, Electric vehicle technician and even as skilled personnel in Mushroom cultivation, MoU was signed under the Skill Hub programme of PMKVY 4.0. Around 362 students enrolled for such programmes.

The second best practice: Development of the Infrastructure of the Institution

? Renovation work ofthe Physical Education and Physics department was done.

? Six classrooms were renovated for better accommodation of CBCS curriculum.

? A sound proof studio was created for students of Journalism and Mass communication.

? Purchase of Portable projectors, white screens and sound system was made to enable maximum number of students getting the benefits of ICT classroom facilities.

? A new room was provided for the teaching staff of Sanskrit department

?The accounts section and IQAC room was provided air conditioned facilities.

? Weather observatory station was set up within the campus with due technical assistance of IMD.

? New Table Tennis board was purchased and a trainer was appointed to promote the sports.

File Description	Documents
Best practices in the Institutional website	https://www.ramsadaycollege.com/upload/iqac/Meeting%20Min&Action_22-23.pdf
Any other relevant information	https://www.ramsadaycollege.com/healthy_practice.php

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Empowerment means moving from a weak position to execute power. it is the process in which students gain control of knowing and claiming their rights at all levels of society. Our success and institute's distinctiveness in student empowerment is evident from the following statistics.

Almost 80% enrolment in undergraduate programmes for past 6-7 years.

Dropout rate reduced considerably from 30% to16%.

Opportunity to pursue regular post graduate course in Bengali under University of Calcutta

Self-defense programme and gym facilities for all.

Entrepreneurship and skill development programmes to create employability opportunities for students.

NSS units with student volunteers participate in outreach community programmes to get the message of work in unison.

Stress on yoga, medication,shankya and sports activities to create harmony between mind and body.

Students' progress, college authority believes, is equated with the nations' progress and therefore their participation in nation building programmes is very important.

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

7.3.2 - Plan of action for the next academic year

1. Preparedness for NEP2020 as per guidelines of the Higher Education department, Govt of West Bengal.

2. More thrust on skill development programmes and internship programmes through collaboration and linkages with other institutes, NGOs and industry partners.

3. Construction of a students' canteen and one seminar hall.

4. Conversion of more classrooms into ICT enabled ones for effective teaching learnig process.

5. Renewal of Society Registration process of the institution and initiation for alumni registration.