SHAH SATNAM JI
BOYS COLLEGE
SIRSA (HARYANA)

INDEX

ADMISSION POLICY
Regulations Governing the Admission Policy

Shah Satnam Ji Boys' College, Sirsa
Shah Mastana Ji Dham, Begu Road, Sirsa (Haryana)

www.ssjbc.in   ::   shahsatnamjiboyscollege@gmail.com   ::   Phone-01666238506

ADMISSION POLICY
Regulations Governing the Admission Policy

INTRODUCTION	Shah Satnam Ji Boys' College, Sirsa is run by Shah Satnam Ji Research & Development Foundation, Sirsa and Affiliated to Ch. Devi Lal University, Sirsa. Given the semi urban character of our Institution, all students who seek admission into our College should be given admission.

Online Centralised Admission Process:

The Department of Higher Education, Haryana shoulders all the functions catering to the universities and affiliated colleges in the State. The State wide admissions in any course and college is corroborated by the Department by providing a web portal for online admissions to all colleges of Haryana. Higher Education Online Admission creates an informative and transparent database that facilitates quick and easy online admission process, all at one place. The portal provides a web page for registration, instructions to the candidates and a thorough online application form, with various tabs classified according to the required information.

Important Instructions for the Online Admissions:

Weightage*	wherever applicable, would be given after verification of the uploaded documents and the applicant shall be provided with a maximum weightage of 10 percent.

List of Documents to be uploaded online by the applicant:

1. Scanned copy of Passport size photograph
2. Scanned copy of signature
3. Matric (10th) Marksheet
4. 10+2 Marksheet
5. Migration Certificate (required in case of other than Haryana School Education Board)
6. Character Certificate
7. National Talent Award from the NCERT/NCC/NSS/Sports/
8. Bharat Scouts & Guides Certificate for weightage, wherever applicable Bonafide Resident of Haryana Certificate, if applicable
9. Income Certificate required for claiming benefits of EWS or SC / BC
10. Scholarships, if applicable
11. Reserved Category Certificate, if applicable

12. Gap Year Undertaking, if applicable

13. Affidavit for Gap Year, if applicable

➢ Name of the applicant will appear in the Merit List after online verification of documents as per eligibility/merit. General category students can now opt for EWS (Economically Weaker Section) quota within the Haryana General Quota. However, they need to upload the required certificate for the same.

Important Instructions for the Online Admissions:

1. After final selection, the admission charges shall be paid through online or offline mode.

2. All admissions done are provisional. College / University will cancel any such admission if the information provided by the students is found to be fictitious /bogus at any stage and the student concerned will be held solely responsible for this.

3. All applications for admission should be verified by the Admission Committees.

4. To share the responsibility of admissions, a committee of least 4 members should be constituted for the purpose. The Nodal Officer in consultation with the Principal appoints the members of the committee. Besides the Principal and the Nodal Officer, the Committee should have at least two staff members.

5. All the recommended cases that fall outside the above norms should be scrutinized by the College Admission Committee, and in the interest of the Institution, all information regarding the recommended cases to be sent to the Principal.

6. No donation whatsoever is to be sought nor accepted at the time of admissions. However, special fees for maintenance, betterment etc. may be charged to all students, and official receipts issued. Amount to be charged are to be fixed by the College Management along with the Principal, and sent to the final authority for approval. The poor are to be given due concession or even total exemption for excellent sportsmen separate free ship policy.

7. To prevent unscrupulous elements from exploiting the name of our Institution for purposes of collecting donations, a note as follows should be written on a Notice board and displayed on a prominent place in the campus. "As has been the practice so far, the Management of this College shall not receive any donations for admissions. We shall be grateful if any violation to this effect is brought to the notice of the Management".

8. Special preference should be given to rural students because a certain weightage of marks could be added in their favour.

9. Attempts should be made to accommodate SC and rural students. Remedial programme should be arranged for such students and the academically poor right from the beginning

of the year.

10. Adequate financial assistance should be extended to students from the economically weaker section as per fee concession policy.

11. In case of seats remaining vacant after the last date of submission of online admission forms, late admission will be allowed on merit basis with late fee. Refer the concerned University for the late fee charges.

Online Centralised Admission Process	
	➢ The link for the website directly opens the Online Admission Portal for the Department of Higher Education, Haryana. ➢ Click on https://dheadmissions.nic.in/ to open the portal for registration and/or log in page to the admission form. ➢ The online portal shall direct the student to an integrated admission form, available to all who want to apply in any College of Haryana.

RESERVATION POLICY

Category	Percentage
a) All India Open Category Seats (Including Haryana State) (AIO)	15% of the sanctioned intake
b) State Quota	85% of the sanctioned intake (State Quota is equally divided into Haryana Open General Category and Reserved Categories of Haryana)
(b-1) Haryana Open General Category(HOGC)	50% of the State Quota i.e. 42.5% of total intake
(b-2) Reserved Categories of Haryana	50% of the State Quota i.e. 42.5% of total intake

Scheduled Caste of Haryana (SC)	20% of State Quota (17% of total intake)
i. Scheduled Castes	10% of State Quota (8.4% of total intake)
ii. Deprived Scheduled Castes	10% of State Quota (8.4% of total intake)
Backward Classes of Haryana	27% of State Quota (i.e. 22.95% of total intake)
i. BC (Block-A)	16% of State Quota (13.6% of total intake)
ii. BC (Block-B)	11% of State Quota (9.35% of total intake)
Differently Abled	3% of State quota (2.55% of total intake)
EWS of Haryana	10% of Haryana Open General Category (HOGC) i.e., 4.25% of total intake.

SCHOLARSHIP SCHEMES

1 **Post Matric Scholarship to the Students Belonging to Scheduled Castes**

The scheme was instituted by the Govt. of India to provide financial assistance to the SC/ST students studying at post matriculation stage to enable them to complete their education. The students whose parents/guardians annual income is Rs. 2.50 lac or below are given scholarships in the range of Rs. 300/- p.m. to Rs. 820/- p.m. including reimbursement of maintenance allowance, tuition fee, exam fee and other fund.
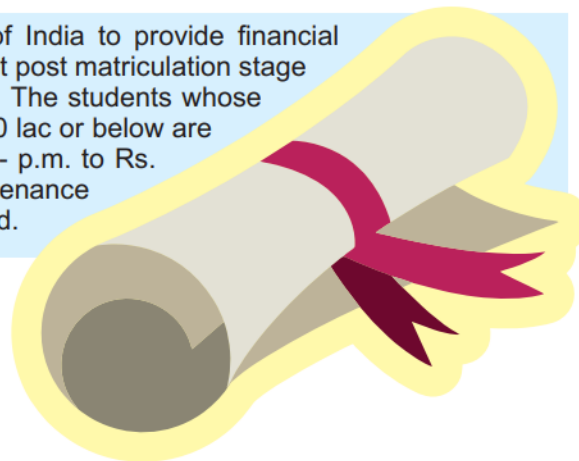
2 **Post Matric Scholarship for Welfare of Backward Classes**

The Scheme was instituted by the Govt of India to promote education among students of Haryana domicile belonging to Backward Classes. This scheme provides stipend and reimbursement of tuition fee and examination fee to those BC students whose parents'/guardians' annual income from all sources is Rs. 1,00,000/- at present as per the guidelines of the social welfare department the eligible students are given only maintenance allowance. Following institutions are being covered under this scheme:-

Structure of Admission Committee

Activities:

- To handle all online admission activities.
- To oversee the functioning of the admission survey team.
- To bring some changes in the application form and prospectus as well.

Members:

Sr. No	Name of Staff	Designation	Position
1.		Principal	Chairperson
2.		Assistant Professor	Nodal Officer
3.		Assistant Professor	Convenor of admission committees
4.		Assistant Professor	Member from each dept.
5.		Clerk	Data Entry Operator

Director/Co-ordinator   Principal
(IQAC)

Seal of IQAC   Seal of College

SHAH SATNAM JI BOYS' COLLEGE

SIRSA (HARYANA)

AICTE, NCTE approved, Affiliated to Chaudhary Devi Lal University, Sirsa,

ISO 9001:2015 certified

INTERNAL QUALITY ASSURANCE CELL (IQAC)

STAFF WELFARE POLICY

STAFF WELFARE POLICY

Preamble:

Shah Satnam Ji Boys College considers all its employees as the most valuable resource and that the welfare of all staff is essential in achieving the institute's Vision and Mission. The college is committed to providing a caring and supportive working environment which is conducive to the welfare of all staff to enable them develop and optimize their full potential. However, staff welfare is a joint responsibility and members of staff are expected to contribute and participate effectively.

This policy therefore gives highlights on the benefits staff will enjoy as well as their expected responsibilities. This policy is to be read hand in hand with the Institute's Service Rules, Terms of Service, and other approved policies. The stewardship of the institute is hinged on the principles of good corporate governance and integrity, all geared towards the transparent, efficient and effective delivery of services, so as to maintain public confidence in the integrity of the institution, within the Vision and Mission of the College. Members of staff, being the most important resource in the college, are crucial to its success. In order for the college staff to work effectively, they need to have support from the institute for their relevant professional development, pleasant working environment, etc. This is based on the recognition that staff whose individual needs are met feel valued and appreciated and will be more productive in the discharge of their duties.

The institute therefore looks forward to an energized and productive work force that will propel it to greater standards thus attracting best of the human resources. Staff welfare shall therefore be one of institute's priorities now and in the future.

Goals:

The goals of the Welfare Policy are to :

1. Enhance work quality and efficiency
2. Contribute to holistic development
3. Ensure welfare
4. Boost the morale
5. Urge to do better
6. Build a competitive edge
7. Seek continuity in service

Scope and Eligibility :

The policy covers all the full-time Teaching and Non-teaching staff of the institute.

Welfare measures for staff:

The Staff Welfare Policy is based on the Institute's Vision, Mission and Core Values. The nature of

assistance available under the scheme are as follows :

1. **Employee Provident Fund (EPF)** :

   The Institute is providing EPF Scheme to all teaching and non-teaching staff as per the provisions of the Government of India, Employees Provident Fund and Miscellaneous Act, 1952. Every month, a specified amount is deposited in the PF account as per rules from the employees' salary and the employees along with the management's share.

2. **Employee State Insurance Scheme (ESI) Scheme** :

   All Employees who are drawing a gross salary of INR 21000 and below, covered under ESI Act 1948 are entitled for the benefits, administered by ESI Corporation.

3. **Increments** :

   i. An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service excluding the probationary period, provided that his performance and conduct are reported to be satisfactory as per Appraisal / Confidential Report.

   ii. Where an employee is appointed on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment may be granted at the end of every year at the sole discretion of the Management, provided his performance and conduct are found satisfactory.

   iii. Incentive increments will be granted for the teaching staff qualifying with NET and to those who are awarded with Ph.D. degree.

   iv. Special increments may be granted in exceptional cases and outstanding performance during the service by the Management.

