

ADMINISTRATION

- Governing Body
- **Principal's Desk**
- Teacher Council
- 75th Platinum Jubilee Celebration Sub-committees
- Non-Teaching Staff
- Administrative Structure
- **Administrative Training Program**
- Code of Conduct
 - Code of Conduct for Teachers
 - Code of Conduct for Students
 - Code of Conduct for Non-Teaching Staff
- Institutional Development Plans, Policies & Resources
- **Institutional Policy Documents**
- RTI
- Statutory Cells
 1. Anti-ragging Cell
 2. Anti-sexual Harassment Cell
 3. Internal Complaint Cell
 4. Grievance Redress Cell
 5. Women's Cell
 6. SC, ST, OBC Minority Cell
 7. Electoral Literacy Club
 8. Eco Club
 9. Debate Club
- List of Holidays
- Uniform leave rule
- Disciplinary Rules
- Welfare & Measures
- Perspective Plans
- E-Governance

Governing Body

Sl. No.	Name	Designation
1.	Sri Pulak Roy	President
2.	Dr. Debasish Pal	Secretary
3.	Sri Abhoy Das	Member, Govt. Nominee
4.	Sk. Ahsanul Haque	Member, Higher Education Council Nominee
5.	Dr. Madhumita Bhadra	Member, University Nominee
6.	Dr. Swapan Das	Member, University Nominee
7.	Smt. Supti Ghata	Member, Teacher Representative
8.	Sri Rakesh Ghosh	Member, Teacher Representative
9.	Dr. Tapas Kumar Samanta	Member, Teacher Representative
10.	Mr Amirul Islam Khan	Member, Non-teaching Representative

Teacher Council

While policy decisions are made through Governing Body resolutions, executive decisions are made through Teacher's Council Meeting resolutions. The Action Plans are then performed at ground level through respective Committees & Sub-committees:

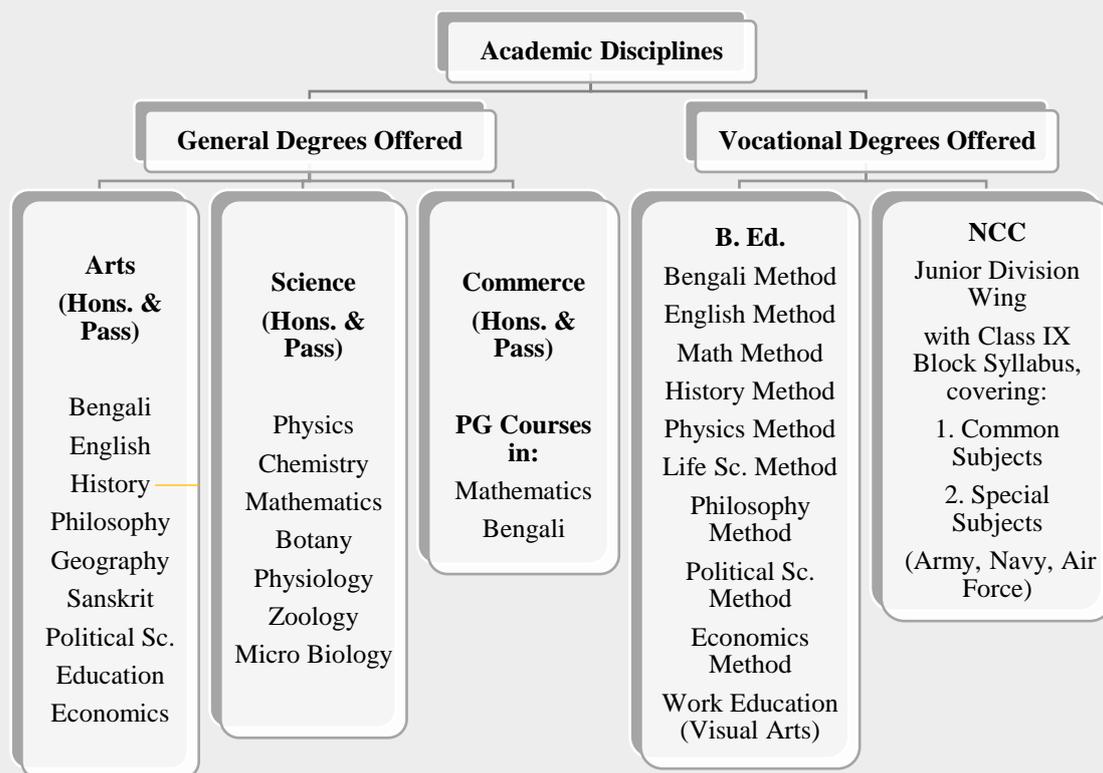
Chairman Dr. Debasish Pal (Principal)	
Secretary Dr. Subhamay Ghosh (Teaching)	
Academic Committee <ol style="list-style-type: none"> 1. Dr. Debasish Pal (Principal) 2. Dr. Subhamay Ghosh, Teacher's Council Secretary (Convener) 3. Dr. Shibsankar Das, IQAC Convener 4. Dr. Madhumita Bhadra 5. Sk. Ahsanul Haque 6. Sri Rakesh Ghosh 7. Dr. Basanti Bhattacharya 8. Dr. Amar Patra 9. Smt. Supti Ghata 10. All HoDs or representative of all departments, 11. Representative of Student's council 	
Academic Sub-committees (w.e.f 2020, July)	
Chairman of all sub-committees: Dr. Debasish Pal, Principal,	
Routine sub-committee <ol style="list-style-type: none"> 1. Dr. Momotaj Begam (Joint Convener) 2. Dr. Ratna Bandyopadhyay (Joint Convener) 3. Dr. Sanjay Roy 4. Dr. Arup Kumar Sarkar 5. Dr. Basabduitta Ghosh 6. Sri Biswajit Singha 	Student Mentoring Sub-committee <ol style="list-style-type: none"> 1. Respective departmental HOD (Coordinator), 2. IQAC Coordinator, 3. Two Departmental Teachers (Senior Most and Junior Most), 4. Two senior students of respective departments

<ol style="list-style-type: none"> 7. Dr. Gargi Dinda 8. Dr. Hemanta Tripathi 9. Sri Rakesh Ghosh 10. Smt. Mousumi Patra 11. Smt. Soma Dutta 12. Dr. Kamalesh Das 13. Dr. Pritam Chakraborty 14. Sri Alak Roy 15. Dr. PijushKanti Das 16. Sri Bidhan Chandra Sen 17. Smt. Priyanka Chakrabortty 18. Dr. Biswajit Saha 19. Sri Duranta Mistry 	
<p>Examination Sub-committee Each Dept. acts as Examination Committee in different exams like Math Dept. for 5th Semester, Chemistry Dept. for 3rd Semester and Physics Dept. for 1st Semester in 2023. B.Ed. Section conducts its own exam each year.</p>	<p>Cultural sub-committee</p> <ol style="list-style-type: none"> 1. Sri Sandip Dolui (Joint Convener) 2. Dr. Biswajit Saha (Joint Convener) 3. Dr. Sk. Ibrahim 4. Dr. Rina Mondal 5. Dr. Hemanta Tripathi, 6. Smt. Bipra Biswas 7. Smt. Priyanka Chakrabortty 8. Smt. Susmita Pandit 9. Smt. Ranjan Das 10. Smt. Mausumi Goswami 11. Smt. Nafisa Begum 12. Smt. Sadhana Rong 13. Sri Debabrata Shau 14. Smt.Triparna Chattopadhyay 15. Smt. Prasenjit Bhowmick 16. Smt. Bhagyashree Chandra 17. Smt. Sikha Ghosh
<p>Seminar, Webinar & Workshop sub-committee</p> <ol style="list-style-type: none"> 1. Dr. Amar Patra (Joint Convener) 2. Dr. Abdulla Bin Rahaman (Joint Convener) 3. Dr. Shyamal Kumar Sarkar 4. Sri Goutam Kumar Biswas 5. Smt. Tandrima Sil 6. Dr. Kamalesh Das 7. Dr. Arup Kumar Sarkar 8. Smt. Kasturi Saha 9. Sri Shreejeeb Ganguly 10. Sk. Masanoor Rahaman 11. Sri Shibaji Roy 12. Sri Rajkumar Bhunia 13. Sri Sujoy Bag 14. Smt. Subhashree Banerjee 15. Smt. Soma Dutta 16. Sri Prabir Pal 17. Smt. Bandana Tat 18. Sri Alak Roy 19. Smt. Diya Dey 20. Sri Arkaprava Banerjee 	<p>Library sub-committee</p> <ol style="list-style-type: none"> 1. Sri Duranta Mistri, Librarian (Convener) 2. Smt. Tanushree Rakshit, Librarian (Joint Convener) 3. Sri Chinmoy Sarkar 4. Dr. Siddhartha Sankar Bhattacharya 5. Dr. Basanti Bhattacharya 6. Dr. Shyamal Sarkar 7. Dr. Shibsankar Das 8. Smt. Dalia Hazra 9. Dr. Hemanta Tripathi 10. Dr. Pijush Kanti Das 11. Dr. Pradip Kumar Mondal 12. Dr. Kamalesh Das 13. Sri Sandip Dolui 14. Smt. Mousumi Patra 15. Sri Goutam Kumar Biswas 16. Dr. Anup Kumar Singha 17. Dr. Arup Kumar Sarkar 18. Sri Satyajit Majumder (Administrative Staff) 19. Sri Anupam Halder (Student Representative)

<p>Income Tax sub-committee</p> <ol style="list-style-type: none"> 1. Dr. Tapas Kumar Samanta (Joint Convener) 2. Sri Satyajit Majumder (Joint Convener) 3. Sri Apurba Bikash Biswas 4. Sri Anup Kumar Mondal 5. Sri Sujauddin Ahmed 6. Sri Sukhen Dey 	<p>Publication sub-committee</p> <ol style="list-style-type: none"> 1. Dr. Basanti Bhattacharya (Joint Convener) 2. Dr. Momotaj Begam (Joint Convener) 3. Dr. Subhamay Ghosh 4. Smt. Ghazala Nehal 5. Dr. Basabdatta Ghosh 6. Dr. Ratna Bandyopadhyay 7. Smt. Tuhina Sarkar 8. Dr. Uttam Purkait 9. Smt. Dalia Hazra 10. Smt. Piu Bhattacharya 11. Sri Debi Prasad Mondal 12. Sri Shibprasad Mondal 13. Smt. Bisakha Baidya 14. Smt. Munmun Paul 15. Sk. Minhajuddin 16. Smt. Moushumi Mojumder 17. Smt. Hamida Khatun 18. Sri Sanjib Kumar Mondal 19. Sri Tusar Kanti Ghorai 20. Smt. Arpita Sarkar Datta 21. Smt. Sima Mandal 22. Smt. Nibedita Das 23. Sri Debashis Ghosh
<p>Sports & Game sub-committee</p> <ol style="list-style-type: none"> 1. Dr. Shyamal Kumar Sarkar 2. Dr. Hemanta Tripathi (Joint Convener) 3. Dr. Jaydeep Adhikary (Joint Convener) 4. Sri Anupam Halder (Student Representative) 	<p>Canteen sub-committee</p> <ol style="list-style-type: none"> 1. Sri Swapan Panja (Coordinator), 2. Sri Rakesh Ghosh, 3. Smt Kasturi Saha 4. Sri Satyajit Majumder 5. Sri Tarun Kumar Roy 6. Sri Anupam Halder
<p>Sub-Committee for Eco Friendly Campus Beautification</p> <ol style="list-style-type: none"> 1. Dr. Shyamal Sarkar (Coordinator), 2. Sri Nihar Ranjan Chakraborty, 3. Dr. Pijush Kanti Das 4. Dr Tapas Kumar Samanta, 5. Sri Apurba Bikash Biswas 	<p>Sub-committee for Social Outreach Program, including Excursion, Field Work & Industrial Visit</p> <ol style="list-style-type: none"> 1. Dr. Siddhartha Sankar Bhattacharya (Joint Convener) 2. Sri Pijush Kanti Das (Joint Convener) 3. Sri Nikhil Chandra Halder 4. Smt. Tandrima Sil 5. Dr. Sk Ibrahim 6. Smt. Supti Ghata
<p>Research sub-committee</p> <ol style="list-style-type: none"> 1. Dr. Siddhartha Sankar Bhattacharya (Convener) 2. Dr. Swapan Das 3. Dr. Momotaj Begam 4. Dr. Rina Mondal 5. Dr. Abdulla Bin Rahaman 6. Dr. Pijush Kanti Das 7. Dr. Basabdatta Ghosh 8. Dr. Sk. Ibrahim 	<p>Aid Fund sub-Committee</p> <ol style="list-style-type: none"> 1. All departmental HOD (Coordinator), 2. Sri Satyajit Majumder, 3. Dr. Tapas Kumar Samanta (Bursar), 4. Sri Anupam Halder
<p>Scholarship sub-Committee</p> <ol style="list-style-type: none"> 1. Dr. Dipak Kumar Nath (Joint Convener) 2. Dr. Jayashree Sarkar (Joint Convener) 3. Dr. Chandana Giri 	<p>Sub-Committee for implementation of Add-On Courses</p> <ol style="list-style-type: none"> 1. Dr Basanti Bhattacharya (Bengali) 2. Sri Bidhan Ch. Sen (History) 3. Smt Aishwarya Kayal (Comp. Sc.) 4. Dr. Tuhina Sarkar, Mousumi Patra (Political Sc.)

