Institutional Policies

of
Silapathar College

চিলাপথাৰ মহাবিদ্যালয়

SILAPATHAR COLLEGE
Silapathar, Dhemaji
Assam, 787059

Contents

Policy on E-Governance

Policy Statement

Silapathar College has developed an E-Governance Policy to apply e-governance in the institution's numerous operations, transactions, and services for improved efficiency, transparency, and accountability. The College decides to embrace paperless administration as a green effort. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Examination areas of the institute. The College embraces e-governance in its management and administrative activities to ensure a green and clean campus, which is one of its components. All relevant stakeholders will receive training and encouragement to use electronic governance.

Scope

The scope of this policy extends to the following areas:

- Accounts and Finance
- Examination
- General Administration
- Student Admission
- Library
- ICT Infrastructure
- E-waste Management

Objectives

- To develop an integrated, user-friendly Enterprise Resource Planning (ERP) solution in order to automate various modules of institution-wide operations.
- To adopt E-governance in all functions of the institution and to provide a simpler and more effective system of governance both within and outside the institution.
- To promote transparency and accountability in all college operations.
- To accomplish and establish a paperless college environment.
- To provide easy and quick access to information.
- To facilitate online internal and external communication.
- To make the institution globally visible.

Action Plan

Considering the financial and physical capability, the College resolves to develop full-fledge e-governance provisions within the year 2023. It also resolves this target phased manner. The phases are –

a) Modifying the College website making more user-friendly and function-oriented.
b) E-governance in administration.
c) E-governance in finance and accounts.
d) E-governance in student's admission and support.
e) E-governance in examination.
f) Developing ICT enabled smart classroom.
g) Developing Wi-Fi campus.
h) Digital/online academic transaction.
i) Developing digital/automated library.
j) Full-fledge e-governance (ERP)

All these phases will be completed through the following actions.

Administration

- Digital messaging services will be put to maximum use for real time information sharing with parents, students and staff.
- The administrative office will manage the database using powerful Excel and File Management System tools.
- Make transition towards Paperless transactions by enhancing the use of Google facilities like
  - Google sheet : For data collection from Various Departments
  - Google Docs: To prepare notices and activity reports.
  - Google Forms: To prepare Feedback forms and get online feedbacks from stakeholders.
- The Administration shall communicate with Governing Body members and teaching and non-teaching employees via electronic mail.
- Publish administrative information, such as notices and circulars, on the website on a regular basis.
- All employees shall adopt biometric attendance reporting.
- Upgrade to a fully automated, Wi-Fi office with 24-hour internet access in near future.
- CCTV Cameras will be installed at various locations of need.
- ICT shall be introduced in every administrative function/work.

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- An attendance Management Software will be used by the faculty and staff to record and track attendance, Internal assessment etc.
- Online academic transactions will be performed along with offline mode when required.
- Information on students' attendance and class engagement will be collected and recorded through ERP software whenever it is installed.

Finance and Accounts

- The accounts of the institution will be maintained through using software.
- All payments/transactions will be through online mode such as PFMS, NEFT, RTGS, Bank transfers, UPI, etc.
- Latest software versions will be purchased.
- Application of software will be made to generate profit and loss, balance sheet etc.
- All the analysis reports will be generated through using software.
- Appropriate security measures will be applied to maintain confidentiality in transactions.
- Regular training will be provided in case of updated versions of software to the new as well as existing staff.
- Automated payroll management system will be used in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS etc.

Student Admission and Support

- Students' admission will be done online using ERP mechanic of affiliating university.
- The system will be developed to provide ERP to manage all students' data including course, fee submission.
- College website will be updated regularly for real time information sharing/dissemination, including admission and online transaction interfaces etc.
- Timely update of website will be made by the designated information and website committee.
- Mechanism for grievance redressal will be available online as well as separate counter will be setup at college premise.
- Regular updates on alumni profile will be made for information of passed out students.

- Digital brochure, video teaser, social media posts on course details, sanctioned intake, placements, and other facilities will be displayed during admission time.

Examination

- Finally, ERP will be installed to handle the entire Examination Process. Up to that time other digital online provisions will be availed for this purpose.
- Until College's own ERP is installed all examination related information will be transacted and recorded by availing ERP provisions of affiliating university.
- The examination records of students will be made available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.
- Compatibility of examination process will be maintained with the regulations of the affiliating university as far as e-governance policy is concerned.

Quality Development

- E-governance provisions will be used in all the activities of IQAC and the Cells and Committees under it.
- Feedback from students, teaching staff, non-teaching staff, guardians of students, alumni, employer will be collected online and the same will be compiled and analyzed using ICT tools.
- Online provisions will be used to increase the competitive zeal of the students; to orient students with different issues of the society; increasing capability of the students and increasing their own orientation.
- Online provisions will be used to accomplish teachers and students exchange programmes.
- Increasing student's participation through organizing online seminar, workshop and the likes.

Alumni

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects.

E-Waste Management

The College ensures that its usage of technology and generation of e-waste does not impact the environment. Provisions will be made for e-waste management accomplishing a memorandum of understanding with a party outside the college.

ICT Tools

Hardware Infrastructure

- The College will ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers will be made available in the administrative office, departments and library.
- Projectors and other multimedia devices will be provided in class room, conference rooms, auditorium and laboratories.
- The infrastructure will be complemented by computer networking devices, scanners, photocopy machine and interactive teaching board/smart board etc.

Software Infrastructure

- The College will maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like MS Office and Antivirus will be purchased and updated regularly.
- The college will provide access to all standard computational and scientific typesetting packages.
- Software's related to academics of different departments like MATLAB; MATHEMATICA etc will be purchased and updated regularly.

Review and Update

The College shall continuously review and update the approved policy and is committed to its implementation.

Employees Welfare Policy

Purpose:

To maintain a balanced and harmonious working atmosphere in the institute for developing and maintaining a positive mindset and a qualitative change in the lives of both teaching and non-teaching staff working for the institute.

Introduction:

A balanced and healthy working atmosphere in any institute is the key to enable the employees to give their best within the working hours towards achieving the institutional goals set through the vision and mission of the institute. A harmonious working relationship between the authority and the employees is very essential for an institute to achieve the participatory governance in different working areas. Silapathar College has formulated its own Welfare Policy for both the teaching and non-teaching staff to ensure the well-being of its employees. It has also formulated its own grievance redressal mechanisms to mitigate any grievances that might arise during working hours to ensure the quality of working life among the employees.

