The Format for Annual Assurance Report (AQAR) of the IQAC

Name of the College: …ULUBERIA COLLEGE…………………………………………………………………………

Name of the Affiliating University: ……CALCUTTA UNIVERSITY……………………………………………….

Year of Report: ……Session 17-18

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

PLAN OF ACTION.	ACHIEVEMENT
i. Introducing On-Line Feedback system for all the stakeholders of the College.	i. We have been succeeded in this endeavour and the On-Line Feedback system for the students, teachers, guardians and alumni has been introduced in this academic year.
ii. Organizing Seminars regarding career and psychological counselling for the students	**ii.** This year we have successfully organized seminars on career counselling. We have also arranged examination related stress management seminar for the students.
iii. . Organizing Special Class by inviting faculty members from different Academic Institutions.	iii.Departments like Mathematics and Philosophy have arranged special classes by inviting faculty members from other Colleges.
vi. Organizing Inter- Disciplinary Classes by involving the Teachers of other Department	vi. Department of Philosophy and Department of English have arranged two Inter-Disciplinary Classes and the students enjoyed the classes.
v. Introducing Post Graduate (Regular) Course in Mathematics and Bengali under the University of Calcutta.	v. Our goal of introducing Post Graduate (Regular) Course has been successful. University of Calcutta has given permission and from the Academic Year 2018-19 Post Graduate (Regular) Course in Mathematics and Bengali will be starting and the admission process has already been

	started.
vi. We have a plan to organize some UGC sponsored Seminars in this academic year.	vi. Unfortunately we have not been able to organize such seminars, though different Departments have organized academic seminars in collaboration with other academic institutes. (See Annexure no: 2)
vii. We have planned to make some infrastructural developments for carrying out academic activities.	vii. We have successfully implemented the plan. A three-storied building has been built in between Administrative building and Botany Department. A spacious practical room for Botany and two rooms for Department of Microbiology have been assigned. An auditorium, Medical Check-up Room, Notice Room etc have been built. An extension building adjacent to Boys' Hostel is under construction.

Section B: Details in respect of the following (attach separate sheet).

1. Significant Activities and contributions made by IQAC keeping in mind the goals and objectives of the college

   i. **In order to enhance the quality of teaching and learning** IQAC has arranged the following things:

   a) Like the previous years' this year also IQAC has directed the faculty members to arrange special classes (Remedial Coaching Classes) for the academically backward students. Special coaching classes have also been arranged by different Departments for the meritorious students. All these classes are arranged after Test Examination of the students of each year. Seven smart classes have been introduced since the academic year 2016-17.

b) In this academic session (2017-2018) also all the Departments, being directed by IQAC, have arranged meetings with the guardians of the students who have failed in their Pre-Final Part 1 Test Examination and as per their request supplementary examination was also held. Students,

who were unable to secure 40% marks in supplementary test, are not sent up for their Final University Examination. And this decision has been taken along with the Teachers' Council, Students' Union and Guardian Forum. Not only that, this year we have also disallowed some students of the final year for their lack of required percentage.

c) In this academic year IQAC has introduced **On-line Feedback System** for Students, Teachers, Guardians and Alumni.

ii. **In order to enhance Student Support Services** IQAC has taken the following steps:

a)Since few years back IQAC has introduced mass SMS to the students conveying information regarding all sorts of academic activities like examination, deposition of fees, admit card and mark sheet distribution, dates of academic and carrier counselling etc.

b) We have made a MOU with **Excell Mediskill Private Ltd** and along with them IQAC has arranged short-term courses on i) Modern Office, ii) Computer Hardware, iii) Beautician course, and iv)A. C. Repairing.

c) IQAC has given permission to INFINITY, a local Institution, to conduct Communicative English classes for the students and two short courses on this has been successfully organized. We will introduce another course this year.

d) This year IQAC has given permission to **Consulting Learning and Development Private Limited** to organize some short courses on i) Small/ Back Office Coordinator and ii) Banking Associate.

e) To cap it all, this year Government of West Bengal has chosen our College for establishing a centre for Skill Development under the scheme of "Swarojgar Yojona (WBSWA)" in collaboration with TATA STRIVE and BHARAT CHAMBERS OF COMMERCE. The project will start soon.

