

Phone : 2350-5687  
Fax : (033) 2350-5687



# RAMMOHAN COLLEGE

(Formerly City College W. Dept.)  
102/1, Raja Rammohan Sarani, Kolkata – 700 009  
E-mail : rmc.tic85b@yahoo.in  
Accredited B+ Grade by NAAC

Ref. 0922/NAAC/2015

Date 17/12/2015

To  
The Director  
National Assessment and Accreditation Council  
1075, Nagarbhavi, Bangalore – 560072, India.

Sir,

On 01.09.2009, a coordinator of IQAC and AISHE had been selected but due to unavoidable circumstances, the Cell could not function. The IQAC was reconstituted on 13.10.15 at the meeting of the Teachers' Council with a new Director and Body of members; this was approved by the Governing Body of the College on 16.10.15. The IQAC has started operating after its meeting on 21.11.15. It has now prepared the AQAR for the last four years (2011-12, 2012-13, 2013-14 and 2014-15) for submission to NAAC before the submission of the SSR.

Thanking you.

Yours faithfully,

SSanyal

17/12/15  
Principal

Rammohan College

Kolkata - 700009

**Principal**  
**RAMMOHAN COLLEGE**  
Kol-9



## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

RAMMOHAN COLLEGE

1.2 Address Line 1

102/1, Raja Rammohan Sarani,

Address Line 2

City/Town

Kolkata

State

West Bengal

Pin Code

700009

Institution e-mail address

rmc.tic85b@yahoo.in

Contact Nos.

033-2350 5687, 2354 3853

Name of the Head of the Institution:

DR. SASWATI SANYAL

Tel. No. with STD Code:

033-2337-4097

Mobile:

9830170834

Name of the IQAC Co-ordinator:

DR. SHANTANU DAS

Mobile:

9836693635

IQAC e-mail address:

santanudas\_rmc@hotmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/32/A&A/071 Dated 31/03/2007

1.5 Website address:

www.rammohancollege.org

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+		2007	5 years
2	2 <sup>nd</sup> Cycle	process	is	going	on
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

16/10/2015

1.8 AQAR for the year (for example 2010-11)

2014-15

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

i. AQAR \_\_\_\_2014-15 submitted to NAAC on \_19/12/2015\_\_ (DD/MM/YYYY)

#### 1.10 Institutional Status

University State ☒ Central ☐ Deemed Private

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

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

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

#### 1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

#### 1.12 Name of the Affiliating University (for the Colleges)

University of Calcutta

#### 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc N.A.

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07"/>												
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>												
2.3 No. of students	<input type="text" value="1"/>												
2.4 No. of Management representatives	<input type="text" value="1"/>												
2.5 No. of Alumni	<input type="text" value="1"/>												
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>												
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>												
2.8 No. of other External Experts	<input type="text" value="1"/>												
2.9 Total No. of members	<input type="text" value="14"/>												
2.10 No. of IQAC meetings held	1 (21/11/2015)												
2.11 No. of meetings with various stakeholders:	<table> <tr> <td>No.</td> <td><input type="text" value="1"/></td> <td>Faculty</td> <td><input type="text" value="✓"/></td> </tr> <tr> <td>Non-Teaching Staff</td> <td><input type="text"/></td> <td>Students</td> <td><input type="text"/></td> </tr> <tr> <td>Alumni</td> <td><input type="text"/></td> <td>Others</td> <td><input type="text"/></td> </tr> </table>	No.	<input type="text" value="1"/>	Faculty	<input type="text" value="✓"/>	Non-Teaching Staff	<input type="text"/>	Students	<input type="text"/>	Alumni	<input type="text"/>	Others	<input type="text"/>
No.	<input type="text" value="1"/>	Faculty	<input type="text" value="✓"/>										
Non-Teaching Staff	<input type="text"/>	Students	<input type="text"/>										
Alumni	<input type="text"/>	Others	<input type="text"/>										

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. ☐ International ☐ National ☐ State ☐ Institution Level ☐

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC has started functioning recently.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To follow the academic calendar of college for the session 2014-2015.	Examination schedule of the college under Calcutta University followed regularly.

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Submission of AQAR was approved by GB on 17/12/15

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	✓			
PG	✓	M.A. in Bengali	2	
UG	✓			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	16+1			
<b>Total</b>				
Interdisciplinary	ENVS			
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

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

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

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

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

As per Calcutta University 2009

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

P.G. in Bengali under Calcutta University

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65	06	43		16

2.2 No. of permanent faculty with Ph.D.

31

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
		02	07					02	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

48

\_\_\_\_\_

\_\_\_\_\_

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	09	01
Presented papers			
Resource Persons			

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

Different teaching aids like LCD projector etc.

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

206

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

Mid-term and Selection written test

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

03

## 2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	316		2%	65%		67%
B.Sc.	179		27%	58%		83%
B.Com	155		9%	66%		74%
M.Sc. in Physiology	17		88%	12%		100%

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

**Through regular contact with stakeholders**

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	-----	-----	-----
Technical Staff	-----	-----	-----	-----

## Criterion – III

### 3. Research, Consultancy and Extension

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

According to the suggestion of IQAC one research sub-committee has been formed composing the following members: 1) Chairperson, G.B. (2) Principal, (3) Vice-Principal, (4) Bursar, (5) Convenor, UGC committee, (6) Head of the department concerned

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	2	
Outlay in Rs. Lakhs		2251600/-	1902600/-	

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	
Outlay in Rs. Lakhs			139000/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	32		
Non-Peer Review Journals			
e-Journals			
Conference proceedings	12		

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 Years	UGC	494000/-	494000/-
Minor Projects	2 Years	UGC	139000/-	130000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	5 Years	DST Inspire		409784.00
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **N.A.**

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution  
**N.A.**

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	01
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

