



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	ULUBERIA COLLEGE
Name of the head of the Institution	Dr. Debashis Pal
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03326610332
Mobile no.	9830885918
Registered Email	uliberia_college@rediffmail.com
Alternate Email	debashispal60@yahoo.com
Address	Po: Uluberia, Dist: Howrah, PIN:711315, West Bengal.
City/Town	Uluberia
State/UT	West Bengal
Pincode	711315

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Semi-urban																
Financial Status			state																
Name of the IQAC co-ordinator/Director			Dr. Aditi Bhattacharya																
Phone no/Alternate Phone no.			03326610332																
Mobile no.			9830656487																
Registered Email			aditi_phil@yahoo.co.in																
Alternate Email			iqac.uluberia@gmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			https://uluberiacollege.in/uploads/1561552874.pdf																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			https://uluberiacollege.in/site/content/15																
5. Accrediation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>2</td> <td>B</td> <td>2.48</td> <td>2014</td> <td>20-Feb-2014</td> <td>20-Feb-2019</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.48	2014	20-Feb-2014	20-Feb-2019
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
2	B	2.48	2014	20-Feb-2014	20-Feb-2019														
6. Date of Establishment of IQAC			23-Jul-2007																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td>Financial audit, both</td> <td>23-Sep-2019</td> <td>7</td> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Financial audit, both	23-Sep-2019	7					
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Financial audit, both	23-Sep-2019	7																	

internal (by appointing external agency)and external (by Government agency) are conducted regularly last two years audit has been done	6	
IQAC submitted last AQAR to NAAC	13-Aug-2018 1	2
Meetings of IQAC are held regularly. All total five meetings have been held in this academic year 2018-19	06-Jul-2018 1	10
Meetings of IQAC are held regularly. All total five meetings have been held in this academic year 2018-19	04-Sep-2018 2	11
Meetings of IQAC are held regularly. All total five meetings have been held in this academic year 2018-19	08-Jan-2019 1	14
Meetings of IQAC are held regularly. All total five meetings have been held in this academic year 2018-19	09-Apr-2019 1	18
Meetings of IQAC are held regularly. All total five meetings have been held in this academic year 2018-19	06-May-2019 2	12
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

The Academic subcommittee of IQAC has convinced the Authority to appoint Guest Lecturers in all subjects and authority has engaged nearly 40 new Guest Lecturers to carry out our mission of Quality Teaching successfully.

In order to facilitate research projects under BOOST in this academic year Research Subcommittee of IQAC along with College authority has taken the necessary steps to build an Animal House in our campus. Accordingly, in March, 2019 we have built an Animal Facility House for the purpose of 'Small Animal Research for Education purpose, Research for Commercial purpose, Breeding for inhouse use' and it is registered under CPCSEA.)

This year we have introduced Compulsory basic Computer Training for the students of our General Stream.

This year we have initiated on-line Fees Collection from students.

On-Line cash transaction in Office has also been introduced in this year.

[View File](#)

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

Plan of Action	Achivements/Outcomes
viii. We have introduced Learning Management System for students from January 2019.	viii. LMS has been introduced from the month of January of this academic session
vii. Evaluation of answer scripts by software	vii. Calcutta University has not given permission for online evaluation of answer scripts'
vi. Online evaluation of Students' Attendance	vi. The process of introducing Online student Attendance is in pipeline.
v. Implementation and execution of newly introduced CBCS System in UG and PG	v. Successfully implemented CBCs from this academic year.
iv. Introducing online examination	iv. We have not been able to introduce

system	online examination system as yet.				
iii. Bringing new research project under BOOST involving students	iii. In this Session three projects have been sanctioned under BOOST for carrying out collaborative research work.				
ii. Introduce more skill development projects	ii. This year we have introduced in our campus Industry Intensive Skill Development Project by Indian Chambers of Commerce and Tata Strive under West Bengal Government Swarojgar Yojana Scheme.				
i. Renovation and up gradation of existing facilities	i. This year we have built another Three storied Building to accommodate the increasing number of Classrooms required to run smoothly CBCS system and to fulfil the demand of space for Chemistry Laboratory. The Girls' as well as Boys' Common Room have been renovated. We have also renovated our existing Auditorium and a new large Auditorium has been built.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> <tr> <td>Governing Body of the College.</td><td>22-Dec-2020</td></tr> </table>		Name of Statutory Body	Meeting Date	Governing Body of the College.	22-Dec-2020
Name of Statutory Body	Meeting Date				
Governing Body of the College.	22-Dec-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	05-Feb-2014				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	15-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	1. Admission - Institute MIS admission modules helps in admission process of all UG and PG students of the institution. It includes all sorts of admission formalities like a) Online filling up of admission forms, b)				

writing all the academic and other information on the form and c) Collecting program wise all the necessary information related to admission process. It also helps in making merit list as per the institute norms (determined by the Mother University) and on the basis of this merit list students are admitted in the Institution. 2. Entrance Examination for Students - Institute conducts Online Entrance Examination PG students as per the module set by Calcutta University. Result is also published through online and on the Basis of the score of the examination as per merit the final admission procedure is completed by the Institute. 3. Examinations - Through this module activities like collection and compilation of continuous Evaluation of internal and tutorial marks, end semester marks and submission of these to the University through University portal are conducted. Publication of the result is done by the University. 4. Attendance - Institute has an attendance module which helps in recording the attendance of all faculty members as well as nonteaching staff. Online recoding of student attendance is in the process. 5. Academic Activities - The information related to the students' roll numbers, their course details and other information regarding examination, other extracurricular activities etc are parts of MIS module. We send message to our students, faculties and other staff through SMS with the help of this module. This module also includes preparation and display of academic calendar and timetable. 6. Administrative activities - The day to day data related activities of the College office is conducted through this module. This module also helps in monthly salary payment of all employees of the institute. 7. Stores Management - This module helps in vendor registration, tender procedure and is used for procurement of consumables and equipments, the repair and maintenance of institute's infrastructure, receiving tenders, preparing comparative statements, preparing and placing orders and the necessary administrative approvals of the

procurement. 8. Fees Payment -Through this module the students can pay their annual tuition fee, examination fees and other required fees. 9. Cash Transaction-Using MS module all sorts of cash transactions are made. 10. Accounts and Finance - Institutes accounts and finance can run all its functions efficiently by using accounts and finance modules. 11. Leave Management - Through this module all faculty members of the institute apply for different types of leaves and for the approval of the same. College office can keep record of the total number of leaves taken by the faculty throughout the year. 12. Feedback system From this academic year we have introduced online feedback system. Feedbacks of students, guardians, alumni and teachers have been collected. 13. Learning Management System has been introduced in January 2019. Students upload their notes or projects in LMS. Teachers can upload questions, class notes etc for the students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

