



# ULUBERIA COLLEGE

NAAC ACCREDITED-B

Aided by Department of Higher Education, Government of West Bengal

Affiliated to University of Calcutta and NCTE

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

Phone : (033) 26610332

FAX : 033 26610240

Website : [www.uluberiacollege.org](http://www.uluberiacollege.org)

e-mail : [uluberia\\_college@rediffmail.com](mailto:uluberia_college@rediffmail.com)

ULUBERIA, HOWRAH - 711315

From :

The Principal / President / Teacher-in-charge

Ref. No. : .....

Dated : .....

## Uluberia College Policy Documents

### OUR STATUTORY POLICIES

- West Bengal Act XXXVIII of 1979
- The Kolkata Gazette, Extraordinary, January 25, 2012
- West Bengal Govt. Memorandum for State-Aided Contractual Teachers (SACT), December 2019
- UGC Regulations for Minimum Qualifications for Appointment, June 2010.
- University of Calcutta Holiday List, Admission Rules & Exam Schedule

### OUR NON- STATUTORY POLICIES

- E-governance Policy
- Information Tech. (IT) Policy
- Financial Support Policy for Faculty Empowerment
- Add-On Course Policy
- Staff Welfare Policy
- Students' Aid Fund Policy
- Green Campus Policy
- Energy Management Policy
- Environmental Policy
- Inclusive Environment Policy
- Anti-ragging and Anti- cybercrime Policy
- Examination Related Grievance Policy
- Statutory Cell Policy
- Equal Opportunity Policy
- Code of Conduct for Students
- Code of Conduct for Teachers
- Code of Conduct for Administrative Staff
- Disciplinary Rules
- Policy for AAA
- Policy for Institutional Ethics

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## A) Institution's Statutory Policies

Being a non-autonomous institution, Institution's **statutory policies** are in accordance with the statutes of Higher Education Dept. Govt. of West Bengal (WB) and of University of Calcutta. Our statutory policies, viz. syllabus, admission, service rules, holiday and leave rules, adheres to the statutes of:

Statutory Policies	Links to the Policies
West Bengal Act XXXVIII of 1979	<a href="https://uluberiacollege.in/naac_data/6.2.1/544102-WB Service Rules.pdf">https://uluberiacollege.in/naac_data/6.2.1/544102-WB Service Rules.pdf</a>
The Kolkata Gazette, Extraordinary, January 25, 2012	<a href="https://www.uluberiacollege.in/naac_data/6.2.1/714342-Kolkata%20Gazette%20Extraordinary%20Jan%2025,%202012.pdf">https://www.uluberiacollege.in/naac_data/6.2.1/714342-Kolkata%20Gazette%20Extraordinary%20Jan%2025,%202012.pdf</a>
West Bengal Govt. Memorandum for State-Aided Contractual Teachers (SACT), December 2019	<a href="https://uluberiacollege.in/naac_data/6.2.1/686188-Appointment of SACT.pdf">https://uluberiacollege.in/naac_data/6.2.1/686188-Appointment of SACT.pdf</a>
UGC Regulations for Minimum Qualifications for Appointment, June 2010.	<a href="https://uluberiacollege.in/naac_data/6.2.1/559801-UGC regulation for appointment.pdf">https://uluberiacollege.in/naac_data/6.2.1/559801-UGC regulation for appointment.pdf</a>
University of Calcutta Holiday List	<a href="https://uluberiacollege.in/naac_data/6.2.1/551053-CU Holiday List-2023.pdf">https://uluberiacollege.in/naac_data/6.2.1/551053-CU Holiday List-2023.pdf</a>
University of Calcutta Admission Rules	<a href="https://uluberiacollege.in/naac_data/6.2.1/777648-CU Admission rule.pdf">https://uluberiacollege.in/naac_data/6.2.1/777648-CU Admission rule.pdf</a>
University of Calcutta Exam Schedule	<a href="https://uluberiacollege.in/naac_data/6.2.1/663910-CU exam schedule.PDF">https://uluberiacollege.in/naac_data/6.2.1/663910-CU exam schedule.PDF</a>

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**B) Institution's Non-Statutory Policies**

For deployment of perspective plans, the institution has formed a few **a non-statutory policy**, duly approved by its Governing Body and deployed through its Teacher Council Sub-committees. The policies, prepared for deployment of institution's perspective plans, include:

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## Our E-governance Policy (Revised)

As per GB resolution (Memo No. 13a, dt. 03.08.2011), Uluberia College has attempted to digitize its diverse operational domains to enforce transparency and efficiency as its work ethics. In the process and in our commitment to the mission of 'Digital India', we have developed our own **College App**

([https://play.google.com/store/apps/details?id=in.uluberiacollege.uluberiacollege&hl=en\\_IN&pli=1](https://play.google.com/store/apps/details?id=in.uluberiacollege.uluberiacollege&hl=en_IN&pli=1)) have updated our **College website** (<https://www.uluberiacollege.in>) and have accessed relevant **University and Govt. portals** to facilitate easy access to information, uphold operational transparency, and ensure accountability from all stakeholders.

**Objective:** To ensure greater accessibility, efficiency, and transparency by implementing e-governance in:

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Library Usage
5. Teaching-Learning Process
6. Examination

## Implementation Guidelines

### 1. E-governance in Administration must ensure.

- a) **Digitization of Work Process:** To shift from analog mode to digitization of daily institutional activities like attendance input, leave records, college surveillance, class attendance, etc. for transparency and efficiency.
- b) **Digitized Communication Tools:** To digitize internal communication system between teaching & non-teaching staff, teachers & students and among faculties for transparency and accountability.
- c) **Digital Database & Record Keeping:** To digitize database management of both staff and students for transparency and easy retrieval.

### 2. E-governance in Finance & Accounting must include:

- a) **Electronic Financial Management System:** To digitize institution's budgeting, accounting and ledger keeping process for transparency and easy retrieval of financial data.
- d) **E-portals for salary and IT Computations:** To access govt. e-portals for automated salary bills, income tax and provident fund calculation for transparency and efficiency.
- b) **E-payment gateways:** To utilize online payment options for fee collection, fund utilization & mobilization, vendor payments and other financial transactions to have clear audit trail and accountability.