4

11

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

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

### 3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input checked="" type="checkbox"/>
NCC	<input type="text"/>	NSS	<input checked="" type="checkbox"/>
		Any other	<input type="text"/>

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

- i) Thalassemia detection test,
- ii) Blood group identification,
- iii) Health check-up,
- iv) HIV awareness programme,
- v) Discussion on human right and child right.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (Old campus, 102/1 Raja Rammohan Sarani, Kolkata-9)	20 Cottah, 02 Ch, 32 sq ft.			
New Science Building 85A,B,C,D Raja Rammohan Sarani, Kolkata-9)	75 Cottah, 13Ch, 13 sq ft.			
Sadhana Sarkar Memorial Hostel, 35 Avedananda Road, Kolkata-6	1481.91 sq.mt			
Class rooms	30+7			
Laboratories	25+5			
Seminar Halls	01			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				

Others				
--------	--	--	--	--

#### 4.2 Computerization of administration and library

Two software system has been already introduced in office-  
i) Smart college for student related matter, ii) COSA for  
payment of staff salary.

Partial computerization of library has been done.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			744	165759/-		
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing		02	Y			Y	Y	
Added								
Total	58+							

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

Faculty members, PG students and research scholars  
regularly use computer with internet facility.

#### 4.6 Amount spent on maintenance in lakhs : Process going on

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

**Total :**

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

01/09/2009 Nodal officer for AISHE & IQAC was selected but due to unavoidable reasons the IQAC did not function. On 13/10/2015 the IQAC was reconstituted and approved by GB on 16/10/2015. In its meeting on 21/11/2015 some positive decision were taken regarding student support and progression. IQAR of last four years is being prepared by this body.

#### 5.2 Efforts made by the institution for tracking the progression

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1072	44	11	

#### (b) No. of students outside the state

#### (c) No. of international students

Men	No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
910	45	7			962	979	54 +3	4	32		1072

Demand ratio

Dropout %

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

--

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations **Not Recorded**

NET	<table border="1"><tr><td></td></tr></table>		SET/SLET	<table border="1"><tr><td></td></tr></table>		GATE	<table border="1"><tr><td></td></tr></table>		CAT	<table border="1"><tr><td></td></tr></table>	
IAS/IPS etc	<table border="1"><tr><td></td></tr></table>		State PSC	<table border="1"><tr><td></td></tr></table>		UPSC	<table border="1"><tr><td></td></tr></table>		Others	<table border="1"><tr><td></td></tr></table>	

5.6 Details of student counselling and career guidance **Nil**

--

No. of students benefitted

--

5.7 Details of campus placement **NIL**

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

5.8 Details of gender sensitization programmes Nil

--

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	33	13,423/-
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **i) improvement of washroom, ii) improvement of students' canteen, iii) Proper cleaning of classroom, iv) enriching the central library, v) renovation of gymnasium, vii) providing of safe drinking water.** \_\_\_\_\_

## Criterion – VI

## **6. Governance, Leadership and Management**

### 6.1 State the Vision and Mission of the institution

**Vision**—To achieve excellence in Higher education including empowerment of women through knowledge.

**Mission**—‘Sradhdhanam Lavate Jnanam’ or ‘Wisdom Belongeth to Reverence’

### 6.2 Does the Institution has a management Information System

NO

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

#### 6.3.1 Curriculum Development

Curriculum is prescribed by Calcutta University, which the College follows. Some teachers of college members of Board of Studies. They indirectly influence curriculum development.

#### 6.3.2 Teaching and Learning

At the beginning of every academic session the Routine Committee prepares a master routine for all the Departments of the College, in which Hons. and General classes are scheduled as per U.G.C norms. Individual departments follow the master routine and prepare departmental routines and submit it to the routine committee for the Principal's approval. All departments have to follow the approved routine schedule.

At the departmental level, each Head of the Dept. Consults his / her teachers to plan the distribution of syllabi, modules & laboratory classes. Departmental meetings are held regularly to organize mid-term and selection tests and analyse and discuss the performance of students in the University examinations. Weaker students are identified and Remedial classes are organized. The teachers also take extra classes for both slow and advanced learners. Moreover, each departmental Head keeps a record of the syllabus covered and submits progress reports to the Principal as and when asked

#### 6.3.3 Examination and Evaluation

Students are evaluated on the basis of class tests, tutorial, term tests and selection tests. Results analysed of cell and University examinations by academic sub-committee. To discuss the results of the Annual and Selection Test the Principal convenes a meeting of all teachers every year. The students are allowed to see their evaluated answer scripts and their strengths and weakness discussed. In this way transparency in the examination and the evolution system is maintained. If a student is dissatisfied with her result she may appeal to her Head of the Dept. for re-evaluation or lodge a complaint with the Grievance Redressal Cell.

Talks and seminars are organized to enrich the teaching learning experience.

#### 6.3.4 Research and Development

Research activities are encouraged in the College both among the teachers and students. Teachers actively participate in seminars, workshops and conferences both National and International. Seminars and workshops in the College encourage student participation. Some teachers of the Physiology, Bengali and Zoology departments act as research guides. Please refer to criterion no. 3 for details.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Rich central library and seminar libraries are stocked with fresh books every year through UGC funds. Computers, laptops etc. bought with UGC funds.

#### 6.3.6 Human Resource Management

The Teaching faculty apart from working in various sub-committees act as paper setter, moderators, examiners and head examiners. They are also engaged in active research and publication. The College encourage are all this activities.

#### 6.3.7 Faculty and Staff recruitment

Faculty recruitment through the West Bengal College Service Commission. Staff recruitment through employment exchange, advertisements in Newspapers, followed by interview.