4. **Leave Facilities** :

   Staff members can avail the leave facilities as per the eligibility criteria and Employees Service Rules of the Shah Satnam Ji Boys College, Sirsa. The amended leave pattern with effect from July 2023, is as follows:

   i. **Casual Leave (CL)** :

   Total CL allowed to a staff is 12 days in an academic year. All staff members should attend duty compulsorily before and after the holidays i.e. Holi, Diwali holidays etc. However, the total leave availed should not exceed 3 days including holidays. A minimum of half a day CL may be availed. Above 10 years of regular job one

leave in CL will be extend every year. CL will lapse at the end of May 31ˢᵗ of every year.

ii. **Earned Leave (EL)** :

An approved/ confirmed teaching staff is entitled to 10 Earned Leave and approved/ confirmed non-teaching staff is entitled to 5 Earned Leave in an academic year.

iii. **Compensatory Leave (CCL):**

Any staff detailed for duty on holidays and Sundays may be granted a Compensatory Casual Leave on a 1:1 basis, which must be availed before the end of the Academic Year.

iv. **On Duty Related to Academic Work:**

He is permitted to avail on duty related to academic work for a period not exceeding 10 days in an academic year which includes paper presentation, attending conference, seminars, workshops, Paper Presentation, attending doctoral committee meetings and UG & PG Boards of Universities & Institutions.

v. **Medical Leave (ML)** :

Every Approved/confirmed staff is entitled to 06 Medical Leave in an academic year subject to producing the medical certificate by the Doctor.

vi. **Restricted Holiday (RH) :**

Restricted holidays are available for celebrating regional festivals.

vii. **Extended Leave without Pay** :

In exceptional circumstances a staff can avail an extended leave without pay leave for a maximum of 180 days. However, it can be extended if there is a genuine need without cessation of service at the discretion of the Management. Such extended leave is sanctioned by the Management.

viii. **Leave to facilitate pursuing of Research** :

A confirmed staff is entitled to avail a day off as leave to smoothly facilitate his research work/course work, etc. for a pre-determined definite period of time. Further, the Institute gives privilege to such pursuant to make necessary adjustments in the time table such that his teaching hours remains unaffected.

ix. **Vacation Leave:**

Teaching Staff who are in regular service are eligible for a vacation leave as per the norms of University and Institution.

x. **Permitted Movements** :

Depending on urgency of the matter Principal/faculty/ staff may leave the campus for Personal reasons for up to about one hour after obtaining permission from the

competent authority by making an entry in the Movement Register.

5. **Salary Advances and Financial Assistance to Non-Teaching & Teaching Staff.**

   The College Management provided financial help to the teaching/non-teaching staff time to time to the needed employees. Teachers provided financial support to attend seminars, workshops, conference etc and for publication of research articles in research journal duty approved by UGC.

6. **Promotion:**

   Provision of promotion avenues are open for eligible teachers. The three levels of designation for teaching staff- Assistant Professor, Associate Professor and professor- promote staff from one level to another as per UGC norms. The selection of non-teaching staff to a particular grade is decided on the basis of his educational qualification and work experience.

7. **Prompt and timely payment of Salaries** :

   Employee salaries are promptly and timely paid by directly crediting to their respective bank accounts at the beginning of every month.

8. **Financial Support/Fee Concession/Reimbursement of Staff External Participation Registration Fees** :

S. No.	Descriptions	Fee
1	Fee Concession for staff children	50% less in total fee in sister concern institutes.
2	Paper Presentation: -International -National	Rs. 1200 + Duty Leave Rs. 1000 + Duty Leave
3	Paper Published in Scopus Journals	Rs. 1500
4	Paper Published in UGC Care Journals	Rs. 1200
7	Book Publish with ISBN	Rs. 1200
8	Book Chapter in ISBN	Rs. 1000
Note: Please be advised to submit both an authentic copy of the book and a duplicate of the research work to the CDC office of college. The reimbursement of the participation fees is subject to producing the receipt of the registration fees paid and a copy of certificate.		

General Conditions to avail leave:

- The leave application in respect of CL is to be submitted to the Principal through the HoD with alternate Class / Lab arrangements and other academic works in advance.

- The staff member while sending the application for any leave shall make alternative arrangements to the duty assigned to him. The details should be indicated in the leave application besides getting the acceptance from the substitute faculty staff for the purpose. The decision of the Principal on any leave application is final.

Absenteeism:

Leave without written prior permission/oral information will be treated as 'Absent'. In case of any faculty member / non-teaching staff continuously being absent for more than 6 days, his name shall be removed/struck off from the attendance register.

9. **Health care & Medical Support**

- The college provides medical check-up and other medical facilities at Shah Satnam Ji Super Specialty Hospital at concessional rates to the teaching and non-teaching staff and their families as and when required.

- Free surgery facilities for eyes and orthopedics are also provided by Shah Satnam Ji Super Speciality Hospital, Sirsa

- Free blood facility also provided to employees and their families.

- Provision of free annual medical check up.

- Provision of group/corporate insurance for faculty & other staff.

10. **Free Sports Facilities and Coaching to the children of college staff:**

The college will offer sports facilities and coaching to the children of our college staff. This includes access to sports grounds, swimming pool, and courts, as well as use of the gymnasium and fitness equipment. Coaching sessions will be conducted by qualified coaches on a regular schedule.

11. **Encouraging faculty members to pursue Higher Studies (Ph.D.):**

Faculty members interested in pursuing Ph.D. on Part Time basis shall submit an application to the management through the principal seeking permission for registration. The college shall grant 5 days per semester to the Ph.D. scholars to meet their supervisors for discussion and other work related to their research.

12. **Scheme for Laptop Purchase with subsidy :**

With a view to promote more technology-enabled work culture, and move towards a paperless work environment, the Management of the Institute has a Scheme for Laptop Purchase with subsidy as and when notified for. Under this scheme, on being notified, the staff members are encouraged to purchase Laptops / Notepads from the authorized dealers and a sum of 10,000/- will be sponsored by the Management as subsidy. The sanction of subsidy amount is subject to producing the

receipt/ invoice of purchase.

13. **G-Suite/ E-mail IDs with Institutional domain name :**

G-Suite/e-mail addresses using the domain name of the institution are provided to the staff members which enable them to avail extended benefits and privilege for their official and persoanal use of google services.

14. **Privilege to use College resources / facilities :**

Every staff member of the Institute has a privilege of making use of following resources / facilities of the college :

1. Exclusive parking space allocated and reserved for the staff two-wheeler / four-wheeler inside the campus guarded by full-time Security Man.
2. Use of college internet Wi-Fi facilities.
3. Use of Lift facilities for barrier free movement in the campus.
4. Use of Computer Laboratories for special purposes.
5. Use of Canteen and Reprographic facilities available on the campus.
6. Use of Library and Reading Room facilities to facilitate personal/ acquire higher education/ research work.
7. Descent Department Staff Room with separate cubicle space and other amenities.
8. Use of Common Staff Restroom with First-Aid facility.
9. Installation of CCTVs at strategic locations to ensure safety on the campus.

15. **Empowerment and welfare through Staff Welfare Association:**

The Staff Welfare Association endeavors to render a bond of solidarity amongst the staff of the college thereby bequeath facilitation as obligatory and to deliberate arenas upon the upgradation and amelioration of its members. The membership is confined to all the full-time employees inclusive of teaching and non-teaching fraternity. The Association functions under the chairmanship of the Principal and its activities are coordinated by the designated Secretary. All the members contribute annual membership fees to strengthen the association. Its activities are governed by the periodic staff meetings.

The welfare initiatives and activities undertaken by Staff Welfare Association includes the following:

1. Conduct of Academic / Professional / Spiritual discourses for the enrichment of the staff.
2. Organize Health awareness-oriented camps or sessions.

3. Farewell and felicitation on superannuation/ discontinuing service for better prospects.
4. Matrimonial Felicitation
5. Participation in sweet and sour events of the social life of staff members.
6. Extend support to staff members afflicted with dire circumstances or financial crisis.
7. Host social gatherings by Staff on special occasions.
8. Organize Staff outing and Recreational excursion.
9. Make collective representations on behalf of the staff to the concerned authorities.
10. Extend total support through enthusiastic initiatives towards the development of the college.

16. **Welfare through In-house Professional Development and Administrative Training initiatives** :

As a quality enhancement initiative, the Institute through its Internal Quality Assurance Cell (IQAC) periodically organizes in-house academic programmes for the professional development of the teaching faculty and administrative training programmes to upgrade skills and knowledge of non-teaching staff members. Experts in the domain are invited to facilitate the same.

17. **Staff Appreciation Day :**

Under the quality enhancement initiative of the Internal Quality Assurance Cell (IQAC) and also with a view to appreciate and recognize the staff members who have demonstrated outstanding achievements through their vital contributions for greater success of the self and to the college community at large, Staff Appreciation Day is organized annually. Staff Excellence Awards are presented in their recognition and honor.

Signature-   Signature-
(Head of Governing body/   (Principal)
Management nominee)
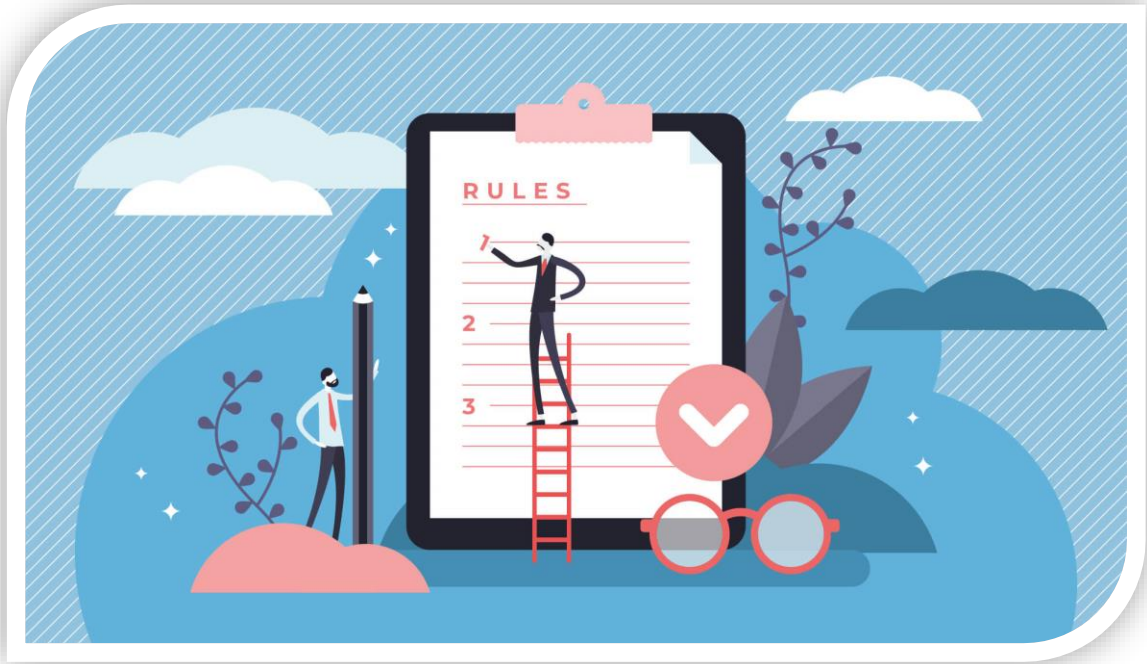
STAFF RULES & REGULATIONS

POLICY

Shah Satnam Ji Boys' College

Sirsa (Haryana

STAFF RULES & REGULATIONS POLICY

General:

1. The staff members shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institution, part time job in other concern etc.

2. The staff members shall not involve themselves in activities not related to their work during working hours. They have to read relevant magazines, papers, books etc., during working hours.

3. The staff members are strongly encouraged to participate in consultancy projects with the permission of the Management subject to the conditions prescribed by the Management.

4. The staff members are prohibited from accepting valuable gifts in any form the Students/ Parents / Companies having business transactions with the college.

5. The details of Student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

6. Any breach / violation of any of the above Code of Conduct by the staff or any other act by him which is prejudicial to the interests of the institution will make him liable to disciplinary proceedings and punishment on enquiry and proof.

7. The recruitment to all posts shall be based strictly on merit by the duly appointed staff selection committee.

8. Performance appraisal for faculty is carried out at the end of academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department, IQAC and college, publication of papers in Journals, presenting papers in conferences, attending FDPs / Workshops / R&D projects received, etc.

9. All teaching and non-teaching Staff should observe self-discipline, ethics and dignity at work place. They are permitted to use the Mobile phones only in their office/at sitting place. They should not attend phone calls to the Classroom/ Tutorial room/Laboratories/Seminar Hall/Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work.

