

# ULUBERIA COLLEGE

Phone No-26610332

ULUBERIA, HOWRAH

PIN-711315

Date: 07.08.2023

An emergency meeting of IQAC will be held with the following faculty members on 08.08.2023 at 1 PM in the IQAC room.

IQAC Coordinator,

*Shibansu Das*

Shibsankar Das

Agenda:

1. Verification of documents for Career Advancement Scheme (CAS) of Dr. Suparna Banerjee (Dept. of Chemistry) as per letter forwarded by the Principal dated 01.08.2023
2. Miscellaneous

1. Dr. Debasish Pal
2. Dr. Tapas Kumar Samanta
3. Dr. Siddhartha Sankar Bhattacharya
4. Dr. Jayashree Sarkar
5. Dr. Chandana Giri
6. Dr. Arup Kumar Sarkar
7. Dr. Pijush Kanti Das
8. Dr. Shubhamay Ghosh
9. Smt. Supri Ghata
10. Smt. Kasturi Saha
11. Sri Rakesh Ghosh
12. Dr. Shirsendu Das
13. Sri Duranta Mishri
14. *Dr. Basudatta Ghosh*

1. *Shant Pal*
2. *Shibansu Das*
3. *Jayashree Sarkar 08/08/23*
4. *Duranta Mishri 08/08/2023*
5. *Arup Kumar Sarkar 08/08/2023*
6. *Pijush Kanti Das 08/8/23*
7. *Shirsendu Das 08/8/23*
8. *Shubhamay Ghosh 08/8/23*
9. *Kasturi Saha 8.8.23.*
10. *Tapas Kumar Samanta 08.08.23*
11. *Rakesh Ghosh 08.08.23*
12. *Chandana Giri 8/8/23*
13. *Supri Ghata*

Proceedings of the IQAC Meeting held on 08.08.2023 at 1 pm in the Principal's room to discuss the following agenda. Dr. Debasish Pal, Principal presided over the meeting.

1. Confirmation of resolution of IQAC meeting held on 27.06.2023
2. Observation and Verification of documents of Dr. Suparna Banerjee (Dept. of Chemistry) for CAS (Career Advancement Scheme)

On the basis of the letter dated 01.08.2023 from the Principal regarding the letter from Dr. Suparna Banerjee, dated 18/07/2023 in response to the letter bearing No. UC/2046/2018 in compliance of the direction dated 14.07.2023 passed by his lordship the Hon'ble Justice Kaushik Chanda in the writ petition, being WPA 16977 of 2018.

All IQAC members unanimously resolved to recheck and compare the statutory documents provided by the college like Teachers' Attendance Register, Routine and Students' Attendance with the documents and letters given by Dr. Suparna Banerjee dated 18.07.2023.

IQAC also resolved to make a committee with following IQAC members for verification of all the above-mentioned documents provided by Dr. Suparna Banerjee and the college Authority. The members are as follows:

1. Dr. Shyamal Kumar Sarkar
2. Dr. Bireswar Mukherjee
3. Dr. Arup Kumar Sarkar
4. Dr. Shirsendu Das
5. Mr. Duranta Mishri

Principal requested all the IQAC members along with IQAC co-ordinator to expedite the process of verification as soon as possible.

# ULUBERIA COLLEGE

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Date: 21.08.2023

An emergency meeting of IQAC will be held with the following faculty members on 22.08.2023 at 1 PM in the IQAC room.

IQAC Coordinator,

Shibsankar Das  
Shibsankar Das

Agenda:

1. Observations in the verification of documents for Career Advancement Scheme (CAS) of Dr. Suparna Banerjee (Dept. of Chemistry) as per letter forwarded by the principal dated 01.08.2023
2. Miscellaneous

1. Dr. Debasish Pal
2. Dr. Tapas Kumar Samanta
3. Dr. Siddhartha Sankar Bhattacharya
4. Dr. Jayashree Sarkar
5. Dr. Chandana Giri
6. Dr. Arup Kumar Sarkar
7. Dr. Pijush Kanti Das
8. Dr. Shubhamay Ghosh
9. Smt. Supri Ghata
10. Smt. Kasturi Saha
11. Sri Rakesh Ghosh
12. Dr. Shirsendu Das
13. Sri Duranta Mishra
14. Dr. Basabodutta Ghosh

## Members of IQAC present

1. Dr. Taken Mr Samanta 22.08.23
2. Shibsankar Das 22.08.23
3. Duranta Mishra 22.08.23
4. Subhamay Ghosh 22.08.23
5. Anupama Saha 22.08.2023.
6. Pijush Kanti Das 22/8/23
7. Arup Kumar Sarkar 22/8/23
8. Rakesh Ghosh 22/08/23
9. Kasturi Saha 22.08.23
10. Pijush Kanti Das 22/8/23
11. Shirsendu Das 22/8/23

The following has been decided:-

1) IQAC will, hereby & initiate the document-verification process under Career Advancement Scheme (CAS) of Dr. Suparna Banerjee (Dept. of Chemistry). The verification will be done as per letter, forwarded by the Principal, dated 01.08.23.

