

G.G.D.S.D. College, Haryana (Hoshiarpur)

1. Policy Document on Green Campus

G.G.D.S.D. College, Haryana is situated in the foothills of Shivalik range. It has proved itself as a boon in the up-liftment of the people of the backward Kandi area. The aim of the College is to enable students academically, train them professionally, to make them sensitive socially and globally with due environmental awareness. The college leaves no stone unturned in creating awareness among the students regarding the environmental consciousness. In this regard Green Campus policy has been framed by the college with an aim to promote the eco-friendly and sustainable development practises in the campus.

To fulfil this aim, the college has adopted a Green Campus policy which aims at:

1. Understanding various environmental issues and the need to address them.
2. Sensitizing people about the need for protection of environment for a sustainable and healthy future.
3. To create a sense of responsibility for the environment and a personal commitment to protect and preserve the environment
4. Ensure environment friendly practices in the college.
5. To maintain a culture in the campus that supports and promotes the values and principles of social and environmental sustainability.
6. To motivate the students to maintain and increase the green cover of the campus in the coming years.
7. To take measures to protect and enrich the existing biodiversity.

Green Campus Guidelines

1. Promote ink pens to prevent the accumulation of plastic waste through discarded ballpoint pens.
2. Food and drinking water should be brought in stainless steel utensils and disposable materials should be avoided.
3. Create facilities in the college to segregate waste into biodegradable, non-bio degradable and hazardous categories.
4. Avoid paper and plastic cups and plates in public functions where food is served. Instead, use utensils that can be washed and reused.
5. Set up a compost facility to turn biodegradable waste into compost. This should be used for cultivating organic vegetables in grow bags and pots.

6. Plastic and paper should be cleaned and segregated to be handed over to scrap dealers
7. Instead of discarding waste paper, deposit it in a common Materials Recovery Facility in the campus
8. Store electrical and electronic waste and hand it over periodically to scrap dealers to ensure its proper recycling.
9. Use of Bicycles/Battery vehicles will be promoted. Pedestrian friendly path ways, landscaping with tree and plants will be promoted.
10. Green Protocol teams should be constituted for monthly monitoring of activities.
11. Solar power plant has been installed in the campus.
12. Solar lights have been installed in the campus.

A committee has been constituted in this regard to monitor the Green Activities in the campus:

1. Principal (Dr. Rajiv Kumar)
2. Dr. Neeraj Sangar
3. Sh. Rajiv Kumar Sharma
4. Dr. Phulan Rani
5. Dr. Shuchi Sharma

Waste Mangement

The college gives emphasis on reducing the generation of waste material and its proper disposal in the campus through the philosophy of "reuse, reduce and recycle". The generated waste is separated to Solid, Liquid and E-Waste and they are effectively disposed of by the college to make the campus clean and healthy. There are different ways adopted by the college to manage these wastes. They include:

Solid Waste

As part of the Green initiative in the campus, the college always tries to reduce the waste through reuse, reduce and recycling which ensures the cleanliness and eco-balance in the campus. As part of the plastic-free campus initiative, the college ensures the green protocol in the various programs of the college. Green Campus Campaign authorities ensure the adoption of the green protocol in all the programmes conducted and posters used in the campus to reduce plastic pollution. The Initiative for paperless office through office automation, consistent efforts to reduce the plastic carry bags and use of public addressing system helps to reduce various forms of solid waste in the campus.

The major solid waste materials generated in the college includes food waste, plastic and papers. The food and plastic wastes from the campus are collected by placing waste bins at various locations in the campus. Biodegradable waste materials are processed by using Vermicompost unit in the campus with the firm endeavour of promoting recycling of waste and the manure is utilized in the campus garden.

Liquid Waste

The college following Good Laboratory Practices to ensure the safety of the personnel and adheres to a strict protocol of liquid waste disposal in its laboratories. Indiscriminate use of chemicals is discouraged during practical classes and laboratory liquid chemical waste are safely disposed of. Any glassware used in the laboratory is rinsed with minimum water and placed in the liquid waste container. The liquid waste is segregated into organic and inorganic waste. Inorganic waste such as concentrated acidic or alkaline solutions are neutralized before disposal. Sodium bicarbonate or Calcium oxide (lime) is used for the neutralization process so that the neutralized liquid contains no harmful substance. The organic waste yield of the college is limited till date and therefore treated with cow dung for decomposition due to the action of micro-organisms.

E-Waste

E-Waste can cause damage to human health as also the environment. Electronic goods are used at its optimum level by proper up gradation and maintenance which is done by the suppliers themselves. Periodic checking ensures the proper disposal of non-working electronic items. Computers, printers and other ICT equipment's are disposed off through buy back scheme or the E-Waste generated in the campus are collected and disposed through dealers by inviting tenders.