<ol style="list-style-type: none"> 4. Prof. Chandana Samanta 5. Dr. Lina Paria 6. Sri Duranta Mistri 7. Dr. Sanjay Roy 	<ol style="list-style-type: none"> 5. Sri Chinmay Sarkar & Biswajit Sing (Philosophy) 6. Dr. Shyamal Kumar Sarkar (Chemistry) 7. Sri Sandip Kumar Dolui, Dr. Basabdatta Ghosh (English) 8. Sri Priyanka Chakraborty (Education) 9. Sri Jayjit Mondal (Geography) 10. Smt Soma Dutta (Economics) 11. Dr. Hemanta Tripathi (Sanskrit) 12. Dr.Gargi Dinda (Microbiology) 13. Sushmita Routh, Srimati Ari, Dr. Pijush Kanti Das (Botany) 14. Dr. Arup Kumar Sarkar (Commerce) 15. Dr. Siddhartha Sankar Bhattacharya (Zoology) 16. Dr. Kinkar Saha, Dr. Biswajit Saha, Dr. Abdulla Bin Rahaman (Physics) 17. Dr. Santi Gopal Maity (Physiology) 18. Dr. Anup Kumar Singha & Dr. Sanjay Roy (Mathematics) 19. Mousumi Pal (Karate) 20. Ghazala Nehal (B. Ed.)
<p>Sub-Committee for Documentation & AISHE uploading</p> <ol style="list-style-type: none"> 1. Dr. Shirsendu Das (Coordinator) 2. Dr. Shibsankar Das, 3. Dr. Abdulla Bin Rahaman, 4. Sri Duranta Mistiri, 5. Ghazala Nehal 	<p>Website Monitoring Committee.</p> <ol style="list-style-type: none"> 1. Dr. Abdulla Bin Rahaman (Coordinator), 2. Dr. Pritam Chakraborty 3. Dr. Arup Sarkar, 4. Sri Sanajit Manna, 5. Ghazala Nehal 6. Dr. Ratna Bandyopadhyay 7. Dr. Sidhhartha Sankar Bhattacharya
	<p>NCC sub-Committee</p> <ol style="list-style-type: none"> 1. Dr Suparna Banerjee (Jt. Coordinator) + one lady cadet 2. Sri Rakesh Ghosh (Jt. Coordinator) + one boy cadet
<p>Co-ordinators (co-ordinating with allacademic departments functioning within the concern stream):</p> <ol style="list-style-type: none"> 1. Arts Faculty Coordinator : Dr. Momotaj Begum 2. Science Faculty Coordinator: Dr. Sanjay Roy 3. Commerce Faculty Coordinator : Dr. Arup Sarker 	

Uluberia College offers the following degrees:



Administrative Committees & Sub-committees (w.e.f. 2020, July)

<p>Chairman Dr. Debasish Pal (Principal)</p>	
<p>IQAC Core Members</p> <ol style="list-style-type: none"> 1. Dr. Shibsankar Das (Co-ordinator) 2. Dr. Tapas Kumar Samanta, Bursar 3. Dr. Siddhartha Sankar Bhattacharya 4. Dr. Chandana Giri 5. Dr. Jayashree Sarkar 6. Dr. Subhamay Ghosh 7. Smt. Supti Ghata 8. Sri Duranta Mistri 9. Dr. Arup Kumar Sarkar 10. Dr. Pijush Kanti Das 11. Smt. Kasturi Saha 12. Sri Rakesh Ghosh 	<p>Admission Committee</p> <ol style="list-style-type: none"> 1. Dr. Shibsankar Das (Convener) 2. Dr. Abdulla Bin Rahaman 3. Dr. Rina Mondal 4. Sri Rakesh Ghosh 5. Sri Tarun Kumar Roy 6. Sri Satyajit Majumder
<p>PF Committee</p> <ol style="list-style-type: none"> 1. Smt. Supti Ghata (Convener) 2. Dr. Tapas Kumar Samanta (Bursar) 3. Dr. Shibsankar Das, IQAC coordinator 4. Dr. Subhamay Ghosh, Teacher's Council Secretary 	<p>Leave Committee</p> <ol style="list-style-type: none"> 1. Sri Tapan Kumar Mal (Convener) 2. Dr. Shibsankar Das, IQAC Co-ordinator 3. Sri Nihar Ranjan Chakraborty 4. Sri Satyajit Majumder
<p>UGC Committee</p> <ol style="list-style-type: none"> 1. Sri Duranta Mistry (Convener) 	<p>Purchase sub-committee</p> <ol style="list-style-type: none"> 1. Dr. Shibsankar Das (Convener)

<ol style="list-style-type: none"> 2. HOD's or representative of all Departments 3. Sri Satyajit Majumder 	<ol style="list-style-type: none"> 2. Dr. Tapas Kumar Samanta, Bursar 3. Dr. Shirsendu Das 4. Sri Rakesh Ghosh 5. Sri Debiprasad Mondal 6. Dr. Kamalesh Das 7. Smt. Tanushree Rakshit (Librarian) 8. Sri Satyajit Majumder (Accountant)
<p>Green Audit sub-committee (including e-waste management)</p> <ol style="list-style-type: none"> 1. Dr. Shyamal Kumar Sarkar 2. Dr. Kamalesh Das 3. Dr. Kinkar Saha 4. Dr. Pijush Kanti Das 5. Smt. Tandrima Sil 6. Dr. Gargi Dinda 7. Smt. Kasturi Saha 8. Dr. Shibprasad Mondal 	<p>Infrastructural Development & Maintenance sub-committee</p> <ol style="list-style-type: none"> 1. Shri Shyamal Sarkar (Convener) 2. Smt. Supti Ghata 3. Dr. Tapas Kumar Samanta, Bursar 4. Sri Amirul Islam Khan 5. One Retired Engineer from Government Body (at least Assistant Engineer level) 6. One Engineer or Architect or Structural Engineer assigned by the college
<p>Finance sub-committee</p> <ol style="list-style-type: none"> 1. Sri Pulak Roy, President, GB, 2. Dr. Tapas Kumar Samanta (Convener) 3. Sri Abhay Das, Govt. Nominee 4. Sri Amirul Islam, Administrative Staff Rep. 	<p>Office Administration & Accounts sub-committee</p> <ol style="list-style-type: none"> 1. Sri Satyajit Majumder (Coordinator), 2. Sri Apurba Kumar Ghosh, 3. Sri Sukhen De, 4. Dr. Tapas Kumar Samanta, 5. Sri Nihar Ranjan Chakraborty, 6. Smt Supti Ghata
<p>Kanyashree Committee</p> <ol style="list-style-type: none"> 1. Dr. Basabdatta Ghosh (Nodal Officer) 2. Smt. Susmita Pandit 3. Smt. Diya Dey 4. Smt. Satarupa Khan 5. Smt. Runu Dutta, Non-Teaching 6. Smt. Tanushree Das, Student Representative 7. Smt. Riyanka Dhara, Student Representative 	<p>NSS Advisory Committee</p> <ol style="list-style-type: none"> 1. Sri Rakesh Ghosh (Convener) 2. Sri Biswajit Singh 3. Sri Bidhan Chandra Sen 4. Dr. Sk. Ibrahim 5. Sri Anupam Halder (Student Representative)
<p>Uluberia Study Centre for Distance Education Executive Committee</p> <ol style="list-style-type: none"> 1. Dr. Momotaj Begam (Coordinator), 2. Sri Sandip Dolui 3. Mr. Shahajahan Ali Khan 4. Dr. Shibshankar Das 5. Sri Manas Kumar Manna (Non-teaching) 6. Smt Suparna Hait (Non-teaching) 7. Smt Manorama Maji (Non-teaching) 	<p>RUSA PMU</p> <ol style="list-style-type: none"> 1. Dr. Debasish Pal (Principal), 2. Sri Duranta Mistiri (Coordinator), 3. Dr. Tapas Kumar Samanta (Bursar), 4. Sri Satyajit Majumder, 5. Dr. Shyamal Kumar Sarkar.

75th Platinum Jubilee Celebration Sub-committees and their Objectives



75th Platinum Jubilee Celebration Governing Members & Sub-committees (w. e. f. January, 2023)

Governing Members	
<p style="text-align: center;">President</p> <p>Sri Pulak Roy, President of Governing Body, MIC, PWD and PHE, Govt. of West Bengal</p>	<p style="text-align: center;">Secretary</p> <p>Dr. Debasish Pal, Principal</p>
<p style="text-align: center;">Vice President</p> <ol style="list-style-type: none"> 1. Sri Abhoy Kumar Das, Member GB, Govt. Nominee, Chairman, Uluberia Municipality 2. Dr. Nirmal Majhi, Member GB, MLA, Govt. of West Bengal, 3. Sri Asanul Hoque, Member GB 4. Dr Swapan Kumar Das, Member GB 5. Dr. Madhumita Bhadra, Member GB 	<p style="text-align: center;">Assistant Secretaries</p> <ol style="list-style-type: none"> 1. Dr. Tapas Kumar Samanta, Member GB 2. Prof. Supti Ghata, Member, GB 3. Prof Rakesh Ghosh, Member GB 4. Sri Amirul Islam Khan, Member GB, TCS 5. Dr. Shibsankar Das, IQAC Convener, 6. Anupam Halder, Student Representative (General Secretary)
Sub-committees	
<p>Audit Sub-committee</p> <ol style="list-style-type: none"> 1. Sri Satyajit Majumder, 2. Sri Apurba Bikash Biswas 3. Sri Anup Kumar Mondal 4. Sri Abhijit Banerjee 5. Sri Sujauddin Ahmed 	<p>Publication Sub-committee</p> <ol style="list-style-type: none"> 1. Dr. Basanti Bhattacharya (Joint Convener) 2. Dr. Momotaj Begam (Joint Convener) 3. Dr. Subhamay Ghosh 4. Ghazala Nehal 5. Dr. Basabdatta Ghosh 6. Dr. Ratna Bandyopadhyay 7. Prof. Tuhina Sarkar 8. Dr. Uttam Purkait 9. Prof. Dalia Hazra 10. Prof. Piu Bhattacharya 11. Prof. Debi Prasad Mondal 12. Prof. Shibprasad Mondal 13. Bisakha Baidya 14. Smt. Munmun Paul 15. Sk. Minhajuddin