Rules for Working Days and Working Hours:

- The Working days are from Monday to Saturday in a week except Govt. Holidays. However, during Internal Tests, in the event of shortage of working days to complete the syllabus, and University Examinations holidays may be converted as working days. The list of holidays for each semester will be clearly indicated in the Academic schedule.

- On all Working days, the Class work will be from 9.00 am to 2.30 pm. All Faculty members have to reach the College campus before 08.55 am and leave the campus after 02.30 pm. Non-teaching Staff leave the campus after 04.00 pm

- Attendance is through biometric device and they need to sign in the Attendance Register in the College Office both in the morning during arrival and in the evening before departure.

Dress Code and General Appearance:

- Faculty members are advised to wear white formal Shirt and light grey-coloured trousers. They should tuck-in their shirts, wear formal black belt, black shoes and groomed properly. Non-Teaching Staff shall wear uniform dress with formal Shoes. All should wear their identity cards regularly.

Cleanliness, House Keeping and Energy Conservation:

- All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan, AC, computers, printers, etc. All are responsible in conserving the energy.

Academic Work:

- An academic schedule or calendar comprising the details of reopening date, working days, holidays, internal Tests, model examination, last working day, events, university examinations, etc., based upon the Affiliated University academic schedule shall be prepared by the principal's office for each semester before the commencement of classes and a copy of the same be given to all departments, for proper implementation.

- Time table shall be prepared by each department and implemented after due approval from the HOD and the principal.

- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.

- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.

- Faculty members shall make use of NPTEL videos, SWAYAM and other e-learning modules for facilitating enhanced learning by the students.

- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn.

- Each faculty member must aim to produce 100% result in the subject taught by him. In any case the result of each subject should be greater than 90%.

- In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honored with a certificate of appreciation.

- The overall performance of the faculty members will be linked to their increments and promotions.

- Teachers provided with financial support /incentives to attend conferences/ workshops/ Seminars/FDPs etc. and towards membership fee of National /International professional bodies

Participation in Conferences / Seminars / Workshops, FDP, and Research/Publications work:

- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.

- The college will sponsor the registration fee, boarding expenses and travel expenditure as defined in our policy for participation in Regional/National conferences.

- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals.

- Faculty members who are active in their research and publish their work will be encouraged with the incentives. Further, Registration fee, TA, DA will be provided as described in policy to attend the conferences of National/International level.

Organizing Conferences / Seminars / Workshops, FDP, Guest lectures:

- Each department shall organize at least one conference/seminar/workshop, FDP, etc., during every academic year.

- Every department shall conduct at least 2 Guest/special/expert lectures per semester to impart knowledge on current affairs and beyond syllabus.

1. **Signature of Principal:**

2. **Signature (Member of Governing Body)**

Rules and regulations of the college and students' discipline:

1. Students are expected to come to the college in neat, clean and simple clothes. They must conform to the high standards of modesty maintained by the institutions. They should not wear gaudy dresses.

2. All students are expected to wear dress code of college. Inappropriate dress code is strictly prohibited.

3. Students should not bring discredit to the college or to themselves. Insubordination and rude behavior of any kind inside or outside the college will be severely dealt with.

4. Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the class room during class hours without the permission of the principal. They are not permitted to go out during lunch break.

5. The students should stand up and wish the teacher when he enters the class. They should take their seats only after the teacher takes his seat or instructs the students to do so.

6. They should wish all the teachers irrespective of their departments.

7. Strict silence should be maintained during class hours in the Classrooms, Library, Laboratory, Examination halls and in the College premises.

8. Use of books, magazines and other materials not approved by the principal will not be permitted in the college campus.

9. All lost property should be brought to the college office.

10. Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be tolerated.

11. Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the principal.

12. Students are not permitted to entertain the visitors in the college during the working hours. They are strictly forbidden from receiving personal phone calls or letters.

13. Student should not enter the office room, staff room, IQAC office & labs without permission.

14. Monthly/Unit tests and model examinations are part of curriculum and student should be sincere in taking these tests. They should not indulge in any kind of malpractice during examinations or tests.

16. Ragging in any form inside or outside the college campus is strictly banned. Senior students found indulging in ragging junior students will be dismissed from the institution. According to guidelines provided by U.G.C. and university, students found guilty of participation or abetment in ragging will be subject to severe punishment ranging from cancellation of admission to a fine up to Rs.25000 and rigorous imprisonment up to 3 years.

17. Students must abide by the rules and regulations in force as well as other rules prescribed by the college from time to time. Thus, in the interest of the students, strict discipline has become the watch word of the college.

19. Students who do not follow the college rules and regulations will be expelled from the college.

20. Students coming by two wheelers are instructed to wear helmet. They should possess a valid driving license. The vehicle must be parked in the allotted space only.

21. Strictly prohibited drugs in college campus

22. Don't use plastic in college campus.

Lab Rules:

1. Silence should be maintained inside the Computer, Media, GIS, Matlab and Language labs.

2. Playing games and chatting are prohibited.

3. Students should work only in their assigned systems or instruments and they are responsible for the given system or instruments.

4. Chewable items are prohibited inside the lab.

5. If a student damages the system or component, the expense will be collected from him.

6. Students should get permission while entering & leaving the lab.

7. Students should get permission to use personal tools/instruments inside the lab.

8. Scribbling on the walls or computer tables is not permitted.

9. Chairs should be arranged properly before leaving the lab.

Library Rules:

1. The library is kept open on all the working day for all the students and staff of the college from 9.00am to 4.00 pm. The library will remain closed on all holidays.

2. Students and staff should make entry in the gate register before entering the library.

3. Each first year UG student can borrow two books, second and third year UG students can borrow three books and PG students can borrow 4 books for an academic year using their ID card.

4. Students will be entitled to keep the borrowed books for two weeks from the date of issue. At the end of the period, they shall return the books to the library

5. A student failing to return a book on the due date will be fined as follows. For first week -Rs. 1 per each day of delay For second week -Rs. 2 per each day of delay After second week -The cost of book will be collected

6. ID card is not transferable.

7. The librarian can recall any book at any time even if the period of loan has not expired.

8. A student who has to pay fine or any other charge to the library will not be allowed to borrow books. 9. Absence from college will not ordinarily be accepted as an excuse for delay in the return of books.

10. Reference books will not be lent out.

11. Students are expected to use all the books with care. If a book is lost or damaged, the borrower has to replace the book or pay double the cost of the book.

12. All marking, underlining or annotating of books whether already soiled or not is forbidden. Every book will be examined and if it is found damaged, the matter will be reported to the principal for disciplinary action.

13. The last borrower using a book shall be held responsible for all effects which he/she did not point out at the time of his/her taking it.

14. No renewals of the books will be allowed after two weeks.

15. The library will be closed during vacation.

16. Strict silence and decorum should be observed in the library. It is the duty of the librarian to bring to the notice of the principal if any student is damaging the books, talking or making noise or coming to the library improperly dressed or misbehaving.

17. All complaints and suggestions should in the first instance be made to the librarian who will, if necessary, refer them to the principal.

18. Students must return all the library books and the cards at the end of the course or at the time of leaving the college whichever is earlier. All dues should be paid.

19. Students are not allowed to bring any printed matter, notebooks or files inside the library.

20. The librarian's decisions are final in the matter of issue, and collection of the books from the students.

Attendance and Leave of Absence:

1. No student will be allowed to absent himself from the college without prior permission from principal duly verified by HOD.

2. Anyone who is not present in the class when attendance is taken will be marked absent.

3. Students have to obtain parent's signature preferably from father in the leave letter.

4. The absence of one hour or more in a session will be marked as absent for half a day.

5. They will be allowed to attend the class only after the leave is sanctioned by the tutor concerned

and the principal.

6. In case of absence due to unforeseen cause, application for leave must be submitted as soon as possible, and never later than the first day of return to the college.

7. If a student takes leave because of sickness he has to submit a medical certificate signed by a registered doctor. He should submit it on the first day as soon he comes to the college after leave.

8. Medical certificate submitted late, will not be considered.

9. If a student takes leave for more than three days he will not be allowed into classroom, unless he meets the principal along with his parents.

10. No student should absent himself on the first and last working day of the college.

11. No leave will be granted for monthly tests, unit and house examinations, unless for reasons of great necessity, which must be proved to the satisfaction of the principal.

12. Students are instructed to strictly follow the format of the leave letter given in the college calendar.

13. The students should earn at least 75% of attendance to appear for university exams.

14. En masse leave by students or abstaining from classes for whatever reason will be strictly viewed.

General Instruction:

1. Use of mobile cell is not allowed in the college campus.

2. Student must attend expert lecture/ seminars/ debates/ functions arranged by the college, for overall personality development of the students.

3. Minimum 80% attendance in regular theory and practical classes is compulsory for grant of term. Otherwise, they will not be allowed to appear for examinations.

4. Students are expected to take active part in extra-curricular activities organized by the college from time to time.

5. Students must park their vehicles in the parking stand only and bicycles with proper lock system.

6. Home assignments, test, tutorials, seminar are compulsory.

7. Students should inform their progress to their parents, guardians.

8. Fines are imposed for the absence to classes without prior information.

9. Students must go through various notices and circulars displayed on the notice boards or website of the college from time to time regarding all activities including examinations, scholarships and placement opportunities.

10. Misbehavior on the party of the students is considered as a serious affiance.

11. Damage to the college property caused by the students will be duly recovered from them.

12. Undertaking should be given against ragging.

13. Dress code for all courses is compulsory.

Admission:

Admissions to all Undergraduate and Postgraduate courses are conducted by the DHE only on online mode. The admission process begins as soon as the result declared. The college will release a notification regarding admission through website. Candidates seeking admission to any of the courses offered by this college should apply on DHE admission portal through the prescribed online application form.

Eligibility: The rules given by DHE and Ch. Devilal University, Sirsa will be applicable.

Details of Award for students:

Descriptions	Rewards
University Topper (Semester)	Rs. 5000/-
Top ten	Rs. 2500/-
Above 85% Marks	Rs. 2500/-

Outdoor institute (Extracurricular activity)

1st in National level	Rs. 1000/- per students
2nd in National level	Rs. 750/- per students
3rd in National level	Rs. 500/- per students
State level	Rs. 750 –I, Rs. 500- II, Rs. 300-III

University topper or a student securing at least 85% marks in UG will be given 30% freeship if he takes admission in PG class in the same college.

Youth Festival

1st Position	40% less in next year fee
2nd Position	30% less in next year fee

Note: - It is not applicable to the students who are already getting any private or government scholarship.

Signature   **Principal**

SCHOLARSHIP, FREESHIP
&
CONCESSION POLICY

SSJBC, Ver. 1.0

INDEX

1. PURPOSE

With an aim to uplift rural education and provide sports opportunities to the backward area children, the institution is working towards its vision, 'selfless service to humanity. In this Policy we have tried to evolve general rules & guidelines to give student fee concession to all eligible students.

2. ACRONYMS

SSJBC	Shah Satnam Ji Boys College
HOI	Head of Institution

3. Scholarship for Meritorious students

Scholarship of 100% fee on the self-financing fee head is allowed to students of this category who score 90% marks in 12th exam and 80% in UG and PG Programme in the college in their respective course or program academic session.

Note: To avail this category scholarship, the applicant must submit all the necessary document along with the Application Form in prescribed format.

4. Staff Ward Concession

- Concession of 50% fee in total fee are granted to the ward of staff of the college and school.
- If two or more students from a family take admission in the college, then 100% scholarship will be given to the eldest child in self-financing fee head.

4.1 Terms and Conditions:

a) The concession will not be applicable to Part Time Teacher/Visiting faculty/Float Teacher/Contract staff/teacher on long leave.

b) All other fee like Bus fee, External assessment/tests fee, Fee collected for Government exams etc. or any other fee collected by the college under any head will be paid by the employee in full.

c) In case any employee, who avails the staff ward concession, leaves the institute amid academic-session, the concession on fee shall be discontinued; also that employee shall have to deposit the already availed concessional amount to the Institution.

d) In case of a child repeating a year in the same course, he/she will not be eligible for fee concession for that period.

e) Only two children from one family / of an employee will qualify for the concession.