The policy:

Silapathar College is committed to provide all the possible welfare facilities and benefits to its all-eligible employees including both teaching and non-teaching staff. Following are the various welfare measures available at Silapathar College to ensure a quality working life among its employees:

- **Primary health check-up facilities**: The institute provides basic health check-ups, first aids, etc. to all its employees as and when needed or in case of any emergency during the working hours of the institute to ensure the health of the employees. The primary health care facilities include general physical examinations including weight, height, blood pressure, pulse rate, blood group testing, hemoglobin testing, etc. The health care unit has general health care equipment like blood pressure meter, stethoscope, blood sugar level testing kit, digital weighting machine, height measuring stand, etc. Moreover, medical camp is arranged for teaching and nonteaching staff and local people. In the camp eminent doctors are invited. Any teaching as well non-teaching staff can avail these facilities at free of cost during the duty hours or whenever feels necessary.

- **Canteen Facility with concessional price**: The institute has a spacious and well-furnished canteen. The canteen has separate seating arrangements for the students, faculties and staff . The canteen provides refreshment drinks and meals at a concessional price to the faculties, non-teaching staff along with the students. The canteen facilities are fully utilized by both the teaching and non-teaching staff during the working hours in the college.

- **Financial Support Facilities**: For the teaching staff, there is a Silapathar College Teachers Unit. The Unit has been created with an aim to financially assist the faculties and the staff at the time of their financial crisis. The College provides financial aid to teaching staff for carrying research projects (through seed fund), publication of research papers in UGC Care journal as well as for participation in different workshops and seminars etc. through Research Committee

- **Professional Development Facilities**: For the professional development of the teaching and non-teaching staff, the college has Academic Planning Board to take care of. The Board in collaboration with IQAC regularly organizes seminars, workshops, faculty development programmes, administrative skill development programmes for the teaching & non-teaching staff, etc. Through these programmes, the teaching staff get an opportunity to learn about different skills, to present their research work, about publishing their research works, new e-learning tools, developing e-contents, etc. The non-teaching staff also gets to know about various skills regarding their administrative and academic work, operating new laboratory scientific equipment computer basics, etc.

- **Appraisal facilities:** Members from both teaching and non-teaching staff are always encouraged on their academic excellence such as obtaining higher degrees. Teachers were felicitated for achieving their Ph.D degrees while in service.

- **Yoga and Meditation Facilities**: The institute organizes workshops, seminars, etc. on Yoga and meditation on a regular basis to maintain good mental health and also to manage stress among its employees.

- **Physical Training Facilities**: The institute has a spacious indoor stadium with gym instruments for maintaining good physical health among its employees.

- **Reading Room Facilities**: The institute has a well-stocked library with a spacious reading room facility which is utilized by both teaching and non-teaching staff.

- **Social Relations**: The institute occasionally organized staff trip (picnic), institute level farewell to the retired employees, welcome get together to the newly employees, social visit during marriages, rituals or different functions as and when required to maintain a good and congenial relations among its employees.

- **Special Facilities for Women Staff**: The institute has a women cell to mitigate special needs of its women employees. The cell regularly observes and organizes different workshops, webinars, etc. to strengthen the women employees. The cell has also installed a sanitary napkin vending machine and provides sanitary napkins to its women members during emergencies at a very nominal rate.

- **Refreshment and Amusement**: The institute also organizes different refreshing competitions such as musical chairs, tug of wars, etc. annually to enhance the social spirit and amusements to its employees.

- **Employees Grievance Redressal Cell**: The cell has been formed in order to mitigate any grievances that might arise among its employees while working in the institute. Such grievances (if any) are immediately settles by the authority on a regular basis to maintain a good relation among its employees.

- **Support to Spouse, Children and Parents**: The institute also provides both moral and financial support to the spouse, children and parents of its employees during times of their need so that the employee may feel mentally relaxed and can work comfortably in the institute.

- **Digital Centre Facility:** The institute has a Digital Centre where any employee can avail the facilities like photocopy, printing, typing, doing online works, etc. as and when required.

- **Free Wi-Fi service:** The institute has a central Wi-Fi facility. Both the teaching and the non-teaching staff can avail the free internet facilities during the working hours.

- **Biometric attendance, Id card facilities:** The institute provides automatic attendance of the employees through Biometric attendance system and Identity card facilities to all its eligible employees.

- **Monitoring Committee:** The institute has strict monitoring committees such as Gender Sensitization and Complaint Committee for Sexual Harassment Cell to monitor any sexual harassment to all its employees. It also has a Campus Monitoring Committee to maintain greenery and other physical facilities in the institute to maintain a healthy and quality working environment in the institute.

- **Maternity and Child Care Benefit:** The institute also provides maternity and Child Care Benefits as per the State Government Rules and Regulations to all its eligible employees.

- **Auditorium Facilities:** The institute also provide the space of the auditorium to its employees on the event of their celebrations.

Enforcement and implementation:

The welfare policy is implemented through policy manuals, college website portal and orientation by the authority of the institution to the newly joined employees or as and when required. The management head of the institute i.e., the principal is the custodian of this policy.. This policy shall be reviewed periodically for its suitability and updated as and when required.

Policy on Environment and Energy Usage (Policy for green campus/Energy/Waste/Water management and conservation)

Policy statement

The policy has been formulated with the aim to make the college campus clean, green, and eco-friendly. The policy seeks to better understand human activities that can affect the environment and power consumption. It tries to look for different routes through which it can maximize energy conservation and use the available resources in socially responsible ways.

Scope

The college believes in the fact that it is the foremost duty of every stakeholder of the institute to take care of the environment. To control the daily activities of the institute in such a manner that it should not harm the surrounding. The policy will seek every component, and every activity of the institute, and will impact any decision-making process that can directly or indirectly have an effect on the environment.

Objective

1. To sensitize the stakeholders to keep the campus clean and Green.
2. To maximize plantation
3. To minimize waste generation.
4. Proper management of generated waste.
5. To build a plastic-free zone.
6. To build a smoke-free/Tobacco free zone.
7. To minimize daily carbon emissions.
8. To focus on energy conservation measures.
9. To depend more on renewable sources of energy
10. To develop water recycling and conservation units.
11. To adopt a reduce, reuse and recycle policy.

