
SARAIGHAT COLLEGE

A HAND BOOK ON PROFESSIONAL ETHICS, RULES AND REGULATIONS



INTERNAL QUALITY ASSURANCE CELL
CHANGSARI (ASSAM), KAMRUP-RURAL DISTRICT, PIN-781101

CONTENTS

CODE OF CONDUCT FOR STAFF AND STUDENTS	Page 5-8
• GENERAL OUTLINE FOR STUDENTS • DIRECTIVES RELATED TO STUDENTS' IDENTITY CARDS • DIRECTIVES RELATED TO ACADEMIC-LIFE INSIDE THE CAMPUS • MECHANISM TO REDRESS THE GRIEVANCES • OUTLINE FOR EMPLOYEES	
DOS AND DON'TS FOR ALL EMPLOYEES	Page 9-13
• COMPLIANCE WITH LAW • PROFESSIONAL ETHICS • EXPRESSION OF HUMAN VALUES • HANDLING OF CONFIDENTIAL INFORMATION • ACT OF MISCONDUCTS • MINOR AND MAJOR MISCONDUCTS	
SAFETY POLICIES	Page 14-15
• SYSTEM OF CARE AND PRECAUTIONS • A GENERAL OUTLINE • FIREPREVENTION • LABORATORY SAFETY POLICIES	
ACADEMIC POLICIES	Page 16-19
• ATTENDANCEFOR STAFF AND STUDENTS • EXAMINATIONPROCEDURESFOR STUDENTS AND FACULTIES • CODES RELATED TO OPERATION OF THE CLASSES • FOR FACULTIES • FOR STUDENTS • CLASS MONITORING	
MENTORSHIP MECHANISM	Page 20
GRIEVANCE REDRESSAL MECHANISM	Page 21-22
• WORKING PROCEDURE OF THE GRIEVANCE REDRESSAL CELL • HEARING • FINDINGS	
SPORTS POLICY	Page 23-25
• PRACTICES IN RELATION TO SPORTS • OBJECTIVES • DISQUALIFICATION	

- OFFICIALS
- POSTPONEMENT
- PROTEST
- ATTENDANCE
- DUTIES OF A PHYSICAL EDUCATION CONVENER

POLICY FOR CULTURAL, LITERARY ACTIVITIES

Page 26-27

- PREPARATION OF ACTION PLAN
- SELECTION PROCEDURE
- ATTENDANCE
- TRAINING PROCEDURE
- BUDGET PROPOSAL
- PROCEDURE FOR PARTICIPATION

ADMISSION POLICY

Page 28

HUMAN RESOURCE DEVELOPMENT POLICY

Page 29-30

- TRAINING AND DEVELOPMENT
- PERFORMANCE APPRAISAL
- RESEARCH POLICY

GREEN POLICY

Page 31-32

- SCOPE
- STRATEGIES
- AWARENESS PROGRAM
- KNOWLEDGE SHARING AND KNOWLEDGE GENERATION

POLICY FOR SOCIAL RESPONSIBILITY

Page 33-35

- THE CONCEPT
- AREA OF APPLICATION
- POLICY
- STRATEGY
- AWARENESS PROMOTION CAMPAIGNS
- TALKS TO EXCHANGE IDEAS
- CULTURAL PROGRAM AS A BRIDGING TOOL
- LINKING LEARNING WITH COMMUNITY SERVICE
- HIGHLIGHTING THE COMMUNITY AND THE SOCIETY
- OTHER WAYS TO BOOST UP SOCIAL RESPONSIBILITY

WELFARE POLICY

Page 36-38

- FOR TEACHING AND NON-TEACHING STAFF
- OBJECTIVES OF STAFF WELFARE
- SCOPE
- STRATEGY

- FOR STUDENTS
- POLICY
- OBJECTIVES OF STUDENTS WELFARE
- SCOPE
- STRATEGY

INFRASTRUCTURE AND LEARNING RESOURCES POLICY

Page 39

- DEFINITION
- POLICY
- OBJECTIVE
- SCOPE
- RESPONSIBILITY

LEADING FUNCTIONARIES AND THEIR RESPONSIBILITIES

Page 40-48

- PRINCIPAL AND HIS RESPONSIBILITIES
- COORDINATOR OF IQAC AND HIS RESPONSIBILITIES
- NIRF COORDINATOR AND HIS RESPONSIBILITIES
- RESPONSIBILITY OF HEADS OF THE DEPARTMENTS
- RESPONSIBILITY OF DIFFERENT FUNCTIONAL COMMITTEE CHAIRMEN
- GOVERNING BODY
- ATTACHMENT

CODE OF CONDUCT FOR TEACHING, NON-TEACHING STAFF AND STUDENTS

For the maintenance of an environment conducive to carrying out all the educational goals, the Saraighat College, Changsari has framed rules, regulations and professional ethics to cover all areas of importance.

Every individual is free to conduct his or her own academic and non-academic life within the framework established in these rules, regulations and professional code.

However, the privileges of being free and making independent decisions, involve the acceptance of responsibility of respecting the binding rules and regulations of the college.

The Saraighat College expects from the staff and students to uphold the standards of both personal and social conduct at all times when they are associated with the institution, and assume that individual decisions will be accompanied by careful consideration of the standards maintained by the college.

LET'S KNOW WHAT ARE THE RIGHTS AND EXPECTATIONS-

All the students have their right and freedom of inquiry. At the same time, they are expected to know and adhere to the standards of academic reach and integrity.

A general outline for Students

- In their all activities, the students of Saraighat College shall maintain ethical standards of very high standard.
- Students shall comply with the disciplinary measure imposed by the college time to time. They shall avoid using, possessing or distributing liquor and illegal drugs.
- Students shall greet the institutional staff and communicate courteously with everyone.
- Use of language with any insulting, inciting, threatening form when talking with fellow students by anyone shall be considered unacceptable. Students should totally avoid violence in any form.
- Students shall avoid such act or manner outside the institution that could bring disrepute to the college.
- Students shall use mobile phones/audio-video equipment judiciously within the college premises. At any moment, the college authority may impose restriction upon such items or method of use.
- Students are expected to read notices/circulars displayed on the college website and notice board regularly and should comply with the directions contained in it.

- Students shall pay all kinds of fees as stipulated by the college in time.
- Inside the college campus, students shall adhere to the vehicle use, speed limit within the campus and park the vehicles in the allotted place.
- Students shall maintain the decorum and conduct themselves well while attending college functions. They shall promptly stand to solemn attention during national anthem.
- Students shall avail the dust bin facility to keep the classroom and the campus clean.
- Students shall maintain the beauty, serenity and greenery of the campus.
- Students shall always try to preserve the infrastructure of the college.
- Students should behave responsibly while posting their views about the college on social media.
- Students shall not engage themselves in any political activity or other movement.
- Students shall conduct meetings and activities in the college campus only with the written permission of the Principal. Likewise, students shall circulate / display any circulars / Notices only with the written permission of the Principal. Without the permission of the principal students shall not be the part of any tour, field visit or picnic.
- Students shall not endanger the health or safety of others. Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus by the students are strongly not welcomed and shall be considered as unethical.
- Students shall avoid making false accusations against any member of the institution. They shall avoid giving false information to the college. Students are expected to avoid forging, altering or misusing any document or record issued by the college.

For students

Directives related to Students' Identity Cards

The college authority will issue photo identity card for every student. It will be duly signed or attested by the principal. They shall wear the ID cards in the college campus.

Students ID cards and its use

Borrowing books from the library; appearing for examinations during tour/ picnic/industrial visits; entering the office, multi facility centre, classroom, office etc.; performing monetary transactions such as paying fees, receiving scholarships etc.; representing the college in any events hosted by other institutions; availing ticket concession to travel by bus, rail or air and using postal and bank services.

Directives related to academic-life inside the campus

- In attending classes and all activities of the college, students are expected to be regular and punctual. They shall not miss the classes under the pretexts like paying fees, taking books

from libraries etc. Time fixed for such purposes during working hours must be strictly followed.

- In the lecture halls/seminar halls/ auditorium prior to the commencement of the class or any program students are expected to be seated in. They shall not leave the classroom during class hours.
- Students shall observe silence in the class, irrespective of the presence or absence of the faculty.
- It is expected that the students shall greet when the faculty enters the class.
- Students shall visit the library / college office / staff rooms only during the working hours.
- Dress code
- On week days students shall wear prescribed uniforms and the cloth should be clean and properly washed. Boys and girls are expected to wear black shoes along with the prescribed uniform. Casual pattern of dress but of same uniform-colour will not be accepted.
- For proper discipline, the college authority may prescribe specific tailor to prepare the uniforms.
- Students shall wear decent and formal dress on some prescribed days.