5 Children of Parents with weak financial condition

Concession in self-financing fee head is allowed to students of this category as per the detail given below:

CONCESSION DETAILS		
	ANNUAL FAMILY INCOME	
CATEGORY	Income of family up to INR 1,80,000 PA.	Income of famaily above INR 1,80,000 PA.
CONCESSION	100% concession in self-financing fee head	No Concession

Eligibility: The rules given by DHE and Ch. Devilal University, Sirsa will be applicable.

6. Scholarship for the students' participation in academic and extracurricular activities:

Descriptions	Rewards
University Topper (Semester)	Rs. 3000/-
Top ten	Rs. 2000/-
Above 85% Marks	Rs. 2000/-

Outdoor institute (Extracurricular activity)

1st in National level	Rs. 1000/- per students
2nd in National level	Rs. 750/- per students
3rd in National level	Rs. 500/- per students
State level	Rs. 750 –I, 500- II, 300-III

University topper or a student securing at least 85% marks in UG will be given 30% scholarship if he takes admission in PG class in the same college.

Youth Festival

1st Position	Rs. 3000/-
2nd Position	Rs. 2000/-

Note: It is not applicable to the students who are already getting any private or government scholarship.

6.1 Terms and conditions:

a) In this category the total number of concession cases shall not be more than 3% of the total student strength of the institution on eligibility basis.

b) Parents applying for concessions shall apply every year, as soon as the fee payment schedule is announced, before the commencement of the academic year.

c) To avail this category concession, parents must submit all the necessary documents Application Form in prescribed format, Aadhar Card, BPL Card/ Income certificate/Self Income declaration affidavit, application duly verified by Sarpanch (Village residents)/ M.C (Urban area residents)

d) Fee like Bus fee, External assessment/tests fee, Fee collected for Government exams will be paid by the parents in full.

e) In case of a child repeating a year in the same course, he/she will not be eligible for the fee concession for that period.

d) Only two children of a family will qualify for this concession.

7. Scholarship and Fee concession for Sports Students:

The College shall provide the following fee concession and scholarship for the students with who are having excellent Sports Achievement: Sportspersons of Shah Satnam Ji Cricket Academy, Shah Satnam Ji Roller Skating Stadium or any sports in any of the Shah Satnam Ji Education Institutions with achievements, will be allowed to avail fee concession on total fee excluding university charges.

CATEGORY	ACHIEVEMENT							
	GOLD		**SILVER**		**BRONZE**		**PARTICIPATOIN**	
	Self-Financing Fee head	Hostel Fee	Self-Financing Fee head	Hostel Fee	Self-Financing Fee head	Hostel Fee	Self-Financing Fee head	Hostel Fee
NATIONAL LEVEL	100% Concession	100% Concession	65% Concession	65% Concession	40% Concession	40% Concession	15% Concession	15% Concession
STATE LEVEL	65% Concession	65% Concession	40% Concession	40% Concession	15% Concession	15% Concession	No Concession	No Concession
Any other college- Approved level/CBSE National/Tug of War (Association) Gold	15% Concession	15% Concession	No Concession	No Concession	No Concession	No Concession	No Concession	No Concession

S. No.	Achievement	Concession on self-financing fee head & hostel fee
1	State Gold + National Gold	100%
2	State Gold + National Silver	90%
3	State Gold + National Bronze	80%
4	State Gold + National Participation	70%
5	State Silver + National Gold	100%
6	State Silver + National Silver	85%
7	State Silver + National Bronze	70%
8	State Silver + National Participation	55%
9	State Bronze + National Gold	100%
10	State Bronze + National Silver	75%
11	State Bronze + National Bronze	50%
12	State Bronze + National Participation	25%

SPORTS CONCESSION- OTHER CATEGORIES		
A		
1	Inter college Gold	40%
2	Inter college Silver	25%
3	Inter college Bronze	15%
B		
1	North/West Zone Inter Uni. Gold	65%
2	North/West Zone Inter Uni. Silver	40%
3	North/West Zone Inter Uni. Bronze	20%
4	North/West Zone Inter Uni. Participation	10%
C		
1	Inter College Gold + North/West Zone Gold	75%
2	Inter College Gold + North/West Zone Silver	60%
3	Inter College Gold + North/West Zone Bronze	50%
4	Inter College Gold + North/West Zone Participation	45%
5	Inter College Silver + North/West Zone Gold	70%

6	Inter College Silver + North/West Zone Silver	45%
7	Inter College Silver + North/West Zone Bronze	35%
8	Inter College Silver + North/West Zone Participation	20%
D		
1	All India Uni. Gold	100%
2	All India Uni. Silver	75%
3	All India Uni. Bronze	50%
4	All India Uni. Participation	25%
E		
1	Inter College Gold + All India Gold	100%
2	Inter College Gold + All India Silver	80%
3	Inter College Gold + All India Bronze	60%
4	Inter College Gold + All India Participation	55%
F		
1	North/West Zone Gold + All India Gold	100%
2	North/West Zone Gold + All India Silver	85%
3	North/West Zone Gold + All India Bonze	75%
4	North/West Zone Gold + All India Participation	70%
5	North/West Zone Silver + All India Gold	100%
6	North/West Zone Silver + All India Silver	80%
7	North/West Zone Silver + All India Bronze	60%
8	North/West Zone Silver + All India Participation	45%

Scholarship:

Scholarship	Prize
International Medal	Rs. 15000+ Track Suit
International Participation	Rs. 10000+ Track Suit
All India/ National Medal 1st position	Rs. 10000+ Track Suit
All India/ National Medal 2nd position	Rs. 7500+ Track Suit
All India/ National Medal 3rd position	Rs. 5500+ Track Suit
National Participation	Track Suit

Note: 1. Only those Games are included which are included in Asian games, Commonwealth games, Olympic Games and various Shah Satnam Ji Academics.
2. The continuity of the fee concession shall depend on the continuous performance of the students in their respective sporting discipline and general performance in the College.
3. Apart from that fee concession policy will be applicable as per achievement of sportsman.

7.1 Terms and conditions:
- The sportspersons, with achievement in sports in the academic year (2021-22), in accordance with 'Sports Gradation' categories only, will be considered for sports concession.
- International players will be given concession for two years.
- Apart from this College Shall provide scholarship for the following talented sports person according to their achievements.

8 TERMS & CONDITIONS: All Concession Categories
- Self-financing fee head does not include Bus fee, External assessment/tests uniforms, text books, stationary, annual camps, additional subject support/individual activity, educational tours, respective university applications/exam fee, specialized individual projects.

- Families/ Parents wishing to apply for concessional fee must do so on the "Application form for concessional fee" obtainable from the reception office on or before 30th November positively. No application shall be accepted after 30th November.
- Where the Principal/Head of Institution is satisfied with the documentary evidence provided, a concession may be granted following an interview.
- On approval of the fee concession by the Principal/Head of Institution, parents must deduct concession amount from total course fee and pay remaining fee amount during admission.
- Only one category of fee concession can be availed (whichever is higher) at a time.
- If student pays total fee and later if any student claims for concession or refund of concession amount, then such request after admission will not be accepted/refunded.
- Granting any additional fee concession or refusing fee concession is at the discretion of Head of the Institution/ Principal.

9   POLICY PROVISIONS

The policy will continue to be in force unless superseded by a revised policy. The Institution reserves the right to amend, abrogate, modify, rescind / reinstate the entire policy or any part of it at any time.

10   DOCUMENT HISTORY

Version	Date	Author (Function)	Reviewed by	Approved by	Nature of Changes
Issue 1.0	1-10-2020	SSJBC Office	Principal/HOI-SSJBC	Principal/HOI-SSJBC	First integrated issue

Signature   Principal

Code of Ethics for
Students, Faculty and Administration

SHAH SATNAM JI BOYS' COLLEGE, SIRSA

CODE OF ETHICS
Staff, Administration & Students

DISCLAIMER	This document is compiled in compliance with territorial employment standards and is provided for information purpose only. The college has no legal liability for loss or damage caused as a result reliance on such information.

Draft Committee:

S.No.	Name	Designation	Role
1.	Dr. Dilawar Singh	Principal	Convener
2.	Dr. Anil Kumar	Co-ordinator (IQAC)	Member
3.	Sh. Sumit Singla	HoD- Commerce	Member
4.	Sh. Ashu Garg	Asstt. Prof. Computer Sci.	Member
5.	Sh. Gourav Vasuja	Asstt. Prof. Physics	Member

FOREWORD

This document on 'Code of Ethics for Students, Faculty and Administration' has been compiled to provide all the stakeholders of Shah Satnam Ji Boys College, Sirsa a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the fulfillment of social responsibilities at designated levels.

In cognizance of the magnitude of the responsibility inherently involved in education system. All the concerned stakeholders including governing body, staff and students, need to accept and adhere to the highest ethical standards in the teaching/learning process.

This system of 'Corrective Measures' in place will help the administration to identify any kind of breach of code of conduct and immediately adopt necessary corrective steps for restoring the desired professional ethics and human values.

CODE OF ETHICS FOR FACULTY AND ADMINISTRATION

1. Maintain decorum both inside and outside the classroom and set a good example to the students.

2. Should act with integrity, comply with laws. Plagiarism of any nature is prohibited. Maintain a professional work environment and comply with institution policies.

3. Welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion and mental and physical ability.

4. Always conduct professionally. Be kind to others. Do not insult or put down others, trust others as you would like to be treated. Harassment and exclusionary behavior aren't acceptable.

5. It is essential that one should avoid relationships and activities that host, or appears to hurt, their ability to make objective and fair decisions and thus avoid conflict of interest.

6. Protect institution assets, including physical, intellectual, and electronic or digital properties.

7. To be regular and punctual in attendance. This means being in the college, ready to work, at starting time each day. Absenteeism and tardiness burden others and the institution.

8. As per the rules of the institute, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HoD before going on leave, failing which, the leave will be treated as unauthorized and necessary action will be taken up.

9. Being under the influence of illegal drugs, alcohol, or substances of abuse is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.

10. Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.

11. Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and in respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. faculty should sport their ID cards in campus.