	16. Smt. Moushumi Mojumder 17. Smt. Hamida Khatun 18. Sri Sanjib Kumar Mondal 19. Sri Tusar Kanti Ghorai 20. Smt. Arpita Sarkar Datta 21. Smt. Sima Mandal 22. Smt. Nibedita Das 23. Sri Debashis Ghosh
Exhibition Sub-committee 1. Dr. Siddhartha Sankar Bhattacharya 2. Dr. Pijush Kanti Das 3. Dr. Shirsendu Das 4. Prof. Sanajit Manna 5. Dr. Suparna Banerjee 6. Smt. Gargi Dinda 7. Smt. Aishwarya Kayal 8. Sri Sajahan Ali Khan 9. Sri Kunal Shau 10. Smt. Anusree Das 11. Smt. Jayantika Bose 12. Sri Ajibar Mallick 13. Smt. Swata Das 14. Sri Santi Gopal Maity 15. Smt. Priyanka Bhandari 16. Sri Sourav Roy 17. Smt. Oisika Paul 18. Sri Arpan Isar 19. Smt. Rinku Saha 20. Smt. Debapriya Ranjit 21. Smt. Ananya Sasaru 22. Smt. Debolina Byabortta 23. Sri Tuhin Kumar Mondal 24. Sri Jayjit Mondal 25. Sri Suman Manna 26. Smt. Satarupa Khan 27. Smt. Supriya Mondal 28. Smt. Soma Chakraborty 29. Sri Mihir Kumar Si 30. Sri Sayan Ghosh 31. Smt. Piyali Sasaru 32. Sri Susanta Adhikary 33. Smt. Arpita Bhowmik	Decoration Sub-committee 1. Sri Tarun Kumar Dey 2. Sri Anupam Halder 3. Sri Biswanath Pramanick 4. Sri Swapan Kumar Das 5. Sri Samsuddha Khan 6. Laba Madrasi 7. Smt. Sandhya Madrasi 8. Sri Achinta Malick 9. Sri Prasanta Mondal 10. Sri Hasibur Rahaman 11. Sri Samar Bhowmick 12. Sri Shyamal Chakraborti 13. Sri Mathur Dutta 14. Smt. Basanti Khanra 15. Sri Kumud Ranjan Dolui 16. Sri Ganesh Mathor 17. Sri Goutam Bera 18. Sri Partha Bag 19. Smt. Sonali Mondal 20. Smt. Rabia Khatun 21. Sri Alope Rui Das 22. Sri Manas Kumar Manna 23. Soumya Ghosh 24. Sri Srijit Mazumder
Seminar/Workshop/ Webinar Sub-committee 1. Dr. Amar Patra 2. Dr. Abdulla Bin Rahaman 3. Dr. Shyamal Kumar Sarkar 4. Prof. Gautam Biswas 5. Prof. Tandrima Sil 6. Dr. Kamalesh Das 7. Dr. Arup Kumar Sarkar 8. Prof. Kasturi Saha 9. Sri Srijob Ganguly 10. Sk. Masanoor Rahaman 11. Sri Shibaji Roy 12. Sri Rajkumar Bhunia 13. Sri Sujoy Bag 14. Smt. Subhashree Banerjee	Cultural Sub-committee 1. Prof. Sandip Dolui 2. Dr. Biswajit Saha 3. Dr. Sk. Ibrahim 4. Dr. Rina Mondal 5. Dr. Hemanta Tripathi, 6. Prof. Bipra Biswas 7. Smt. Priyanka Chakraborty 8. Smt. Susmita Pandit, 9. Sri Ranjan Das 10. Smt. Mausumi Goswami 11. Smt. Nafisa Begum 12. Smt. Sadhana Rong 13. Sri Debabrata Shau 14. Smt. Triparna Chattopadhyay

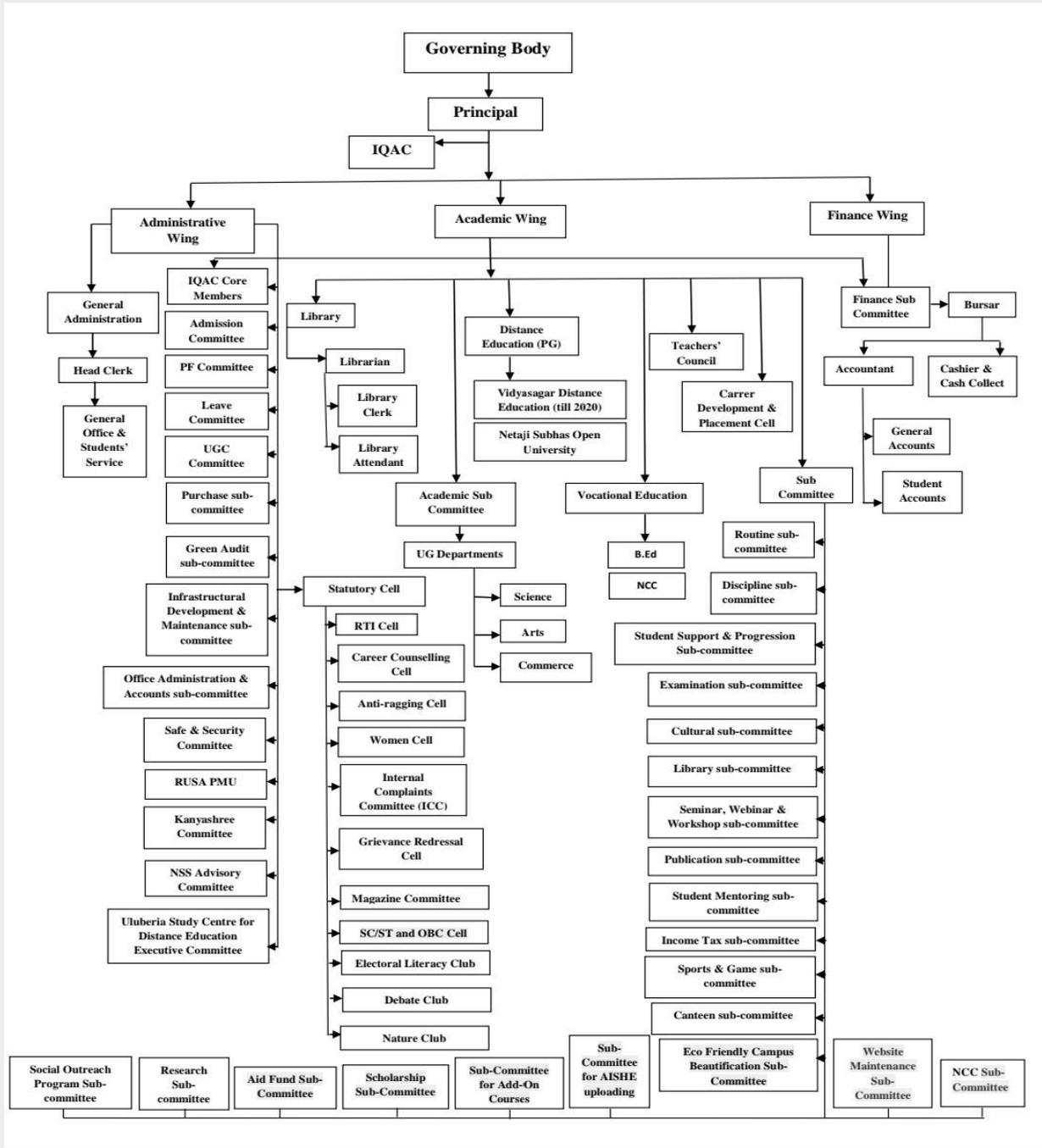
15. Smt. Soma Dutta 16. Sri Prabir Pal 17. Smt. Bandana Tat 18. Sri Alok Roy 19. Smt. Diya Dey 20. Sri Arkaprava Banerjee	15. Sri Prasenjit Bhowmick 16. Smt. Bhagyashree Chandra 17. Smt. Sikha Ghosh
Competition Sub-committee 1. Prof. Kinkar Saha 2. Prof. Soma Neogy 3. Smt. Tanusree Rakshit 4. Dr. Jaydeep Adhikari 5. Prof. Bidhan Chandra Sen 6. Sri Tapan Kumar Mal 7. Sri Sayed Beg 8. Dr. Pradip Kumar Mondal 9. Smt. Sipra Adhikari 10. Prof. Biswajit Singh 11. Sk. Motiaruddin Ahmed 12. Prof. Mousumi Patra 13. Sri Biswajit Baxi 14. Sri Soumik Ganguly 15. Smt. Sushmita Routh 16. Smt. Srabani Mondal 17. Smt. Paramita Sarkar 18. Smt. Moumita Nandi 19. Sri Jagabandhu Mandal 20. Dr. Indranil Mukherjee 21. Srimati Ari 22. Sri Subham Chowdhury	Platinum Jubilee Scholarship Sub-committee 1. Prof. Dipak Nath 2. Dr. Chandana Giri 3. Prof Chandana Samanta 4. Dr. Jayashree Sarkar 5. Dr. Lina Paria 6. Duranta Mistri 7. Dr. Sanjay Roy
Alumni Sub-committee 1. Dr. Anup Kumar Singha 2. Dr. Bireswar Mukherjee 3. Sri Sirajuddin Mallick 4. Sri Sukhen De 5. Sri Chinmoy Sarkar 6. Dr. Pritam Chakraborty 7. Sri Nilratan Ghorai 8. Sri Ramesh Bera 9. Smt. Anita Pramanick 10. Smt. Runu Dutta 11. Smt. Kalpana Dolui 12. Smt. Debopriyo Das 13. Sk. Mostafizur Samim 14. Sk. SagirAhamed 15. Sri Sukhendu Roy 16. Sk. Mabud Ali 17. Sri Sakya Singha Guria 18. Smt. Marjina Begum 19. Sri Arindam Roy 20. Smt. Rina Chalta 21. Smt. Tiya China 22. Sk. Sahabul	Refreshment Sub-committee 1. Sri Nihar Ranjan Chakraborty 2. Sri Arun Bolen 3. Sri Swapan Panja 4. Sri Parash Manna 5. Sri Sukumar Parui 6. Smt. Mohosina Sultana 7. Sk. Anisur 8. Smt. Falguni Rui Das 9. Smt. Pretekana Ray Choudhury 10. Sri Dipankar Bag 11. Sri Jan Mohammad 12. Sk. Mushiar Rahaman 13. Sk. Nasirulla 14. Smt. Champa Madraji 15. Smt. Kalpana Madrasi

Non-Teaching Staff

Sl. No.	Office Staff	Library Staff	Laboratory Staff	Image
1.			Tapan Kumar Mal (B.Ed.) Lab. Instructor	
2.		Nilratan Ghorai (B.Ed.) [Asst. Librarian – Casual]		
3.	Dipankar Bag (B.Ed.) [Supporting Staff – Casual]			
4.	Mohsina Sultana (B.Ed.) [Technical Asst.]			
5.	Kalpana Madraji (B.Ed.) [Supporting Staff – Casual]			
6.	Kalpana Dolui (B.Ed.) [Supporting Staff – Casual]			
7.	Shakya Singho Ghorai (B.Ed.) [Computer Assistant]			
8.			Sri Swapan Kr. Das [Botany Lab Attendant]	
9.	Sri Sukhendu Kr. De [Cashier]			
10.			Samsudduaha Khan [Chem. Lab. Attendant]	
11.	Sri Laba Madrasi [Jamadar]			
12.	Smt. Sandhya Madrasi [Sweeper]			
13.	Sri Achinta Mallick [Guard]			
14.	Sri Prasanta Mondal [Electrician-cum-Caretaker]			
15.			Sri Arun Bolen [Chem. Lab. Attendant]	
16.	Sri Satyajit Mazumdar [Accountant & Head Clerk in-charge]			
17.	Sri Tarun Kr. Roy [Peon – evening]			
18.	Sri Apurba Bikash Biswas [Accountant]			
19.			Sk. Hasibur Rahaman [Botany Lab Attendant]	
20.			Samar Bhowmik [Physiology Lab Attendant]	
21.			Amirul Islam Khan [Zoology Lab Attendant]	
22.			Sri Mathur Datta [Physics Lab Attendant]	
23.	Shyamal Chakraborty [Generator/Pump/Gas Plant-cum-Mechanic]			
24.	Sujauddin Ahmed [Computer Consultant]			
25.	Basanti Khara [Canteen – Casual]			
26.			Kumud Ranjan Dolui [Physics Lab Attendant]	
27.	Ganesh Mathor [Sweeper]			

28.			Goutam Bera [Chem. Lab Attendant]	
29.		Partha Bag [Library Staff]		
30.	Sonali Mondal [Office]			
31.		Rabia Khatun [Library Staff]		
32.	Aloke Rui Das [Generator]			
33.	Manas Kr. Manna [Office]			
34.		Soumya Ghosh [Library Staff]		
35.		Sirijit Mazumder [Library Staff]		
36.	Parash Manna [Guard]			
37.	Sukumar Parui [Office]			
38.	Sk. Anisur [Guard]			
39.	Falguni Rui Das [Canteen]			
40.	Sk. MushiarRahaman [Guard]			
41.	Jan Mohammad [Guard]			
42.	Sk. Nasirulla[Guard]			
43.	Champa Madrasi [Sweeper]			

Administrative Structure



Uluberia College Code of Conduct for Teachers

Teachers are to abide by the following codes for the institution to function smoothly & harmoniously:

1. Strict adherence to college

Teachers, being role models, would require to conduct themselves as per college rules. Uluberia College is a co-ed institution, located in a multi-communal, semi-urban belt of West Bengal. Given its inclusive environment, it has a set of rules which teachers, appointed from across Bengal, are to abide by.

