Institution's Developmental Plans, Policies & Resources Documents

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
1. **To practice e-governance**	The Institution has developed an **Uluberia College App** to digitalise academic activities: 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. To have **e-governance in student admission, finance & accounts**, the Institution: 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. 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.

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.

g) Has **electronic database** to ensure efficiency in data retrieval.

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.

2.	**To develop ICT-based learning**	The Institution has:
		
		a) **Smart Classroom apparatuses**, viz. **LCD Projectors** and a centrally located **Wi-Fi system**.
		
		b) A Learning Management System **(LMS)**, controlled through Uluberia College App. It channelizes curriculum-based **e-contents, video tutorials & question papers**
		
		c) **KOHA software** as its' Integrated Library Management System **(ILMS)** for Library automation.
		
		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:
		
		    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**.

3.	**To ensure effective curriculum planning, transaction and evaluation of course outcomes & program outcomes**	The Institution: 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-contents 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
	
	    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.**

4. To develop skills and inculcate values among students	The Institution, for capacity building & skill enhancement, has initiated: 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.

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.

d) **Life skills** like **yoga and karate** through appointed physical fitness trainers.

e) Skill development **courses in partnership with other institutions**:

f) **Modern Office, Computer Hardware, A.C. Repairing and Beautician courses** in collaboration with Excell Mediskill Pvt. Ltd.

g) **Communicative English Course** in collaboration with INFINITY, a local institution.

h) **Course on being a Small/Back Office Co-ordinator** in partnership with Consulting Learning and Development Private Ltd.

i) **Course on being a Banking Associate** in partnership with Consulting Learning and Development Private Ltd.

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.

k) Counselling Program on **Cost Accountancy**.

l) UGC project on a cost-free **skill-oriented training under Dindayal Upadhyaya Skill Oriented Training Program**

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.

		n) Arranges **academic seminars, webinars and workshops, extension programmes through NSS & NCC** in the neighbourhood community to sensitize students to social issues. o) Conducts **annual sports, competitions and cultural activities** and has included **Karate & Yoga** for students' holistic development.
5.	**To encourage creativity and research culture among students**	The Institution: a) Organizes **student project work**, **study tours**, **field trips, internships, healthy competitions and on-campus handwork exhibitions** b) Provides well-equipped **laboratories** c) Provides opportunities to write in **Departmental research-based journals**.
6.	**To develop a system for student mentoring and student support**	The Institution has: a) **Anti-ragging cell** 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 collaborated with the institution's **Women's Cell** to arrange stage-plays on women safety and women's rights. 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.
7.	**To have effective welfare measures and Performance Appraisal System for faculty members**	The Institution: 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:
	
	   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.

8. To promote practices of decentralization and participation in the institutional governance.	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:
	
	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:
	
	  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 College App, 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.
9. To maintain an inclusive work culture	The Institution,: 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.
10. To create a Green Campus	The Institution: 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**.

<u>**Policy Documents**</u>

E-governance policy

In the last few years, we have attempted to digitalize our daily institutional activities in order 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 **Uluberia College App** (https://uluberiacollegeapp.in), and **College website** (https://www.uluberiacollege.in), central to our e-governance policy, undertaken in the following three areas:

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

1. Administration

a) The College App is being used for the following administrative purposes:

   i. It displays notices.
   ii. It has a logbook to register staff's daily attendance.
   iii. It records faculty profile, research and academic updates, and Departmental activity updates, accessible through its IQAC portal.
   iv. It displays students' profile details.
   v. 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 as **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 also e-governed:** A WhatsApp group has been 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.

2. 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.

3. 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:

   i. It records staff and student daily attendance (online and offline)

   ii. It allows to create and display class routine.

   iii. It distributes study mats and video tutorials through its LMS portal and YouTube channel (https://youtube.com@uluberiacollege4371)

   iv. It has e-library portal with Open Access Catalogue (OAC) and Open Educational Resources (OER)

   v. It allows to conduct Add-on Courses through its LMS portal.

4. 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:

    i. It displays Internal Exam schedule.

    ii. It allows to record Internal Exam attendance, using QR Codes

For External Exams:

    i. It allows to conduct online External Exam through its University Exam Portal

    ii. It allows to upload University Exam Form

    iii. It allows to download University Admit Card

    iv. It provides information about University Reg. No.

    v. It allows to upload results.