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**3. E-governance in Student Admission & Support must include:**

- a) **Online Admission Process:** To facilitate online admission for transparency, efficiency, and easy means to record keeping.
- b) **Automation in Student Support System:** To provide benefits of e-learning through software application of Learning Management System for documentation, administration, tracking and delivery of educational courses and program material. To have effective student information system through SMS gateways and College website. And to update the College Website, time and again to provide student support services in matters related to Statutory Cells, viz. Anti-ragging Cell, Internal Complaint Cell, Grievance Redressal Cell, SC, ST & Minority Cell, RTI Cell, etc.

**4. E-governance in Library Usage:** To facilitate software application for integrated library system for students to browse or borrow e-books and journals in all places and in all time. The Library Portal should allow access to Open Public Access (OPA) catalogues to OER (Open Educational Resources) repository, like National Digital Library of India, National Science Digital Library, N-List, etc.

**5. E-governance in Teaching-Learning Process:** To integrate ICT in the teaching-learning process to enable interactive classrooms, student-centric pedagogical approaches, easy access to study material, preparation of e-modules for self-study and to ensure application-based learning.

**6. E-governance in Examination**

- a) **Online Examination Portal:** To have online examination portal where students can easily apply for registration, download admit cards, access question banks, download question papers and upload answer script for online examinations.
- b) **Online Result Announcement:** To have provision for online result announcement for both internal and external exams for privacy and easy access.
- c) **Online Evaluation Process:** To digitize evaluation process to ensure transparency and efficiency in scoring process. To have provisions for frequent class tests in digitized mode so that formative evaluation can be done to track student progress and decide for remedial teaching.

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## Information Technology (IT) Policy (Revised)

As a corollary to our E-governance Policy, the Information Technology (IT) Policy (**GB resolution: Memo No. 14(iv), dt. 26.09.2015**), is laid out to safeguard institution's e-resources, and is, thus, applicable to all its end users, viz. teachers, staff, students, employees, guests, and alumni, using college e-resources.

### Objectives:

The policy aims:

- a) To prevent unauthorised use of institution's IT infrastructure.
- b) To safeguard and maintain institution's e-resources.

### Policy statements:

As per policy terms,

1. Wi-Fi usage should be limited to 1 GB/day use by teachers and 300 MB/day, by students.
2. No end user should be allowed any personal use of institution's Wi-Fi system.
3. College IT infrastructure to be strictly used only for academic, administrative, student support, examination, and finance & account purposes.
4. No end user should download any unauthorised software or app into the IT hardware for personal use.
5. No end user should allow any outsider to access or use institution's e-resources.
6. IT infrastructure should be procured only from licensed sellers.
7. Institution should ensure timely updating and maintenance of its IT hardware and software.

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## Policy on Financial Assistance for Faculty Empowerment

As per GB resolution (Memo No. 11. dt. 26.09.2011), Uluberia College has undertaken the following policy of providing financial assistance to teaching & non-teaching staff, engaging in professional activities, outside the institution.

### Policy

Membership Fee, Publication or Registration Fee of teachers, attending or participating in seminars, workshops, Administrative Training Programs, Professional Development Programs, FDPs, RCs, STMs, etc., will be reimbursed by the institution.

### Policy Objective

1. To bring about faculty empowerment through self-updating and professional development.
2. To improve teaching-learning process through implementation of new knowledge.
3. To enhance research culture of the institution through publication and participation
4. To improve institution's working environment through implementation of professional ethics.

### Eligibility

All full-time teaching staff of the institution are eligible to apply for financial assistance if they are:

1. Attending conference, workshops, seminars / webinars, Orientation Programs / Faculty Development Programs / Refreshers' Course / Short Term Courses / professional training courses for skill development.
2. Presenting papers in conferences and seminars
3. Engaging in research activities
4. Gaining membership in professional bodies.

Registration and / Publication Fee/s of concerned faculty will be reimbursed at the end of the program.

Professional membership fees will also be reimbursed on submitting relevant documents.

### Application process:

Teachers must apply for reimbursement to the Principal after the program completion or after gaining membership, providing relevant information as asked in the Application Form for Financial Assistance, and enclosing documents as enlisted above under the subheading "Documents needed for reimbursement".

### Documents needed for reimbursement:

1. Duly filled Application Form for reimbursement
2. Payment Receipt / Brochure / Confirmation Letter from the organising committee, reflecting the total amount paid.
3. Certificate issued by the organising committee.

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4. Membership proof and membership fee receipt (for membership in professional bodies)

## Application Form for Financial Assistance (as per above policy)

To  
The Principal  
Uluberia College,  
Uluberia, Howrah

Date:

**Sub: Application for reimbursement of Registration Fee / Publication Charges /  
Membership Fee.**

Sir,

I ..... of ..... Department  
have attended / participated / paper-presented in the Orientation Program / Faculty  
Development Program / Refresher's Course / Short Term Course / Seminar / Workshop /  
Conference, entitled .....  
from / on ..... to ..... (..... days).

Or,

I ..... of ..... Department  
have acquired Membership in .....  
..... (professional body).

My Registration Fee / Publication Charge / Membership Fee was:

Rupees ..... (receipt enclosed).

Kindly make provision for reimbursement of my Registration Fee / Publication  
Charge / Membership Fee for the above-mentioned program.

Your assistance in the said matter is being eagerly looked forward to.

Yours faithfully,

*Selvarish Pal*

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## Value-added Course Policy

As per GB resolution (Memo No. 18e, dt. 26.09.2022), in view of the growing need for employability skills among students, the College has its Value-added 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 Value-added Course will be at least 30 hours
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.