#### 6.3.8 Industry Interaction / Collaboration

Career counselling indicatives in the recent past by the State Bank of India, the India Stock Exchange so on had helped the final year students to get some idea about their career choices. Attempts are being made to collaborate with the Institute of Company Secretaries to counsel students every year about Company Secretaryship as a career option.

#### 6.3.9 Admission of Students

Admitted through a transparent process as per Calcutta University guidelines, both online and offline.

#### 6.4 Welfare schemes for

Teaching	Cooperative loan, S.B. fund,
Non teaching	Winter dress, Staff welfare recreation, medical expenses.
Students	Free aid, book grant, and different scholarships granted by Govt. of W.B.

#### 6.5 Total corpus fund generated

#### 6.6 Whether annual financial audit has been done

Yes

☐

No

☒

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	X	Yes	Principal
Administrative	No	X	Yes	Principal

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

For UG Programmes      Yes ☐      No ☒

For PG Programmes      Yes ☒      No ☐

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

It is upto the University of Calcutta to make the reforms.  
College has no role to play in this.

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

The University makes such efforts when the affiliated college applies for autonomy.

6.11 Activities and support from the Alumni Association

Till date College has an informal Alumni association called PURBATANI. Attempts are being made to form a registered association.

6.12 Activities and support from the Parent – Teacher Association

No parent-teacher association. Parents are given feedback through parent-teacher meeting.

6.13 Development programmes for support staff

Staff cooperative, Staff Benevolent fund.

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

Covered bins, garden with medicinal plants, use of CFL & LED lamps, solar heating system in Hostel, hazardous waste management minimized, e-wastes given to authorized recyclers for disposal and so on.

## Criterion – VII

### 7. Innovations and Best Practices

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

1. Health camps organized to determine blood group and general health check-up.

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

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

1. Aparajita—In Raja Rammohan Roy Memorial Museum, a vocational training centre for college students and local ladies on art and crafts and yoga.
1. NSS

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

7.4 Contribution to environmental awareness / protection

1. Compulsory Environmental Science paper studied by all students make them aware.
2. Energy saving CFL, LED lamps in New Building.
3. Solar heater in girls' hostel.
4. Air conditioners used at a fixed higher mode to reduce emission of 'Green House Gases'.
5. Dead leaves waste paper thrown in Kolkata Municipal Corporation vat and not burnt.
6. College campus 'No plastic' and 'No smoking' zone.

7.5 Whether environmental audit was conducted?

Yes

No

✓

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

## 8. **Plans of institution for next year**

To appeal to local authorities to declare surrounding roads 'NO HORN' zone.

Name SHANTANU DAS

Name SASWATI SANYAL

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\*\*\*

## **Annexure I**

### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme

SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

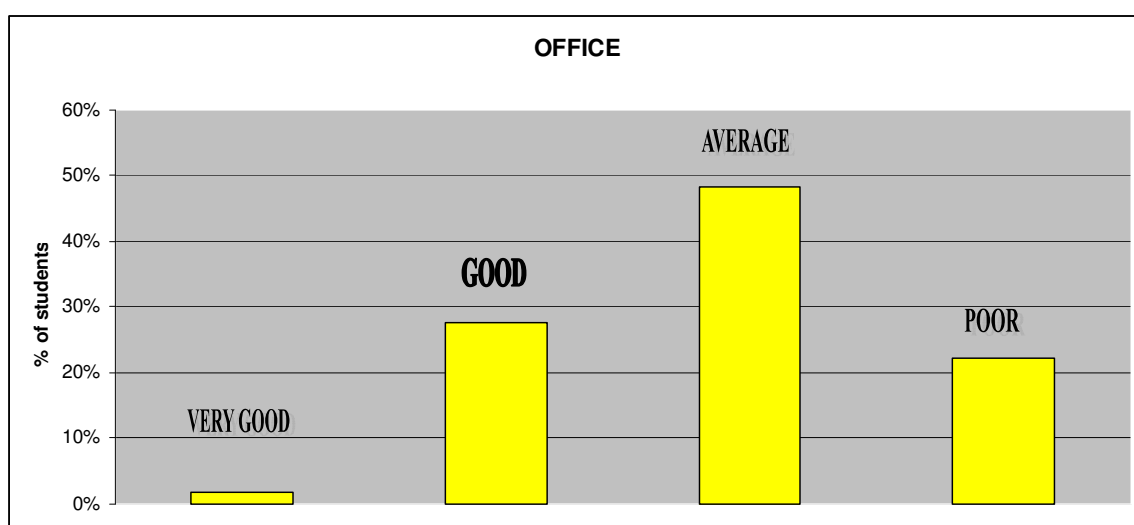
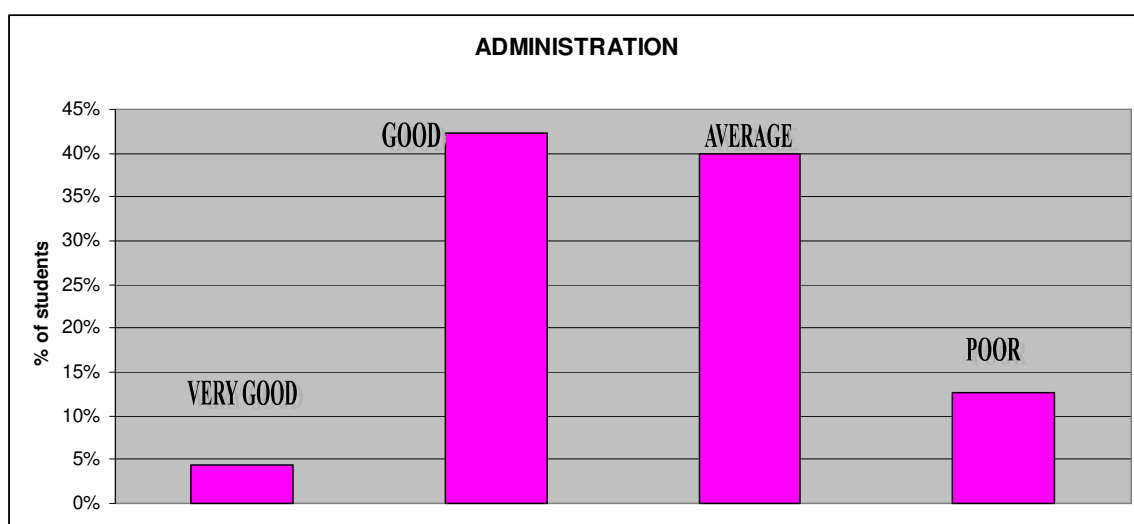
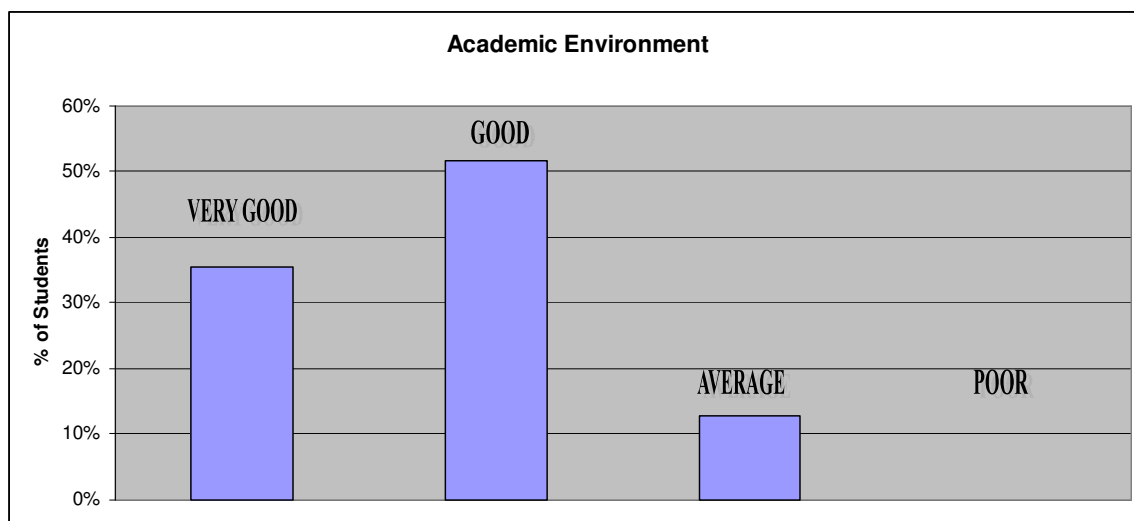
\*\*\*\*\*