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

Add-On Course Policy

In view of the growing need for employability skills among students, the College has its Add-On Course Policy where each of its department will be providing a short-term course on topics, relevant to our times. In view of the policy objective, the following guidelines were laid out:

1. The Add-on Course will be 30 hours Course.
2. It will be on topics outside the prescribed curriculum.
3. It can be conducted online/ and offline.
4. It will be conducted beyond college hours.
5. Enrolment in the Course will be as per students' choice.
6. Course details will be discussed through Departmental resolution and later to be informed to the students.

7. Course Co-ordinator to be appointed.

8. Course Objectives and Outcomes to be clearly laid out.

9. Brochure/pamphlet to be issued.

10. Course Curriculum to be clearly designed, hours for topic delivery to be clearly laid down and class time to be prior informed so that students would know what and when to expect.

11. A Final Test to be conducted at the session end.

12. Test scores to be properly evaluated.

13. Course Certificate, duly signed by the Course Co-ordinator and the Institutional head, to be issued.

14. Students' feedback form to be circulated.

15. Feedback analysis to be done to ensure how the course can be developed in the next session.

As per the above guidelines, the following 30 Add-On Courses were conducted in the current session 2022-23:

Sl. No.	Course Title	Course Coordinator	Department
1.	Add-on Course on Block chain basics, applications, and limitations	Aishwarya Kayal	Computer Science
2.	Add-on Course on Little Magazine and Bengali Literature	Dr. Basanti Bhattacharya	Bengali
3.	Add-on Course on Bengali Poetry: Ins and Outs	Dr. Basanti Bhattacharya	Bengali
4.	Add-on Course on National & International Child and Teenage Literature	Dr. Basanti Bhattacharya	Bengali
5.	Add-on Course on Development of folk culture in Howrah	Mr. Bidhan Ch. Sen	History
6.	Add-on Course on Post Modernism	Dr. Tuhina Sarkar	Political Science
7.	Add-on Course on The advent of Spiritual Age in the Society perspectives of Sri Aurobindo	Chinmay Sarkar	Philosophy
8.	Add-on Course on the preparation of some household products of our daily needs	Dr. Shyamal Kumar Sarkar	Chemistry
9.	Add-on Course on Literary Theory: An Overview	Sandip Kumar Dolui	English
10.	Add-on Course on Children's Films and Literature	Sandip Kumar Dolui	English
11.	Add-on Course on Introducing	Dr. Basabdatta Ghosh	English

	Postmodernism		
12.	Add-on Course on Comparative Education	Priyanka Chakrabortty	Education
13.	Add-on Course on TOURISM AND EOGRAPHY	Jayjit Mondal	Geography
14.	Add-on Course on The economic impact of COVID –19	Soma Datta	Economics
15.	Add-on Course on Taddhita Prakarana	Dr. Hemanta Tripathi	Sanskrit
16.	Add-on Course on Drug Design and Therapy, Bioethics And IPR	Dr. Gargi Dinda	Microbiology
17.	Add-on Course on Scientific Instrumentation Study	Sushmita Routh	Botany
18.	Add-on Course on Microgreens	Srimati Ari	Botany
19.	Add-on Course on Forestry: Silviculture and Silviculture System	Dr. Pijush Kanti Das	Botany
20.	Add-on Course on Strategic Management	Dr. Arup Kumar Sarkar	Commerce
21.	Add-on Course on Public Health and Hygiene	Dr. Siddhartha Sankar Bhattacharya	Zoology
22.	Add-on Course on Computer Programming in Physics and beyond	Dr. Kinkar Saha	Physics
23.	Add-on Course on Advanced Materials Characterization Techniques	Dr. Biswajit Saha	Physics
24.	Add-on Course on Photovoltaic Cells: Theory and Applications	Dr.AbdullaBin Rahaman	Physics
25.	Add-on Course on Basic concept on Biomedical Instrumentation	DR. Santi Gopal Maity	Physiology
26.	Add-on Course on Introduction to IT Systems	Dr. Anup Kumar Singha & Dr. Sanjay Roy	Mathematics
27.	Add-on Course on Basics of Laboratory Animal Handling (Mice) With Special Reference to Preclinical Research	Dr. Siddhartha Sankar Bhattacharya	Zoology
28.	Add-on Course on In search of Social Justice: Contribution of Raja Rammohan Roy, Mahatma Phule, Sabitribai Phule and Pandita Ramabai	Biswajit Sing	Philosophy
29.	Add-on Course on Multiculturalism	Mousumi Patra	Political science
30.	Add-on Course on Karate	Mousumi Pal	Karate
31.	A Web-based Add-on Course to Develop English Language Skills	Ghazala Nehal	B. Ed.

Details of the above 30 Add-On Courses have been displayed on our website. The courses were duly reviewed to see that they were conducted as per the guidelines, laid down, here, in its policy document.

