# SELF STUDY REPORT

**FOR**

## 3rd CYCLE OF ACCREDITATION

## RAMSADAY COLLEGE

AMTA COLLEGE MORE, AMTA BLOCK - I, HOWRAH.
711401
https://ramsadaycollege.com

**SSR SUBMITTED DATE: 22-03-2023**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**March 2023**

# 1. EXECUTIVE SUMMARY

## 1.1 INTRODUCTION

Providing unparallel educational ethos in a culturally diverse learning environment, Ramsaday College is proudly experiencing 77 years of success, recording exponential and multidimensional growth in the educational hub of West Bengal. When we look back in history and reminisce about our humble beginning with meager resources, we gratefully acknowledge the painstaking efforts of our college founder late Panchanan Chongdar who successfully surpassed all initial stages of tribulations in the establishment of this college at this remote area with firm determination and dynamic spirit. Since its very existence, Education has always been the source of our strength and deliverance. It is high time to retrospect into the past, reflect on the current achievements and resolve future goals.Providing unparallel educational ethos in a culturally diverse learning environment, Ramsaday College is proudly experiencing 77 years of success, recording exponential and multidimensional growth in the educational hub of West Bengal. When we look back in history and reminisce about our humble beginning with meager resources, we gratefully acknowledge the painstaking efforts of our college founder late Panchanan Chongdar who successfully surpassed all initial stages of tribulations in the establishment of this college at this remote area with firm determination and dynamic spirit. Since its very existence, Education has always been the source of our strength and deliverance. It is high time to retrospect into the past, reflect on the current achievements and resolve future goals.

**Vision**

Our Vision is to make the college a center of excellence and an institution of national acclaim. To grow and flourish along with the community and create a healthy relation with all stakeholders is our motto. Recognize, identify and foster the unique capabilities of each student to promote his/her holistic development. Include flexibility in pedagogical approaches so that learners can select their learning trajectories and programmes and thereby choose their own path in life according to their talents and interests.

**Mission**

The mission of this institution is to ensure complete quality holistic education at all levels. The institution is committed to give a total educational experience to our students in terms of process as well as praxis so that they can contribute to the overall growth and progress of society, nation and mankind at large. The college is dedicated to spread ‘the utility of Education’ to people who are deprived to even cherish the basic necessities of life. To inculcate the feeling of rootedness in India, pride in its rich, diverse, ancient and modern culture, languages, knowledge systems and traditions. Lessons in service and participation in community service programmes to be an integral part of holistic education.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

## Institutional Strength

1. Traditionally, the college always had a scholarly faculty ably supported by the stakeholders in formulating and discharging policies for the moral and academic uplift of students. It has a set of highly motivated teachers, many of whom are involved in active research and Post-Graduate teaching as guest lecturers at various universities.
2. Environment and value based education to include areas such as climate change, pollution, waste management, sanitation, conservation of biological diversity, management of biological resources, development of humanistic, ethical and universal human values.
3. Decentralization of power and distribution of work force through different academic bodies ensures free flow of knowledge and transparency in managerial activities.
4. Some faculty members have taken up advanced academic projects in collaboration with other universities and research institutes.
5. High success rate in undergraduate and postgraduate courses has enabled large number of students to pursue further studies at various Universities and research institutes. This is due to outcome based approach to higher education.
6. Involvement of students outside class hours in various clubs like Music and drama, Painting and Photography, Journalism, Save Nature and natural habitats, NCC, Sports and fitness, NSS, under the leadership of nodal and program officers create holistic development of participants.
7. Healthy contacts between teachers and students, good interaction between campus and community are the guiding force towards a brighter future.
8. All programs and activities have been designed as per students' needs and available institutional resources.

## Institutional Weakness

1. Infrastructure for ICT enabled class rooms need to be further improved.
2. Solar panels to be installed as an alternative to fossil fuel powered energy consumption.
3. Canteen facilities need to be increased considering the student strength.
4. To conduct more number of seminars and availability of a fully functional auditorium for this purpose is a necessity.
5. Absence of full time faculty in many subjects dilute the teaching learning process.
6. Very few students appear for state and national level competitive exams.

## Institutional Opportunity

1. Apart from routine structured classes for students within the time frame, special emphasis can be given to train them through soft skill development courses and to enhance their vocabulary power so as to brighten their employment opportunities.
2. Extensive use of technology in teaching learning, removing language barriers, increasing access for Divyang students, and educational planning and management.
3. As part of women empowerment programme, special emphasis has been given to build women entrepreneurs under the banner “PRAYASHI” through effective training, exposure and motivational programmes. Opportunity is there to create incubation centers for sustainable development.

4. It is time for the college now for giving a new orientation to the course structure as given in NEP 2020 so as to march ahead with the needs of the time. The proposed expansion may take note of the needs and aspirations of the people of the catchment area of the institution. More Courses in Management, IT and agro-based aspects may be introduced.
5. To explore possibilities of creating a liaison with the nearby small and medium scale industries involving the exchange of information or ideas.

**Institutional Challenge**

1. Since almost 65 percent students enrolled are female, institution pays special emphasis to programmes that involve women empowerment. Introduction of self defense classes to boost their confidence and to train them to take this martial art as their career option/profession is one of the challenges taken by the institution.
2. Yoga and meditation classes are held for those interested in such activities and all under one roof within the campus. It is an institutional challenge to bring peace, bliss and relaxation in students' mind.
3. The college has already enrolled for skill development courses in Travel and Hospitality management, Information Technology Enabled Services and Mushroom cultivation under Pradhan Mantri Kaushal Vikash Yogana (PMKVY 4.0) with teachers from Commerce, Physics, Chemistry and Economics department as nodal officers. College is committed to introduce more such certificate courses in a phased manner.
4. Equity and inclusion as the cornerstone of all educational decisions to ensure that all students are able to thrive in the education system and the institutional environment is responsive to differences to ensure that high quality education is available for all.
5. To induct more full time teachers in the teaching community to further augment the education process.
6. To reduce the drop out rate below 10% in next 3-4 years.

# 1.3 CRITERIA WISE SUMMARY

**Curricular Aspects**

The course curriculum to be followed in affiliated colleges as per University Statute is set by the parent university. Ramsaday college being affiliated to the University of Calcutta, the parent university designs the curriculum for all undergraduate and post graduate courses. The university has adopted the Choice Based Credit System (CBCS) since 2017 for B.Com and from 2018-19 academic session for M.A., B.A. and B.SC programmes. Apart from CBCS, annual system of examination for casual students continued till 2022.

In skill enhancement course (SEC) and Discipline Specific Elective (DSE) courses under CBCS, institutes have the freedom to choose topics as per requirement of the students and availability of trained teachers to deliver the lectures. Keeping in mind the future prospects and job opportunities, these courses are selected by the departments in a manner that will give them a distinct advantage in their future endeavour to higher education. For lab based subjects, special attention is given to purchase and installation of laboratory equipments for better dissemination of knowledge and skill. This pedagogical approach across the sciences, social sciences, humanities and sports promote interdisciplinary education, integration with skill and ability enhancement courses. All academic activities and outcomes are systematically documented in departmental log books and record registers.

College has introduced several honours and General programs in B.A and B.Sc. after 2nd cycle of accreditation. Sociology Honours (2015), Philosophy Honours (2015), Anthropology Honours (2015), Botany Honours (2015) were introduced in the course curriculum. Music (2015), Journalism & Mass Communication (2019) and Microbiology (2019) were introduced as General programs. Post graduate regular course (2 year M.A degree) in Bengali literature was introduced from the academic session 2016-17 as per demands and aspirations of the people. Eighteen Honours and twenty five general core subjects are available in the three streams of Arts, Commerce and Science providing for 95 subject combinations.

For proper and effective implementation of the curriculum within the allotted time frame of academic calendar, the syllabus is distributed among the teachers according to the work load prescribed by academic bodies. Lesson plan and class routine is prepared accordingly before commencement of classes and is notified to the students through social platforms. Regular departmental meetings are conducted to keep a systematic record of the activities planned and progress made by students. Students who lag behind are further enrolled in remedial classes to give them the much needed thrust and the confidence before semester exams.

**Teaching-learning and Evaluation**

Different genres of methods are adopted to add completeness to the education system. Though conventional chalk and talk method is mostly followed, teachers are also equipped with high end technical tools to add a distinct flavor in the teaching learning process. Several departments make use of charts and models, audio-visual techniques, free software usage from approved digital platforms. There are at present 8 ICT enabled classrooms and more are on the pipelines to be upgraded in a phased manner. The college has 113 computers out of which 13 are for administrative purposes stationed at college office. This increase, from 76 computers in 2012, accounts for 48% rise in number of computers. The entire campus has *wi-fi* facilities and most departments have internet connectivity with option of unlimited use of data.

Even the deadly pandemic period that lasted for nearly eighteen months could not deter our efforts to plan and implement the course curriculum. Regular online classes were held as per structured class routine through effective use of digital platforms. Taking into consideration poor network connectivity in rural regions, class lessons in the form of e-materials were uploaded periodically by faculty members on college portal. A virtual laboratory based training and demonstration was given to science students through effective collaboration with Amrita Viswa Vidyapeetham University.

Teachers and students are also encouraged to attend seminars/webinars/conferences and financial assistance is also provided for this purpose. The effective communication course in English for both teachers and students is aimed at overcoming stage fright and shyness and will help students improve their diction, embrace the power of expression and be more relaxed and spontaneous while in the company of people. Field trips are arranged by various departments as part of experiential learning process to give the students a unique opportunity of hands on training and on field experience on subject materials.

The University appoints examiners through the Teacher Assignment module (TAM) uploaded on college portal. Several teachers have been assigned the responsibility of Head examiners of various courses and a few have received appointment letters as paper setters and moderators. Principal and a senior teacher are serving as

reviewers for several national and international journals. Principal has reviewed almost 20 manuscripts in UGC approved journals in the last five years and has also evaluated a Ph.D thesis as external supervisor. He is also serving the editorial board of two international journals.

**Research, Innovations and Extension**

Research and development committee has been set up with Principal as chairman and faculty members to oversee research activities. Teachers are encouraged to engage in various minor and major research projects with financial assistance from state and central agencies. During the past five years (2017-2022), nine research projects with total grant of rupees twenty three lakhs sixty thousand have been completed. Three scholars (each from Chemistry, Mathematics and Bengali) have been awarded Ph.D degrees with college teachers as Ph.D supervisors. Out of 32 full time teachers at present, 23 have Ph.D qualifications and that amounts to 72%. This can be considered a significant rise compared to mere 14% Ph.D holders during second cycle of accreditation.

State Aided College teachers in service at our institution are financially supported to carry our minor projects and rupees approximate three lakhs have been spent for this purpose in last five years. Outcome of these project works are published as articles in our in-house journal 'BUDHIL' with ISSN number. Most of the teachers are engaged in regular publication of papers and articles in national and international journals and many have contributed to book chapters and scholarly aptitude books for students. 104 papers have been published in UGC care journals and almost 40 in other academic platforms.

Number of Minor research projects from UGC: 04, value: Rs 10,26,800.00

Number of Major research projects from UGC: 01, value: Rs 59280.00

Number of Major research projects from DST: 02, value: Rs 12,75,800.00

Number of research projects from college fund: 16 value: Rs 2,97,500.00

The research findings from the department of Mathematics on 'Analysing and forecasting the disastrous effect of COVID-19 through a case study' and 'Challenging the severity of Dengue using Type-I and Type-2 fuzzy inference systems' have been submitted to the President, Indian Medical Association, Bengal State Branch, Kolkata to explore the initial findings for further inroads in the field of medical sciences. A separate research lab has been set up to promote research activities and a common place to demonstrate the working principles of several scientific equipments. The synergy and focus of research has preferably been aligned to National priorities.

**Infrastructure and Learning Resources**

Ramsaday college is well equipped to offer quality education at UG and PG levels. The college building has

two parts clearly distinguishable by their colour contours, a heritage part (1946-1976) and a portion constructed in the nineties and thereafter. At present it has 40 fully functional class rooms and 12 well equipped laboratories to ensure smooth conduct of academic activities. The entire campus has wi fi facilities from JIO connectivity. Ten science departments have separate blocks to carry out their departmental activities. Apart from these, lush green landscape, flower gardens, open spaces, clean water bodies provide a congenial environment for academic pursuits.

? The college has a separate post graduate Bengali department with three assigned class rooms and a separate library with open access system to students and staff.