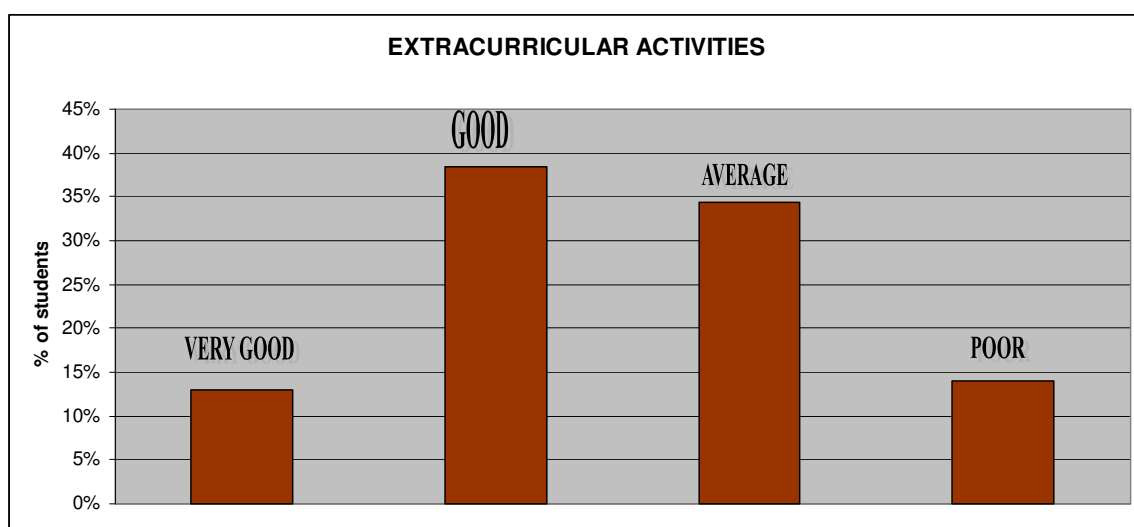
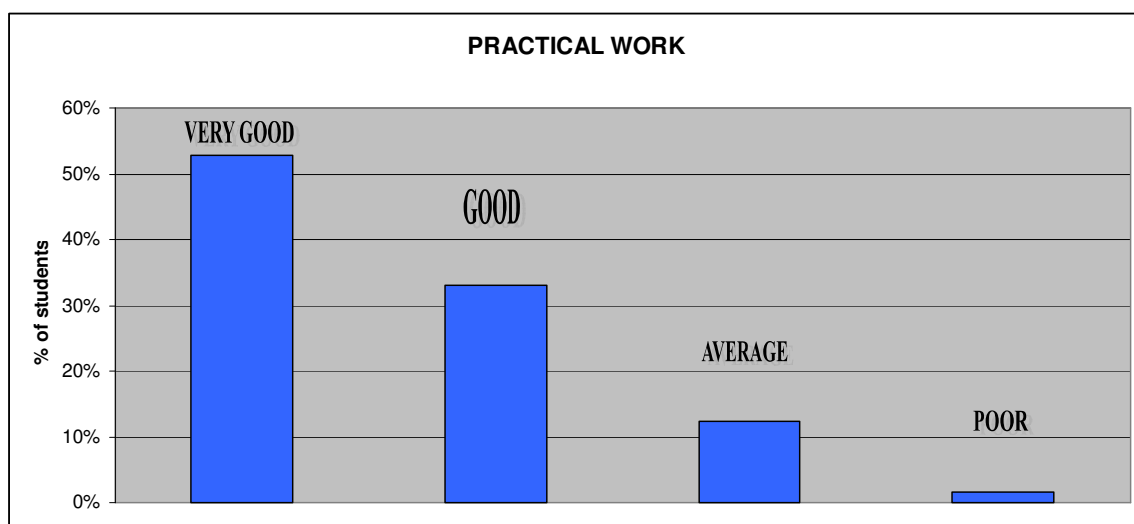
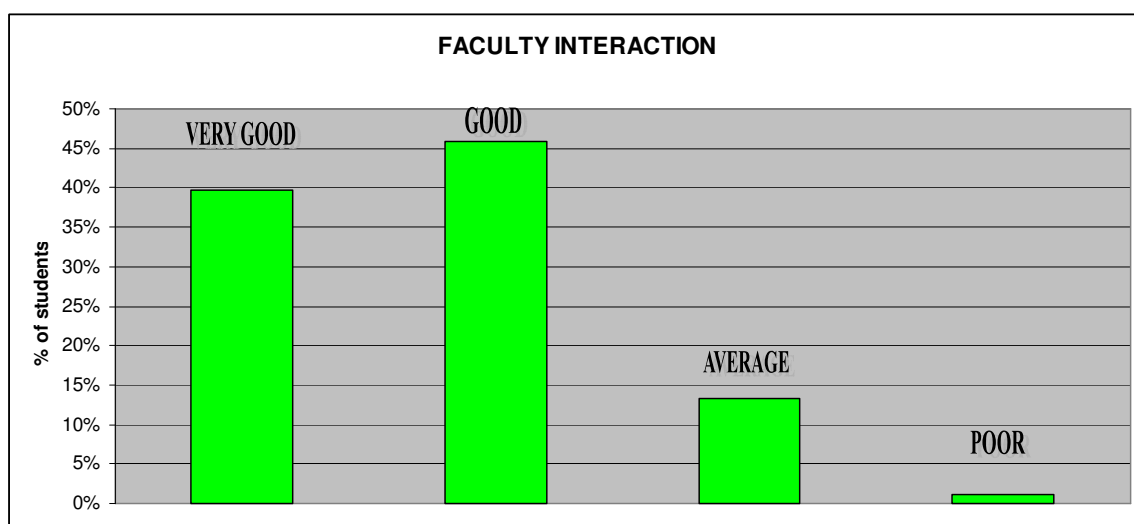
## Annexure I

