



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	ULUBERIA COLLEGE
• Name of the Head of the institution	Dr. Debasish Pal
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03326610332
• Mobile No:	9830885918
• Registered e-mail	uliberia_college@rediffmail.com
• Alternate e-mail	debasishpal60@yahoo.com
• Address	Po: Uluberia, Dist: Howrah, PIN:711315, West Bengal.
• City/Town	Uluberia
• State/UT	West Bengal
• Pin Code	711315
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr. Aditi Bhattacharya				
• Phone No.	03326610332				
• Alternate phone No.	03326610332				
• Mobile	9830656487				
• IQAC e-mail address	iqac.uluberia@gmail.com				
• Alternate e-mail address	aditi_phil@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.uluberiacollege.in/uploads/1639047984.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.uluberiacollege.in/uploads/uluberia-calender-20-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	81.1	2007	31/03/2007	31/03/2012
Cycle 2	B	2.48	2014	20/02/2014	20/02/2019
6.Date of Establishment of IQAC			23/07/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			5		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>*In this session The Student Counselling Subcommittee of IQAC arranged a Psychological Counselling Programme, keeping in view the trauma undergoing by the students in the face of the outbreak of Covid-19 and sudden lock down which has stopped the normal go of life. Two eminent experts in this field, Dr. Sadhan Dasgupta, Retired Professor, Department of Applied Psychology, C.U and Dr. Anuttama Banerjee, Consultant Psychologist & Academic Mentor, have been invited as Resource persons. A video has been made on their valuable counselling and suggestions to our students along with introductory talks given by Principal Dr. Debashis Pal and IQAC Coordinator, Dr. Aditi Bhattacharya. The video has been uploaded in our College you tube channel. * This year IQAC has arranged online verification of documents through Google Meet of the new students who are willing to take admission in our College. This process has prevented the rush of students in College campus in this pandemic situation. This venture has been much appreciated by the Guardians and also by the administrative department of Calcutta University. *This year the Academic Subcommittee of IQAC has made a video on : " How to upload your answer script in the College Portal" for the benefit of our students for whom such a process is completely new & challenging. This video has been uploaded in the institutional you tube channel. Our students have been greatly benefitted by this video. * IQAC, in collaboration with IQAC of K.K. Das College, Kolkata, has jointly organized A Two-Day (10 Hours) e-Workshop on Online Teaching Learning & Evaluation on 16th and 17th August, 2020 to commemorate 72nd Birth Anniversary of our Institution.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
i. Plan to create a sanitization zone at the entrance of the campus .	i. We have successfully created a sanitization zone at the left hand side of the College entrance gate. Anybody entering the campus has to pass through the zone for sanitization. We have also introduced sanitary machine at the entrance gate of every building and have engaged staff to monitor the entire process.
ii. Organizing Online Webinar on Academic Issues.	ii. Most of the departments of our College have organized online Webinars on different interesting academic issues for the benefit of the students. We have also organized different online programmes for the students.
iii. Establishing two more Laboratories in the Extension Building	iii. Extended space for Physiology and Zoology has been created.
iv. Introducing Motion-Sensor to save the misuse of electricity;	iv. Motion-sensor has been successfully introduced.
v. Starting extension building for Office and Library	v. Extension Building for Office and Library has been complete.
vi. Creating User Friendly Portal exclusively for our college.	vi. Exclusive user friendly portal for our students and Faculty members have been created for carrying out all sorts of academic activities.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body of the College.	05/03/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	25/02/2022

Extended Profile**1. Programme**

1.1	33
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	8848
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1902
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1658
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	132
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	133
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	77, 3
Total number of Classrooms and Seminar halls	
4.2	7935187.20
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	96
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>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</p>	

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. 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. 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. This year (2020-21) due to the break of pandemic we have to arrange online classes for the students as per instruction of the State Government and also the notification issued by our Mother University, i.e. University of Calcutta. Hence in the Routine of this session we cannot assign Library class for the students as the students cannot access the Library physically.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://uluberiacollege.in/naac_dvv/assets/naac_document/Syllabus_distribution.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution adheres to the Institutional Academic Calendar (following the Academic Calendar of Calcutta University, our Mother University) in conducting all sorts of academic as well as administrative activities. Since the introduction of CBCS because of crunch of time (we have to cover a vast syllabus within 4 months) it is not possible for us to conduct continuous internal assessment, though we try our best to assess them by oral test or 10 marks MCQ test after completion of each chapter in the syllabus. Adhering to the scheduled time assigned in the Academic Calendar we conduct Internal assessment twice in a year apart from our individual attempt to assess the students as per availability of time and need.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://ucdigitals.in/UC-Exam/student_form/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

