

Minutes of the Meeting of IQAC held on 27.02.2020

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

1. The members present unanimously resolved that the AISHE format and AQAR for the period 2018-19 has to be submitted within the stipulated period. Principal has been requested to collate the information from all stakeholders and do the needful. The audit for the academic session 2018-19 to be completed within 31<sup>st</sup> March 2020. The audit report with reply to observations has been submitted to DPI on 07.02.2019.
2. As decided earlier, the results of the test examination for 3<sup>rd</sup> Year Honours and General (I+I+I sys) has been published online and student feedback collected through online portal. Feedback from parents was collected as usual by the departments through teacher-parent interactions and the same has been discussed by the members at today's meeting. The major issue that came out was that the parents are unaware of the shortage in class attendance by their wards. Henceforth periodic notification will be made by the departments about class attendance every month and guardian call will be made for students with less than 70% presence. Most parents also asked to display the attendance record on college website for others to see and preferably in Bengali vernacular.
3. The members emphasized on more number of seminars and workshops related to skill development and on contemporary topics that will benefit the society at large. Departments like Geography, Botany, Chemistry and Environmental Science have been requested to submit proposals and IQAC fund created will bear the costs subject to approval by the finance committee.
4. The IQAC committee proposed setting up of more virtual class rooms and technology enabled mode of teaching learning method using digital platforms available. Principal has been requested to depute or hire technicians who will impart training to the teachers on a periodic basis.
5. Principal and other members stressed the need of the creation of the second approach road and the current status of the project. Hon'ble President sir requested the nominee of the local bodies to take up the matter with the concerned authorities immediately so that any hindrance to this project gets cleared. Principal has also been requested to communicate verbally with the people concerned. This urgent need of creation of a second entry route to college campus became more evident after the huge gathering that took place during the college social earlier this year. Volunteers along with posted police personnel had a difficult time managing the crowd within the campus with a sole entry/exit point.

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

*Subrata Raychaudhuri*  
Co-ordinator IQAC  
Ramsaday College  
Amta, Howrah

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

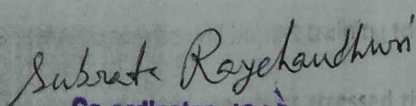


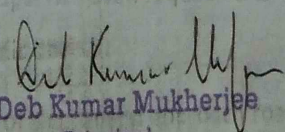
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Co-ordinator IQAC  
Ramsaday College  
Amta, Howrah

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



### Minutes of the Meeting of IQAC held on 02.11.2019

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

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

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

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

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

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

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

- i. Institutional audit to be completed soon. Principal has been requested to visit UGC-ERO and settle the UGC XII Plan grant immediately.
- ii. Compilation of data in both qualitative and quantitative matrix forms to be completed soon. NAAC coordinator has been requested to form a core team from among the teaching and non-teaching staff and get the things ready within February 2020.



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

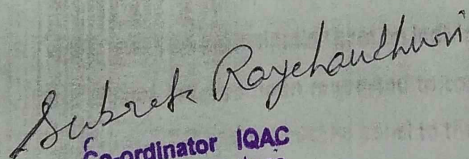
iv. Principal has been requested to submit the AQAR and AISHE report within the given time frame and to upload the same on college web portal as they are important criteria of NAAC assessment.

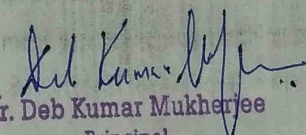
v. Principal and NAAC coordinator has been requested by the committee to address the stakeholders immediately and emphasize on the importance of Data based matrices imposed by NAAC in the new format and how to maintain them on individual and institutional basis.

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

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

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

  
Co-ordinator IQAC  
Ramsaday College  
Amta, Howrah

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



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

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

#### Agenda for today's discussion:

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

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

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



children of the region will also take place. Outreach programs like free medical check up for children and mother of the Mandaria village, Eye testing and distribution of specs for elderly people, Thalassaemia screening tests for students and their family members will however be arranged after the exam period is over and before the Puja vacation. IQAC fund will be utilized for such programs at different stages.

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

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

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

*Subrata Raychaudhuri*  
Co-ordinator IQAC  
Ramsaday College  
Amta, Howrah

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



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

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

Regarding preparedness of Ramsaday College for NAAC accreditation, the following points were discussed in the meeting as Ramsaday College has been tied with one of the NAAC accredited colleges ie Vijaygarh Jyotish Roy College, Kolkata, as per instruction from the Higher Education department. The findings have been summarized below.

