



# Policy Documents



## Government College Ropar

Phone: 0188 122 2263

Email: [principal.gc.ropar@gmail.com](mailto:principal.gc.ropar@gmail.com)

Web: [govtcollegeropar.org](http://govtcollegeropar.org)

Address: Government College Ropar, College Rd, Rupnagar,  
Punjab 140001

# **GOVERNMENT COLLEGE ROPAR**



**POLICY DOCUMENTS**

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## 1. Education and Curriculum

The goal of Government College Ropar is stated in its vision and mission.

1. To offer liberal education of the highest calibre, emphasising the teaching of sound knowledge, character development and the dissemination of the Truth and the knowledge of God.
2. Through value education programmes, instill moral ideals, social responsibility and the dignity of labour in young people.
3. To encourage students' involvement in extracurricular activities and research projects in order to advance their knowledge and communication abilities.

As a result, the educational options and curricula are developed to create and offer students in the institution meaningful educational programmes. The institution's education and curriculum policy provides a number of programmes connected to the efficient implementation of the university's given curricula.

The main objective of the institution is to transform the students into well meaning citizens. We aim to provide a comprehensive value based education to our students. We work earnestly to develop the physical, spiritual, intellectual, moral and aesthetic attributes of the students so that they are metamorphosed into intellectually trained, morally upright and socially committed citizens. Other objectives are as follows:

- To impart effective and meaningful education to all specially to rural, backward and needy students as per the need of the hour.
- To achieve social and national integration.
- To promote and cultivate social, moral and spiritual values.
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- To accelerate the process of modernization.
- To provide broad based general education consisting of Science, mathematics, social sciences, commerce and languages.
- To eradicate the gender bias by encouraging girls to study.
- To stress the need for physical education by encouraging sports activity.
- To promote the Punjabi Language (language of the state of Punjab).

## 2. Internal Evaluation

The university is dedicated to offering students numerous internal assessments that track, measure and ensure quality. This policy is special to the institution. The college uses a variety of assessment techniques in addition to university exams to guarantee consistency in quality quotient. The UG and PG programmes use slightly different internal assessment techniques.

The internal evaluation consists of three parts.

1. Attendance: To ensure the learner's active engagement in the process
2. Assignments and MST exams: To encourage learner's creativity and to guarantee their active engagement in the process.
3. Internal Exam(s): to evaluate the effectiveness of the course.

**All the three components are mandatory for all the courses.**

- For every course, all three above parts are required.
- Each semester, there will be one test given for each course.
- The college must acknowledge the publication of the evaluations of all components.

- All records of internal evaluations must be preserved at the college for a year and made available to the University for Verification.
- The teacher(s) who teach the course are in charge of reviewing the internal assessment.
- The internal assessment is intended to be open to all students and fair, consistent, unbiased, transparent, valid and trustworthy.
- To ensure performance equity, class tests, surprise tests and modular assignments are given



### 3. Quality

The curriculum is set up such that each higher education stakeholder has a responsibility to do their part in enhancing quality. Every stakeholder in higher education, including the government, principal, college council, professors, students and external quality assurance bodies, has a crucial, often disparate, but complementary role to play in assuring the caliber of higher education. Of all the above-mentioned stakeholders, students have a special responsibility to uphold the standard of higher education. First and foremost, students need to understand that they have a right to a high-quality education and that it is the duty of higher education institutions (HEIs) to do it. Second, students should be equally aware that they have significant learning responsibilities to enable institutions to provide quality education.

The college is dedicated to offering the best instruction and preparation available in the realm of higher learning. The students will be given the chance to reach their full potential, enabling them to complete their educational programmes to the greatest levels. Numerous QUALITY IMPROVEMENT PROGRAMMES have been developed by the college.

1. Departments provide add-on/certificate courses/value added courses to advance student's abilities and competency and prepare them for fields outside of those covered in their normal course work.
2. The growth of communication abilities, computer literacy, and technical knowledge of the studied theory are prioritized.

TUTORIAL SYSTEM (Mentor-Mentee) is also monitored continuously for ensuring the quality

1. A teacher is assigned to each class specifically to take care of it and to interact with the students one-on-one in order to help them develop into better people.
2. He/she might provide students with appropriate direction regarding their studies, careers, and behavior both within and outside of the classroom.
3. Teachers are also urged to plan activities for their pupil's intellectual, social, emotional, and cultural development. The immediate leader of a class in all of its daily affairs is the instructor



## 4. Anti Ragging Policy

**Introduction:-** The honorable Supreme Court has passed a verdict against the menace of ragging in educational institutions. Ragging in any form is illegal. The institute will take a very serious view if any student is found indulging in ragging. Such students will be expelled from the institute and a criminal case will be registered against them. As per the norm, the institute has constituted an Anti- Ragging Squad to counter the menace of Ragging. At the time of admission, all the students must submit an undertaking that they will not get involved in ragging in any form.

**Ragging means the following:** Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

### **Punishable Ingredients of Ragging:**

- Unlawful assembly and rioting while ragging.
- Public nuisance created during ragging Violation of decency and morals through ragging.
- Injury to body, causing hurt or grievous hurt Abetment to ragging
- Criminal conspiracy to rag.
- Assault as well as sexual offences or unnatural offences; Use of criminal force:
- Extortion: Offences against property.

### **Punishments - At the institution level**

Depending upon the nature and gravity of the offence as established by the Anti- Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- **Suspension from attending classes and academic privileges:** Withholding/withdrawing scholarship/fellowship and other benefits.
- **Debarring from appearing in any test/examination or other evaluation process.** Withholding of results.
- **Debarring from representing the institution** in any regional, national or international meet, tournament, youth festival, etc. Suspension/expulsion from the hostel.Cancellation of admission.
- **Rustication from the institution** for period ranging from 1 to 4 semesters.Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

**Introduction to Policy:** This policy intends to build an enabling environment of non-discrimination and gender equality in which everyone gets equal opportunity to use one's potential to attain goals and fulfill aspirations. Our institution, government college, Ropar has a Women Cell which works to prevent any sort of gender based discrimination in college and to insure general well-being of girl students, teachers, and non-teaching female staff members of the college.