62

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

62

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Our Institution as an affiliating college under Calcutta University do not have the freedom to integrate anything into the curriculum, we have to follow strictly the curriculum made by the University. But the above- mentioned issues like Professional Ethics, Gender, Human Values, Environment & Sustainability are integrated in the curriculum of many Courses as per the assigned Curriculum. As for example, in the Courses like Philosophy, English, Bengali, Sanskrit, Geography, Botany, Zoology, Accountancy etc these issues are integrated in the syllabus. Not only that, Environmental Study is a compulsory paper which the students of all programmes have to undertake as part of their curriculum.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

71

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the

B. Any 3 of the above

syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.uluberiacollege.in/analysis-feedback-report
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
4532	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1328

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Learning levels of the students are assessed by their class performance, class interactions, participation in co-curricular activities and internal evaluation. Class population has been split into small groups, each having a mentor from among the faculties. Mentors have been assigned the task to recognize the advanced and slow learners, and approach them individually for assistance and motivation. Classes are arranged for the slow learners to give them special guidance. Institution has time and again recognised the two types of learners to ensure their participation in all institutional programs and activities.

File Description	Documents
Link for additional Information	https://uluberiacollege.in/naac_dvv/assets/naac_document/remedial_class_compressed.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
8848	132

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The curriculum of some courses assigns certain project work to enhance problem-solving capacity through experiential learning. Students are often made to do field-work like preparing presentations on excursions to historical places or interviewing personnel from their lives whom they think to be "a successful teacher", they need to record and reflect on these interviews to share why they think the concerned personnel is a successful teacher. Or, they are often assigned topics on current issues to present their views orally through power-point presentations. Often, they are engaged in gardening, organising patho-natika or rallies on social issues, organising cultural programs (online & offline) or crafting socially useful products. Since these activities need group performance, hence participative learning is ensured. For experiential learning workshops and seminars are organised, for instance on how to use low-cost products for arranging school-based science experiments outside the laboratories. The institution also has provisions for internships where students act as interns under mentors from the faculty-members. These mentors guide the interns in problem-solving activities, viz. how to recognise communication problems among school-going students, or how to promote learning through games and assignment or how to develop English language skills among school students, etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://uluberiacollege.in/naac_dvv/assets/naac_document/2_3_1_-_Student_centric_methods.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT is used by the faculty members to balance between content-delivery and class interaction through Blended Learning. Generally, college classroom teachings are lecture method as most of the time is taken up by content-delivery, there is hardly any time left for student discussion. Due to ICT, while offline classes can now be adequately used for student-activity, content-delivery is often done through faculty's self-created YouTube Channels. SmartScreen Recorders are used to record live lectures with the respective Power-Point Presentations in the backdrop. These self-created video tutorials with proper animations are uploaded in faculty's personal YouTube Channels. The links are provided through Google Classrooms.

Students can now access faculty's lectures anywhere and anytime. In this session due to pandemic all classes have been held online and the faculty members have uploaded videos in the institutional You Tube Channel. All sorts of academic activities like class lectures, uploading study materials in College LMS, evaluating Internal & external (University) etc are done through Institutional Portal.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.youtube.com/channel/UCA2_c2384_tVoPDWCAHolSA/videos

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

132

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

132

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. /

D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

33

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

953

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

To evaluate the students' progress internal assessments are done by the faculty members through class tests & surprise tests. Assessed scripts are shown to the students so that they can rectify their mistakes. After the introduction of CBCS system from 2018 onwards due to crunch of time class tests cannot be arranged as frequently as it was done before. Internal assessments are now conducted twice in a year. To ensure transparency and frequency, internal assessments are often done electronically through institutional LMS. Though questions are usually given in MCQ form we usually try to give critical questions to assess the judgmental power of the students. The scores of the students determine whether doubt-clearing classes will be needed. The scores also help to determine

the advanced and slow learners in class which in turn helps the faculty to take required measures. Some faculties, after having delivered a topic, issues a Google Form which contains questions from the lesson delivered, to evaluate students' comprehension before moving on to the next lesson. Questions in these Google Forms, although are mostly MCQs, their difficulty index is well maintained to see that students respond not from memory but through critical thinking. The MCQ pattern helps to eliminate assessment hassles both for the teacher and students. Students are freed from the burden of writing long answers, and teachers from the burden of correcting heavy bundles. These questions are small in number, may be just 10 questions, but very critical and analytic.