CODE OF ETHICS FOR STUDENTS

1. Treat institute teachers, administrators, offers, employees, guest and visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.
2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.
3. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5. Avoid any activity or behavior that would unfairly give advantage or disadvantage to another student academically.
6. Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.
7. Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students.
8. Posting derogatory comments about individuals of the institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the institute is prohibited.
9. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.
10. All the students who secure admission in college should follow the prescribed dress code during all the years of their study, barring in exempted days/ occasions.
11. Use of cell phones in the campus is prohibited.
12. Audio or video recording in class rooms or actions of others students, faculty, or staff shall not be done without prior permission.
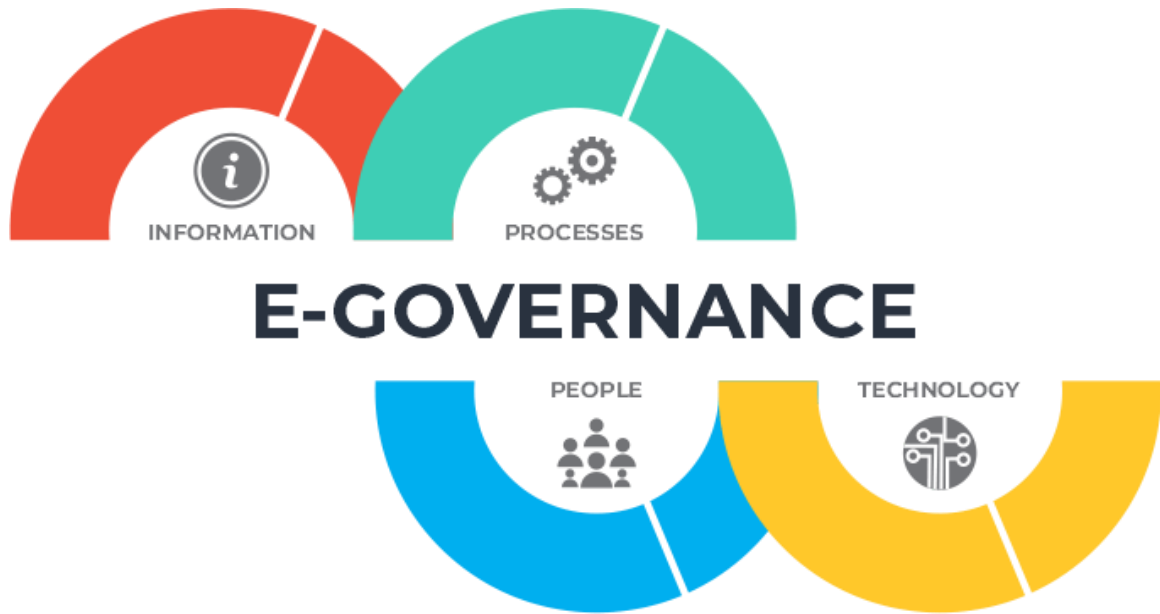
E-GOVERNANCE POLICY

Shah Satnam Ji Boys College, Sirsa

PREAMBLE

E-governance envisages with the sole vision of enhancing the system of governance for development of the institute by leveraging new and cutting edge technologies. The broad areas of e-governance are in the area of examinations, admissions, day to day operations of departments, academics, placements management information systems and stake holder's inclusion in a staged manner. It aims at planning and facilitating any infrastructure for the deployment of cutting edge applications and deployment of solutions for seamless administration of the institute.

Vision:	To enhance the system of governance for the overall development of the institute by leveragingtechnologies.
Mission:	Deploy new solutions and ideas in various departments of the Institute for seamless data accessenabling better decision making.
Objectives:	1. Implementation of E-governance in various functioning of the institution 2. Achieving efficiency in our functioning 3. Promoting transparency and accountability 4. Achieving paperless administration of the institution 5. Facilitating online internal and external communication between various entities of theinstitution 6. Providing easy access to information 7. To maintain the Data on a secure environment. 8. Making the institution visible globally
Policy:	1. In order to provide simpler and efficient system of governance within the institution, it isdecided to adopt and implement e-governance in maximum activities of our functioning. 2. Institution to embrace e-governance for the seamless access of data for better decision makingat various levels of the organization.
Area of Implementation:	1. Website & Social Media 2. Student Administration 3. Academics 4. Internal & External Examinations 5. Communication System 6. Finance & Accounts 7. Library 8. Payment Systems 9. Placements

E-governance in following areas:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website & Social Media:** The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Websiteis hosted & deployed by a third party on a secure platform. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media.

2. **Student Administration:** Institution to process admissions for programs, transport etc. using a Suitable ERP Solution. Students also must be able to obtain character certificates, bonafide certificates, etc. on an online mode.

3. **Academics:** Institution to manage student academics using a suitable ERP Solution with Real time communication to parents with respect to Student Progress.

4. **Internal & External Examinations:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to bemaintained while handling examinations and work needs to be done utmost care and caution. Examination coordinator needs to supervise the entire process of examination under the guidance of the Principal of the college. Regular updates of Students Internal Performance to be maintained and communicated to the parents.

5. **Communication:** Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters.

6. **Finance & Accounts:** For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented.

7. **Library:** Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus. Access to e-books,

journals & E- resources to be provided within the campus.

8. **Payments:** Parents & Staff to make payments using online Platforms.

9. **Placements:** Placement to maintain student info & provide access to placement information on their fingertips.

Anti-Ragging
Policy

SHAH SATNAM JI BOYS' COLLEGE
Shah Mastana Ji Dham, Begu Road
Sirsa (Haryana)

ANTI-RAGGING POLICY

INTRODUCTION | '*Merit*' and '*Ethics*' being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance. 'Ragging' a social menace, as such has noplace in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'anti- ragging policy' to be adopted by the Institute.

Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate italtogether.

The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment ismeted out to those indulging in it. Strict implementation of the guidelines issued by Hon'bleSupreme Court on this issue has also been stressed by the Ministry.

Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

Details of Policy:

This policy encourages socialization of students to the academic environment of the Institute,simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration. The 'anti-ragging policy' adopted by the Institute therefore is aimed at:

(a) Creation, development and nurturing a conducive, socio-academic environment withinthe student population.

(b) Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated.

(c) Keeping in place an integrated system to discourage and prevent any negative acts like'ragging' by the seniors, which disrupts socio-academic integration of new entrants.

(d) Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by wayof disciplinary measures.

Definitions:

For the purpose of this policy the following are defined as under: -

'Institute' means the Shah Satnam Ji Boys' College, Sirsa.

'Student' includes any person who is enrolled for any course with the Institute.

'Ragging' constitutes one or more of any of the following acts:

(a) a conduct by any student or a group of students whether by words spoken or

written or by an act which has the effect of teasing, treating or handling any otherstudent with rudeness;

(b) indulging in undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

(c) asking a student to do any act which the student will not carry out in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche ofsuch student(s);

(d) any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student(s);

(e) exploiting the services of any student for completing the academic tasks assigned to an individual or a group of students.

(f) any act of financial extortion or forceful expenditure burden put on a student by any other student or a group of students;

(g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

(h) any act or abuse by spoken words, emails, posts, social networking posts, e-posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a student(s);

(i) any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by any student or a group of students over any other student(s).

Preventive Aspects of Ragging:

(j) Address by the Competent Authorities of the Institute.
The Concerned official(s) during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants/ students at the time of counselling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the '*Anti Ragging Policy*' of the Institute. The efforts during such meets be directed towards achieving socio- academic integration of new entrants with the specific merit oriented environment of mutuality and trust of the Institute.

(k) New batch inaugurals
The faculty members, during new batch inaugurals may provide tothe students, the guidelines on expected behavioral norms wherein a mention to the Anti ragging policy may be made.

(l) Welcome Party for New Entrants
Senior students shall be encouraged to organize a "*Welcome Party*" for new entrants. For the said purpose an organizing committee may be constituted comprising of selected senior students of which, a senior faculty member will be the Ex-Officio-Chairman cum Patron. The Chairperson - Student Affairs and faculty members, to the extent possible, should participate in such a party.

(m) Mentoring

Mentoring shall function under the guidance of a Senior Faculty and in direct supervision of the Principal with an Anti-Ragging Committee. Such a work would be manned by senior students of NSS & NCC. These students will also monitor Psychological Behavior / behavioral aberration of new students. If any abnormal behavior orenvironmental adjustment problem observed, the same shall be reported to the coordinator of the anti-ragging committee.

(n) **Social, Cultural, Sports Activities**
The membership of all student clubs and committees will be coordinated on thelines of this (proposed anti-ragging) policy. The induction process to all students' clubs and committees will be organized in line with the proposed anti – raggingpolicy.

(o) **Watch arrangements**
The Institute has identified following vulnerable locations
a) Vacant class rooms.
b) Auditorium
c) Canteen
d) Playground / Gymnasium
e) Student activity Areas,
f) Favorite joints of students in the vicinity.

All concerned are to keep a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, lawn etc.), where students are accommodated.

These areas are needed to be carefully guarded if required by posting security personnel.

Wide–dissemination of Anti-Ragging Policy-
Prospectus and Admission forms-
(i) All prospectus should contain a specific caution that "ragging is banned in the Institute, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute."
(ii) All students of the Institute are required to submit an online anti-ragging declaration form at the time of admission.

Erection of Posters-
Academic programme office may put up posters in prominent places within the campus to exhort students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contactedin case of "ragging". The same needs to be displayed on the website of the institute.

MONITORING ASPECTS OF RAGGING

Anti – Ragging Committee (ARC) at the Institute Level
An Anti – Ragging Committee (ARC) should be constituted at Institute level to monitorthe various aspects related to menace of ragging. The members of this committee can benominated by the Principal. The ARC may have chairperson and other members in order to carry out the compliance of this policy across the whole institute along with the manner in which the same are dealt with.

PROCEDURAL AND PUNITIVE ASPECTS OF "RAGGING"

First Information Person (FIP)

(a) 'First Information Person (FIP)' would be nominated by the Institute at beginning of each academic year. The FIP would provide first instance intervention in case of any complaint of "ragging".

(b) FIP will also need to co-ordinate the preventive aspects of ragging, under guidance of the ARC aiming to create a "ragging free environment"

(c) FIP will be responsible for taking steps to ensure that cases of "ragging" within the institute are brought to the notice of the ARC & Principal as soon as possible.

(d) FIP is empowered to deal with informal complaints of "ragging" and/or take suo- moto cognizance of any such incident.

Ragging Reporting Procedure

(e) If any individual believes that he has been subjected to 'ragging' or has knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed / known about "ragging") shall have option to file a complaint with the Chairperson ARC. This may be done in writing or orally. Written complaint is preferable.

(f) FIP or member/s of the ARC will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.

(g) All formal/Informal complaints of "ragging" may be made to the FIP within the constituent unit or directly to Chairperson ARC as stated above.

Anty Ragging Committee (ARC) as Enquiry Committee

ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start maximum within three (03) days of reporting the incident and reports finalized by the ARC pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the competent authority maximum within a period of four (04) weeks. In exceptional circumstances, the Chairperson ARC may grant extension to the time limit under information to the complainant and the accused.

Process of Enquiry

The process of enquiry should be such to ensure that principles of natural justice are adhered to.

Punishment / Penalties for 'ragging'

Based on the report of enquiry submitted by the ARC, the Chairperson ARC will recommend to the competent authority any of the punishment/(s) listed below or any other kind of punishment, which she/he may consider to be appropriate.

(a) Withholding scholarships or other benefits.
(b) Debarring from representation of events.
(c) Withholding results.
(d) Expulsion from Institute.
(e) Debarring from examination/s.
(f) Suspension from the institute or class for a limited period.
(g) Fine with public apology.
(h) Prosecuting for criminal offence.
(i) Filing FIR with the local police.
(j) Cancellation of admission.

Appeal

Appeal with regards to any action taken against the accused at any level and / or

against thepunishment awarded under this policy, shall lie with the Principal of the Institute, which should be filed within a period of two weeks from such an action or award of punishment.

SAVING AND REPEAL CLAUSE

Principal of the Institute will possess the sole authority for any interpretation, modification, oramendment to the policy depending upon the need from time to time. He will also possesspowers to exercise her/his discretion with respect to any or all of the clauses of this policy.

ANNEXURE –I

AFFIDAVIT BY STUDENT

I,.. Registration No ....
... Year..............Batch...................... having been admitted to Shah Satnam Ji Boys College, Sirsa have received a copy of the Institute's anti-ragging policy. I had carefully read and fully understood the provisions contained in the said policy.

I have, in particular, perused clause 3 of the policy and am aware as to what constitutes ragging. I have also, in particulars, perused clause 6 of the policy and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively of passively, or being part of a conspiracy to promote ragging.

     I hereby solemnly aver and undertake that

(a) I will not indulges in any behavior or act that may be constituted as ragging underclause 3 of the policy.

(b) I will not participate in or abet or propagate through any act of commission orcommission that may be constituted as ragging under clause 3 of the policy.

I hereby affirm that, if found guilty of ragging, I am liable to punishment according to clause 6 of the policy, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ....day of ....month of...............   year

SIGNATURE OF DEPONENT
NAME.............................

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no partof the affidavit is false and nothing has been concealed or misstated therein.

Verified at ....on this the day of ....month of............year.............

SIGNATURE OF DEPONENT

Solemnly affirmed and signed in my presence on this the day of ....month of.....................year .... after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE –II

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs...declare that, my ward Mr./Ms......................... ....enrolled in ....
programme with Registration No..................... Year..............and Batch. .... having been admitted to Shah Satnam Ji Boys College, Sirsa have received a copy of the institute's anti – ragging policy and had carefully read and fully understood the provisions contained in the said policy.