? A fully functional automated library of approximately 3500 square feet area accommodates over 26000 text and reference books, over 400 journals and separate reading zones for students and faculty. The library has internet and reprography facilities and is under CCTV surveillance. Apart from the central library, departments have their own libraries created from specimen copies and books donated by alumni members. There is an air-conditioned annexe room for reading purpose which remains open from 10’30 am to 4’30pm.

? A well decorated auditorium with seating capacity of 200 is situated at the second floor of Vivekananda bhawan and has very recently been upgraded with air-conditioned facilities.

? The college office which is air-conditioned has separate blocks for cash section, accounts, server room, head clerk’s room, store room, working place and scholarship section. All processes have been streamlined to minimize waiting period for beneficiaries.

? College has multi gym facilities and open spaces for physical exercise and NCC activities. The apparatus that were dysfunctional during the covid period have been repaired and put in use again.

? There is a separate enclosure for herbal garden and vermi-composting technique and a weather station/observatory for monitoring weather related parameters. All measuring devices have been calibrated by the Indian Metereological department to ensure error free forecasts.

? College has separate boys’ and girls’ common room with indoor sports facilities. The girls’ common room has sanitary napkin vending machine and an incinerator maintained exclusively by student representatives.

?There are ramps and handrails in several areas, divyangjan toilet, non-slip Braille fitted tiles as signage, screen reading software and device for specially challenged and visually impaired students.

**Student Support and Progression**

Periodic counseling by teaching staff, flexibility of subject choice combination from among different programs, freeship to students from financially weak families, education support in form of fee concession, concession in field trip expenses, sincere effort to get scholarships for all deserving candidates, involving students in various academic and community activities, creating job opportunities for them through introduction of skill development courses, certificate courses in communicative English through effective use of language lab are prime steps taken from our end to reduce the drop out rate from 30% in 2012, which was alarmingly high . We are indeed happy to note that there is a steady decrease in drop out numbers from 2016 onwards and the figure has reached around 16 %. Efforts are on by IQAC to reduce it further to below the double digit figure in next four years.

The real time problem is to get the student attendance healthy in all the programs. Students who have less than 60% attendance after first one month update are cautioned and then, if the same shortfall is noticed, guardians are intimated and their scholarship applications are rejected on grounds of insufficient eligibility. IQAC has implemented freeship for students who have more than 98% attendance in various programs and are given preferences to avail the language lab certificate course. Regular students with good attendance record get priority to participate in job oriented courses offered within the campus. As recommended by the sports committee, deserving students are provided all sorts of assistance and encouraged to pursue a successful career in the field of sports. These pedagogical approaches and measures offered to students have evoked good response and attendance of students has improved considerably.

Counseling and placement activities have also been strengthened. The toughest challenge is however faced by the placement cell to hire recruiting agencies or companies for providing jobs to potential seekers immediately after graduation. The placement committee has however formed an agreement with agencies like Anudip soft skill provider and Edubridge for conducting skill oriented classes and with Maple Accessories Pvt Ltd (since 2019) as an industry partner. Entrepreneurship awareness camps were conducted at our end as motivational endeavors for younger generation. Female entrepreneurs are specially encouraged, trained and motivated under our institute banner “PRAYASHI”.

Despite several hardships, the effort of the committee members deserves all praise for their commendable achievements as evidenced from placement records and student satisfaction survey.

**Governance, Leadership and Management**

The college authority firmly believes in decentralization of responsibility through formation of various institutional bodies for maintaining transparency and effective discharge of duties. Senior teachers have been made conveners of such committees and faculty from all sections has been included as members. Details are always given in the college prospectus and uploaded on college portal after due approval by the governing body. The governing body exercise general control and maintain governance of college. Plans and policies are finalized in the governing body which consists of representatives of all stakeholders. All the stakeholders are given due importance in planning and implementation of academic programs.

IQAC, considered as an important platform of an academic body has been instrumental in recommending and providing quality measures for overall growth of the institution. IQAC includes representative of government, university, teaching, non-teaching staff, alumni and from scientific community. All initiatives by the IQAC are in tune with holistic development of an individual and cumulative growth of an institution. Adopting a village to develop closer ties between an academic body and the community, signing MoU with industries and registered companies for creating/imparting job opportunities and skill development courses are a few notable recommendations by IQAC that were successfully implemented by the governing body of this college. Under inclusive practices, college assists the students in getting scholarships from government and other agencies.

To promote the importance of indoor sports like table tennis, a trainer has been appointed to coach young boys and girls from the adopted village apart from our own students. Yoga, meditation and martial arts are also conducted within the campus by competent bodies to bring harmony between mind and body of the students

during time of distress and agony. Best library users, toppers from each academic programme after final semester exams, best project on environmental issues, best sports person of the year, best non-teaching staff, are duly recognized by the college authority on college foundation day for their commendable performances. Convocation type ropes and attires are given to the winners on that eventful day to get them the feeling of achievers as witnessed for University pass out graduates.

Members of the research committee use digital softwares to check plagiarism and take effective measures to prevent infringement/violation of copyright acts. The college authority believes in honesty, sincerity and efficiency and never supports unlawful activities by any stakeholders.

**Institutional Values and Best Practices**

1. Recognizing, identifying and fostering the unique capabilities of each student to promote his/her holistic development**.**

2. Since almost 65 percent students enrolled are female, institution pays special emphasis to programmes that involve women empowerment. Introduction of self defense classes to boost their confidence and to train them to take this martial art as their career option/profession is one of the recent practices taken by the institution.

3. As part of women empowerment programme, special emphasis has been given to build women entrepreneurs under the banner “PRAYASHI” through effective training, exposure and motivational programmes for them.

4. Institution is very much concerned and takes every possible step to see that no student leaves midway because of financial constrains to pursue further studies. All sorts of financial aid and counseling are done to reduce the drop-out rates.

5. Apart from routine structured classes for students within the time frame, special emphasis is given to train them through soft skill development courses and to enhance their vocabulary power so as to brighten their employment opportunities. Also Yoga and meditation classes are held as institutional values for those interested in such activities and all under one roof within the campus.

6. Decentralization of power and distribution of work force through different academic bodies ensures free flow of knowledge and transparency in managerial activities. Based on recommendations from the Economics department, the college authority has steadily increased its capital expenditure to build up assets from mere 8% in 2017 to 32 % in 2022.

7. Traditionally, the college always had a scholarly faculty ably supported by the stakeholders in formulating and discharging policies for the moral and academic uplift of students. It has a set of highly motivated teachers, many of whom are involved in active research and Post-Graduate teaching as guest lecturers at various universities.

8. Encouragement given to teachers to participate in faculty development programmes, to obtain research projects, to publish articles in UGC care journals and to pursue doctoral research.

9. High success rate in undergraduate and postgraduate courses has enabled large number of students to pursue

further studies at various Universities and research institutes.

10. Healthy contacts between teachers and students, good interaction between campus and community are the guiding force towards a brighter future.

11. Indian knowledge system help learners understand and cherish the values enshrined in the Indian constitution and to prepare them for their roles and responsibilities as effective citizens of a democratic society.

# 2. PROFILE

## 2.1 BASIC INFORMATION

| Name and Address of the College | |
|---|---|
| Name | RAMSADAY COLLEGE |
| Address | Amta College More, Amta Block - I, Howrah. |
| City | Howrah |
| State | West Bengal |
| Pin | 711401 |
| Website | https://ramsadaycollege.com |

| Contacts for Communication | | | | | |
|---|---|---|---|---|---|
| **Designation** | **Name** | **Telephone with STD Code** | **Mobile** | **Fax** | **Email** |
| Principal | Deb Kumar Mukherjee | 03214-260251 | 9874694311 | - | ramsaday.college@yahoo.in |
| IQAC / CIQA coordinator | Tapan Bar | 03214-291062 | 8017916344 | - | tapanbar001@gmail.com |

| Status of the Institution | |
|---|---|
| Institution Status | Grant-in-aid |

| Type of Institution | |
|---|---|
| By Gender | Co-education |
| By Shift | Regular<br>Day |

| Recognized Minority institution | |
|---|---|
| If it is a recognized minroity institution | No |

| Establishment Details |
|---|
| |

| State | University name | Document |
|---|---|---|
| West Bengal | University of Calcutta | View Document |

| Details of UGC recognition | | |
|---|---|---|
| **Under Section** | **Date** | **View Document** |
| 2f of UGC | 18-05-2007 | View Document |
| 12B of UGC | 18-05-2007 | View Document |

| Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC) | | | | |
|---|---|---|---|---|
| **Statutory Regulatory Authority** | **Recognition/Approval details Institution/Department programme** | **Day,Month and year(dd-mm-yyyy)** | **Validity in months** | **Remarks** |
| No contents | | | | |

| Recognitions | |
|---|---|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency? | No |

| Location and Area of Campus | | | | |
|---|---|---|---|---|
| **Campus Type** | **Address** | **Location*** | **Campus Area in Acres** | **Built up Area in sq.mts.** |
| Main campus area | Amta College More, Amta Block - I, Howrah. | Rural | 6.8 | 20234 |

## 2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---|---|---|---|---|---|
| **Programme Level** | **Name of Programme/Course** | **Duration in Months** | **Entry Qualification** | **Medium of Instruction** | **Sanctioned Strength** | **No.of Students Admitted** |
| UG | BSc,Anthropology | 36 | Higher Secondary or Equivalent | English,Bengali | 40 | 17 |
| UG | BSc,Anthropology | 36 | Higher Secondary or Equivalent | English,Bengali | 80 | 64 |
| UG | BCom,Commerce | 36 | Higher Secondary or Equivalent | English,Bengali | 135 | 123 |
| UG | BCom,Commerce | 36 | Higher Secondary or Equivalent | English,Bengali | 120 | 65 |
| UG | BA,Bengali | 36 | Higher Secondary or Equivalent | Bengali | 1175 | 738 |
| UG | BA,Bengali | 36 | Higher Secondary or Equivalent | Bengali | 240 | 175 |
| UG | BSc,Botany | 36 | Higher Secondary or Equivalent | English,Bengali | 40 | 20 |
| UG | BSc,Botany | 36 | Higher Secondary or Equivalent | English,Bengali | 180 | 91 |
| UG | BSc,Chemistry | 36 | Higher Secondary or Equivalent | English,Bengali | 180 | 95 |
| UG | BSc,Chemistry | 36 | Higher Secondary or Equivalent | English,Bengali | 30 | 14 |
| UG | BSc,Computer Science | 36 | Higher Secondary or Equivalent | English,Bengali | 30 | 3 |
| UG | BSc,Economics | 36 | Higher Secondary or | English,Bengali | 120 | 4 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | Equivalent | | | |
| UG | BSc,Economics | 36 | Higher Secondary or Equivalent | English,Bengali | 30 | 1 |
| UG | BSc,Food And Nutrition | 36 | Higher Secondary or Equivalent | English,Bengali | 55 | 35 |
| UG | BSc,Food And Nutrition | 36 | Higher Secondary or Equivalent | English,Bengali | 90 | 10 |
| UG | BA,Geography | 36 | Higher Secondary or Equivalent | English,Bengali | 50 | 27 |
| UG | BSc,Geography | 36 | Higher Secondary or Equivalent | English,Bengali | 56 | 56 |
| UG | BA,Music | 36 | Higher Secondary or Equivalent | Bengali | 50 | 3 |
| UG | BA,Education | 36 | Higher Secondary or Equivalent | English,Bengali | 1175 | 227 |
| UG | BA,Education | 36 | Higher Secondary or Equivalent | English,Bengali | 80 | 80 |
| UG | BA,English | 36 | Higher Secondary or Equivalent | English | 136 | 111 |
| UG | BA,English | 36 | Higher Secondary or Equivalent | English | 150 | 37 |
| UG | BSc,Physiology | 36 | Higher Secondary or Equivalent | English,Bengali | 40 | 23 |
| UG | BA,History | 36 | Higher Secondary or Equivalent | English,Bengali | 160 | 135 |
| UG | BA,History | 36 | Higher Secondary or | English,Bengali | 1175 | 725 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | Equivalent | | | |
| UG | BA,Journalism | 36 | Higher Secondary or Equivalent | English,Bengali | 15 | 12 |
| UG | BSc,Microbiology | 36 | Higher Secondary or Equivalent | English,Bengali | 15 | 2 |
| UG | BSc,Mathematics | 36 | Higher Secondary or Equivalent | English,Bengali | 102 | 48 |
| UG | BSc,Mathematics | 36 | Higher Secondary or Equivalent | English,Bengali | 90 | 29 |
| UG | BA,Physical Education | 36 | Higher Secondary or Equivalent | English,Bengali | 90 | 86 |
| UG | BA,Philosophy | 36 | Higher Secondary or Equivalent | English,Bengali | 30 | 11 |
| UG | BA,Philosophy | 36 | Higher Secondary or Equivalent | English,Bengali | 70 | 70 |
| UG | BSc,Physics | 36 | Higher Secondary or Equivalent | English,Bengali | 90 | 29 |
| UG | BSc,Physics | 36 | Higher Secondary or Equivalent | English,Bengali | 30 | 10 |
| UG | BA,Political Science | 36 | Higher Secondary or Equivalent | English,Bengali | 80 | 78 |
| UG | BA,Political Science | 36 | Higher Secondary or Equivalent | English,Bengali | 1175 | 708 |
| UG | BA,Psychology | 36 | Higher Secondary or Equivalent | English,Bengali | 30 | 28 |
| UG | BA,Sociology | 36 | Higher Secondary or | English,Bengali | 50 | 24 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | Equivalent | | | |
| UG | BA,Sociology | 36 | Higher Secondary or Equivalent | English,Bengali | 30 | 5 |
| UG | BA,Sanskrit | 36 | Higher Secondary or Equivalent | Bengali,Sanskrit | 120 | 41 |
| UG | BA,Sanskrit | 36 | Higher Secondary or Equivalent | Bengali,Sanskrit | 50 | 47 |
| UG | BSc,Zoology | 36 | Higher Secondary or Equivalent | English,Bengali | 180 | 100 |
| UG | BSc,Zoology | 36 | Higher Secondary or Equivalent | English,Bengali | 55 | 50 |
| PG | MA,Bengali | 24 | BA Bengali Honours | Bengali | 50 | 50 |

## Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Professor** | | | | **Associate Professor** | | | | **Assistant Professor** | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 1 | | | | 0 | | | | 36 | | | |
| Recruited | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 23 | 10 | 0 | 33 |
| Yet to Recruit | 0 | | | | 0 | | | | 3 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0 | | | | 0 | | | | 0 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | |
|---|---|---|---|---|
| | **Male** | **Female** | **Others** | **Total** |
| Sanctioned by the UGC /University State Government | | | | 21 |
| Recruited | 10 | 2 | 0 | 12 |
| Yet to Recruit | | | | 9 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|---|---|---|---|
| | **Male** | **Female** | **Others** | **Total** |
| Sanctioned by the UGC /University State Government | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

## Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Highest Qualification** | **Professor** | | | **Associate Professor** | | | **Assistant Professor** | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 1 | 0 | 0 | 4 | 0 | 0 | 11 | 6 | 0 | 22 |
| M.Phil. | 0 | 0 | 0 | 1 | 1 | 0 | 3 | 1 | 0 | 6 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 2 | 0 | 6 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Temporary Teachers | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Highest Qualification** | **Professor** | | | **Associate Professor** | | | **Assistant Professor** | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Part Time Teachers | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Highest Qualification** | **Professor** | | | **Associate Professor** | | | **Assistant Professor** | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 5 | 0 | 13 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 5 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 24 | 31 | 0 | 55 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | |
|---|---|---|---|---|
| **Number of Visiting/Guest Faculty engaged with the college?** | **Male** | **Female** | **Others** | **Total** |
| | 4 | 9 | 0 | 13 |

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

| **Programme** | | **From the State Where College is Located** | **From Other States of India** | **NRI Students** | **Foreign Students** | **Total** |
|---|---|---|---|---|---|---|
| UG | Male | 1908 | 1 | 0 | 0 | 1909 |
| | Female | 3688 | 1 | 0 | 0 | 3689 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG | Male | 16 | 0 | 0 | 0 | 16 |
| | Female | 75 | 0 | 0 | 0 | 75 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|---|---|---|---|---|---|
| **Category** | | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| SC | Male | 151 | 172 | 122 | 178 |
| | Female | 267 | 228 | 240 | 259 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 3 | 1 | 2 | 1 |
| | Female | 1 | 1 | 1 | 3 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 120 | 128 | 127 | 168 |
| | Female | 276 | 252 | 214 | 221 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 551 | 527 | 533 | 621 |
| | Female | 1064 | 1059 | 969 | 1110 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 3 | 3 | 4 | 2 |
| | Female | 3 | 2 | 4 | 1 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 2439 | 2373 | 2216 | 2564 |

**Institutional preparedness for NEP**

| | |
|---|---|
| 1. Multidisciplinary/interdisciplinary: | The vision of the institution is to provide high quality education to develop human resources in our nation. In order to provide the holistic academic growth among students, inter-disciplinary curriculum has been proposed which gives freedom to the student to choose their preferred options from wide range of programs. The purpose of quality higher education is more than the creation of greater opportunities for individual employment. Being an affiliated college, our course structure and the content for pedagogical transaction is designed by the University of Calcutta. Our institution offers 44 academic programmes and over 90 subject combinations in all three streams of Arts, Science and commerce. Multi-disciplinary and |

| | |
|---|---|
| | Inter disciplinary approaches in the teaching learning process as recommended by NEP-2020 can be tuned to suit the need and the aspiration of the student community. |
| 2. Academic bank of credits (ABC): | Provisions of Academic bank of Credit proposed in NEP-2020 is to facilitate multiple entries and exit points for a student in their academic programs. This is an innovative idea to earn, deposit and transfer of credit through National schemes like SWAYAM, NPTEL, V-Lab. A portal (www.abc.gov.in) has been launched by Ministry of Education, Govt. of India where students can register themselves to earn and deposit credit. We welcome the change in the approaches of policy makers, which should help creating a common framework for the nation to take advantage of its demographic dividend. Our institution shall abide by the decision of the University of Calcutta (Affiliating University) and the Higher Education Department, West Bengal regarding the guidelines framed by them. |
| 3. Skill development: | The NEP-2020 envisioned for the holistic development of youth with emphasis on skill development as the main factor to make mission ‘Self Reliant India’ possible. College authority has already reached a Memorandum of Understanding with Anudip Foundation, Dhulagori, Howrah, for providing job oriented training, soft skills and language development courses [Certificate in Communicative English and IT (CEIT), duration three months] for final semester appearing and passed out students. Regarding skill development in Spoken Language and other programs like GPIS, our institution has a tie up with Indian Institute of Technology, Mumbai since 2019. In the academic year 2020-21, we have collaborated with Amrita Viswa Vidyapeetam University, Amritapuri campus, regarding training and conduct of Virtual Laboratory classes for science students. When offline practical classes were not possible during pandemic outbreak, experimental demonstration on virtual mode did help around 310 enrolled students in different science disciplines. Our college was also the nodal centre for conducting "PYTHON" computer program in collaboration with Spark Institute of Advanced Sciences, Calicut University, Kerala. In association with Entrepreneurship Development Institute of India (EDII) Ahmedabad and Department of Science and |

| | |
|---|---|
| | Technology and Biotechnology (DSTABT), West Bengal workshop and industry visit was organized to promote Entrepreneurship wisdom among our students. Our college has very recently collaborated with Dr. Reddy's Foundation for training and placement of differently-abled students. Spoken English course through Language Lab has been created by the department of English and Computer Science to enhance language proficiency skill of students through effective use of audio-visual tools. A special course has been introduced by Department of Sanskrit on Astanga-Yoga of Patanjali and practice of Meditation to enhance the skills of co-ordination between Body and Mind. This was introduced as add-on certificate course in 2022 when we realize the importance of mental health to overcome stressful situations. In the academic session 2022-23, understanding the relevance of NEP-2020 the college authority is focused to incorporate more skill development courses like Mushroom cultivation, Automotive Electric vehicle service technician, Media and Entertainment, Tourism and Hospitality management courses through Pradhan Mantri Kaushal Vikash Yojana (PMKVY 4.0). |
| 4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): | Preservation and encouragement of India's cultural wealth must be considered a high priority for the country and it is truly important for the nation's identity as well. In this regard appropriate integration of the Indian Knowledge system particularly teaching in Indian languages is significant. 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. |
| 5. Focus on Outcome based education (OBE): | As a tree is known by the fruit it bears, the quality of an academic institution is known by the alumni it produces. Our commitment is not only limited to generating graduates but to develop skilled workforce that will have the necessary resources to explore job opportunities in the competitive market. Project based education in Humanities and Commerce subjects, hands on experiments through use of modern day tools and techniques, entrepreneur wisdom to start up careers and judicious selection of discipline specific courses from the CBCS curriculum are the steps we follow that can lead to a productive and quality outcome for enrolled students. |
| 6. Distance education/online education: | The CBCS demands dissemination of knowledge within a time bound semesterized system to complete the syllabus as per lectures assigned for various modules in a lesson plan, UGC has recommended blended mode of teaching for educational institutes. Accordingly offline and online classes are conducted as per academic calendar of the institution. Distance mode of education is another alternative specially for working personals to earn degree and certificates. Our institute conducts several courses through distance mode under Vidyasagar University till 2022 and recently got affiliation from Rabindra Bharati University (RBU) to conduct Post Graduate Courses. |

**Institutional Initiatives for Electoral Literacy**

| | |
|---|---|
| 1. Whether Electoral Literacy Club (ELC) has been set up in the College? | College has set up an Electoral Literacy Club in 2021 which comprises of a senior faculty as Coordinator and student representatives from different streams who are appointed by the college. ELC organizes different interesting and fun based activities in the classroom to sensitize students on their electoral rights and familiarize them with the electoral process of registration and voting. |
| 2. Whether students’ co-ordinator and co-ordinating | ELC is very much functional in Ramsaday College, |

| | |
|---|---|
| faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character? | Amta, Howrah. Dr. Ramesh Chandra Sahoo, Asdsociate Professor, Department of Political Science and Pallab Porel, SEM VI student have been appointed as faculty Co-ordinator and Student's Co-ordinator respectively. |
| 3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc. | College organizes systematic Voters' Education and Electoral Participation program in collaboration with block representatives of the region. Conduct of mock poll in the classroom to understand the polling process and its administration and demonstration of the EVM makes the task simpler for trainers. ELC also organizes voter awareness campaigns at Madaria Village and assist 18+ residents to enroll in the voter register. |
| 4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc. | College had organized a voter awareness camp at the adopted village, Madaria, during the Assembly Election 2021. Dr, Ramesh Chandra presided the program. He gave an introductory lecture on Indian democracy, role of election to choose peoples representatives who then passes laws on our behalf. Members of NSS unit encourage the villagers to cast their own votes and help to enroll the eligible voters in the voter registration portal. NSS volunteers also help people to fill various category forms like enrollment of new voters, rectification and change in name or address or to delete a name from the voters list. |
| 5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters. | ELC members and Student Union usually arrange awareness programs before any electoral process to motivate students about their electoral rights. ELC members visit different classrooms to identify new voters and help them to fill form - 6 for registration as new voter. Students are also trained to check their registration status through official web portal of Election Commission. |

# Extended Profile

## 1 Students

### 1.1

**Number of students year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 5930 | 5479 | 5076 | 4996 | 4717 |

| File Description | Document |
|---|---|
| Institutional data in the prescribed format | View Document |

## 2 Teachers

### 2.1

**Number of teaching staff / full time teachers during the last five years (Without repeat count):**

**Response: 37**

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

### 2.2

**Number of teaching staff / full time teachers year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 35 | 35 | 33 | 26 | 26 |

## 3 Institution

### 3.1

**Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 98.99 | 68.85 | 58.50 | 191.55 | 61.42 |

# 4. Quality Indicator Framework(QIF)

## Criterion 1 - Curricular Aspects

### 1.1 Curricular Planning and Implementation

**1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

? The course curriculum to be followed in affiliated colleges as per University Statute is set by the parent university. Ramsaday college being affiliated to the University of Calcutta, the parent university designs the curriculum for all undergraduate and post graduate courses. The university has adopted the Choice Based Credit System (CBCS) since 2017 for B. Com and from 2018-19 academic session for B.A. and B.SC programmes. Apart from CBCS, annual system of examination for casual students continuedtill 2022.

? In skill enhancement course (SEC) and Discipline Specific Elective (DSE) courses under CBCS, institutes have the freedom to choose topics as per requirement of the students and availability of trained teachers to deliver the lectures. Keeping in mind the future prospects and job opportunities, these courses were selected by the departments in a manner that will give them a distinct advantage in their future endeavour to higher education.

? For proper and effective implementation of the curriculum within the allotted time frame of academic calendar, the syllabus is distributed among the teachers according to the workload prescribed by academic bodies. Lesson plan and class routine is prepared accordingly before commencement of classes and is notified to the students through social platforms.