At the end of each Academic Session Principal along with IQAC calls a meeting with the members of Academic Subcommittee. In the meeting Principal requests, the Head of each Department to make a planning regarding the implementation of the assigned curriculum of each course. The syllabus has been predetermined by the Mother University and our task is to carry out the implementation of the syllabus in a most effective way. The Heads of the Departments are requested to sit with the colleagues of their respective departments to distribute the syllabus among them. In their departmental meetings each Department determines the work load as well as the syllabus assigned to each faculty member and use to keep records of it. Principal also requests IQAC Coordinator to make a Routine and an Academic Calendar for the new Academic Session by involving the Departmental Heads. (In this Session we had to make Routine keeping in view the requirements of CBCS as well as the Three years Degree Course as we have to carry out both the Courses simultaneously for the next two years.) The Routine of each Academic Session is uploaded in College website at the beginning of the Session so that it is available to the Faculty Members and the Students well in advance. Academic Calendar of each year is also uploaded in the website. At the beginning of new classes Teachers use to communicate their Students regarding the Distribution of Syllabus to make the students aware of their Syllabus well ahead. It is our intention to make the students well aware of their syllabus as well as to be acquainted with the teachers who are assigned to teach different portions of the syllabus. A library class is also assigned for each class in

the routine. In the Library class Library Staff use to orient the students regarding the usage of the Library as well as the Open Access system of the Library. Students find their necessary books lay in the Library racks ready for them and as they are already aware of the syllabus, they can easily choose the books they needed. At the first day of the commencement of their classes the students of each department are informed that they have to participate in Quiz Contest or Debates related to the curriculum or relevant topics. They are also being informed that besides University assigned examinations they also have to give Surprise Tests and Class Tests on their assigned curriculum. In this way the Institute wants to implement its curriculum planning as earnestly as possible.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Office Automation (6 Months)	Certificate Course	01/07/2018	2	focus on employability / entrepreneurship	Skill Development
Modern Office Management (6 Months)	Certificate Course	01/07/2018	2	focus on employability / entrepreneurship	Skill Development
Hardware (6 Months)	Certificate Course	01/07/2018	2	focus on employability / entrepreneurship	Skill Development
Air-condition Servicing (6 Months)	Certificate Course	01/07/2018	8	focus on employability / entrepreneurship	Skill Development
Banking Financial Services Insurance (6 weeks)	Certificate Course	23/08/2018	8	focus on employability / entrepreneurship	Skill Development
Asst. Electrician (15 weeks)	Certificate Course	18/09/2018	8	focus on employability / entrepreneurship	Skill Development
RAC Technician (19 weeks)	Certificate Course	22/10/2018	8	focus on employability / entrepreneurship	Skill Development
NIELIT "O" and "A" Level	Diploma Courses	01/07/2018	2	focus on entrepreneurs hip	Skill Development
Graduate Diploma in computer application	Diploma Courses	01/07/2018	2	focus on employability / entrepreneurship	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	Bengali	01/07/2018
MSc	Mathematics	01/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali, English, Sanskrit, History, Philosophy, Political Science, Economics, Education, Geography	01/07/2018
BSc	Mathematics, Physics, Chemistry, Botany, Zoology, Physiology, Computer Science & Micro-Biology.	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1623	20

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Karate	01/07/2018	33
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Know your Environment	1946
BSc	Know your Environment	318
BCom	Know your Environment	53
BEEd	School visit to find out Communication Problem in Students	47
BEEd	Designing Games & Exercises for Developing Language Skills	48
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Institute used to collect feedback from the final year students from 2006 onwards. But online feedback system has been introduced from this academic session. Feedback is collected from the students who give their feedback for all the theory and practical (if applicable) courses taught to them. The general assessment points of the feedback are based on question regarding syllabus, satisfaction concerning teaching methodology of each departmental teachers, their approachability and ability to teach, service of the college office and library, facilities available in the College campus etc. The College authority informs the teachers through the Academic Subcommittee regarding the feedback given by the students and they are being appreciated or warned accordingly. The teacher can assess her or his teaching ability and by utilizing this feedback from a positive point of view can work for the better interest of the student, and for the overall interest of the institution as a whole. Alumni Feedback is collected with a motto to make a continuous assessment of the total scenario of the College. We also want to involve them in our journey towards an overall improvement and we need their precious and concerned opinion in this regard. We feel that an alumnus always has a soft corner for her or his own institution and we want to exploit this involved feeling for the betterment of the College. Their feedback is thereby of an utmost necessity. We also analyze their feedback for the benefit of the institution. . The feedback from teachers highlights evaluation parameters in the form of subject knowledge, attitude, maturity, motivation, creativity, presentation skills and ability to get along with others. From the analysis of their feedback the College authority gets a birds' eye view regarding the total academic and administrative activities of the College. We collect feedback from the parents in the Guardians' meeting organized by the Department. Their feedback helps the Institute immensely to reorient the administrative, academic as well as the general ambience of the College. It also helps us to know our students better and help them to overcome the hurdles of their lives. Especially we can assess the financial, academic as well as cultural background of our students. Ours is an Institute situated in a semi-rural Muslim dominated area. Most of our students are first generation learners. Girl students from minority section are increasing day by day and in parent -teacher meeting we are surprised to note that the mothers of these students, who are mostly educated in Three Rs only, use to come and request us to help their wards to fulfil their dream of acquiring higher education for getting service. We feel this feedback from the parents, especially from their mothers is really valuable for our goal and objective. Not only that, from their feedback we also come to know that most of our students have to earn something to carry out their studies and some of them also have to support their family with their meagre earning. This helps us to take special arrangement (to help them from Student Aid Fund, or wave their Fees) for such students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
BA	Bengali (H)	220	806	195
BA	English(H)	178	412	133
BA	Sanskrit(H)	88	238	73
BA	History(H)	195	395	132
BA	Philosophy(H)	65	123	49
BA	Pol Science(H)	65	135	53
BSc	Mathematics(H)	50	104	34
BSc	Physics(H)	56	86	17
BSc	Chemistry(H)	68	127	32
BSc	Botany(H)	50	97	34
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3332	119	37	8	7