2. Professional Ethics

Apart from being punctual and disciplined, their professional ethics call them to be upright in their words and actions. Gender equality, communal harmony, the democratic, social and secular spirit of the nation are a few value-based learnings, delivered through daily curricular transactions. Teachers are not to, simply, explain these values but to live up to them as walking examples of highest standards.

3. Kindness

Kindness is key to learning. Harsh treatments from even, pedagogically, most skilled-teachers are counter-effective for young, impressionable minds. Teachers are to be kind and gentle. They are to conduct themselves professionally and, under no circumstances, should let their personal predicaments cloud their judgments during student-treatment.

4. Effective curriculum transaction

For effective curriculum transaction, teachers are to conduct regular classes, arrange formative evaluations, written and oral, provide remedial teachings and arrange activities for experiential & participative learning.

5. Active-participation

Teachers' active participation, in and outside class activities, drive students to be equally enthusiastic about their college and learning. Teachers should facilitate class discussion, provide adequate reinforcement for participation from back-benchers, promote useful knowledge for students to attend classes willingly and conduct community outreach activities for students' all round development. They are to avidly respond to institution's call for academic and administrative assistance.

6. Harmonious relationship

Teachers, especially Department Heads, are to maintain harmony within and among Departments to ensure democratic and equal treatment of all faculties - novice and experienced. All voices should be heard and valued to ensure excellence in both individual and group performances. Harmonious relations with all stakeholders will uphold the democratic and inclusive environment of the institution.

7. Professional knowledge and skill updating

Teachers are to time and again update their professional knowledge and skills as per new policies, initiated by Govt. of West Bengal for Higher Education. The professional developmental programs should not be a mere means for certification to enhance Academic Performance Indicators. Teachers should utilize their new knowledge for student and institutional welfare.

8. Follow leave rules

Teachers are to follow leave rules as prescribed by Govt. of West Bengal and University of Calcutta statutory rules. Leave without prior notification and overstay should be avoided. Casual Leaves must be informed via WhatsApp so that students can be notified and Provisional Classes can be arranged.

Uluberia College Code of Conduct for Administrative Staff

Administrative Staff are to abide by the following codes for the institution to function smoothly:

1. Professional knowledge and skill updating

Being one of the major pillars on whom rests the smooth functioning of institution's non-curricular activities, the non-teaching staff are expected to time and again update their professional knowledge and skills as per new policies and programs for Higher Education as initiated by the Govt. of West Bengal as well as to uphold their professional integrity.

2. Promptness and avoidance of procrastination

Promptness and avoidance of procrastination are key to successful office activities. To avoid last minute hassle, Non-teaching staff are expected to carry out before time, as directed by the Principal, their monthly or annual activities, viz. to prepare salary bills, utilization certificates and respective Form 16 details, to update service books, to transfer students' scholarship amounts, to collect their registration fees for admission or exams, to carry student documents and mark sheets to university for admission and examination, respectively, to maintain documents, etc.

3. Collaboration

Collaboration between Non-teaching and Teaching staff is indispensable for Institution's healthy and overall performance. For a flaw-free execution, it is expected of Non-teaching staff to assist teachers, appointed by the institution, in activities like student scholarships, student aid, income tax preparations, sports and games, technical support during seminar, workshops and cultural activities.

4. Assistance

Non-teaching staff are expected to provide cordial and eager response to individual queries of students or faculty members and direct them to proper personnel in the office for information and doubt clarification.

5. Unbiased approach

Under all circumstances, Non-teaching staff are to avoid gender, communal, language and cultural discrimination in their dealings with teachers, students, parents and other stakeholders of the institution.

6. Follow leave rules

It is incumbent upon all Non-teaching staff to follow leave rules as prescribed by Govt. of West Bengal and University of Calcutta statutory rules. Leave without prior notification, overstay after expiry of leave tenure should be avoided. On duty leave should be prior sanctioned to avoid delay or hindrances in daily official activities.

7. Maintain harmonious relations

All Non-teaching staff are, further, expected to maintain harmonious and healthy relations among themselves, with teaching staff, students, parents, Governing Body members and all other stakeholders of the institution to uphold the democratic and inclusive environment of the institution.

Uluberia College Code of Conduct for Students

All students are to abide by the following codes for the institution to function harmoniously:

1. Strict adherence to college rules

Work efficiency, in any form, is generally judged by the quality of its output. Students, being the outputs of our institution, determine the quality of our work. It is hence incumbent upon us to see that the newly enrolled students are acquainted with the established rules of the institution and that the senior students are in no violation to them.

2. Democratic and inclusive values

As per the democratic and inclusive values of the Institution, students - juniors and seniors - are to function in respect and co-ordination with each other. Under all circumstances, they are to avoid class, gender, communal, language and cultural discrimination in their dealings with each other.

3. Quality education

Quality Education would require students to eagerly participate in field experiences of prescribed curriculum. Workshops, excursions, field and industrial visits, seminars, debates, theatre performances, extempore and conferences should not be treated by students as a mere entertaining break from regular classes but an extension of curriculum transaction for experiential learning.

4. Discipline and productive learning

For discipline and productive learning, students must ensure regular attendance, punctuality, maintain deadlines for assignment submission, avoid procrastination, practice self-study and participate in all cultural and sports activities. It is necessary to see that these co-curricular initiatives are promoting an all-round development among students.

5. Competition

Competition, a healthy form of conflict, is always encouraged among students. But it is expected of students to treat the competition arena as a space to exhibit their potentials and not a battle field. They are to respect their opponents and indulge in unfair means, may it be in sports or debates.

6. Meaningful learning

Expecting good academic performances from students is axiomatic. But students should see to it that their scores are an output of meaningful and discovery-based learning. Suggestive studies and rote learning should be discouraged.

7. Courage

To say students are to respect all members of the institution is axiomatic. It is to be seen that the respect for elders is not borne out of fear and cowardice. Students must have the courage to stand up against any malpractice or maltreatment but with all courtesy and politeness.

8. Responsible-freedom of speech and action

The Institution will follow its Anti-ragging Policy and maintain a Grievance Cell to address student-problems. Student-teacher interactions should be healthy and unbiased enough to encourage responsible-freedom of speech and action.

Institution's Developmental Plans, Policies & Resources

Being a non-autonomous institution, Uluberia College is not entitled to form its own rules. It strictly adheres to those laid down by

- West Bengal State Govt. Service Rules,
- University Grants Commission
- Statutes of University of Calcutta.

For internal management, Uluberia College Governing Body Resolutions decide plans & policies:

Our Plans	Our Policies
<p>1. To practice e-governance</p>	<p>The Institution has developed an Uluberia College App to digitalise academic activities:</p> <ol style="list-style-type: none"> a) The App allows individual password protected access to teachers and students to class routine, class attendance, notice portal, class history, college LMS, Exam Portal and Library Portal. b) The App, further, allows to upload question papers and uses QR Codes to record exam attendance. c) Students' daily attendance records, e-content distribution, details of Add-on Courses, faculty profile & achievement updates, faculty attendance register and e-log book for leave recordings are also maintained through the App. d) IQAC keeps track of Departmental Activities, research projects & publications, e-module development, participations in seminars and workshops, sports and cultural activities, extension activities of NSS & NCC, Women Cell activities and Soft Skill Programs through the App. <p>To have e-governance in student admission, finance & accounts, the Institution:</p> <ol style="list-style-type: none"> a) Practices cashless transactions for students' fee payments b) Uses chip-based RFID Cards as students' College ID cards. c) Practices cashless payments to vendors d) Has SMS gateway for speedy and one-to-one dissemination of information. It is used to send notifications to its students, teachers, nonteaching staff and Governing Body members regarding classes, examination and meetings. e) Has digital provisions for asset management, viz. e-surveillance by which the Head of the Institution monitors the campus through close-circuit cameras. It works towards management of the administrative and security issues in a remote manner, especially in the mobile-based application in the Principal's mobile phone. Following are the main benefits of installing CCTVs: 1.

	<p>Prevents burglary especially beyond working hours 2. Controls student-crowding and group-protests 3. Monitors the working of the administrative and academic functions 4. Prevents misconduct in any area of the campus 5. Enables documentation of any action taking place within the campus for redress of grievances.</p> <p>f) Follows online admission system. The system is transparent, accurate and convenient to co-ordinate. The college provides all relevant information like subjects combinations available, intake capacity, instructions for filling up admission forms and documents required for admission on its online admission portal. Students apply online, after which the system generates merit scores of each student on the basis of subject-wise weight age policy. On the basis of these merit scores, a merit panel is prepared, and admission taken in compliance with the intake capacity.</p> <p>g) Has electronic database to ensure efficiency in data retrieval.</p> <p>Institution's growing thrust upon tech-orientation of daily academic and administrative affairs is one of its distinctive features as well as one of its best practices. It has allowed transparency, accuracy and momentum in daily college activities, and respect for individual time and space.</p>
<p>2. To develop ICT-based learning</p>	<p>The Institution has:</p> <p>a) Smart Classroom apparatuses, viz. LCD Projectors and a centrally located Wi-Fi system.</p> <p>b) A Learning Management System (LMS), controlled through Uluberia College App. It channelizes curriculum-based e-contents, video tutorials & question papers</p> <p>c) KOHA software as its Integrated Library Management System (ILMS) for Library automation.</p> <p>d) A Library Portal, in Uluberia College App, allows students to use Open Public Access (OPA) catalogues and provides links to OER (Open Educational Resources) repository which allows access to:</p> <ol style="list-style-type: none"> i. National Digital Library of India, ii. National Science Digital Library, iii. Directory of Open Books, Directory of Open Access Journals iv. N-List, v. Employment News, vi. The Times of India, vii. The Telegraph viii. Anandabazar Patrika.
<p>3. To ensure effective curriculum planning, transaction and</p>	<p>The Institution:</p>

<p>evaluation of course outcomes & program outcomes</p>	<ul style="list-style-type: none"> a) Prepares Departmental Academic Calendars and Prospectus for effective curriculum planning b) Uses App-based attendance recorder to ensure students' class presence. c) Uses student centric methods of experiential learning through field trips, excursions & internships, participative learning through online/offline workshops & seminars, and problem solving methods through project work for enhancing learning experiences. d) Encourages faculties to use smart classrooms for offline curricular transactions e) Generates e-modules and video tutorials for online studies. The e-content reaches students through College LMS in the App to access curricular contents at all time, irrespective of time and space. The Library Portal, in the App, allows students to use e-library catalogues and links to OER repositories for reference. f) Arranges periodic student-interaction with distinguished speakers for curriculum transaction, like <ul style="list-style-type: none"> i. One day National Seminar on Gita: Sampratika Samajah by Sanskrit Dept. ii. One day National Seminar on Recent Trends in Renewable Energy Harvesting by Physics Dept. iii. One day National Seminar on Contemporary Research in Chemical Sciences by Chemistry Dept. iv. Five-Day Pedagogy Innovation Workshop for Pre-service Teachers by B. Ed Dept. in collaboration with IIT, Kharagpur. e) Arranges seminars to address students' academic issues viz. exam phobia and management of failure. f) Conducts online Students Satisfaction Survey (SSS) g) Uses Google Forms with critical MCQ question for frequent formative evaluation h) Conducts internal summative exams, at the end of each semester, to evaluate Course Outcomes. i) Provides remedial tutorials as and when needed. j) Provides career counselling and guidance for competitive exams to the outgoing students through its Career Counselling Cell. k) Uses the college App to keep placement records and records of enrolment in higher studies of ex-students to evaluate Program Outcomes.
<p>4. To develop skills and inculcate values among students</p>	<p>The Institution, for capacity building & skill enhancement, has initiated:</p> <ul style="list-style-type: none"> a) Certificate Courses on soft skills like coding, mushroom cultivation, silvi-culture, web-based English language skill learning, laboratory animal handling, handling of scientific instruments, biomedical instruments, and preparation of household products of daily use. b) A Computer Training Centre to develop computing skills.