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## Staff Welfare Policy (Revised)

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

### As per GB resolution (Memo No. 17b, dt. 11.05.2012), our non-statutory welfare policies for all 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 GSI (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 and 'Sasthosathi' have been made available to teaching and non-teaching staff, respectively.
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.
11. **Infrastructural privileges:** Teachers have the privilege of having air-conditioned General Staffroom, respective Departmental staffrooms, a Central library, a faculty reading room and seminar halls. 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 adequate space, stationaries and computers with Wi-Fi system, printers, water purifier, and toilet facilities.
12. **Other privileges:** The college arranges:
  - a) Annual staff picnic, mostly during January
  - b) Annual Sports day where events are arranged for both students and staff.
  - c) Get-together with refreshments, prior to Puja vacation
  - d) Superannuated Teachers' Farewell ceremony
  - e) Alumni reunion in respective Departments

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## Students' Aid Fund Policy (Revised)

As per GB resolution (Memo No. 11(iv), dt. 27.04.2013), Uluberia College executes Students' Aid fund Policy each year for:

- Students who are needy and economically backward, as found after background scrutiny based on applications received.
- 50% of the Curriculum Fees are waived off as per following criteria:
  1. Enrolled students who are donating blood during on-campus Blood Donation Camps.
  2. Students, enrolled as NCC and in NSS.
  3. Enrolled students, with outstanding performance in State or National level sports.
  4. Students participating in Cultural Activities
  5. Student admission fee during COVID-19 pandemic
- 100% of the Curriculum Fees are waived off as per following criteria:
  1. Students participating in internship competitions. Each Department must 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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.

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## Green Campus Policy

As per **GB resolution (Memo No. 16d, dt. 16.12.2013)**, Uluberia College aims to keep its premises and surrounding green, clean and plastic free.

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

- Ensure a **plastic-free environment**.
- Operate **paper-less money transaction** through **e-tenders** and online fee submission.
- Practice **on-campus tree plantation**
- Arrange student **rally on tree preservation** and against deforestation in the surrounding locality.
- Limit **on-campus parking of automobiles** to reduce air-pollution.
- Practice **Terrace Gardening**
- Dustbins** to be properly located in all Depts. and campus corners.
- Have a **separate bicycle stand** so that students are encouraged to use it more than motorbikes.
- Preserve **the pond** at the centre of the campus for biodiversity.
- Have a **gardener** for **ground beautification**.

The Institution aims to do the following for **waste management**:

- Solid Waste Management**: To have 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.
  - Liquid Waste Management**: To have an in-house drainage system for Liquid waste to be exhausted, connected with drains maintained by the Municipality.
  - Biomedical waste management**: To ensure proper use of laboratory coats, gloves, safety glasses are used as protection adhering to the safety guidelines. Wastes to be managed with adequate protocols while working in the animal house.
  - E-waste Management**: To contact e-waste management company to maintain the computers, laptops, and associated machineries. To upgrade and replace hardware and software as per necessity. Irreparable computers / laptops to be sold as scraps. To have a dedicated server room for overall monitoring.
  - Hazardous chemicals and radioactive waste management**: Chemical wastes to be taken care of appropriately keeping in mind all individual and environmental safety protocols. Discourage use of radioactive materials is made for academic and research purpose.
- To conduct **Green Audit**.

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## Energy Management Policy

As per **GB resolution (Memo No. 7a), dt. 29.03.2014**, 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. Renewable Energy Integration:
  - Solar panel of 25 kwp. will be installed in the rooftop of the college building as an alternate source of energy and comprehensive maintenance of the solar panel will be done by executive agency.
2. Energy Efficiency Measures:
  - Implement energy-efficient lighting systems, such as LED lights, across campus buildings.
  - Upgrade to energy-efficient appliances.
  - Energy management systems to monitor and optimize energy use.
  - Motion sensor system (MSS) will be installed in campus to save electricity.
3. Building Design and Retrofits:
  - Incorporate energy-efficient designs in new buildings, including better insulation and natural lighting.
  - Retrofit existing buildings with energy-saving technologies like double-glazed windows and better insulation.
4. On-campus activities in classrooms, staffrooms and seminar halls should minimize energy consumption, as much as possible.
5. Less efficient lightening system to be replaced with energy saving fixtures, lights and bulbs wherever possible.
6. To 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.
7. To 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 monitor and check on-campus energy conservation

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.

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## Environmental Policy

Environmental policy plays an important role in promoting sustainability and addressing environmental challenges. Here are key aspects of environmental policy in higher education institutions (GB Memo: 16(e), dt. 16.12.2013):

### 1. Sustainability Initiatives

- Green Campus Initiatives: Uluberia College will implement programs aimed at reducing waste, conserving energy, and promoting sustainable practices among students and staff.
- Reuse and Waste Management: Policies mainly focus on comprehensive recycling programs, composting initiatives, and strategies to minimize single-use plastics.

### 2. Curriculum Development

- Integration of Environmental Education: Environmental topics are integrated into various academic programs, encouraging interdisciplinary learning about sustainability, climate change, and environmental science.
- Environmental project: Encouraging student to conduct projects that focus on ecology and biodiversity of environmental protection.

### 3. Energy Efficiency

- Renewable Energy Sources: Policies will promote the use of renewable energy sources such as solar.
- Energy Conservation Measures: Implementation of energy-saving measures, such as energy-efficient lighting such as LED light.

### 4. Transportation Policies

- Sustainable Transportation Options: Encouraging the use of public transport, cycling, and walking.

### 5. Water Conservation

- Water Management Practices: Implementing policies that encourage water conservation, such as rainwater harvesting, and landscaping with native plants.
- Monitoring Water Usage: Tracking and reducing water consumption across campus facilities.

### 6. Community Engagement

- Outreach and Education Programs: Engaging students and the community in sustainability efforts through awareness programmes.

### 7. Environmental Committee

- Establishment of Environmental Committees: Forming committees to oversee and implement environmental policies and practices on campus.

By adopting comprehensive environmental policies, Uluberia Colleges can not only minimize the ecological footprint and can make campus clean, green plastic free campus.

Principal  
ULUBERIA COLLEGE  
Uluberia, Howrah



From :

The Principal / President / Teacher-in-charge

Ref. No. : .....

Dated : .....

## Inclusive Environment Policy

Uluberia College is dedicated to fostering and maintaining a diverse, inclusive, and welcoming environment for all members of its community, including students, faculty, staff and visitors. The college values the inherent worth and dignity of every individual and aims to cultivate a campus culture that promotes understanding, tolerance, acceptance, and harmony among all community members.