#### **Strength of the Institution identified:**

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

#### **Weakness pointed out by the committee:**

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

#### **Opportunities:**

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

#### **Challenges:**



- Reduce the drop out rate below 10%
- Open college land scattered at several locations need to be merged through exchange deeds with land owners.
- To create a new connector to college campus over a nayanjali from the bus service road. Talks with PWD(Roads) is on.

**Steps taken to overcome the weaknesses:**

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

**Time frame for NAAC:**

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

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

Expected NAAC score:

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

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

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

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

*Subrata Roychoudhury*  
Co-ordinator IQAC  
Ramsaday College  
Amta, Howrah

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



### Minutes of the Meeting held at Principal's room on 07.2.2018

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

#### Agenda to be discussed:

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

#### Resolutions adopted:

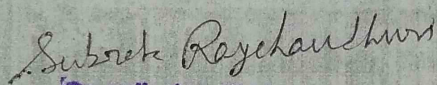
- i. Representatives in the rank of joint Director of Public Instructions accompanied by finance committee members visited the institution on 22<sup>nd</sup> December 2017 to monitor the income and expenses incurred under RUSA grant 1. The procurement of facility items as per norms, maintenance of asset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

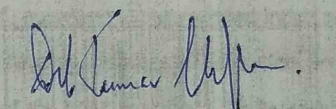


Electronics at undergraduate level and certificate courses like Travel and tourism, Insurance and Hotel management in the course curriculum. Principal has been requested to take initiatives and discuss the matter with the concerned authorities.

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

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

  
**Co-ordinator IQAC**  
**Ramsaday College**  
**Amta, Howrah**

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



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

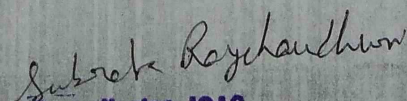
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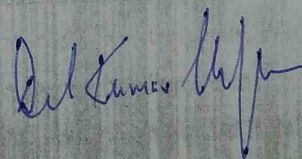
Principal informed the IQAC about the decision of the admission committee for the academic session beginning from 1<sup>st</sup> July 2018. Henceforth, admission to the Post Graduate course will be through central online system conducted by the University and student intake will be 60% based on marks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

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

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

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

  
**Co-ordinator IQAC**  
**Ramsaday College**  
**Amta, Howrah**





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

Venue: New Library room

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

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

ii. Achievements and recommendation by IQAC for quality enhancement

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

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

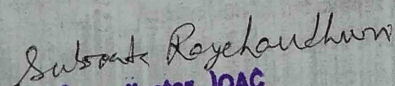


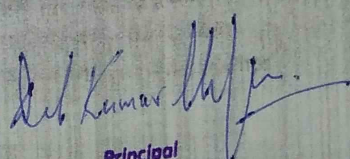
The committee requested IQAC coordinator to collect relevant materials from all stakeholders and compile the data as per format of AQAR. The members even stressed the efforts made by the institution to train the final year and the recently passed out students and to make them employable in various corporate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

**Recommendation for quality enhancement:**

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

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

  
**Co-ordinator IQAC**  
**Ramsaday College**  
Amta, Howrah

  
**Principal**  
**Ramsaday College**  
Amta, Howrah



**Class Rooms available at Ramsaday College (2017-18)**

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

\*Renovation work from RUSA grant



**Minutes of the Meeting of IQAC held on 03.9.2015, 2 PM**

**Venue: Principal's room**

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

Agenda to be discussed: i. Vocational courses in English for students

ii. Creation of community colleges with assistance from UGC

iii. Creation of Boys' cadet wing

iv. Introduction of Post Graduate course in Bengali and History

v. Procurement of facility items from RUSA fund

**Resolutions adopted:**

i. Considering the weak proficiency of students in spoken English and in English vernacular as general, IQAC recommended introduction of vocational English courses for students after the college hours or before initiation of classes in the morning session. Spoken English classes by professionals can also be arranged for the non-teaching staff and for teachers willing to take such courses. An IQAC fund can be created for such purposes that will enhance quality aspects of teachers, non-teaching staff and for student welfare.