	<p>c) Dedicated technical experts to teach students how to prepare PPT slides. Students are trained to make Power Point Presentations on topics of their choice. Along with content knowledge, confidence and communication skill, they are evaluated on their skills for PPT Slide preparation which included Font size, Colour contrasts, Word volume, Picture size & relevance and balance between how much to write on slides and how much to deliver orally.</p> <p>d) Life skills like yoga and karate through appointed physical fitness trainers.</p> <p>e) Skill development courses in partnership with other institutions:</p> <p>f) Modern Office, Computer Hardware, A.C. Repairing and Beautician courses in collaboration with Excell Mediskill Pvt. Ltd.</p> <p>g) Communicative English Course in collaboration with INFINITY, a local institution.</p> <p>h) Course on being a Small/Back Office Co-ordinator in partnership with Consulting Learning and Development Private Ltd.</p> <p>i) Course on being a Banking Associate in partnership with Consulting Learning and Development Private Ltd.</p> <p>j) Course on self-employment under the scheme of Swarojgar Yojna (WBSWA), as per direction from Govt. of West Bengal and in collaboration with TATA STRIVE and Bharat Chambers of Commerce.</p> <p>k) Counselling Program on Cost Accountancy.</p> <p>l) UGC project on a cost-free skill-oriented training under Dindayal Upadhyaya Skill Oriented Training Program</p> <p>m) Organises interdisciplinary classes, e.g. interdisciplinary classes conducted between Departments of English & Philosophy, to address cross-cutting issues like gender, human values and environmental sustainability.</p> <p>n) Arranges academic seminars, webinars and workshops, extension programmes through NSS & NCC in the neighbourhood community to sensitize students to social issues.</p> <p>o) Conducts annual sports, competitions and cultural activities and has included Karate & Yoga for students' holistic development.</p>
<p>5. To encourage creativity and research culture among students</p>	<p>The Institution:</p> <p>a) Organizes student project work, study tours, field trips, internships, healthy competitions and on-campus handwork exhibitions</p> <p>b) Provides well-equipped laboratories</p> <p>c) Provides opportunities to write in Departmental research-based journals.</p>
<p>6. To develop a system for student mentoring and student support</p>	<p>The Institution has:</p> <p>a) Anti-ragging cells as a transparent mechanism for timely redress of student grievances including sexual harassment and ragging cases. The Cell implements undertakings on policy with zero tolerance as laid by the Governing Body. The Cell has a Grievance Box, installed in a corner, for student support. To spread awareness, the Cell has often</p>

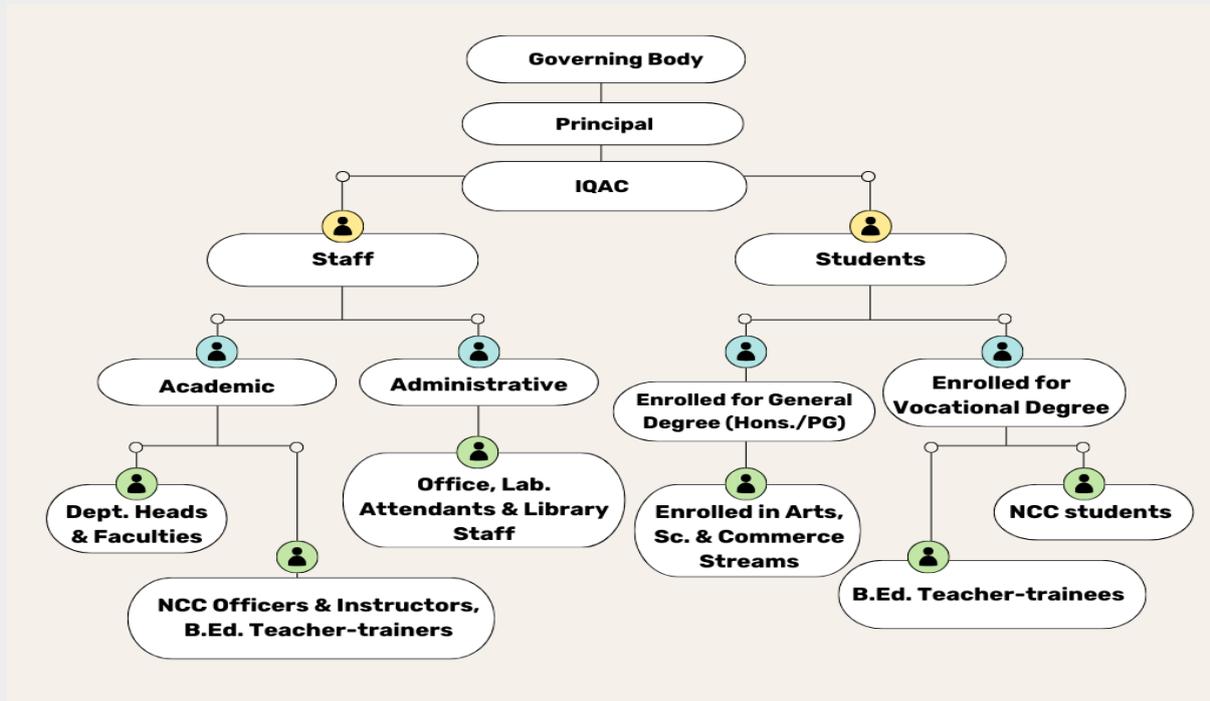
	<p>collaborated with the institution's Women's Cell to arrange stage-plays on women safety and women's rights.</p> <ul style="list-style-type: none"> b) Installed CCTV cameras for campus monitoring c) Feedback system from students, teachers and guardians on academic performance and ambience of the institution. d) Mentor groups where students are divided into groups with each faculty acting as a mentor. The mentor-mentee interaction allows close monitoring of students' overall development.
<p>7. To have effective welfare measures and Performance Appraisal System for faculty members</p>	<p>The Institution:</p> <ul style="list-style-type: none"> a) Uses Uluberia College App for performance appraisal of faculty's departmental activities and contributions through research & publications. The App has a Staff Portal through which IQAC reviews faculty member's publications, paper presentations, seminar/workshop participation, participation in RC, Short term Courses & FDPs, fellowships or awards, development of e-learning and add-on courses, project outputs, participation in departmental seminars, workshops, sports & cultural programs. Faculty members are to individually upload relevant data for performance appraisal in the Portal. b) Encourages teachers to participate in seminars, conferences, workshops and to undertake minor and major research projects c) Annually upgrades library books through Departmental Budget d) Maintains a research-based faculty journal – Quest e) Arranges on-campus seminars and workshops for staff for knowledge & skill enhancement, like: <ul style="list-style-type: none"> 1. Workshop on College Automation System for the non-teaching staffs 2. Workshop on Choice Based Credit System for the teaching staffs 3. Seminar on latest education policies, viz. NEP 2020. f) Provides adequate and latest digital and material resources for better work environment.
<p>8. To promote practices of decentralization and participation in the institutional governance.</p>	<p>The Institution functions in accordance with its vision and mission, as displayed in its website. It is visible in its culture of decentralized & participative management, being practiced:</p> <ul style="list-style-type: none"> a) At the structural level where the Principal interacts with the Government and Private agencies to give shape to various projects and govt. policies, undertaken either by UGC or by our affiliating body, University of Calcutta. b) At the strategic level where the Principal, the Governing Body, IQAC and Teachers' Council come together for decision-making to frame guidelines needed to execute the adopted projects and govt. policies. c) At the operational level where faculties, office staff and student council join hands to execute the adopted strategies. It doing so, the Institution:

	<ul style="list-style-type: none"> i. Has constituted committees and sub-committees, consisting of all college faculties, as per need of the institution, and potential and interest of the faculties. ii. Has made its daily activities tech-oriented [for instance through Uluberia CollegeApp, QR codes for student attendance during internal exams, cashless transactions for students' fee payments, chip-based RFID Cards as students' College ID cards, etc.] for transparency, accuracy and momentum in daily college activities, and respect for individual time and space.
<p>9. To maintain an inclusive work culture</p>	<p>The Institution,;</p> <ul style="list-style-type: none"> a) Assigns duties to all members, academic and administrative, as per their interest and potentials. b) Has developed committees & cells to ensure individual co-operation. c) Arranges exclusive annual picnics, sports and college feasts to promote team-spirit and healthy relations among its staff members. d) Conducts periodic and need-based meetings for a democratic approach to decision-making e) Arranges blood donation camps, rallies and street plays for community awareness on social issues like violence against women, environmental issues and safety procedures during COVID-19 in order to reach out to the surrounding community. f) Invites delegates from local governmental agencies and surrounding schools during seminars and workshops to share their views on the given topic g) Has signed MoU with other colleges to have activities through inter-college collaborations.
<p>10. To create a Green Campus</p>	<p>The Institution:</p> <ul style="list-style-type: none"> a) Practices on-campus tree plantation b) Has introduced solar panel, rain water harvesting system and a motor- sensor system c) Has limited on-campus parking of automobiles to reduce air-pollution. d) Has the privilege of having a pond at the centre of the campus as a bio-diverse resource e) Has a gardener for ground beautification and terrace gardening.