2. POLICY FOR GRIEVANCE REDRESSAL WITH REFERENCE TO PREVENTION OF SEXUAL HARRASMENT COMMITTEE AND ANTI RAGGING COMMITTEE

There is a Grievance Redressal Committee, which after proper hearing redresses the grievances of concerned employees and students.

Management:- Management does not meet the staff directly. However grievances/issues of staff are discussed through the two staff members who are elected as staff representatives in the management. Major issues discussed are infrastructure development, budgets, carrier advancement of staff members and other financial matters are discussed and suitable decision are taken.

Sexual Harassment:- Separate committee is made to look after the sexual harassment of any.

3. POLICY DOCUMENT ON CODE OF ETHICS FOR STUDENTS, TEACHERS, ADMINISTRATOR AND OTHER STAFF.

CODE OF PROFESSIONAL ETHICS

Principal and Faculty of the College are subject to guidelines laid down by University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and Panjab University, Chandigarh.

CODE OF PROFESSIONAL ETHICS FOR THE PRINCIPAL

The Principal of a college has got multifaceted roles to play and has to shoulder these multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector and so on. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his conduct.

As the academic head of the institution, the Principal should strive:

1. For the growth of the institution, nourish and enforce meting equal treatment to all the stakeholders in the College.
2. Maintain the essence of social justice for all the stakeholders irrespective of their caste, race, sex and religious identity as within the framework of Indian Constitution.
3. To upkeep the spirit of inclusiveness in terms of imparting education in this esteemed institution.
4. Promote academic activities in all possible avenues in the college. Also encourage exploration of new avenues for further academic pursuit.
5. To aim for the progress of the region surrounding the college so that academic practices can play the role in the development of the community.
6. To promote the practice of extra-curricular activities among students.
7. To create an environment good for research oriented academic meetings and promote research activities in the college.
8. To protect the interests of all sections of the institution so that everyone can perform freely and give their best for the institution.

CODE OF PROFESSIONAL ETHICS FOR THE FACULTY :

Faculty of the college are subject to follow the guidelines issued by UGC and Panjab University, Chandigarh. This code of Professional ethics is an effort to make the teacher self-regulatory and to maintain dignity of the teaching profession.

Responsibilities of the Teacher towards Students: Teachers should:

1. Respect the dignity and rights of the student in expressing the opinion.

2. Deal with the students regardless of their religion, caste, social, economic, political and physical characteristics.
3. Recognize the difference in capabilities among the students.
4. Encourage the students to improve and develop their personalities.
5. Inculcate scientific outlook among students and respect for physical labour.
6. Be affectionate to the students and not behave in a revengeful manner for any reason.
7. Make themselves available to the students even beyond their class hours.

Responsibilities of a Teacher towards Institution, Colleagues, Society and Non-Teaching Staff:

1. Discharge their professional responsibilities according to the existing rules.
2. Refrain from undertaking any employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices.
4. Treat other members of the profession in the same manner as they themselves wish to be treated.
5. Speak respectfully to the other teachers.
6. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
7. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
8. Work to improve and strengthen the community's moral and intellectual life.
9. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, with in the every educational institution. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Code of Conduct for Non-Teaching Staff

Non-Teaching Staff shall:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully to the other teachers.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
5. Co-operate in the formulation of policies of the institution by accepting various offices.
6. Discharge their professional responsibilities according to the existing rules.
7. Non-teaching staff should treat the teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
8. Non-Teaching staff should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

- 9 Refrain from allowing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- 10 Respect and honor the dignity of the woman staff.
- 11 Maintain punctuality.
- 12 Attend the grievances of the students.
- 13 Not conduct any activity that can damage the reputation of the college.
- 14 Support head of the institution in all the administrative work.
- 15 Respect head of the institution and Teaching Staff.
- 16 Not involve in any anti-social and anti-environmental activities

4. POLICY DOCUMENT FOR E-GOVERNANCE

E- Governance Policy

Institute Vision for e-governance

To be a centre of excellence in education, to empower the young talent through quality education and innovative teaching for the well-being of the society.

Institute Mission

1. Provide quality education with innovative methodology and intellectual human capital.
2. Provide conducive environment for research and developmental activities.
3. Inculcate holistic approach towards nature, society and human ethics with lifelong learning attitude.