Action Plan

The college is committed to achieve the above objectives. In this regard following are the components that need to be considered

1. **Management of various types of degradable and non-degradable waste**
2. **Water conservation facilities**

3. **Green Campus Initiatives**

4. **Energy conservation and management**

The college has designed an action plan to work on the above components

1. **Management of various types of degradable and non-degradable waste**

The college encourage the stakeholders for minimum waste generation to make a clean campus.

   a) **Daily waste management**
      i) More number of dustbins to collect dry and wet waste separately.
      ii) To sign an MoU with the municipality to pick up all the collected dry waste of the campus timely.
      iii) To construct more numbers of vermi-compost units to manage organic waste.
      iv) To install more incinerators for sanitary napkin disposal.
      v) To inclined towards paperless work.
      vi) To aware the stakeholders for minimum waste generation through display boards

   b) **Laboratory Waste management**
      i) Separate dustbins to be placed to collect biodegradable and non-biodegradable waste separately.
      ii) To construct a sand bed to handle hazardous chemicals.

   c) **E-waste management**
      i) In order to reduce such waste, proper maintenance of appliances are to be done regularly like upgradation of software, repairment of defective parts at the earliest.
      ii) To identify collection centers for those items which cannot be repaired.

   d) **Moving towards plastic free zone**
      i) To encourage stakeholders to avoid plastic, through lectures, displaying slogans and street play etc.
      ii) If some plastic wastes are generated, measures to be taken for its reuse and recycle.

2. **Water conservation and management**
      i) To construct water harvesting units.

ii) To maintain a proper distribution of drinking water through available water purification systems.

iii) To monitor and fix the leaks in taps and pipes at the earliest.

iv) To sensitize stakeholders for minimum wastage of water by putting save water posters at different locations.

3. **Green Campus Initiatives**

   i) To maintain minimum carbon emission, the college will adopt a "**NO VEHICLE NO POLLUTION**" policy, where once in every month, the stakeholders will not be allowed to bring any vehicle inside the campus.

   ii) The college shall observe massive plantation drives, and cleanliness drives on different occasions and events of the college.

   iii) The college shall actively conduct awareness programs and activities to sensitize its stakeholders towards a clean and green campus.

   iv) The college plans to set up a botanical garden.

   v) The college shall strictly prohibit the use of tobacco and smoke-generated items inside the campus. In this regard, the relevant displaying boards are to be placed at different locations inside the campus. Further, awareness programmes are to be held from time to time.

4. **Energy conservation and management**

   i) To maximize the use of LED bulbs to conserve energy.

   ii) To install solar street lights.

   iii) To install sensor-based lights.

   iv) To adopt a "switch off appliances when not needed" policy

   v) To sensitize stakeholders to save energy through display boards and awareness programs.

   vi) To encourage minimum or negligible use of lights during day time.

   vii) To invest more on power-saving equipment's.

   viii)   The college plans to install a bio-gas plant.

Conclusion

The policy will be communicated to all the stakeholders and all are bound to abide by the policy. The policy is also subjected to changes in view of need and demand of time.

Policy on Financial Support to Teaching Staff

Introduction and purpose:

Silapathar College teaching staff is focused and motivated for upgrading their skills required for their academic growth and career advancement. In order to encourage academic enrichment and capacity building of the teaching staff, Silapathar College provides financial assistance to its faculties to attend such programs. Therefore, to streamline and facilitate the requests received from teaching staff for financial assistance, the college has adopted this policy with the following purposes and objectives:

- To facilitates the teaching staff to attend programs like Conferences/workshops/orientation programs.
- To encourage the teaching staff to take membership to professional bodies and academic societies.
- To encourage and support the teaching staff for academic growth and career advancement.
  The policy:
- The financial assistance under this policy is funded by Silapathar College.
- A regular teacher can avail this financial assistance (Registration fee + TA only) by applying in written to the principal, mentioning all details about the program.
- The teacher will get financial assistance only after final approval by the principal.
- Silapathar College follows the UGC guidelines for Travel Grant Scheme of the teaching staff.
- For attending international level programs, the college will follow the instructions issued by Govt. of India from time to time.
- This policy also motivates the teaching staff to organize Conferences/Seminars in its own campus.
- The teaching staff will apply for Duty Leave and/or NOC, if required.
- The teaching staff will submit an application along with the following documents for financial assistance:
  a) Receipts
  b) Certificates
  c) Joining letter
- College will reimburse the expenses only after verification of the documents submitted.

Implementation and review:

The policy is subject to periodic review by the concerned authority.

Policy for Gender Equity and Sensitivity

1.1 Preamble

Silapathar College is committed towards creating and maintaining an environment free from all forms of gender violence, harassment, exploitation, intimidation and discrimination. Every member of the college community should be aware of those values. The College strongly supports gender equality and opposes any form of gender discrimination and violence. In order to achieve this, all staff and students must harness to create a gender just environment and sustain the knowledge, perspectives, actions and sensitivity in learning, teaching, research, administration and management. This policy will work as guidelines for all operations at Silapathar College so as to ensure gender equity, gender sensitivity and equal opportunity for women. This policy will be called the "Silapathar College Policy for Gender Equity and Sensitivity". The College may identify Departments and disciplines to carry out intensive work on gender equality, sensitivity and equal opportunity for women. Besides, all Silapathar College employees and students' community will have the obligation to realize the policy intentions and help towards implementation of the principles of respect and tolerance in letter and spirit.

1.2 Guiding Principles

Gender equality being an international commitment is recognized as a prime Sustainable Development Goal. Gender inequality, violence and discrimination of any sort are seen as a form of human rights violation, common dignity and lapse on life, liberty and fundamental rights as defined by the Constitution of India. India's support for gender equity, sensitivity and equal opportunity are expressed in Articles 14, 15, 19 (1) (g), 21 of the Constitution of India. India's ratification of the International Covenant on Economic, Social and Cultural Rights (in 1979); the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW, ratified in 1993); Resolutions of the Fourth World Conference on Women in Beijing in 1995 confirm that the country commits towards gender equity. This policy will be guided by the following provisions:

a) **International Intruments**

1. Universal Declaration of Human Rights, 1948

2. International Covenant on Economic, Social and Cultural Rights (ICESCR), 1966

3. Convention on the Elimination of All Forms of Discrimination against Women, 1979

4. Convention on Rights of Persons with Disabilities, 2006

b) <u>Indian legislations</u>:

1. The Sexual Harassment of Women at Workplace (PREVENTION, PROHIBITION and REDRESSAL) Act, 2013

2. The Criminal Law (Amendment) Act, 2013

3. Protection of Women from Domestic Violence Act, 2005

4. The Indecent Representation of Women (Prohibition) Act, 1986

5. The Immoral Traffic (Prevention) Act, 1956

6. The Indian Penal Code,1860

7. The Indian Evidence Act, 1872

c) <u>Others</u>

1. UGC Sayksham Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses

1.3 Objectives of the Policy

a) To ensure the national commitment towards gender equality.

b) To follow the National Acts prohibiting gender inequalities.

c) To generate a gender sensitive environment for respecting gender diversity.

d) To ensure equal opportunity to all women without any discrimination.

e) To develop mechanisms for the prevention and redressal of gender-based violence and discrimination.

f) To ensure the implementation of this policy in letter and spirit.