Principal has been requested to take up the matter with the finance committee and get it approved by the Governing body.

ii. AS per notification by the University Grants Commission, IQAC took keen interest in creation of community colleges with assistance and partnership from some recognized organizations who will provide the technical support in the form of resource persons and practical training to students. Principal put forward the name of Entrepreneurship Development Institute (EDI, Kolkata) who can be the partner in courses like textile designing and weaving or food processing and packaging that has much demand in the region. Members present appreciated the proposal and requested the college authority to do the needful.

iii. Though the Girls' Bengal wing is in existence with enrollment strength of 100 cadet corps since 2010, proposal from the alumni and student representatives to open up the boy's NCC wing has been placed before the IQAC. Principal has therefore been requested to initiate the process in consultation with the governing body.

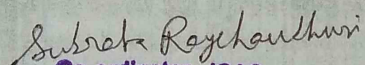
iv. IQAC felt the introduction of post graduate courses in phases considering the demand from the student and guardian community and this will give an opportunity for the rural students to expand their academic qualifications without travel to the city based colleges or at the University to chase their dreams. It is to be noted that apart from CU, there are few colleges in Kolkata that impart PG courses as self financed ones and charge hefty fees for enrolment. Principal has been requested to introduce

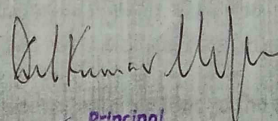


Bengali and History in the first phase as the number of students in both these undergraduate courses at our college is over 150. Management nominee Dr Nirmal Maji also stressed the importance of PG course in English as it will enrich the academic atmosphere of the institution as a whole. IQAC also recommended keeping the annual fees minimum with all efforts to run the course on a no profit basis.

v. Principal informed the members that a sum of rupees fifty lakhs has been credited to the exclusively created RUSA Account (UBI, Amta branch) as RUSA first installment grant on June 2015. IQAC recommended installation of digital notice boards at several places and also CCTVs that will cover the entire campus. Principal further discussed the modalities of purchase method as mentioned in the RUSA guidelines and stressed the need of more computers for laboratories and central uninterrupted power systems to run these computers. Details regarding procurement of facility items under RUSA will be discussed in the finance committee.

*Discussion ends with vote of thanks to the chair and all members present at today's meeting*

  
Co-ordinator IQAC  
Ramsaday College  
Amta, Howrah

  
Principal  
Ramsaday College  
Amta, Howrah



**Minutes of the Meeting of IQAC held on 10.02.2016, 2'30 PM**

**Venue: Principal's room**

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

- Agenda to be discussed:
- i. High speed internet facilities for students
  - ii. Submission of proposal regarding setting of community colleges with financial assistance from UGC
  - iii. Expenses under RUSA grant
  - iv. Miscellaneous item if any

**Resolutions:**

- i. Principal informed the IQAC members regarding the proposal from Reliance Jio of providing high speed internet facilities for students within the college campus. As per the proposal, Reliance Jio will install several servers with optical fibre linkage worth rupees 25 lakhs within the college camps that will enable college students to access internet services to the limit of 1GB per day within the campus. College should provide them a suitable place to install the main frame server and the DP boxes and should extend round the clock security for the devices installed. No charge to be paid by the college authority regarding laying of the optical fibre cables or the instruments. Neither any charge will be claimed from the students availing the facilities for the first year. The clause however claims that the Reliance Jio authority can however discontinue with the facilities if required but no such withdrawal facility has been provided to the college authority. Members requested Principal and also to Hon'ble MLA to discuss with concerned authorities and include the clause of provision of withdrawal of facilities by both the parties.
- ii. Principal informed the IQAC that the proposal in prescribed format for setting up community college with due assistance and collaboration with the Enterprise Development Institute, FD Block, Salt Lake, Kolkata has been submitted to the University Grants Commission. Financial assistance to the extent of rupees thirty lakhs has been proposed for two certificate courses. One course will be exclusively for girl students regarding textile design and embroidery and the second certificate course is on Food processing and packaging. Student intake will be limited to 30 per course. Principal Dr Deb Kumar Mukherjee will be the chief coordinator from the institute side and Dr M N Maity, Director EDI, from the industry side. A NOC has been obtained from the industry regarding active participation, training and distribution of certificates during this period.
- iii. Out of rupees 6000000/- (Rupees sixty lakhs approved) for the purpose of procurement of facility items under category I, purchase of items like CCTV installations, Desk Top computers (30 nos), , Printers (4 nos), Display notice boards(2 nos), fume chambers with ducts, upgradation of class rooms to smart and Technology enabled ones (3 nos), worth Rs 58 lakhs, have been completed as recommended by the finance committee. The remaining fund for the purpose will be utilized for purchase of books and UGC recommended journals for both undergraduate and post-graduate students. IQAC appreciated the decision taken and requested the RUSA monitoring committee to follow the tender principles laid down by the state and central government while approving the purchase order or giving work order in all future transactions.
- iv. Regarding renovation work under RUSA, IQAC recommended demolition of part of the heritage building that is not fit for class room use and to expand the girls' common room considering the huge