Staff Welfare Policy

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

➢ 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 policies 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.
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 'Sasthosathi' has been made available to teaching and 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 and 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, 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

Student Scholarship Policy

Uluberia College has made the following State Govt. Scholarships available to its students:

1. **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)
2. **AIKYASHREE** (Minority) Scholarship, under which we provide:
   - 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)
3. **KANYSHREE PRAKALPA** for GIRLS between 13 and 18 years of age (both K1 and K2 policies)
4. SVMCM (Swami Vivekananda Merit Cum Means Scholarship Scheme) for both UG and PG level

Student Scholarship	Govt. website link	Nodal Officer	Contact No.
OASIS	https://oasis.gov.in/	Tanusree Rakshit	9932676816
AIKYASHREE	https://wbmdfcscholarship.in/	Swapan Sarkar	9836597236
KANYSHREE PRAKALPA	https://www.wbkanyashree.gov.in/kp_scheme.php	Dr. Basabdatta Ghosh	8765121108

SVMCM	https://svmcm.wbhed.gov.in/	Swapan Sarkar	9836597236

Document verification for the above scholarship eligibility is all that the institution has to ensure as it implements the eligibility criteria, document requirements and application procedures as laid down by the statutes of West Bengal State Govt. It, however, is committed to a speedy availability of scholarship benefits to their deserving applicants from the Institution. A nodal officer from among the faculty-members is appointed for each to carry out the annual deployment of the scholarship policy.

Student Fee Concession Policy

Uluberia College has a Students' Fee Concession Policy for:

1. Students who are needy and economically backward, as found after background scrutiny.
2. Enrolled students who are donating blood during on-campus Blood Donation Camps. 50% of their Curriculum Fees is waived off.
3. Students, enrolled as NCC and in NSS.
4. Enrolled students, with outstanding performance in State or National level sports.
5. Students participating in Cultural Activities
6. Students participating in internship competitions. Each dept. is to organise the event where a few senior students will be taking classes of their junior counterparts. An observer from among the faculties will be appointed to evaluate their performance as student-teachers. 100% Fee Concession of the respective Semester is given to students, ranking 1st, 2nd, and 3rd in the competition.

The above concessions are made as Institution's efforts to recognize student participation and performance, as well as to ensure high enrolment rate each year.

Plastic Free, Green Campus Policy

Uluberia College has endeavoured to keep its premises and surrounding green, clean and plastic free.

With the mission to have a sustainable environment, the Institution has done the following:

f) Ensured a **plastic-free environment.**

g) Operates **paper-less money transaction** through **e-tenders** and online fee submission.

h) Practices **on-campus tree plantation**

i) Arranged student **rally on tree preservation** and against deforestation in the surrounding locality.

j) Has **limited on-campus parking of automobiles** to reduce air-pollution.

k) Practices **Terrace Gardening**

l) **Dustbins** have been properly located in all Depts. and campus corners.

m) Has a **separate bicycle stand** so that students are encouraged to use it more than motor-bikes?

n) Has preserved **a pond** at the centre of the campus for bio-diversity

o) Has **a gardener** for **ground beautification?**

p) Has done the following for **waste management:**

a) **Solid Waste Management**: We have several color-coded bins installed in different places of the campus, and the garbage are collected at a bigger bin at the end of a day to be taken out by Municipality employees in the early mornings of five working days in every week.

b) **Liquid Waste Management**: There is an in-house drainage system for Liquid waste to be exhausted, connected with drains maintained by the Municipality.

c) **Biomedical waste management**: Proper use of laboratory coats, gloves, safety glasses are used as protection adhering to the safety guidelines. Wastes are managed with adequate protocols while working in the animal house. The Municipality takes care of the waste properly.

d) **E-waste Management**: A company, under contract maintains the computers, Laptops, and associated machineries. Upgrading and replacements in hardwires and software are made as per necessity. The computers / laptops which are irreparable are sold as scraps. Dedicated server room is used for overall monitoring.

e) **Hazardous chemicals and radioactive waste management**: Chemical wastes are taken care of appropriately keeping in mind all individual and environmental safety protocols. No use of radioactive materials is made for academic and research purpose.

- Does frequent **Green Audit**.