I have, in particular, perused clause 3 of the policy and am aware as to what constitutes ragging. I have also, in particulars, perused clause 6 of the policy and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively of passively, or being part of a conspiracy to promote ragging.

     I hereby solemnly aver and undertake that

a) My ward does not indulge in any behavior or act that may be constituted asragging under clause 3 of the Regulations.
b) My ward does not participates in or abets or propagates through any act of commission or commission that may be constituted as ragging under clause 3 of the Regulations.

I hereby affirm that, if found guilty of ragging, my ward is liable to punishment according to clause 6 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ....day of ....month of... .... year

SIGNATURE OF DEPONENT
NAME.............................

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no partof the affidavit is false and nothing has been concealed or misstated therein.

Verified at ....on this the day of ....month of............year.............

SIGNATURE OF DEPONENT

Solemnly affirmed and signed in my presence on this the day of.....................month of......................year..............................after reading the contents of this affidavit.

OATH COMMISSIONER

Policy for Academic and Administrative Audit (AAA)

Academic and Administrative Audit (AAA)

INTRODUCTION	The main objective of the audit is to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution. The review process is usually carried out by internal committee members and the external academicians. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC.

The criteria-wise evaluation of the department includes:

- Course content
- Teaching - Learning Process
- Examination and Evaluation system
- Results
- Other activities
- Infrastructure
- Department Administration

The list of documents and proforma for the department level evaluation is given as Appendix-A. The list of documents and facilities for verification and the proforma for the institute level is given as Appendix-B.

Process Involved in External AAA:

The process involved for the AAA by the external members is given below.

Meeting with Principal to finalize the

↓

Identifying the external academicians on AAA committee

↓

Taking consent from the external

↓

Schedule and the evaluation proforma was mailed to the members

↓

AAA conducted on the scheduled date
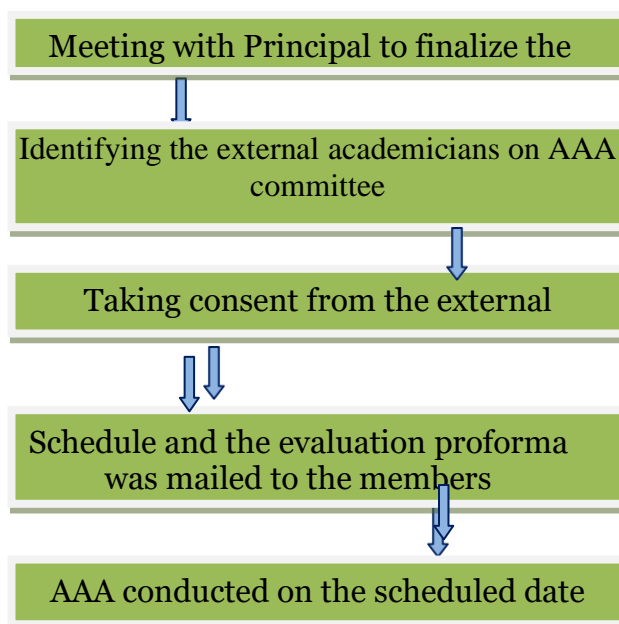
As per the names suggested and their consent, Academic and Administrative an External Audit Committee constituted by the Principal:

Constitution of Internal AAA Committee:

It is notifying that the Academic and Administrative Audit is a peer review process including a self-study and a site visit by peers from inside the institution. The purpose of this administrative & academic audit is to encourage programs, departments, Accounts, Library, Sports and the institution to evaluate their quality processes and standards based on predetermined benchmarks and to suggest activities required to produce, assure, and regularly improve the quality of the whole system in place including curricular and co-curricular programmes and activities and the infrastructure and support services and it is decided that the committee shall carry out audit at least once in June of every year.

The Internal Academic and Administrative Audit consist of the following members.

A. Executive Council Members of IAAC:		
S.R.	**Post**	**Designation**
1	Principal	Chairman
2	Co-ordination (IQAC)	Member
3	Academic Head	Member
4	Representative from Governing Body	Member
B. Committee Representatives:		
5	Librarian	In-charge
6	One member from each department	Member

Procedure of Audit:

The AAA committee is assist by the IQAC members for conducting the audit. The Committee had a formal meeting with the Principal, Head of Departments and the coordinators during which Principal presented the overview of the institute, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved.

The members visit the departments, the infrastructural facilities in the department such as classrooms, laboratories and interacted with the teaching staff and the technical staff to know the academic and administrative performance. All the related documents are present to the members. After completing all stages of inspection and interactions in the department, AAA Report covering the observations was prepared for the respective departments by the member. Individual department evaluation sheets are enclosed with this report.

Also, the members visited the central facilities such as Examination section, Computer Labs, Career Counselling Cell, library and Seminar Hall, and had interactions with the coordinators. Other general facilities were also verified.

The Committee after completing all stages of inspection and interactions prepared the AAA report for the college covering the summarized observations and recommendations.

Internal Quality Assurance Cell (IQAC)
Internal Academic Audit

Department:		Name of HOD:	
Session:		Date of Audit:	

S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise		
2.	Teacher wise Workload Distribution list & Academic-Activity Calendar.		
3.	Time Table & Curriculum Plan		
4.	Outcomes of Course & Programme (COs & POs)		
5.	Last Course Completion Certificate/letter		
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)		
7.	List of Students participated in NCC, NSS, University level Sports & Culture.		
8.	List of students benefited by scholarships and freeships provided by the institution & government.		
9.	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year) (Make a full report of event)		
10.	Projects/Research/Training available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)		
11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care)		
12.	Published Books/ Chapter in Books		
13.	Presentation of paper in seminar/workshop etc, Participation in FDP/PDP/Training, Participated as Resource Person/Expert by any members of Department. (Copy of Paper/Appreciation or Certificate)		
14.	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Attache a full report of event in dept. file)		
15.	Awards & medals in Academic/Culture/Sports – Students & Teacher (Provide the Certificates, list of participants)		
16.	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)		
17.	Weekly/Assessment test/ marks list/report		
18.	Use of online learning system/App/Web/Whatsapp/Google class/youtube/smart class etc. (Attach Screen shots/ geotag pic/any documents etc. in file)		
19.	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)		
20.	Students Results (Pass percentage details year wise)		
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)		
22.	Mentioned Stock record & a list of infrastructural items/ equipment facilities in dept. file		
23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (Full Report of activities)		
24.	**MoUs / linkages with institutions/ industries:** At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.		
25.	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a **separate file**)		

	-Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.			
27.	Updated **separate Faculty File** (Resume, Academics, research Certificates, full publication copy, experience etc.			
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)			
29.	Proper/updated Attendance record of Students			
30.	Department Library Corner/ Book Bank			
31.	Question bank of each subject			
32.	List of Students who regular using library offline or online learning resources. (Authenticated list, approved by Librarian)			
33.	Last report of Academic and Administrative Audit of Dept.			
34.	Internal Assessments Marks List (IA list with signature of Students)			
35.	**Syllabus**/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics *(Career Guidance and Placement).* Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)			
36.	**Student centric methods** **Formula-** *Participants out of Total students*	**Experiential Learning:** Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.		
		Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.		
		Problem Solving Methodologies: Assignments on various topic, Career Counselling events. Case Studies are given for students to build solutions to problems.		
		ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc		
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)			
38.	Active Alumni group on facebook/Whatsapp (Screenshots)			
	Total Score			

Co-ordinator (IQAC)　　　　　In-charge Audit Team　　　　　Principal

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Observations and Recommendations of Internal Academic Audit 202_-2_

Department	Observations	Recommendations by IAAC	Score/ Grade
Arts			
Science			
Commerce & Management			
Journalism & Mass Communication			
Computer Science			
Physical Education			
Mathematics			
Geography			
English			

Co-ordinator (IQAC)　　　　　In-charge Audit Team　　　　　Principal

FORMAT FOR ACADEMIC & ADMINISTRATIVE AUDIT
(Departments)
Internal Quality Assurance Cell (IQAC), Shah Satnam Ji Boys College, Sirsa

Department:	Name of HoD:		
Session:	**Date of Audit:**		

S. No.	Verification Points	Description (Yes/No)	Score (1 to 5)
1.	Program Offered (Copy of syllabus in File) Semester wise		
2.	Teacher wise Workload Distribution list & Academic-Activity Calendar.		
3.	Time Table & Curriculum Plan		
4.	Outcomes of Course & Programme (COs & POs)		
5.	Last Course Completion Certificate/letter		
6.	List/Database of students with their photos as Gen, SC, ST, OBC etc.) as per reservation policy (As on current RR list)		
7.	List of Students participated in NCC, NSS, University level Sports & Culture.		
8.	List of students benefited by scholarships and freeships provided by the institution & government.		
9.	Guest/Extension/Expert Lecture organised by Dept. (Minimum two in a year) (Make a full report of event)		
10.	Projects/Research/Training available for students (Report of students undertaking project work/field work/internships with list of students, file, topic, certificates etc.)		
11.	Research paper Publications of any members of Dept. (Research Paper in UGC Care)		
12.	Published Books/ Chapter in Books		
13.	Presentation of paper in seminar/workshop etc, Participation in FDP/PDP/Training, Participated as Resource Person/Expert by any members of Department. (Copy of Paper/Appreciation or Certificate)		
14.	Organise by Dept.- FDP/ Workshop/Seminar/Conference (Attache a full report of event in dept. file)		
15.	Awards & medals in Academic/Culture/Sports – Students & Teacher (Provide the Certificates, list of participants)		
16.	Active Mentor-Mentee system adapted by the department (Reports with Geotag Photos, Students list with sign, Grievance letter, Action taken etc.)		
17.	Weekly/Assessment test/ marks list/report		
18.	Use of online learning system/App/Web/Whatsapp/Google class/youtube/smart class etc. (Attach Screen shots/ geotag pic/any documents etc. in file)		
19.	Students Placement and Progression to higher education (List of Placed/Job/Higher Education students & I-card, job letter, admission card etc.)		
20.	Students Results (Pass percentage details year wise)		
21.	Active facility of Display board for Students (Notice, Timetable, Activities pics, News, Curriculum plan, SWOT of dept. etc. (Attach geotag photos of Display board in dept. file)		
22.	Mentioned Stock record & a list of infrastructural items/ equipment facilities in dept. file		

23.	Best Practices activities/ Social work/ outreach societal activities/ any valued work for nature, earth care, health care or society. (Full Report of activities)		
24.	**MoUs / linkages with institutions/ industries:** At least one activity as on-the-job training, project work, student or faculty exchange and collaborative research program.		
25.	Regular Staff meeting notice, agenda & minutes. (At least two in a year)		
26.	Value Added/ Add - on /MOOC Courses (Full Report of Program in a **separate file**) -Registration list, Syllabus, Geotag pics, Attendance Sheet, Result Sheet, Question paper, Certificate etc.		
27.	Updated **separate Faculty File** (Resume, Academics, research Certificates, full publication copy, experience etc.		
28.	Remedial Classes taken for the weaker students (Identify measurement/test, Attendance list with students' signature etc.)		
29.	Proper/updated Attendance record of Students		
30.	Department Library Corner/ Book Bank		
31.	Question bank of each subject		
32.	List of Students who regular using library offline or online learning resources. (Authenticated list, approved by Librarian)		
33.	Last report of Academic and Administrative Audit of Dept.		
34.	Internal Assessments Marks List (IA list with signature of Students)		
35.	**Syllabus**/Topics/chapters covering cross cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics *(Career Guidance and Placement)*. Any Practices, programs or activity by the dept. related the issue. (Attach a copy of syllabus related these issues in dept. file)		
36.	**Student centric methods** **Formula-** *Participants out of Total students*	**Experiential Learning:** Field and Industrial Visits, Internships, Students Seminar and Presentations, Exhibitions, Model making contest etc.	
		Participative Learning: Debate, Poster making contest, Quiz contest, watching documentary, Student Participation, Group Discussion, Activity based learning, Expert Lectures and Workshops, Academic Guidance, Talk by experts, Students Seminar, Home Assignments and Presentations, Case Analysis, participation in Clubs activities.	
		Problem Solving Methodologies: Assignments on various topic, Career Counselling events. Case Studies are given for students to build solutions to problems.	
		ICT Enabled Tools for Effective Teaching Learning Process: Google Classroom, Google Sites, Swayam -NPTEL, E-Content Study material, E-Content on YouTube Channel, use of Social Media, Blog, WhatsApp, Use of Smart Class, PPTs, App, Websites etc	
37.	Students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.) (Collect Certificates of qualified students)		
38.	Active Alumni group on facebook/Whatsapp (Screenshots)		
	Total Score		

Chairperson of External Audit   **Member-1**   **Member-II**

Co-ordinator (IQAC)   **Principal**

FORMAT FOR ACADEMIC & ADMINISTRATIVE AUDIT (College)

Total Assessment Point	340	Percentage	Performance
Points Secured:			
Grade Secured:			

Grading System

Letter Grade	Score	Performance Descriptor
A	Above 76 to 100%	Excellent
B	Between 61 to 75%	Good
C	Between 51 to 60%	Satisfactory
D	Up to 50%	Need improvement

Note:
1. The Principal of the college is required to submit all details to justify the remarks mentioned under Sections A, B, C, D.
2. All information in format and details of documents should be submitted for assessment years in year wise manner.
3. A duly complete format should be made available both in hard copy and electronic copy to the committee.

