



ULUBERIA COLLEGE

NAAC ACCREDITED-B

Aided by Department of Higher Education, Government of West Bengal

Affiliated to University of Calcutta and NCTE

Recognised under section 2(f) and 12 (B) of UGC

Phone : (033) 26610332

FAX : 033 26610240

Website : www.uluberiacollege.org

e-mail : uluberia_college@rediffmail.com

ULUBERIA, HOWRAH - 711315

From :
The Principal / President / Teacher-in-charge

Ref. No. :

Dated :

Statutory Declaration under Section 4 (1) (b) Right to Information (RTI) Act, 2005

Particulars of the College

Sl. No.	Title	Details
1.	Name of the College	Uluberia College
2.	Postal address of the College	Uluberia, Howrah, West Bengal, PIN-711315
3.	Website	https://www.uluberiacollege.in/
4.	E-mail	uluberia_college@rediffmail.com
5.	Phone Number	033-26610332
6.	Approval and Affiliation	Approved by UGC, under section 2(f) & 12(B) of the UGC Act 1956, Affiliated to the University of Calcutta
7.	Principal	Dr. Debasish Pal

Working Hours:

Day Shift: 10.00 A.M. to 5.00 P.M.

Morning Shift: 8.00 A.M. to 12.00 Noon

Evening Shift: 2.00 P.M. to 7.00 P.M.

Holidays: The College will remain closed on Sundays and Public Holidays as declared by the Government of West Bengal and The University of Calcutta.



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Programme / Course Offered (Under CBCS)

Sl. No.	Course/ Programme	Subjects
1.	B.A. (Honours)	Bengali, English, History, Philosophy, Sanskrit & Political Science
2.	B.A. (General)	Bengali, English, History, Philosophy, Sanskrit, Political Science, Education, Economics and Geography
3.	B.Sc. (Honours)	Physics, Chemistry, Mathematics, Botany and Zoology
4.	B.Sc. (General)	Physics, Chemistry, Mathematics, Computer Science, Physiology, Botany, Zoology and Microbiology
5.	B.Com. (Honours)	Accountancy, Entrepreneurship Development, Micro Economics, Principles and Practice of Management
6.	B.Com. (General)	Accountancy, Entrepreneurship Development, Micro Economics, Principles and Practice of Management

Programme / Course Offered (Under CCF)

Sl. No.	Course/ Programme	Subject
1.	B.A. (Four Year Honours & Honours with Research)	Bengali, English, History, Philosophy, Sanskrit & Political Science
2.	B.A. (Three Year Multidisciplinary)	Bengali, English, History, Philosophy, Sanskrit, Political Science, Education, Economics and Geography
3.	B.Sc. (Four Year Honours & Honours with Research)	Physics, Chemistry, Mathematics, Botany and Zoology
4.	B.Sc. (Three Year Multidisciplinary)	Physics, Chemistry, Mathematics, Computer Science, Physiology, Botany, Zoology and Microbiology
5.	B.Com. (Four Year Honours & Honours with Research)	Accountancy, Entrepreneurship Development, Micro Economics, Principles and Practice of Management
6.	B.Com. (Three Year Multidisciplinary)	Accountancy, Entrepreneurship Development, Micro Economics, Principles and Practice of Management



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Organization, Functions, and Duties:

Uluberia College provides quality education at both graduate and post-graduate levels. It's curricular and co-curricular activities aim to bring about all-round development in students by developing in them love for human values, research capacities and critical thinking.

Powers and Duties of Officers and Employees:

- **Principal:**
Being the statutory Head of the Institution & the DDO, the Principal is in charge of legislating internal policies, implementing statutes, as laid down by affiliating university (University of Calcutta), UGC and State Govt. and to ensure overall well being of the Institution.
- **Heads of Departments (HoDs):**
Maintains Departmental administration, curriculum planning and implementation, student welfare and ensures proper faculty management.
- **Faculty Members:**
Ensures all-round development in students through proper execution of curricular and co-curricular activities, research endeavours, student mentoring and career counseling.
- **Administrative Staff:**
Responsible to maintain student and staff database, ensure smooth admission, finance and accounting.
- **Support Staff:**
Ensures smooth functioning of lab activities, staff and student canteen and other general administration.