Energy Conservation Policy

Uluberia College is committed to conserving its available energy resources. The policy aims at sustainable use of natural resources as an act of environmental preservation. In view of our policy objective, the College has taken the following measures for on-campus conservation of energy consumption:

1. The Institution encourages renewal energy use, as much as possible; for instance, it has
   a) Photovoltaic solar panels to generate alternate energy.
   b) Rainwater harvesting (RWH) system
2. On-campus activities in classrooms, staffrooms and seminar halls try to minimize energy consumption, as much as possible.
3. Less efficient lightening system has been replaced with energy saving fixtures, lights, and bulbs wherever possible.
4. We have the following on-campus rules for staff and students for energy conservation:
   a) To switch of lights, fan and air-conditioners when not in use.
   b) To switch of computers and laptops when not in use.
   c) To keep printers and fax machines on standby mode when not in use.
   d) To shut doors and windows properly when air-conditions are in use.
5. We have the following energy conservation guidelines for all staff and students:
   a) To assess on-campus energy usage in order to measure its environmental impacts.
   b) To reduce local air-pollution by using eco-friendly vehicles, bicycles, public transport, and pedestrians.
   c) To install more energy efficient LED bulbs in the campus.
   d) To spread awareness among other colleges by using energy conservation issues as seminar/webinar and workshop topics during collaborative activities.
   e) To monitor and check on-campus energy conservation.
   f) To spread awareness outside the campus about energy conservation through community outreach activities.

   The above energy conservation policies will be informed to the college staff and students via our college website. Our policy objectives and guidelines will be reviewed from time to time

Anti-ragging and Anti- cyber-crime Policy

Being a statutory cell, the policy adopted against ragging and cybercrimes by the Anti-ragging Cell follows the statutes of UGC regulations, those of Ministry of Home Affairs, Govt. of India and of Govt. of West Bengal as follows:

➢ Its **Anti-ragging policy** closely mirrors the statutes as laid down in:
   1. West Bengal Prohibition of Ragging in Educational Institutions Act, 2000.
   2. UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

➢ Its **Anti- cybercrime policy**:

Given the rising threat for Cyber-crimes due to extensive use of technology for curriculum transaction during COVID-19, to have policies to prevent it became incumbent upon the Institution, especially during and after the pandemic. In view of the purpose, the Institution has closely followed the Cyber laws as enacted out under Information Technology Act, 2000.

Definitions

1. Ragging

Under Section 2(4) of the above West Bengal Act, "ragging means the doing of any act which causes, or is likely to cause, any physical, psychological, or physiological harm or apprehension or shame or embarrassment to a student, and includes —

a) Teasing or abusing of, playing practical joke on, or causing hurt to, any student, or

b) Asking any student to do any act, or perform anything, which he would not, in the ordinary course, be willing to do or perform".

As per Section 5.1 of UGC 2009 Regulation, ragging is a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST.

2. Cyber Crime

Ministry of Home Affairs, Govt. of India defines Cyber Crime as "Any unlawful act where computer or communication device or computer network is used to commit or facilitate the commission of crime" (National Cyber Crime Reporting Patrol https://cybercrime.gov.in/Webform/CrimeCatDes.aspx).

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Anti-ragging Cell Structure

As per Section 6.4 of UGC 2009 Regulation, our Cell will be headed by the Principal and comprise of:

a) Representatives of faculty member
b) Representatives of non-teaching staff
c) Representatives of parents
d) Student representatives from 'fresher' category
e) Student representatives from among senior students

Even if no ragging or cyber-crime case has come forth, the Committee members are expected to conduct annual meetings and duly record minutes at least twice a year prior to admission and in the beginning of the academic session.

Punishable Acts

  1. **Of Ragging in the Institution**

Under Section 4 of UGC 2009 Regulations against ragging, our Institution recognizes the following acts as punishable ingredients of ragging:

a) Abetment to ragging.
b) Criminal Conspiracy to rag
c) Unlawful assembly and rioting while ragging.
d) Public nuisance created during ragging.
e) Violation of decency and morals through ragging
f) Injury to body; causing hurt or grievous hurt.
g) Wrongful restraint
h) Wrongful confinement
i) Use of criminal force
j) Assault and sexual offences or unnatural offences
k) Extortion and criminal trespass
l) Offences against property
m) Criminal intimidation
n) Attempts to commit any or all of the above offences to the victim(s)
o) Physical or psychological humiliation

p) All the other offences following from the definition of 'ragging'.