E-Governance Policy

- G.G.D.S.D. College, Haryana has designed e-governance Policy, with primary objective of implementing e-governance in various interactions and services of the college. This policy will help in achieving efficiency in all the various operation of the instructions in an integrated manner in order to enable transparency, clarity in different functionalities of the instructions pertaining to teaching learning(Academic), administration, Examinations, Finance-accounting, library and admissions.
- To have integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules of intuitional functioning, the adequate training to all the staff for effective use is also planned.
- In this direction a suitable ERP has been deployed and put in to the appropriate use, required training has been given for non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.
- ICT is put in to full use as a vital information source to all the stakeholders and all important communications / circulars notices are made available to students through their class representative in whatsapp group to ensure reaching of information to the needy any time anywhere.
- SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating fess, absentees, scholarships, academic performance, holidays and other required information.

E-Governance Domains

1. Planning and Development:

- To evolve and execute a computerized mechanism in proper collection, storage and maintenance of data related to Planning and Development of the institution.
- The website/facebook should act as a mirror of the college activities and information about all activities should be made easily available to the outsiders.

2. Student Admission:

- The College has decided to plan all admissions in online mode.
- This will cover admissions to all courses whether graduate and post graduate courses.

3. Accounts:

- To device and implement online tools for proper updating of accounts.
- Accordingly, requirements should be assessed by the Governing Body by discussion with accountant and other accounts staff and accordingly new software may be purchased.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.

4. Library:

- The institution has decided to add more e-learning resources for the benefit of the teachers and students.
- Similarly newer e-learning resources like journals, etc should be identified.
- Recommendations of the teachers and students also need to taken into account while subscribing to these resources.

5. Administration:

- To provide a hassle free, convenient and cheap process, maximum of the administration should be handled with ICT based technology.

6. Examination:

- As per the directions of the University, it is mandatory to handle examination in online manner.

5. POLICY DOCUMENT FOR DISABLED-FRIEND, BARRIER FREE ENVIRONMENT

Facilities available for Employee and students

- Ramps and Toilets
- Two-Wheeler is provided for teacher and staff on the basis of fifty percent concession.
- Half hour concession in regular working hours is facilitated to teaching and non-teaching staff.
- Facilities are provided time to time as per government rules.
- Staff are trained to assist persons with disabilities, including persons with learning disabilities
- Brail Books

The institution has disabled friendly, barrier free environment.

6. Policy Document for Providing Financial Support for Teachers

The policy is to provide financial support to the teachers to attend conferences/workshops/seminars at Local/State/National/International levels.

Objectives:

1. To encourage the teaching staff for presentation of research paper in conferences/workshops/seminars at Local/State/National/International levels.
2. To support the teaching staff to avail opportunity for discussing the new developments in various fields.
3. To give teachers opportunity to share their research with the fellows.
4. To support the teaching staff to promote teaching learning, research extension activities and governance through participation in conferences and workshops.
5. To enhance their academic credentials in line with expectations.

Policy regarding attending conferences/workshops/seminars:

All the members of the teaching faculty are allowed to attend conferences/workshops/seminars as per the following conditions:

1. Financial support upto a maximum of Rs.2000/- per teacher per year is provided to attend conferences and seminars.
2. Two duty leaves per year are given to each teacher for this purpose.
3. No T.A./D.A. is paid for this purpose other than Rs.2,000/-
4. The classes in the college do not suffer due to the absence of the teacher.
5. The faculty member will produce the certificate of paper presentation on return.
6. If a teacher intends to participate in more conferences or seminars, he is allowed to do so but no financial support of duty leave is then provided by the college.

7. Policy Document for Environment and Energy Usage

G.G.D.S.D. College, Haryana always puts in efforts in conveying the environmental and energy principles to the students, local people and other stakeholders. The College is committed to protection and promotion of life on the planet. It believes in 'go-green and grow green'. As a matter of practice, the college:

1. Seek to spread and deepen awareness on environment issues and an environment friendly life-style among the academic community and neighbourhood community.
2. Pay special attention to minimizing waste, especially plastic waste that doesn't degrade, with 'zero waste'. This is an ideal management properly implementing with advance planning. Therefore, we take utmost care while conducting of the activities/programmes/celebrations to avoid or minimize the use of disposables and flex banners.
3. Tap renewable energy resources including solar energy, rain water harvesting etc. as much as possible.
4. Protect and promote diversity, especially of native flora and fauna and their documentation.

G.G.D.S.D. College, Haryana pledges to fulfil its commitment to the environment through the following levels of actions:

1. Adopt a sustainable water conservation and water management philosophy.
2. Strive towards a GREEN CAMPUS.
3. Continuous monitoring and reviewing of objectives to achieve continual improvement in environmental and climate performance.
4. Preserve and enhance biodiversity in campus.
5. Focus on renewable energy systems like solar energy.
6. Focus on increasing water efficiency and sustainable waste management.
7. Support various local communities to engage in environmental friendly initiatives and practices.