? After fifteen weeks duration of classes, semester exams are conducted as per schedule and guidelines of the University. The Board of studies of each subject frames the guidelines and passes necessary instructions for conducting exams and for evaluation processes. Most of the papers have three course components on which exams are conducted, namely Internal Assessment (IA), Tutorial or Practical (TU/PR) and Theoretical (TH). A student needs to secure the minimum pass percentage in each credit component for clearing a semester.

?Different genres of methods are adopted to add completeness to the education system. Though conventional chalk and talk method is mostly followed, teachers are also equipped with high end technical tools to add a distinct flavor in the teaching learning process.

? Regular departmental meetings are conducted to keep a systematic record of the activities planned and progress made by students. Students who lag behind are further enrolled in remedial classes to give them the much needed thrust and the confidence before semester exams.

?Even the deadly pandemic period that lasted for nearly eighteen months could not deter our efforts to plan and implement the course curriculum. Regular online classes were held as per structured class routine through effective use of digital platforms. Taking into consideration poor network connectivity in rural regions, class lessons in the form of e-materials were uploaded periodically by faculty members on college

portal. A virtual laboratory based training and demonstration was given to science students through effective collaboration with Amrita Viswa Vidyapeetham University. Self defense classes, health awareness programmes and academic related webinars were periodically conducted to boost the morale of students during the crisis period.

? All academic activities and outcomes are systematically documented in departmental log books and record registers.

| File Description | Document |
|---|---|
| Provide Link for Additional information | View Document |

## 1.2 Academic Flexibility

**1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years**

**Response:** 08

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

**1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years**

**Response:** 1.74

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 427 | 0 | 0 | 0 | 30 |

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

## 1.3 Curriculum Enrichment

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

**Response:**

- The institution follows the curriculum framed by the parent University i.e, University of Calcutta. With the motto of *Tatparivartanam Bhav* (be the change you wish to see in the world) the institution strives to kindle the spirit of empathy, altruism and egalitarianism among the students. So, socially relevant issues, relating to human values, ethics, gender sensitivity, environmental sustainability are integrated in the teaching learning process within the purview of the syllabus.
- Students have to mandatorily undertake research projects on environmental issues like air and water pollution, biodiversity, utility of medicinal plants, water and waste management in AECC-2 (Environmental Studies).
- Skill Enhancement Courses are chosen by different departments with an emphasis on igniting the passion for building a fair, inclusive and sustainable society and on generating employability skills and global competencies. Rural Development, Climate Change, Resource Geography are some of such courses offered by Department of Geography keeping in mind several Sustainable Development Goals of the United Nations. Food Safety & Quality Control, Food Preservation, Geriatric Nutrition are taught by Department of Food & Nutrition which are aimed at improving the quality of life and promoting the well being of the extended community. Papers on Apiculture, Aquarium Fish Keeping, Animal husbandry, Poultry Farming and Fish Technology, Medical Diagnosis are selected by Department of Zoology with the aim of promoting alternative livelihood opportunities for students, apart from instilling in them an insight into biodiversity and conservation of ecosystem around urban-nature interface. Pertinent issues, relating to environment, public health, bio-diversity etc and sustainable means of restoring the equilibrium, are given emphasis on field surveys undertaken by the students of the departments of Anthropology, Botany, Geography, Zoology.
- The institution believes in developing a strong rationale for critical thinking among the learners. So, instead of imposing moral theories on them, they are encouraged to air their views on human values in class and ethical dimensions are embedded in their tutorial and project topics, which are integral components of the curriculum. The Tutorial topics of Department of Philosophy include Moral Imperative of Ahimsa (Non-Violence) in day-to-day life and Current relevance of Jaina Ahimsa(Non-Violence). These help to deepen the understanding of Indian Ethics. The burning social problem of Female Foeticide has been included as one of the Tutorial topics of Department of English. The project topics of B.Com Honours students are selected to raise the awareness on social, financial and environmental concerns and instil the virtue of inclusivity. Projects are assigned on topics like public awareness and perception about CSR, Green Banking Initiatives, financial inclusion, social security measures; socio-economic conditions of the vulnerables like informal labours, zari & embroidery workers, potters, senior citizens etc. Gender Audit is also conducted by them in regular intervals to assess effectiveness of the gender mainstreaming measures adopted by the institution. The focal theme of project topics of Geography Honours students are chosen to assess the vulnerability faced by the local community and to suggest effective remedial measures for the same.

The institution, in such humble ways, is striving to be socially relevant to community, environment and of course to its greatest stakeholder, students.

| File Description | Document |
|---|---|
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| **1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**<br><br>**Response:** 36.27 | |
|---|---|
| 1.3.2.1 **Number of students undertaking project work/field work / internships**<br><br>Response: 2151 | |
| **File Description** | **Document** |
| Institutional data in the prescribed format | View Document |

## 1.4 Feedback System

| **1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**<br><br>**Response:** Yes | |
|---|---|
| **File Description** | **Document** |
| Upload supporting document | View Document |

# Criterion 2 - Teaching-learning and Evaluation

## 2.1 Student Enrollment and Profile

**2.1.1 Enrolment percentage**

**Response:** 83.77

2.1.1.1 **Number of students admitted year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 2439 | 2373 | 2216 | 2564 | 2392 |

2.1.1.2 **Number of sanctioned seats year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 2989 | 2839 | 2839 | 2824 | 2815 |

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

**2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)**

**Response:** 56.76

2.1.2.1 ***Number of actual students admitted from the reserved categories year - wise during the last five years***

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 824 | 787 | 714 | 833 | 740 |

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1435 | 1363 | 1363 | 1355 | 1351 |

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

## 2.2 Student Teacher Ratio

**2.2.1 Student – Full time Teacher Ratio**
**(Data for the latest completed academic year)**

**Response:** 169.43

## 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 using ICT tools**

**Response:**

The College uses student centric methods, such as participative learning, experiential learning and problem-based learning for enhancing teaching learning process.

Response:

1. 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. Also, science students are often asked to solve problems within the classroom using simple techniques. Student-seminars and quiz competition are being arranged in different departments to make students acquainted with latest developments. 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.

1. Social-awareness programmes, project-works and cultural programmes are regularly organised by the College in collaboration with the student council. Field works and excursions are especially frequent in streams like Political Science, Geography, Zoology, Botany and Anthropology.Field work experiences allow students to recapitulate and apply knowledge acquired in their classrooms.

Hands on laboratory experiments help the students to connect their theoretical knowledge to the real world and introduce a critical cultural aspect of science that all ideas need to be tested in a systematic manner. Through these kinds of experiential learning, students gain self-confidence and leadership skills and a better understanding of the course material.

1. 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, relief work to the flood affected people at remote villages in Amta and Udaynarayanpur, food and apparel distribution in hospitals and old age homes. In a problem-based learning project students collaborate with their classmates to find out a solution. This collaboration approach helps them to build skills like communication, compromise and listening. This is amply demonstrated in their role as volunteers during various NSS activities and as social messengers to conduct outreach activities in the adopted village. 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. Student representatives and class representatives play an important role in maintaining cordial academic atmosphere among all stakeholders.

| File Description | Document |
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## 2.4 Teacher Profile and Quality

**2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years**

**Response:** 83.78

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 37 | 37 | 37 | 37 | 37 |

| File Description | Document |
|---|---|
| Upload supporting document | View Document |

**2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

**Response:** 52.9

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 23 | 21 | 16 | 11 | 11 |

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

## 2.5 Evaluation Process and Reforms

**2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

Continuous Internal Evaluation is an integral part of classroom teaching. As part of teaching- learning process, Internal evaluation is designed in such a way, that the students get prepared for their end semester examinations. In various departments, MCQ type Examination is conducted via Google Form. Students are also encouraged to submit field projects as part of experiential Learning tool.

The following methods are adopted as continuous assessment mechanism.

1. Class tests at regular intervals to determine the basic knowledge a student possess about the syllabus.
2. Viva voce conducted to assess their knowledge on practical subjects and project work completed.
3. Students are orally asked to give feedback on their problems, which are then discussed in the departmental meetings and suitable remedial measures are then undertaken to solve the problems.
4. Students, who seem to be irregular in class, are contacted via digital mode and their parents are asked to come and meet college authorities and guardians are made to answer for the irregularities of their wards.
5. In order to encourage students to be more participative in studies, students with good attendance records, are rewarded. Frequent library visitors are also rewarded based on their footfall.
6. Science departments are especially vigilant over students, who skip theory classes and come for practical classes. Students are allowed to do practical classes only if they have attended related theory classes.
7. Surprise tests are conducted periodically to hone the skills of the students. Students with weakness in studies are made to seat for Supplementary examinations, so that their shortcomings get sorted.

The students are monitored during class and they can come to a counselling room, dedicated for this purpose, to discuss and sort out their problems.

Students are constantly encouraged in every department to come up to respective teachers to get their assignments evaluated. In the form of student seminar, selected presentation and review articles are first edited by concerned teachers and then published in college academic journal. Students during pandemic period often sent answers in pdf format to get them checked. Students were then called over phone and their mistakes were corrected. The practice of attending to students' need via digital mode, is kept in continuous practice even in post pandemic teaching- learning process.

The students who are generally first generation learners often make mistake during filling up admission forms, scholarship application or Calcutta University examination forms. In most cases the academic committee handles and solves the matter by addressing letters to the controller or registrar section. The college has efficient staff members to handle examination related issues within stipulated time and in rare cases students or their guardians need to visit or knock the university doors for solution. Apart from above mentioned benevolent services provided to students, they have the freedom to submit their grievances, if any, through both online and offline mechanisms without disclosing their identity.

| File Description | Document |
|---|---|
| Upload Additional information | View Document |

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated**

**Response:**

Undergraduate (UG) Program : Three year revised annual system under (I+I+I yearly programme) for both Honours and General was introduced in 2009 by the University of Calcutta and continued till 2017. Semesterized system under Choice Based Credit System (CBCS) has been introduced for B.Com programs since July 2017 and for Arts and Science streams in 2018-19 academic session. Our institution at present conducts 44 academic Programmes under CBCS in all three streams of Arts, Science and Commerce.

Postgraduate (PG) program : The institution conducts two year regular post graduate program in Bengali under University of Calcutta since July 2016. As an affiliated college under the University of Calcutta, the degree is been awarded by the University while admission and exam related matters were conducted by the institution study centers since 2016. From 2018 onwards, CBCS has been introduced in the Master's program as well and admission is conducted through centralized online system by the university. Setting of question papers and evaluation of scripts are also done by the University since 2018. Students who clear the semester exams (four exams over a span of two years) get the Master's degree in Arts and are eligible for doctoral research programs as per UGC guidelines.

Course Outcomes:

The laboratory based Programmes have three components namely Internal Assessment (IA), Practical (PR) and Theoretical (TH). Theoretical component has 4 and the practical component 2 credits in each paper of 100 marks weightage. Non-lab based subjects also have three components- IA, Tutorial (TU) and Theoretical. Each Theory and Tutorial course has 5 and 1 credit(s) respectively. Semester wise courses for B.A/B.Sc and B.Com honours have total 140 credits and B.A., B.Sc and B.Com. general programmes have 120 credits( six semesters of 20 credits each). A student of honours has to study apart from core courses (CC), generic elective courses (GE) in two different subjects other than the honours subject and Ability Enhancement Compulsory Courses (AECC-1 and 2) in first two semesters. One can choose Communicative English or any modern Indian language from AECC-1 and Environmental studies as compulsory paper in AECC-2. In remaining four semesters, a student apart from core courses of honours subject has to study skill enhancement (SEC) and Discipline specific elective (DSE) courses. The departments decide about the courses from several options considering the facilities and resources available at their end and most importantly the scope and opportunities these course outcomes will have on pass out graduates. The course and program outcomes are then uploaded on college website for public view. At the end of each academic year, students have the freedom to share their views and opinions through feedback forms which are analysed and scrutinized by the academic committee.

The decision of the academic committee is first discussed in the IQAC and is placed before the governing body for final approval.

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**2.6.2 Pass percentage of Students during last five years**

**Response:** 67.98

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1025 | 1189 | 891 | 672 | 649 |

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1505 | 1312 | 1294 | 1113 | 1287 |

| File Description | Document |
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| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

## 2.7 Student Satisfaction Survey

| 2.7.1 Online student satisfaction survey regarding teaching learning process<br><br>**Response:** 3.47 | |
|---|---|
| **File Description** | **Document** |
| Upload database of all students on roll | View Document |

# Criterion 3 - 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 last five years (INR in Lakhs)***

**Response:** 1291300

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 451900 | 0 | 90000 | 749400 | 0 |

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## 3.2 Innovation Ecosystem

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

**Response:**

The College has created a nurturing ecosystem for Research and Innovation by developing efficient human resource and initiating methodical and structured dissemination of knowledge. The details are given below.