2) To advance MOU-based activities, IQAC has selected a few members from among the faculty as co-ordinators for each of the college/institution with whom MOU has been signed. Activities with these institutions will be supervised and reported by the respective co-ordinators.

3) IQAC will form a Website Maintenance Committee to update Uluberia College website. Co-ordinator of the Committee will be requested to communicate with respective members in order to design the website.

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# ULUBERIA COLLEGE

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Date: 02.12.2023

As per the request of the Principal, the chairman of IQAC, an emergency meeting will be held with the following faculty members on 05.12.2023 at 12.00 pm in the principal's room.

IQAC Coordinator

*ShibSankar Das*

ShibSankar Das

Agenda:

1. Confirmation of the resolution of the last IQAC meeting held on 22.08.2023
2. NAAC workshop financed by Govt. of West Bengal.
3. Formation of WhatsApp group of IQAC members
4. Miscellaneous - *Feedback analysis*

1. Dr. Debasish Pal, Chairman IQAC
2. Dr. Tapas Kumar Samanta, Bursar
3. Dr. Siddhartha Sankar Bhattacharya, Member (Teaching)
4. Dr. Chandana Giri, Member (Teaching)
5. Dr. Jayashree Sarkar, Member (Teaching)
6. Dr. Shubhamay Ghosh, Member (Teaching)
7. Smt. Supri Ghata, Member (Teaching)
8. Sri Duranta Mistry, Member (Librarian)
9. Dr. Arup Kumar Sarkar, Member (Teaching)
10. Dr. Pijush Kanti Das, Member (Teaching)
11. Smt. Kasturi Saha (Teaching)
12. Sri Rakesh Ghosh (Teaching)
13. Dr. Shisendu Das, Member (Teaching)
14. Dr. Basadatta Ghosh (Teaching)

1. *Shisendu Das*
2. *Subi Ghata*
3. *Chandana Giri* 5/12/23
4. *Amphuma Saha* 05/12/23
5. *Supri Ghata* 5/12/23
6. *ShibSankar Das* 5/12/23
7. *Basadatta Ghosh* 5/12/23
8. *Kasturi Saha* 5.12.23
9. *Siddhamay Ghosh* 05/12/23
10. *Jayashree Sarkar* 05/12/23
11. *ShibSankar Das* 5/12/23
12. *Basadatta Ghosh* 05/12/23
13. *Dr. Basadatta Ghosh*
14. *Rakesh Ghosh* 05/12/23

As per the IQAC meeting on 5.12.23:

- 1) It is hereby confirmed that CAS document of Dr. Suparna Banerjee (Dept. of Chemistry) has been forwarded for verification.
- 2) It is hereby confirmed that appointed co-ordinator for each of the NOU-signed College will be reporting institutional activities in the given format.
- 3) It is hereby confirmed that a Mobile Maintenance Committee will be formed with Dr. Abdullah Bin Rahman as its co-ordinator.

4) As per instructions at Govt. at- WB, a NAAE workshop to be financed by the State Govt., will be organized on 19.12.2023. Delegates from various other colleges will be invited to share their NAAE visit experience. Faculty at Udaoria College will be duly instructed to organize and participate in the workshop.

5) IQAC will, hereby, ~~constitute~~ form a WhatsApp group with its members for smooth communication regarding the NAAE Workshop preparation, SSR and IQAA submission.

6) For Internal NAA, the documents submitted by respective Departments for the Session 2022-23 will be duly subjected to SWOC analysis by the IQAPP team.



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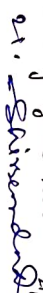
Date: 20.12.2023

As per the direction of our principal, an emergency meeting with the following teachers will be held on 21.12.2023 at 1 PM at the old auditorium hall to discuss about the preparation of IQA and SSR.