**2. Policy Statement:** The mission of the policy is to lead the movement to create balanced environment for every gender in college. The policy has been formulated to make students aware of their rights and duties as the students of the college, especially those residing in rural areas. This policy provides a platform to highlight any kind of discrimination or any breach of law and order. This policy enables students to achieve and enjoy individual and collective well-being, their all-round development and prosperity without any hindrance.

### **3. Objectives:**

1. Increase facilities for providing balanced environment for women empowerment.
2. Spread awareness about women's rights.
3. Improving service standards for women.

4. Working with civil society and communities to eliminate discriminatory behaviours and attitudes.

5. To eliminate and systematically eradicate all manifestations of explicit and implicit gender discrimination.

**4. Processes:** 1) **Creation of Policy:** The policies are created to institutionalize quality, inclusion and persistent efforts for improvement. It is the aim of policy to attain equality between women and men while eliminating all forms of discrimination against women.

2) **Academics:** To design teaching-learning process in such a way that it provides equal opportunities to all students.

3) **Administration and Governance:** To administer policy and practices to achieve desired goals. The measures are taken as per Government Guidelines to eliminating the difference between boys and girls.

i) **Execution of Policy:** The government college Ropar frames policy regarding it. The same is sanctioned by the apex body of the college. The policy is communicated to all the concerned, especially the office staff. The government college Ropar encourages different departments and cells to undertake activities related to gender equality and equity regularly. The staff members ensure the proper execution of the policy. In case of any issue, the staff members have been instructed to bring the matter in the notice of Government college Ropar Feedback and Assessment: Feedback is fundamental to regular assessment and constant improvement. The college seeks feedback in the form of complaint/suggestion. The feedback obtained is presented in meeting with the apex body. The assessment of the feedback is undertaken and the concerned actions are suggested in the meeting itself.

## 5. Anti-Sexual Harassment Policy

- 1. Preamble:** Government College Ropar is committed to providing a safe and respectful environment for all its members. This Anti-Sexual Harassment Policy is formulated in accordance with the guidelines set forth by the University Grants Commission (UGC) to prevent and address incidents of sexual harassment within the college premises.
- 2. Definition of Sexual Harassment:** Sexual harassment includes unwelcome acts or behavior of a sexual nature that create a hostile or intimidating environment, interfere with an individual's participation in educational activities, or impact their dignity and well-being. It can be verbal, non-verbal, written, visual, or physical in nature.
- 3. Applicability:** This policy applies to all members of Government College Ropar, including students, faculty, staff, visitors, and any other individuals associated with the college.
- 4. Preventive Measures:**
  - a. Awareness Programs: Regular workshops, seminars, and awareness campaigns will be conducted to educate all members about what constitutes sexual harassment, how to prevent it, and how to report incidents.
  - b. Orientation: All incoming students and staff will be provided with information on this policy during their orientation to promote a culture of respect and understanding.
  - c. Display of Policy: The Anti-Sexual Harassment Policy will be prominently displayed on notice boards and the college website for easy access.
- 5. Complaint Mechanism:**
  - a. Internal Complaints Committee (ICC): The college will establish an ICC consisting of representatives from faculty, staff, and students. The ICC will be responsible for addressing complaints related to sexual harassment and ensuring a fair and impartial process.

- b. **Reporting:** Any member who experiences or witnesses an incident of sexual harassment can report it to the ICC in writing or through a designated online platform. Complaints can also be submitted anonymously.
  - c. **Confidentiality:** The privacy and confidentiality of all parties involved will be maintained to the extent possible while conducting investigations.
- 6. Inquiry Process:**
- a. **Immediate Action:** Upon receiving a complaint, the ICC will initiate an inquiry within 7 days. If the situation requires, interim measures may be taken to ensure the safety and well-being of the parties involved.
  - b. **Fair Investigation:** The inquiry process will be unbiased, transparent, and based on principles of natural justice. Both the complainant and the respondent will have the right to present their case and provide evidence.
  - c. **Timeframe:** The ICC will complete the inquiry and submit its report within 90 days from the receipt of the complaint
- 7. Disciplinary Action:** If the ICC determines that an incident of sexual harassment has occurred, appropriate disciplinary action will be taken against the offender, as per the UGC guidelines and the college's rules and regulations. The severity of the action will be commensurate with the gravity of the offense.
- 8. Support Mechanisms:** The college will provide necessary support and counseling services to the complainant, respondent, and any witnesses involved, ensuring their emotional and psychological well-being.
- 9. Non-Retaliation:** No member of the college shall face any adverse consequences for reporting an incident in good faith. Retaliation against a complainant, witness, or anyone participating in the investigation process is strictly prohibited.
- 10. Review and Amendment:** This policy will be reviewed periodically to ensure its effectiveness. Amendments will be made in accordance with changes in UGC regulations and evolving best practices.
- 11. Dissemination:** The policy will be communicated to all members through various channels, including orientation programs, college publications, and official communications.

**Conclusion:** This Anti-Sexual Harassment Policy reflects Government College Ropar's commitment to fostering a safe and respectful environment, free from all forms of sexual harassment. By upholding the principles of dignity, equality, and justice, we aim to create a campus where all individuals can thrive and contribute positively to the academic community.

## **6. Internal Assessment Grievance Redressal**

A Senior Teacher is suggested by the College Council to serve as the coordinator of internal assessments. This coordinator arranges for students to receive information about the internal awareness components as soon as semester 1 begins. A two-tier system is used for students to voice their complaints, and it is as follows.

### **Level 1: Department Level:**

The Department cell is presided over by the Head of Department, together with the Department Co-ordinator, Faculty Advisor, and Teacher in Charge.

### **Level 2: College Level :**

A committee at the college level, consisting of the Principal as chairman, the college coordinator, the head of the affected department and the department coordinator.

## **7. Management and Mobilization Of Financial Resources**

The institution's mechanism for allocating and managing its financial resources is extremely open and routinely audited. In order to achieve its obligations in the academic field, the institution must offer the best resources to the teachers and students.