File Description	Documents
Any additional information	View File
Link for additional information	https://ucdigitals.in/UC-Exam/student_form/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Students' poor performance in the internal exams and the consequent grievances are immediately addressed because it is only within a few days after the internal exams that the external university exams begin. To ensure their good performance in university exams which also ensures institution's reputation, students' scores in the internal exams are closely followed. If there is a mass poor performance, then the concerned faculty in whose paper the students have scored poorly is immediately called upon to account for. This has rarely happened but the institution has the mechanism to handle such a situation. In such a situation, the question paper will be reviewed and care will be taken to see if the question in itself was wrongly structured, out of the syllabus, or if the students have not correctly comprehended it. A separate class will be immediately arranged by the faculty to let the students know where they have gone wrong. But if the scores are poor on individual levels, then the concerned faculty calls upon the concerned student to have a personal talk to see if the poor performance was due to poor comprehension or for personal reasons, and act accordingly.

File Description	Documents
Any additional information	View File
Link for additional information	https://dashboard.tawk.to/#/messaging/5ce3df8ed07d7e0c6394a05d

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers are definitely aware of the Program and course outcomes. Their teaching experience and Refresher Courses on the programs have time and again updated them on the program outcomes. As for the students, the inauguration day to the college is often intelligibly used to introduce them to the program outcomes, each of the faculties in the department take turns to introduce the students to the program outcomes. Nothing in detail is delivered during the inauguration, just a preliminary idea of what to expect from the program is provided. A more detailed information on the program outcome, now from an occupational view point, is delivered by the faculties during the ongoing courses. In class, faculties inform what job opportunities are available in the market in view of the given program.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.uluberiacollege.in/po_co.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

To evaluate program outcomes, the institution does keep records of ex-students' professional standings, if they have been at all employed in the concerned field, or have embarked upon entrepreneurship. Many of our students opt for academic profession closely related with the courses they have pursued. Some students join Government jobs or private jobs as suited to their temperament. Many of them pursue their family business or other entrepreneurship.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

896

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.uluberiacollege.in/naac_sss/administrator/final_report.php?session=2020-21

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

12

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

14

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Due to pandemic in this academic session the scope of the extension activities was limited. In spite of social bars our students of NCC participate in some extension works like cleaning the College Campus and the neighbourhood area, planting trees etc. They also observe the NCC Day by undertaking a campaign on Covid Awareness in the locality. But unfortunately we cannot arrange any consistent extension works like previous years.

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=1rX2_vyr6HE
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

20

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Over the years Institute has developed its infrastructural and physical facilities to accommodate its stakeholders. There are 40 classrooms (7 classrooms are smart classrooms), 21 laboratories, 3 seminar halls, Girls & Boys' toilets, separate Common rooms for girls and boys, student canteen, 1 browsing centre with laptops, gyms, aqua -guards for providing safe water etc. There are computers in the library for the usage of the students, sufficient textbooks and reference books in the library. We maintain an open access system in the library which provides the students an opportunity to search books all by themselves. Reading room space in the library has been extended to accommodate a greater number of students. Office counters have also been increased for the benefit of the students. As we have no sportsground in our campus the authority has made arrangement with Uluberia Municipality to lend the stadium ground for the practice of sports & games. Karate training is provided to the students since 2013.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.uluberiacollege.in/site/library

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has adequate facilities for cultural activities, sports, games, gymnasium and yoga. Cultural programs are arranged on every National event - Rabindra Jayanti, Independence Day, Teacher's Day, or on Birthdays of Swami Vivekananda and Netaji. These programs are entirely arranged and presented by the students which generally include stage preparations, guest invitations, anchoring, speech delivery, selection of program items and stage performances. During the lockdown period, for online cultural activities, students have posted recorded performances and faculties have shared views through Google Meet. Annual sports is arranged each year, mostly in the months of January and February. We have no sports ground in our campus hence sports activities are arranged in the Uluberia Stadium Ground. Sports events include games for both boys and girls. The items which are mostly outdoor games, include 100 m and 200 m race, long jumps, short put, "hit the wicket", musical chair and go-as-you-like. Indoor Games competition like Carrom, Chess, table-tennis etc

are also arranged. Prior to the lockdown, the Institution has also participated and has won in game competition in Kabaddi. Students have also participated in football and cricket competition at College or University level. The Institution has a gymnasium with latest equipment and a spacious room for both faculty and students. As for Yoga, the institution has a spacious room with yoga mats and a yoga trainer. Besides, the B.Ed. curriculum has Yoga as one of its disciplines where students are guided with a duly appointed Yoga trainer. Yoga and Happiness programme under "Art of Living" are arranged in every year.