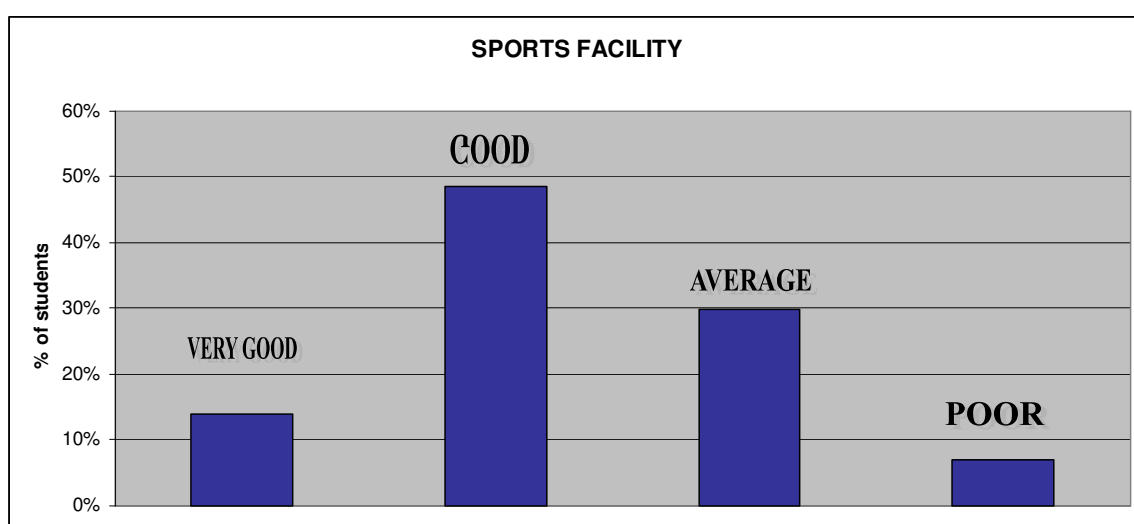
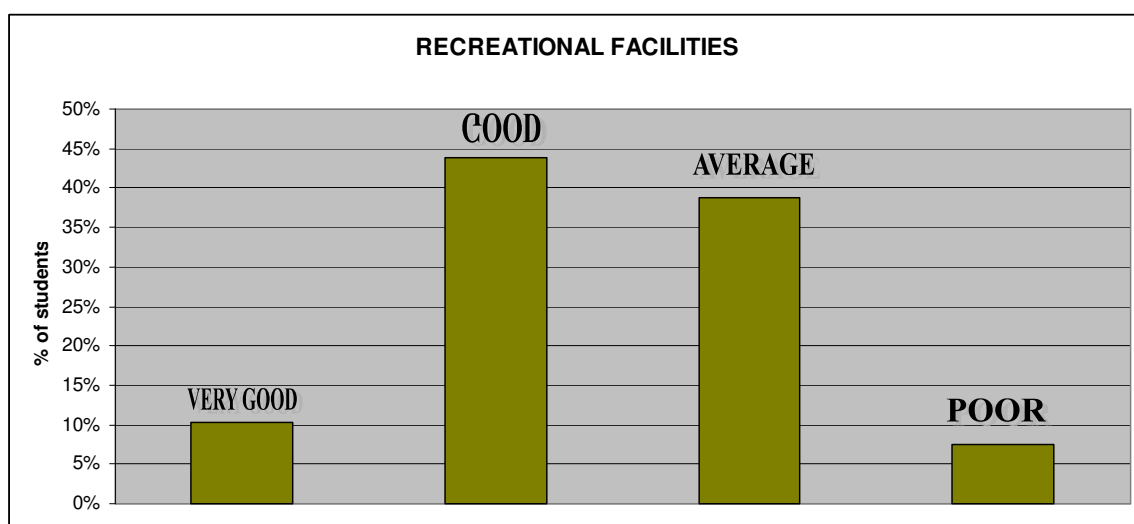
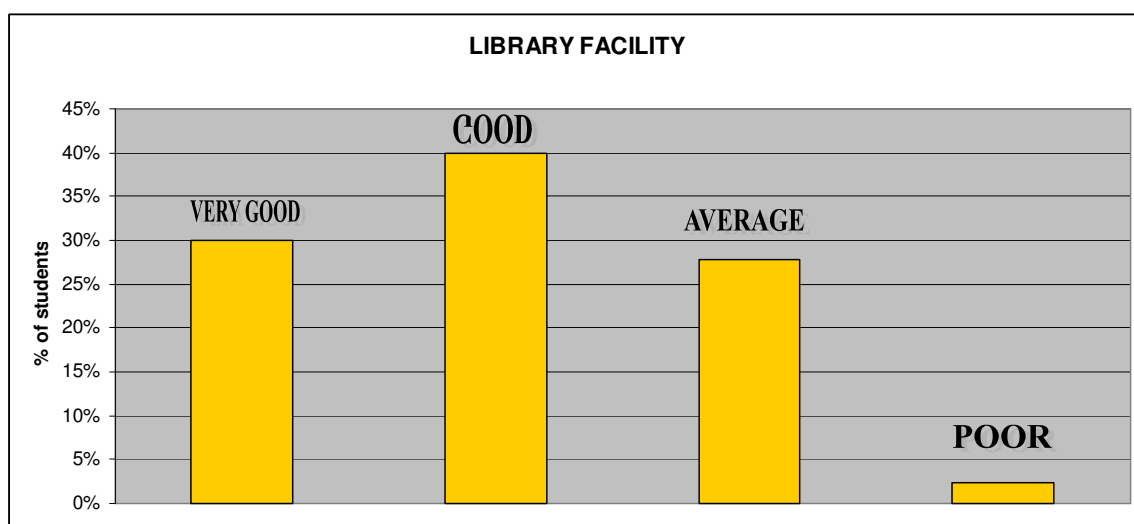
### ACADEMIC CALENDER OF RAMMOHAN COLLEGE 2014