Mechanism to redress the grievances

- For grievance redressal, the authority of Saraighat college has its own mechanism. Representation of complaints and grievances shall be made individually to the Grievance redressal cell either in oral or written form.
- The committee with directions of the principal will redress the grievances.
- The principal's decision shall be the final in all matters for resolving of grievances.
- Students and the responsibilities
- Entering the college, students shall bear in mind that they have responsibility as members of an academic community, their actions have a broad effect on the interests of the college, including its interests in attracting future students and members of the faculty. Therefore, they shall be mindful for their own academic interest and the same of the institution with sincerity, honesty, and commitment.
- Students are responsible for any actions in which they may be involved which are harmful to the welfare or property of the college or other members of the college community.
- For the interest of the college and the academic life of the entire students' community, as a head of the institution the Principal may initiate necessary action against any student who may be considered a violator of the principles laid down by the college as appropriate inside its premises.

For employees

The word 'employee' means all the teaching and non-teaching members of the college. Every employee of the Saraighat College / establishment irrespective of his cadre, seniority or position, shall be governed by the code of conduct as specified. Every employee shall be liable for the disciplinary action for breach of any provision of the code of conduct according to the Service Regulations and conduct rules of Saraighat College other rules and regulations of the statutory and government bodies.

General outline

Every employee shall all times, --

- Through action and expression maintain absolute integrity; help create conducive atmosphere in performance of duty; and do nothing which is unbecoming of an employee of an educational institution.
- Supervisors would show the others the correct path in the field of duty and try to create a happy environment.

DOS AND DON'TS FOR ALL EMPLOYEES

Every employee of Saraighat College shall-

- abide by the rules and regulations of the institution and show due respect to constituted authority.
- Be punctual in attendance and in respect of the work and any work connected with the duties assigned to him by the head of the Institution;

No employee of Saraighat College shall-

- Knowingly or willfully neglect his duties;
- while on duty in the institution, absent him/herself from the institution;
- remain absent from the institution without leave or without the previous permission of the head of the institution;
- show sustained neglect in correcting class-work or home work done by students;
- indulge, or encourage, any form of malpractice connected with examination work or college activities

Compliance with Law

- Conscious of being part of the Saraighat College, employees shall comply with all applicable laws of the land and regulations, and conduct them as members of a law-abiding body in an ethical and responsible manner while maintaining a high level of professional and employee ethics.
- Employees shall not indulge knowingly or unknowingly in any act deemed to be contrary to the established laws of the state and/or any other statutory bodies including rules and regulations, terms and conditions made for this purpose.
- No employee shall indulge and/ or support communal violence and sectarian approach inside or outside the college premises.

Professional Ethics

- Teaching and non-teaching employees of Saraighat college shall familiarize themselves with the cultures, customs and history of the Institution while performing their duties for the Institution and respect them.
- Teaching and non-teaching employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence.
- Teaching and non-teaching employees shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of

matters pertaining to his service.

- Teaching and non-teaching employees shall constantly strive and behave in good manner for upholding good reputation of the Institution amongst the public.
- Teaching and non-teaching employees shall possess valid identity card issued by the Institution, while on duty.
- Teaching and non-teaching employees shall not remain absent from duty without the approval from the appropriate authority.
- Teaching and non-teaching employees shall not engage in any sexual harassment or any other behavior which may appear to be sexual harassment or make others feel uncomfortable. The institution reaffirms its policy of zero-tolerance to sexual harassment and is committed to create an environment that respects and protects the rights of all its employees, irrespective of their gender.
- Teaching and non-teaching employees shall not disturb the discipline, environment and good order of the Office. Employees shall consistently ensure fairness and justness in selecting suppliers, and avoid any potential "conflict of interest" while striving to procure the most superior goods and services.
- All employees shall strive to maintain harmony with the local or global communities in which they perform and to improve corporate value on a sustainable basis by building trusting relationships with the various customers/ Stakeholders in the Institution. At the same time, employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a sustainable trust.
- Teaching and non-teaching employees shall comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and the efficient use of resources and energy.

Expression of human values

- Teaching and non-teaching employees of the college shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex, language, social status, age or physical/mental disability.
- In order that the employees with their individuality and diversity perform their duties towards the institution to the best of their ability. Employees shall respect the character and individuality of one another and make every effort to ensure that the office decorum is maintained, thereby making it comfortable zone to work.
- Teaching and non-teaching employees of the college should do and say all that is in his power to promote harmony and team spirit among members of staff and encourage helping

one another.

- Complaints from the parents, if any, are to be properly addressed, by respecting their views and proper handling of the issues raised by them.

Handling of Confidential Information

- No confidential information of the institution should be leaked by any employee to third party or outside the institution.
- For violation of any of the rules contained herein or any orders issued by the Institution or for any other reason considered appropriate, an employee shall be liable for any sanctions or penalties which refers to and follows disciplinary procedure.

Act of Misconducts

Notwithstanding to the general meaning of the terms of misconduct, the following acts and/ or omissions, which are illustrative and not exhaustive, shall be treated as minor or major misconduct within the meaning of these Regulations. If these are found the employees who has violated shall face all disciplinary actions/ impositions as per the extant of regulations.

Minor Misconducts

- Willful slowing down in performance of work or abetment or instigation thereof or fasting with an explicit view to influence the decision of the Management.
- Carrying Institution's goods, files or office or office documents to home or any other place outside the work premises without prior permission in writing from the appropriate authority.
- Use of any of the Institution's facility / equipment or any other thing for personal use without sanction or authority.
- Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts, etc., or interference with safety devices or fire-fighting equipment or disobedience of a safety instruction by the superior.
- Habitual late attendance and /or absence without leave and/ or late attendance on more than three occasions in a month or similar omissions of leaving the office premises before office time.
- Habitual neglect of work or negligence in work.
- Assaulting, abusing or intimidating any employee of the Institution either within the premises, campus or at any other place.
- Refusing to undergo training as and when required by the management.
- Drunkenness, fighting, riotous, indecent or disorderly behavior or conduct likely to cause breach of peace or conduct endangering the life or safety of any other person.

- Displaying or distributing in the Institution premises hand-bills, pamphlets, play cards, posters, banners without the written permission of the employer or management.
- During his/her duty sleeping or dozing
- For proper discharge of duty willful non-cooperation with fellow employee at any time.
- without permission from Management/authority giving interview to press, radio and television.
- Creating nuisance in the Institution premises.
- Smoking / Drinking alcohol/consumption of drug in the campus

Major Misconducts

- Theft, fraud, breach of trust or dishonesty by misappropriation of funds in connection with or damage to the Institution's property or of another employee within the work premises.
- Disclosing to an unauthorized person or persons any confidential information with regard to work or any techniques used in the Institution which comes into the possession of an employee during the course of his duty.
- Giving false information regarding one's name, father's /husband's name, date of birth, qualification, details of previous employment/ salary particulars, address, etc., at the time of securing employment or thereafter.
- Refusal to work on a job or a mission, which does not call for any additional skill or experience and can be done by the employee without adversely affecting his service conditions.
- Attempting to obtain any benefit under false pretext or by making false statements.
- Bringing or possessing or using alcoholic drinks, charas, bhang, ganja etc within the Institution's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
- Refusal to accept a charge sheet, a lawful order from a higher authority or any other communication from the competent authority either in person, by post or through courier.
- Habitual breach or gross and/ or deliberate violation of service regulations / internal rules and regulations.
- Photo or otherwise copying and taking the extracts of official documents with a view to keeping / storing them at home or to maintain files at home.
- Any act of misconduct committed by employee outside the Institution premises which are rationally connected with the Institution.
- Forging the signature of a superior or that of any other person.
- Conviction by a court of law for involving moral turpitude
- Sexual harassment to female employee. For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:

- Physical contact and advances;
 - Demand or request for sexual favors;
 - Sexually colored remarks;
 - Showing pornography;
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Demanding, taking or giving bribes/ gifts or any illegal gratification or including in any corrupt practice and/ or lending or borrowing money to and from subordinate employee.
 - Canvassing for a Union or an association or party membership within the Institution premises or collection of union dues or subscription within the premises without permission
 - Writing of anonymous or pseudonymous letters, criticizing superiors or co- employees of the Institution and making false reports against them.
 - Gambling or money lending or doing any other private business within the premises or campus of the Institution.
 - Indulging in political activities within the Institution premises.