Karate classes for girls have been introduced in our College since 2013 under the able guidance of one of our teaching faculties. A trainer has been appointed for this purpose. Students have participated in District, State, National as well as Inter-National level of competitions and have come out with flying colours.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=ndRh7048t6g

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://uluberiacollege.in/naac_dvv/assets/naac_document/4_1_3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**9256421**

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Uluberia College Library uses KOHA as integrated library management software from 2015 to till date. Library is partially automated. Circulation and cataloguing is automated. students can search OPAC (Online Public Access Catalogue) through WEB. Keeping in mind the present pandemic situation, in this academic session, students are advised to generate QR code through OPAC to avoid physically coming to the Library's open access stack room.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://ucdigitals.in:8000/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

0

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Institute updates its IT facilities frequently to serve the students at best as it can. New computers are bought, old computers are upgraded, Wi-Fi facilities are increased. CC TVs are installed in various places of the campus. Recently we have introduced Uluberia College App for conducting online examination and online classes. We have also our own You tube channel for streaming online classes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://uluberiacollegeapp.in/zoom class/index.php

4.3.2 - Number of Computers	
96	
File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File
4.3.3 - Bandwidth of internet connection in the Institution	
A. ? 50MBPS	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
620611	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
Institute has well defined policy for maintenance and utilization of all its physical, academic and support facilities which include usage of equipment and computers in various laboratories, usage of library facilities including e-library facility (partial), access to	

e-journals (Institute subscribes only N-List) through internet login and password, usage of computers in library etc. Library service is also provided to our ex-students who are pursuing higher studies and also to the students of Open Universities who have taken admission through our Distant Education Centre. Students of the institute are given opportunities to learn computer in subsidized rate in the Computer Centre in the College Campus.

Maintenance of the computers is carried out by appointing external agencies who take care of installing software's, operating systems and other applications on all the computers of the institute. AMC of the computers also involves replacement of faulty hardware and addition of the hardware by augmenting the system configurations. Equipment in all the laboratories is also 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 who have been entrusted with the charge of supervision.

All classrooms, seminar halls, laboratories, Building, 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 Subcommittee regarding the necessity of buying new gadgets and furniture or replacement and repairing of the old ones. On the basis of his report the committee members take decisions. Institute appoints engineer for estimating the conditions of old buildings and repairing work, if needed, and it is carried on under his supervision.

We have no Sports Complex in our Campus. Institute has made arrangements 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. Students are encouraged to participate in sport activities and their participation in Institutional and National and International competitions are always appreciated. The institute has introduced Karate since January 2013 and the students are provided with all sorts of facilities regarding Karate. A particular space has been provided for conducting the Karate classes. Karate classes are taken by renowned trainee and a part-time faculty member of our institute is in charge of the Karate classes. She uses to counsel the students to boost up their moral courage which is very much needed in such an

event. Every year students participated in Karate competitions and in district, national or international meet they come out with flying colours.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://uluberiacollege.in/naac_dvv/assets/naac_document/4_4_2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1317

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

55

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	https://uluberiacollege.in/naac_dvv/assets/naac_document/5_1_3_-_Link.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1680

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1680

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

C. Any 2 of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

60

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

70

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

7

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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. Student Council plays an important role in organizing extra-curricular activities like 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. Members of Student Council use to organize music competition, recitation competition etc. and also take great interest in different social activities like 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.

File Description	Documents
Paste link for additional information	https://www.uluberiacollege.in/site/content/136
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has no registered alumni association which is in process.

Institution experiences alumni contributions in 2 ways:

First, there are alumni who function as faculties and have, hence, been an integral part of the academic and administrative bodies. These alumni-cum-faculties, being either Assistant/Associate Professors or State Aided College Teachers, form a bulk of institution's teaching staffs. Having been once its student, they have the pre-requisite knowledge of the institution to be effective in its decision-making process. A few are hence seen to be members of the Governing Body and make significant contributions in institutional development.

Second, there are alumni or ex-students who are well placed in society and are willing to serve the institution in many ways. As for example, those who have taken Law as profession, are eager to help the institution by free legal advice if needed. Our alumni, who have become entrepreneurs, use to lend their helping hands in serving the institution. Sometimes our alumni, who have taken academic professions, come to our campus for delivering lectures and to share their learning experiences with the new generation of students. College often organizes Alumni Meet where the alumni are invited and they take active role in cultural programme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the Institution is to provide maximum help to the students coming mostly from economically poor background, sometimes first generation learners. Our mission is to teach them and help them to cope with the outside world which is changing everyday, with new and newre possibilities. To be in tune with its vision & mission, the governance of the Institution offers merit-based admission with minimum fees. Students are provided clean, safe and hospitable environment, free access to gym, rest rooms and libraries; canteen food at minimum expense, railway concessions, hostel facilities, smart classrooms, and digital access to library, study material and question banks. B. Ed and NCC trainings are provided for vocational learning. As per West Bengal service rules, due facilities are provided to all staffs. IQAC conducts certified skill -oriented short courses on technology-use, counselling programs, seminars and workshops on social issues round the year for human resource development.