- **Human Resource Development:** The faculty members of the College regularly up-grade themselves through participation in national, international and state-level seminars, workshops and conferences. Financial support and leave are provided to attend these academic events. A project fellowship scheme has been launched by the College which aimed at providing research support to State Aided College Teachers in undertaking socially relevant active research projects and the outcome of the research projects are published in the college academic journal “BUDHIL”. The college has a valid membership of N-LIST to facilitate the online access of learning resources to the registered students and faculties.

- **Research and Collaborations:** The College has several academic collaborations with institutions both at the state and the national levels. In the academic year 2020-21, the Institution has collaborated with Amrita Viswa Vidyapeetham University, regarding training and conduct of Virtual Laboratory classes for science students. .Also, the college was the nodal centre for conducting PYTHON Coding Course in collaboration with Spark Institute of Advanced Sciences,

Calicut University, Kerala in 2021.The institution has also registered its name in the Spoken Tutorial Project conducted by IIT Bombay through MOOC programs. In 2019, the department of Geography has participated in one such programme, Remote Sensing-Global Positioning System that has given students an opportunity to understand the basic operational modes of GPS. In addition, the teachers are in different collaborative research programmes with other institutes like IIEST, Shibpur, University of Calcutta etc.

- **Ecosystem for Innovations and Entrepreneurship:** The College has been in an untiring pursuit to nurture, encourage and inspire the students by supporting them with new ideas and innovative projects. An incubation centre, “Prayashee” has been established in 2022 to enable the young students for meaningful and rewarding careers.The College has signed the MOU with Anudip Foundation for providing soft skill training to the interested students. College also organize Entrepreneurship Awarness Camp in every year in association with EDI.
- **Transfer of Knowledge:** Students are trained in writing and presenting research papers/review article and posters that would shape them as future scholars or writers. The teachers as well as the students are encouraged to submit research articles and writings in the college journal “Budhil” (ISSN: 2456-4109). Multiple departments of the college regularly publish both wall and printed magazines. Through these creative pursuits specialized skills are nurtured among the young generation. The College offers English language laboratory based effective English crash course with an objective to listen, speak, write and adapt the foreign language.

- **Community Orientation:** Several social awareness programmes like Swaccha Bharat,, Digital money Transaction Awareness Program, Thalassemia screening camp, Blood donation camp, free eye-testing camp have been conducted to integrate academic and community services. Whenever need arises during cyclonic storms that lash the gangetic plain, NSS volunteers ably guided by nodal officers are the first to reach the flood victims with relief materials to erase their distress and agony.

| File Description | Document |
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**3.2.2** ***Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 31

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 2 | 6 | 3 | 9 | 11 |

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

## 3.3 Research Publications and Awards

**3.3.1** ***Number of research papers published per teacher in the Journals notified on UGC care list during the last five years***

**Response:** 2.81

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 20 | 22 | 14 | 19 | 29 |

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**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 3.89

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 25 | 36 | 29 | 30 | 24 |

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| Institutional data in the prescribed format | View Document |

## 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 last five years.**

**Response:**

The mission of our institution is to ensure complete quality holistic education at both undergraduate and post-graduate levels. The students organize and participate in various social programmes to help the community enjoy a better life and live in healthy environment.

The NSS unit of the college, actively led by three Programme Officers, plans and executes various socially relevant events. The college authority takes pride to see spontaneous and widespread participation of students not only in college related activities but in outreach programmes that binds the academic institution with the community.

Among the various programmes undertaken during last five years, notable ones have been given below:

Voluntary Blood Donation Camps by students and staff.

Eye Testing Camp for elderly people and cataract operation at renowned medical institutes with no charge claimed from the patients.

Health Awareness Camps among children and elderly people.

Environment-Awareness rally and setting up rain water harvesting unit in the adopted village of Madaria.

Awareness camps, such as " LOUKIK AND ALOUKIK" to eradicate superstitions from the minds of the villagers.

Execution of cleaning programmes at the adjacent locality and at public places as part of Swachchata mission.

Afforestation and save greenery programme within campus and outside.

Thalassaemia awareness camps in collaboration with Tropical Medicine of Calcutta**.**

Besides organizing and sensitizing the community about prioritizing blood test to detect Thalassemia, before marriage, the parents were given appropriate counseling, necessary thereof.

The College also took up the challenge of arranging **COVID 19 VACCINATION CAMPS** within the Campus between October 2021 to April 2022. 4041 heads were vaccinated in the camps. The local community benefitted highly from this timely project. To combat with the pandemic situation college had **donated rupees two lakhs to the West Bengal State Emergency Relief Fund**.

**Prof Asmita Banerjee** of the Department of Sociology, Ramsaday College, throughout the raging period of Covid pandemic, tirelessly helped Covid positive patients by arranging free hospital beds, food and the life-saving Oxygen cylinders.

**Asmita** also arranged a unique rally in the International Kolkata Book Fair 2022 for the **Rights of the Visually Impaired** persons by walking blindfolded with them to spread the message of Empathy. She had with her in this endeavour the support of students from various universities.

Ramsaday College has tirelessly extended its services through its NSS volunteers to help the victims of innumerable natural calamities that had hit this part of rural Bengal. NSS team along with its Programme Officers distributed dry food, drinking water, medicine to flood-affected and Amphan hit residents.

NSS Unit along with the College Students' Union also arranged "**SAVE THE RIVER"** programme to make the students as well as local people aware of the role of river in the sustenance of rural development.

The Students' council without fail arranges cultural programmes to commemorate national events and on occasions of Freshers' welcome, farewell for the outgoing batch, as well as Teachers' Day and Basanta Utsav. The programmes help students of the college to showcase their talent. The local residents and villagers eagerly wait to become part of such memorable events that give them the chance to witness live performance of celebrities.

| File Description | Document |
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**3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies**

**Response:**

Ramsaday College is actively engaged in different extension work and social activities throughout the year. NSS, NCC units and student union always extend their support to inflicted persons in the society. The institution strongly believes in serving the people is serving society. Thus, the institution has adopted one village in the neighbourhood community. The institution has three NSS and one NCC girls' units led by enthusiastic and energetic program officers, who are instrumental in organizing extension activities in the neighbourhood. The various extension activities coordinated by NSS, NCC and students' union are - Awareness about Hazards of Plastics, Women Empowerment, Road Safety, Blood Donation, Free Medical Check-up, Tree Plantation, conservation of nature, Free eye check-up and surgery, distribution of cooked food and clothes at old age home, distribution of relief materials at flood or cyclone affected areas. Sometimes we got recognition from government agencies for our extension works but without expecting a reward, we always try to serve the society as socially responsible citizens. A few of the awards / recognitions received during the last five years:

| Name of the activity | Name of the Award/ recognition for Institution | Name of the Awarding government/ government recognised bodies | Year awar |
|---|---|---|---|
| Scholarship program for students | Best Performer in Kanyashree Prakalpa | District Magistrate, Howrah, West Bengal | 2019 |

| | | | |
|---|---|---|---|
| | | | |
| Acknowledgement of Rs. 200000 by West Bengal State Emergency Relief Fund | Contribution towards combating Covid-19 | Department of Finance, Government of West Bengal | 2019 |
| NSS Activity | NSS award conferred to Principal, Ramsaday College and Dr. Tapan Bar as NSS Best Program Officer for the Year 2015 - 2016 | Department of Higher Education, Science &Technology and Biotechnology, NSS Scheme, Government of West Bengal | 2017 |
| NCC activity | Young Warrior Movement | Unicef India | 2020 |
| NCC activity | Fit India Freedom Run 2.0 | Ministry of Youth Affairs and Sports | 2021 |
| NCC activity | Ekbharat Shreshth Bharat - III | NIC, GoVt. of India | 2020 |
| NCC activity | Sthal Sena Camp (TSC-IGC) | NCC Directorate, WB & Sikkim | 2019 |
| NCC activity | Silver Medal at Shooting Camp | NCC Directorate, WB & Sikkim | 2019 |
| NCC activity | Ekbharat Shreshth Bharat - II | NIC, Govt. of India | 2019 |
| NCC activity | TSC-I | NCC Directorate, WB & Sikkim | 2017 |
| NCC activity | TSC - IGC | NCC Directorate, WB & Sikkim | 2019 |
| NCC activity | Army Attachment camp | 8th Batallion, Jat Regiment | 2018 |
| NCC activity | All India Kanchanjungha, Sikkim Trek (Girls), 2019 | Govt. of India | 2019 |
| NCC activity | Namchi, Sikkim Trek (Girls), 2018 | NCC Directorate, WB & Sikkim | 2018 |
| NCC activity | NIC - MEMARI | NCC Directorate, WB & Sikkim | 2017 |
| NCC activity | IGC - RDC | NCC Directorate, WB & Sikkim | 2017 |
| NCC activity | NIC -II, Namchi | NCC Directorate, WB & Sikkim | 2017 |

| | | | |
|---|---|---|---|
| NCC activity | IGC - TSC, 2018 | NCC Directorate, WB & Sikkim | 2018 |
| Self Defense Karate Classes | Karate Belt gradation, 3 gold medals conferred to students | SKOTO Karate Association of Bengal | 2020 |
| Save the Girls child program workshop | Token of Appreciation by department of Health & Family Welfare, WB | District Appropriate Authority PC & PNDT, Howrah, Government of West Bengal. | 2019 |

| File Description | Document |
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**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 organised in collaboration with industry, community and NGOs) during the last five years**

**Response:** 59

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., year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 15 | 9 | 11 | 14 | 10 |

| File Description | Document |
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| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

## 3.5 Collaboration

**3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

**Response:** 20

| File Description | Document |
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| Institutional data in the prescribed format | View Document |

# Criterion 4 - Infrastructure and Learning Resources

## 4.1 Physical Facilities

**4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution**

**Response:**

Ramsaday college is well equipped to offer quality education at UG and PG levels. The college building has two parts clearly distinguishable by their colour contours, a heritage part (1946-1976) and a portion constructed in the nineties and thereafter. At present it has 40 fully functional class rooms and 12 well equipped laboratories to ensure smooth conduct of academic activities. Out of 40 classrooms, 8 have been upgraded with wall mount projectors, white and green boards, internet connection and public address system to make them ICT enabled. The entire campus has wi fi facilities from JIO connectivity. The eight science departments have separate blocks to carry out their departmental activities. Apart from these, lush green landscape, flower gardens, open spaces, clean water bodies provide a congenial environment for academic pursuits.

? The college has a separate post graduate Bengali department with three assigned class rooms and a separate research laboratory that houses sophisticated instruments purchased from UGC/DST grants.

? A fully functional automated library of approximately 3500 square feet area accommodates over 26000 text and reference books, over 400 journals and separate reading zones for students and faculty. The library has internet and reprography facilities and is under CCTV surveillance. Apart from the central library, departments have their own libraries created from specimen copies and books donated by alumni members.

? A well decorated auditorium with seating capacity of 200 is situated at the second floor of Vivekananda bhawan and has very recently been upgraded with air-conditioned facilities.

? the college office which is air-conditioned has separate blocks for cash section, accounts, server room, head clerk’s room, store room, working place and scholarship section. All processes have been streamlined to minimize waiting period for beneficiaries.

? College has multi gym facilities and open spaces for physical exercise and NCC activities.

? There is a hostel at Madaria village almost 2 kms from college campus. Rain water harvesting unit at the hostel not only saves water but spreads the message of water conservation for sustainable development.

?Annual college sports and social functions are held every year in the adjacent college play ground. There is a separate enclosure for herbal garden and vermi-composting technique and a weather station for monitoring weather related parameters. All measuring devices have been calibrated by the Indian Metereological department to ensure error free forecasts.

? College has separate boys’ and girls’ common room with indoor sports facilities. The girls’ common room has sanitary napkin vending machine and an incinerator maintained exclusively by student representatives.

?There are ramps and handrails in several areas, divyangan toilet, Braille fitted tiles as signage, screen reading software and device for specially challenged and visually impaired students.

? There is a waiting room for visitors and a guest room for outstation staff wishing to stay within the campus.