SAFETY POLICIES

Saraighat college is committed to provide and maintain safe and healthy environment for its faculty, staff, students, visitors, and the general public. The heads of departments, laboratory in-charge staff, principal investigators, instructors, attenders, maintenance staff etc. are responsible for the environmental health and safety of faculty, staff, students, and visitors engaged in activities under their direction or supervision. HODs must ensure that faculty, staff, students, and subordinates comply with all relevant regulations and standards and that work activities are performed in a safe and considerate manner.

System of Care and Precaution

A general outline

- Faculty, staff and students are responsible for the following:
- Fire extinguishers should be checked properly time to time and maintained for best result during the time of emergency.
- Performing their jobs in the safest prescribed manner and eliminating and/or reporting workplace hazards. Reporting should be made of unsafe practices or conditions to the principal or the head of the concerned department.
- Ensuring proper disposal of or transfer of all hazardous materials before leaving the place of work including safety aspects as agenda at all regular meetings.
- Ensuring that an appropriate alternate is appointed as supervisor when the laboratory supervisor is absent.
- In the laboratory and other important places signs of danger should be displayed properly in red colour and maintained properly.
- Someone should always be within calling distance when a laboratory procedure is being performed.

Fire Prevention

- Saraighat college follows a policy of no smoking in college campus.
- Open flames should not be left unattended and no open flames should be used near flammable solvents and near the place that contains document and other valuables.
- Ensure that the fire escape routes remain clear at all times.
- Prior to the beginning of any work, all staff and students are to become familiar with location and use of fire-fighting equipment. Passage for the vehicle of fire-fighters should be kept open all the time.
- The location of emergency exit and the use of First Aid Kit should be placed in easily accessible way.

Laboratory Safety Policies

The laboratories of Saraighat College should have own manual or set of manuals and each person within the laboratory needs to sign (and date) that they have read, understood and will abide by this manual before commencing their work. This should also be countersigned (and dated) by the Laboratory in-charge.

- The Laboratory regulations are to be followed meticulously, for prevention of accidents and for organized and systematic working of the Laboratory.
- Children are not to be permitted inside the laboratories.
- The lab instructor/attenders shall keep exits free from obstructions.
- The lab users shall ensure clear access to emergency equipment (fire extinguishers, first aid kits, chemicals pill kits, emergency shower and eye washes).
- Appropriate personal protective clothing must be worn at all times in laboratories.
- The lab users shall fasten loose clothing and tie back long hair.
- When using machinery, the lab users shall remove jewelry and rings.
- The lab users shall not eat, drink and apply cosmetics in laboratories.
- The lab instructor shall clearly label all equipment and containers in use within the laboratory
- Each laboratory shall have either on or adjacent to its entry door, a prominent placard containing information about the equipment.
- Offices, write-up and study areas shall be separated from areas where hazardous materials are used or potentially harmful processes undertaken to ensure that reading and writing materials do not become contaminated. These areas should not form part of laboratory benches.
- The instructions/supervisors shall know the safety procedures, potential hazards and precautions for each experiment before teaching or conducting a laboratory exercise and explain each experiment and alert others to possible hazards before they begin the laboratory exercise.
- The lab users shall know the location and operation of emergency equipment, what emergency procedures are appropriate and how to summon assistance if needed.

ACADEMIC POLICIES

Attendance

The attendance policies are intended to develop a culture of regular attendance and punctuality among staff and students.

For Staff

- Teaching and non-teaching staffs of the college shall be responsible for the maintenance of attendance record in the Registers provided.
- Teaching and non-teaching staffs of the college shall handover the list of absentees to the concerned authority for each class to update parents via SMS.
- Teaching and non-teaching staffs of the college shall preserve the attendance register as per the university guidelines.
- Teaching and non-teaching staffs of the college shall inform mentors and parents, if any student remains absent for continuous 3 classes.
- Teaching and non-teaching staffs of the college shall take written undertaking from the students in case of attendance shortage every month.
- Teaching and non-teaching staffs of the college shall maintain the supportive documents submitted by the students about their absenteeism.
- Teaching staffs of the college shall report the attendance status of the students to concerned HODs fortnightly.
- Faculties shall deny the attendance if a student is late to the class by 15 minutes

For Students

- Regular attendance of classes by the students is a must.
- Students shall convey information/seek prior permission regarding missing classes. (In view of participation in Sports/Cultural/Literary Activities/Health Issues etc.).
- Students shall submit supporting documents within 2 days for their absence.
- 75% of attendance in each subject is mandatory. Depending on their attendance and other activities, students may face disciplinary actions like non-collegiate and di-collegiate.
- Students shall be detained from writing the final examinations if they are unable to maintain 75% of attendance in each subject.

Examination

The Examination Policies and procedures aim to achieve coordination, consistency and fairness in examination practices in the Institution.

Procedures

- The exam committee shall conduct two class tests of one-hour duration in each semester

for continuous Internal Assessment. Among these tests, one is written test and another is online test.

- Two tests will be held every day with one-hour gap between two tests for 3 to 4 days.
- As per the instructions from Exam cell, all the members of a department shall prepare question papers relevant to their subjects five days prior to the commencement of exam.
- Faculties shall complete evaluation within a week and submit the marks list to the college office.
- After the two tests the students shall get their marks cards.
- The student who has failed in any subject or who has attendance shortages shall bring his parents for interaction with mentor. Such students, as per the existing regulations shall give a declaration signed by both the students and parents. The mentor shall take the signature of the parent in Cumulative Record Books.
- All the students shall pay the stipulated Semester and examination fees in the office before the due date.
- The examination committee shall put up a notice on payment date and details on the notice board at least a month earlier to the payment date.
- All practical examinations shall be held before the theory examinations.
- The Departments heads/examiners shall submit the practical answer scripts and list of the marks duly sealed and sent to the university soon after the exam is over.
- There shall not be revaluation for practical examination.
- The heads concerned shall submit the Practical Examination Time Table duly signed.
- Practical Examination Time table shall be put up on the Notice Board of the concerned department a week prior to exam.
- Semester end theory exam Time Table shall be put up on the Notice Board 15 days prior to the exam.
- The Principal shall call a meeting of the HOD's a month prior to the exam to discuss the procedure of Question Paper setting by Internal and External Examiners. Writing materials, vouchers etc., shall be supplied during the meeting.
- Semester end examination shall be of three hours duration or as per guideline of the Gauhati University.
- Flying squad and CCTV provisions shall be deployed during the exam to check malpractices.
- Instructions to the students regarding the examination rules shall be put up on the Notice Board much before the exam.
- Instructions to the Invigilators shall be put up on the Examination Centre.
- Seating arrangements shall be displayed on the notice board by the coordinator of the

examination cell.

- The invigilation duty chart shall be displayed on staff Notice Board much before exam.

For Faculties

- Faculties shall make students aware of the portions for the internal assessment in advance.
- Faculties shall inform the students about question paper patterns in advance.
- Faculties shall prepare the question paper as per the guidelines from the exam section.
- Faculties shall submit question papers to internal coordinators in the stipulated time.
- Faculties shall report for examination duty in time.
- Faculties shall make alternate arrangement and officially communicate to the concerned authority, in case of inability to carry out exam duty.
- Faculties shall follow code of conduct during the invigilation.
- Faculties shall evaluate internal exam answer scripts as per the scheme of evaluation.
- Faculties shall evaluate internal exam answer scripts within stipulated time.
- Faculties shall submit the marks to the office as well as enter the marks in the record-book or database within stipulated time.
- Faculties shall discuss/ display scheme of evaluation for the benefit of the students.
- Faculties / mentors concerned as per the provision shall communicate the marks to the parents.
- Students shall be seated in exam hall 15 minutes earlier for internal semester
- Students shall report for semester end examination as per the Exam statute.
- Students shall compulsorily wear uniform/identity cards during exams.
- Students shall carry writing materials such as pen, pencil, scale, eraser etc to the examination hall.
- Students shall not indulge in malpractice.

Codes related to operation of the classes

These Policies aim towards smooth and fruitful conduct of classes in terms of learning to both the staff and students.