IQAC Coordinator,

Shibsankar Das

1. Dr. Abdullah Bin Rahaman
2. Dr. Joydip Adhikari
3. Dr. Priyam Chakraborty
4. Dr. Basabdata Ghosh
5. Samuel Tamang
6. Ananya Saran
7. Dr. Sk. Ibrahim
8. Tripana Chatterjee
9. Dr. Siddhartha Sankar Bhattacharya
10. Dr. Pradip Kumar Mondal
11. Dr. Sanjoy Roy
12. Dr. Pijush Kanti Das
13. Dr. Arup Kumar Sarkar
14. Dr. Rama Banerjee
15. Dr. Shirsendu Das
16. Dr. Kinkar Saha
17. Duranta Mishra
18. Gazala Nehal
19. Dr. Rina Mondal
20. Mosumi Gowsami
21. Kasturi Saha
22. Dr. Shyamol Sarkar
23. Dr. Biswajit Saha
24. Dr. Kamallesh Das

1. 
2. Shibsankar Das 21/12/23
3. Sumanta Mishra 21/12/2023
4. Biswajit Saha 21/12/23
5. Mausumi Ghossein 21/12/23
6.  21/12/23
7. Shirsendu Das 21/12/23
8. Kamallesh Das 21/12/2023
9. Samuel Tamang (21/12/2023)
10. Abdullah Bin Rahman (21/12/23)
11. Priyam Chakraborty 21.12.23
12. Rina Mondal 21.12.23
13. Pijush Kanti Das 21.12.23
14. Basabdata Ghosh 21.12.23
15. Tripana Chatterjee 21.12.2023
16. Rama Banerjee 21/12/23
17. Shyamol K. Sarkar 21/12/23
18. Arup Kumar Sarkar 21/12/23
19. Kinkar Saha 21/12/23
20. Shirsendu Das 21/12/23
21.  21/12/23

The following decisions were taken: -

- 1) A report is to be prepared on the NAC workshop organised on 19.12.2023 as per State Govt. direction.
- 2) IQAC will henceforth initiate the SSR and IQA submission process with the help of respective Co-ordinators and members.
- 3) In view of the SSR and IQA submission, each of the co-ordinators will be assigned a criterion to function on.

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# ULUBERIA COLLEGE

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Date: 15.01.2024

An emergency meeting of IQAC will be held on 20.01.2024 at 12.00 noon with the following faculty members in the Vidyasagar Auditorium to discuss the following:

IQAC Coordinator

Shibsankar Das

Agenda:

1. Confirmation of the resolution of the last IQAC meeting held on 20.12.2023
2. NAAC preparation
3. Miscellaneous

1. Dr. Debasish Pal, Chairman IQAC
2. Dr. Tapas Kumar Samanta, Bursar
3. Dr. Siddhartha Sankar Bhattacharya, Member (Teaching)
4. Dr. Chandana Giri, Member (Teaching)
5. Dr. Jayashree Sarkar, Member (Teaching)
6. Dr. Shubhanay Ghosh, Member (Teaching)
7. Smt. Supri Ghata, Member (Teaching)
8. Sri Duranta Mishra, Member (Librarian)
9. Dr. Arup Kumar Sarkar, Member (Teaching)
10. Dr. Pijush Kanti Das, Member (Teaching)
11. Smt. Kasturi Saha (Teaching)
12. Sri Rakesh Ghosh (Teaching)
13. Dr. Shirsendu Das, Member (Teaching)
14. Dr. Basudatta Ghosh (Teaching)
15. Sri Sandip Dolui
16. Dr. Nikhil Chandra Halder
17. Sri Apurba Bikash Biswas
18. Dr. Swapan Kumar Das
19. Sk. Syfauddin
20. Students' Representative

1. *Dr. Debasish Pal*
2. *Dr. Tapas Kumar Samanta*
3. *Dr. Siddhartha Sankar Bhattacharya*
4. *Dr. Chandana Giri*
5. *Dr. Jayashree Sarkar*
6. *Dr. Shubhanay Ghosh*
7. *Smt. Supri Ghata*
8. *Sri Duranta Mishra*
9. *Dr. Arup Kumar Sarkar*
10. *Dr. Pijush Kanti Das*
11. *Smt. Kasturi Saha*
12. *Dr. Shirsendu Das*
13. *Dr. Basudatta Ghosh*
14. *Dr. Sandip Dolui*
15. *Dr. Nikhil Chandra Halder*
16. *Dr. Apurba Bikash Biswas*
17. *Dr. Swapan Kumar Das*
18. *Sk. Syfauddin*
19. *Students' Representative*

As per the meeting held on 20.01.24 :-

1) It is, hereby, confirmed that a report on NAAC workshop conducted on 19.12.2023 was duly prepared and forwarded to the State Govt.