?Two subsidized canteens with food courts operate during college hours to ensure supply of food and beverages for staff and students. The solid waste from these canteens are collected periodically and processed into organic compost.

? There are fire extinguishers and smoke alarm devices at several strategic points as part of disaster management step.

| File Description | Document |
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**4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)**

**Response:** 55.84

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 59.74 | 30.33 | 10.45 | 141.27 | 25.88 |

| File Description | Document |
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| Institutional data in the prescribed format | View Document |

## 4.2 Library as a Learning Resource

**4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library**

**Response:**

A well equipped library is considered the epitome of any academic institution. It is the store house of knowledge that nourishes the staff and students equally as per their requirements and needs. Since our

institution is situated on the embankments of river Damodar and the thought what the inundated area could cause to the library situated on the ground floor of the heritage building, the college governing body in 2005 shifted it to first floor of Acharya Prafulla Chandra Ray building. At present the library (covered space around 3500 sq. Ft. area) has one stack area, librarian's cabin and area for housekeeping operations, 26000+ books, 2000+ volumes of journals and magazines, 8 computers which are connected with high-speed internet through LAN, 2 Printers, 1 Xerox, 2 Scanners, 1 barcode printer, 1 hand-held scanner, 1 digital notice board and two CCTV for 24x7 surveillance of library activities. There is an air-conditioned annexe room for reading purpose.

The Central Library is automated with the latest version of Koha software. The first installation of this software dates back to 2014 which has been upgraded at regular intervals with latest versions. The cataloguing process has been done through the ILMS and automated issue and return of books have commenced from 2018. Some rare books of M.N. Roy Collection, faculty publications and previous year question papers are kept in the Institutional repository (IR) for internal uses. IR was developed by latest version of DSPACE software and is monitored periodically. We take pride to announce that all upgradation work using available free software are done indigenously with no outsourcing whatsoever.

The Central Library provides free access to e-resources of NDL developed by IIT Kharagpur and INFLIBNET-NLIST. Library also contributes to OAR database (WBCOLOR) developed by West Bengal college librarians and provide free access to the students and faculties. Users can enjoy facility of reading and downloading e-books and e-journals through 'NLIST' programme of INFLIBNET, WBCOLOR or any other OA databases. Periodic subscriptions are made from college fund to keep the facilities active.

Other services provided through library include information regarding new arrival of books, Journal and magazines, notifications related to job vacancies or admission in higher studies, photocopying facility, Internet surfing from designated terminals or from personal gadgets using library Wi-Fi. Library facility is also open to the ex-students preparing for higher studies or competitive examinations. Users can enjoy virtual tour of different Indian tourist attractions and can have the pleasure reading and downloading the e-version story books as well as text books from the custom search engine which was indigenously developed and integrated to our library website. A Facebook page is also maintained by the library to alert users about introduction of new services or upcoming college events.

Approximately 30 to 35 footfalls daily to the library for reading and lending purpose have been recorded. To encourage our students about effective library use, 'Indrajit Bakshi best library user award' is given every year and students are trained periodically about OPAC and e-resource searching techniques.

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## 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

**Response:**

- The college has created adequate IT facilities in the campus to meet the demands of the present situation. At present the institution is equipped with 113 computers, 29 printers (including Xerox machine), 11 Projectors (wall mount and portable), 3 Digital Display Board, 1 Portable Sound System. Most of the departments have computer(s) with internet facility along with necessary software. Computer Science, Geography, Physics, Chemistry and Mathematics maintain separate computer laboratory for their academic needs. Internet bandwidth varies from 100 mbps to 35 mbps. The entire campus area is covered under Reliance Jio Network Wi Fi. Regular maintenance of the computers and accessories are done by local vendor Service Media.

- To support the blended mode of teaching learning process, college has developed 8 smart classrooms equipped with wall-mount Projectors, Display Screens, Broadband/WiFi, Public address System. One graphic Tablet with stylus is also available to support online mode of teaching.
- College office and different support departments have computers with LAN facilities for effective academic and administrative work.
- Different academic departments and office are using specialized software for academic and administrative works, these are:

- Mathematics uses C, C++, LATEX, software operating programs.
- Physics uses Python, Gnuplot, ORIGIN, Avogadra and have conducted online training program on Python course for others at national level.
- Geography uses QGIS, R and has embedded barcode for online retrieval of departmental magazine, routine and related information.
- English department uses Orell-Pro Language Lab for Communicative English courses.
- Office uses DBMS based software, **Student Plus** (offline) and **Campus Expert** (online) for student data management and Finaware-ERP for accounting purpose.

- Departments, especially during and post covid period, are using Google meet, Webex, Microsoft team like digital platforms for conducting online classes.

- Library is automated with Koha software since 2014. Library also uses DSPACE digital library software for archiving of old books, university’s Question paper etc. Library provides support of Zotero and Mendeley software for referencing of scholarly publications of faculty members. Library provides access of NLIST and WBCOLOR database to the students and faculty.
- The college runs customized portal of online admission and fees collection. All fees collection is done through internet banking and Bill Desk system.
- College website has a separate platform for E-resources which are open to all and accessible remotely.
- Different notice links, e-resources, activities, e-tendering are uploaded on college website and the portal is regularly maintained by JPPIO.
- Quick heal or Kaspersky has been installed in most of the computers and updated regularly.
- College authority follows no paper wastage policy and all important news, notices are displayed digitally.
- The entire college is covered under CCTV Surveillance and is monitored from the Principal's room. The back up record is available for 15 days in the main frame server. Among different online portals those that are regularly used for administrative purposes are

AISHE - https://aishe.gov.in/aishe/home

Banglar Uchcha Shiksha - https://banglaruchchashiksha.wb.gov.in/

CUEXAM portal - https://www.cuexamwindow.in/

WBIFMS/HRMS - https://www.wbifms.gov.in/

WBHS - https://wbhealthscheme.gov.in/

We are constantly in the process of upgrading our digital infrastructures to make the system more robust and effective that can serve not only the officials and the students, but the community as a whole.

| File Description | Document |
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**4.3.2 Student – Computer ratio (Data for the latest completed academic year)**

**Response:** 52.48

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 113

| File Description | Document |
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| Upload supporting document | View Document |

## 4.4 Maintenance of Campus Infrastructure

**4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**

**Response:** 44.16

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 39.25 | 38.52 | 48.05 | 50.28 | 35.54 |

| File Description | Document |
|---|---|
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| Institutional data in the prescribed format | View Document |

# Criterion 5 - Student Support and Progression

## 5.1 Student Support

**5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years**

**Response:** 58.08

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 4123 | 3156 | 2960 | 2591 | 2386 |

| File Description | Document |
|---|---|
| Institutional data in the prescribed format | View Document |

**5.1.2** ***Capacity building and skills enhancement initiatives taken by the institution include the following***

1. ***Soft skills***
2. ***Language and communication skills***
3. ***Life skills (Yoga, physical fitness, health and hygiene)***
4. ***ICT/computing skills***

**Response:** A. All of the above

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

**5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 1.09

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 208 | 0 | 45 | 32 | 0 |

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

**5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

| File Description | Document |
|---|---|
| Upload supporting document | View Document |

## 5.2 Student Progression

**5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 14.34

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 222 | 138 | 90 | 94 | 61 |

5.2.1.2 **Number of outgoing students year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 981 | 1145 | 851 | 626 | 617 |

| File Description | Document |
|---|---|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

**5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 67.11

5.2.2.1 ***Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years***

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 16 | 12 | 11 | 7 | 5 |

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 30 | 17 | 15 | 8 | 6 |

| File Description | Document |
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| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

## 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 last five years**

**Response:** 13

5.3.1.1 ***Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years***

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 5 | 0 | 2 | 0 | 6 |

| File Description | Document |
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| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 12.4

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 6 | 7 | 17 | 18 | 14 |

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## 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**

**Response:**

At times the things we do regularly and the things that are part of our everyday life lose their importance in our lives. We do not realize how important something was until we lose it or it is completely gone. This is the basic sentimental idea behind having an alumni association. The bonds that an individual build while studying, the friendship that one experience and the love-hate relationship one develops with the institution becomes even more important as time passes. Apart from emotional gains, an alumni network has career benefits too.

Alumni can create tremendous value for the colleges from which they graduate. Successful former students can provide a powerful form of testimonial on behalf of an institution’s brand. Alumni network can play a

vital role from counseling, mentoring, job creation to generation of fund raising programme for an institution. The body of knowledge and skill collected from passed out graduates could give the fresher's a first hand window into their future career. A student inherently has a responsibility to pave the way for the ones coming after them because the cycle should not be broken. Here lies the importance of a registered alumni association and the idea of an alumni day which functions as a socializing event that could guide the new brains and learn from mistakes and experiences of their alma mater.

Though we do not have a registered alumni association as our institution needs to be registered first under Society Act, the alumni meet occurs every year on the Second Saturday of January. A few departments like Political Science, Food and Nutrition, Zoology, Chemistry, Physics arrange such amalgamation programmes to bring students belonging to different fields under one common platform. Institution's effort is to implement a mentor-mentee relationship management tool to help new entrants get in touch with experienced alumni willing to share their expertise and best practices in a given field. Senior alumni might as well be willing to learn new skills from their junior counterparts. This collaborative effort on administrative part will definitely bear fruit for all involved and glorify the institution. Our distinguished list of alma mater comprises of Vice Chancellors, faculty members holding prominent position in universities and other academic bodies, medical professionals, play writers, sports personnel to members in state legislative assemblies. Due to lack of student database then at our end, it has become increasingly difficult to retrieve the contacts and whereabouts of most of our alumni members who have donned prominent academic or administrative positions in the past. Departments have become effective after IQAC formation to create their own student profile and take constructive measures to revive relationship with the previous batches. Donation of books to central and departmental libraries, conduct of skill development classes, sharing experiences of cracking competitive exams like NET/SET, forwarding news of job prospects and opportunities for imminent graduates using digital platforms and donation in cash or kind are some of the notable works by the alumni that immensely benefitted this institution.

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# Criterion 6 - Governance, Leadership and Management

## 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

Set in the latitudes and longitudes of Amta, Ramsaday College was established in the year 1946 by Shri Panchanan Chongdar who envisioned the dream of setting up a suitable framework to impart proper education to the semi-urban residents. The geographical distance and conveyance hardship, undoubtedly shoved their dreams light years away from achieving the desired ‘escape velocity’. Establishment of this college was visioned with the mission to render to them the light of Education, opportunities and the desired flow of life. The college is dedicated to spread ‘the utility of Education’ to people who are deprived to even cherish the basic necessities of life.

The education system has paved way towards the basic right of knowledge, thus bringing a massive shift from elitist ostracism. Adhering to this line of teaching, the college caters to uplift the educational and moral values to learners, many of them even the lone torch-bearers of education in their families.The college initially started with a handful of students. Today, however, smelling the success of achievement, every corner of the college echoes the cheerful laughter of students. To house increasing number of students, a new Gitanjali building overlooking the peaceful pond has been developed. It is delightful to observe the huge number of female students, reflecting the dream of the founder towards women empowerment.

We aim to make our college a center of quality learning shaping our students into responsible citizens by imparting to them the necessities of material and moral education. Apart from the vast genre of academic courses, there are also vocational trainings to aid the students in achieving their desired spectra of dreams.

Special care is taken to ensure that lack of proper financial ability does not keep any child away from the light of education. The college takes care to ensure that proper education is obtained without any extra burden on the family of the student.

Different programmes are organized throughout the year which bring about unity, harmony and exchange of thoughts among the students from different departments and also encourage collaborative thinking with the loving guidance of the teachers.

The college has always keen eyes to provide all-round development of a student. Even when jeopardized with the ‘Online Education’, other than fixed schedules of regular online classes, various other initiatives were taken to hold the attention and interest of the students to the best of their well-being. Various webinars and certified courses were held to suitably build a student’s domain of knowledge in required arena. The practical-based Science subjects missing the hands-on flavor of experiments, students were even able to get the test-tube touch virtually on collaboration of the college with Amrita Vishwa Vidyapeetham.

Utmost care is always taken to nourish the interests of the students so that they can always relentlessly spread their wings high in pursuit to achieve their desired zones of interest and are thus able to acquire those fruits which they have been forever deprived of.

## 6.2 Strategy Development and Deployment

**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc**

**Response:**

The college authority firmly believes in decentralization of responsibility through formation of various institutional bodies for maintaining transparency and effective discharge of duties. Senior teachers have been made conveners of such committees and faculty from all sections has been included as members. Details are always given in the college prospectus and uploaded on college portal after due approval by the governing body.