1. The proposal for any programmes or outreach initiatives that various departments have planned should be submitted to the relevant committee. The monitoring committee shall evaluate each program's requirements and organisational comparative advantage.
2. When holding conferences, fests, and seminars, the college urges each department to acquire sponsors if possible.
3. When conducting various campus development activities, the engagement of the Alumni Association and PTA is guaranteed.
4. In addition to the normal government assistance, the administration should research different avenues for directing money towards the institution's growth.
5. After conducting a feasibility assessment with the assistance of the building and maintenance committee, college authorities take call on all construction and maintenance tasks.
6. Different agencies urge faculty members to take advantage of various research incentives, funding, and aids.
7. Programmes that raise knowledge of the benefits and difficulties of higher education should be implemented in order to channel public contributions.

## 8. Energy Conservation Policy

**Introduction:** The Energy Conservation Policy for Government College reflects our commitment to responsible and sustainable energy usage. Recognizing the importance of reducing our environmental footprint and optimizing energy resources, this policy outlines our strategies to conserve energy, promote efficiency, and contribute to a greener future.

**Policy Objectives:**

1. **Reduced Energy Consumption:** The policy aims to significantly reduce energy consumption by implementing efficient practices and technologies.
2. **Promotion of Renewable Energy:** We are committed to increasing the utilization of renewable energy sources to power our campus, reducing reliance on fossil fuels.
3. **Awareness and Education:** The policy seeks to raise awareness about energy conservation among students, faculty, and staff, fostering a culture of responsibility and participation.
4. **Continuous Improvement:** Regular monitoring, assessment, and implementation of energy-saving measures will drive continuous improvement in our energy conservation efforts.

**Policy Guidelines:**

1. **Energy-Efficient Infrastructure:** Our construction and renovation projects will prioritize energy-efficient design principles, incorporating features such as proper insulation, efficient lighting, and natural ventilation.
2. **Renewable Energy Integration:** We will explore and invest in renewable energy sources like solar, wind, and biomass to generate clean energy for our campus.



3. **Optimized Equipment Usage:** All electronic devices and equipment will be used judiciously and turned off when not in use. Smart technologies and energy-efficient appliances will be adopted where feasible.
4. **Lighting Management:** Energy-efficient lighting systems, such as LED technology, will be installed across the campus. Motion sensors and timers will control lighting in lesser-used areas.
5. **HVAC Efficiency:** Heating, ventilation, and air conditioning systems will be regularly maintained and upgraded for optimal energy performance. Temperature settings will be adjusted to conserve energy while ensuring comfort.
6. **Waste Management:** Proper waste disposal and recycling practices will be promoted, reducing energy used in waste treatment processes.
7. **Awareness Campaigns:** Regular workshops, seminars, and awareness campaigns will educate the college community about the importance of energy conservation and ways to contribute.
8. **Energy Audits:** Periodic energy audits will be conducted to assess consumption patterns, identify inefficiencies, and implement corrective actions.
9. **Collaboration with Experts:** We will collaborate with energy experts, environmental organizations, and governmental bodies to stay updated on best practices and innovative solutions.
10. **Continuous Training:** Faculty, staff, and students will receive training on energy-efficient practices and technologies to encourage active participation.

**Implementation and Monitoring:**

1. **Energy Management Committee:** A committee comprising representatives from various departments will oversee the implementation of the policy and track progress.

2. Regular Reports: Energy consumption data and progress reports will be shared with stakeholders to ensure transparency and accountability.
3. Incentives: Recognition and incentives will be provided to individuals or departments that excel in energy conservation efforts.

Conclusion: The Energy Conservation Policy for Government College demonstrates our commitment to environmental sustainability and responsible resource management. By implementing energy-efficient practices, embracing renewable energy, and fostering a culture of awareness, we aim to set an example for our college community and contribute positively to a cleaner and greener future.

## **9. Research**

The institution's academic greatness is determined by research and related activities and policies are developed to guarantee the finest research outcomes and paper publishing.

1. The research cell identifies and contributes towards maintaining the academic equilibrium of the college and supports the decision making for every research discipline that is critical to the institution.
2. Attending of Regular research programmes like international seminars, conferences, workshops, webinars etc. are encouraged
3. The institution acknowledges the achievement of its faculty in different disciplines.
4. The potential research areas pertaining to the need of the institution are tapped and faculties are directed to focus the research on contemporary and relevant themes.
5. The essential infrastructural support for the research work will be provided by the college
6. An objective and transparent system for the allocation of financial and other aids for research are to be maintained.

7. Faculty are encouraged to extend their research outcomes to teaching, making use of the instructor's own research to benefit student's learning and outcomes.
8. The college is also willing to rectify any issues pertaining to the research field once notified.
9. Satluj is the college's annual, multidisciplinary research journal, publishing high quality research papers reviewed by experts in the field. The purpose of this journal is to develop and support research aptitude among young scholars.

## **10. Mentoring**

Mentoring includes a collaborative relationship between the faculty and students through shared experiences of listening, talking and guiding students to a better pathway and also by pointing them to other support systems.

1. The mentors accept the duty of assisting students who are enrolled in a programme of study.
2. The element of confidentiality should be carefully upheld, and mentors should always keep their mentee's best interests in mind.
3. The mentors need to listen intently and communicate effectively. They must retain confidentiality and approach delicate subjects with empathy.
4. It is important to maintain regular meetings with the appropriate documentation.
5. Should empower their mentees to take charge of their own life by instilling confidence in them through positive affirmations.
6. The Institution provides mentorship training and advice to the mentors.
7. Once a month, the department leaders, instructors, and mentors should get together to review new developments and potential pressure.

## 11. Extension Activities

The College has a holistic approach towards the extension activities which enables to sensitize the students to social issues and bring them as responsible citizens.

1. Most of the extension activities are organized by the College through NSS, NCC, Red Ribbon club etc. Associations, various clubs and departments are encouraged to take up activities that would bring about not just personality development in students but also collective good for the locality and the environment.
2. All the departments are encouraged to undertake extension programmes either independently or via collaboration with government or non-government organizations
3. The College focuses on enriching activities via dramas, band, debates, public speaking etc to school children and community activities.
4. The numerous outreach and extension initiatives give students excellent exposure to community building initiatives, the chance to participate in them firsthand, and the chance to become aware of a variety of social risks.
5. Give students the opportunity to use their knowledge, skills, and talents for the improvement of society.
6. We work in harmony with government organisations and local organisations. The business sector, the pharmaceutical industry, public sector organisations, social welfare organisations, governmental agencies, media outlets, and private educational institutions are all intimately connected to the College through extension initiatives.