### Policy Overview

Uluberia College is resolute in maintaining an inclusive atmosphere that values and celebrates diversity in all its dimensions, including but not limited to race, ethnicity, nationality, gender, gender identity, sexual orientation, age, abilities, socioeconomic status, religion, and cultural background. The college believes that a diverse and inclusive community enriches the educational experience, fosters creativity and equips students to engage in a global society. (GB Memo: 16(e), dt. 16.12.2013):

### Core Values

1. **Mutual Respect and Integrity:** All members of the college community are expected to treat one another with respect and integrity, recognizing the unique perspectives and contributions that everyone brings to the community.
2. **Equity and Access:** Uluberia College is committed to providing equitable opportunities for all students, faculty, and staff, irrespective of their background or identity. The college actively works to eliminate barriers that may hinder the full participation and success of individuals from underrepresented groups.
3. **Inclusive Education:** The college integrates diverse perspectives into its educational programs and curricula, ensuring that students are exposed to a wide range of ideas, cultures, and experiences. This includes the promotion of inclusive teaching methods that accommodate various learning styles and preferences.
4. **Cultural Awareness and Development:** Uluberia College will offer ongoing training and development opportunities to enhance cultural awareness, competence and understanding among faculty, staff, and students. This may include workshops, seminars and other educational initiatives to foster a deeper appreciation for diversity.
5. **Accessibility and Inclusivity:** The college is committed to creating a physically and socially accessible environment for all community members. Uluberia College strives to ensure that its facilities, programs and services are inclusive and accessible to individuals with disabilities.
6. **Reporting and Accountability:** The college will establish clear and accessible reporting mechanisms for incidents of discrimination, harassment or bias. These mechanisms will protect individuals who raise concerns and ensure a prompt and thorough investigation of reported incidents.
7. **Community Involvement and Outreach:** Uluberia College will actively engage with the broader community to promote inclusivity and understanding. This may involve partnerships with local organizations, hosting events that celebrate diversity and participating in initiatives that address social justice issues.

### Implementation Strategy

The principles outlined in the Inclusive Environment Policy will be brought to life through specific initiatives, programs and activities. The college administration will collaborate with faculty, staff, students and community stakeholders to ensure the effective implementation of this policy.

### Continuous Improvement and Evaluation

Uluberia College will regularly review and assess the effectiveness of its Inclusive Environment Policy, gathering feedback from the college community and making necessary adjustments to achieve its objectives. The college is committed to continuous improvement in fostering an environment that reflects the principles of diversity, equity and inclusion.

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## Anti-ragging and Anti- cybercrime Policy

As per GB resolution (Memo No. 12b. dt. 15.11.2014), the policy adopted against ragging and cybercrimes by the Anti-ragging Cell of Uluberia College follows UGC regulations, statutes 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. (<https://www.ugc.gov.in/oldpdf/ragging/minuterag230409.pdf>)

#### 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>) Anti-ragging Cell Structure

As per Section 6.4 of UGC 2009 Regulation, our Cell will be headed by the Principal and comprised 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 senior students

Principal  
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# ULUBERIA COLLEGE

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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 as found necessary.

## Punishable Acts

### 1. Towards “Ragging in the Institution”

Under Section 4 of UGC 2009 Regulations against ragging, our Institution recognizes the following acts as punishable ingredients of ragging: (<https://www.ugc.gov.in/oldpdf/ragging/minuterag230409.pdf>)

- 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. Towards “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:

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## 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 in admission brochure and prospectus 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 and to be clarified to candidates and parents during admission by the office bearers,
  - 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.
- c) 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 relevant contact details.
  - iv. Will inform the fresher about their rights as bona fide students, 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 about.
  - v. Will inform about Intellectual Property Rights.
  - vi. Will inform students how they should.
    1. Avoid text messages from unknown numbers.
    2. Download material only from trustworthy sources.
    3. Not to 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.

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- 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 through the Principal to discuss preventive measures and means to locate offenders and to punish them suitably as and when necessary.
- e) CCTV cameras to be installed at all suitable locations of the campus. Proper advertisements over anti-ragging to be displayed all over the campus to make it rag free.
- 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 counselled properly.
- i) Mentors from all Departments will be informed to report any instances if come under observation.
- 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 special meetings without prior intimation 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 under any demanding situation.
- 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 or to make verbal communications with students against ragging activities and/or to encourage students to join the relevant central programs organised by the College and its different sub-committees/cells.
- 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

We follow the punishment policy under UGC Regulation on curbing the Menace of Ragging in Higher Educational Institutions, 2009.

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### Examination Related Grievance Addressing Policy

The college office receives several applications from students concerning various issues related to Internal and Semester-End Examination. As the college authority has decentralized the mechanism of Examination conducting, a central committee is formed to address the grievances of the students related to examination (both internal and end-semester) in the **Governing Body Meeting held on 24.03.2018 under item no. 18C**. The following issues will be dealt by this committee:

1. Any grievance related to subject combination during examination form fill up.
2. Requests for re-conducting internal or tutorial examination on proper grounds.
3. Examination form-fill up payment related issues.
4. Issues concerning generation of Admit Card.
5. Issues related to FSI and Re-examination.

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## Statutory Cell Policy

Uluberia College, being a Govt.-aided College, is required to implement statutes for Higher Education, as framed in WB State Govt. policies, UGC norms and regulations of our affiliating university, University of Calcutta. Keeping the purpose in view, the Institution has formed a few statutory cells and committees to ensure the implementation of the above statutes. Although the statutes are a part of institution's external policies, the following policy document will lay out the structures and functions of statutory cells and committees, as formed by the Institution with due approval of the Governing Body [GB resolution Memo No. 14(iii), dt. 26.09.2015],.

*Structure & Function of the Statutory Cells & Committees of Uluberia College are as follows:*

### 8. SC/ST Committee

#### • Structure

SC/ST Committee of Uluberia College will have its Principal as its Chairman and a faculty in the substantive post as its Convener followed with a few other faculties as its members.