IQAC, considered as an important platform of an academic body has been instrumental in recommending and providing quality measures for overall growth of the institution. All initiatives by the IQAC are in tune with holistic development of an individual and cumulative growth of an institution. Adopting a village to develop closer ties between an academic body and the community, signing MoU with industries and registered companies for creating/imparting job opportunities and skill development courses are a few notable recommendations by IQAC that were successfully implemented by the governing body of this college. Effective functioning of admission and examination committees can be amply demonstrated by the fact that not a single case of complain or grievance has been registered for several years as all seats approved by the parent university are filled based only on merit and maintaining the reservation policies of the government of India. After special drive for reserved seats, vacant seats, if any, are de-reserved with permission from the Backward class department and admission is made thereafter on merit basis only.

The games and sports committee led by teachers of the physical education department make the institution proud every year by bagging several laurels in inter-college, district and state level competitions. As recommended by the committee, deserving students are provided all sorts of assistance and encouraged to pursue a successful career in the field of sports. To promote the importance of indoor sports like table tennis, a trainer has been appointed to coach young boys and girls from the adopted village apart from our own students. Yoga, meditation and martial arts are also conducted within the campus by competent bodies to bring harmony between mind and body of the students during time of distress and agony.

Teachers are not only encouraged to submit research proposals to sanctioning bodies lie UGC/CSIR/DST but are supported financially from college own grant after screening of project proposals. Members of the research committee use digital softwares to check plagiarism and take effective measures to prevent infringement/violation of copyright acts. The college authority believes in honesty, sincerity and efficiency and never supports unlawful activities by any stakeholders.

The toughest challenge is however faced by the placement cell to hire recruiting agencies or companies for providing jobs to potential seekers immediately after graduation The placement committee has however

formed an agreement with agencies like Anudip soft skill provider (since 2019) and Edubridge Inc (from 2021) for conducting skill oriented classes and with Maple Accessories Pvt Ltd (since 2019) as an industry partner. Female entrepreneurs are specially encouraged, trained and motivated under our institute banner "PRAYASHI". Computer Assisted language training classes are conducted in small batches to develop English vocabulary among students. Despite several hardships, the effort and high spirit of the committee members deserves all praise for their commendable achievements as evidenced from placement records and student satisfaction survey.

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**6.2.2 Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

**Response:** A. All of the above

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## 6.3 Faculty Empowerment Strategies

**6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff**

**Response:**

1. Ramsaday College Provident Fund exists for teaching and non-teaching staff who are on substantive posts. It follows the general scheme recommended by the Government Provident Fund Scheme. The PF Committee tries its level best to handover the PF cheque to the incumbent within 3 months after retirement and also to staff who apply for loan from PF after approval by the governing body.
2. Group Insurance Policy for full time teaching and non-teaching staff: this is an insurance scheme that follows the Life Insurance Policy Scheme, whereby an employee can get maximum benefit with minimum contribution.
3. Ramsaday College Teachers' Council (TC): All faculty members are subscribers of this body with nominal contribution as TC subscription. The teachers' council always extends support in the form of unconditional and instant donation to teachers and non-teaching staff who face emergency financial problems. There are instances in which families were provided financial assistance due to untimely demise of teaching or non-teaching member to overcome the period of crisis.
4. Ramsaday College Staff Welfare Fund was formed in the year 2008. For any kind of financial

crisis, the Welfare Fund can provide a loan of maximum 2.5 lakhs to a member at interest not more than the existing market rate. A dedicated bank account is there with teachers approved by the teachers' council have operational rights.

5. The College gives festival advance to the SACT teachers and non-teaching staff, with amounts as approved by the governing body which they need to repay in equal monthly instalments.
6. Ramsaday College Research Grant has been initiated from the 2016-17 academic session to promote research among faculty members. Seven Part time teachers were provided research grants to the extent of Rs.25000 each as approved by the research committee and also in 2022, eight state aided college teachers were provided financial grants based on proposals submitted.
7. The College provides travelling allowance /registration fees to teachers / non-teaching staff for attending seminars/ conferences/ workshops within the country. Certificate of participation and or presentation should accompany the fees claimed for reimbursement.
8. Since 2017, employee of the year award is conferred to a non-teaching staff which is selected by IQAC based on attendance, performance and character.

All teaching staff need to fill up the performance based self appraisal reports at completion of every academic year and the reports are preserved for future reference. The Governing Body reviews the overall reports and suggestions made therein and analyses the strength and weakness of the institute.

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**6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 5.16

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1 | 0 | 4 | 2 | 1 |

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**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

**Response:** 56.44

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 20 | 22 | 19 | 41 | 12 |

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 13 | 13 | 6 | 6 | 9 |

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## 6.4 Financial Management and Resource Mobilization

**6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

The institution strives for holistic development of the students and tries to augment its financial, infrastructural and human resources towards maximisation of benefits to the students as well as other stakeholders.

- The College has a Planning Board, Finance, Building and Purchase Committee, Library and various associated bodies under the aegis of the Governing Body which help in the decision making process regarding mobilization, allocation and utilization of funds from authorities such as UGC, State government, West Bengal Higher Education Department (WBHED), RUSA, MPLad, Department of Science and Technology. Annual Budget is prepared by the Department of Economics in collaboration with the Accounts Department which is placed before the Governing Body with prior recommendation of the Finance Committee.
- All purchases are done through a tender system to maintain fairness and transparency of the process. The accounts are maintained using a customised software. The financial statements are

reviewed by External Auditor at the end of each financial year.

- The ground floor of Geetanjali Building has been constructed from RUSA fund which is subsequently expanded using WBHED fund. The college fund has been used to construct 4 classrooms to cater the dire need of classrooms to accommodate over 5000 students studying 44 programmes. A separate guest room has been created for outstation teachers. The playing arena has been linked to the main road via the second approach road to college campus. Scattered land has been exchanged with neighbours for minimisation of vacant unapproachable space. The aim of optimal use of each and every corner of the college has not hindered conservation of natural resources (Approx 70% of green coverage and 2 water bodies).
- Use of technological advancement for up-gradation of teaching-learning environment is achieved by creation of 8 smart classrooms including 1 virtual classroom all equipped with internet connections.
- With limited scope for geographical expansion, necessary steps are taken for augmentation of infrastructure and human resources to cater the needs and aspirations of the students and other stakeholders. Use of flexible infrastructure like portable LED Projector, portable speaker, graphic tablets ensure availability of ICT enabled environment to the maximum students.
- Green Campus Committee looks after the sustainability measures such as recycling of e-wastes, curtailment in use of plastic, water ATM etc. Water conservation unit has been installed in Girls' Hostel by the Departments of Geography and Environmental Studies where rainwater harvesting is done for groundwater recharging and use of excess water for day to day chores such as washing utensils and garments.
- Free Scholarship are provided to financially weak students (Both UG and PG courses) to encourage the spirit of equitable growth for all.
- Assistance to teachers for capacity building and research activities are provided. Research projects of SACTs are sponsored from college fund.
- Facilities are often shared by different departments. The Soil Testing Laboratory is shared by the Departments of Chemistry, Environmental Studies and Geography. After successful completion of Minor Research Projects, the equipments purchased from these grants are used for providing hands on training to the students.

Healthy contacts between teachers and students, good interactions between campus and community are our strength.

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## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

IQAC has contributed significantly in institutionalizing the quality assurance strategies and processes.

IQAC has collaborated with various departments of the college, from time to time, to organize Seminars, Webinars and Workshops to inculcate practical knowledge in the students. The events organized under the guidance of IQAC are as follows:

? International Webinar arranged on 9th July 2020 on Covid 19 and its impact on society

? Online Quiz Contest organized in September 2020

? Science Day Celebration held on 28.2.2022

? Webinar organized by Department of Education.

? Webinar organized by Department of Physics

? In 2017-18, 4 Institutional Level seminars were organized to boost research interest among faculty members.

The second practice is to play an active part in the development of the Infrastructure of the Institution

? Music Room , with all necessary musical instruments, was set up for the students of the department.

? Renovation work of the Gym Building (Ground Floor) from RUSA Fund was facilitated.

? Nine new classrooms were added for better accommodation of CBCS curriculum.

? A furnished guestroom was created for outstation faculties and staff.

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

? Initiative taken to fill up vacant Non-teaching posts and create new ones for laboratory assistants and data entry operator.

? Helped in providing karate practice mats and protective gadgets to students who had enrolled for self-defence classes.

? Helped to organize vaccination camps in the Post-Pandemic period within the college premises, in collaboration with the local hospital.

? Actively supported organization of Medical camps in the adopted village for elderly people, specially, women.

? Sit and draw competition for primary school students and table tennis training for students of age group 7-12.

? Sanitary napkin vending machine and incinerators at the girls’ common room.

The third practice has been paying proper attention to students' grievances.

Action was taken to address grievance of the students of paying for courses they pursued in the first two semesters only. It was ensured that their excess fees were refunded and no charges for remaining semesters.

The fourth practice has been the signing of MOUs.

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. During the pandemic period by virtue of this programme, students got the flavour of experimental facilities, sitting right in their homes.

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 got the opportunity to be trained in different domains. They also received certificates on successful completion of the course.

The fifth practice has been of taking regular feedback from students in order to keep abreast with their problems. The practice was continued, even in the pandemic period.

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**6.5.2 Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

**Response:** A. All of the above

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| Institutional data in the prescribed format | View Document |

# Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years**

**Response:**

The institution is committed towards adherence of principles of Fundamental Rights as laid down in the Indian Constitution. Several measures have been adopted with an aim of honouring gender equality and mainstreaming the girl students has been a keystone during policy formulation.

- The notion of equal opportunities is practiced in admission and recruitment process. Both the canteens are managed by female cuisinier. The freedom of expression is pursued in all sphere with female representative(/s) in every committee as also in Students' Union. All female students are encouraged to join NCC (girl's wing) and self defence classes are conducted to boost their confidence and imbibe the mechanism of self protection during times of adversities.
- Safe and secure environment for the students have been ensured by 24x7 presence of security-guards, checking of photo identity cards of students at college entrance, separate common room for girl students with sanitary napkin vending machine and incinerator. IQAC has recommended recruitment of female security-guards during college hours. The Girls' Hostel provides safe and homely atmosphere for outstation girl students.
- The college strictly adheres to the policy of zero tolerance; installation of CCTV surveillance and formation of dedicated Internal Complaints Committee and Grievance Redressal Cell for addressing the concerns of girl students on campus are some of the endeavours for accomplishment of such policy.
- Gender Audit is conducted among all internal stakeholders of the institution at regular interval. More female support staff have been recruited based on the feedback received from such survey.
- The institution believes that financial independence is a weapon to overcome social barriers & stop early marriage. Skill development programmes are conducted and Start Up Incubation Centre has been formed to enable students to learn employable skills and channelize their potential natural talents into means of livelihood.
- Gender Sensitization Programmes are conducted to raise the awareness of all stakeholders and NSS units arrange special camps relating to Save Girl Child and health programme for children and women.

The institution also strives for promotion of spirit of tolerance, brotherhood and harmony among the students. Observation of various important days of national and international relevance is one such initiative towards the attainment of the goal.

- National Days such as National Youth Day (Birthday of Swami Vivekananda), Birthday of Netaji (Parakram Divas), Republic Day and Independence Day are celebrated where students, teachers and staff convey their perspective of such occasions, pay homage to the leaders and NCC and NSS Cadets perform drills and parade.
- Saraswati Puja, Biswa Nabi Divas, International Mother Language Day and Raksha Bandhan are observed to respect the dignity of multi-culturalism.

- On the occasions of International Yoga Day, World Sanskrit Day, National Science Day, World Environment Day, Earth Day, Entrepreneurship Day etc the relevance of such particular day are communicated and the students take part in processions, poster presentations, demonstrations and tree plantation.
- Cultural programmes by the students are organised on Basanta-Utsav (celebration of spring), Rabindra Jayanti, Annual Function.
- Convocation of best-performing students is arranged on Foundation Day (1st August) to extend a feeling of achievement as well as motivating existing students to perform better. Clothes and food are distributed among the vulnerables on such occasion.

All these are directed towards making the students socially responsible with reverence towards the sanctity of humanity.