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
44	20	117	7	7	1

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Institute has a well- defined policy of mentoring newly admitted under graduate students. Students from various socio economical backgrounds, students from rural, semi-rural and urban regions use to take admission in this College. We feel that they need counselling and mentoring for being coped with the new system of studies and also with the new campus which is definitely different from the cosy environment of the School Campus. On the very first day of their entry into the College Campus Principal of the College use to address the newcomers giving them the basic information about the Institute, various courses conducted in the institute, relevance of these courses, career opportunity after completion of graduation etc. In the same session head of the departments also briefly introduce the students with their departmental teaching staff and inform them regarding their course work, laboratories (where it is applicable), curricular and extra-curricular activities, facilities and the opportunities of the institute which they can avail. Department also assigns to every teaching faculty the role of mentor to the newly admitted students. In this way each faculty is assigned with 8 to 10 students of the 1st year undergraduate throughout the entire year. The students meet mentors frequently and get their support in overcoming the emotional and other difficulties they face in the campus as well as outside the campus. The senior student representatives also perform the work of mentorship. The programs such as fresher's welcome,

competitive cultural programme, sports etc are organized by the student's forum to acclimatize them with the institute's culture in general and environment in particular. All these endeavours help the new students immensely in overcoming their emotional and other barriers. Within a few days of their entering into the institute the students are being oriented by the Librarians and the Library Staff regarding the rules of Library usage, facilities given to them and the varieties of books available in the Library. Here they are also being informed regarding the various career opportunities and career related seminars Office Staff also play a vital role in mentoring the students. It is they who inform the students regarding various Scholarships which they can avail. IQAC Coordinator and IQAC members also perform a lot of mentoring. Students are regularly being informed by IQAC regarding the facilities and opportunities provided to them by different existing cells of IQAC. IQAC sometimes arrange psychological mentoring programme by inviting eminent professional psychotherapists. This has been proved very fruitful for the students. IQAC also arranges value educational classes for the students as a necessary part of mentoring process. Another kind of mentoring is done by arranging skill enhancement programme. NCC and NSS officers also play an important role in mentoring. They inform the students regarding campus discipline and orient them to take part in various social activities organized by the institute. The motto of these programmes is to teach the students their primary role in society.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3332	44	1:76

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
63	44	19	5	25

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Pijush Kanti Das	Assistant Professor	Oral presentation award, for Interdisciplinary approach of research in medicinal plants from UGC DST, Gov. Of India.

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	MTMA, MTMG, PHSA, PHSG, CEMA, CEMG, BOTA, BOTG, ZOOA, ZOOG, PHYG, MCBG, CMSG	2nd Semester	02/07/2019	30/08/2019

BCom	BCOA,BCOG	4th Semester	25/07/2019	23/08/2019
BCom	BCOA,BCOG	2nd Semester	12/07/2018	30/09/2018
BA	BNGA, BNKG, ENGA, ENGG ,SANA, SANG, HISA, HISG, PHIA, PHIG, PLSA, PLSG, GEOG,EDNG, ECOG	1st Semester	11/12/2018	21/02/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) system is part and parcel of the Institute's evaluation process. In our Academic subcommittee meeting it has been decided that we will evaluate our students continually through surprise tests, class tests, oral tests etc besides pre-final test. This year CBCS has been introduced in all the modules and hence we have to run this system along with the old 3- year degree course. In CBCS Internal Evaluation is a necessary part of the programme and the marks obtained in Internal Evaluation is added to the marks obtained in the Final Examination. But besides this obligatory system, the faculty members arrange above mentioned tests in order to evaluate the academic progress of the students. We have noted that these tests help to develop a confidence among the students and also act as stepping stones for final preparation. But to our dismay we have found that some students have a tendency to avoid such class tests and these students generally fail to come out with flying colours in their final exam. In spite of our constant attempts we cannot motivate all the students appear in these tests (excepting where there is compulsion) but we are trying our levels' best to orient them in this respect and hope that we will be successful in our endeavour.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of each Academic Session an Academic Calendar is prepared by IQAC for conducting different academic activities i.e. organizing internal examination, examining and scrutinizing College as well as University scripts, uploading of marks in University Portal and administrative activities like Admission, University Examination Form Fill-up etc. Generally regarding Admission and University Examination, and Form Fill-up, IQAC follows the schedule of the Calcutta University as we have to abide by the rules and regulations of the Calcutta University under which our College is affiliated. But the time schedule of the other academic programmes is determined according to the convenience of the Institution and by keeping in mind the already assigned holidays and vacation as per calendar year. IQAC predetermines the time schedule of the internal examinations, tutorials and project keeping in mind the programme schedule of the Calcutta University. The programmes on extra-curricular activities are also fitted in this schedule. The tentative schedule of the extra-curricular activities is prepared by IQAC along with the conveners of different sub-committees and representatives of Student Organisation.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://uluberiacollege.in/po_co.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PHIA	BA	Philosophy (Hons)	34	30	88
HISA	BA	History (Hons)	78	73	93
SANA	BA	Sanskrit (Hons)	65	56	86
ENGA	BA	English (Hons)	49	45	92
BNGA	BA	Bengali (Hons)	121	102	84
PLSA	BA	Pol Scienc e (Hons)	17	17	100
MTMA	BSc	Mathmatics (Hons)	22	18	82
CEMA	BSc	Chemistry (Hons)	23	20	87
PHSA	BSc	Physics (Hons)	18	12	66
BOTA	BSc	Botany (Hons)	5	5	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://uluberiacollege.in/uploads/Student-Satisfaction-Survey-Report-2018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	2	WBBDC, West Bengal Government	40	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Technical workshop.	IQAC with Jetking learning centre	28/09/2018