## 12. Physical And Academic Facilities And Maintenance

The budgetary arrangements for the various needs related to the repair and upkeep of the infrastructure are planned by the Purchase Committee, in cooperation with the college council, at the beginning of each fiscal year. Every policy makes sure that the college's resources and facilities are used as effectively as possible while staying within the budget to give students a well-rounded academic environment. The college's infrastructure amenities are all timely improved and appropriately maintained.

The heads of several Departments submit Request Forms for the upkeep and repair of college facilities in accordance with requirements and needs. The Principal receives them, examines them, and then sends them to the Bursar, who starts the maintenance procedures. The ICT COMMITTEE is given responsibility for facility upkeep, while outside permitted service providers in AMC are used for specialised help. The maintenance of stock register aids in tracking the need for maintenance and upgrades.

### **Classrooms:**

The college has numbered and often maintained classrooms. In addition to being regularly used for academic purposes, these spaces are also made accessible for the administration of exams, both government and private. For ease of maintenance, every classroom accessory, including benches, desks, lecture stands, and chairs, is appropriately numbered. Every classroom is regularly cleaned, including the doors and windows. Internet-connected smart courses make the most of the online resources' learning and teaching potential. To conserve electricity, ICT facilities and electronic devices like fans and tube lights are turned off immediately after use. Carpenters, electricians, and specialists chosen by the management do maintenance on damaged or broken goods.

## **Computers**

The College has hired AMC to conduct routine maintenance and support for ICT hardware and UPS systems. All of the computers on the campus have their software updated and anti-virus products installed on a timely basis. Computers are utilised for both academic and non-academic reasons and are adequately maintained and serviced at College campus. If specialised maintenance is required, outside personnel handle the institution's computer gear and software.

## **Laboratory**

The heads of the several departments, who are in responsible of maintaining their individual laboratories, provide a report on the condition of the equipment utilised in their departments at the conclusion of each academic year. Requests for quotes on the supplies needed in the laboratory are made by the Purchase Committee. Before the start of the new academic year, qualified technicians repair and replace the laboratory equipment as needed. Students receive the appropriate orientation including how to use the lab equipment, appropriate attire, waste disposal, safety precautions, first aid advice, etc. Glassware and chemical inventories are swiftly checked annually. Each department maintains a stock register to keep track of all the lab equipment.

## **Library**

The librarian starts the process of requesting and maintaining library facilities with the assistance of library assistants. With the help of 'KOHA,' a well-known integrated library management software with a number of cutting-edge features, the library is automated, allowing the College to become more user-oriented in the current digital era. The library assistants take extra care to keep books, papers, and reports, and they make sure the space is dust-free. Every year, the stock of every book in the library is checked. The person in charge replaces the lost books and also

pays a fee. Less severely damaged books are re-bound, whilst severely damaged ones, if possible, are replaced and re-structured

### **Sports Availability**

The conduct of sporting activities is facilitated by open, multipurpose grounds. The Department of Physical Education keeps an eye on the upkeep and repair of sporting goods. For specialised training and field maintenance, professionals are employed. The gym's numerous pieces of equipment are routinely maintained, and as needed, new ones are bought. Every year, grounds for courts and sports facilities need to be levelled and repaired.

## **13. Student's Activities**

The students are given special care and attention during their academic career, ensuring the holistic development of the students and their participation in nation building. The college gives priority to mould excellent citizens with high intellect, integrity and human values.

1. The policy is designed to ensure the rights and duties of the students and support the institution's goals and strategies.
2. The college is committed to providing clear, comprehensive and accurate information on its programmes and courses and entry requirements which is accessible to all enquiries and applicants.
3. The college promotes the academically able and motivated students irrespective of their backgrounds without any discrimination based on caste, creed, region, religion and so on.
4. Matters relating to the recruitment, admission, mentoring, and academic formation will be supervised by the teachers. HODs, mentors, IQAC, College Council and the Principal. Students have the right to bring to the attention of the principal any issues regarding these topics.

5. Students with disabilities have the right to get all the special services provided in the campus. Any fall regarding the matter is directly dealt with by the authorities.
6. The students are obliged to keep the rules and regulations of the college and conduct of behaviour which is provided in the Prospectus of the college.
7. In addition to this, the following points are considered to ensure a pro-student atmosphere in the campus. (i) Transparency in admission, examination, campus placements, etc. (ii) Sharing of infrastructure facilities among various departments and various sections of students. (iii) Value/ moral education to all students. (iv) Career guidance to all students. (v) Financial support to needy students (vi) Psycho-somatic wellness of every student

#### **14. Alumni Activities**

The Alumni Association of the college with the Principal as its patron, functions to forge a strong bond between the college and its old students. The administrative body of the association comprises the president i.e. the senior most alumni from the college faculty, the secretary and the treasurer. Other members of the faculty, who are also old students of the college, are its active members. The administrative body holds meetings from time to time, evolves policies regarding the working of the association. They are also encouraged to make valuable contribution to the association by interacting with the students and the new pass outs. They are also sensitized to the needs of the institution and are made aware of their responsibility towards their alma-mater. The distinguished alumni from our college who have excelled in various walks of life are invited to inspire the young students of the college. At present, the association has more than 1000 members. In this respect, the association holds a meeting in every session and important decisions regarding the proposed action plan are taken. Thus the resources generated by the association are put to optimum use.



## 15. Faculty Empowerment

It guarantees greater involvement of the academic staff in the formulation, formulation, and implementation of college policies. It strives to improve employee autonomy, confidence, and decision-making independence by democratising the institutions. The empowerment of the teaching faculty will make it easier for them to get along with their fellow employees.. The ability to offer pupils a variety of learning experiences comes naturally to teachers. The following methods are used to empower faculty:

1. Conducting sessions on the plans, mission and goals of the college.
2. Updating the latest policies and demands in the higher education sector through seminars and group discussions.
3. Disseminating information through regular meetings, office letters and office advisory or memorandum;
4. Involving faculty members in the planning process and decision making.
5. Providing a conducive working environment.
6. Promoting the inner drive, the job with inner satisfaction, competence and self fulfilment.
7. Constant feedback from the faculty is taken in order to ensure the conscientious performance of the routine works. Special meetings are arranged to impart the consistency in realizing the mission of the college in the change and challenging trends of the society.