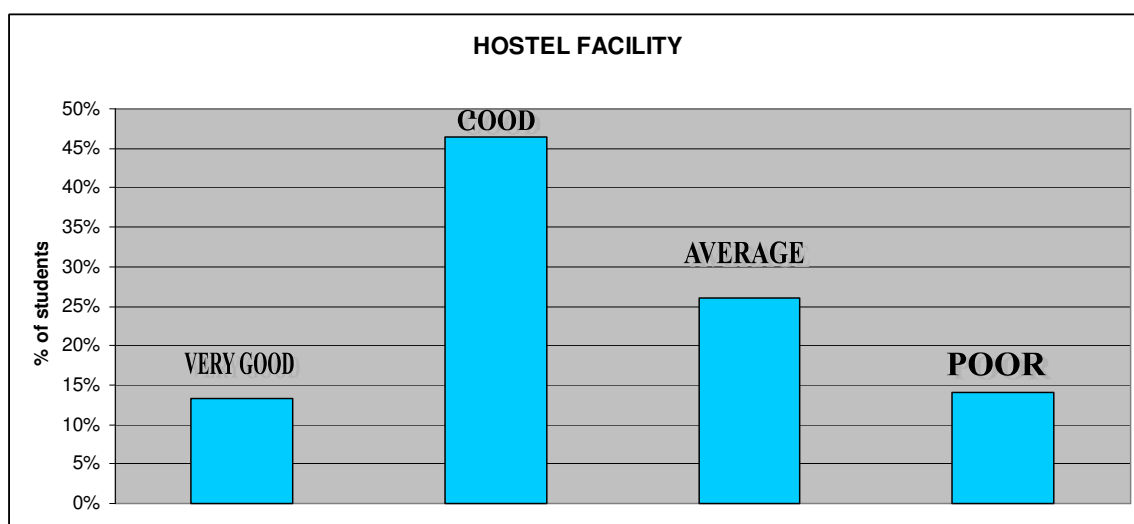
- 2014 July – Commencement of new session.
- Fresher's Welcome before Puja Vacation.
- Teacher's Day celebration – 5th September.
- Prize Distribution before Puja Vacation.
- Annual Sports December / January.
- Departmental Programmes, Seminars as and when scheduled.
- Mid Term Test for all years (B.A./B.Sc./B.Com.) – November.
- College Social by January.
- Selection Test for 3rd year students (B.A./B.Sc./B.Com.) – January.
- Selection Test for 2nd year students (B.A./B.Sc./B.Com.) – February.
- Selection Test for 1st year students (B.A./B.Sc./B.Com.) – March.
- Observation of Youth Day by N.S.S. – 12th January.
- Celebration of "*Matribhasa Dibas*" – 21st February.
- Parents-Teachers Meeting schedule – December - March.
- Re-union in March.
- Celebration of "*Rabindra Jayanti*".
- 22nd May Raja Rammohun Roy's Birthday celebration.
- Observation of World Environment Day by N.S.S. – 5th June.
- June : Admission process (starting soon after publication of H.S. result).
- Class Tests and Tutorials (as per departmental decision and convenience).