number of enrolment of girl students in various courses. Facilities like hygienic wash rooms and availability of sanitary vending machines should also be taken care of.

Miscellaneous:

IQAC recommended proper identification of solid and liquid wastes from the canteen and the laboratories and adopt a suitable mechanism to discard the trash materials or reuse the solid wastes in preparation of good quality of composts. Principal has been requested to consider the opinion of teachers from Botany and Zoology department regarding this and to set up a herbal garden within the campus.

*Discussion ends with vote of thanks to and from the chair*

*Subrata Raychaudhuri*  
Co-ordinator IQAC  
Ramsaday College  
Amta, Howrah

*Dil Kumar*  
Principal  
Ramsaday College  
Amta, Howrah



**Minutes of the Meeting of IQAC held on 12.07.2016, 2 PM**

**Venue: Principal's room**

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

*Agenda: 1. RUSA grant and expenses incurred so far*

*2. Information regarding admission for the AY 2016-17*

*3. Adoption of a village and to extend the outreach programmes in the region.*

*4. Celebration of college foundation day on August 1, 2016.*

The following resolutions were taken by the committee at the end of discussion on each agenda:

1. Principal informed the IQAC that overall expenses to the amount Rs 5877149/- has been spent as part of the first installment received of Rs fifty lakhs. Utilization certificate with all relevant documents were submitted to the RUSA cell at Bikash bhavan. The second installment of Rs 95,83,333/- vide order no 258-EH/RUSA-17/15/Comp-7 dated 06.09.2016 has also been credited to the account. The total amount of Rupees two crores sanctioned has to be spent on three items mainly:

Procurement of facility items: Rs 6000000 (rupees sixty lakhs)

Creation of new building : Rs 7000000 (Rupees seventy lakhs)

Renovation of infrastructure already existing: Rs 7000000 (Rupees seventy lakhs)

Principal informed the committee that since procurement of items to facilitate the academic and administrative processes was given priority with the first installment amount, the amount received in the second phase will partly be used for renovation and partly for new construction work. All work descriptions, vetted amounts and plan diagrams approved by competent authority will be uploaded during e-tendering process at the government portal. The IQAC was also informed that apart from Principal as nodal officer, Ms Chandreyee Sengupta of Commerce department and Shri Arup Dhara (Librarian) has been allotted the digital signatory powers to operate the e-tender process.

Members appreciated the quality of items like CCTVs, digital interactive boards and laboratory gadgets/working tables purchased out of RUSA grant. IQAC highly appreciated the set up of computer and Language lab with uninterrupted power supply facilities. All members stressed for proper maintenance, upkeeping of items and to make best use of these facilities.

2. Principal reported that so far the admission in Honours and General level courses has been quite satisfactory after three rounds of publication of waiting lists. The steps of dereservation of unfilled reserved category seats in Honours subjects, particularly the ST category seats, will be taken after fresh rounds of advertisement and special drive for these vacant seats. The last date of admission as notified by the parent University is 29<sup>th</sup> July 2016 and last date of registration of students is 15<sup>th</sup> September 2016.

Principal also reported that approval letter from the university regarding introduction of Post Graduate course in Bengali has reached the college office. Admission in this course will begin soon and first semester classes will begin from first week of August as decided by the Board of studies set up for this course. Semester fees of Rs 5000/- per candidate will be charged and out of thirty (30) seats approved



for the course, 10% ie 3 students from the financially weaker section will be given half fee concession every semester.