2.1 Definitions

Gender: The term 'Gender' in a broader context refers to social constructions of attributes, relationships and opportunities associated with being male and female. For this policy purpose, the term gender refers only to the public female identity.

Employee: Employee means any person who is a current employee of the College and includes permanent, fulltime, part-time, and contracted staff.

Student: Student means any person registered at Silapathar College for academic purposes.

Resources: Resource include physical resources, resources in terms of guidance, online resources as well as academic resources.

Facilities: Facilities mean all infrastructural facilities along with the educational facilities provided by the College.

Equity: Equity means fair and equal treatment for all based on their needs. To ensure equity, differential treatment might also be considered equivalent in terms of rights, benefits, obligations and opportunities in specific circumstances.

Unconscious Bias: It means a bias that one may have towards a woman or women without being conscious or aware of the impact of one's attitudes or behavior.

2.2 Jurisdiction

This policy takes into consideration any act of injustice, violence, discrimination and insensitivity to any female employee or student in Silapathar College. This policy will act as guidance to the College in all its activities and functions including:

1. Recruitment and Promotions

2. Employees Development Opportunities

3. Formation of Committees

4. Leave and Security

5. Admission Process and Enrollment

6. Curricular, Extra-curricular and Co-Curricular Activities

7. Teaching, learning and evaluation

8. Employees-Student Relationships

9. Events and Programmers

10. Research and Consultancy

11. Facilities and Resources

12. Training and Counseling

13. Participation and Involvement

2.3 Implementing Guidelines

As per the needs of the time, the college will keep setting up different Committees to implement the objectives of this policy. To be specific, those Committees will be set up to implement different Acts such as the Internal Complaints Committees under the Sexual Harassment of Women at Workplace (PREVENTION, PROHIBITION and REDRESSAL) Act, 2013, Gender Champion (Ministry of Women & Child Development, GOI) etc.

1. Gender stereotyping of any sort will be prohibited.
2. Tolerance will not be entertained against all forms of bias and discrimination including unconscious bias against women.
3. For the purpose of all recruitment, promotions and opportunity for leadership, Gender sensitivity will be employed to ensure the policy of equal representation of men and women.
4. There will be no gender-based discrimination in the selection of staff for professional development opportunities and training,
5. Special focus will be given to improve women's participation and representation in different areas of study, research, counseling, consultancy and any other fields where women representation is less.
6. While forming any Committee, the representation of women is compulsory.
7. In keeping with National and State policies, women specific leave will be granted.
8. No student will be denied admission on the basis of gender.
9. While evaluating students, a fair policy of treatment of male and female students alike will be employed.

10. In organizing any event or programme, including meetings and conferences, gender sensitive approach will be undertaken and women staff and students will be given due respect and representation.

11. The Guidelines for the Gender Champions (GC) Programm e vide OM No.4‑2/2014-WW dated 3 June 2015 of the Ministry of Women & Child Development, Government of India will be carried out in letter and spirit.

12. The Principal of the College

   a) Identify a nodal teacher for conducting Gender Champions Programmes every year.

   b) Form an adequate budget for GC activities and

   c) Hold an award ceremony at the end of every academic year to present

   certificates to GC's based on reports of work done.and

   d) At least one male student will be selected every year as a Gender Champion.

   e) The college will conduct training programmes for Gender Champions to sensitize them on duties and responsibilities.

   f) At the end of every academic year the College GC Committee will organize a local level event at which Nodal teachers will present the report of work done.

13. All the employees and the students will take gender awareness and sensitivity training.

14. Gender sensitive approaches will be practiced in teaching-learning processes in all the departments.

15. Women specific infrastructure facilities will be provided on campuses. In creation of new development, renovation of existing infrastructure and other resources, women specific needs will be addressed.

16. UGC's 'Saksham' Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses will be undertaken.

17. Proactive measures will be undertaken to facilitate and encourage active participation of women students and employees in all activities of the college.

18. International Women's Day (8 March) and Girl Child Day (24 January) will be observed.

19. The college will organize annually at least one programme towards gender awareness and sensitization in addition to the ICC organized awareness and sensitization programme and the activities of the Gender Champions Programme.

2.4 Teacher-Student Relations

1. Teacher-student romantic or sexual relationships will be seen as an abuse of power by the teacher against the student, even if a complaint is not lodged by that or any other student as such issue adversely affects academic and professional ethics.

2. When the teacher concerned is a supervisor, mentor, educator, adviser and evaluator of that student it cannot be viewed as 'voluntary consent' by the student because of the inherent unequal nature of the relationship.

3. A student who has broken off a relationship is also vulnerable of achieving low marks.

4. The student might fear victimization and therefore may not be in a position to opt out of the relationship with the teacher. The student might feel vulnerable and fear biased evaluation. Hence, such acts will not be entertained at all.

5. Faculty members/teachers have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

6. To protect the rights of women students and prevent any form of sexual abuse, any unfair advantage or disadvantage resulting from personal relationships, the following are instituted so as to preserve the integrity and objectivity of the educational process:

   a) Sexual relationships between teachers and students are seen as a matter of conflict of interest and abuse of trust. There is considerable trust vested in a faculty member who also bears authority and accountability and therefore the respect of this trust must be maintained honestly.

   b) It shall be the duty of the teacher to sustain the boundaries between intellectual development and personal life with the students.

c) In order to fulfil the goals and ideals of the learning process, in case a teacher is in a sexual relationship with a student, he/she will be removed from supervision and evaluation process because of the possibility of favoritism in assessment process.

d) In case of absence of any clear policy mandate of student-teacher romantic/sexual relationships, most of the students might be apprehensive about lodging a formal written complaint against a teacher. This policy will therefore add to the existing policy on Sexual Harassment which will allow for inquiries to be conducted by institutional heads based on the reports brought to their notice. If such reports are proved to be true, disciplinary action and remedial measures against the teacher or supervisor shall be taken.