## 16. E-Governance Policy

**Introduction:** The E-Governance Policy for Government College is established to leverage technology and digital platforms to enhance the efficiency, transparency, and accessibility of administrative processes, academic activities, and overall governance within the institution. This policy aims to create a seamless and user-friendly digital ecosystem that benefits students, faculty, staff, and stakeholders.

### Policy Objectives

1. **Efficiency:** The policy aims to streamline administrative processes and reduce manual paperwork through digitization, leading to quicker decision-making and resource optimization.
2. **Transparency:** By utilizing digital platforms, the policy seeks to promote transparency by providing stakeholders access to accurate and up-to-date information.
3. **Accessibility:** We are committed to making information, services, and resources easily accessible to all stakeholders through online platforms.
4. **User-Centric Approach:** The policy focuses on providing user-friendly interfaces and intuitive designs that cater to the diverse needs of students, faculty, staff, and external parties.

### Policy Guidelines

1. **Online Administrative Services:** Administrative processes such as admissions, registration, fee payment, and result publication will be conducted online, minimizing paperwork and enhancing efficiency.
2. **Digital Communication:** Important notices, circulars, and announcements will be communicated through official college websites, emails, and messaging platforms.
3. **E-Learning Platforms:** The college will utilize e-learning platforms for course materials, assignments, quizzes, and discussions, enhancing the learning experience.
4. **Digital Library Resources:** The library's resources will be accessible through digital platforms, facilitating easy browsing, borrowing, and research.

5. Online Grievance Redressal: A dedicated online grievance redressal system will be established to address concerns and feedback from stakeholders promptly.
6. Data Security and Privacy: Stringent measures will be implemented to ensure the security and privacy of all digital data and information.
7. ICT Infrastructure Enhancement: Continuous investment in Information and Communication Technology (ICT) infrastructure will be made to support the implementation of e-governance initiatives.
8. Training and Capacity Building: Regular training sessions will be conducted to familiarize faculty, staff, and students with digital tools and platforms.
9. Feedback Mechanism: Digital platforms will be employed to gather feedback from stakeholders, allowing for continuous improvement of e-governance initiatives.

Following will be the areas of implementation

#### **Intergrated Human Resource Management System (INHRMS)**

iHRMS Project in Punjab has been able to fulfill following objectives:

1. Providing an Integrated HR & Payroll Management, Standardized enforcement of Policies & procedures
2. Integration of Services and Data Sharing Across Different MIS
3. Decentralized Data Collection & Complete Transparency
4. Simple Interface, business rules at backend coupled with strong codification of masters
5. Workflow & Role Based Operation for streamlined HR & Payroll Management.
6. Graphical Reporting & Dashboard
7. Single Login & Password for Different Applications
8. Decision Support System for Staff Rationalization, financial planning
9. Transparency in the personnel and financial management.
10. Projections of Financial Liabilities & Manpower Requirements

### **Integrated Financial Management System( IFMS)**

IFMS is a complete suite of applications used by Govt. of Punjab for planning, budgeting, Receipt and Expenditure control, Payment Processing, Debt Management and Audit. This state of art portal is owned by Department of Finance, Govt. of Punjab and developed by NIC Punjab. It has brought various stakeholders such as Administrative Departments, Accountant General, RBI and Banks on a single platform with role based Smart Dashboards. These Smart Dashboards have provided a better Decision Support System to all the stakeholders. It envisages end-to-end integration of various IT systems belongs to various stakeholders in Govt. of Punjab for efficient fund flow and payment-cum-accounting system.

### **Website**

The website of the college needs to revamped 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 visible to all the stakeholders. For this purpose, a separate website development committee is to be constituted and they will have to be given the authority and responsibility to interact with service provider/web designer for administration and updating of college website.

### **ERP**

In order to establish a more straightforward and effective system of governance inside the institution, ERP is to be deployed at multiple levels. There are separate login options available for staff and students. The everyday actions of the employees and students will be digitally monitored if the ERP system is working properly.

### **Student Admission**

Presently all the admission in the college is done online whether it is at graduate level or post-graduate and therefore the website of the college, is [www.gcropar.ac.in](http://www.gcropar.ac.in)

### Implementation and Monitoring

1. **E-Governance Committee:** A committee comprising experts from various departments will oversee the planning, implementation, and monitoring of e-governance initiatives.
2. **Regular Audits:** Periodic audits will assess the effectiveness of digital platforms, user experience, and data security measures.
3. **Performance Metrics:** Key performance indicators (KPIs) will be established to measure the success and impact of e-governance initiatives.

**Conclusion:** The E-Governance Policy for Government College underscores our commitment to embracing technology for effective and transparent governance. By providing accessible and user-centric digital solutions, we aim to optimize administrative processes, enhance communication, and create an enriched digital ecosystem that benefits all stakeholders within the college community.

### 17. Human Values and Professional Ethics

- Teachers treat their students with love, care, affection, and commitment in order to provide all students in the classroom with a high-quality education. They also instill excellent values in them without favouritism or prejudice.  
Teachers serve as role models for students by caring about them and inspiring them.
- The teachers give pupils fair ratings and marks for both internal and external examinations.
- Teachers respect students' rights to express their opinions and their dignity in doing so.
- Teachers make an effort to address each student's unique needs and aspirations despite differences in aptitude and ability across pupils.
- Through value education classes, human values are transmitted.
- Teachers maintain decorum while handling students of the opposite sex and maintain professional distance from students.

## 18. Policy Reforms

The policies of the college are never meant to be static. It is constantly evolving and dynamic suiting the time. The college council recognizes and promotes the usefulness of planning and policy making.

1. Policy reforms are based on the findings and requirements of UGC, NAAC, Affiliating University, State And Central Governments and the changes demanded by the changing world.
2. The College Council of the college ensures the process of updating policies from time to time.
3. Appraisal of the policies of the college is done with the help of feedbacks from the faculty, students and office staff
4. The competent authorities review and approve the policy making and reform process and hold the responsibility for its execution.