- If any particulars in the tables below are not applicable (NA) to the college please mention it in remark. The peer review committee will verify the remarks and the marks will be deducted from Max marks and accordingly the grade will be calculated.

Profile of the College

1	Name of the College	Shah Satnam Ji Boys' College, Sirsa	
2	Year of Establishment	2000	
3	Location	Begu Road, Near Shah Mastan Ji Dham, Sirsa	

4	Status
	    A. Aided
	    B. Unaided
		Unaided (Self-Financed)	

5	Name of the Principal	Dr. Dilawar Singh	
6	Course and Admission	**Course**	**Admission Procedure**
		BA B.Com BBA BA-JMC B.Sc. (CS & NM) D.P.Ed. B.P.Ed. M.Com MA English M.Sc Maths M.Sc. Geography MA-JMC M.A. Pub. Adm.	Merit bases through DGHE Central Admission Portal
7	Total Faculty Position		
8	Non-Teaching Staff Position		
9	Total Intake capacity and no. of Students admitted for last Three Years	Year Intake Admission	
10	Total Amount of Fees Received from All Courses for last Three Years	**Year** **Fees Received**	
11	Total grant utilized for infrastructure development.	**Year** **Grant Received**	

A. Administrative Set up

Particulars	Status		Max Marks	Marks Obtained (2-3-5)	Remarks
	Yes	No			
1. Accreditation of NAAC		No	05		
2. NIRF a. Ranking (<500)		-	05		
b. Participating	Yes		03		
3. Quality certification like ISO etc.		No	05		
4. Special Programs College with Potential for Excellence etc.		No	05		
5. Principal	Yes				
a. Regular		No	05		
b. Non-Regular	Yes		03		
6. Faculty (15)	**Status**	**Grade %**			
a. Professor	0	71-100%	05		
		51-70%	03		
		50 & below	02		
b. Associate Professor	1	71-100%	05		
		51-70%	03		
		50 & below	02		
c. Assistant Professor	33	71-100%	05		
		51-70%	03		
		50 & below	02		
7. Teacher : Student Ratio (Full Time)	2021-22 - 1:29 2022-23 - 1:32 2023-24 - 1:32	1:20	05		
		1:<20	03		

		Yes	No	Max Marks	Marks Obtained	Remarks
8.	Whether college has Vision, Mission Statement?	Yes		05		
9.	Whether college has Perspective Development plan?	Yes		05		
10.	Whether SWOT analysis of college is performed?	Yes		05		
11.	Whether IQAC is established?	Yes		05		
12.	Whether Self-Appraisal report of all staff submitted to Administration?	Yes		05		
13.	Committees & Clubs	Yes		05		
Total				**75**		

B. Academic Activities

Particulars		Status		Max. Marks	Marks Obtained (2-3-5)	Remarks
		Yes	No			
1.	Whether Academic Calendar is prepared and followed?	Yes		05		
2.	Whether Subject wise Time Table & Teaching plan is prepared and followed?	Yes		05		
3.	Smart Class rooms	Yes		05		
4.	Seminars/ Webinars/Workshops organized by college	Yes		05		
5.	Result Analysis for last 3 years					

		Yes		05		
	71-100%	Yes		05		
	51-70%			03		
	50% or below			02		
6.	Remedial Class system in college	Yes		05		
7.	Whether Students Feedback collected and analyzed?	Yes		05		
8.	Whether Alumni association registered and meeting conducted?	Yes		05		
9.	Student centric activities like soft skills, group discussion, competitions etc.	Yes		05		
10.	Participation of staff & students in conferences, workshops etc.	Yes		05		
11.	Student placements system available?	Yes		05		
12.	Sport facility - outdoor/indoor stadium etc.	Yes		05		
13.	Students' representation in Sport & Cultural activities at State/ National/ International Level and Achievements.	Yes		05		
14.	College gives award or cash prize	Yes		05		
15.	Students' attendance (As per rules)	Yes		05		
16.	Staff Biometric	Yes		05		
Total				**80**		

C. Research Activities

Particulars	Status		Max Marks	Marks Obtained (2-3-5)	Remarks
	Yes	No			
1. No. of teachers with Ph.D. degree	Yes		05		

	Particular	Status		Max Marks	Marks Obtained	Remarks
		Yes	No			
2.	No. of funded research project		No	05		
3.	Memorandum of Understanding (MOU) /Collaboration with industry/Research institute	Yes		05		
4.	Conferences/ Symposium/ Workshops/ Webinars etc. Organized.	Yes		05		
5.	faculty attended the conference/ workshops/ Webinars	Yes		05		
6.	Research papers/ Chapter in Book	Yes		05		
7.	Books/ reference Books Edited or Published by the teachers	Yes		05		
Total				**35**		

D. Infrastructure

Particular	Status		Max Marks	Marks Obtained (2-3-5)	Remarks
	Yes	No			
1. Adequate Computer facility	Yes		05		
2. Principal's office with Washroom	Yes		05		
3. Administrative Office	Yes		05		
4. Visiting Room/ Waiting Room	Yes		05		
5. Staff cabin with washroom	Yes		05		
6. Boys Common Room	Yes		05		
7. Adequate Class rooms	Yes		05		
8. ICT Resources (LCD, Audio-Video, Smart Interactive Board)	Yes		05		
9. Internet/Wifi for faculty & Students	Yes		05		

10. Auditorium/ multipurpose Hall	Yes		05		
11. Well Equipped laboratories Adequate Equipment/ Instruments for Teaching	Yes		05		
12. Covered shady parking for employees		No	05		
13. Covered shady parking for students		No	05		
14. Purified drinking water facility	Yes		05		
15. Garden/ Plantation/ Lawn	Yes		05		
16. Separate Toilet facilities for- Staff	Yes		05		
17. Separate Toilet facilities for- Students	Yes		05		
18. Store room	Yes		05		
19. College Library & Reading Room	Yes		05		
20. Books purchased each year	Yes		05		
21. Grievances/ Redresser Committee	Yes		05		
22. Anti-Ragging Committee established	Yes		05		
23. Ramp for physically challenged persons		No	05		
24. Fire Safety equipment's a Fire Alarm sys.		No	05		
b. Fire Cylinder	Yes		03		
25. Generator, Inverter UPS Systems	Yes		05		
26. Security Guards	Yes		05		
27. Use of Surveillance System/CCTV	Yes		05		
28. Energy Saving Practices a. Energy Audit			05		
b. Non-Energy Audit			03		
29. Water Saving Practices	Yes		05		

30.	Startup/ Incubation Center	Yes		05		
Total				**150**		
Grand Total A+B+C+D						

Committee Report
Detail Remarks from Committee:

Overall Gradation of the College

Sections	Max Marks	Marks Obtained	Score (% of Marks)
Section A	75		
Section B	80		
Section C	35		
Section D	150		
Grade Secured	**340**		

Date:

Place:

Name of the Committee Member		Signature
Dr.	**Convener**	
Dr.	**Member**	
	Member	

Co-Ordinator (IQAC)   **Principal**

Grievance Redressal
Policy

Grievance Redressal	
Grievance Redressal Policy	As suggested by Ch. Devi Lal University, Sirsa, the College has established a Grievance Redressal Cell, to provide a mechanism for redressal of students' grievances and ensure the transparency in admission, and prevention of unfair practices, etc. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Grievance Redressal Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative office. Grievances may also be sent through e-mail to the officer in-charge of Student's Grievance Cell.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.

- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.

- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- **Academic Matters:** Related to timely issue of Date Sheet, Results, Character Certificates, Conduct Certificates or other examination related matters.

- **Financial Matters**: Related to dues and payments for various items.
- **Other Matters:** Related to certain misgivings about conditions of sanitation, availability of transport, victimization by teachers etc.

Functions:

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the policy.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.
- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To attend to the grievances based on the authenticity and gravity of the criticisms made.
- To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- To convene periodical meetings to discuss whether the grievances have been settled.

- To make a follow-up of these matters at regular intervals till their final disposal.
- To maintain strict confidentiality, if necessary.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the department, website or drop it in boxes.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

The complaint management mechanism is carried out in three levels in the institution:

1	2	3
The departmental level grievances are attended by the concerned class teachers who are mentors along with the department heads. The student and staff coordinators of various clubs and associations act as facilitators to communicate and sort out the grievances pertaining to various clubs and associations.	Unresolved grievances at the departmental level and mentor level are referred to as the Grievance Redressal Cell of the institution. The students can approach the Grievance Redressal Cell of the institution with their complaints of common interest too. They can directly communicate them to the Principal /management representative.	Depending on the seriousness of the problem, the issues are settled by the Cell or by the Principal in consultation with other members of the management, parents, and faculty. With the collective efforts of all the stakeholders -the management, department heads, class teachers, various staff coordinators of clubs and associations, the Grievance Redressal Cell resolves the complaints promptly and efficiently.

Action Taken Form

STUDENTS GRIEVANCES REDRESSAL CELL

Complaints lodged date:………………………………………………………..

Complainant Name:…………………………………………………………….

Class: ………………………….. Roll No: ………………………..……

Issue:…………………………………………………………………….……..

………………………………………………………………………….……..

……………………………………………………………………………………

ACTION TAKEN

Action taken (Date):………………………………………………..……..

Action Taken:…………………………………………………………….…

……………………………………………………………………………………

……………………………………………………………………………………

Signature of the faculty   Principal
(HoD/Mentor/Co-ordinator
of Grievance Committee)

Policies for Maintaining and Utilizing

Procedures and policies for maintaining and utilizing physical, academic and support facilities– laboratory, library, sports complex, computers and classrooms etc.

SHAH SATNAM JI BOYS' COLLEGE, SIRSA

Policies for Maintaining and Utilizing

Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc.

INTRODUCTION	Shah Satnam Ji Boys College, Sirsa has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc.

Maintenance of library:

For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organises reading sessions and competitions among students and teachers, appeals to and organises students, teachers, alumni, guardians to donate books.

Maintenance of the laboratory:

The laboratory equipments, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college. The Science students of the college are taught and trained about the use and maintenance of laboratory items.

Maintenance of the sport facilities:

The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sport department. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible. The college has many common sports grounds, courts and a national level cricket stadium, which are maintained by the management.