File Description	Documents
Paste link for additional information	https://www.uluberiacollege.in/site/content/4
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution promotes the culture of decentralization and participative management at the level, strategic 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The objective of the perspective/ strategic plan of the institute is to ensure top quality standards in higher education contributing to National Development and to develop requisite competencies among students of the college. With this motive ICT-based teaching and learning has been introduced.

Our motto is to develop and execute effective teaching learning process by encouraging research culture in faculty and students and to empower faculty about emerging trends in their profession for academic advancement . A comprehensive system of student mentoring and ensuring transparency in evaluation process of students is part

of this process. As an efficient and flawless administrative set up ensures a smooth day to day functioning of the institution, the College authority gives priority to this.

In order to deploy the above plans the institution ensures students' engagement in learning by participating in Academic Seminars & Webinars and motivating students by periodic interaction with distinguished guests to develop and execute effective teaching-learning process. ICT-based teaching through Learning Management System (LMS) has been introduced. In order to increase students' responsibility towards learning. Feedback System has been introduced. Proper library facilities is given to the students (Current and Pass-out) and the faculty members. Teachers are encouraged to participate in Orientation Programme, Refresher Courses, Short Term Courses, etc. College provide Internet Facility and Laptops to Faculty Members. Students can use internet through Browser center. To promote team-spirit and healthy relations amongst staff members and students, the institution takes various measures like organizing different cultural programmes and co-curricular activities. To inculcate social responsibilities & ethical values among students, various social programmes and activities are organized through NSS & NCC. In association with Local Governmental agencies initiatives are taken to promote well- being of the local people. Career Counseling Progrmmes are organized on regular basis.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

GOVERNINGBODY

- Reviews academic and other related activities of the College
- Considers new programs of study for approval of UGC and NCTE
- Considers recommendations of the Principal regarding Promotions
- Ratifies Selections/ appointments/ medals and prizes
- Passes Annual Budget of the College

PRINCIPAL:

- To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.
- To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university
- To conduct internal and other examinations
- To initiate all the developmental activities, monitor the progress and report to the Governing Body
- To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year.
- To take responsibility for ensuring general amenities and arrangements for students and employees of College.

TEACHERS' COUNCIL:

- Plays an important part in the administration.
- All the Teachers are members of T.C.
- Secretary of the Teachers' Council arranges meetings with the Principal regarding various issues raised by the members.
- Teachers' Representative in Governing Body are selected/elected in TC.

NON-TEACHING STAFF COUNCIL

- The administrative activities of the College are mainly performed by Non-teaching Staff.
- Bursar, Head Clerk and Accountants play important role in the financial management of the institution.
- The Secretary of the Non-teaching staff play important role in maintaining liaison with Office staff and Principal.

COMMITTEE:

- Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members.
- Committee Incharge will look after the committee programme and operation.
- All committees assist the HODs in the discharge of their duties and smooth functioning of the college.
- Every committee has well defined roles and responsibilities. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

INTERNAL QUALITY CONTROL CELL (IQAC)

- IQAC is responsible for fixing quality parameters for various academic and administrative activities.
- Monitoring the organization of class work and related academic activities.
- IQAC Coordinator arranges at least 3 or 4 meetings in a year with the IQAC members regarding different important issues.
- She/he also conducts meetings with different committee members to keep an overall vigilance to the smooth running of the institution.

SERVICE RULES, POLICIES AND PROCEDURE (Act 2017, WBHED)

- Service rules, policies and procedures are maintained as per West Bengal Government's rules and regulations.

RECRUITMENT OF FACULTY AND SUPPORTING STAFF

- In this regard College authority has to abide by the rules of the State Government.

File Description	Documents
Paste link for additional information	http://14.139.60.153/bitstream/123456789/8105/1/THE%20CALCUTTA%20UNIVERSITY%20FIRST%20STATUTES%2C%201979_D-5474.pdf
Link to Organogram of the Institution webpage	https://uluberiacollege.in/naac_dvv/assets/naac_document/6_2_2.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

In our Institution Staff welfare is given foremost importance. In connection with this, welfare measure for teaching and non-teaching staff are itemized below:

- Health insurance.
- Medical Leave & Maternity leave for eligible staff members
- Faculty members are eligible for Earned Leave
- Advances for the festivals.
- Gyms also accessible for the staff.
- Employee gets fees concession for their ward..
- Sponsorships to attend and present papers in conferences both in India as well as abroad.
- Internet and free Wi-Fi facilities are also available in

campus for staff

- 30 days -Summer and Winter Vacations for faculty members
- Faculty development programmes (FDP) for faculty members are encouraged.
- Skill development courses are organized for non-teaching staff to enhance their skills in work environment.
- Automation of attendance and leave account is maintained by using biometric system.
- Gratuity for the employees of the institution.
- Provident Fund for teaching and Non teaching Employee
- Pension for all employees.
- Leave encashment for all employees.