iii. **In order to enhance Health awareness as well as Social Commitment** IQAC has started Thalasemia Screening Camp for the students since last 4 years. This year we have also organized camp on Thalasemia Screening Test. NSS has also organized health awareness camp with experienced doctors at Banibon Panchayet area, an adopted village of our College NSS.

iv. This year the **Student Counseling Cell of IQAC has organized** a special seminar on Management of Examination Related Stress keeping in view the anxiety and tension regarding examination prevailing among most of the students. The renowned Psychologist, Dr. Anuttama Banerjee came to share her views with the students on 09.04.2018 and she talked on "**Management of Failure**". The talk was very much beneficial for the students and in the interactive session students actively participated in the seminar.

v. This year IQAC has arranged Tagore's Birth Anniversary programme in a rather elaborate way. Students as well as the Teachers participated in the programme and we enjoyed a colourful cultural function.

2. New academic programmes initiated (UG and PG)

In this academic session (2017-18) Education and Microbiology have been introduced as Pass subjects. Postgraduate course in Mathematics and Bengali will start from 2018-19 Session From this Academic session (2017-18) Morning Section exclusively for Girl students has been started.

Post Graduate Regular Course in Mathematics and Bengali (under Calcutta University) has been sanctioned and Classes will start from the Academic session 2018-19.

3. Innovations in curricular design and transaction:

Regarding Curricular Design College has no role as it is done by the Mother University.

4. Inter-disciplinary programmes started:

From this Academic Session we have arranged some interdisciplinary classes where Faculty members of different discipline take classes of the students belonging to other discipline**.**

5. Examination reforms implemented:

We have to abide by the guidance of Calcutta University Statute regarding Examinations, but we have implemented 'Class Test', 'Surprise Test' etc for evaluating the students' academic progress.

In this academic year (2017-18) Calcutta University organized workshops on every subject regarding newly introduced CBCS (Choice- Based Credit System) and one or two faculty members of every Department joined the workshop.

6. 5 students have qualified for NET in this year. (As per the information we so far have got)

7. Initiatives undertaken towards faculty development: NA.

 (**College cannot organize any such programme. But faculty members can join the Refresher/ Orientation Program under FIP organized by any University.**)

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	04
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.*	
Others	

- In this academic year (2017-18) Calcutta University organized workshops on every subject regarding newly introduced CBCS (Choice- Based Credit System) and one or two faculty members of every Department joined the workshop.

8. Total number of seminars/workshops conducted:

Seminars/ Workshops organized organized by Departments

i. One Day State Level Seminar on **"Relevance of Buddhist Teachings in Today's World",** organized by **Department of Philosophy** in Collaboration with **ICPR Centre For Buddhist Studies, Jadavpur University** on 27.03.2018.
ii. Annual Seminar: 2017 on **"Phenomenal Woman Scientist: Professor Asima Chatterjee",** organized by **Department of Chemistry** on 08.12.2017.
iii. Departmental Seminar organized by **Department of Political Science** on **"Right to Information**" on 16.11.2017.
iv. Departmental Seminar organized by **Department of Sanskrit** on " **Karya-Karana Bhava**" on 15.11.2017.
v. Student Seminar organized by **Department of Bengali** on **" Modhyoyuger Sahitya: Fire Dekha"** on 03.03.2018.

vi. Special Lecture organized by **Department of Zoology** on "**Spectroscopy Based Identification of Indigenous Darjeeling Tea Plants"** on 21.04. 2018.

vii. Field-based Workshop organized by **Department of Zoology** on **"Hypophysation Tecnique of Indian Major Carps for the Development of Fisheries"** on 10.05.2018.

Seminars/ Workshops organized organized by IQAC

i. Counseling Seminar on "**Management of Failure**" for the Final Year Students. Resource person: **Dr. Anuttama Bandyopadhyaya**; Practitioner Psychotherapist.

ii. A Seminar on "Matri Bhasa Divas" in collaboration with Bengali Department and NSS.

iii. Counseling Programme on "**Carrier options in Cost Accountancy**";

iv. **"Job Fair**" was organized in collaboration with EXCel Medi Skills Pvt Ltd-a partner of Uluberia College Skill Development Programme;

v. A Skill Development Programme on " **Beautician and make-up artist**" ;

vi. A Skill Development Programme on "**Tally ERP9**";

vii. A Skill Development Programme on " **Communicative English**";

viii. Workshop on "**College Automation System**" for non-teaching staff of the College;

ix. Workshop on **"Choice Based Credit System**" for Teaching Staff.