For Faculties

- Faculties shall prepare well much before the classes to be conducted.
- Faculties shall conduct the classes regularly.
- Faculties shall make alternative arrangement and officially communicate to the concerned authority, in case of inability to conduct the class.
- Faculties shall go to the classroom in time and engage the learners throughout the period
- Faculties shall prepare and follow the lesson/session plan.

- Faculties shall engage class effectively for the entire duration.
- Faculties shall ensure legible, large & neat writing on blackboard.
- Faculties shall carry out continuous monitoring of students and adjust the teaching pace according to the need of the class.
- Faculties shall include beyond the syllabus content if needed and relevant.
- Faculties shall clear the queries and doubts raised by students.
- Faculties shall treat all students impartially.
- Faculties shall ensure that sufficient study material is made available to the students.
- Faculties shall use audio-visual tools where ever necessary.
- Faculties shall complete the entire syllabus in time satisfactorily.
- Faculties shall conduct additional classes if necessary to compensate the lost classes.
- Faculties shall ensure that the black board is blank before leaving the class.
- For Students
- Student shall attend the classes regularly.
- Student shall maintain the decorum of the class room.
- Student shall be attentive and enthusiastic in the class.
- Student shall ensure that the concepts taught in the previous class are understood.
- Student shall raise queries and doubts for better understanding of the subject.
- Student shall complete the assigned tasks by teacher in time.
- Students shall use the classes for any creative mode of learning with permission of the staff.

Class Monitoring

These policies govern the punctuality of staff and students with respect to the classes.

- Head of the department shall assign class monitoring coordinator.
- Head of the department/ coordinator shall monitor the conduction of classes.
- Staff shall get their work dairy verified and signed by the Head of the department fortnightly.
- Head of the Departments shall discuss with respective staff in case of irregularity in conduction of classes.
- Head of the department shall report to the higher authority in case of repeated irregularities.

MENTORSHIP MECHANISM

The Mentorship policies aim to enable the mentees to develop their own skills, strategies and capability in all spheres of life so that they are enabled to tackle the challenges more effectively.

For Mentors

- Mentor shall give prior information to the mentees regarding the mentoring schedule.
- Mentor shall conduct mentorship meetings twice in a month and maintain minutes of the meetings.
- Mentor shall guide and motivate the mentees to involve in academic and non- academic activities.
- Mentor shall listen to the mentees patiently and prepare a report of the meeting.
- Mentor shall maintain profile of each mentees in the specified format designed by the college.
- All meetings shall contain general discussion with all mentees as well as one to one interaction and submit mentorship report to the Head of the department.
- Head of the department shall prepare a consolidated report and submit the same to the principal.
- The principal of the college shall be responsible for getting the issues solved.
- Mentor shall update the mentees regarding the follow up of the issues.
- Mentor shall update parents regarding the overall progress of all the respective mentees.
- Mentees profile shall be transferred to respective department once the mentees enter the branch.
- The mentor shall remain the same mentees till the mentees complete the program.

For Mentees

- Mentees shall communicate the factual information to the mentor.
- Mentees shall feel free to share any issue with the mentor.
- Mentees shall attend the mentorship meetings as per schedule notified by the mentor.

GRIEVANCE REDRESSAL MECHANISM

To develop a responsive and accountable attitude among all the stakeholders in order, the Grievance Redressal policies aim to maintain a harmonious educational atmosphere in the campus of Saraighat College.

Grievance submission

- All the students, employee of the college shall have the right to file a complaint or application to the Committee to redress his or her grievance. The grievance shall be submitted in any of the following ways:
- The victim or the complainant shall make attempts to resolve the issue upon discussion with the accused.
- If informal attempt appears fruitless or unresolved, a formal grievance process shall be initiated in person by the victim by meeting the HOD/Mentor Grievance Redressal Cell/ Principal.
- The Grievance Redressal Cell of Saraighat College and its policies come into force as and when situations arise.
- Required steps to formally submit a grievance:
- A grievance may be submitted in written form either in paper or electronic medium to the coordinator of the concerned cell.
- A formal grievance shall include the following information:
- Name of the accused and the place of happening along with time and date should be there in the written grievance.
- Names of witnesses or individuals who may have direct and relevant information about the specific allegation (with accompanying addresses, email addresses, and
- telephone numbers).
- The grievance (which may be accusation / formal submission) shall be brought to the attention of the Principal for formal acceptance.

Working procedure of the Grievance Redressal Cell

- The Grievance Cell, upon accepting the grievance, shall handle the grievances within 48 hours. For that purpose, a special hearing-team of senior faculties shall be formed by the college authority to handle such matters. There will be a chairperson to operate this cell.
- Other members representing various departments of the Institute shall help the chairperson in the time of need.
- The Principal of Saraighat College and the Grievance Redress Cell shall be the final authorities in the matters of composition of the grievance hearing special team.
- All the members in the hearing team shall be notified about their inclusion by the

Grievance Redressal Cell.

Hearing

The grievance hearing team shall start the hearing sessions within 48 hours in presence of both the accused and accuser. Equal opportunity shall be given to both parties to defend their arguments.

Supporting documents and evidences (if any) shall be examined if required.

Findings

- After the hearing process is over decision will be taken. The decision taking requires two-third majority agreement among the members of the hearing-team.
- The Principal in consultation with the members of the team shall declare the probable solution of the problem.
- Based on judgment after the deliberations have been completed, a written summary shall be prepared by the chair of the special team/panel/ person in-charge.
- Within three working days, the judgment shall be conveyed to both the complainant and the respondent.
- In the files of grievance redress cell, a written summary record shall be maintained.
- False and malicious accusations of sexual or other harassment, which even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

SPORTS POLICY

Over view

The Physical Education is an integral part of the Saraighat College.

This department bears the responsibility of training and equipping sportspersons to enter the sporting world. The Central facilities available in the department are:

Indoor and outdoor sports and games facilities. Training & Coaching facilities.

Practices in relation to sports

- Saraighat College provides financial assistance to those who are selected to represent the institution in National and International competitions.
- Saraighat College provides sports kit to the students for different games.
- Conducting Sports program for teaching and non-teaching staff.
- Conducting Inter Collegiate and Inter University Sports competitions.
- Conducting Seminars, Conferences/Workshops involving students.
- Conducting awareness programs on sports as a means for the promotion of health and National integration and Communal Harmony.
- Promotion of traditional and folk games.
- Felicitating Nationally/internationally reputed sportspersons.
- Felicitating athletes and players who represent the University and win medals in inter university competitions.
- Reservation of seats for sportspersons in admission.
- Scholarships to upcoming sports persons.

Objectives

- To place the College among the best sporting institutions in India.
- To enhance the image and prestige of the Institution through sporting activities.
- To use Sports as one of the socio-economic instruments, for the development of youth.
- To create greater opportunity for students/ sports persons of the region to participate in major national and international competitions.
- To develop the capacity to host both national and international competitions.
- To create awareness on general fitness, health and sporting activities amongst the members of all communities irrespective of age, gender, status and religion.
- To make deliberate and conscious efforts to promote mass participation in sports programs.
- To arrange international, national, regional and state level conferences on physical education and sports;

- To coordinate state initiatives related to the encouragement, promotion and development of physical activity, sports and the implementation of anti-doping measures, in cooperation with Gauhati University authorities.
- To encourage the private sector to contribute financially to the development of sports;
- To encourage local bodies and institutions to promote and develop sports.

Rules and Regulations

- The tournaments/competitions/selection trials in various events will be conducted in the college for which Physical Education Director shall be the convener.
- The college if selected by the University for hosting the event shall form a sub-committee to conduct the tournaments. This sub-committee shall consist of Principal, Convener, Director of Physical Education/University representative and two staff members of the host college.

Disqualification

- Those sportspersons who are found/tested positive on the basis of samples taken and analyzed by NADA, confirming the use of banned drugs (doping) for enhancing their athletic performance, shall be debarred from participation in the game as per government directives.
- Impersonation is strictly prohibited. Any player found doing such act has to be faced disciplinary action.
- If any of the players/teams commits any illegal/immoral/ unlawful activity, walks out from the match or event, commits violent acts, such players/teams shall be banned from participating in that particular event for a period of one year from the date of punishment.

Officials

During organizing a tournament or hosting games the authority of Saraighatcollege shall be responsible for selecting competent officials whose decision on all points of fact shall be final and binding. The panel of officials shall be drawn up by the organizers, well in advance. A clinic for the officials shall be conducted by the convener a day prior to the tournament or before the commencement of the tournament in order to keep them abreast with the rules.