In a nutshell, the Institution strives hard to keep our staff happy and healthy.

PF, Gratuity, Leave encashment and Pension are provided as per Service rule of the State Government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the

institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year****1**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****15**

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has performance- based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra-curricular activities.

Performance appraisal system for teaching staff

The performance of a teacher is appraised through his/her implementation of innovative methodologies inclassroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation,updating of materials etc. Besides, student feedback and pass percentage of the course are alsoconsidered.

The performance of the faculty is evaluated following the guidelines of UGC and Dept of higher Education Govt of west Bengal, based on professional contribution to academics,contribution to short-term training courses, performing invigilation duties, contribution to college administrative bodies such as college academic council, R&D council, planning and development committee, NBA, NAAC, BOS,etc.

Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honors, fellowships etc.

The performance appraisal report is filled by employee in a given prescribed proforma which includes all the above set related to points and subpoints to assess the attitudinal / behavioral / professional aspects of the faculty concerned.

Performance appraisal system for non-teaching staff:

A few strategies are observed in appraising non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality,innovation, willingness to learn, diligence etc. Besides, they are also being assessed through the behavioral aspects like group behavior, acceptability, punctuality etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution regularly conducts internal and external financial audit. In the first phase at the end of each financial year, Principal, Chief accountant and Bursar thoroughly examine the financial budget (total account of income and expenditure) and it is endorsed by Governing Body for auditing. After that College appointed Chartered Accountant as an internal auditor conduct the internal audit with his associates. Once the internal audit is done College authority appeals to the State Government for sending team of auditors to conduct external audit. The external auditors usually fix a date and visit the College campus to conduct audit which normally takes 6 -8 hours. On this day internal auditor is also present. After vigorous scrutiny of the budget the Govt auditor sends final audit report to the College authority. If the team of auditors raises any objection regarding any issue Bursar and Accountant work for settling the issues objected and send the revised budget for consideration.

In this financial year (2020-2021), due to pandemic we have not yet able to conduct external audit which is shortly to be done. But we have already conducted internal audit and the report given by the internal auditor is uploaded in Additional Information.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Sources of funds are as follows:

1. Fees: Fees charged as per the university and government norms from students of various granted and self- financed courses.
2. Salary Grant: The College receives salary grant from the State Government. For this, we prepare and send annual budge to the estimated salary grant required to the state government. This grant includes salaries of the Full-Time Permanent teachers and non-teaching staffas well as teachers work in gov granted posts.
3. UGC Grants: Our College is under 2 f & 12 B of the UGC. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).
4. We have often received fund from Stakeholders, non-government bodies, individuals philanthropies.
5. We received funds from the special annual membership of Library.

Our resource mobilization policy and procedures are as follows:

1. The institution set up a UGC Committees per the directions of the UGC given in the XI1th Plan.
2. The UGC Committee, in close coordination with the CDC and the IQAC, monitors themobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.
3. The Purchase Committee takes care that purchases are done properly and in accordance with the rules.
4. The College Development Committee takes measures of the mobilization of funds and the utilization of these sources periodically in their meetings.
5. Regular in ternal audits from the Chartered Accountant and

external audits from the government make sure that the mobilization of the resources is being done properly.

6. The Routine committee looks after the proper utilization of classrooms and laboratories.
7. The Library Advisory Committee takes care that the resources in library are utilized optimally.
8. Our garden is maintained by an efficient gardener.
9. Campus cleaning and its utilization is monitored by the Building & maintenance Sub-committee.

Utilization of Funds

- A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses
- The purchase committee seeks quotations from vendors for the purchase of equipment ,computers, books, etc.
- The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing,quality, terms of service,etc.
- The principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure

- Before the financial year begins, principal along with bursar and heads of departments prepares the college budget.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture and other developmental expenses.
- The budget is scrutinized and approved by the top Management and governing council.
- Accounts department and Purchase department monitor whether expenses are exceeding proposed budget.
- Statutory auditors are also appointed who authenticate the financial statements in every financial year.
- The grants received by the college are also audited by certified auditors.