#### • Function

The members will oversee ensuring proper implementation of UGC, Central and State Govt. developmental schemes for the welfare of students, belonging to the Schedule Caste and Schedule Tribe sections of the society. The Committee has been given the responsibility to keep track, to inform the Institution and to help in the implementation of policies and guidelines for scholarships and stipends for SC/ST students, as introduced or revised by Central and State Governments.

### 9. Minority Cell

#### • Structure

Minority Cell of Uluberia College will also have its Principal as its Chairman and a faculty in the substantive post as its Convener followed with a few other faculties as its members. The Cell can also have Non-teaching staff as its members.

#### • Function

The members will oversee ensuring proper implementation of UGC, Central and State Govt. developmental schemes for the welfare of students belonging to the Minority Groups which include the Muslims, Christians, Jains, etc. The members will have the responsibility to empower Minority students through ensuring equal on-and off-campus opportunities to fulfil their educational and cultural needs, to help them enrol in career development programs, viz. WWS, SSP or ASAP, and to make available Central and State Governments' Minority developmental schemes for scholarship and stipend.

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## 10. OBC Cell

- *Structure*

OBC Cell of Uluberia College will have a Convener from among faculties in the substantive post followed with a few other faculties as its members.

- *Function*

The Cell will function as per State Govt. policies for development of students from economically and educationally backward sections of the society. It will ensure proper implementation of Govt. OBC scholarship schemes and OBC reservation policies. In doing so, the Cell ensures equity in educational opportunities for OBC students. It will further provide prompt counselling for any emotional emergencies, arising on account of any event on the College campus. Furthermore, it will inform OBC students about Institution's grievance redressal offline-online mechanism and will collaborate with Grievance Redressal Cell in addressing grievances of OBC student.

## 11. Grievance Redressal Cell

- *Structure*

Grievance Redressal Cell of Uluberia College will have a Convener and a Joint Convener/s from among faculties in the substantive post followed with a few other faculties as its members.

- *Function*

The members will oversee ensuring proper redress of stakeholders' grievances due to misconduct and misbehaviour, on-campus as well as online. Grievances related to being deprived of entitled service or benefits or being subjected to any form of caste, creed, cultural, communal or gender discrimination, academically and administratively will also be dealt by the Cell. The sufferer can submit its grievance report online and offline. For offline submission, the Institution will install a *Grievance Box* in a secluded part of the campus so that the sufferer can drop his/her letter in secrecy and fearlessly. For online submission, *Grievance Portal* in the Uluberia College App can be accessed. After submission, a copy of the letter must be forwarded to the Principal who will then summon the *Grievance Cell* members to investigate the matter. The issue will be democratically and impartially handled through fair trail and verdict. The Cell will, then, report the Principal about its decision or place it before the Teacher Council if further discussion is needed. The Principal will review and implement the decision. If further dispute arises, Principal's decisions will be treated as paramount.

## 12. Internal Compliant Cell

- *Structure*

Internal Compliant Cell (ICC) of Uluberia College will have a Presiding Officer and college faculties, non-teaching staff and a representative from the college social workers as its members.

- *Function*

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The Cell will be dealing with any form of complain from among all staff and students. It will function as per statutes of UGC Regulations, 2015 which deals with “prevention, prohibition and redressal of sexual harassment of women employees and students in Higher Educational Institutions”.

### 13. Anti-ragging Committee

- *Structure*

Anti-ragging Committee of Uluberia College will have its Principal as its Chairman and a faculty in the substantive post as its Convener along with a few other faculties, a guardian representative, and a student representative as its members.

- *Function*

The Committee functions as per the “Anti-ragging and Anti-cyber–Crime Policy” of the Institution which, in turn, is prepared on the basis of 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.
3. Cyber laws as enacted out under Information Technology Act, 2000.

The Right to Information Act, 2005 came into force on 15<sup>th</sup> June 2005. To promote transparency and accountability, the Act entitles citizens to access information, otherwise under the control of public authorities. All Universities and Colleges, owned, controlled, or substantially financed directly or indirectly by Government funds, shall come under the domain of Public Authority and, thereby, must allow its stakeholders to access its information.

- *Structure*

Right to Information (RTI) Cell of Uluberia College will have three members, as per Govt. norms. It will have the Principal as its Appellate Authority and faculties in the substantive post as its State Public Information Officer and Assistant State Public Information Officer.

- *Function*

As per Govt. rules and regulation, the Cell will provide information as and when asked by stakeholders mostly in matters of admission and exam results.

RTI Declaration: [https://uluberiacollege.in/naac\\_data/6.2.1/397173-RTI%20 UC New.pdf](https://uluberiacollege.in/naac_data/6.2.1/397173-RTI%20 UC New.pdf)

RTI Act 2005 (Amended): [https://www.uluberiacollege.in/naac\\_data/RTI-Act-2005-Amendment-2019-and-Full-Version.pdf](https://www.uluberiacollege.in/naac_data/RTI-Act-2005-Amendment-2019-and-Full-Version.pdf)

### 14. RTI Cell

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From :

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## Equal Opportunity Policy

Uluberia College is predisposed to having an unbiased and democratic approach in handling its student & staff diversity. The diversity, here, includes one of gender, economy, potentials, and special needs. To cater to all, its Equal Opportunity Policy, as per **GB resolution (Memo No. 12c, dt. 15.11.2014)**, highlights the following:

### For students:

1. No student should be a victim of any form of on-campus or online abuse, ragging or cybercrime. If anyone is found guilty of it, he/she will be strictly punished as per Anti-ragging Policy of the Institution.
2. Inclusive infrastructure, viz. ramps, elevator, multi-sensory learning-teaching material, sound amplifiers, etc. need to be constructed to incorporate special needs students.
3. Institution must make available all kinds of Govt. schemes and scholarships to ensure equity in aiding its students.
4. Students must be allowed equal participation, irrespective of their sex and economic condition, to participate in sports, outreach programs, on-campus programs and other NSS activities.
5. Both boys and girls must be allowed to enroll in NCC section of the college and equal treatment must be ensured.
6. Teaching and Non-teaching staff must ensure kind and gentle treatment of their students and must inform concerned authorities or take measures if any on-campus discriminating behavior is observed.
7. Faculties must provide students equal opportunity during online or offline classes to share views or comment on ideas.
8. Students must be informed about the Grievance Redressal Cell and Anti-ragging stand of the institution during their fresher's welcome in 1<sup>st</sup> Semester so that they may avail it, if needed.
9. To recognize student privacy, separate Common Rooms for both girls and boys to be constructed.
10. No gender discrimination to be allowed while recognizing deserving students whose college fees can be waived off as per Institution's Student Fee Concession Policy.
11. Women's Cell to be formed to address women's issues through seminars and awareness programs. Gender Audits to be done.