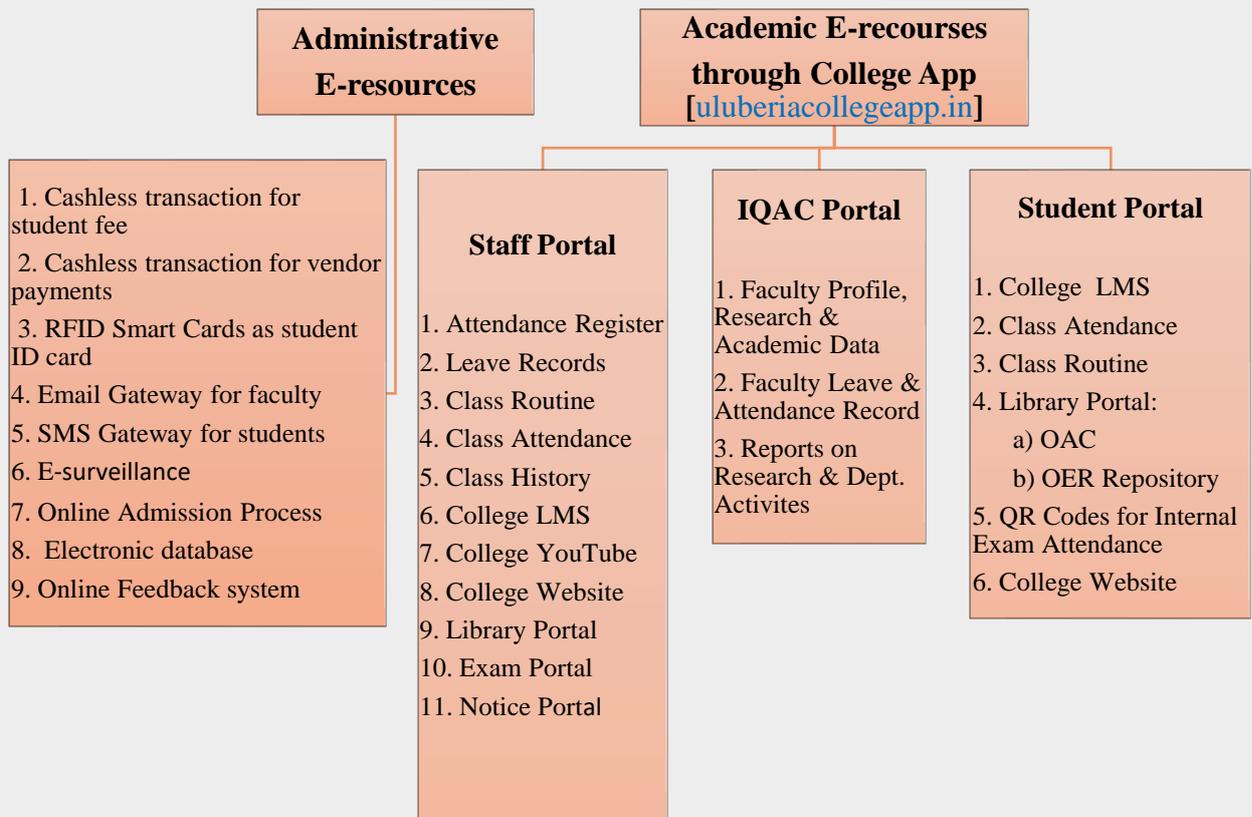
Our Resources

1. Human Resource
2. E-resource
3. Material Resource

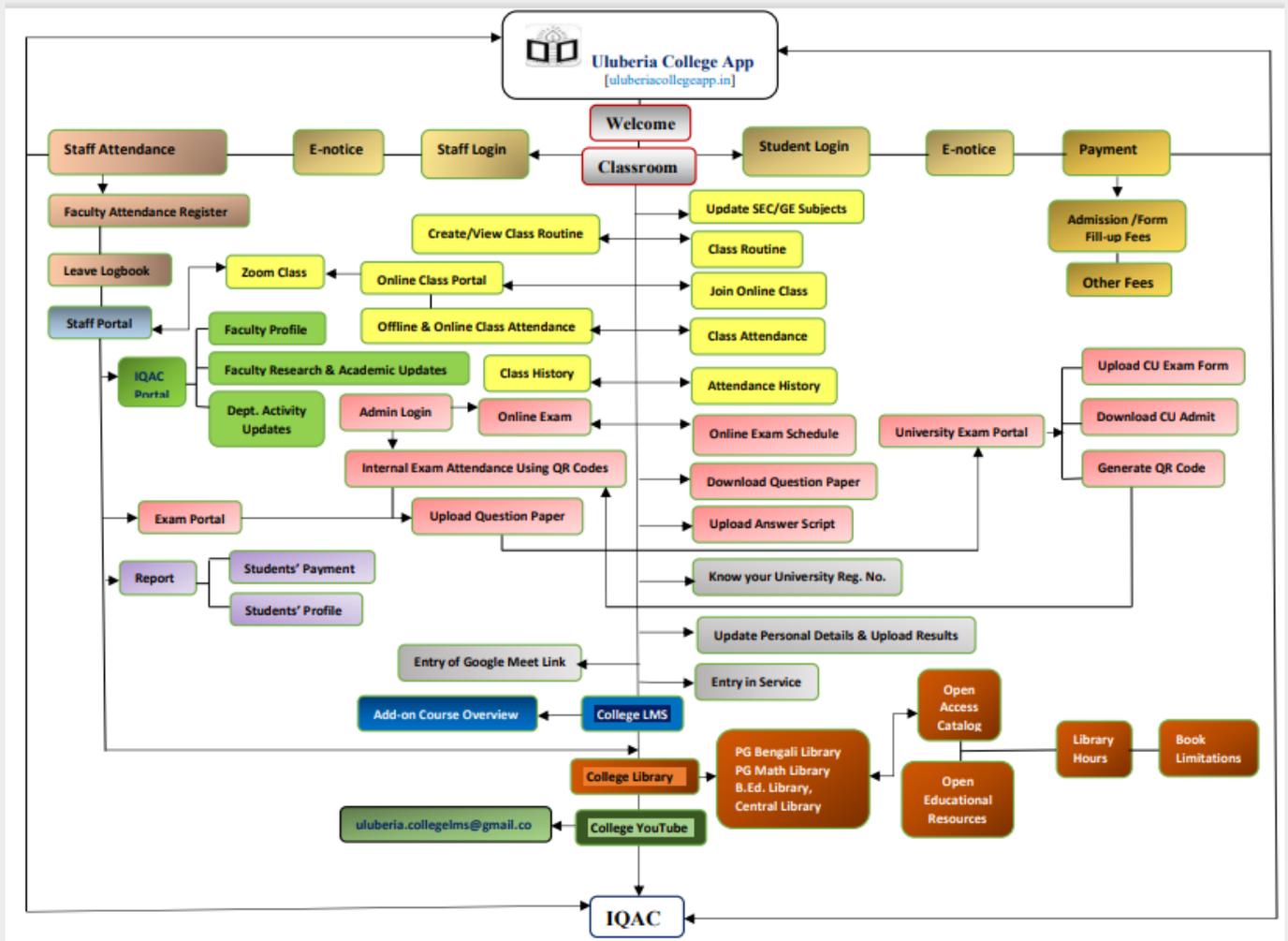
Our Human Resource



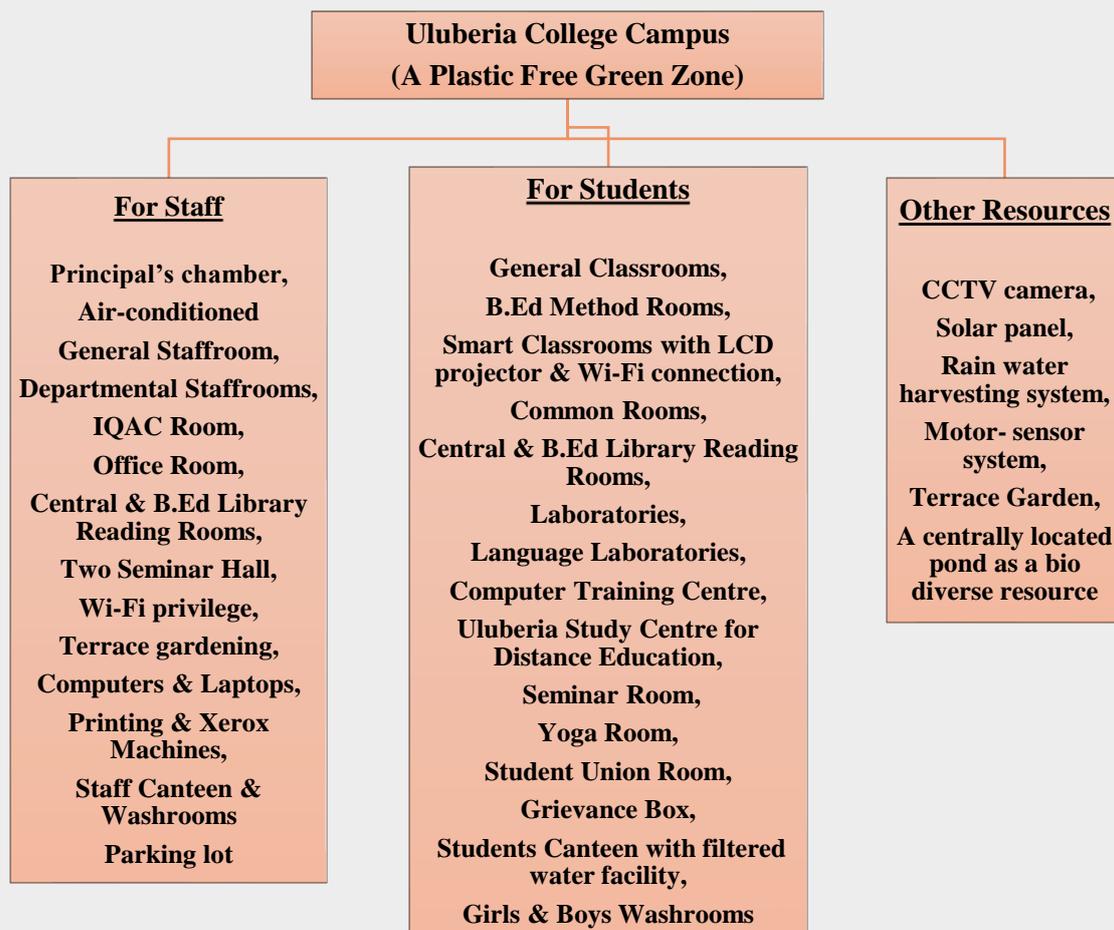
Our E-resources



Uluberia College App Structure



Our Material Resource



Right to Information (RTI)

Uluberia College has an RTI Cell to look into students' queries regarding admission, exam results, etc.

The Members are:

1. Dr. Sk. Ibrahim (State Public Information Officer),
2. Smt. Tanusree Rakshit (Asst. State Public Information Officer),
3. All departmental HOD

Our RTI Cell, being a statutory cell, follows the norms as laid down by West Bengal State Govt. RTI Rules.

STATUTORY CELLS (w.e.f July, 2020):

Anti-ragging Cell

The Anti-ragging Cell was made to protect students from on-campus ragging and online cyber-crimes. The Cell has the following group of devoted members:

- 1) Dr. Debasish Pal (convenor)
- 2) Dr. Lina Paria (coordinator)
- 3) Dr. Pritam Chakraborty
- 4) Smt. Srimati Ari
- 5) Sri. Sourav Roy
- 6) Sri. Alok Roy
- 7) Smt. Nafisa Begam
- 8) Sri Sujoy Bag
- 9) Sri Anupam Halder
- 10) Sri Arup Kumar Sarkar
- 11) Sri Sreejeeb Ganguly
- 12) Dr. Sk Ibrahim

An on-campus counselling program organised in collaboration with Women's Cell Post-COVID 2022 to spread awareness against Cyber-crimes



Anti-sexual Harassment Cell

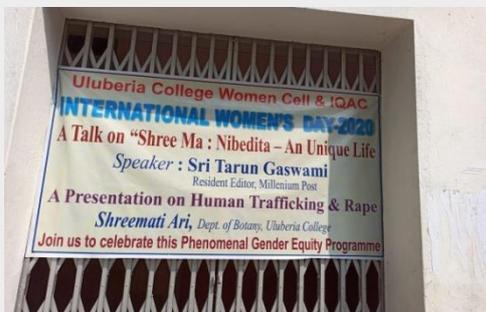
The Anti-sexual harassment Cell was made to protect students from on-campus sexual harassment cases. It in collaboration with the Women Cell has tried to sensitize students against gender crimes.