2.5 Monitoring and Review

1. A Gender Monitoring and Review (GMR) Committee will be constituted at the College to check the implementation of the Policy and the evaluation of any grievances.

2. The male and female employees and students will be equally represented in the GMR Committee.

3. The documentation of gender equity/inequity data in all aspects will be done by the GMR Committee for the functioning of the College.

4. The Committee will submit its report to the head of the Institution every year.

5. The GMR Committee Grievances after receiving all the grievances will report to the Head of the Institution and the relevant body for redressal within one month.

2.6 Amendments to the Policy

1. For amendment to this policy, prior Consultation with all the stakeholders (namely Female students and Female employees) will be required.

2. Any recommendation for amendment should be circulated and stakeholders will be given at least a month to furnish their response.

3.1 Financial Assistance

1. The college will constitute a special and adequate budget Head so as to implement Gender Equity, Sensitivity and Equal Opportunity Policy and activities of different committees.

4.1 Accountability and Transparency

1. Constitution of the ICC and the GMRC Committee is a compulsory requirement under this policy for Silapathar College.
2. Annual Reports of the GMRC Committees on the Programmes organized with the GCs shall be displayed in the college notice board and in the website if required.
3. No information on specific sexual harassment cases addressed by the ICC will be available on public domain and the identity of the victim will not be revealed under any circumstances.
4. Names and contact details of the ICC, GMRC and GCC members will be displayed on the prominent places of the college campus along with the college website.
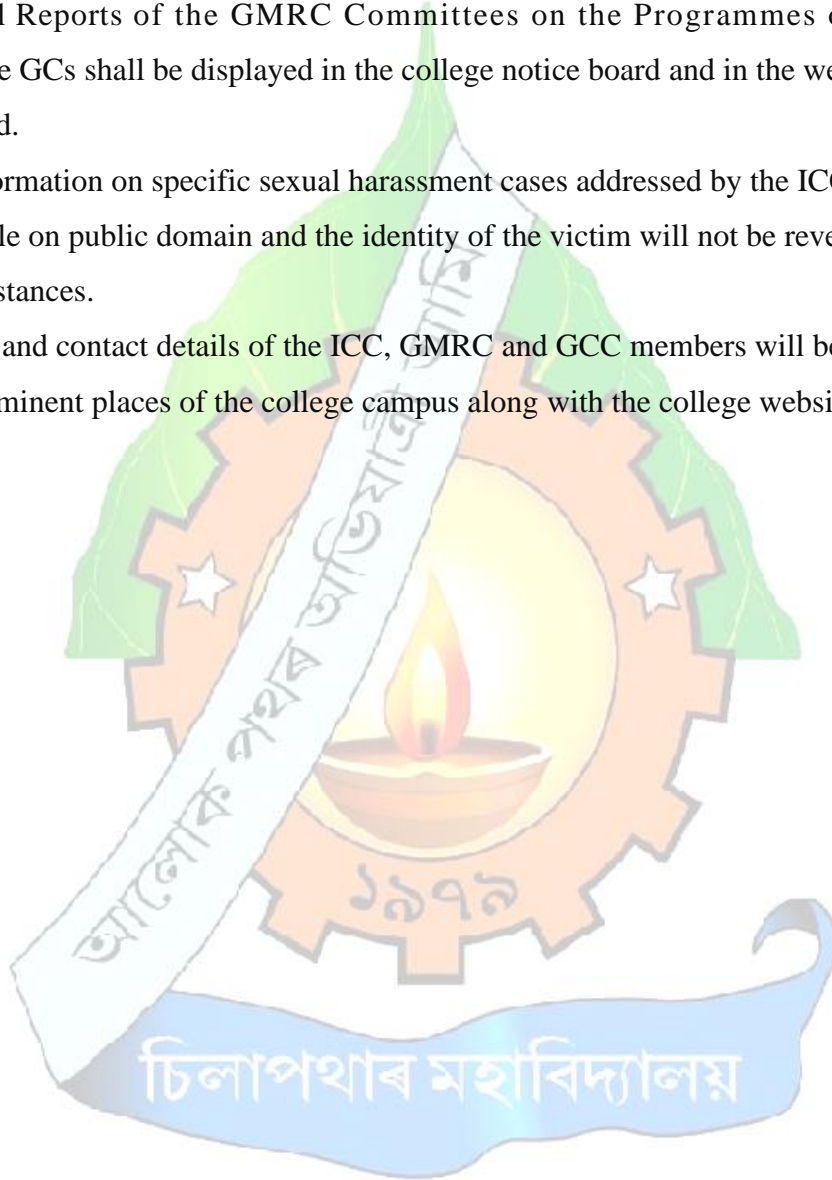
Policy for Persons with Disabilities

POLICY STATEMENT

The Indian constitution provides equal rights to every citizen, however due to some social stigma, the differently abled persons are found to be deprived of their basic needs and face discrimination. The policy is farmed with the aim to provide a secure and friendly environment to the staff and students with disability.

SCOPE

The policy aims to eradicate discrimination against anyone on the basis of physical disability and help them to become more confident individuals. The policy lays down some rules and regulations which will be applicable to all the stakeholders that include authority, teaching, non-teaching staff and students. This policy urges everyone to provide a helping hand to people with disability.

OBJECTIVE

1. To ensure that differently-abled students get equal opportunities to build up their academic and non-academic potential.
2. To provide a barrier-free environment and construct more disabled-friendly infrastructures.
3. To completely ban any kind of discrimination on the basis of disability and took necessary action whenever required.
4. To strictly follow government policy of reservation while appointing teaching/non-teaching staff and during the admission process.
5. To properly monitor the above activities for the proper functioning of the policy.

Action plan

Silapathar college plans to meet the above objectives through the following action plan. The whole process is divided into following sections.

1) Infrastructure facilities
- To construct more ramp facilities.
- To construct more signages that includes tactile path, lights, display boards and signposts.
- To make the washrooms more disable friendly.