9. Research projects a) Ongoing; b) Completed: **a) 01; b) Nil**

10. Patents generated, if any: Nil

11. New collaborative research programmes:

***Collaboration with 'S.N. Bose Institute: Centre of Basic Science'** has been made from the academic Session 2016-17 for carrying out research work under BOOST.

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

Nature of the Project	Number	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects (Completed)					
Minor project(Ongoing)	1	02	UGC	2.45 Lakh	1.40 Lakh
Minor Projects (completed)					
Interdisciplinary Projects					

Industry sponsored					
Projects sponsored by the University/ College					
Students research projects *(other than compulsory by the University)*					
Any other(Specify)					
Total					

13. Details of research scholars: NA

14. Citation index of faculty members and impact factor: Impact Factor 0-5

15. Honours / Awards to the faculty: National and International :   Nil

16. Internal resources generated

17. Details of departments getting assistance/recognition under SAP/COSIST(ASSIST)/DST, FIST, and other programmes: Nil

18. Community services:

The NSS arranged a **'Swaachh Bharat Mission**'programme in the college on 26.08.2017 (Saturday) . A rally also has been arranged from Uluberia Court to Gangarampur to increase the awareness of '**Clean India'** among the people of the locality.

NSS arranged an awareness programme on **Dengue & Chikungunya** on 01.11.2017.

The NSS along with Student Union of the college also arranged a **Blood Donation Camp** on 02.12.2017. Approximately 40 students donated blood.

Programme on the **Spreading of AIDS awareness** among the school children & the local people at Banitabla.

Awareness program of Thalasemea among the students & the local people was conducted by K.K Chatterjee Memorial Association.

A discussion on Oral health & free checkup of eye & oral health were conducted by the K. K. Chatterjee Memorial Association .

Program of tree plantation along with preservation of the earlier plantation was conducted.

19. 2 Assistant Professors have been newly recruited; 4 Guest Faculties and 5 casual nonteaching staff have been recruited. 1 Asst Prof has resigned and 1 retired.

20. Teachers 41 : Non teaching staff 29

Teaching 37 (Substantive post) : Nonteaching 29 (permanent)

Teaching 26 (non-substantive): Nonteaching 27 (Casual)

21. Improvements in the library services

(i) Introduced ENLIST since 2012 for online search for E-journal.

(ii) Introduced OPAC (Online Public Access Catalouge) since 2014 January.

(iii) Open Access system has been introduced since 2014.

(iv) Identification of Best Reader to motivate the students.

(v) This year Air-Condition Machine has been installed in the Library for the convenience of students and staff.

(vi) Automation and security System has been introduced in the Library from the session 2015-16.

22. New books/ journals subscribed and their value:
  Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12,617 (since March, 2017)	Rs.19,88, 972	960 in 2017-18 session	Rs. 2,61,651	13,577	Rs. 22,50,623
Reference Books*						
e-Books						
Journals	28	36,210	0		28	36,210
e-Journals						
Digital Database						
CD & Video						
Others (specify)						5900 for N-LIST+ 4200 for Pest Control

*Only 10% books are reference books. As most of our students come from BPL class we have to purchase plenty of Text books.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:
From this academic year Online Student Feedback System has been introduced in all courses.

24. Feedback from stakeholders: Feedback from different stakeholders likestudents, Guardians, Teachers, Alumni etc are taken.

25. Unit cost of education: a) Including salary component: 11,503.201

b) Excluding salary component: 3108.349

 26:   Computerization of Administrative works and Admission Process have been introduced.

27. This year a new Three-storied building has been constructed. Another Building is near completion and the construction of one more building has been sanctioned.

28. Technology upgradation

	Total Computers	Computer Labs	Internet	Browsing Centres	Office	Depart-ments	Others
Existing	95	14	All computers	17	16	36	10
Added	01	01	00	01	00	01	00
Total	96	15		01	16	37	10

29. Computer and internet access and training to teachers, non-teaching staff and students

This year total 20 students of our college have been given computer training by the Computer Centre inside the college campus under subsidized rate.

Workshop on "**College Automation System**" for non-teaching staff of the College has been conducted.