2. Of Cyber Crimes in the Institution

As per National Cyber Crime Reporting Patrol (https://cybercrime.gov.in/Webform/CrimeCatDes.aspx), the Institution recognizes all its listed Cyber Crimes as punishable offenses:

Our Prevention Policy

To prevent such crimes, our Institution has undertaken the following measures to prevent ragging, both on-campus and off-campus:

a) Advertisement for admission, brochure and prospectus for admission will clearly mention that ragging and cyber-crimes are totally banned in the institution and anybody found guilty of, promoting and/or abetting ragging or cyber-crime will be punished.

b) Application Form for admission will have a printed undertaking, both in English and Bengali,

    i) To be filled up and signed by the candidate to the effect that he/she is aware of the laws for prohibition of and punishment for ragging or cyber-crime, and to the effect that he/she has not been expelled or debarred from any institution earlier due to ragging involvements and that he/she, if found guilty of, abetting and/or propagating ragging or cyber-crime, is liable to be punished appropriately.

    ii) To be signed by the respective parent/guardian of the applicant to the effect that he/she is aware of our Anti-ragging and Anti-Cyber Crime Policy and agrees with the punishment meted out to his/her ward if the latter is found guilty of, abetting and/or propagating it.

c) Student counselling program to sensitize, especially the fresher, against ragging and cyber-crime will be arranged. To this effect, the student counselling program:

    i. Will highlight the "**Punishable Acts**" (listed above).

    ii. Will make students aware of "**Our Punishment Policy**" (listed below), as per Section 6 of UGC 2009 Regulations if a ragging case is found.

    iii. Will inform students whom and where to approach if they have been a victim or witness of a ragging or cyber-crime incident without having to approach their

seniors for help. For this purpose, they will be given the telephone nos. of Principal, Anti-ragging Committee members, relevant district, and police authorities.

    iv.   Will inform the fresher about their rights as a bona fide student and clearly instructing them to desist from indulging in any ragging or cyber-crime, even if instructed by their seniors, and that they have nothing to fear.

    v.   Will inform about Intellectual Property Rights.

    vi.   Will inform students how they should:

        a) Avoid text messages from unknown numbers.

        b) Download material only from trustworthy sources.

        c) Not provide any personal information, data, or images online to any stranger.

d) On the commencement of the academic session,

    i.   Institution will organise joint sensitization programs of 'fresher' and seniors.

    ii.   Anti-ragging Committee will conduct a meeting with functionaries, viz. representatives of students and parents/guardian, Head of the Departments, district administration, including police, to discuss preventive measures and means to locate offenders and to punish them suitably.

e) CCTV cameras to be installed in all vulnerable locations of the campus, Head of the Departments to be directed to put up anti-ragging posters in departmental notice boards.

f) The institution will assign faculties as Mentors at the rate of 1 Mentor for at least 6 freshers.

g) The institution shall sensitize against the crimes through counselling programs and seminars.

h) Fresher who does not report ragging incidents, either as victims or witnesses should also be penalized.

i) Will closely monitor Chat boxes and WhatsApp groups to avoid cyber bullying and defamation.

j) The Cell recognises the act, as laid under sub-heading "Punishable Acts", as crimes and are punishable by law.

k) During annual meetings, the Cell has suggested the Principal to conduct meeting with functionaries, viz. representatives of students and parents/guardian, Head of the Departments, district administration, including police to discuss preventive measures and means to locate offenders and to punish them suitably.

l) The members of the Cell have requested the Head of Departments to sensitise students against the crimes through seminars, webinars, and outreach activities, viz. field work, industrial visits, excursions, internship projects and student visits to other institutions.

m) If a ragging or cybercrime case has come forth, the Committee is to meticulously investigate and follow protocols as laid below under subheading "**Our Punishment Policy**".

Our Punishment Policy

1. For Ragging

As per Section 6 of UGC 2009 Regulations, if a ragging case is found:

a) The burden of proof will be on the perpetrator and not on the victim.
b) The institution shall file a FIR against the alleged perpetrator with the police or local authorities.
c) The institution shall continue with its own enquiry and not wait for police action. Remedial actions to be taken and completed within 1 week of the incident.
d) As a remedial measure, the student, convicted of ragging, is to be immediately dismissed from the institution for the time being.
e) If investigation by the Principal and Anti-ragging Committee members finds him/her guilty, he/she shall not be re-admitted to the institution.

2. For Cyber Crimes

The Institution implements the following law under The Indian Penal Code, Section 292:
This Section deals with the sale of obscene materials either in the form of a book, paper, drawing, writing, pamphlet, painting, etc., or sexually explicit acts harming the surroundings. An individual or a group involved in such an offence is punished with imprisonment and a fine. On a first conviction, the punishment is imprisonment for two years and Rs. 2000/- fine whereas on a second or subsequent conviction, the punishment is imprisonment for a term that may extend to five years and a fine of Rs. 5,000/- (Five Thousand Only).