- To make the college library equipped with more disabled friendly equipment's.
- To provide screen reading software and other modern technologies and buy more wheelchairs for differently able people.
- To construct special rest rooms for people with disability.

2) Academic support

- To strictly follow government reservations while admission.
- To introduce scholarship schemes for students with disability.
- To provide a scribe for eligible candidates.
- To make the internal assessment process more disabled-friendly.
- To construct more digital classrooms to make the work of PWD teachers easier.

3) Special Committee

Silapathar college will constitute a special committee with members from teaching, non-teaching and student union to seek matters related to PWD stakeholders. The members will be appointed by the principal itself. The committee will meet timely to review the activities. The committee will be responsible for the following activities.

- To keep a proper record of all the differently abled stakeholders.
- To seek grievances of the differently abled people and take necessary actions whenever required.
- To provide proper guidance and counselling to differently abled people when in need.
- To properly maintain and develop more disabled friendly infrastructure.
- The committee will also seek whether the government reservation is followed or not while appointing teaching/non-teaching staff as well as during admission.

4) Awareness programmes

- To conduct awareness programs from time to time to sensitize stakeholders to create a disabled-friendly environment.
- To conduct workshops to make the stakeholders familiar with different type of disabilities and how to deal with it.
- To conduct awareness programs in nearby areas to make people more sensitize towards disability.

Conclusion

The policy will be communicated to all the stakeholders and all are bound to abide by the policy. The policy is also subjected to changes in view of the need and demand of time.

Students' Grievance Policy

Purpose:

The purpose of the Student Grievance Policy is to provide students a mechanism for raising their complaints formally which might arise during student-student, student-teacher and student-staff interactions. Grievances to be considered through this process include mostly those arising from academic and other related issues.

Introduction:

A harmonious and balanced environment in an educational institute is very essential to enable the students to participate actively in the teaching-learning process of the institute. Therefore, timely management of disputes arising from the grievances raised by the students in any institute is very much needed.

The student grievance policy will accept any of the following types of grievances from the students:

     a. On any academic issues regarding classes, library facilities or any other related issues.

     b. Canteen facilities.

     c. Hostel facilities.

     d. Medical facilities.

     e. Sports facilities.

     f. Any other relevant issues.

However, appeals of admission procedures, individual percentage or grades, academic probation and/or suspension, attendance problems, administrative withdrawals, disciplinary issues, etc. shall not be considered under the Student Grievance Policy unless illegal discrimination is alleged. Students may directly approach the college authority or may reach to committee's concern to place grievances related to admission or through the online facility available at the College website etc.

The mechanism:

Students may submit their grievances by using any of the following provisions or mechanisms:

    I.   **Application to Principal in Hard copy**:

        Students can submit their grievances in written form. They can simply write an application addressing the authority narrating their issues in hard copy.

    II.   **Through Complaint Box**:

        Students can also drop their grievances anonymously in the 'Complaint Box' situated near the Girls Common Room in the college.

III.   Through Silapathar College Website Portal:

Students may also submit their grievances online through Silapathar College website portal at https://silapatharcollege.edu.in/online/GRC/ .

IV. Through 'Grievance Redressal Section':

Students may also submit their grievances through online at the separate Grievance Redressal Section situated at the library of the College.

Implementation :

The Students Grievance Policy is implemented through Policy manuals, college website portal and the Students' Grievance Redressal Cell constituted under IQAC, Silapathar College, Silapathar. The Cell consists of a committee, approved by the Governing Body of the college. Grievances received from the students via offline or online mechanism are accepted on any working days at the institute.

Monitoring :

The Grievance Redressal Cell monitors the entire grievance redressal mechanism in the institute. The Cell provides Orientation to the newly admitted students every year or as and when required. The college conducts Student Adalat on a regular basis in presence of the authority to mitigate students' grievances. The Cell regularly checks for any grievances received from the students from time to time and forwards to the authority for further mitigation.

REVIEW :

The policy will be reviewed by the authority time to time for timely and efficient settlement of the grievances received at the institute during working hours.

Teaching-Learning and Evaluation Policy

Applies To:

- Group A: Permanent/Sanctioned Teaching Staff
- Group B: Adhoc/Non-Sanctioned/Contractual/Temporary Teaching Staff
- Group C: Non-Teaching Staff
- Group D: Students
- Group E: Any other Stakeholders as/ when specified.

Scope:

The Teaching, Learning and Evaluation Policy, Silapathar College shall be applicable to all the permanent, sanctioned, ad-hoc, contractual, temporary, non sanctioned teaching staff, non teaching staffs, students, alumnus, any stakeholder(s) and individual(s) or group of individuals associated with Silapathar College at any capacity. The policy shall be in effect not only during the working hours of the college but also after the working hours of the college whenever any officially sanctioned activities are conducted and when the students/teachers/staffs represent the college in any official capacity.

Policy Statement:

The Teaching, Learning and Evaluation Policy, Silapathar College has been adopted to promote an inclusive, lucid, structured and coherent methodology for the academic activities to be conducted in Silapathar College. The policy offers comprehensive and dynamic guidelines for all the stakeholders such as students, teaching staff, non teaching staff, alumni's etc. The policy in general has been adopted to fulfill all structural and institutional requirements of every department. The policy has been adopted in order to foster student centric methods in the teaching learning process such as experimental learning, participative learning, problem solving methodologies etc. with special reference to ICT enabled tools and equipment's. The policy has been framed to make internal and external assessment of students transparent and explicit. The policy has been designed to evaluated programme outcomes and course outcomes through certain yardsticks.

TERMS AND DEFINITIONS

TERM	DEFINITION
College Premises	The physical premises of the college and the online/virtual space associated with any academic, non-academic or extracurricular activity sanctioned by the college.
Current Students	Students of HS 1st year, HS 2nd year, and all the 3 semesters of the Undergraduate Degree Programme enrolled in the college at any given time, the policy is consulted/referred to.
Faculty	All the teachers/instructors of the college in sanctioned, nonsanctioned, permanent, temporary, contractual or ad hoc positions.
Infrastructure	All the physical property of the college including but not limited to the buildings and construction materials, teaching apparatus, scientific equipment, information and communication technology, books, electricity and water connection, and furniture.
Extension Services	Any forms of community services sanctioned by the college authorities undertaken by the faculty, staff and the students of the college outside the physical premises of the college.
Add on Courses	Courses developed, introduced and run by the College. The curriculum and the structure of the course is decided by the College itself.
Skill Enhancement Courses	Courses offered by the College as per Annexure II of the Dibrugarh University Regulations on B.A. and B.Sc. Programmes for the Choice Based Credit System dated 02/05/2019 [Ref. No: DU/DR-A/6-1/19/412].