Postponement

Under no circumstances shall the tournament/competition be postponed. Only when the reasons

are valid i.e. natural causes like bad weather, failure of light, unforeseen circumstances etc. the matches shall be replayed or postponed.

Protests

Protests are normally discouraged. Sportsmanship spirit is expected from all the players during a tournament. Protests on the decision of the officials shall not be entertained. However, one may appeal for a fair result if he/she considers the outcome of a game or happening not satisfactory enough in gentle way through petition.

The appeal shall be viewed with utmost sincerity by the sub-committee, which is in charge of that particular tournament. The team managers shall never argue on issues pertaining to the official's decisions in the presence of the players. Such matters should be discussed with the convener in the office room.

Attendance

The college will give attendance to the sports persons who attend University inter-collegiate competitions, inter-university competitions, University training programs, University sports related programs conducted in the campus.

Duties of a physical education convener

Saraighat college authority in letter and spirit believes - "Every human being has a fundamental right of access to physical education and sport, which are essential for the full development of his/her personality. The freedom to develop physical, intellectual, and moral powers through physical education and sport must be guaranteed both within the educational system and in other aspects of social life". (The International Charter of Physical Education and sport, UNESCO, 1978)

On the basis of this understanding duties of the physical education convener may be considered very crucial for the good health of the institution.

The nature of duties of a physical education convener is to prepare programs related to physical education and sports in the college, conduct inter-college competitions. If possible, he will also arrange workshops or seminars related to physical education and sports sciences. He/she is also required to look after the administrative functions related to the abovementioned activities.

Therefore, he should not only duty bound to perform the various tasks related to physical education and sports programs but also to work towards promotion of sports.

POLICY FOR CULTURAL, LITERARY ACTIVITIES

Preparation of Action Plan

The annual action plan shall be prepared in the beginning of the academic year by the committee coordinator in consultation with the members.

The sub-committees shall prepare action plans in consultation with the committee coordinator.

The criteria coordinator shall discuss the plan, review and approve the same.

Selection Procedure

Students are admitted through proper screening procedures while focusing on their interest, present artistic skills and enthusiasm.

A maximum number of 25-30 students each shall be selected for dance, drama, and music.

The number of students to be selected for other fine arts and literary events is need based.

The well performing teams/ individuals will be selected for participation in competitions.

Attendance

- The systematic monitoring of attendance and details of practice shall be maintained by the teacher
- A minimum of 75% of attendance is required for the students who have enrolled in cultural center for any form of fine arts.
- The attendance credit is given in a weekly basis to the academic section, only when they practice during class hours.
- The students shall be allowed to visit different university level, intercollegiate level competitions and for other performances only after obtaining thorough practice and rehearsals.

Training Procedure

An extensive training is given every day from 3.15 P.M to 4.15 PM on all working days and special training is given based on the necessity.

Students can practice on Saturday's afternoon and Sundays, if there is need for the practice as justified by the trainer.

Budget Proposal and Settlement

- The budget proposal is prepared for each academic year by the committee or staff in charges of the committee.
- The consumable stationeries and properties for each academic year are purchased or hired

based on the necessity.

- For every competition, fresh budget proposals shall be submitted through the committee coordinator to the principal.
- The budget expenses must be submitted with relevant documents to the sanctioning authority within one to two weeks after the competitions are over.

Procedure for Participation

- The coordinator shall be the authority to decide whether to send or not for competitions in normal issues. However, the committee follows the directions and guidelines given by the management, principal or university.
- Based on the necessity, proper communication has to be done with the hosting institutions until the competition or program finishes.
- The extent of practice, facilities made for travelling, refreshment, accommodation (if necessary), safety of students and their discipline must be verified by the concerned staff in-charge. The participating team will be sent for participation along with deputed staff in-charge.

ADMISSION POLICY

The college has developed several strategies to improve the quality of admission process as it is the prime window for students to get admitted to the institution. The process is made easy and hassle free.

Procedure

- The entire admission process is being monitored by Vice Principal and the HODs of Saraighat College.
- Prospectus is issued to the students along with the application form on payment of nominal fee, containing brief summary of achievements of the institution, details of program, subjects offered, fee structure, documents, other things required and cut off dates.
- To avoid confusion and to answer the queries of the students, a professional mechanism has been developed by opening a helpdesk near the entrance.
- To avoid all sorts of confusions and communication gaps, proper orientation/training is given to all staff members who are involved in the admission process.
- Sign boards are fixed at several points to guide the students/parents to reach a particular section/required destination.
- Rooms with all facilities are provided to the students to fill-up the applications leisurely and cautiously and they can avail assistance of the staff in filling the applications.
- For the smooth flow of the process, committees have been constituted which look after the entire process. The committee members in batches complete the formalities of admission process by verifying the documents, interviewing the students and allotting him/her to a particular program with specified subjects.
- After the announcement of the merit list, students are informed over phone/email to join on a particular date, where single window system for the entire process is adopted.
- During the admission process parents/Guardians are required to accompany the ward to fulfill the formalities. Proper guidance/information regarding discipline, dos and don'ts, use of mobile and dress code is given at the time of admission.
- Provision is made for online payment of fees.
- Online admission process is also implemented through which the students can apply online on payment of necessary fees.

HUMAN RESOURCE DEVELOPMENT POLICY

- Main aim of the Human Resource Management is to manage the staff and develop a multi-dimensional work culture. An efficient human resource management enables the workforce of an institution to contribute efficiently and effectively towards the overall achievement of goals and objectives of the institution.
- For the proper resource management, the responsibility is classified as advisory, managerial and operative, which consist of Principal, Vice Principal, HODs, Chairman of the college management and staff members respectively. Different committees are constituted for different purposes with defined objects and outcomes.
- Frequent review meetings are arranged to review the activities and follow-up processes. Committee chairmen submit compliance report in every meeting through which self-sustained follow-up action is also ensured.
- In view of getting the information or complete the task on time, frequent reminders are sent through what's app group/SMS or emails.

The best initiatives developed in this category of work are mentioned below.

Training and Development

For all the fresher students, orientation/training programs are organized to make them up to date in their respective areas. This enables the fresher to understand the process and makes it easy for them to get on their jobs with much ease.

Performance Appraisal

The employees of the institution are evaluated by the management as per their performance. This helps the management in finding out whether the employee is moving towards the goals and objectives of the management or not. It also helps to evaluate whether the employees need improvement in other areas or not. For low performers trainings are organized.

Research policy

- For the promotion of a research ambience, creation and sustenance of a research culture, the institution motivates the staff and students to engage in research activities. The aim is to inspire, guide and coordinate the initiatives of the staff and students towards research studies, research projects, and publications in reputed journals in sciences and the humanities, organizing of national and international conferences, presentation of research papers. The Research committee monitors all researches
- This research policy undertakes to provide a broad framework to guide scholarly researches. The policy has the following provisions:

- Any staff desirous of doing research shall seek support from the management.
- The management on the suggestions made by the research committee shall support the scholar by sanctioning incentives, study leaves, exempting from other duties.
- The Management shall decide on granting a maximum of one year's leave in the final stages of the research work on the recommendation of the research committee
- The researcher shall be bound by the undertaking given in the beginning- he shall complete the project, he shall follow the research ethics etc.
- The researcher shall reimburse the institution for the full amount of allowance received during the period of leave if he/she takes up employment in other organizations.
- The researcher shall publish two research articles in a peer reviewed journal and attend at least a few national or international conferences and try to make a presentation of at least two papers per year.
- The Management desires that every staff to take up research projects – Minor or Major funded by UGC, DST, DBT, BRNS, RBI, etc.
- The management shall provide infrastructural support to such projects and assist in applying to the funding agencies.
- The management shall provide TA and DA to those who are presenting papers in the national and international conferences.

GREEN POLICY

The institution wants to emphasis on for clean and green campus and makes sincere attempt to achieve carbon neutrality.

- Green Policy aims to eliminate or reduce all forms of environmental pollution and encourage all faculty members, staff, students and others to do the same.
- Green Policy is concerning with the environmental issues like air and water pollution, echo system management, maintenance of bio-diversity, protecting natural resources, judicious usage of energy resources and conservation of energy and also effective waste management. It is concerned with environmental management and eco-system sustainability.
- Managing the environment is high priority for the institution.
- The staff and students shall use energy resources and conserve energy judiciously.
- Environmentally harmful practices are prevented and more environmentally eco-friendly working culture is encouraged.
- Awareness about environmental issues among staff/students/visitors and initiatives leading towards a clean environment is spread.
- Effective waste management by promoting the idea of 'waste management' shall be encouraged.