2) It is, hereby, confirmed that the 7 criteria, required to be fulfilled for SSR submission, have been duly distributed to the 7 co-ordinators and respective members, appointed for the purpose.

3) For NAAC preparation, all 7 co-ordinators are requested to arrange online/offline meeting with their respective members to chalk out a Plan of Action.

# ULUBERIA COLLEGE

ULUBERIA, HOWRAH  
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Phone No- 26610332

Date: 02.03.2024

An emergency meeting of IQAC will be held on 09.03.2024 at 2.00 pm with the following faculty members in the IQAC Room to discuss the following.

IQAC Coordinator

Shibsankar Das

## Agenda:

1. Confirmation of the resolution of the last IQAC meeting held on 20.01.2024
2. Discussion about NAAC preparation
3. Miscellaneous

1. Dr. Debashish Pal, Chairman IQAC
2. Dr. Tapas Kumar Samanta, Bursar
3. Dr. Siddhartha Sankar Bhattacharya, Member (Teaching)
4. Dr. Chandana Giri, Member (Teaching)
5. Dr. Jayashree Sarkar, Member (Teaching)
6. Dr. Shubhamay Ghosh, Member (Teaching)
7. Smt. Supri Ghata, Member (Teaching)
8. Sri Duranta Misra, Member (Librarian)
9. Dr. Arup Kumar sarkar, Member (Teaching)
10. Dr. Pijush Kanti Das, Member (Teaching)
11. Smt. Kasturi Saha (Teaching)
12. Sri Rakesh Ghosh (Teaching)
13. Dr. Shirsendu Das, Member (Teaching)
14. Dr. Basabdata Ghosh (Teaching)
15. Sri Sandip Dolui
16. Dr. Nikhil Chandra Halder
17. Sri Apurba Bikash Biswas
18. Dr. Swapan Kumar Das
19. Sk. Sujauddin
20. Students' Representative

1. *Dr. Pal*
2. *Dr. Pal*
3. *Tapas Kumar Samanta*
4. *Siddhartha Sankar Bhattacharya*
5. *Jayashree Sarkar*
6. *Shubhamay Ghosh*
7. *Ramesh Chandra*
8. *Alaka Kona*
9. *Supri Ghata*
10. *Rita Gangopadhyay*
11. *Pijush Kanti Das*
12. *Churnmay Sankar*
13. *Sandip Dolui*
14. *Basabdata Ghosh*
15. *Pijush Kanti Das*
16. *Basabdata Ghosh*
17. *Swapan Kumar Das*
18. *Sk. Sujauddin*

As per the meeting held on 09.03.2024: —

- It is, hereby, confirmed that <sup>NAAC</sup> Criteria co-ordinators have duly arranged meetings with their respective members. The Plan of Action from each of the Criteria were duly submitted before the IQAC co-ordinator.
- As per the respective Plan of Action, prepared by each of the NAAC-Criteria group, the IQAC co-ordinator has asked to prepare ~~present~~ <sup>and</sup> respective data, documents, and to present them as per requirement in the next SSF.

- 3) The Criteria-co-ordinators were asked to distribute work among its members for clarity and organisation in the work given.



# ULUBERIA COLLEGE

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Date: 20.06.2024

An emergency meeting of IQAC will be held on 25.06.2024 at 1.00 pm with the following faculty members in the Principal's room to discuss the following:

IQAC Coordinator

Shibsankar Das

Agenda:

1. Confirmation of the resolution of the last IQAC meeting held on 09.03.2024
2. Discussion about NAAC preparation
3. Miscellaneous

1. Dr. Debasish Pal, Chairman IQAC
2. Dr. Tapas Kumar Samanta, Bursar
3. Dr. Siddhartha Sankar Bhattacharya, Member (Teaching)
4. Dr. Chandana Giri, Member (Teaching)
5. Dr. Jayashree Sarkar, Member (Teaching)
6. Dr. Shubhanay Ghosh, Member (Teaching)
7. Smt. Supri Ghata, Member (Teaching)
8. Sri Duranta Mishra, Member (Librarian)
9. Dr. Arup Kumar Sarkar, Member (Teaching)
10. Dr. Pijush Kanti Das, Member (Teaching)
11. Smt. Kasturi Saha (Teaching)
12. Sri Rakesh Ghosh (Teaching)
13. Dr. Shirsendu Das, Member (Teaching)
14. Dr. Basudatta Ghosh (Teaching)
15. Sri Sandip Dolui
16. Dr. Nikhili Chandra Halder
17. Sri Apurba Bikash Biswas
18. Dr. Swapan Kumar Das
19. Sk. Sujanddin
20. Students' Representative