Optimal utilization of resources

- The college aims at promoting research, development,

consultancy and such other activities, involving the faculty at various levels.

- The faculty, exhibiting initiative, receives substantial grants for R&D works or for strengthening the infrastructure in the institute.
- Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.
- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.
- The optimal utilization is ensured through encouraging innovative teaching-learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours to conduct remedial classes, co-curricular activities/extra-curricular activities, parent-teacher meetings.
- The college infrastructure is utilized as an examination center for Government examinations/ University Examinations.
- Library functions beyond the college hours for the benefit of students, faculty, and alumni.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC's Contribution in Institution's Quality Assurance Strategies:

The quality assurance strategies and processes of the institution are actualised through IQAC. IQAC plays active role in enhancing the quality assurance parameters keeping in view the seven criteria determined by NAAC.

1. To maintain the academic quality of the institution IQAC always encourages the faculty members to join faculty development programmes and endorse their names to the authority for approval.

2. It is through IQAC faculty members apply for study leave for pursuing higher degrees. Research activities are always encouraged.
3. IQAC inspires the faculty members for paper presentation in seminars organised by other institutions or organise seminars in their departments which proves to be beneficial both for the students and faculties.
4. For the benefit of the students IQAC encourages the faculties to organize endowment lectures by inviting eminent speakers from different institutions.
5. Under the initiation and supervision of IQAC the mentor-mentee system of the institution functions properly and this system contributes greatly to the quality enhancement of the academic as well as administrative atmosphere.
6. Different extra-curricular activities like cultural programmes, observation of important National and International Days, birthdays of national leaders or great men, observation of events like Saraswati Puja, Viswa-Nabi Divas etc, Yoga, Karate etc, are organised by different committees of IQAC.
7. The Career Counselling Cell under IQAC arranges career counselling programmes throughout the year for the benefit of the students. Job oriented short courses are also organised for students. Compulsory basic computer training has been introduced from the year 2018 for the students of General Course but unfortunately this endeavour if IQAC has been hampered due to pandemic. Hope to be resumed shortly.
8. IQAC always monitors the overall activity of the library and the Grievance- Redress cell of IQAC always keeps vigilance to redress the complaints raised by the students regarding any academic. Official or harassment related issues.
9. IQAC keeps liaison with the administrative department of the institution and supervises whether the students are served properly.
10. IQAC always keeps vigilance on the overall qualitative enhancement of the institution and through its several committees tries its best to conduct the quality assured activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution continuously reviews its teaching learning process, methodologies of operations and learning outcomes through IQAC.

The Academic Calendar is prepared by IQAC in the beginning of each academic year. It is displayed and circulated in the Institute and uploaded in the institutional website. Admission to various programmes, examination schedule and declaration of results are notified in the Academic Calendar.

Orientation Programme is organized for the newly admitted students to make them aware of the mission & vision and the uniqueness of the institution, the teaching- learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute.

Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.

The IQAC conducts periodical meetings with the departments, Internal Examination Committee, Heads of the departments, the principal, throughout the academic year in the presence of the IQAC coordinator. The Academic subcommittee of IQAC conducts an academic review of all departments collecting information on academic activities, such as completion of study programmes, assignments, seminars, group discussion, quiz, education tour and other activities. Important questions are discussed in meetings with IQAC and Departmental heads. The teachers and students are interacted regarding the changes in the curriculum, new teaching methods and ICT use. This setup has evolved into successful review methodology for improvement in teaching and learning process.

The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in academic interaction and laboratories. The IQAC has advised

the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC provides training for teachers and non-teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers. Feedback system is implemented to review the teaching learning process. Feedbacks are collected from students, faculty members as well as from alumni. IQAC analyses the feedbacks and communicates the feedback report to the higher authority and to the faculty members. Necessary actions are taken and action taken report is prepared by IQAC.

IQAC has established Research Cell to review research activities of the faculty members which is considered as benchmark for teaching learning process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://uluberiacollege.in/naac_dvv/assets/naac_document/6_5_3_Institutional_Report.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In this academic session 2020-21 the college was closed due to pandemic. Hence it was not possible for us to conduct any programme for promoting gender equity issues. The women Cell of our college along with IQAC organized a seminar on 8th March, 2021, to commemorate International Women Day. The topic of the seminar was "NARI PARISAR: NARI PROTIBEDANE" (The Scope of Women in Society: A narrative from a woman). The programme was conducted through google meet. The resource person was Dr. Rita Modak, Associate Professor, Viswa Bharati Biswavidyalaya. She enlightened the students regarding women scope in society and touched the question of gender equity in her lecture. There was an interactive session where the students raised question related to various social and moral issues concerning women's role and the speaker tried her best to address these questions.