## **Annexure II**









# REPORT AND ACCOUNTS

OF – APARAJITAA  
(A unit of Raja Rammohan Memorial Trust)  
85A, Raja Rammohan Sarani, Kolkata – 700 009

FOR THE YEAR ENDED 31.03.2014

**M/S D.DAS & KAMALUDDIN**  
CHARTERED ACCOUNTANTS  
81/2/7, Phears Lane,  
2<sup>nd</sup> Floor, Room No-2/1  
KOLKATA-700009  
PHONE NO. – 2236 0488 / 3295 2875  
FAX NO. – 4007 8145  
E-mail: ddaskamaluddin@gmail.com



*D. Das & Kamaluddin*  
Chartered Accountants

**INDEPENDENT AUDITORS' REPORT**

To  
The Members

**REPORT ON THE FINANCIAL STATEMENTS:**

We have audited the accompanying financial statements of **APARAJITAA (A Unit of Raja Rammohan Roy Memorial Trust)** which comprise Balance Sheet as at 31<sup>st</sup> March '2014, Income & Expenditure Account & Receipts & Payments Accounts for the year ended on that date a summary of significant accounting policies & other explanatory information.

**Management's Responsibility for the Financial Statements:**

Management is responsible for the preparation of these financial statements that give a true fair view of the financial position and financial performance of the Association. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements that give a true & fair view and are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility:**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amount and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institution's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basic for our audit opinion.

**Opinion:**

In our opinion and to the best of our information and according to the explanations of us, the financial statements of **APARAJITAA (A Unit of Raja Rammohan Roy Memorial Trust)** for the year ended on that date are prepared, in all material respects, in accordance with the West Bengal Society Act, 1961.

Kolkata

The 26<sup>th</sup> day of Feb., 2015.

For D. Das & Kamaluddin  
Chartered Accountants  
FRN: 324916E



(SK. Kamaluddin)  
Partner  
M.No-058107

81/2/7, Phears Lane, 2nd Floor,  
Room No. 2/1, Kolkata - 700012  
E-mail : ddaskamaluddin@gmail.com  
Phone : (033) 2236 0488 /3295 2875  
Telefax : 4007 8145

Branch : Tamluk  
Vill-Town Shankarara,  
Purba Midnapur - 721636

APARAJITAA  
(A Unit of Raja Rammohan Roy Memorial Trust)  
85A, RAJA RAMMOHAN ROY SARANI,  
KOLKATA - 700009  
**Balance Sheet as on 31.03.2014**

Liabilities	Amount (₹)	Amount (₹)	Assets	Amount (₹)	Amount (₹)
<b>General Fund</b> (As per last A/c)	178,222.00		<b>Fixed Assets</b>		
Less : Excess of Expenditure Over Income	3,476.00	174,746.00	Sewing Machine	6,400.00	
			As Per last A/C	960.00	5,440.00
			Less : Depreciation		
<b>Current Liabilities</b>			<b>Almirah</b>		
Liabilities for Expenses	8,000.00		As Per last A/C		
Audit fees for 2012-13	3,000.00		Add : Purchases during the year	4,600.00	
Audit fees for 2013-14	3,000.00			4,600.00	
Professional Charge for 2012-13	2,000.00	16,000.00	Less : Depreciation	460.00	4,140.00
			<b>Fixed Deposit with SBI, Amherst</b>		
			As Per last A/C	110,000.00	
			Add : Accrued Interest	10,291.00	120,291.00
			<b>RECEIVABLE from</b>		
			R.R.R Memorial Trust		
			(As per Last A/C)	45,197.00	
			Add : Receivable during the year	45,197.00	
				3,000.00	42,197.00
			Less : Received during the year		
			<b>Cash in hand</b>		
			(Certified by the Secretary and Treasurer)		1,317.00
			<b>Cash at Bank</b>		
			SBI, Amherst, A/C No-31077446693		17,361.00
		<b>190,746.00</b>			<b>190,746.00</b>

Signed in terms of our attached report of even date

**For D. Das & Kamaluddin**  
Chartered Accountants  
FRN : 324916E



(Sk. Kamaluddin)  
Partner  
M.NO.: 058170

Place : Kolkata

The 26th day of Feb, 2015.

**APARAJITAA**  
Rita Biswas  
Secretary

**APARAJITAA**  
Treasurer

**APARAJITAA**  
Nandita Das Gupta  
President

**APARAJITAA**  
(A Unit of Raja Rammohan Roy Memorial Trust)  
85A, RAJA RAMMOHAN ROY SARANI,  
KOLKATA - 700009

**Income and Expenditure for the year ended on 31.03.2014**

Expenditure	Amount (₹)	Amount (₹)	Income	Amount (₹)	Amount (₹)
To Salary to Staff		29,800.00	By Collection from student Fees		
" Printing & Stationery		892.00	& Donation :		
" Washing & Cleaning Expenses		865.00	(As per Annexure-A)		33,700.00
" Conveyance Expenses to staff		7,520.00	" Accrued Interest on FD		10,291.00
" Society Registration Renewal Fees		375.00	" Interest from Bank		1,255.00
" Office Expenses		350.00			
" Depreciation on Fixed Assets		1,420.00			
" Excursion Expenses		2,000.00			
" Other Expenses		2,500.00			
" Audit Fees for 2013-14		3,000.00			
			" Surplus (Excess of Expenditure over Income)		3,476.00
		<b>48,722.00</b>			<b>48,722.00</b>

Signed in terms of our attached report of even date

Place : Kolkata

The 26<sup>th</sup> day of Feb, 2015.