## 19. Policy on Study Tours

The college has implemented some processes for staff and students to organise study tour programmes that will improve students' experience learning. The study excursion must be carried out in line with all applicable laws and regulations. The study trips' unique goals and pedagogical objectives should be established with attention. The study tour should offer participants an orientation that aids in their attaining suitable intellectual, social, and personal growth. The study tour should have sufficient faculty staff supervision, both in terms of the students-to-faculty ratio and the staff members' capacity to handle emergencies. All of the tour's arrangements, including travel, lodging, meals, finances, and other support services, should be carefully planned and managed.

## **20. Policy For Divyangjan**

Discrimination against people with physical and mental disabilities is prohibited by the Right of Persons with Disabilities Act, 2016, among other laws. Discrimination of any type, including that based on a disability, is illegal. The goal of the right is to provide a thorough and inclusive teaching and learning environment where employees or students with disabilities are not upset or subjected to unfair treatment. All of the institution's leaders are working hard to extend a helping hand to the Divyangjan. .

### **Objectives of the Policy**

1. To create an inclusive culture that avoids discrimination, exploitation and exclusion of disabled students and staff from all spheres of work and education.
2. To create a suitable regulatory mechanism for effective delivery of services to Divyangjan students and staff.
3. To ensure implementation of all legislations with respect to Divyangjan.
4. To ensure full participation of Divyangjan and to provide them equal opportunities for development.
5. To provide necessary budget allocation to achieve the above objectives.

## **21. Financial Support Policy for Needy Students**

### **INTRODUCTION**

The Financial Support Policy for Needy Students at Government College Ropar is designed to ensure that every student, regardless of their financial background, has equal access to quality education, enabling them to achieve their academic and career goals. In alignment with the "Each One Support One" initiative led by the college's Principal and faculty, this policy aims

to provide necessary financial assistance to students in need, fostering an environment of inclusivity and educational equity.

### **POLICY OBJECTIVE**

- **Equitable Access to Education:** The policy aims to eliminate financial barriers that may hinder students from pursuing higher education and realizing their potential.
- **Promotion of Academic Excellence:** By providing financial support, the college encourages needy students to focus on their studies and excel academically without worrying about financial constraints.
- **Enhancement of Retention and Graduation Rates:** The policy aims to improve student retention rates and facilitate timely graduation by alleviating financial burdens that might otherwise force students to discontinue their studies.
- **Encouragement of Holistic Development:** The policy aspires to enable students to participate in co-curricular activities, workshops, and seminars that contribute to their overall growth and skill development.
- **Facilitation of a Supportive Community:** The "Each One Support One" initiative fosters a culture of solidarity and mutual assistance within the college community, promoting empathy and a sense of responsibility toward fellow students.

### **POLICY GUIDELINES**

- **Eligibility Criteria:** Needy students, as identified through a comprehensive assessment process, will be eligible for financial support. This assessment will take into consideration their economic background and specific financial challenges.
- **Financial Assistance:** Financial support will encompass various aspects, including tuition fees, books, study materials, and other essential educational expenses.



- **Application Process:** Needy students can apply for financial assistance by submitting an application form, along with the necessary documents supporting their financial situation.
- **Confidentiality:** The privacy and confidentiality of applicants will be respected during the assessment and decision-making process.

**SELECTION AND DISBURSEMENT:** A committee comprising representatives from faculty, administration, and student body will review applications and determine the amount of financial assistance. Disbursement will be made in a transparent and timely manner.

**MONITORING AND EVALUATION:** The college will maintain records of financial assistance provided to each student. Regular evaluations will assess the impact of the policy on students' academic performance and overall well-being.

**PUBLICITY AND AWARENESS:** The college will actively promote the "Each One Support One" initiative to encourage voluntary contributions from faculty, staff, students, and other stakeholders who wish to support their fellow students.

## **CONCLUSION**

The Financial Support Policy for Needy Students at Government College Ropar, in conjunction with the "Each One Support One" initiative, embodies the institution's commitment to social responsibility and creating an environment where education is accessible to all. By providing financial assistance and fostering a culture of support, the policy empowers needy students to thrive academically, thus contributing to their personal growth and the overall betterment of society.

## 22. Financial Assistance for Staff

### (For Presenting/ Participating in Conferences, Seminars, Workshops)

The Principal and College Council of the institution has made the decision to provide financial aid to faculty members to attend seminars, conferences, and workshops as well as join professional organisations in their professions in order to improve the calibre and teaching abilities of the faculty. All academic full time staff members will have access to this support for attending conferences, seminars, workshops, and other events; delivering papers and publishing research articles at these and other venues; and attaining professional membership in the appropriate discipline. The financial support may be given to the teachers to cover registration fees, publication costs, etc., or it may take the shape of travel expenses for them to attend conferences, workshops, seminars et

## 23. Waste Management Policy

**Introduction:** The Waste Management Policy for Government College Ropar is established to promote responsible waste disposal, reduce environmental impact, and create a clean and sustainable campus environment. This policy outlines our commitment to adopting efficient waste management practices, encouraging waste reduction, recycling, and proper disposal.

### **Policy Objectives:**

1. **Minimize Environmental Impact:** The policy aims to reduce the environmental impact of waste generated within the college premises by promoting responsible waste management practices.
2. **Promote Recycling and Reuse:** We are committed to promoting recycling and reusing materials wherever possible, reducing the amount of waste sent to landfills.
3. **Raise Awareness:** The policy seeks to raise awareness among students, faculty, and staff about the importance of proper waste management and its role in environmental preservation.
4. **Adopt Sustainable Practices:** By adopting sustainable waste management practices, we aim to set an example for our college community and contribute to broader environmental sustainability efforts.

### **Policy Guidelines:**

1. **Waste Segregation:** Waste will be segregated at source into categories such as recyclable, non-recyclable, organic, and hazardous waste.

2. **Solid Waste Management:**

Students should receive instructions on how to produce less waste. Solid trash must be separated and disposed of in the designated bins. Plastic and other garbage are kept in separate containers. In the college, the students of fine arts reuse the solid wastes to create different types of things, they mainly use waste paper, newspapers, old magazines, old bottles, etc.