### For Staff

1. Statutory and Non-statutory welfare measures of the Institution must be extended to all Teaching and Non-teaching Staff, irrespective of their age, gender, post or rank.
2. Staffrooms and Offices must have an inclusive atmosphere where all members may freely share views and follow professional ethics in dealing with each other.
3. Workload to be duly distributed among staff without practicing any form of discrimination on basis of age, gender, post or rank.
4. Teachers, Students and Non-teaching staff need to strictly abide by the Institution's Code of Conduct to ensure cooperation and harmonious coexistence.

Principal  
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Uluberia, Howrah





From :

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Ref. No. : .....

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## Uluberia College Code of Conduct for Students

As per GB resolution (Memo No. 12. dt. 26.09.2011), 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 college activities. Post-COVID, it is important that students learn to behave online and avoid cyber bullying and cybercrimes.

### 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 battlefield. They are to respect their opponents and not indulge in unfair means.

### 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 due courtesy.

### 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.

Principal  
ULUBERIA COLLEGE  
Uluberia, Howrah



From :

The Principal / President / Teacher-in-charge

Ref. No. : .....

Dated : .....

## Uluberia College Code of Conduct for Teachers

As per GB resolution (Memo No. 12. dt. 26.09.2011), all teachers are to abide by the following codes for harmonious function:

### 1. Strict adherence to college

Teachers, being role models, would require conducting 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 them but to live up to them as walking examples of highest standards.

### 3. Kindness

Harsh treatments 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.

### 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. Teachers should facilitate class discussion, provide adequate reinforcement especially to back-benchers, promote useful knowledge for students to attend classes willingly and conduct outreach activities. 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 our democratic and inclusive environment.

### 7. Professional knowledge and skill updating

Teachers are to update their professional knowledge and skills as per new policies. 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. Post-COVID, teachers should have techno-pedagogical skills for Blended Learning.

### 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.

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Dated : .....

## Uluberia College Code of Conduct for Administrative Staff

As per GB resolution (Memo No. 12. dt. 26.09.2011), all 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. Non-teaching staff should 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.

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

Principal  
ULUBERIA COLLEGE  
Uluberia, Howrah



# ULUBERIA COLLEGE

NAAC ACCREDITED-B

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ULUBERIA, HOWRAH - 711315

From :

The Principal / President / Teacher-in-charge

Ref. No. : .....

Dated : .....

## Disciplinary Rules for Teaching and Non-teaching Staff

Implementation of disciplinary Rules is indispensable for an Institution to function as per its vision and mission. As per **GB resolution (Memo No. 13b, dt. 03.08.2011)**, Uluberia College has, thus, laid down a few disciplinary rules for its 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 statutes of University of Calcutta
14. He/she shall comply with rules, regulations, and internal policies of Uluberia College Governing Body from time to time.

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ULUBERIA, HOWRAH - 711315

From :

The Principal / President / Teacher-in-charge

Ref. No. : .....

Dated : .....

## Disciplinary Rules for Students

Implementation of disciplinary Rules is indispensable for an Institution to function as per its vision and mission. As per **GB resolution (Memo No. 13b, dt. 03.08.2011)**, Uluberia College has, thus, laid down a few disciplinary rules for its students:

1. Students shall, be in their best behaviour, both inside and outside the college campus.
2. They shall not be late for class (online & offline) and, if they are, attendance will not be given even if allowed to attend the class.
3. No student shall enter or exit class (online & offline) without teacher's permission.
4. Inconsistency in daily attendance, class performance and assignment submission will be strictly dealt with.
5. 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.
6. If incidents of ragging take place, the Institution will strictly abide by its Anti-ragging policy
7. Attendance to the College functions like association meetings, College assembly, seminars, group discussions, Industrial visits, Viva Voce, etc. is obligatory for all students.
8. Students must eagerly participate in all cultural activities, games, sports and co-curricular activities with utmost spirit and passion.
9. Principal's permission must be sought before any student meeting is being conducted or outsiders being invited or on-campus activities being organised.
10. No publication shall be issued and no canvassing and mobilizing of the students shall be made without Principal's permission.
11. Books, magazines, and newspapers, without Principal's approval, are not allowed to be brought on-campus.
12. Mobiles are allowed but should be muted during class hours.
13. Students must be decently dressed, donning expensive jewellerys on-campus is discouraged.
14. Students must always wear their Identity Card, issued by the college, and present it for verification whenever demanded.
15. 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.
16. Loitering and wasting time in the campus or canteen cause indiscipline and, hence, must be avoided.
17. 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.
18. 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.

Students and staff are to strictly abide by the resp. Disciplinary Rules, violation of which will make the Institution take actions against the concerned individual.

Principal  
ULUBERIA COLLEGE  
Uluberia, Howrah



From :

The Principal / President / Teacher-in-charge

Ref. No. : .....

Dated : .....

## GUIDELINES FOR ACADEMIC AND ADMINISTRATIVE AUDIT

(Approved by IQAC Meeting dated 04.09.2018)

GB Resolution 13(c), date: 12.10.2018)

### CONTEXT:

The systematic reckoning and assessment of academic procedures necessitates a meticulously designed framework of internal and external audit. In accordance with NAAC standards, Uluberia College carries out regular Academic and Administrative Audit (AAA). These principles were created to initiate a procedure for auditing the academic implementation of the programs and the administrative framework supporting the caliber of such an implementation. The audit procedure for the quality of education provided and for its continuity is monitored via the Internal Quality Assurance Cell (IQAC). This document outlines the procedures associated with Academic and Administrative Audit (AAA).