That college assumes that efforts must be taken to improve environmental knowledge and awareness among public and student and teaching community to gain support, consensus, and commitment of individuals in the identification, preparation, implementation, monitoring and evaluation of environmental programmes. Hence all endeavours are made in this direction.

8. Resource Mobilisation Policy

The college has a transparent and well planned financial management system. The Resource mobilization policy focuses on achieving the goals of the institution ensuring accountability and transparency. The Management coordinates and monitors the optimal utilization of the funds.

Scope of Policy

The Resource Mobilization Policy encompasses the following:

Funds Mobilisation: On the basis of student intake, faculty requirements, Lab/library/material need and infrastructural need, the details of funds requirement are examined and a Resource Mobilization Plan is prepared based on the following broad outlines:

1. Estimated fee that the college can have from the expected number of students.
2. Estimated receipts from Govt. and Non Govt. sources, Alumni Funding, Sponsorship/grants, interest, etc.
3. Cash outflow based on already running programmes, new acquisitions, enhancement in expenditures, maintenance, administrative expenditure and depreciation.
4. Deficit due to difference between cash inflow and outflow.

The procedure followed to ensure proper implementation of the Resource mobilisation plan is:

- 1) Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres.
- 2) The budget for student activities, remuneration of visiting faculty and honorarium of Guest for Expert Lecture, Seminars, Workshops and Conferences at department is prepared and approved by Management.
- 3) Fees and grants are used for infrastructure and academic activities.
- 4) Government funds are optimally used and spent.
- 5) The deficit in budget under self-financed programmes is met through its reserve fund/corpus or out of savings.
- 6) Transparency and accountability are ensured by conducting an annual audit of the statements.

9. Policy Document for Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities

There are established systems and procedures for maintaining and utilizing the physical, academic and support facilities. There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities.

Maintenance of Classrooms and Labs:

The maintenance of the Classrooms and labs is done regularly by support staff and the electrician. After college hours, the Tube-lights, fans are switched-off and classrooms are locked. Maintenance of Laboratory equipment and instruments are generally done by the laboratory assistants. Maintenance of sophisticated instruments is done by their respective manufacturers/agencies whenever the need arises. For the safety of the students and others working in the laboratory, the laboratories are equipped with fire extinguishers, which are annually re-charged and maintained. Daily laboratory, glassware cleaning is done by laboratory attendants. After the use, equipment and instruments are kept in custody of the laboratory assistant. Hazardous chemicals are safely kept out of reach of the students and are handled by teachers or laboratory assistant only.

Computer Labs:

Cleaning of the laboratories is regularly done by the attendants. Software installation and updating of operating systems is done by the teachers and laboratory assistants. Major hardware repairing of the machines is outsourced.

Maintenance of Sports Complex:

The play-ground and overall maintenance of the Gymnasium is outsourced. Grounds are cleaned and maintained regularly by Groundman/Storekeeper/DP/Coaches.

Maintenance of Library:

The Library cleaning is done by the library attendants. Pest control is done regularly to protect the library book stock. Open access is practiced for Post Graduate, Research students and Teachers. Binding of books and journals is done annually. Minor repairs are done by the library staff, however, cloth binding is outsourced. Library has computers, photocopy machine and their maintenance is done by manufacturers/providers. Disposal of old books, magazines, Newspapers and other material is done on the recommendation of the library committee.

Utilization of Physical, Academic and sports Facilities:

Optimum utilization of infrastructural facilities on all days, including Sundays is practiced. The building is made available for conducting competitive exams. The need based maintenance of building and furniture is taken up regularly by establishment department. The college campus is under constant 24 hour CCTV surveillance. The sports ground which includes, the track, cricket field, basketball, Volley ball are made available to public. The

multi-gym facility is made available to students. Parking facility is made available separately for students and staff. The gardens is maintained by gardener and students. The college also provides canteen facility for students and staff on the campus at reasonable rates.

10. Policy Document for Excellence Award /Scholarship/Fee Concession

Form for Excellence Award /Scholarship/ Fee Concession

Name:			
Father/Mother/Guardian's Name:			
Class & Roll No.			
Address:			
Mob. No. and email Id			
Occupation			
Annual Income of the family			
Income of Guardian if Father /Mother is not alive			
If Single Girl Child	Yes/ No		
If physically Handicapped	Yes/No (Mention %)		
Category:			
Academic Record From Matric onwards:	Class	School/College	% of marks
	Yes/No	Teachers Recommendation	
NCC/NSS/Youth Welfare:			
Cultural Achievements:			
Sports Achievements:			
Other Achievements if any:			
Attendance is above 75% / Library attendance			

I solemnly declare that the above information is correct to best of my knowledge.

Signature of the student

Office Report.....

Principal