Job Oriented Seminar on Healthcare.	IQAC with VIVO HealthCare Institute	11/01/2019
Aptitude test for selection of a training program	IQAC with Jetking Infotrain Limited	13/02/2019
A Career Awareness Seminar on the prospects of Govt. Job	IQAC with RICE Education	13/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/01/2019	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	01/01/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Philosophy	1	1
International	Physics	6	2.15
International	Chemistry	4	1.25
International	Mathematics	2	1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Mathematics	1
Bengali	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations
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					mentioned in the publication	excluding self citation
ZnTe dispersed in RGO matrix: Investigation of electrical transport processes, magnetic properties and their synergistic effect	Abdulla Bin Rahaman	Applied Surface Science	2019	0	Department of Physics, IIT Kharagpur	Nill
Observation of Different Charge Transport Processes and Origin of Magnetism in rGO and rGO-ZnSe Composite	Abdulla Bin Rahaman	The Journal of Physical Chemistry C	2019	0	Department of Physics, IIT Kharagpur	Nill
OsII-carbonyl complexes of bidentate thioarylaz oimidazoles and their catalytic efficiency to alcohol oxidation	Shyamal Kumar Sarkar	J. Indian Chem. Soc.	2018	0	Department of Chemistry, Inorganic Chemistry Section, Jadavpur University	Nill
Cobalt(I), nickel(II) and copper(II) complexes of N-{(2-pyridyl) methyliden}-6-coumarin: Characterization, DNA interaction, catecholase activity	Shyamal Kumar Sarkar	Inorganica Chimica Acta	2018	0	Department of Chemistry, Inorganic Chemistry Section, Jadavpur University	Nill

and theoretical interpretation						
E)-2-(2-Pyridinyl)-3-(2-pyridinylmethylene)chromanone, > a 1:2 condensation product of 2'-hydroxyacetophenone and > pyridine-2-aldehyde	Rina Mondal	Indian Journal of Chemistry	2019	0	Dept. of Chemistry, Jadavpur University	Nill
3-[4-Bromo-(R)-Methoxybenzyl]-6-Chloro-3(S),4(S)-Dihydroxychroman: X-ray and DFT Studies	Rina Mondal	Crystallography Reports	2018	0	Dept. of Chemistry, Jadavpur University	Nill
Fabrication and characterization of Cu/Cu ₂ O/CuO/ZnO/Al-ZnO/Ag heterojunction solar cells.	Shirsendu Das	Semicon. Sci. Technol.	2018	3	Dept. of Instrumentation Science, Jadavpur University	3
Cds impregnated cellulose nanocrystals/ PVDF composite Flexible and Freestanding Films : Impedance Spectroscopy Studies	Shirsendu Das	Polymer Engineering and Science	2018	0	Dept. of Instrumentation Science, Jadavpur University	Nill
Freestanding flexible composite film of Cds - impr	Shirsendu Das	International journal of Plastic Technology	2018	0	Dept. of Instrumentation Science, Jadavpur University	Nill

eginated cellulose nanocrystals/ PVDF: synthesis and characterization						
Spectroscopic Studies on Dual Role of Natural Flavonoids in Detoxification of Lead Poisoning: Bench-to-Bedside Preclinical Trial	Siddhartha Bhattacharya and Debasish Pal	ACS Omega	2018	5	Dept. of Zoology, Uluberia College	5
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
ZnTe dispersed in RGO matrix: Investigation of electrical transport processes, magnetic properties and their synergistic effect	Abdulla Bin Rahaman	Applied Surface Science	2019	159	Nil	Department of Physics, IIT Kharagpur
Observation of Different Charge Transport Processes and Origin of Magnetism in rGO and rGO-ZnSe Composite	Abdulla Bin Rahaman	The Journal of Physical Chemistry C	2019	238	Nil	Department of Physics, IIT Kharagpur
OsII-carbonyl	Shyamal Kumar	J. Indian	2018	31	Nil	Department

complexes of bidentate thioarylaz oimidazole s and their catalytic efficiency to alcohol oxidation	Sarkar	Chem. Soc.				of Chemistry, Inorganic Chemistry Section, Jadavpur University
Cobalt(I), nickel(II) and copper(II) complexes of N-{(2-pyridyl) methyliden}-6-coumarin : Characterization, DNA interaction, catecholase activity and theoretical interpretation	Shyamal Kumar Sarkar	Inorganica Chimica Acta	2018	91	Nill	Department of Chemistry, Inorganic Chemistry Section, Jadavpur University
E)-2-(2-Pyridinyl)-3-(2-pyridinylmethylene)chromanone, > a 1:2 condensation product of 2'-hydroxyacetophenone and > p pyridine-2-aldehyde	Rina Mondal	Indian Journal of Chemistry	2019	33	Nill	Dept. of Chemistry, Jadavpur University
3-[4-Bromo-(R)-Methoxybenzyl]-6-Chloro-3(S),4(S)-Dihydroxychroman: X-ray and DFT Studies	Rina Mondal	Crystall ography Reports	2018	31	Nill	Dept. of Chemistry, Jadavpur University
Fabrication and ch	Shirsendu	Semicon. Sci.	2018	99	3	Dept. of Instrument

aracteriza tion of Cu /Cu ₂ O/CuO/ ZnO/Al- ZnO/Ag het erojunction solar cells.	Das	Technol.				ation Science, Jadavpur University
CdS impr regnated cellulose nanocrysta ls/ PVDF composite Flexible and Freest anding Films : Impedance Spectrosco py Studies	Shirsendu Das	Polymer Engineerin g and Science	2018	101	Nill	Dept. of Instrument ation Science, Jadavpur University
Freestan ding flexible composite film of CdS - impr egnated cellulose nanocrysta ls/ PVDF: synthesis and charac terization	Shirsendu Das	Internat ional journal of Plastic Technology	2018	11	Nill	Dept. of Instrument ation Science, Jadavpur University
Spectros copic Studies on Dual Role of Natural Flavonoids in Detoxif ication of Lead Poisoning: Bench-to- Bedside Pr eclinical Trial	Siddhartha Bhattachar ya and Debasish Pal	ACS Omega	2018	15	1	Dept. of Zoology, Uluberia College

[View File](#)

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	6	4	Nill	Nill

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantations	NCC	2	32
Rally Against Smoking Drinking	NCC	2	22
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NCC	Swachh Bharat Abhiy	2	80
National Health Mission : Kanya Bhrun Hotya	Ministry of Health and Family Welfare, Gov of India.	Kanya Bhrun Hatya	7	44
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research activity in BOOST Lab, Uluberia College	2	NET Scholarship	8
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On job training	industries	Tata STRIVE Extension	23/08/2018	09/03/2019	156