### ACADEMIC AUDIT:

Academic Audit is characterized as a methodical and systematic approach to evaluate the quality of the academic procedures within an educational institution. This practice is rooted in a proven tradition of utilizing appropriate and purposeful samples to assess the effectiveness of academic delivery, encompassing aspects such as Teaching and Learning methodologies, Curriculum Development and Evaluation, Research and Community Engagement, and other pertinent academic procedures. Academic Audit aligns with quality assurance efforts and serves to elevate the standard of academic endeavours within the college.

### ADMINISTRATIVE AUDIT

Administrative Audit involves the examination of various administrative procedures that facilitate academic pursuits. These may encompass student support services, management of academic infrastructure, campus maintenance, IT services, student facilities, and the safety and security of students and faculty. This process may involve the use of sampling methods and targeted interviews with key stakeholders.

### PURPOSE AND SCOPE

The main goal of the academic audit is to determine whether quality assurance procedures are in place, sufficient, and effective in ensuring quality in education. The specific objectives include:

- Identifying key areas for quality assurance in teaching and learning.
- Understanding the processes and procedures used by academic Departments/Schools for quality assurance in each area.
- Evaluating the adequacy and effectiveness of quality assurance processes.
- Providing recommendations for improving quality assurance processes.
- Suggesting methods for continuous improvement in quality, considering NAAC criteria and other regulatory requirements.

### PROCESS OF ACADEMIC AND ADMINISTRATIVE AUDIT

The college will conduct two types of AAA:

#### A. Internal Audit (IA):

- Internal Academic Audit will be conducted by the IQAC of the college along with the team constituted by the Principal .
- There will be at least one internal audit per academic year at the end of each academic session. However, additional audits shall be conducted based on the need as decided by the IQAC and duly approved by the Principal.
- The internal audit will primarily focus on the parameters as defined by the seven criteria prescribed by NAAC. The IQAC

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of the college has adopted the NAAC Criteria as a basis for evaluating the academic processes and quality.

- iv. The internal audit report will necessarily make recommendations for improvement in parameters as relevant. The report will be submitted to the Principal. The Principal will place the Audit Report along with the Action Taken Report (ATR) before the Governing Body for its perusal and recommendations.

## B. External Audit (EA)

- External Academic and Administrative Audit will be conducted by a team of Eminent Academicians from other institutions of repute or experts who have prior experience and/or training on academic quality systems, processes and strategies and audit tactics and methodologies or experience as reviewer of NAAC or similar bodies and professionalism.
- There will be at least one external audit every two/three academic year. The external audit may focus on the parameters as defined by the seven criteria prescribed by NAAC. The auditors will have the liberty to include additional parameters independently, with a focus to enhance the quality of the ongoing academic processes of the college.
- The external audit report will be submitted to the Principal. The Principal will place the Audit Report along with the Action Taken Report (ATR) before the Governing Body for its perusal and recommendations.

## METHODOLOGY

### A. Internal Audit (AA):

- The seven criteria recommended by NAAC as the Quality Indicator Framework (QIF) shall be the focus areas of the internal audit. Additionally, the IQAC in consultation with the Academic subcommittee may provide other parameters and relevant proforma for the internal audit.
- The specified proforma for the academic and administrative audit shall be developed by IQAC and approved by Governing Body. The same shall be communicated to all Heads of the Departments after the completion of each academic session. The IQAC will seek filled up departmental proforma with supporting documents for the internal audit.
- The Principal in consultation with the IQAC will fix the schedules for the academic audit of the college. The internal audit team will analyse the departmental performances and give constructive feedback to the departments suggesting measures for internal quality enhancement and setting higher goals to meet new challenges.
- The internal audit team will prepare a detailed Internal Audit Report and submit the same to the Principal.

### B. External Audit (EA):

- The Principal with approval from the Governing Body will constitute a committee of suitable eminent academician for the conduct of the external academic audit. The external academic and administrative audit must be conducted at least once in two academic years.
- The details of the external academic and administrative audit and the corresponding schedules will be finalized by the IQAC in consultation with the Principal.
- The seven criteria recommended by NAAC as the Quality Indicator Framework (QIF) shall be used for the external academic and administrative audit. Additionally, the IQAC in consultation with the peer team may provide other parameters and relevant proforma for the internal audit.
- The Peer Team will prepare a detailed audit report as per proforma and submit the same to the Principal.

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## OUTCOME

The results of audits, both internal and external will be presented to the Governing Body. The Governing Body's suggestions will be followed, and a detailed plan of action may be prepared to implement the suggestions in a phased and organized manner.

## REVIEW OF GUIDELINES

These Guidelines will be reviewed periodically to rectify anomalies, (if any), and to incorporate feedback received from the stakeholders.

## PROFORMA OF THE ACADEMIC AUDIT

(Session:.....)

1. Name of the Department :

2. Vision of the Department :

3. Intake capacity (Program wise) :

Name of Program	Intake capacity

4. Availability of Routine:

(i) Departmental Class Routine : Yes/No

(ii) Individual Faculty Class Routine : Yes/No

(iii) Academic Calendar : Yes/No

5. Availability of Course plan and Teaching plan:

(i) Annual Academic/Curricular Plan : Yes/No

(ii) Individual Faculty Teaching Plan : Yes/No

(iii) Work Diary : Yes/No

(iv) Class Diary : Yes/No

(v) Remedial coaching : Yes/No

6. Number of Faculty members with

(i) Ph.D qualification : \_\_\_\_\_

(ii) Post Graduation Qualification: \_\_\_\_\_

*Selvarish Pal*

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(iii) Any Other (specify) : .....