**For D. Das & Kamaluddin**  
Chartered Accountants  
FRN : 324916E

(Sk. Kamaluddin)  
Partner  
M.NO.: 058107

**APARAJITAA**  
*Rita Biswas*  
**Secretary**

**APARAJITAA**  
*Pranab*  
**Treasurer**

**APARAJITAA**  
*Nandita Das Gupta*  
**President**

**APARAJITAA**  
(A Unit of Raja Rammohan Roy Memorial Trust)  
85A, RAJA RAMMOHAN ROY SARANI,  
KOLKATA - 700009

**Receipts and Payments for the year ended on 31.03.2014**

Receipts	Amount (₹)	Amount (₹)	Payment	Amount (₹)	Amount (₹)
<u>To Opening Balance</u>			<u>By Salary to Staff</u>		29,800.00
" Cash at Bank		30,706.00	" Printing & Stationery		892.00
(SBI, Amherst Branch, A/C No.-31077446693)			" Washing & Cleaning Expenses		865.00
" Cash in hand		419.00	" Conveyance Expenses to staff		7,520.00
" Collection from Student Fees & Donation :			" Society Registration Renewal Fees		375.00
(As per Annexure-A)			" Excursion Expenses		2,000.00
" Interest from Bank		33,700.00	" Office Expenses		350.00
" Received from R.R.R Memorial Trust		1,255.00	" Almira Purchases		4,600.00
		3,000.00	" Other Expenses		2,500.00
			" Outstanding Salary Payment for 2012-13		1,500.00
			<u>By Closing Balance</u>		
			" Cash at Bank		17,361.00
			(SBI, Amherst Branch, A/C No.-31077446693)		
			" Cash in hand		1,317.00
			(Certified by the Secretary and Treasurer)		
		<b>69,080.00</b>			<b>69,080.00</b>

Signed in terms of our attached report of even date

Place : Kolkata

The 26/11 day of Feb, 2015.



**For D. Das & Kamaluddin**  
Chartered Accountants

FRN : 324916E

(Sk. Kamaluddin)  
Partner  
M.NO.: 058107

**APARAJITAA**

*Rita Biswas*  
**Secretary**

**APARAJITAA**

*Dr. Gupta*  
**Treasurer**

**APARAJITAA**

*Nandita Das Gupta*  
**President**

**APARAJITAA**  
(A Unit of Raja Rammohan Roy Memorial Trust)  
85A, RAJA RAMMOHAN ROY SARANI,  
KOLKATA - 700009

Collection of Society :-

Annexure-A

Particulars	Amounts Rs.	Amounts Rs.
<b>Fees Collection :-</b>		
<u>From April'13 to July'13</u>		
Admission Fees	Nil	
Student Fees	10,900.00	
<u>For the session from August'13 to Mar'14</u>		
Admission Fees	8,000.00	
Student Fees	12,000.00	
<b>Donations Received</b>		30,900.00
Donation received from members (Rs. 200x5)		1,000.00
<b>Sale of Handicraft to Guests :-</b>		1,800.00
<b>Total</b>		<b>33,700.00</b>



**APARAJITAA**  
*Rita Biswas*  
Secretary

**APARAJITAA**  
*Dr. P. K. Das*  
Treasurer

**APARAJITAA**  
*Nandita Das Gupta*  
President

APARAJITAA  
(A Unit of Raja Rammohan Roy Memorial Trust)  
85A, RAJA RAMMOHAN ROY SARANI,  
KOLKATA - 700009  
[GENERAL]

Year - 2013-2014

ACCOUNTING POLICIES AND NOTES ON ACCOUNTS

**A ACCOUNTING POLICIES**

- 1) The Accounts are prepared on Cash Basis.
- 2) Fixed Assets has been accounted for at actual cost plus incidental Cost.
- 3) Depreciation has been provided on the following rates :

<u>Name of the Assets</u>	<u>Rate of Depreciation</u>
Sewing Machine	15%
Almirah	10%

**B NOTES ON ACCOUNTS**

- 1) Cash - in - hand at the year end of the Society has been physically verified and certified by the Secretary and Tresurer of the Trust.
- 2) Fixed Assets of the Society have been physically verified and certified by the Secretary of the Trust.



APARAJITAA  
*Rita Biswas*  
Secretary

APARAJITAA  
*Prabha*  
Treasurer

APARAJITAA  
*Nandita Das Gupta*  
President

Enclosure : 3

**A PROJECT  
For  
VOCATIONAL TRAINING PROGRAMME  
For Women**

Submitted by  
Raja Rammohun Roy Memorial Trust  
85 A, Raja Rammohan Sarani  
Kolkata-700009

**Reg. No. 1547 dt. 30.4.2003**  
(Registered under the Indian Registration Act)

**E-mail id:** [dipti\\_basu@rediffmail.com](mailto:dipti_basu@rediffmail.com)

**Telephone No:** 2360-5122

**Project Title:** “APARAJITA”

**Address:** 85 A, Raja Rammohan Sarani,  
Kolkata-700009  
(Formerly the family residence of Raja Rammohun Roy)

**Rationale:**

Rammohun Roy's crusade against the practice of “Sati” is well known in History, but that was only one aspect of the entire gamut of his thoughts and actions on the betterment of the situation of women in 19<sup>th</sup> century in India, which encompassed aspects ranging from education to inheritance to remarriage.

The situation of women in our country has not changed much since then. Along with their male counterparts, they also require some training programmes that would give them economic and social security.

Hence our venture to introduce some such programmes that will contribute to the self-reliance of women in our society, and thereby, not only lead to a national development, but also be a befitting tribute to the memory of Raja Rammohun Roy.