Scope

This policy applies to all stakeholders Students, Staff and visitors

Strategy

The commitment towards protection, conservation and enrichment of the environment is being achieved through the following mission:

- Green Campus, Green Cover & Growing Trees.
- Go-Green Club
- Periodical green audit
- Promotion of the ideas of waste management
- Encouraging judicious use of Water, Energy
- Community awareness through NSS, NCC and Extension activities cell along with the Students' Union.

Awareness Promotion Campaigns

- The students regularly participate and conduct awareness promotion rallies, campaigns and activities

- Linking learning with community service
- Students and teachers apply their knowledge and skills in a chosen community to improve the lives of people in that community.
- Linking research with community knowledge
- Faculties and students are encouraged to take up local issues for research benefitting the local environment

Re-cultivation of Knowledge by its sharing

Available knowledge relating environment in various disciplines is made available to the local community about-

- Energy conservation & alternate energy use
- Botanical Gardens- Arboretum and Herbal Garden
- Conservation of water- popularizing some techniques
- Reduction in use of products of plastic
- Rain Water Harvesting
- Solar Energy Use
- Clean villageprogram

POLICY FOR SOCIAL RESPONSIBILITY

The Concept

The concept of social responsibility is no longer confined to charitable and voluntary activity, but it is in fact a broader and more comprehensive concept that comprises solutions for societies economic, social and environmental problems. Moreover, sustainable development cannot be achieved in isolation from the close relationship between higher education and its institutions- namely institution-and society. Educational institutions are considered an essential pillar of society, because they play a pivotal role in elevating awareness regarding social responsibility among its students, staff members and other employees, in a manner that makes them behave as societal personalities professing collective views and not opting to adopt individual thinking.

In consonance with this idea, since its inception Saraighat College has focused efforts to create awareness about the need for quality higher education in greater Changsari area. Taking into consideration of the changing needs of the society, the institution redefines its mission and through multiple activities trying its best to help the society in multidimensional ways.

The prime focus ‘fostering social responsibility’ is an integral part of the strategy for advancing higher education. Being a part of our society, we believe that without our responsible actions for the welfare of our surrounding, meaning of being part of the academia will mean nothing. Therefore, attempts have been made by the college-

- To contribute resources to the community. Students are our raw materials and we employ our utmost efforts to make them sensible citizen of society. By converting students from individuals to resource of the community and society we are trying best to promote a sense of social belongingness in their mindset so that it could help them face challenges in sensible way to create their surroundings a better place to live in.
- To develop a strong work ethic through Striving for excellence
- To contribute to a larger community, both the academia (classroom, campus life, etc.) and outside of it.
- To take seriously the perspectives of others to form one's own judgments.
- To develop competence in ethical and moral reasoning and to spread awareness about social responsibility.

Area of application

The college authority applies this policy to all stakeholders of the Saraighat college.

Policy

In practice, leaving aside the theoretical perception, social responsibility is the commitment to

contribute to sustainable economic development with ethical foundation by working with Students, Staff, the local community and society at large to improve quality of life, in ways that are both good for the community and good for development.

Strategy

The commitment towards social responsibility is being achieved through the following strategies:

- NSS, NCC and different departments of Saraighat college have been extending their expert services to the community at large on multiple occasions in the neighborhood of our college. From sending students and teachers to the adopted and other villages to understand their problems to participate during crises Saraighat college has strict plans to offer community service whenever it gets chance.

Awareness Promotion Campaigns

- Under the guidance of its seasoned faculties students regularly participate and conduct awareness promotion rallies, campaigns and activities on the themes like-AIDS Awareness, Non-compliance with Traffic Rules, Evils of Alcoholism, Anti-sexual Abuse, Female Infanticide, Gandhian Values etc.
- Some of these rallies are conducted on the days of national importance such as Independence Day, Gandhi Jayanti, Ambedkar Jayanti, Republic Day etc. to sensitize students, staff and neighboring communities.

Talks to exchange ideas

From agriculture to land and forest, the elders of the society have practical knowledges. Periodically, the college authority arranges talks about these issues and give opportunity to the village elders to express their thoughts and ideas.

Cultural program as a bridging tool

The college supports initiatives that are directed toward the promotion of arts and culture. Exchanges of cultural troops with the adopted villages and allowing performance of colorful ethnic program in the college premises our institution has reduced the distances between institution and the society.

Linking learning with community service

Our college is in an area that is mostly inhabited by many under privileged socio-economic group of people. Students and teachers apply their knowledge and skills in a chosen community to improve the lives of people in that community. Under ‘Village

Adoption Scheme' Extension Cell and the NSS unit of the college adopts a specific village and then provide engagement opportunities to students from various disciplines to apply their knowledge to address the challenges of that specific community.

Highlighting the Community and the Society

The college authority encourages its faculties and students to take up local issues for research as part of their academic activities. The knowledge available with students and teachers in various disciplines is made available to the local community to realize its developmental aspirations. These can take the forms of enumerations, surveys, camps, trainings, study reports, teaching and health services in poor communities, share lectures, and faculty as resource persons at the community level etc.

Other ways to boost up social responsibility

To comply with its institutional, personal and social responsibility the college authority, its faculties and staff along with the students also involve in some other activities not mentioned above.

- Use of renewable energy where no wastage produces.
- Rainwater harvesting.
- Observation of World environment day.
- Under this category, Solar panels have been installed in the college premises for generation of energy and lighting. Vermicompost production and training to local farmers by the expert resource person in the college premises.
- Creation of a committee that monitors and takes initiatives to conduct Green Audit in the college campus and also sets principles for issues like conservation and carbon neutrality etc.
- Faculties of the college have been sent to the meetings in the villages as local resource person.
- E-waste and hazardous waste management.

WELFARE POLICY

For Teaching and Non-teaching staff

The staff welfare policy is to ensure the benefits, facilities for the employees to help them work in a better environment. productivity. The college is committed to provide all the possible amenities to its teaching and non-teaching staff for the interest of the creation of an overall pleasant atmosphere.

Objectives of staff welfare

- To facilitate multi-dimensional development and progress for the College.
- To reduce gaps between the students and the staff through creating healthy environment.
- To ensure favorable working environment for staff members and coordinate for benevolent facilities for them
- To plan for general welfare activities for staff and to provide them platform for expressing their ideas.
- To create opportunities for updating and exchange of inter disciplinary knowledge

Scope

Staff welfare policy of Saraighat College is applicable to all the teaching and non-teaching staff of the college.

Strategy

Through an integrated approach the college authority tries to promote welfare of its staffs-teaching and non-teaching. This includes-

- Helping smooth functioning of the Teachers' Union and Non-teaching union,
- Running of a College Canteen
- Monthly meeting-Knowledge Sharing
- Staff Welfare Fund formation
- Construction of the Staff vehicle Parking
- Facilities for Professional Excellence through Staff Training, promotion of research, skill up gradation, participation in seminars and workshops etc.

For students

Student welfare Policy seeks to provide support to the educational process to advance the student's academic and personal abilities. It aims at enabling students to face problems that hinder their academic success or the academic process, with the aim of qualifying them professionally upon the national and regional levels.

Policy

- The policy seeks to nurture students' mental, physical, cultural growth with various activities for their overall personality development and to make them civilized Indian citizens to compete in the globalized world.
- The student welfare policy abides with the programs set by the college to provide a unique academic environment based on positive interaction among the students and college and to help the students overcome all personal, social and academic hindrances.

Objectives of Students Welfare

The Student Welfare Policy aims at achieving numerous objectives for improving the academic process:

- To help the students to understand their unique personal abilities
- To overcome educational difficulties in language and suggest appropriate solutions.
- To develop the students' interactive skills such as translation, communication and teaching skills.
- To give maximum benefits to the students through various welfare activities organized by the college authorities.
- To analyze and solve the problems of students regarding academic & Institutional activities
- To create awareness about higher education among rural students and to build up their confidence to face the challenges
- To enhance the personality of rural students
- It fosters discovering and boosting the student's skills through the proper social sports and cultural activities.

Scope

This policy applies to all students.