Procedure Followed in Decision Making:

Internal policies of Uluberia College are decided through a structured hierarchy.

- **Governing Body:**
Being the highest decision making body of the Institution, Governing Body approval is needed for all internal policies of the Institution.
- **Teacher Council:**
The policy (related to the academic matters) approved by the GB, will next be placed before the Teacher Council for planning and implementation.
- **Administrative Committee:**
The policies, as planned for implementation, are executed by respective Administrative Committees at grass-root level of the Institution.

Norms for the Discharge of Functions: The college follows the guidelines and regulations set by the affiliating university, the University Grants Commission (UGC) and the West Bengal Govt. This includes academic schedules, examination protocols, and administrative procedures.



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Rules, Regulations, Instructions, Manuals, and Records Held:

Codes of Conduct for Teachers, Students and Non-teaching staff

Disciplinary Rules

College Prospectus

Departmental Prospectus

Academic Calendar

IQAC and Departmental Meeting Resolution Books

Examination Rules

Employee Service Rules

University Statute

Govt. Orders

Teacher's Lesson Plan

Categories of Documents Held:

Student Records (admission, attendance, results)

Staff Records (service books, performance appraisals)

Financial Records (budgets, audits, expenditure reports)

Administrative Records (correspondence, legal documents)

Arrangement for Public Consultation:

The Institution conducts frequent alumni meet, staff and parent meetings to maintain its inclusive spirit. It has a Grievance Redressal Cell, installed in its app where staff and students can log in to express grievances.

Uluberia College has an Admission Query and redressal section, called TAWK, in its website for candidates' queries during annual admissions.



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Boards, Councils, Committees, and Other Bodies:

Governing Body

Teacher's Council

Finance Committee

Internal Quality Assurance Cell (IQAC)

Anti-Ragging Committee

Grievance Redressal Cell

Other Committees/Sub-Committees

Directory of Officers and Employees:

Directory of Officers and Employees are duly maintained by the college office and college website.

Monthly Remuneration Received by Officers and Employees:

Monthly remuneration, received by Officers and Employees are as per WB State Govt. and UGC norms.

Budget Allocated:

Governing Body approval is needed for budget allocations to fund Institutional and Departmental activities.

Execution of Subsidy Programs:

As a part of its subsidy program, Uluberia College has a Student Fee Concession Policy for NCC/NSS students, for students performing exceptionally good in academics and sports and for students donating blood during on-campus Blood Donation Camps. The Institution duly distributes scholarship grants, as offered by State Govt. to its eligible students.

Recipients of Concessions, Permits, or Authorizations:

Uluberia College Office and Website duly update students about its policies on fee concessions, scholarship details and other student privileges.



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Information Available in Electronic Form:

The college app includes:

Class time tables

Staff and Student Attendance

Staff and Student details

Departmental Activities

Exam details

Exam Fee Status

Notices

Library e-books

The college website includes:

Admission procedures and forms

Academic programs and curriculum details

Examination schedules and results

Notices and announcements

Annual reports and publications

Finance and Accounting

Policy Documents

Directory of Officers and Employees

Means for Obtaining Information:

College Website

College Office

Notice Board

Email and Mob. Nos. of respective Nodal Officers and Committee members.



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Public Information Officers:

Sl. No.	Name	Responsibility	Designation	Contact Numbers	Email ID
1.	Dr. Debasish Pal	APPELLATE AUTHORITY	Principal	9830885918	uluberia_college@rediffmail.com
2.	Dr. Sk. Ibrahim	STATE PUBLIC INFORMATION OFFICER	Assistant Prof. in B.Ed	7908988612	skibrahim099@gmail.com
3.	Smt. Tanusree Rakshit	ASSISTANT STATE PUBLIC INFORMATION OFFICER	Librarian	7980324850	tanushreer24@gmail.com

Other Useful Information: For further information or queries, individuals may contact the college office during working hours or visit the college website.

This statutory declaration is issued in compliance with Section 4(1)(b) of the Right to Information Act, 2005.


Principal
ULUBERIA COLLEGE
Uluberia, Howrah