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
145	139

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	16.05.07.	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13577	2250623	712	273574	14289	2524197
Journals	28	36210	Nill	32770	28	68980
Digital Database	1	5900	Nill	5900	1	11800
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Shibsankar Das	LMS	WEB	02/01/2019
Dr. Aditi Bhattacharya	LMS	WEB	02/01/2019
Kasturi Saha	LMS	WEB	09/01/2019
Chinmay Sarkar	LMS	WEB	07/02/2019
Suman Manna	LMS	WEB	09/01/2019
Dr. Jayashree Sarkar	LMS	WEB	20/02/2019
Dr. Mahuya Mukherjee	LMS	WEB	15/01/2019
Dr. Tuhina Sarkar	LMS	WEB	16/04/2019
Rakesh Ghosh	LMS	WEB	15/01/2019
Mr. Sandip Dolui	LMS	WEB	23/01/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	72	10	144	10	0	9	43	4	0
Added	10	0	30	0	0	1	9	196	0
Total	82	10	174	10	0	10	52	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
LMS	https://uluberiacollege.in/lms/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8	7.97	25	20.96

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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Uluberia College has well defined policy for maintenance and utilization of all its physical academic and support facilities. Different subcommittees have been formed and endorsed by the Governing Body, the highest administrative authority of the Institution, to carry out the task of forming policies and determining rules and procedures.

1. Academic Support Academic subcommittee is mainly concerned with the academic matters and important academic decisions are taken in consultation with this committee. All the departments follow the syllabus of our affiliating University. Every year an Examination Committee is formed to carry out the internal as well as External (University) examination process.
2. Maintenance of Library For the maintenance of library infrastructure and facilities the Library Subcommittee is held responsible. This includes purchase of books, procure of journals and periodicals, proper usage of library facilities including e-library facility (partial), access to e-journals (Institute subscribes only N-List) usage of computers in library etc. Library service is also provided to our ex-students who are pursuing higher studies.
3. Maintenance of Laboratory The laboratory equipment, specimens and other necessary chemicals are purchased by the office of the Principal as per the requisition of the departments. Equipment in all the laboratories is maintained through annual maintenance contracts. Day-to-day Maintenance of the laboratory equipment is primarily made by the Laboratory staff under the able guidance of the faculty members.
4. Maintenance of Computers and IT facilities Purchase Subcommittee decides to purchase IT equipment as per recommendation received from the departments and the office of the college. Maintenance of the computers is carried out by appointing external agencies who take care of installing software's, operating systems and other applications of all the computers of the institute.
5. Maintenance of Building and other Support facilities All classrooms, seminar halls, laboratories, Hostel, Boys' and Girls' Common Room, Students' Canteen and Gym etc are maintained under the supervision of Building and Infrastructure subcommittee. A caretaker-cum-electrician of the institute always takes stalk of the working capacity of the electrical gadgets as well as the furniture of the classrooms and laboratories and informs the members of the Building and Infrastructure subcommittee for taking necessary steps if needed. Institute has appointed an engineer for estimating the conditions of old buildings and repairing work.
6. Maintenance of Sport facilities We have no Sports Complex in our Campus. Arrangements have been made for indoor games like Carrum and Table Tennis both in Girls' and Boys' Rest rooms. College authority has taken permission from Uluberia Municipality to use the Stadium Ground for the practice in athletics, football, cricket etc. The institute has introduced Karate since January 2013 and the students are provided with all sorts of facilities regarding Karate. In every academic session Principal and IQAC Coordinator along with the members of the subcommittees use to take account of the activities of the committees and to find out how far the policies have been carried out. In the meetings new policies, if necessary, are formed to meet the new challenges that emerge in course of time.

<https://uluberiacollege.in/site/content/134>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	120	67937
Financial Support from Other Sources			

a) National	NSP	727	3600
b) International	NIL	Nill	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	19/03/2019	43	Dr. Adity Bhattacharya, Department of Philosophy
Personal Counseling mentoring	01/09/2018	370	Faculty members of the College
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Entry in Service	1700	468	71	71
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nill	Nill	1.Axis Bank 2.Aadhar Housing Finance Ltd. 3.HLF Services Ltd. 4.Centrum Retail Service 5.Flipkart 6.Youth	71	30

Computer
Training
7.Metro
Bazar
8.Excel
Mediskill

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	19	B.A. Honours	Bengali	Calcutta University Uluberia College	P.G Regular Course
2018	5	B.A. Honours	Philosophy	Calcutta University	P.G Regular Course
2018	5	B.A. Honours	Sanskrit	Calcutta University	P.G Regular Course
2018	4	B.A. Honours	Political	Calcutta & Rabindra Bharati University	P.G Regular Course
2018	6	B.A. Honours	History	Calcutta & Rabindra Bharati University	P.G Regular Course
2018	1	B.A. Honours	English	Calcutta University	P.G Regular Course
2018	10	BSC. Honours	Chemistry	Calcutta University, Sidhy Kanhu Birsha University, IIT Patna & Lady Brabourne College	P.G Regular Course
2018	2	BSC. Honours	Physics	Ram Krishna Mission- Narendrapur & Viswa-Bharati University	P.G Regular Course
2018	7	BSC. Honours	Mathematics	Calcutta University, Uluberia College & IIT	P.G Regular Course

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is a Student Council in the Institution and it actively participates in different activities of the College. The General Secretary, as a representative of Student Council, is a member of the Governing Body, the highest administrative body of the Institution. He is also a member of IQAC. He expresses his opinion in administrative activities whenever required and his opinion are accepted if found valuable. There are also student representatives in the academic committee, admission committee, cultural committee, sports and games committee etc. The Student Council takes active role in all the student related activities. It lends its helping hand to the students to sort out their problems regarding time-table, official works, canteen, cycle stand and so many tit bits of their every day college activities. The Student Council plays an important role in organizing sport and cultural activities. In every year the student representatives organize indoor and outdoor games and prize distribution ceremony in discussion with the faculty members who are in charge of Sports games committee and cultural committee. They also take great interest in different social activities and organize Blood Donation Camp in every year. To encourage the literary interest of the students the Student Council publishes student magazine with the help of the valuable suggestions from the teachers. The secular role of the Student Council is much evident in its endeavour to arrange the festivals like Saraswati Puja, Viswa- Navi Day etc. The Teachers' Day Celebration is very beautifully organized by the Student Council in every year. The student representatives not only invite the faculty members but also the Office staff and felicitate them along with their teachers. This indeed is a very good gesture on their part and it creates a very good vibration among all the staff of the college. Most of our students are first generation learners and from poor families. The Student Council acts as a liaison between these students and the college office so that they can avail themselves of the opportunities provided to them by the college authority. The members of the Student Council always keep vigilance on the quality of the food of the student canteen. They also regularly supervise the condition of the students' common room, toilets, classrooms, laboratories etc. They use to keep a good relation with the students so that the students can share their problems with them. The role of the Student Council in our Institution is very positive.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