Strategy

- Mentorship
- Midday meal scheme
- The counselling cells
- Women development cell
- Hostel supervision committee
- Student welfare committee
- Orientation programs

- Remedial Coaching
- Add on courses
- Career Guidance and Placement Cell
- Training program in spoken English
- Student-related Seminar/Conferences/Workshops/Camps
- student fora
- HRD Cell/Language lab
- The centre for performing arts
- The departmental associations
- Health centre, Health Insurance
- Skill Development (Spoken English/ Computer Literacy etc.) Soft Skills
- Performance enhancement for slow learners / students who are at risk of failure and dropouts
- Exposure of students to other institutions of higher learning/ Corporate/ Business houses
- Publication of student's magazines
- Sports Hostel and facilities for sportsmen
- Extra-Curricular and co-curricular wings
- Grievance Redressal Cell
- Parent Teachers Association
- Alumni Association

INFRASTRUCTURE AND LEARNING RESOURCES POLICY

Definition

Infrastructure includes well-furnished spacious classrooms, labs with equipment and materials, computer lab with high ended computers.

Policy

- The institution is committed to provide infrastructure facilities in the form of well-furnished classroom, Lab facilities and Computer centers, sports facilities and facilities for literary & culture activities as well as to provide central library with adequate reference materials both in print and digital formats.
- To provide audio-visual enabled rooms and seminar halls with sufficient space and to include recording facilities.

Objective

- To enhance learning of the students and to facilitate learning in both material and digital referencing.
- To provide adequate learning space and ambience for the students to pursue higher studies, employment and self-employment.

Scope

The Policy is applicable to all the courses introduced.

Responsibility

The Principal/Management is individually and collectively having the overall responsibility of carrying out this policy.

LEADING FUNCTIONARIES AND THEIR RESPONSIBILITIES

Principal and his responsibilities

- Overall Administration of the college
- Conducting Core committee meetings and maintaining minutes
- Conducting meetings for coordination among committees
- Conducting Review meetings
- Developing college policies- admission, research, community orientations, values, Welfare of staff and students
- Forming committees
- Granting special leaves/medical leaves/earned leaves/OOD/maternity leaves
- Discipline Rounds
- Responsibility of Vice Principal
- Conducting frequent meetings with Deans to follow Up
- Follow up of the activities of the college
- Monitoring overall discipline
- Attending students' grievances
- Taking steps to implement new Initiative and Innovations
- Arranging for Internal Academic Audit of the college
- Reviewing the Compliance Reports of Committees and Departments
- Quick intimations to the concerned regarding in emergency cases- promotions, project proposals, information to the UGC/University/Collegiate Education Department
- Discipline rounds
- Granting casual leaves
- Timely disbursement of salary-bills, financial audit and management
- To act as a bridge between the government and the institution

Coordinator of IQAC and his responsibilities

- Formation of IQAC
- Conducting IQAC meetings and maintaining minutes book
- Communication of all the decisions to the concerned chairmen, Heads for implementation
- Regular interactions with NAAC criteria chairmen
- Working as a nodal agency between NAAC and the college
- Preparation and submission of yearly reports, AQAR to NAAC
- Convening meetings with criteria chairmen
- Analysis, of NAAC reports, suggestion of corrective steps
- Functioning as a think tank and initiating innovations

NIRF Coordinator and his responsibilities

- Arranging a meeting of core committee members
- Discussion of the criteria wise inputs
- Proposing a plan of action for the improvement of NIRF score
- Reporting to higher authorities
- Getting details for NIRF inputs
- Getting placement details/progression details from concerned committee/departments
- Getting inputs from office admin section/account section
- Uploading the data in NIRF portal
- Keeping a record
- Uploading the data to college website
- Keeping in touch with NIRF office
- Coordination with IQAC coordinator

Responsibility of Heads of the Departments

- Executing the decisions taken in the HOD meeting and Core committee meeting
- Taking steps to maintain departmental Documents – Syllabus, Question paper pattern, Question bank, Minutes, Notice, annual reports, student research projects, publications of the staff, activity reports
- Conducting departmental Meetings regularly for the preparation of annual plan of action, review, innovations and smooth conduct of all activities
- Maintaining a healthy and cordial relationship with all the members in the department and involving everyone in the activities
- Distribution of workload, Dept responsibilities
- Departmental Budget allocation and planning
- Organizing departmental activities – Curricular, Co-curricular and extension- Subject Association, wall magazine, guest lectures, community oriented
- programs like school visits, share lectures, lab in cab, seminars and workshops, academic activity
- Periodical Review of the activities
- Introducing new programs/ Bringing innovations
- Initiating learner participation innovative teaching methods
- Motivation to staff to do Research and Publication
- To develop a proper structured feedback system
- Taking feedback

- Restructuring of syllabus
- Preparation of annual report
- Recording lectures, popular lecture series, certificate courses, student research projects
- Extension activities
- Intercollegiate competition-deputing students
- Interdisciplinary guest lectures, programs
- Observing important days

RESPONSIBILITY OF DIFFERENT FUNCTIONAL COMMITTEE CHAIRMEN

- Executing the decisions taken in the Functional committee/Core committee/ IQAC meetings
- Preparing annual plan of action with objectives and responsibilities
- Proper distribution of work among the members of the committee
- Conducting meetings regularly
- Maintaining a minute-book duly signed by all the members after every meeting
- Organizing/implementing activities of the respective committees
- Documentation of committee activities
- Arranging to send fortnightly reports in the specified formats
- Involving all the members of the committee in all the programs.
- Responsibility of Documentation committee
- Maintaining all data of the activities of the college in word file or PDF- minor and major research projects, publication by the staff, seminars conducted, prizes won in sports, cultural, literary activities (university, state and national level)
- Bringing out the fortnightly e bulletin
- Maintaining hard copy of fortnightly departmental and committee reports – Annual Report of the college in bound book form

GOVERNING BODY

The Governing body plays the role of an engine to guide the all-encompassing development of Saraighat College. Presidents guide the activities of the Governing body with concerted support and participation of other members. Representatives of different stack-holders of the college are incorporated in the governing body. In its operation the Governing Body of Saraighat College functions and adhere to the guidelines of the department of higher education, Government of Assam. The guidelines as published in the Assam gazette is attached herewith.

 অসম ৰাজপত্ৰ
 সত্যমেব জয়তে
THE ASSAM GAZETTE

অসাধাৰণ
 EXTRAORDINARY
 প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত
 PUBLISHED BY THE AUTHORITY

নং 339 দিশপুৰ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 আঘোণ, 1932 (শক)
 No. 339 Dispur, Monday, 22nd November, 2010, 1st Agrahayana, 1932 (S.E.)

GOVERNMENT OF ASSAM
 ORDERS BY THE GOVERNOR
 EDUCATION (HIGHER) DEPARTMENT, DISPUR

NOTIFICATION

The 15th November, 2010

No. B(2)H.12/2003/Pt-II/113 :- In exercise of Powers conferred under sub-section (I) of Section 12 of the Assam College Employees (Provincialisation) Act, 2005 (Assam Act, No. XLVI of 2005), the Governor of Assam is hereby pleased to make the following Rules for carrying out the purposes of the said Act, namely :-

- | | |
|--|---|
| Short title, extent and commencement. | 1. (1) These Rules may be called the " Assam College Employees (Provincialisation) Rules 2010 ".
(2) They shall come into force on the date of their publication in the Official Gazette.
(3) They shall extend to the areas to which the Act applies. |
| Definitions | 2. In these Rules unless the context otherwise requires.
(a) "Constitution" means the "Constitution of India";
(b) "Governor" means the "Governor of Assam";
(c) "Act" means the "The Assam College Employees (Provincialisation), Act, 2005 (Assam Act, XLVI of 2005);
(d) "Board" means the "State Selection Board";
(e) "Selection Committee" means the Selection Committee Constituted under these Rules.
(f) "Departmental Promotion Committee" means a Departmental Promotion Committee constituted under these rules.
(g) "Director" means the Director of Higher Education, Assam";
(h) "UGC" means the "University Grants Commission", established under the UGC Act, 1956 (Central Act. No. 3 of 1956). |
| Class and Cadre. | 3. Each College shall be a separate entry for the purpose of cadres of employees. All Cadres and their class in the Assam Provincialised Colleges will be the same as in Government Colleges. |