30. Financial aid to students: Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	305	2,07,383
Financial support from government	1144	*
Financial support from other sources		
Number of students who received International/ National recognitions		

* Total amount cannot be mentioned as the amount is directly credited to the students' individual Bank Account through NEFT.

Total 305 students have been given Financial aid from the College fund (Cost: 2,07383) and **total 1144** students got Financial aid from Government. Total amount cannot be mentioned as the amount is directly credited to the students' individual Bank Account through NEFT

31. Activities and support from the Alumni Association

Every year in collaboration with Alumni Association College organizes prize distribution ceremony for appreciating and encouraging the academic excellence of the students in their university exams. Some of the alumni of our college have contributed lump some money for giving financial support to the meritorious but financially weak students. Besides these, college exploits the expertise of some of its alumni in different fields.

32. Activities and support from the Parent-Teacher Association

We have no formal parent teacher association but the guardians are very much supportive. Every year IQAC arranges guardians' meeting to collect feedback from them in academic as well as in other spheres for the benefit of the institution.

33. Health Services:

Every year **Thalasemea screening test** is organized for the student and staff in collaboration with Uluberia General Hospital.

NSS unit of the College organized **health check up camp** for the students.

34. Performance on sport activities:

Karate has been introduced in our institution where the students especially the girl students are very much interested. In 24th December 2017, 23 students participated in State Level Karate Tournament and got 7 Silver and 14 Bronze Medals. On 24th-26th May, 2018, 10 Students participated in International Karate Tournament and got 3 Gold, 2 Silver and 5 Bronze Medals.

35. Incentives to outstanding sportspersons:

In order to motivate the outstanding sport persons College waves their fees.

36. Student achievements and awards: Total 42 students of different Honours departments have got 1st class the Final University Examination,2017 and have been felicitated by the College.

37. Activities of the Guidance and Counselling unit**:**

  Seminars on Career Counseling have been organized in this Academic year and "*Job Fair*" was organized in collaboration with Excel Medi Skills Pvt Ltd-a partner of Uluberia College Skill Development Programme.

38. Placement services provided to students: Placement Service has been provided to the students through Job Fair and Skill Development training.

39. Development programmes for non-teaching staff:

Workshop on "*College Automation System*" for non-teaching staff of the College has been organized.

40. Good practices for the institution

i**.** Yoga classes for students and staff are arranged on regular basis. We often arrange classes by inviting resource persons to boost up the moral responsibility of the students.

ii. Special classes are arranged for the Honours students by inviting resource persons from another Institution.

41. Linkages developed with National / International, academic /research bodies:

Linkage with local schools and Research Institute has been developed**.**

42. Action Taken Report on the AQAR of the previous year

The staff council (Principal, HODs, IQAC Team) conducted meeting to review the proposed annual plan for the previous year. Also Proposals are made regarding the annual plan for the new Academic Year 2017—18.

43. Any other relevant information the institution wishes to add.

The Students' Union takes initiatives in organizing General Assemblies to commemorate special events in the college and celebration of National and Religious Festivals, ie. Saraswati Puja, Viswa-Nabi-Divas, Rabindra-Jayanti, Bhasa-divas etc. Students belonging to different religion take part in Saraswati Puja and celebration of Viswa-Nabi-Divas which helps to create an atmosphere of religious tolerance in the mind of the local people. Student Union also plays vital role in conducting various cultural and talent oriented programs (Quiz, Debate, Music Competition etc). It also takes initiatives to publish college magazine where students contribute their creative writings.

Section C: Outcomes achieved by the end of the year (attach separate sheet if required).

i.   Successfully carried out the newly introduced programme of Morning Section for Girls
ii.   Construction of one three storied building,
iii.   Online Admission and Registration as well as online payment to the bank.
iv.   Students' Data-base regarding admission, result etc.
v.   We have made MOU with Excel MediSkill for successfully carrying out the career Counseling Programme for the placement of the students.

Section D: Plans of the college for the next year

    i.Renovation and up gradation of existing facilities

    ii. Introduce more skill development projects

    iii. Bringing new research project under BOOST involving students.

    iv. Introducing on-line examination system.

    v.Implementation and execution of newly introduced CBCS System in UG and PG in a better way;

    vi.Online evaluation of Students' Attendance;

    vii.Evaluation of answer scripts by software;

    vii. Introducing Learning management System for students.