6

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution promotes the culture of decentralization and participative management at the strategic level, functional level and operational level. At the strategic level the Principal, Governing Body, IQAC and Teachers' Council are involved in framing policies and guidelines pertaining to major issues like admission, examination, support services, financial matters etc. At the functional level the faculty members, office staff and the students, who are members of different committee, sincerely perform their functions to carry out the policies successfully. And at the operational level, the Principal interacts with the Government and Private agencies to give shape to various projects undertaken for the overall development of the institution and the faculty members, staff and the student council join hands with him for the execution of different academic, administrative and extension related activities. In resonance with the above spirit of the institution last year the following two practices of decentralization and participative management has been performed. 1) In the academic year 2018-19 CBCS system has been introduced in our institution as per direction of the UGC and Calcutta University under which our college has been affiliated. At the beginning of the academic session Principal called a meeting of academic subcommittee and declared that henceforth all the internal and external examinations will be conducted by different departments on rotational basis. The faculty members of the departments will be entrusted with all the activities related to examinations such as giving notice to the faculty members regarding the dates of examination, dates of submission of question papers, dates of submission of examined copies, dates of uploading marks etc. They will also make arrangements and inform the office to send message to the permanent, part-time and guest faculties regarding their invigilation duties. They will also send messages to the students regarding their examination dates. The particular departmental faculties will also make contact with the printing personnel regarding all the required printing materials and also maintain a liaison with the non-teaching staff to run the examinations smoothly. This strategy of involving each department rotationally helped the faculty members to become seriously engaged with the task of carrying out an important task like examination and definitely made them more responsible and committed. 2) Another important strategic decision was taken by the authority in the last academic session. As the number of the scholarships (both National State) is increasing and the number of the students entitled for these scholarships are also increasing authority has taken decision to involve different office staffs to keep detail records of the students who are getting scholarships. They are given the entire responsibility of executing the total process starting from giving information to the students regarding different schemes to arranging the submission of forms to the respective departments. The staffs who have been entrusted with this task have successfully carried out their responsibilities and thus have shown their commitment towards the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Both for UG and PG students are being admitted through on-line admissions process strictly on the basis of merit by following the rules and regulations laid down by the Government and Calcutta University. In PG an admission

test has been arranged in the College where the controlling authority is the Mother University. The Admission Committee (composed by two or three faculty members, two non-teaching staff, one student representative), formed by the Institute, conducts the admission process. In each academic session new Admission Committee is formed.

Industry Interaction / Collaboration

The Career Counselling Placement Cell as well as the Research Cell of the Institute has established industry interaction and collaboration which helps in promoting activity, training, projects and collaborative research culture between industries and institution. Reputed companies like TATA Strive, Med Skills have willingly collaborated with the College and have started to offer different short- term job- oriented courses (We have mentioned in point no 1.1). The S.N Bose Institute, a famous Research Institute of Kolkata has already collaborated with us to organize different collaborative research programmes, seminars and faculty exchange programme.

Human Resource Management

Institute has established well defined administrative section and academic section to look after the needs of the employees and students as well. The Institute maintains all service records of the employees and keeps up-to-date records of their leaves and Provident Funds. The Governing Body of the Institute has set up different Committee to address the complaints raised by the stakeholders. These committees include Academic Committee, Examination Committee, Grievance Redressal Committee, Cultural Committee, Sports Games Committee etc to serve the interest of the students. The Officer-in-charge of the Student Body is entrusted with the task dealing with the students affairs and solving their day to day problems. Institute has appointed a doctor and to provide medical attention to faculty and students whenever required. In the case of medical emergency every employee and students gets suitable non-refundable financial help for their treatment in Government hospital.

Library, ICT and Physical

We have a well-equipped open-access

Infrastructure / Instrumentation

library which is run by two Full time Librarians and five non-teaching staff. The Library is partly digitalised. The faculty members as well as the students can have access to the library from their home also. Our College has 7 ICT facilitated classrooms and one Seminar room. The Laboratories in all Science Departments and B.Ed Departments are well- equipped with modern and student friendly instruments. Physical infrastructure of our College is quite good and to serve the needs of the students in a better way we are developing our infrastructure.

Research and Development

Ours is an Undergraduate Institution hence we have no scope to involve our students in research work. But the faculty members try their level's best to inculcate research aptitude among the students. The faculty members themselves involve in various research works in their specialized fields. We have an Institutional Peer Reviewed Journal which has been published by us since 2005 and faculty members are encouraged to contribute papers in this journal. To cap it all, a Research centre has been established in our College involving Five Science Departments and a reputable Research Institute of Calcutta is attached with us.

Examination and Evaluation

Examination and Evaluation: Our College is affiliated under Calcutta University hence we cannot conduct the Final Examinations. But as our institution has to act as the Centre for such examinations, we have to arrange all the formalities of the examinations as per schedule determined by the University. We have an Examination Committee and the members of this Committee take all the responsibilities to organize the examinations. Most of the faculty members are involved in the evaluating process of the examination scripts. Some faculty members are also entrusted by the University with the task of paper setting, moderation, reviewing etc. All Internal examinations are conducted by the College.

Teaching and Learning

Teaching and Learning: Under the leadership of IQAC the Academic subcommittee keeps constant vigilance on the total teaching learning process.

In order to ensure the proper utilization of the man power, spatio-temporal scenario, technical accessories etc faculties of different departments are entrusted with certain academic responsibilities which they try their best to carry out. The teaching process is generally carried on through traditional chalk and talk method. But we have seven Smart Classes where audio visual facilities are available and teachers sometimes use to teach by using these facilities. Remedial coaching classes are arranged for the slow learners.