The Cell has the following group of devoted members:

- 1) Dr. Debasish Pal (convenor)
- 2) Dr. Lina Paria (coordinator)
- 3) Dr. Sanjay Roy
- 4) Smt. Priyanka Chakraborty
- 5) Smt. Triparna Chattopadhyay
- 6) Smt. Soma Datta
- 7) Dr. Gargi Dinda
- 8) Sri. Tuhin Kumar Mondal
- 9) Sri Suman Manna
- 10) Sri Jayjit Mondal
- 11) Smt. Tanushree Rakshit
- 12) Anupam Halder

13) Smt. Soma Neogy

An On-campus Seminar organized on Human Trafficking and Rape in collaboration with the IQAC and Women Cell



Internal Complaint Cell

The Cell was formed to meet complaints and grievances, if any, of institution staff members. The Cell performs grievance redress by listening to both parties and settling matters objectively.

1. Supti Ghata (Coordinator)
2. Dr. Chandana Giri,
3. Dr. Lina Paria,
4. Dr. Subhamoy Ghosh,
5. Smt. Rahima Khatun (Representative of Social worker)

Grievance Redress Cell

The Cell was formed to meet complaints and grievances, if any, of our students. For students to be able to come forth with their grievances without fear of victimization, a Grievance Box is placed in a secluded corner of the institution for students to be able to post their grievance secretly. The Box is checked by the Cell member once in a week. If a grievance letter is found, the concerned students are called, and grievance is redressed by listening to both parties and settling matters objectively.

1. Dr. Shirsendu Das (Jt. Coordinator)
2. Smt. Supti Ghata (Jt. Coordinator)
3. Dr. Jayasree Sarker
4. Dr. Tuhina Sarker
5. Sri. Rakesh Ghosh
6. GS, Student's Union
7. IQAC Coordinator

Women Cell

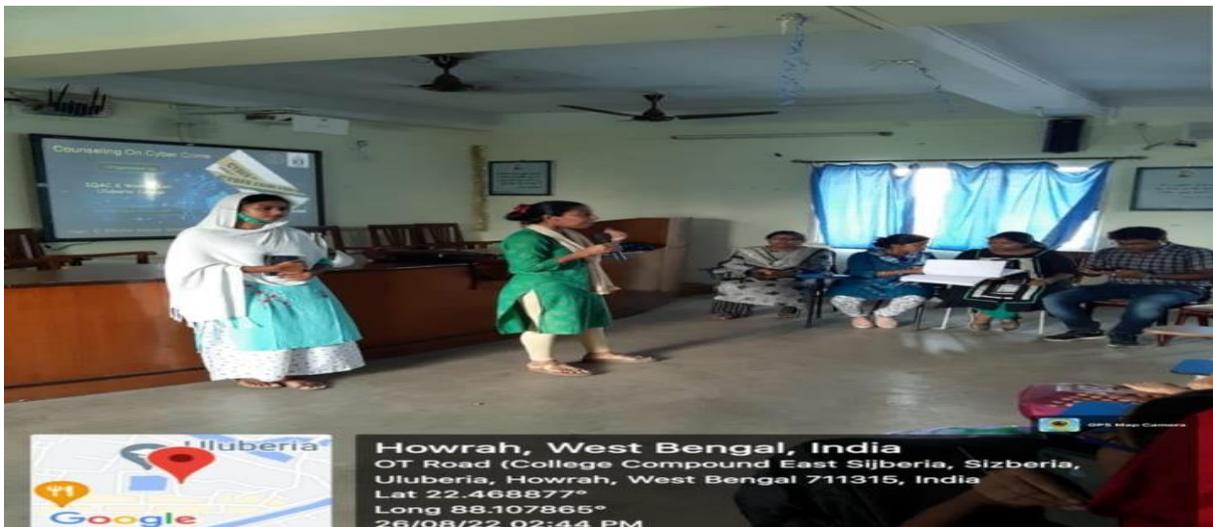
The Cell was formed to promote gender studies. Women social, medical, and political issues, and empowerment perspective are highlighted through seminars and workshops to spread awareness about gender equity, legal support for women and gender rights. The members are:

1. Smt. Kasturi Saha (Co-ordinator)
2. Dr. Rina Mondal (Jt. Co-ordinator)
3. Dr. Basabdatta Ghosh
4. Smt. Soma Neogy
5. Smt. Ghazala Nehal
6. Smt. Tandrima Sil
7. Dr. Kinkar Saha
8. Dr. Jaydeep Adhikari

Anaemia awareness program in collaboration with Indian Medical Association (IMA)



Counselling on Cyber Crime in collaboration with Nari-o-Sishu Kendra Kalyan (NOSKK)



A program on Transgender Movement with Dr. Manabí Bandyopadhyay, 1st Transgender College Professor and current Principal of Krishnagar Women's College



A Seminar on Legal Awareness of Women's Safety



A Seminar on Legal Rights of Women with Mr. Mukti Kanta Mukherjee (Senior Advocate, Judges Court, Hooghly) and Mrs. Oindrilla Roy (Assistant Registrar, Honourable Calcutta High Court)





SC, ST, OBC Minority Cell

The SC, ST, OBC Minority Cell deals with student scholarship distribution. The members are the nodal officers, appointed for each scholarship, provided as per statutes of Govt. of WB.

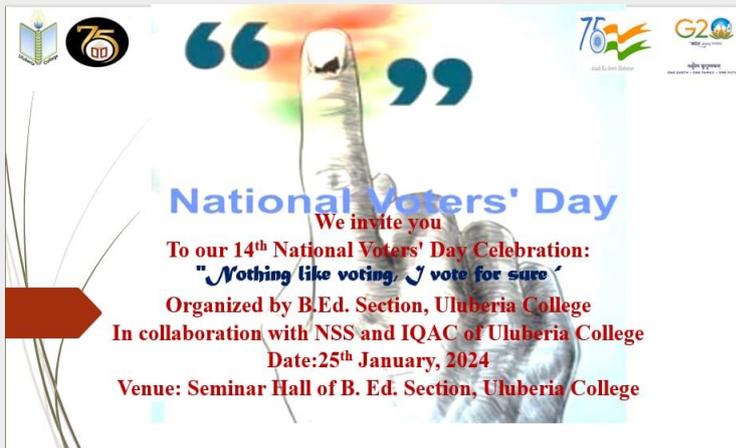
Student Scholarship	Govt. website link	Nodal Officer	Contact No.
OASIS (Online application for Pre-Matric SC, Post-Matric SC, Pre-Matric OBC, Post Matric OBC, Pre-Matric ST & Post-Matric ST Scholarship In Studies)	https://oasis.gov.in/	Smt. Tanusree Rakshit	9932676816
AIKYASHREE (Minority) Scholarship, under which we provide: <ul style="list-style-type: none"> A) TSP (Talent Support Program) Scholarship B) PMSSM (Post Matric Scholarship Scheme for Minorities) C) SVMCM (Swami Vivekananda Merit cum Means Scholarship Scheme for Minorities) 	https://wbmdfcscho larship.in/	Swapan Sarkar	9836597236
KANYSHREE PRAKALPA for girls between 13 and 18 years of age (both K1 and K2 policies)	https://www.wbkanyashree.gov.in/kp_scheme.php	Dr. Basabdatta Ghosh	8765121108
SVMCM (Swami Vivekananda Merit Cum Means Scholarship Scheme) for both UG and PG level	https://svmcm.wbhed.gov.in/	Swapan Sarkar	9836597236

Electoral Literacy Club

The club was formed to educate the students about the constitutional laws of the country and more precisely the electoral system and rights. The members are:

1. Sri. Sandip Dolui (Coordinator)
2. Dr. Amar Patra
3. Smt. Moumita Nandi
4. Smt. Bipra Biswas
5. Sri. Arkaprava Banerjee

A program organized to celebrate the 14th of National Voter's Day



Teacher-in-charge, Uluberia College reading out the Voter's Pledge



Students witnessing the Voter's Pledge being read out

Debate on “Does Media play an important role in promoting electoral literacy and voters’ awareness?”



Our 14th National Voter’s Day was celebrated with the theme “*Nothing like voting, I vote for sure*”. The day was initiated with the National Song, followed with the Voter’s pledge being read out by Prof. Tapash Kumar Samanto, our Officer-in –charge. The welcome speeches by our senior professor Prof. Goutum Kumar Biswas and program coordinator, Smt. Bisakha Baidya was followed by the felicitation and the pradip lightening ceremony. The event was next addresses by our guests: Prof. Tapash Kumar Samanto, our Officer-in –charge, Prof. Rakesh Ghosh, NSS Officer and Prof. Masanur Rahaman, NSS Coordinator. These were followed by the students’ session where the B. Ed. teacher-trainees took upon themselves to conduct as well as to perform in the honor of the day. The program was next scheduled for the students to present their items. It started with seminar presentations on the following 4 topics: (1) *My Vote, My Right!* (2) *Women and Vote*, (3) *Election Commission and Electoral System of India* and (4) *Spreading Voting Awareness through Participation and Communication*.

The presentations were followed by a debate competition on the topic “*Does Media play an important role in promoting electoral literacy and voters’ awareness?*”

A dance performance was next presented as a break from the above academic sessions.

Next, as the stage was being prepared for a role play by the Electoral Literacy Club on “*Election Awareness among Future Citizens of India*”, students busied the guests and faculties with their poster presentations on the following 4 topics: (1) *Voting procedures*, (2) *Message on voting importance to future voters*, (3) *Voting is our democratic!* and (4) *Election process: From campaign to casting, from counting to changing governments*.

The subsequent role play was a mock version of the State Election Process, played out by the actors as school students to elect their class monitor. With some students acting as polling officers and the ERO (Electoral Registration Officer), two others as candidates for class monitors, announcing the benefits they would bring if elected; few others as local voters, walking up to the mock ballot machine to cast their vote and finally the display of result on the projector with the teachers announcing the winning candidate’s name, the stage beautifully replicated a polling station and the voting day atmosphere. The

event terminated with prize distribution of the Quiz winners, a vote of thanks from the faculty members and finally a photo session of students, teaching and non-teaching staff combined to promote the feel of democracy and to send out the message that nothing can be achieved alone and that, to achieve high, we indeed need to hold each other's hands.

Eco Club

The Eco Club was formed to implement eco-friendly practices for environmental preservation in and around the college premises. The members are:

1. Dr. Pijush Kanti Das (Coordinator)
2. Smt. Srimati Ari
3. Smt. Tandrima Sil
4. Sri Sourav Roy
5. Sri Sanajit Manna
6. Sri Anisur
7. Sri Anupam Halder

The policy document, prepared in view of the Club's activities:

During COVID-19 in 2021, students were assigned an SUPW activity to prepare COVID-kits and socially useful products from household objects through Google Classroom:



A rally organized to spread awareness about mask wearing and social distancing during COVID-19



A rally organized to spread awareness against Dengue spread through having a clean and eco-friendly neighborhood



Tree Plantation initiatives made outside College premises



Awareness Program on Environmental Preservation on the occasion of 75 years Foundation celebration





Instructing students amidst nature on a cold wintry day. Explaining benefits of winter flowers in college terrace garden

Debate Club

The Debate Club was formed with the objective to give students hands-on experience of critical thinking and problem solving through self-expression, and to gain confidence through on-stage speeches. The members of the club are:

1. Dr. Rina Mondal (Coordinator)
2. Smt. Soma Neogy
3. Smt. Tandrima Sil
4. Smt. Sima Mondal
5. Sri. Indranil Mukherjee



On-campus Debate Competition on: “Pupil should learn Mathematics until age 18”

An Inter-college Quiz Competition, organised on the occasion of 75 years Foundation celebration



Howrah, West Bengal, India
near Uluberia College, Sijberia, F495+C44, Sizberia,
Uluberia, Howrah, West Bengal 711315, India
Lat 22.468566°
Long 88.107725°
23/12/22 11:07 AM GMT +05:30



List of Holidays

Uluberia College prepares its Academic Calendar in adherence to the holiday list, as allotted in the respective calendars of:

1. University of Calcutta (affiliating university),
2. Govt. of West Bengal

Uniform Leave Rule

Uluberia College follows uniform leave rule, as laid down in the statutes of Service Rule by Govt. of West Bengal for both

1. Faculties, recommended by West Bengal College Service Commission
2. State Aided College Teachers (SACT)

Disciplinary Rules

Implementation of disciplinary Rules is indispensable for an Institution to function as per its vision and mission. Uluberia College has, thus, laid down a few disciplinary rules for its students and staff.