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**7.1.2 The Institution has facilities and initiatives for**

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

**Response:** B. 3 of the above

| File Description | Document |
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**7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

**Response:** C. Any 2 of the above

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**7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance**

**and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

This institution believes in equality among diversities and committed to holistic growth of the students and to the society at large. The institute has taken various initiatives for providing an inclusive environment and promoting tolerance, harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

- Institution is very much concerned and takes every possible step to see that no student leaves midway because of financial constrains to pursue further studies. All sorts of counselling, benevolent services to differently abled students and remedial coaching for the academically weaker ones are done to reduce the drop-out rates. Hostel facilities are also offered from the college authority for rural girl students. These initiatives are to promote better education, economic uplift of the disadvantaged section of the society.
- To build a Nation, development in each and every aspect of a village is decisive. Village adoption and to improve services in health and education for the villagers is a landmark decision by IQAC in 2017. Environmental awareness programmes and Medical Camps are systematically organized by recognized bodies, ably supported by the NSS volunteers under guidance of program officers. Door to door campaigning is followed to prevent malpractices and improve awareness on sanitation, hygiene, waste management and water conservation. Growing along with the community is the prime focus of the institution as we believe in sharing and dissemination of knowledge rather than confinement of education within the four walls of a classroom.
- Our dynamic NSS and NCC Units are involved in regular cleanliness drives under Swacchata program for creating a better workplace to live and thrive. NSS volunteers also organize blood donation camps, free eye-testing camp, save girl child and road safety campaign, greenery and water conservation programs within and outside the college campus. Along with Teaching and non-teaching staff, NSS volunteers extend their helping hands to distribute relief materials in flood affected areas whenever situation demands.
- Institution pays special emphasis to programmes that involve women empowerment. Self defence classes have been introduced to boost their confidence and to train them to take this martial art as one of their career options. Besides that, special emphasis is given to train students through soft skill development courses and to enhance their language vocabulary power so as to brighten their employment opportunities. Teachers from various departments form a cordial environment for effective discharge of responsibilities. College also provides opportunities to promote entrepreneurial wisdom among the students. All stakeholders including the Alumni do take an important part in creating an inclusive environment.
- Teachers, staff and students unitedly celebrate the cultural and regional festivals like Basanta Utsava, Raksha Bandhana, National Youth Day, Yoga Day, Republic Day, Teachers' Day, Independence Day, College foundation Day, World Environment Day, Women Entrepreneurs' Day and so on. Saraswati puja and Biswa Nabi Diwas are celebrated with equal enthusiasm by the student community. Special emphasis is given to sporting events like Kho-Kho, Kabadi and Bratachari that promote team spirit and unity of mind and body.

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## 7.2 Best Practices

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

**Response:**

Traditionally, the college always had a scholarly faculty ably supported by the stakeholders in formulating and discharging policies for the moral and academic uplift of students. It has a set of highly motivated teachers, many of whom are involved in active research and Post-Graduate teaching as guest lecturers at various universities. Some faculty members have taken up advanced research projects in collaboration with other universities and reputed institutes.
High success rate in undergraduate courses has enabled large number of students to pursue further studies at various Universities and research institutes. All the faculty members provide academic counseling to their students through structured routine for which separate counseling cubicles have been made in the library & Teacher's room. Involvement of students outside class hours in various clubs like Music and drama, Painting and Photography, Journalism, Save Nature and natural habitats, NCC (for Girls), Sports and fitness, NSS (Three units) under the leadership of nodal and program officers create holistic development of participants.
Two of the notable achievements the college authority feels fit to highlight to justify its relentless effort in expansion of higher education among the rural community have been illustrated below.

Women enrolment and empowerment;

Since its very inception way back in 1946 with a meager 47 students (all male students), the college has gradually expanded its academic horizon with periodic inclusion of contemporary programmes and value added courses to incorporate the flavor and utility of modern era education in the teaching learning process. With 44 academic programmes and over 96 choice based subject combinations offered to our students, the utility of choice based credit system (CBCS) has been fully explored. The traditional concept or belief that a female child is a burden to her parents and the society at large, has now been relinquished as evidenced from gradual increase in enrolment of female students in various academic programmes.

The astounding figure of over 65% female enrolment every session for past six to seven years has prompted the college authority to renovate the infrastructure to suit their demands and purposes. With enrolment not a problem now, the drop out rate among female students after marriage (as soon as they attain the age of eighteen years) is a genuine concern that needs to be addressed. Here lies the importance of village adoption and regular career counseling programmes that we feel have given us the scope and an alternative pathway to reach to our students and also to their parents. The sample survey from our adopted village Madaria, under Sirajbati village panchayat, has revealed that the drop out rate due to early marriage is almost zero for three consecutive years after massive campaign and counseling programmes undertaken by our stakeholders. Various benevolent and outreach activities extended to the village community and even organization of adult education classes at their end have proved beneficial in winning their confidence and establishing the truth that a female child is a boon and blessing to our society. We need to empower a

girl child to have a healthy and productive society. Empowerment of girl students through 'Prayashi', entrepreneurial programme, is a new venture that will strengthen our mission of accomplishing the goal.

Thrust on sporting activities:

Swami Vivekananda's thought of developing a nation through inheritance of beautiful body and mind has been our source of inspiration that metamorphosed our outlook to developing sporting events for younger generation. We are indeed lucky to have a dedicated pool of teachers in our Physical Education department who dare to lead from the front to set up examples for their wards. A well equipped gymnasium set up with financial assistance from UGC XI period grant and regular work up under strict vigilance of teachers have created sports persons who excel at various college, district and state level competitions. Girls' NCC wing under ANO LT Moushumi Garai and the girls' karate wing (enrolled under self defense programme) under supervision of Sensei Moushumi Pal Majumder have brought laurels that not only inspire the upcoming generation of students but create plethora of job opportunities for the existing ones. Two of our students are now involved in training the women wing of Kolkata police under 'Tejaswini' programme. Students of Physical Education department give free coaching classes on Yoga to primary students of the region. The college authority has extended the services of free gym use (once weekly) to children of age group 7-14 from the local community and also free table tennis training to children under the watchful eyes of Sri Netai Chandra Saha, a trainer from Jadavpur University, Kolkata. The aim is to groom them to become competent players who will represent state and national events in future from this region.

## 7.3 Institutional Distinctiveness

**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

Every programme of study in this institution lends itself to the well structured and sequenced acquisition of knowledge and skills. All activities shift from teacher-centric to student centric and from passive to participatory pedagogies. Good relations are maintained with all stakeholders and college neighborhood network has been developed through participation of staff and students in many social activities and at times of natural calamity. This rural college bagged the best NSS programme officer award and for best NSS unit in 2016. College also bagged the best Kanyasree award for highest number of scholarship beneficiaries from this institution in 2019 from the state government of West Bengal. Token of appreciation received for active participation in the workshop on 'Save The Girl Child' program organized by department of health & family welfare, Govt. of West Bengal. The NCC girls' wing and the students involved in self defense programs have brought many accolades for the institution by participating in various state and national level competitions. These are the areas that make the authority proud as our mission is to craft proper human beings with basic human values and not just graduates with degree/diploma, certificates.

Even during the pandemic period that devastated the global education system, our dedicated teachers tried their level best to perform with the limitations of online education with poor internet connectivity in most

regions and parts of the college. Dissemination of knowledge was difficult but done by judicious use of social platforms and opportunities available during the crisis period that lasted for almost eighteen months. Considering all the achievements and growth that this institute has witnessed during the period from 2017-2022, the distinctiveness that marks the institution's uniqueness and thrust area is the trust and confidence it provides to the rural community for ages.

Ramsaday college in the district of Howrah, West Bengal is a rural college where students from the surrounding areas (covering 25-30 kms) have the unique opportunity to learn and grow. The institute offers 90 course programs/combinations in 18 honors and 25 general subjects. The success rate is more than 90% in all B.A.,B.Com, B.Sc. and M.Sc programs (Average data of five years). In general course the success rate is 70%. There are instances where three generations have completed or enrolled and our aim is to create at least one graduate from each family in the neighborhood. In city based colleges, there are several opportunities for a student to pick up a course or a curriculum from many options available but in this region within a radius of 30-40 kms the choice is very limited. Our institution has come up with various programs in all three streams of Arts, Science and Commerce to fulfill their aspirations knowing very well that the authority needs to gear up to overcome many hurdles like shortage of faculty and facilities and increase in revenue budget. Resource persons from other colleges and institutes are invited for class lectures to fill up the void of full time faculty in new subjects introduced in the curriculum. Even the opportunity of post graduate education through distance and regular modes has been created for deserving ones. We feel proud to see students from all parts of the district and many of them travelling some 14-15 kilometers in bicycles even at backdrops of grueling summer days and harsh monsoon periods to reach their destinations where peace and glory greets them. Not only the students, the people of the region are assured of quality service from our dedicated staff and a congenial feel safe environment is created where teaching learning and academic discipline blossoms. The institution not only creates graduates but individuals of righteous conduct, peace, non-violence, citizenship values and life skills.

This unwavering commitment to holistic education has ensured wonderful legacy that will continue to live.

# 5. CONCLUSION

## Additional Information :

A new three storied building was constructed after 2nd cycle of accreditation that has 14 class rooms and one guest room. Three class rooms exclusively for Geography department have been created from MP LAD in 2017. A class room in the department of Chemistry has been upgraded to A.P.C Ray gallery with ICT facilities. A virtual class room with 52” LED display screen and modern amenities has also been created from UGC XII plan period and RUSA grant. The college playground, free of any encroachment, measuring 120 mtrs x 80 mtrs has been developed with earth filling materials, leveled and then surrounded by ten feet high boundary wall on two sides. This has been possible by executing registered exchange deeds with parties who had their lands near the play ground area. College authority regularly pays land revenue for land held & used which is neither vested nor acquired. All infrastructure development has been taken considering the steady increase in student enrolment during last six to seven years.

? There is a waiting room for visitors and a guest room for outstation staff wishing to stay within the campus.

?Two subsidized canteens with food courts operate during college hours to ensure supply of food and beverages for staff and students. The solid waste from these canteens are collected periodically and processed into organic compost by students and staff of Chemistry department.

? There are fire extinguishers and smoke alarm devices at several strategic points as part of disaster management step. Aqua guard fitted water coolers available for staff and students. 60 KV green generator and battery supported servers to ensure uninterrupted power supply. All devices including the photocopiers are under annual maintenance contract. Teachers of the Physics department have developed electric devices indigenously to supply uninterrupted power in their practical experiments.

One of our passed out students in Commerce, one teaching and one non-teaching staff have contributed two lakhs each for renovation work within the campus. The governing body has duly recognized their contributions for such noble and selfless deeds. Contributions from teaching, non-teaching and student council that amounted to rupees two lakhs was donated to Chief Minister relief fund during the pandemic period. College received rupees one crore ten lakhs from the state government in 2018 and rupees ten lakhs from MPLAD in 2017 for construction purposes.. The college authority has taken all initiatives to explore the possibilities of getting financial assistance from the welfare schemes of industries and financial houses situated in the region.

## Concluding Remarks :

The college governing body in tune with the vision and mission of the institute is committed to providing quality education to all. Since quality education can be discharged by qualified, well trained and disciplined set of teachers, college has tried its best to fill whenever the vacant posts generated, with assistant professors through the West Bengal college service commission recruitment process. Out of 37 sanctioned posts (including the post of Principal and the librarian), 34 have been filled up and three (2 for Chemistry and 1 for

Commerce) are lying vacant owing to superannuation of teachers in these posts since 2022. The college authority has already submitted the claim for recruitment of full time faculties in these subjects and for creation of a second librarian post to the concerned authority for further enhancing the teaching learning process. Since a notice has been issued in August 2019, from the Higher Education department, Government of West Bengal, directing not to recruit teaching staff under any nomenclature whatsoever, several departments have shortage of teachers. Pupil teacher ratio is around 47 which is not conducive to healthy dissemination and share of knowledge. Exchange of faculty members with other colleges and universities has been adopted as a remedial means to minimize the problem. All programmes and activities have been designed as per student's needs and available institutional resources.

Recognizing, identifying and fostering the unique capabilities of each student to promote his/her holistic development is our challenge. The curriculum and credit framework for various Undergraduate programs allow students to experience courses from multiple disciplines that also integrates skill and ability enhancement courses. Our course components relating to health and wellness seek to promote an optima state of physical, self discipline, emotional, intellectual, spiritual person. Our focus on rural sports like Kho-Kho, Kabadi, Bratachari will help students acquire sports skills including basic movement skills. Community attachment through activities related to NCC, NSS, adult education, mentoring school students will expose our learners to the socio-economic issues in society so that theoretical learning can be supplemented by actual life experiences. All student centric activities recommended by IQAC plays an important role in promoting human as well as societal well being and in developing thoughtful, well rooted creative individuals.