Curriculum Development

Institute has no right to develop the curriculum for its UG and PG programmes. Our Mother University, Calcutta University develops curriculum after every four years. In this academic session CBCS has been introduced in all the UG and PG courses hence Calcutta University has developed a new syllabus as per requirement of the newly introduced courses. For this purpose the workshops were arranged by the University on different subjects and the faculty members of each subject of our College attended the workshops to contribute their valuable opinion regarding syllabus. Some of their suggestions have been accepted by the University and in this way our Institute had a role in the development of the syllabus.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Administrative MIS modules of the institute helps in keeping service records of all the employees maintaining service books, promotion records, leave records and the records of their provident fund.
Finance and Accounts	Functions of the finance and accounts are precisely defined and are strictly followed with proper accounting practices making record of each financial transactions using e-governance mechanism. This helps keeping records of receipt of funds, projects, donations, staff salary and all types of purchases and payment of various utility bills and taxes.
Student Admission and Support	Students who want to take admission in UG and PG course of the institute

	are required to apply through online on institute's MIS by registering themselves. The data collected through this process is further used for making merit list and admission list of the eligible candidates and for online payment of the necessary fees.
Examination	MIS of the institute has well defined modules for collecting the data related to marks obtained by the students in their internal examinations and tutorials. This system also helps us to upload these marks in the University portal. The Faculty members, who act as Examiners, Scrutinizers or Reviewers of the University Examinations, upload marks in the University portal through the Institutional MIS.
Planning and Development	At the beginning of each academic session, with a view to materialize their planning and development projects College authority starts e-tendering through Government Portal and all notices concerning e- tendering are uploaded in the institutional website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	02/01/2019	03/01/2019	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
--	------------------------------------	-----------	---------	----------

Short Term Refresher Course organized by Calcutta University	1	20/12/2018	27/12/2018	6
Short Term Refresher Course organized by Calcutta University	2	14/11/2018	29/11/2018	6
Refresher Course organized by JU	2	28/11/2018	18/12/2018	6
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	5	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	YES

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institute has accounts and finance department headed by Accountant, Head Clerk and Bursar. This administrative department controls the data related to all financial and money transactions of the institute. Institute has a finance committee formed by the Governing Body of the College and this committee takes decision regarding Financial allocation for day to day activities and yearly financial requirement for running smoothly all academic and administrative departments of the Institute. The Accountants under the supervision of Bursar have to prepare yearly audited statements and Income expenditures statements for each financial year as a mandatory part their administrative activity. The Institute first completes Internal Audit by appointing an efficient Auditor and then completes External Audit by the Government appointed Auditors.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	G.B
Administrative	Yes	W.B.Govt.	Yes	G.B

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

We have not yet any formal Parent – Teacher Association, but we get all sorts of support from the guardians. a) The Institute regularly arranges Guardians' meeting and the guardians use to be present in the meeting to exchange their valuable opinions with the faculty members regarding institute's administrative and academic activities, infrastructure and facilities as well as other support systems provided to the students. b) Whenever we invite the guardians in any of the college programme they come and share their experiences with us. c) But for their support it would not be possible for us to organize Saraswati Puja and observe Vswa- Nabi Divas with same zeal and enthusiasm in a Institution like ours where the number of minority students is quite large.

6.5.3 – Development programmes for support staff (at least three)

This year no such programme has been organized.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

After the 2nd circle of accreditation in 2014, we took many initiatives for betterment. Three such initiatives are written below. a) We have started online feedback system for the students, guardians, teachers and alumni. b) We have introduced online competitive examination portal. c) Library automation system has been started and now it is partially automated by KOHA integrated Library System.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Outreach programme for exchange of new innovation at the High School level	04/09/2018	04/09/2018	18/09/2018	78
2018	Introduced On-job Training Programme	23/08/2018	23/08/2018	25/07/2019	204
2019	Animal Facility House has been built	01/04/2019	01/04/2019	30/06/2019	9

and it is
registered
under
CPCSEA.

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on women empowerment.	08/03/2019	08/03/2019	63	21

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Introduced solar panel (1/4th of the total power consumption can be met throughout the year), introduced LED lights and green generator.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	2	2	26/08/2018	6	1." Clean Your Neighbourhood	1. Cleaning of water bodies	40

					" 2. "How to be more hygienic in your daily life'.	and adjoining areas. 2. Hygienic livelihood .	
2018	2	2	27/09/2018	4	2. "How to be more hygienic in your daily life'.	2. Hygienic livelihood .	40
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus Page Nos forty and forty two	01/08/2018	<p>Students: Good conduct in and out of the College premises is expected from every student. By no means students should show disrespect to any member of the College staff or be rude to their fellow students. Making noises or smoking in the College premises, impersonation at roll call, entering or leaving the classroom without the permission of the teacher, loitering on the corridor, damaging the College property, talking in the Library reading room and any disorderly conduct causing disturbing to the smooth working of the College will be regarded as serious break of discipline. Loitering in the College premises during working hours shall be strictly dealt with. The decision of the Principal on and similar matters shall be final and binding to all concerned. According to the UGC Regulations declared on April, 2009, ragging in Higher Educational Institution is strictly prohibited</p>

		and totally banned and anyone found guilty of ragging is liable to be punished even to the extent of rustication from the Institution.
W.B. Govt. Service Rule	01/08/2018	Teaching Non-teaching staff: Ours is not an autonomous Institution, hence we cannot publish any handbook of code of conducts for the staff. We have to abide by the service rules laid down by Government of West Bengal.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observed Birthdays of the great men for promoting moral values, sense of duties and responsibilities.	01/07/2018	08/05/2019	120
Observed Saraswati Puja and Viswa Nabi Divas for promoting the spirit of secularism.	09/02/2019	10/02/2019	1800
Observed Republic Day and Independence Day for cultivating the spirit of Nationalism.	26/01/2019	26/01/2019	80
Organized anti-drug and anti-smoking programme and AID awareness programme for promoting ethical and moral responsibilities.	28/08/2018	29/08/2018	80
Organized a Film Show on "Psychological sensitization: parental consciousness on depressed childhood"	03/08/2018	03/08/2018	142
Happiness	20/11/2018	22/11/2018	48

Programme (Yoga) under Art of Living			
May Divas	01/05/2019	01/05/2019	47
Republic Day	26/01/2019	26/01/2019	34
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installation of PV Panels for harnessing solar energy.
2. Installation of Green Generator.
3. Made the official works as paperless as possible.
4.Plantation roof gardening
5. Introduced Rain water harvesting.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Two best practices successfully implemented by the institution are as follows:

1. A) Title of the practice: Inculcation of the spirit of togetherness and an anti-ragging atmosphere B) Objective of the practice: Ragging is a social evil which destroys valuable lives of many of our youths. We have witnessed this tragedy in many of our renowned institutions. Because of this reason our main objective is to make our campus a ragging-free campus. C) Context: The motto of NAAC is to make the learning process student-centric. Keeping this motto in mind we try our best to create a student friendly ambience in our institution. The students can approach the faculty members, library and office staffs, as well as the Principal whenever needed. Personal counselling and mentoring are done on a regular basis. Most of our students are first generation learners and the atmosphere of a higher educational institution may seem to be alien to them. It is the responsibility of the institution to help them being accustomed with this atmosphere so that they can feel themselves to be a part and parcel of the institution. All these efforts are done with the sole objective to alleviate ragging completely from our campus. D)Practice: Each year on the very first day when new batch of students come to the College Principal gives them a warm reception by his welcome address. The faculty members use to meet the students of their departments on the same day and give them a preliminary introduction on the departmental activities and exchange friendly words with them with a motto to make them feel at home with the new atmosphere. They also introduce the newcomers with the senior students of the department. This personal interaction which begins at the very first day becomes stronger day by day. The members of the Student Council also help the students in every respect. The functions like Fresher's welcome, Teachers' Day celebration, Saraswati Puja, observation of Viswa-Nabi Divas etc. help to develop the spirit of togetherness. E) Evidence of Success: This student friendly ambience creates a positive impact on the achievement of quality education, strong bond of oneness among the stakeholders and a ragging free campus. It is really our pride that we do not get any complaint regarding any sort of ragging or eve-teasing in our campus.

2. A) Title of the practice: Introduction of Online Competitive Examination Portal B) Objective of the practice: Our first and foremost motto is to cater the interest of the students as far as it is possible. To materialise this purpose, we have introduced Online Competitive Examination portal to provide the students ample opportunities for Entry in Service. C) Context: Our Institution is not a technical institution. Students use to come here for learning in General Stream like Humanities, Science and Commerce. After graduation some of the students opt for higher studies and pursue academic career. But most of the students, after completion of their

graduation, seek job to support their family and this is much truer for the students who come from families who cannot afford the expenses of higher education. Even most of the students cannot afford to meet the expenses of buying guide books for competitive examinations or of taking admission in different training centres for guidance. Keeping this scenario in our mind we have introduced this portal since last three years to help the students in their entry in service. D) Practice: In our portal total Forty- Eight Thousand (48,000) questions/problems with solutions have been uploaded. The students do not have the need to consult any guide book or coaching centre and they can thus get the proper guidance to crack the competitive examinations without any financial investment. The portal is very much user friendly. Students can log in by using their student-id and date of birth. Students are encouraged to use this portal and our Student Council plays a very significant role in motivating the students to use this portal for their benefit. E) Evidence of Success: This practice proves to be much successful for the students of our institution. The uploaded questions and their solutions in the portal have given them the opportunity to be acquainted with variety of possible problems they have to work out in their examinations and this definitely help them to gain some sort of self -confidence. This practice also helps them to crack the competitive examinations successfully and get desired jobs. .

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://uluberiacollege.in/site/best_practices

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Each institution has its own distinctive vision, priority and thrust. Our College is situated in a semi-urban area and most of our students come from the family of first- generation learners. Their financial and cultural background is not very sound. We often find that because of acute financial crisis quite a good number of students fail to attend their classes regularly and sometimes they drop out. In the backdrop of this experience, we have felt that our first and foremost task should be to focus on this point and to find out a solution to this problem. We think we have a responsibility to encourage and help them both academically and financially. Hence College authority has formed a Student Aid Fund and every year College spends quite a lot of money from this fund to help the financially backward students by providing their University Examination fees or College fees at concessional rate. Students have to apply for financial help and they are interviewed by the faculty members, who, by considering the pros and cons of the financial condition of the students, forward the applications to the College authority for final decision. Student union also plays a positive role in identifying the financially backward students. Another problem which bothers us is that sometimes the guardians do not understand the importance of regular attendance of their wards and insist them to remain at home on the plea of some paltry reasons. We often have to counsel the guardians regarding the necessity of regular attendance in an educational institution. So, we have to fight not only against financial crisis but cultural crisis as well. We try our best to motivate the students academically and to do so we regularly counsel them. Since last twelve years we have been felicitating our students for their academic excellence in the final year University Examinations. Not only that, we help our students, who go for higher studies, by providing them opportunity to use our library and thus encourage them in their academic endeavour. We also feel that encouraging the students in their academic achievements is not enough, we should motivate them in cultural and social activities as well. With this motto in mind in this

academic year College authority has taken a decision to give 50concession in the fees of those students who will show their excellence in sports and games and in cultural field. The authority has also decided to do the same thing for the students who take part in social activities - it has been decided that students, who will donate blood in the Blood Donation Camp organized by our Student Council, will get 50 concession in their College fees. Institution hopes that this sort of initiative will help to generate a healthy spirit among the students and also inculcate a sense of social responsibility in them.

Provide the weblink of the institution

https://uluberiacollege.in/site/institutional_distinctiveness

8.Future Plans of Actions for Next Academic Year

We have the following plans for the next academic year 2019-20 Session: 1. Starting a cyber zone for the students for all kinds of on-line activity: Academic activities like online submission of projects, notes etc as well as official activities like online submission of Scholarship Forms, University Examination forms etc can be successfully carried away if we can create a cyber zone in our College Campus. Students usually use to go to the local cyber café for such activities and they have to pay for these kinds of services. If we can start a cyber zone in our campus, they would get free and better service. 2. Introducing RFID enabled student identity card: We have introduced this type of student ID card with a view to monitor student attendance. 3. Introducing Bio-metric Attendance System for teachers: We have already introduced computerized attendance system for the teachers. But the College authority has a plan to introduce Bio- metric Attendance system for better precision. 4. Introducing Motion-Sensor to save the misuse of electricity: Our College campus is quite big hence it is not always possible to keep proper vigilance on the usage of electricity. In several occasions we have discovered that students have forgotten to turn off lights or fans after the completion of their classes. Hence our Principal has decided to introduce Motion Sensor to save electricity. 5. Starting extension building for Office and Library: 6. The space of the College Office as well as Library is not enough to accommodate the large number of students of our institution. Hence we have a plan to start extension work for the benefit of our students. 7. Starting orientation programme for new students on "How to use your institutional library": We have found that it is really difficult for the newly admitted students to make a proper use of the institutional library. So our librarians have decider to start an orientation programme for the newcomers regarding different facilities and rules and regulations of the College Library.