3. **Recycling Initiatives:** The college will establish dedicated recycling bins for paper, plastic, glass, and other recyclable materials, encouraging students and staff to participate.
4. **Composting:** Organic waste generated on campus will be composted to create nutrient-rich compost that can be used for landscaping and gardening.
5. **Reducing Single-Use Plastics:** The use of single-use plastics such as bottles, bags, and cutlery will be minimized. Reusable alternatives will be promoted.
6. **E-Waste Management:** Electronic waste, including outdated electronics and batteries, will be collected separately and disposed of through proper e-waste recycling channels. The safe disposal of e-waste is the responsibility of the college. The College has designated the following things as e-waste, and must safely dispose of them: Printer, UPS, UPS, Laptops, PCBs, refrigerator, copper cables, camera, hard drive, mobile, network rack, CPU, Mother Board, Mouse, Network Switches, Scanner, Cable Box, Server Computer, Inverters, Compressor, Electrical Switches, CRT Monitor, LCD Monitor & Computing Terminals, Photo Copier, SMPS Fax Machines, Pump, Bio Medical Equipment, Lead Acid Batteries, and Miscellaneous E-Waste are all included in the waste recycling system. Timely disposal of e-waste should be done through authorized vendors by Punjab Government.
7. **Collaboration with Local Authorities:** The college will collaborate with local waste management authorities to ensure proper collection, transportation, and disposal of waste.
8. **Awareness Campaigns:** Regular workshops, seminars, and awareness campaigns will educate the college community about waste segregation, recycling, and responsible waste management.
9. **Reduce Paper Usage:** Digital platforms will be prioritized for communication, reducing the consumption of paper and printed materials.

The following actions must be taken to recycle waste:

1. Routine printing tasks must be done on all one-sided used paper.
2. Recycled paper should be used for things like paper pens.

3. Saleable materials, such as paper scraps, plastic debris, stockpiled PET bottles, etc., should be routinely sold to recycling companies to raise money for community outreach programmes.

**10. Responsible Disposal of Hazardous Waste:** Hazardous waste such as chemicals, batteries, and fluorescent lights will be handled and disposed of following established guidelines.

#### **Implementation and Monitoring:**

1. **Waste Management Committee:** A committee comprising representatives from different departments will oversee the implementation of the policy and monitor progress.
2. **Regular Audits:** Periodic waste audits will assess the effectiveness of waste management practices and identify areas for improvement.
3. **Performance Metrics:** Key performance indicators (KPIs) will be established to measure the success and impact of waste reduction and recycling efforts.

**Conclusion:** The Waste Management Policy for Government College Ropar underscores our commitment to creating a sustainable and environmentally responsible campus. By adopting efficient waste management practices, encouraging recycling, and raising awareness, we strive to contribute positively to environmental preservation and set an example for our college community to follow.

## **24. Performance Appraisal**

The teacher in full time employment should work not less than 40 hours per week for 180 teaching days (30/36 weeks) in an academic year. The teacher should be available for at least 6 hours daily . The teacher’s reporting time shall be at least 15 mins in advance of the stipulated work hours.

A performance appraisal is to be done on a regular basis based on their job.

The foundation of performance appraisal is a set of carefully crafted modules:

1. It applies to a variety of college groups, including management, academic staff, students, and non-teaching personnel.
2. The approach and UGC norms are related.
3. The performance appraisal also takes into account the requirements of the college's vision and goal in addition to the UGC regulations.
4. If a specific department or person (Teaching /Non Teaching) has made a lot of progress, it will be highlighted.

## 25. Reservation Policy

For students taking admission as per the orders and instructions of Punjab Government/Punjabi University, Patiala Details of reserved seats are as follows.

Any change in this policy by Government of Punjab/Punjabi University, shall be acceptable:-

S. No.	Category	Percentage
1.	General.....	52%
2.	Scheduled Castes.....	20%
3.	BC.....	8%
4.	Ex Serviceman/Ex Serviceman Dependent/General .....	7%
	Ex Serviceman/Ex Serviceman Dependent/Sc.....	4%
	Ex Serviceman/Ex Serviceman Dependent/B.C .....	2%
5.	Freedom Fighter .....	1%
6.	Disability.....	3%
7.	Sports (General) .....	2%
	Sports (SC).....	1

## 26. Code of Conduct

### Code of Conduct for Teachers

All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model.

Following are the code of conduct for faculty members:

1. All faculty members must maintain high standards of punctuality, honesty and professional ethics.
2. The faculty appointed in the Institute will abide by all rules set by Directorate Higher Education (DHE) Punjab and Punjabi University Patiala regarding stay in campus, holidays and conduct.
3. Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by Directorate Higher Education (DHE) Punjab and Punjabi University Patiala
4. Every faculty members should report to the college at least 10 minutes before the commencement of Institute timing.
5. All faculty members must be enthusiastic in taking up the subjects allotted to them.
6. All faculty members should prepare a lesson/teaching plan, notes, and academic file well in advance before commencement of the classes.
7. Mentor- Mentee scheme must be followed and the mentor teacher should take proper care of his group of students by guiding, motivating, counseling and monitoring their attendance and performance.
8. Every faculty members should be responsible to conduct regular classes and practical's and also take extra classes whenever necessary.
9. Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.
10. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.

11. The faculty members shall not act in any manner that violates the decorum or morality within institution. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute.
12. All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

### **Code of Conduct for the Students**

1. Every student must carry his/her Identity card while being present on the College Premises.
2. Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general. The campus is plastic free so it should be maintained.
3. Every student will remain answerable to the college authority for his/her activity and conduct on the college premises.
4. Any act which obstructs teaching research, administrative activity and other proceedings of the college is strictly prohibited.
5. Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
6. Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
7. Use of cell phones is strictly prohibited during class hour.
8. Attempted or actual theft of and/or damage or property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
9. During leisure hours, students are advise to use the library as maximum as possible.
10. Students should handle the college properties with care, Damage to the furniture or any other materials may lead to penalty or suspension from the college.
11. Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and actives within the material may lead to penalty or suspension from the college.



12. Indulging ragging, anti-institutional, anti national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
13. Without the permission of the principal, students are not allowed to circulate any printed materials within the college campus.
14. Latecomers will not be entertained to enter into the classroom
15. A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance.