Strength of Service.	4.	The Strength of each cadre in respect of each of the post for each of the colleges shall be as sanctioned by the Government from time to time.
Method of Recruitment.	5.	Recruitment shall be made in the manner prescribed hereinafter; (1) Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment. (2) For the post of Lecturer/Librarian appointment shall be made by direct recruitment with prescribed qualifications through open advertisement in two leading dailies atleast in two consecutive issues. In respect of Grade III and Grade IV posts the list of candidates shall be collected from the local employment exchange/Advertisement in newspaper. (3) Appointment to Head Assistant shall be made by promotion from the cadre of Upper Division Assistants on the basis of seniority cum merit. (4) Appointment to the post of Upper Division Assistant shall be made on promotion from Lower Division Assistants/Laboratory Assistants/Library Assistants on the basis of Seniority cum merit. (5) The Post of Lower Division Assistant, Laboratory Assistant, Library Assistant shall be filled up by direct recruitment and from Laboratory Bearers/Library Bearers/Grade IV having qualification as prescribed in the ratio of 75:25. (6) Placement of Lecturers/Librarians in Selection Grade/Senior Grade Scale of pay shall be done by the Governing Body as per Rules prescribed by the UGC and the State Government from time to time on the recommendations of the Departmental Promotion Committee. (7) In all these cases, the Governing Body shall conduct the selection process and recommend to the Director, who shall issue orders of appointment.
Assessment of Vacancies.	6.	Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories ;
Direct Recruitment.	7.	(a) All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/Departmental Promotion Committee duly constituted; (b) The Director shall communicate his orders within thirty days; (c) The Selection Committee may hold such test of interview for all posts as may be considered necessary. For posts for which UGC has prescribed norms, no candidate shall be recruited without having the required norms; (d) All fresh appointments shall be made on receipt of police verification report.
Age Limit and Qualification.	8.	The minimum and maximum age, academic qualification, physical fitness etc. for direct recruitment shall be the same as in Government Colleges in the corresponding Grades.
General Procedure for Promotion.	9.	(i) The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List; (a) The number of vacancies with reservations;

- (b) List of employees in order of seniority eligible for promotion (separate list for promotion to the different cadres shall be furnished) indicating the cadre to which the case of promotion has to be considered;
- (c) Character Rolls and other records of the persons listed;
- (d) Any other documents and information as may be required by the Selection Committee;
- (ii) The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion;
- (iii) The Selection shall be made on the basis of seniority cum merit in each case of promotion;
- (iv) The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion;
- (v) The Select list shall remain valid for 12 months;
- (vi) The promotion shall be in according with the list prepared by the Departmental Promotion Committee;

**Selection Committee/
Departmental Promotion Committee.**

10. (A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consists of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Head of Department (Concerned) - Member
 - (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) - Members
 - (iv) Secretary of the Governing Body - Member Secretary.
 - (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;
- Two third majority will constitute the quorum with mandatory presence of University expert nominee;
- (B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Secretary of the Governing Body - Member Secretary
 - (iii) Two heads of Department to be nominated by the President, Governing Body. - Member
- (C) Departmental Promotion Committee for all posts shall consists of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Principal of the College - Member Secretary
 - (iii) One senior most Head of the Department of the College. - Member

Disqualification

11. No person shall be eligible for appointment :-
- (a) Unless he is a citizen of India, and ;
 - (b) If he/she is practicing bigamy Provided that Government may, if it is satisfied that there are special grounds for doing so exempt any person from the operation of this Rule ;
 - (c) No person who attempts to enlist support for his/her candidature directly or indirectly by any recommendation either written or oral or by other means shall be appointed.

- | | | |
|--|-----|---|
| Reservation | 12. | In all cases of appointment by direct recruitment as well as by promotion there shall be reservations for candidates belonging to the members of the SC, ST as per provision of the SC, ST (Reservation of Vacancies in Services and Posts) Act, 1978 and Rule framed thereunder. There shall also be reservations for candidates belonging to OBC as per Government instructions. General order in respect of reservation in favour of other categories of candidates like physically handicapped as may be in force shall also be followed. Since an individual college is a separate entity for the purposes of cadres, reservations would be applicable college-wise for each individual cadre separately for which a proper register of roster shall be maintained. As Principal is a single post cadre no reservation would be applicable to it. The Governing Body shall be responsible to ensure that reservations are made as per Rules. |
| Probation & Confirmation. | 13. | Subject to availability of a permanent vacancy in the respective cadre a person appointed on direct recruitment shall be placed according to seniority on probation against the permanent vacancy for a period of 2 years before he is confirmed. |
| Training | 14. | A person appointed on direct recruitment shall be required to undergo such training and pass such departmental examinations as Government may prescribe. |
| Discipline & Appeal | 15. | All employees of the Assam Provincialised Colleges shall be governed under the provisions of "Assam Services (Discipline & Appeal) Rules 1964, Assam Civil Services Conduct Rules 1965" and guidelines made thereunder. |
| Scale of Pay | 16. | All appointment shall be made in the time scale of pay as may be prescribed by the Government from time to time. |
| Seniority | 17. | <p>(a) Inter-se-seniority of employees belonging to each of the cadres shall be in the order in which their names appear in the select list prepared by the Selection Committee provided he/she joins in the post within 15 (fifteen) days from the date of receipt of the appointment order or within the extended period not exceeding three months;</p> <p>Provided that if a candidate is prevented from joining within this period by circumstances of public nature or for reasons beyond his control, the appointing authority may extend it for a further period of 15 days. If the period is not so extended the seniority shall be determined according to the date of joining;</p> <p>(b) If two persons are appointed on the recommendation of the selection committee in different batches, than the person who was recommended in the earlier batch shall be senior to the person who was recommended in the later batch;</p> <p>(c) If two or more persons are bracketed in the merit list by the selection committee, the inter-se-seniority of these persons shall be determined according to the date of birth;</p> <p>(d) A person appointed by promotion against a vacancy occurring in a year shall be senior to a person appointed by direct recruitment of the year.</p> |
| Gradation List | 18. | The College shall publish a gradation list every year cadre wise, indicating the relative seniority and date of birth, date of appointment etc. of each employee. |
| Transfer | 19. | There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college. |
| Maintenance of Registers and Records. | 20. | The College authorities shall maintain such Registers and records in suitable form as may be prescribed by the Government from time to time with a view to recording the service particulars of the employees. In particular the College shall maintain the service books other service records and the leave accounts of all employees. |
| GPF and Pension. | 21. | (i) Notwithstanding anything contained in these Rules, the existing Rules and orders applicable to State Government employees on pension, GPF, Leave, TA etc. will be applicable in case of Provincialised College Employees. |

- (ii) The existing employees shall be governed by the existing pension Rules of the Government ;
- Provided that the employees who joined on or after 1st day of February, 2005 shall not be covered by the existing Pension Rules of the Government. They shall be governed by such Pension Rules or Scheme as the case may be framed by the Government in respect of other similarly situated employees of the Government;
- (iii) The Director, Higher Education, Assam shall forward a college wise list of employees already retired or due to retire within the next calender year in the format as prescribed for government Degree College, so as to reach the Accountant General by 30th September every year;
- (iv) The College shall process all Pension cases and submit to the Director who shall sanction and authorize provisional Pension/Gratuity on the basis of these rules and the "Assam Service (Pension) Rules, 1969" as applicable;
- (v) The employees who have opted for pension scheme under the provision of Clause 8 of the Act will discontinue their C.P.F. contribution, open G.P.F. account with the Accountant General. Such employees will compulsorily subscribe to the Fund at the prescribed minimum rate of 6.25% of basic pay per mensem;
- (vi) The Pension shall be authorized from the date of coming into force of the Act i.e. 1st day of December, 2005;
- Leave** 22. The Governing Body of the College shall be authority to sanction all leaves excluding study leave for all its employees.
- Lien/deputation and Study Leave.** 23. Lien, deputation and study leave to the employees of the Assam Provincialised Colleges shall be granted by the Government for which proposals shall be routed through the Director. The norms applicable to Government Colleges would be applicable in their case.
- No Objection Certificate for Higher Studies and applying for jobs.** 24. The Governing Body shall issue No Objection Certificate to the college employees for applying for admission to course of higher studies and for other jobs.
- Authority for acceptance of Resignation/ Voluntary Retirement.** 25. The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement.
- A.C.R.** 26. The Principal of the College shall be the recording officers and the Governing Body, will be the Reviewing and Accepting Authority for the Annual Confidential Report of all employees excepting Principal. In case of the Principal the President of the Governing Body shall be the recording authority and the Director of Higher Education, Assam shall be the Reviewing and Accepting Authority.
- Residual power of Appointing Authority** 27. The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

H. M. CAIRAE,

Additional Chief Secretary to the Government of Assam,
Education (Higher) Department, Dispur, Guwahati-6.