1. Chairman
2. Tapas Kumar Samanta
3. Dr. Siddhartha Sankar Bhattacharya
4. Dr. Chandana Giri
5. Dr. Jayashree Sarkar
6. Dr. Shubhanay Ghosh
7. Smt. Supri Ghata
8. Sri Duranta Mishra
9. Dr. Arup Kumar Sarkar
10. Dr. Pijush Kanti Das
11. Smt. Kasturi Saha

As per the meeting, held on 25.06.24:—

1) It is, hereby, confirmed that, as per instruction from the IQAC co-ordinator, Co-ordination of each of the 7 Criteria, have duly distributed task among its members for data and document collection.

2) IQAC co-ordinator, hereby, requests each of the Criteria members to present their work so far through a short-span PPT Presentation in the Auditorium.

3) Website Maintenance Committee was requested to forward its documents for re-designing of the college website.



## Action Taken Report of the IQAC Meeting for the Academic Year 2023-24

The following Action Taken Report has been prepared on the basis of IQAC meeting resolutions for the Academic Year 2023-24:

1. All IQAC members unanimously resolved to recheck and compare the statutory documents provided by the college like Teachers' Attendance Register, Routine and Students' Attendance with the documents and letters given by Dr. Suparna Banerjee dated 18.07.2023.
2. IQAC processed initiate the document verification process under Career Advancement Scheme (CAS) of Dr. Suparna Banerjee (Dept. of Chemistry) The verification will be done as per letter forwarded by the Principal dated 01.08.2023.
3. To advance MOU-based activities, IQAC selected a few members from among the faculties as co-ordinators for each of the college / institution with whom MOU had been signed. Activities with their institutions were supervised and reported by the respective co-ordinators.
4. IQAC formed a Website Maintenance Committee to update Uluberia College website. Co-ordinator of the Committee were requested to communicate with respective members to design the website.
5. It was hereby confirmed that CAS document of Dr. Suparna Banerjee (Dept. of Chemistry) was forwarded for verification.
6. It was, hereby, confirmed that appointed co-ordinators for each of the MOU-signed Colleges would be reporting institutional activities in the given format.
7. It was hereby, confirmed that a Website Maintenance Committee was formed with Dr. Abdulla Bin Rahman as its co-ordinator.
8. As per instructions of Govt. of WB, a NAAC Workshop to be financed by the State Govt., was organized on 19.12.2023. Delegates from various other colleges were invited to share their NAAC visit experience. Faculties at Uluberia College were duly instructed to organize and participate in the Workshop.
9. IQAC hereby formed a What's App Group with its members for smooth communication regarding the NAAC Workshop preparation, SSR and IIQA submission.
10. For Internal AAA, the documents submitted by respective Departments for the session 2022-23 would be subjected to SWOC analysis by the IAAC team.
11. A report was prepared on the NAAC workshop organized on 19.12.2023 as per State Govt. direction.
12. IQAC henceforth initiated the SSR and IIQA submission process with the help of respective Co-ordinators and members.
13. In view of the SSR and IIQA submission, each of the co-ordinators were assigned a criterion to function on.

14. It was, hereby, confirmed that a report of NAAC workshop, conducted on 10.12.2023, was duly prepared and forwarded to the State Govt.
15. It was, hereby, confirmed that the Criteria, required to be fulfilled for SSR submission, have been duly distributed among 7 co-ordinators and respective members.

16. For NAAC preparation, all 7 co-ordinators were requested to arrange online/offline meetings with their respective members to chalk out a Plan of Action.

17. It was, hereby, confirmed that NAAC Criteria Co-ordinators had duly arranged meetings and Plan of Action was duly submitted to the IQAC co-ordinator.

18. As per Plan of Action, prepared by each of the Criterion, IQAC co-ordinators has asked them as per SSR requirements.


19. Criteria co-ordinators were asked to distribute task among respective members for clarity and speed for SSR submission.

20. As per IQAC instructions, Co-ordinators have duly distributed work among the members.

21. As per IQAC instructions, Criterion members were made PPT presentation in the auditorium

22. Website maintenance committee was requested to forward documents for website re-designing

  
Principal  
Uluberia College  
Uluberia, Howrah

  
IQAC  
Coordinator  
Uluberia College