3. As recommended by the IQAC in previous discussion of adaptation of a nearby village, Principal reported that after discussion with teachers, non-teaching staff, alumni members and the student union body, it has been decided that either Mandaria or Jyotkalyan village can be adopted by the college authority. Considering the proximity and the local facilities that can be volunteered, IQAC members agreed to adopt Mandaria village from the current academic session ie 2016-17. In the first phase, extension of outreach activities through organization of NSS special camps, survey of the locality and the livelihood of the villagers, promotion and awareness campaign regarding the facilities announced by the state and central governments will be given priority. All activities from the college end will be done with prior knowledge and cooperation of gram Pradhan and gram Panchayat members of the region.

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

*Subroto Raychandhuri*

**Co-ordinator IQAC**  
**Ramsaday College**  
Amta, Howrah

*Dr. Kumar*

**Principal**  
**Ramsaday College**  
Amta, Howrah



**Minutes of the Meeting of IQAC held on 20.12.2016, 1 PM**

**Venue: Principal's room**

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

- Agenda: 1> Discussion on the IQAC report prepared by the coordinator for submission  
 2> NAAC preparedness for online application for third cycle assessment.  
 3> Future initiatives and recommendation by the IQAC  
 4> Miscellaneous to be tabled by members present

After discussion, following decisions were taken by the members:

Discussion 1> The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year (2015-16)

Plan of Action		Achievements
i.	Large class rooms and a playground with boundary wall	i. 2 class rooms have been constructed and 2 more in process. Boundary wall around the play ground yet to be made.
ii.	Yoga for students and staff	ii. A separate yoga room has been created. Observed International YOGA day within the campus by students & staff.
iii.	Initiation of regular PG courses in Bengali and other subjects	Regular PG course in Bengali under CU introduced from the session 2016.
iv.	To reduce the drop out rate	iv. Efforts are on. Reduced to 18% from previous 30% (2012-13)
v.	Programs through Academic-Industry partnership	v. Talks with several placement agencies are on. Six students got appointment letters through campus selection by TCS and six by Wellness India group. 90 students have been trained by TCS of 80 in two groups.

<b>Library services:</b>	Existing	Newly added	Total No.	Value (Rs)	Text Books	Reference Books
	25134	--	--	--	--	--

To be collected from the Librarian.



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

- i. Plantation of trees and creation of a kitchen garden
- ii. Use of bio-compost as an alternative to organic fertilizers.
- iii. Ban on use of plastics within the campus.
- iv. Parking of bicycles and two-wheelers strictly at the parking lot.
- v. Hygienic conditions maintained at the college canteen, lavatories/

**ATR:**

- i. Upgradation of science laboratories and renovation of college campus initiated under RUSA grant. CCTV installed within the campus.
- ii. 80 students (final year) in 2 batches have undergone skill development training programme given by TCS(Tata Consultancy Services), Kolkata.
- iii. Construction of Girls' common room and expansion of library is underway. Will be completed shortly.

Discussion 2> NAAC coordinator reported the members that the process of SSR preparation has been delayed and could not be taken due to introduction of CBCS at the undergraduate level from July 2016 onwards. The semesterized system completely upset the plan of academic action for the coming period. The members also stressed the need to complete the upcoming renovation and construction work from RUSA grant and then to submit SSR. IQAC also stressed for more job oriented courses for students.

**Discussion 3>**

- i. Renovation of the campus and the academic building
- ii. Increase of indoor sports facility and introduction of moral education for students
- iii. spacious ladies common room and hygienic wash rooms
- iv. Upgradation of science laboratories. Requisition from Geography, Botany and Zoology department received.
- v. Online MCQ type exams for students to train them for competitive exams
- vi. Feedback from all students through online portal and reduce paper work.
- vii. Reduce wastage of paper and to upload all academic notices on digital notice boards. Information on library to be given on college portal and on digital platforms.
- viii. All meetings to be documented with start and end time. IQAC and academic related decisions should be uploaded on college portal for view by all stakeholders.

The IQAC meeting started at 2:15 pm due to prior engagement of the Chairman Dr Nirmal Maji and continued till 4 pm. The meeting ended with vote of thanks to and from the chair.

*Subrata Raychaudhuri*  
**Co-ordinator IQAC**  
**Ramsaday College**  
**Amta, Howrah**

*Dr. Nirmal Maji*  
**Principal**  
**Ramsaday College**  
**Amta, Howrah**