For Teaching and Non-teaching Staff:

1. He/she must be punctual to duty,
2. He/she should discharge the responsibilities, assigned in teaching/research/consultancy and administration diligently in honest and un-biased manner with total commitment;
3. He/she should take precautions to protect equipment, materials and facilities of the college; attend and participate in the meetings, activities called/assigned by the authority;
4. He/she should undertake research/consultancy activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
5. He/she should wear a decent and formal dress.
6. He/she shall finish the evaluation work of Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience to the evaluation process.
7. He/she shall not indulge in rude or abusive behaviour, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct;
8. He/she shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents;
9. He/she should attend cultural and sports activities, even if attendance is not compulsory, for student motivation.
10. He/she must attend other Departmental seminars and workshops when invited, and encourage other members of his/her Department to do the same.

11. He/she shall desist from getting involved in un-authorized activities leading to financial benefit.
12. He/she shall desist from exhibiting non-ethical behaviour that jeopardizes the moral standards of the Institution.
13. He/she shall comply with rules, regulations, and policies as laid down in the UGC statutes and statues of University of Calcutta
14. He/she shall comply with rules, regulations, and internal policies of Uluberia College Governing Body from time to time.

For Students:

1. Students shall, be in their best behaviour, both inside and outside the college campus.
2. They shall be consistent in their daily self-study to be able to perform well in all the semesters.
3. They shall not be late for class (online & offline) and, if they are, attendance will not be given even if they are allowed to attend the class.
4. No student shall enter or exit class (online & offline) without teacher's' permission.
5. Inconsistency in daily attendance, class performance and assignment submission will be strictly dealt with.
6. Any attempts at college property damage, belligerent actions, insubordination, disrespect for teaching & non-teaching staff, humiliating juniors and obscenity of any kind are liable for disciplinary actions which can even include expulsion.
7. If incidents of ragging take place, the Institution will strictly abide by its Anti-ragging policy which close follow West Bengal Prohibition of Ragging in Educational Institutions Act, 2000 and UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
8. Attendance to the College functions like association meetings, College assembly, seminars, group discussions, Industrial visits, Viva Voce, etc. is obligatory for all students.
9. Students must eagerly participate in all cultural activities, games, sports and co-curricular activities with utmost spirit and passion.
10. Principal's permission must be sought before any student meeting is being conducted or outsiders being invited or on-campus activities being organised.
11. No publication shall be issued and no canvassing and mobilizing of the students for any purpose shall be made without Principal's permission.
12. Books, magazines and newspapers, without Principal's approval, are not allowed to be brought on-campus.
13. Mobiles are allowed but should be muted during class hours.
14. Students must be decently dressed, donning expensive jewelleries on-campus is discouraged as its loss will not be addressed by the College.
15. Students must always wear their Identity Card, issued by the college and present it for verification whenever demanded by the college authorities.
16. The College has a homely atmosphere, borne out of love and respect among students and staff. Students must not indulge in any activity that might disrupt the relation and tarnish reputation. The College has a proud alumni and a rich tradition which the students must uphold through self-discipline, lofty vision and utmost co-operation.
17. Loitering and wasting time in the campus or canteen cause indiscipline and, hence, must be avoided.

18. The College has, at present, 30 Add-on Courses on topics, relevant to our time, to offer. Students should enrol themselves in these courses for value-addition and employability skill. They will be given a recognised certificate at the end of the Course.

19. Students must strictly abide by the above rules, violation of which will be dealt by the Principal in ways that he deems fit and his decision, taken in consultation with the Governing Body members, will be final.

Apart from the respective Codes of Conduct, Campus Rules and Regulations, students and staff ought to strictly abide by the above set of Disciplinary Rules, violation of which will make the Institution take actions against the concerned individual.

Welfare & Measures

Being a non-autonomous institution, Uluberia College staff welfare measures are in accordance with the statutes of Higher Education Dept. Govt. of West Bengal (WB) and of University of Calcutta.

Our statutory welfare measures for teaching and non-teaching staff include:

- Casual, Maternity, Medical and Earned **Leave privileges** are as per State Govt. statutes.
- **Annual holiday privileges** are as per College Academic Calendar, prepared in adherence to the holiday list, as allotted in the respective calendars of University of Calcutta, and Govt. of WB.
- **Salary structure** and **pension privileges** are as per rules of Higher Education Dept., Govt. of WB.

Our non-statutory welfare measures for teaching and non-teaching staff include:

1. **Support for Professional Development:** Teachers are encouraged to attend Orientation Programs (OP), Refresher's Course (RC) and Short Term Courses (STM) or make seminar presentations (State/National/International).
2. **Financial support:** For teaching or non-teaching staff, attending FDPs, seminars, workshops for professional development are provided, the College funds respective staff's reg. fee, travel allowance, etc.
3. **Professional Development Programs:** On-campus/Online workshops, seminars, hands-on training program are organized for professional development.
4. **Departmental Funding:** Departmental seminars, workshops, excursions, field trips, cultural activities are funded to ensure student and staff participation and co-operation.
5. **Provident Funds:** Teachers are allowed GSLI (Group Savings Linked Insurance Scheme) and EPF (Employer's Provident Fund) benefits. Non-teaching staff also have a Provident Fund scheme.
6. **Loan Privilege:** College provides Loan facility from the respective faculty's Provident Fund.
7. **Health Scheme:** WB Health Scheme for Govt.-aided colleges are provided to teaching & non-teaching staff.
8. **Festival Advance:** Both teaching & non-teaching are allowed festival advance.
9. **Festival Bonus:** Festival bonus is allowed to staff whose pay is below Rs. 50,000/-
10. **E-privileges:** The College provides a centrally located Wi-Fi system and a free internet access to the computers located in the library, departments, staffrooms and college office.

The Uluberia College App allows faculties to record their Casual Leave and daily attendance, online. It saves time and harassment of waiting to sign in the attendance register. Besides the e-attendance register ensures

transparency and safe storage of Attendance and Leave details. The ZOOM platform allows faculty to record online classes, as proof of their online class performance.

11. **Infrastructural privileges:** Teachers have the privilege of having a General Staffroom, respective Departmental staffrooms, a Central library, B.Ed. library, a faculty reading room and seminar halls. All rooms have been air-conditioned. Televisions, fridge, water purifiers, separate toilet facilities for male & female and parking space are few other infrastructural privileges made available.

The college office has also been air-conditioned with all facilities of adequate space, relevant furniture, stationaries and computers with Wi-Fi system, printers, laptops, water purifier, and toilet facilities with adequate sanitation.

12. **Other privileges:** The college arranges for

- a) New Year diary distribution
- b) Annual staff picnic, mostly during January
- c) Annual Sports day where events are arranged for both students and staff
- d) Get-together with refreshments, prior to Puja vacation
- e) Superannuated Teachers' Farewell ceremony
- f) Alumni reunion in respective Departments

Perspective Plans

In addition to the already executed Institutional Plans and Policies, we have the following short- and long-term plans:

Short Term Perspective Plans

1. To introduce new disciplines in the curriculum, viz. Journalism, Molecular Biology and Computer Hons.
2. To initiate M.Ed. along with the existing B.Ed. Teacher Training Course.
3. To complete infrastructural renovation.
4. To bring about library automation with uses of PIR sensors to reduce human intervention.
5. To construct a guest house and a double floor cycle-stand for boys and girls.
6. To have linkages with industry.
7. To bring industry sponsored research projects.

Long Term Perspective Plans

As per its vision, the Institution looks forward to being the hub for internship and entrepreneurship. Right now, we are providing internship in Teacher Training and NCC Courses. And a few skill-based Add-On Courses. We dream to diversify and expand our infrastructure and human resources to be able to include other vocational courses, like Web development, Graphic Designing, Coding, Culinary skills, Cosmetology, Welding, Fashion Design and Automotive Repair. Students would have adequate business options to explore

their potentials. This, we believe, will reduce the rat race for Govt. jobs and produce creative thinkers and powerful entrepreneurs, socially and economically benefiting the nation.

E-Governance

In the last few years, we have attempted to digitalize our daily institutional activities to enforce transparency and efficiency as our work ethics. In the process and in our commitment to the mission of 'Digital India', we have developed our own **UluberiaCollege App** (<https://uluberiacollegeapp.in>), and **College website** (<https://www.uluberiacollege.in>), undertaken in the following three areas:

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Administration

- a) The College App is being used for the following administrative purposes:
 - 1) It displays notices.
 - 2) It has a logbook to register staff's daily attendance.
 - 3) It records faculty profile, research and academic updates, and Departmental activity updates.
 - 4) It displays students' profile details.
 - 5) It shows students' fee payment status.
- b) The College uses **chip-based RFID Cards** as students' ID cards.
- c) It has an **SMS gateway** for students to receive notifications and reminders about classes, exams, registrations, and fee payments.
- d) It has an **email gateway** for faculties to receive notifications about upcoming meetings and events.
- e) It has an **e-surveillance system** for asset management by which Principal monitors the campus through CCTV cameras whose digital feed is connected directly to his own phone. It allows campus management and security through mobile-based applications. E-surveillance has:
 1. Prevented burglary, beyond working hours
 2. Controlled on-campus student-crowd and group-protests
 3. Monitored administrative and academic functions
 4. Checked on-campus misconducts
 5. Enabled documentation of any on-campus action for redress of grievances.
- f) It has an **online feedback system** to prepare its Student Survey Report (SSR)
- g) It has **electronic database** to ensure efficiency in data retrieval and storage.
- h) It uses the **HRMS portal** to prepare staff salary and income tax details.
- i) **Staff Canteen is e-governed:** A WhatsApp group is formed by the Canteen Coordinator where daily food menu is uploaded with request for next day order. Based on the no. of orders, next day ingredient quantity is decided. It has allowed optimum use of food and organized functioning of the canteen.

Finance and Accounts

- a) We use **tally software** for financial accounting and tax calculation.
- b) We practice **cashless transactions** through students' online fee payments.
- c) We make **cashless payments** to vendors.
- d) We use **e-tenders** for procurements, above Rs. 1lakh.

Students Admission and Support:

For Student Admission, the **College Website** can be accessed by students for admission notices, online admissions procedures, admission form and document submission, admission payment and to follow the subsequent merit lists for final admission for UG, PG and B.Ed. programs.

We are committed to implement NEP's emphasis on academic use of ICT, as follows:

- a) **Smart Classrooms**, with Institution's **central Wi-Fi system**, are used for lesson delivery.
- b) We have a licensed **ZOOM platform** (user23@ulubeiracollege.in) for online classes.
- c) The College App is being used for the following academic purposes:
 - 1) It records staff and student daily attendance (online and offline)
 - 2) It allows to create and display class routine.
 - 3) It distributes study mats and video tutorials through its LMS portal and YouTube channel (<https://youtube.com@uluberiacollege4371>)
 - 4) It has e-library portal with Open Access Catalogue (OAC) and Open Educational Resources (OER)
 - 5) It allows to conduct Add-on Courses through its LMS portal

Examination

- a) The **College Website** can be accessed by students for university exam fee payment.
- b) The **College App** is being used for the following examination purposes.

For Internal Exams:

- 1) It displays Internal Exam schedule.
- 2) It allows to record Internal Exam attendance, using QR Codes

For External Exams:

- 1) It allows to conduct online External Exam through its University Exam Portal
- 2) It allows to upload University Exam Form
- 3) It allows to download University Admit Card
- 4) It provides information about University Reg. No.
- 5) It allows to upload results.

Institution's growing thrust upon tech-orientation for daily academic and administrative affairs is one of its **distinctive features** and **best practices**.