File Description	Documents
Annual gender sensitization action plan	https://uluberiacollege.in/naac_dvv/assets/naac_document/7_1_1_Annual_Gender_Sensitizing_Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://uluberiacollege.in/naac_dvv/assets/naac_document/7_1_1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p>	
<p>1. Solid Waste Management:We have several garbage bins installed in different places of the campus. All garbage is collected in bigger bins at the end of the day to be collected by the Municipality Sweepers in the early morning of 5 working days in every week.</p> <p>2. Liquid Waste Management: There is a system to drain outLiquid wastes through drainage system which is connected with Municipality drain.</p> <p>3. E-Waste Management: We have made a contract with the company which maintains the computers, Laptop etc. to take away these machines which do not function properly and replace them. The old machines are also replaced if needed. Old versions of computers and laptops are duly upgraded. The computers / laptops which are irreparable are sold as scraps.</p> <p>We have not to handle with hazardous chemicals and radioactive waste, hence the question of these sort of waste management does not arise.</p>	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://uluberiacollege.in/naac_dvv/assets/naac_document/7_1_3.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

In reverence to socio-cultural and economic diversities, Institution

celebrates national & international commemorative days. Linguistic diversity is honoured in allowing students & faculties to organise cultural events in languages of their choice. Free of peer-pressure, students and staff can respectfully engage in language of their choice for on-campus communication. Though higher education requires English language, faculties are sympathetic enough to deliver lessons multi-lingually, as per students' convenience. Students, without discrimination are allowed equal participation in curricular & co-curricular activities. Special holidays on festive occasions are allowed as per Govt. holiday rules. To promote communal harmony, the institution further grants permission for on-campus festive celebration. As most students belong to middle or lower-middle class families, Institution does not allow the practice of expensive gift distributions, and have ensured canteen services to be accessible for students from all economic strata. The fee structure has been prepared in view of First-Generation status of majority students. Institution does not face much regional diversity as students and faculties are from within the West Bengal State boundary. The institution observes a feast day once a year where every teacher, student and staff are served free food on behalf of the institution to preserve its inclusive environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Institution sensitizes students towards constitutional obligations, mostly, through its curriculum. Political Science, Philosophy and History being the knowledge-sources for constitutional rights and duties, are the Major subjects both in the under & post graduate syllabi. Political Science and History also happen to be Method subjects in the B.Ed. Dept. where teacher-trainees develop skills to further sensitize school students.

Apart from the syllabus, departments and committees have time and again organized seminars on citizen rights and duties, viz. a seminar, entitled "Beyond Religion: A Way Forward" was organized by

the Philosophy Dept. in 2020 to sensitize audience towards the secular spirit of the Indian constitution.

Awareness programs on human trafficking, rape and gender equity, organized mostly in joint collaboration of Anti-raging Cell and Women's Cell, were mainly to sensitize audience towards constitutional laws against gender bias, domestic violence and female infanticide, as well as to inform about women's rights to divorce, accessibility to safe and legal abortion, alimony benchmark amounts, women helpline numbers and Govt. polices for women empowerment. Committees have further endeavoured to sensitize the student forum towards constitutional laws against on-campus sexual harassment through anti-ragging rallies.

Entertaining programmes like film show drama ect. are also by IQAC to inculcate sense of values and responsibilities among the students.

The NCC & NSS units of the college and student forum also organize programmes like "Cleaning Campus and neighbourhood areas", "Blood Donation Camp", "Thalassemia Awareness campaign" focussing on duties and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our institution regularly organizes national and international commemorative days, events and festivals. Every year we observe Netaji Birthday, Republic Day, International Women's Day, Tagore's Birthday, Viswa-Nabi Divas, etc in the campus. Both the students, teaching and non-teaching staff join the function. Beside this, Centenary, Sesquicentennial, Bi-centenary of distinguished national leaders and thinkers are observed with special reverence. International Mother Tongue Day, International Women's Day etc are observed every year with special care.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

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.

1. 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 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.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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 50% concession 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.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The following perspectives plans are chalked out by IQAC for the next Academic Session:

1. Initiate compulsory vaccination programme for the students who have not yet vaccinated.
2. Introducing sample Covid test for the students as well as teaching and non-teaching faculty in collaboration with Sanjeeban Hospital- a well- known hospital in locality.
3. Introducing compulsory entry to college premises through sanitization zone.
4. Decentralization of staff room to minimize Covid infection
5. Introducing rotational off-line classes along with regular online classes
6. Introducing E-pass for students for official work and classes to reduce infection.
7. 50% Fees reduction for all students in the present economic scenario.