POLICY SECTIONS

Policy Section	Descriptions
Experimental Learning	Every department of the college shall promote experimental learning apart from bookish education. The Science streams (Department of Mathematics, Botany, Physics, Zoology and Chemistry) shall use laboratories allotted for their respective departments. Apart from this, every department (both Science and Arts) shall conduct field visit

	cum extension activities in neighborhood communities and shall ensure active participation of students. Moreover, computer laboratories shall be used by every department to make teaching learning process experimental one.
Participative Learning	Every department of the college shall promote participative learning through the mechanisms of group discussions, seminar paper presentation, quiz , mock parliament, hands on training etc.
Problem Solving Methods	In order to inculcate independent thought among the students, every department of the college shall adopt critical and problem solving methods such as, assignments, projects, group discussions, workshops and seminars.
Use of Information and Communication Technology (ICT)	Every department of the College shall use ICT enabled classrooms in order to demonstrate PPTs and other Audio-Visual materials. Every department of the College use ICT enabled tools judiciously such as online classes, online attendance system, distribution of reading materials and dissemination of information using Email and instant messaging services, online submission of assignments, online tests and MCQs, preparation of instructional videos for students on video-streaming platforms, and webinars. The Department of Mathematics and Physics use free and open source software i.e. MatLab, Mathematica and C Programming etc. Again, the college has a digital library which uses a number of software such as OPEC, DSpace, N-List and FOUL to have a digital storehouse of materials.
Use of Mentor-Mentee Mechanisms	The college shall use mechanism of mentor-mentee vey judiciously. Each faculty members of every department shall assign responsibility of mentorship against allotted students (mentees). In order to solve academic, physical, mental as well as psychological problem of students at current complex situation, the college shall use mentor-mentee system with counseling programme time to time.
Faculty-Student Exchange Programme	In order to transcend horizon of knowledge beyond college campus, various departments of the college shall sign Memorandum of Understanding (MoU) with other colleges to exchange both students as well as faculty members. The Departments may invite faculty from

	other Departments to share their expertise via lectures, seminars, workshops and group discussions. Again some departments shall sign MoU with industries, polytechnic colleges, banks etc. according to their departmental requirements.
Career Counseling	The college shall provide career counseling session to the students from time to time through inviting experts from various fields such as academia, administration, business, enterprises, entertainments, tourism etc. The college shall establish a fully fledged Career Counseling Cell in this regard.
Diversification of Learning Resources	The college shall make the utmost effort to diversify learning resources. Ample copies of the textbooks and the reference books pertaining to all the courses taught in the college shall be maintained in the College Library. The Departments shall also keep copies of the same in the Departmental Libraries. The Departments may also keep eBooks of textbooks and reference books whenever feasible. The faculty may develop e-learning content relevant to their subject which may be uploaded to video streaming platforms, slide sharing platforms, and the college website. In addition, students shall also be encouraged to join Massive Open Online Courses.
Updating Library Resources	The Library of the College shall be updated to reflect the changes in curriculum as and when they come into effect. The library shall maintain multiple copies of textbooks and reference books for all the courses taught at the Undergraduate and the Higher Secondary Level in the college. To inculcate a reading habit among the students, the library shall also stock fictional and non-fictional works by renowned authors in multiple languages that are suitable for young adults. The library shall regularly procure volumes pertaining to the different entrance examinations and competitive examinations. The Library shall incorporate all the state-of-the-art technology required for the cataloguing, requisition and maintenance. The library shall subscribe to reputed journals, newspapers, periodicals as well as digital libraries and databases pertaining to the subjects taught in the college. The

	library shall have a section dedicated to collection of rare books. In addition, the library shall also instate digital attendance and requisition tracking systems.
	Moreover, library shall use a number of software such as OPEC, DSpace, N-List and FOUL to have a digital storehouse of materials.
Departmental Laboratories	The Science Stream (Department of Zoology, Botany, Chemistry, Physics, Mathematics) shall have fully fledged laboratories with required tools and equipment's so that students can be benefitted to the utmost. Again, the college shall have computer labs to impart knowledge of computer among students.
Development of College Website as a Learning Centre	The college website shall be updated to be used as an exhaustive, all encompassing, multipurpose learning centre for the students. The Website shall have a section dedicated to providing learning resources to the students in one go and at one place. This shall include, but shall not be limited to, links to university websites, links to University syllabus, time-tables, course content, open-access learning resources, self-learning resources, e-learning modules, and audio-visual content developed by the faculty. In future, the College should also make efforts for the students to access their attendance records, progress reports, and Internal Assessment scores via the website.
Attendance in Classrooms as per University Guidelines	The College shall ensure that students attend their classes, practical sessions, workshops, group discussions, seminars, mentoring sessions, tutorial classes, and remedial classes regularly. In addition, student participation must also be ensured at any event organized by the College, the Departments or by any faculty in any official capacity. A minimum of attendance in classes in a semester must be maintained by a student to appear in the final examinations as mandated by the University guidelines. A minimum of 75% attendance in classes must be maintained by a student to contest elections for the College Students' Union as mentioned in the College Constitution. The Departments shall maintain meticulous records of attendance for regular, tutorial and remedial classes.

	In addition, attendance in group discussions, seminars and workshops must also be kept. The College shall also take steps to maintain a real-time online database of attendance.
Transparent Evaluation Process	The College shall employ a robust multi-tiered mechanism of internal/external assessment to ensure transparency, efficiency, time-bound and objectivity in dealing with grievances related to internal examinations.
	Silapathar College, being a constituent college of Dibrugarh University is bound by University rules regarding Internal Assessment and hence gives 20% weightage in overall internal assessment. The breakup of Internal Assessment as prescribed by the University is as 10% through two sessional tests, 5% through home assignments/seminar papers and 5% through class attendance. The college follows this division of marks thoroughly.
	The Head of the Institution shall issue notification for conducting sessional tests twice per semester and used to issue appointment letters of Assistant Officer In-Charge for the said purpose.
	The dates and routines of internal exams are notified in the central and departmental notice boards and shared among students through WhatsApp Groups.
	The answer scripts shall be evaluated within 15 days of the date of examination. The marks scored by the students are displayed on the departmental notice boards and records are being kept in record keeping registers by every department. The evaluated answer scripts shall be shown to students in order to make the entire process a transparent one.
Archiving Question Papers	The College Library and the Departments shall maintain hard and soft copies of all the examinations conducted, for future reference by the faculty and the students. The question papers shall be catalogued properly, and may be made accessible via the College website. For easy accessibility, QR code mechanism may be adopted.