Maintenance of Computers and IT facilities:

The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the

administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary.There is an ICT cell in the college which looks after the maintenance of the computers and facilities. Few part-time employees are also entrusted with use and maintenance of these facilities.

Classroom facilities:

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semesterit is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal. There are smart class systems & projector in eight classrooms have been set up.

Student support and welfare:

In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The principal is the chairperson of all sub committees besides the students union.

The NSS wing conducts a Health Checkup Day for each and every student of the college, with a very good team of doctors from Shah Satnam Ji Specialty Hospital or Government Hospital, Sirsa. As a part of the health day celebrations, Skin Specialists (Dermatologist), ENT & Eye specialists, general practitioners are invited and the college tries its best to provide free health check up to the students. A health card is also issuedto the students with some tips and directions of good and healthy habits. There is a separate First aid room with a bed. NSS unit is campaigning on some health-related aspects like use of health tips & tools, alcoholism, consumption of tobacco and its affects among the students etc. It also propagates against the use of Chemical pesticides, insecticides, weedicides, and last but not the least medical terrorism.

The NSS unit maintains the social services within the campus and outside it. The authority and the respective departments have made observations of National and State level occasions, so that the students of the college can participate, directly or indirectly, in the process of peace and harmony, unity and development of the Nation.

Academic Support:

The college is Affiliated to Ch. Devi Lal University, Sirsa. The college has an elaborate academic support mechanism. All the departments follow the syllabus of Ch. Devi Lal University for the U.G. & PG Level. The examination system is very systematic and transparent. The house or internal examinations are conducted by a committee. The committee ensures setting of question papers, evaluation of answer scripts of each department.

An examination committee is appointed by the principal in each end semester examination and they are engaged in smooth conduction of examination, verification of the internal assessment and any other issues related to the examination. The authority engaged many part time and guest lecturers in addition to the regular teachers for the benefit of the students.

Academic support of the students is also provided by the expert lectures and various extension activities within college. The remedial classes are also engaged for the students as an academic support.

In the admission process the college has followed the Constitutional provisions of reservation as well as rule of the State Government regarding admission. The online medium also plays a vital role in providing academic support to the students. The notices, exam- notifications, results and attendance are provided to the students through the website or mobile app. The students are provided the question papers of previous years in the website.

THE GREEN CAMPUS ENERGY

&

ENVIRONMENT POLICY

SHAH SATNAM JI BOYS' COLLEGE, SIRSA

Policy	**THE GREEN CAMPUS, ENERGY AND ENVIRONMENT POLICY**

Context

The relationship between SSJBC and nature is a long and enduring one, something that students and staff of the college are aware of. Institute is very often recognized as the college with huge ground & green giving it a completely natural and organic facade. The most of the area can be categorized as playgrounds, lawns and gardens. A huge area is left in its natural form and acts as a natural habitat for biodiversity and a large variety of species of grasses, herbs, shrubs and trees.

Scope of the Policy

The Green Campus, Energy and Environment Policies will develop exciting new co-curricular and extracurricular practices that encourage students to take the lead in creating positive change. These initiatives call for a thorough review of all infrastructural, administrative functions from the standpoints of energy efficiency, sustainability and the environment.

The focus areas of this policy are:

➔ Clean Campus Initiatives

➔ Landscaping Initiatives

➔ Clean Air Initiatives

    ◆ Smoking Free Campus

➔ Infrastructure

  ♦ Solar Power Plant

  ♦ Installation of Energy Efficiency Equipment

  ♦ Water Conservation through Rainwater Harvesting System

➔ Waste Management processes

  ♦ Waste water Management

  ♦ E-Waste Management

➔ Awareness Initiatives

➔ Environment-centric Student Societies/Club, NSS unit and Department Activities.

➔ Green Audit

➔ Energy Audit

➔ Plastic-Free Campus

Objectives of the Policy

- To protect and conserve ecological systems and resources within the campus.
- To ensure judicious use of environmental resources to meet the needs
  and aspirations of the present and future generations.
- To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.
- To work with all stakeholders and the local community to raise awareness and seek the adoption of environmental good practice and the reduction of any adverse effects on the environment.
- To continuously improve our contribution to climate protection and adaptation to climate change and to the conservation of global resources.
- To continuously improve the efficient use of all resources, including energy and water, and to reduce consumption and the amount of wasteproduced, recovering and recycling waste where possible.
- To make the campus plastic free.
- To conduct environmental and energy audits from time to time.
- To minimize the use of paper in administration through having policy for E-governance.

Policy:

<u>Clean Campus Initiatives</u>

Our institute had pledged to actively coordinate cleanliness activities in the college and beyond the campus in accordance with the vision of Swachh Bharat Abhiyan. It commits to continue with this Programme. The broad vision is as follows:

1. Generating mass awareness on cleanliness and hygiene amongst students and staff members by holding regular cleanliness drives. The idea is to motivate them to contribute in a proactive manner.

2. Activities under 'Swachh Bharat Abhiyan' will be a key component of all the community work being done by NSS, NCC, Eco Club and committee volunteers of the college.

3. Staff Members will be encouraged to participate in the cleanliness drive in the college campus.

4. Events such as poster and clean/Swachh drive, lecture on hygienic issues, essay writing, speeches, skits on hygienic habits will be organised.

5. Rallies on themes connected with 'Swachh Bharat Abhiyan' in and around the college campus will be conducted to create mass awareness.

7. Remove all kinds of waste material like broken furniture, unusable equipment etc.

8. Conduct expert lecture or workshops on the Reduce, reusing and recycling of waste.

9. Commit to manage waste and maintain clean campus especially during college events.

<u>Landscaping Initiatives</u>

The campus landscape, like its buildings, can be seen as the physical embodiment of a college's values. It is a vital part of the life of a campus, providing space for study, play, outdoor events, relaxation and aesthetic appreciation. Green campus landscapes also manage runoff, help recharge groundwater, and clean and cool the air on campus. The landscape serves as a visual representation of the campus community's commitment to sustainability. As campus landscapes are so visible and accessible, landscaping initiatives are a great way to build awareness around the environment.

There are more than 200 trees on campus alongwith 2 acre of grass cover. The landscape of trees and plants provide the students and staff with clean and cool air and is a soothing environment.

The college commits to enriching this healthy habitat and maintaining the symbiotic relation

of the institution with nature by

- Organizing annual tree plantation drives
- Encouraging student clubs, societies to hold tree planting events

Clean Air Initiatives

We encourage our students and staff to use public transportation. We encourage carpooling to college, an activity that will control air pollution and strengthen social interaction. The entry of automobiles inside the campus is restricted to discourage the use of private vehicles. The abundant natural landscape not only cleans the air on campus but also becomes an extension of the green lungs of the city.

♦ **Smoking Free Campus**

In compliance with the framework provided by the National Tobacco Control Programme (NTCP) 2007-2008, the college prohibits smoking and the use of other tobacco products. Delhi University has partneredwith Delhi Police and World Lung Foundation-South Asia, in promotinga tobacco free environment. As a step in this direction, smoking and use of tobacco in and around the campus is strictly prohibited. The anti- drugs & smoking club of the college ensures enforcement of the anti-smoking initiatives.

Infrastructural Initiatives

♦ **Renewable Sources of Energy**

SSJBC is dedicated to minimize and sustainably manage its use of electricity. The college believes in reducing the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy for purposes like lighting the campus.

♦ **Energy Saving and Energy Efficient Equipment**

We commit to install environment-friendly electrical appliances that save energy and reduce wasteful inefficiencies. The college believes inusing cleaner energy such as LED lighting.

♦ **Water Conservation through Rainwater Harvesting System**

As an institution located in the Black Zone of Haryana, the area that has seen maximum fall of ground water levels, SSJBC has committeditself to this effort to replenish the groundwater table by practicing rainwater harvesting. This practice helps in the replenishment and recharge of the groundwater.

Waste Management Processes

JMC strives to have a minimal impact on the environment and is dedicated to reduce and manage the waste generated by the college campus. The following specific procedures will be undertaken to ensure JMC's contribution in protecting the environment.

♦ **Solid Waste Management**

With its aim to provide holistic education that also has a positive impact on the environment, the college will adopt practices that will mitigate the generation, and manage solid waste through the following methods:

- Systematically engage with the 3Rs of environment friendliness (Reduce, Reuse and Recycle).
- Collect paper waste produced on campus and collaborate with scrap dealers for recycling.
- Reduce use of paper by supporting digitization of attendance and internal assessment records.
- Reduce requirement of printed books by updating the e-books and e-journals collection of the college library.
- Encourage the students and teachers to use emails for assignment submissions.
- Take initiatives to spread awareness amongst students about
  - ✓ Food wastage and ways of minimizing it
  - ✓ Minimizing the use of packaged food
  - ✓ The habit of reusing and recycling non-biodegradable products
  - ✓ Organizing events for students on solid waste management.

♦ **Liquid Waste Management**

- Maintain leak proof water fixtures.
- Minimize the use of water by constructing more Indian style toilets instead of western style toilets.
- Continued employment of a caretaker to take immediate steps to stop any water leakage through taps, pipes, tanks, toilet flush etc.
- Reuse of wastewater generated by the Reverse Osmosis (RO) system in washrooms.

♦ **E-Waste Management**

Institute ensures that its usage of technology and generation of e-waste does not impact the

environment. For this purpose, the college plans to strive towards:

- More provisions for the disposal of the institutional e-waste.
- Collaboration with e-waste recycling companies to get electronic waste recycled.
- Awareness amongst students about reduction of e-waste and environment friendly disposal practices for e-waste.
- Encouraging department and society level activities pertaining to e- waste management.

Awareness Initiatives

Outreach and education are of utmost importance so that all members of the campus community may value the objectives of the policy and aid in its implementation. This is why SSJBC supports and encourages awareness campaigns, seminars, workshops, conferences and other interactive sessionsto facilitate effective implementation of the Green Campus, Energy and Environment policies.

Environment-centric Student Club, Societies, Unit and Department Activities

Institute encourages all the departments and specific student societies like Eco Club, Green society, NSS, NCC and others to organize events, competitions and training sessions that will bring about positive environmental changes at the grassroots level. The college supports departments and student societies in moulding thestudents into active agents of environment protection and conservation.

- ### Campus beautification Committee
  Institutional changes towards sustainability and eco-friendly practices have percolated down to the students which have led more and more students to join green campus initiative. Making the committee a compulsory one will provide it a bigger platform to broadcast the institution's environmental values to raise awareness. Because compulsory committee expect the fulfilment of a specified number of hours of work and commitment, thiswill aid the green initiatives and practices that are a part of this policy to grow exponentially.

Conduct Green Audit

The college aims to regularly conduct a Green Audit of our college campus toassess our strengths and weaknesses to further our goals of long-term sustainability. A green audit is a useful tool to determine how and where mostenergy or water or resources are being used. The college can then consider how to implement changes and make savings. It can determine the

type andvolume of waste. Recycling projects or waste minimization plans can be adopted. It will create health consciousness and promote environmental values and ethics. It provides a better understanding of the impact of eco- friendly practices on campus. Green auditing will promote financial savings through reduction of resource use. It is imperative that the college evaluate its own contributions toward a sustainable future.

Conduct Energy Audit

An Energy Audit to be conducted as and when required to further reduce its carbon footprint. The importance of reducing energy consumption cannot be overstated. The energy audit, with its specialized tools will identify wastage ofenergy. Such an inspection often reveals several different flaws which cause a loss of significant amounts of energy which the college will not be able to detect. These flaws often have easy and affordable solutions and provide significant savings.

Plastic-Free Campus

Institute has been observing most of its duties in terms of solid waste managementsince its inception. In view of the Government of India's resolution to ban all single use plastics due to the hazardous impact of plastic use and pollution, the college administration strictly bans the use of single use plastics in its premise to make it a 'Plastic Free Campus'.

Signature   Principal