7. Certificate/ Diploma Courses introduced during the academic year:

Name of the Course	Certificate/Valued added/ Diploma Courses	Dates of Introduction	Focus on employ ability/entrepreneurship

8. No. of applications received Program wise:

Name of Program	No. of Applications received

9. Overall Demand Ratio:

10. Students Enrolment (Program wise) :

Program	From the State Where University is Located	From Other States of India	NRI Students	Foreign Students	Total

11. Teacher-student ratio:

12. No. of students graduating (Program wise):

Program	Female	Male	Total

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13. Success Rate of Students (Program wise) :

Name of Program	Success Rate

14. Field Trip /Project /Internship undertaken during the year:

Project/Program Title	No. of students enrolled for Field Trip /Project /Internship

15. Report on Consolidated Computing facilities in the Department

- (i) Number of PCs \_\_\_\_
- (ii) List of the Software/ Software packages/Simulation Tools
- (iii) No of Printers available:\_\_\_\_\_

16. Number of classrooms and seminar halls with ICT facilities:

17. Number of students qualifying in state/ national/ international level examinations (eg:

NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil services/State government examinations):

18. Number of outgoing students placed during the year:

19. No. of awards received by students (Other than Sl. No. 17):

20. Students Progression to Higher Studies (Numbers only):

21. Report (with evidence) on Latest Changes brought in the Revision of Curriculum and Syllabus:

22. No. of Supporting Staff

*Selvarish Pal*

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Dated : .....

- (a) Lab Assistants :  
(b) Technicians :  
(c) Computer Operators :  
(d) Skilled Assistants :  
(e) Attendants :

## 23. Report on Faculty Improvement/Enrichment Programs :

- (i) FDP /Short Term Course/Workshops/Seminars organized by the Department :  
(ii) FDP / Short Term Course /Workshops/Seminars attended by the faculty:  
(iii) OP/RCs attended by the Faculty:  
(iv) Any Other relevant information \_\_\_\_\_

## 24. Report on Research Publications:

	Journals	Conference	Book/Book Chapters (With ISBN only)
SCI/Web of Science			
SCOPUS			
UGC LIST			
Others			

## 25. Research funds sanctioned and received from various agencies, industry and other organisations:

Name of the Project/ Endowments, Chairs	Name of the Principal Investigator	Department of Principal Investigator	Year of Award	Funds provided (Rs.)	Duration of the project

## 26. E-Contents developed:

- (i) For e-PG-Pathshala  
(ii) For CEC (Undergraduate)  
(iii) For SWAYAM

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(iv) For other MOOCs platform

(v) For NPTEL/NMEICT/any other Government Initiatives

(vi) For Institutional LMS Mode of evaluation (class test/home assignment/student seminar/quiz etc):

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e content

27. Student Mentoring (mentor-wise list with mentee):

Name of Mentor	No. of Mentees

28. Number of teachers who received national/ international fellowship/financial support by various agencies for advanced studies / research:

Name of the Teacher	No. of Awards	
	National	International

29. Number of Patents filed/published/awarded:

30. Collaborations:

(a) No of foreign collaborations either in the form of publications/research:

(b) No of collaborations with other national institutions:

31. Details of alumni of the Department with their present employment:

Name of Student	Email	Ph. No	Designation	Present employer	Employer address	Pay package at appointment

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32. No. of Functional MoUs and List activities:

33. SWOC Analysis

Strength:

- (i)
- (ii)
- (iii)

Weaknesses:

- (i)
- (ii)
- (iii)

Opportunities:

- (i)
- (ii)
- (iii)

Challenges:

- (i)
- (ii)
- (iii)

34. Any other information, which is not covered above:

35. Suggested Road map keeping students' interest in the core and to ensure better visibility:

.....  
Signature of HOD

Observations of the Academic Audit Team:

Auditor Name	Auditor Signature	Date of Audit

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Dated : .....

## Policy Document for Institutional Ethics Committee, Uluberia College, Howrah, West Bengal

[GB Resolution: Memo No: 16(e), dt: 24.07.2017]

### Policy Objectives:

To have ethical guidelines:

- For research, involving animal trials,
- For research, involving sustainable use of chemicals,
- For research-based fund mobilization and utilization
- For research-based publications
- For record keeping and archiving of documents related to research proposals and projects
- For maintenance of professional ethics

### Standard Operation Procedures (SOPs):

#### 1) For research, involving animal trials, the Institutional Ethics Committee will ensure:

Proper implementation of the "Breeding of and Experiments on Animals Rules, 1998" (amended in 2001 & 2006) formulated by Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA), under Section 15(1) of the Prevention of Cruelty to Animals Act, 1960.

#### 2) For research, involving sustainable use of chemicals, the Committee will ensure:

- Environmental sustainability in selecting chemicals for experiments.
- Safety regulations for protecting environment and health of students and co-workers during lab-based activities.
- Chemical security, all stakeholders in the chemical supply chain should be able to secure chemicals.
- Regular review of security measures
- Regular audits.

#### 3) For research-based fund mobilization and utilization, the Committee:

##### a) In collaboration with the Purchase Committee, will ensure:

- Proper disbursement of fund, received from the concerned sponsoring agency.
- Proper utilization of the received fund
- No misuse of funds

##### b) In collaboration with the Finance Committee, will ensure:

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- i. Proper monitoring of work-in-progress
- ii. Preparation and timely submission of Utilization Certificate and other relevant documents

**4) For research-based publications, the Committee will:**

- a) Ensure that publications meet the highest standards of data reproducibility and correctness without plagiarism.
- b) Address issues related to ownership, data sharing, joint publications, conflict of interest in research findings and commercialization in collaborative research.

**5) For record keeping and archiving of documents related to research proposals and projects, the Committee will file and archive the following documents:**

- a) Registration of research proposal under Institutional Ethics Committee
- b) Income and expense details
- c) Meeting Minutes
- d) One copy of the proposal
- e) Copy of recommendations/decision as communicated by the Committee to the applicant.
- f) Review reports, received during the follow-up period.
- g) Copy of final study report

**6) For maintenance of professional ethics, the Committee will**

- a) In collaboration with the Code of Conduct Committee, uphold the policy statements as laid under “Disciplinary Rules for Teaching and Non-teaching Staff” (GB resolution Memo No. 13b, dt. 03.08.2011) and “Uluberia College Codes of Conducts for Students, Teachers, and Administrative Staff” (GB resolution Memo No. 12, dt. 26.09.2011)
- b) Ensure highest integrity and transparency in research-based activities, avoid conflicts of interest, and maintain collegiality among researchers as they engage in scientific applications to benefit humankind and environment. In doing so, the Committee will be guided by “Policy on Research Integrity and Publication Ethics, 2019” by Indian Council of Medical Research (ICMR).

.....

Principal  
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