Physical and Mental Fitness in Teaching Learning Process	In order to maintain physical fitness among students and employees, the college shall organize month long yoga and meditation camp from time to time, workshops on mental health etc. For that the college has Yoga and Meditation Cell, Indoor Stadium Gymnasium Hall etc.
Appointment of Permanent Faculty by Filling the Vacant Positions	In order to fully maximize the human resources available to the college, the authorities shall make the required arrangements to fill up the vacant teaching positions. If the sanctioned number of teaching positions has been unable to fulfill the needs of the students, the college shall make arrangements to hire guest faculty.
Inviting Domain Experts, Alumni and Retired Faculty to Conduct Classes	In order to widen the scope of the expertise available to the College, the College shall invite experts in different fields and the retired faculty of the College to conduct classes, seminars, workshops, group discussions and mentoring sessions.
Development and Renovation of Infrastructure	The college shall regularly conduct quality checks of the existing infrastructure required for the teaching-learning process, including but not limited to the number and the condition of classrooms, electricity and internet connectivity, blackboards, stationary, furniture, ICT apparatus, laboratory equipment, sanitation facilities, and equipment required for sports and extracurricular activities. If any renovation, modification and augmentation is required, that shall be conducted in a swift manner. The purchase and procuring process for the aforementioned shall be transparent
Digital Service Centre	It shall be ensured that the dedicated Digital Service Centre of Silapathar College is equipped with the required technology to cater to the needs of the students and the faculty. The College shall ensure that there is a regular, seamless channel of communication between the Centre and the College Office to facilitate an easy mechanism for the application procedures for examinations, scholarships and financial assistance. The pricing for the services provided by the Centre shall be regularly monitored by the College authorities, and periodic quality checks shall be conducted. It shall also be ensured that the bidding process for the tender of the Service Centre is transparent.

Healthy and Hygienic Dining Options for Students	The college shall ensure that the students may avail cost-effective, healthy, hygienic and nutritious food at the College Canteen. The pricing for the services provided by the Canteen shall be regularly monitored by the College authorities, and periodic quality checks for health and hygiene standards shall be conducted. It shall also be ensured that the bidding process for the tender of the Canteen is transparent.
High-Speed Internet Connection	In order to facilitate an ICT-based teaching-learning environment, the college shall make high-speed internet connections available to the faculty, the staff and the students, both as Local Area Networks and as Wireless services. The college shall also ensure that the bandwidth of the connections are sustainable, and are used only for academic, non-academic and extra-curricular issues pertinent to the college.
Internships/Visits to the Industry by the Students	In order to organically link curriculum with human resource development and employability, the college shall make arrangements for the students to visit fields, workplaces and industries relevant to their curriculum, as part of their coursework. In addition, the college shall also encourage students towards regular internship programmes with relevant sectors and industries. To facilitate this, the college may enter into collaborations and Memorandum(s) of Understandings with other recognized organizations.
Capacity Building Among Students	The College, the Departments and the Faculty shall make capacity building efforts for the students via classes, extra-curricular activities and other activities conducted in the College. This shall include, but shall not be limited to, soft skills, language and communication skills, ICT skills, digital literacy, financial literacy, research skills, teamwork, leadership, life skills (physical fitness, hygiene standards and yoga), computing skills and disaster management skills.
Streamlining the Feedback Mechanism	The College shall offer a four-fold online feedback mechanism consisting of 1. Student's Feedback. 2. Teacher's Feedback.

	3. Alumni Feedback.
	4. Students' Satisfaction Survey.
Sustainable Use of Resources	In order the maximize the optimum usage of the available resources, the college shall focus on using them frugally and in a sustainable manner. The college shall make efforts in the direction of using locally available, environment-friendly, and cost-effective usage of resources for the teaching-learning process. Any e-waste, chemical waste and bio-hazard materials generated during the teaching-learning process shall be disposed in the proper manner.
Multilingual Instructions	The students of the College come from a large number of different linguistic backgrounds. The constituent Departments of the college use both Assamese and English as language of instruction. To ensure that the linguistic background of students and the medium of instruction do not create a hindrance in learning, the faculty shall impart multilingual classroom instructions as far as feasible. In addition, the faculty shall regularly monitor that no student is left behind in learning due to language being a barrier. The faculty of the College is also encouraged to develop accessible learning materials in locally prevalent languages other than English.
Gender-sensitive Approach to Teaching-Learning	The college shall be dedicated towards achieving equity and parity in terms of gender. The college, its faculty, staff and the students shall display no prejudice or bias against any gender in the course of the teaching-learning process. The teaching-learning process, the pedagogy and the terminology used shall be gender-neutral. The college and the faculty shall regularly conduct awareness programmes for gender sensitization. The college shall ensure that any reported incidents of gender-based violence and harassment is addressed via the proper channel and in a sensitive manner. In addition, the College shall institute a certificate course on Women Studies. The college has a fully fledged Gender Sensitization and Complaint Committee for Sexual Harassment Cell.
Add-on/Certificate/Value Added Courses	In order to hone and empower the students in a well-rounded manner, and to equip them to face real-time scenarios and further challenges in

their career, the College shall institute the following Add-on/Certificate/Value Added courses:

- Mushroom Cultivation Technology
- Basic Instrumentation Technique
- Basics of Latex
- Introduction to C Programming
- Office Automation
- Domestic Electrical Wiring
- Aquarium Fabrication and Maintenance
- Proof Reading
- Entrepreneurship Development
- School Management and Aspects of Teaching
- Spoken English and Personality Development
- Travel and Tourism
- Social Work
- Women Studies
- Human Rights in Everyday Life
- Yoga and Meditation
- Criminology
- Presentation Skill

DISCLAIMER

In regard to any disagreement, dispute or contestation over the wording and the interpretation of any part(s) of the policy, the Internal Quality Assurance Cell, Silapathar College shall be the final and binding authority.

REVIEW :

The policy will be reviewed by the authority time to time.