### **Code of Conduct for Non-Teaching Staff**

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- 2 All Staff members should display the highest possible standards of professional behavior.
3. All Staff members should be punctual and discipline towards their work.
4. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters,
5. Every Staff members should cooperate with students, colleagues & superiors.
6. All staff members should maintain the image of the institute through standards of dress, general courtesy etc.
7. All the staff members should respect for the rights and opinions of others.
8. Every staff members should follow all norms and job details assigned by the Directorate Higher Education (DHE) Punjab, Principal & Superiors from time to time with full dedication.
9. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status. Violations of code of conduct by Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee etc or any other action as per the Component authority.

## 27. Social Media Policy

### Statement and Scope

The Social Media Framework for the Government College Ropar has been created to enable the institution to use these platforms more effectively and reach out to their stakeholders and understand their concerns and hear their voices. The objective for the use of social media is not just to disseminate information but also to undertake public engagement for a meaningful public participation for formulation of public policy. Government organisations are exploring the use of social media for public engagements for disseminating information, policy making, recruitment, generating awareness, education etc. about public services. When engaging on social media on Government College Ropar's behalf, do not express political opinions or engage in political activities. Therefore, Social Media may be used for:

- Seeking feedback from citizens
- Re-pronouncement of Public Policy
- Issue based as well as Generic interaction
- Brand Building or Public Relations
- Generating Awareness and education on National Action Plans and implementation
- Strategies.

Government College Ropar will have a Facebook Page, Departmental Facebook Pages, Instagram Account, Twitter Handle, WhatsApp Page and a YouTube Channel. Each social media platform offers many different ways to be used in the classroom, from sharing announcements to holding live lectures, and so much more. Social media allows for more e-learning opportunities as well. As remote jobs and online classes are becoming more popular, training students to work from a distance is an important lesson, and social media can help with that. There are many social media tools for education that can be taken advantage of for students of any age, from elementary all the way through college.

All the updates of the account will be handled by SOCIAL MEDIA COMMITTEE MEMBERS. The Individual Pages will be created by the core team but will be handled by Heads of Department. Any information shared on departmental pages will be the sole responsibility of departments themselves. Remember that you are representing your college. All

of your posts, comments and actions on social networks have the ability to affect the reputation of the college as well as other individuals affiliated with Government College Ropar. Avoid advertising on SOCIAL MEDIA with inappropriate or offensive content.

### **Use a Facebook Page to broadcast updates and alerts.**

Facebook can be the perfect social media platform to incorporate into different departments. The teachers can use it to post class updates, share homework assignments and encourage discussion-

Even if a student isn't active on Facebook, these Pages are still accessible when signed out. However, keep in mind Facebook Pages are public and anyone with a Facebook account can comment on the posts.

If you want to attract new students and parents to your college, share photos and events around campus to showcase what they could expect. Highlighting events and extracurricular can make your college stand out from the rest.

### **Create interest-based Facebook Groups.**

Many people want to be involved in their alma mater even after they leave—especially college alumni. Creating Facebook Groups for current students and alumni can increase engagement and collegial spirit. Alumni groups, groups for different graduating classes or departments, and groups for different extracurricular activities allows students to engage and meet others with common interests.

The following rules and guidelines must be followed while posting anything on social media:

#### **Employees and Social Media**

Be aware of the permanency of the Internet and think before you post. Once something is sent out, it will be permanent and unable to be retracted. Act responsibly since everything online may be accessible to the public.

- Treat others with respect, protect confidential information and the rights of others, and obey copyright law.
- Post positive, meaningful, and thoughtful comments.

- Disagree courteously, without disparaging comments.
- Access to social media sites using college resources should be for instructional purposes directly related to employment responsibilities and/or educator's curriculum.
- What is written should provide value by being thought-provoking and build a sense of community.
- Be respectful of intellectual property rights and laws. Use of third-party copyrighted or trademarked material or use of a person's likeness without permission in digital content may be illegal and may expose Government College Ropar to significant financial liability and reputational risk.
- What is written should help people improve their knowledge and skills, solve problems, or understand situations.
- Only comment on things about which you are well informed.
- What is written should invite discussion without inflaming others or demeaning them.
- Different points of view are appropriate if they are expressed with respect for others•
- Be honest in your communication and clear about your role.
- Clearly identify yourself as an employee/educator
- If you have a vested interest in what is being discussed, identify it.
- Establish and maintain a professional image.
- Post only what you want the world to see; even in private sites, "friends" may copy your post and then make it public.
- Write the way you would speak in your professional assignment.
- Adhere to the standards of professional practice and maintain appropriate college relationships at all times.
- Maintain a public, professional relationship with students and their parents.
- Do not violate privacy, confidentiality, or legal guidelines.
- Protect yourself and others by not revealing private, confidential, or sensitive information.
- Personally identifiable student information, including photographs, shall not be included in personal social media. Ask permission before posting pictures or videos of others.
- Pictures and videos of students are education records and require parent notification of directory information prior to posting. Additionally, any posting of a student photo or video may not include the student's name.

- Never comment on anything related to legal matters or litigation.
- Report inappropriate online behavior.
- Take responsibility to ensure that student posts which violate laws or college policies are removed immediately and appropriate disciplinary action is taken.
- Do not endorse commercial partners or products

### **Students and Social Media**

To maintain a safe and productive learning environment, the College requires all students who access or create social networking sites through College resources to abide by the following:

- If something you are about to post makes you uncomfortable, take a minute to consult with others.
- Do not bully others online.
- Be open offline about what you experience online. Report inappropriate online behavior.
- Maintain proper professional relationships with any college employee.
- All statements must be true and not misleading.
- Only comment on things about which you are well informed.
- Do not violate privacy, confidentiality, or legal guidelines.
- Protect yourself and others by not revealing private, confidential, or sensitive information.
- Ask permission before posting pictures or videos of others.
- Maintain consistent, acceptable behavior online and offline.

### **Parents and Social Media**

Parents are important partners in developing safe and appropriate use of social media and are encouraged to:

- Monitor your child's use of social media.
- Talk frankly to your child about proper online relationships and behaviors.

- Be friends with your children online in order to view your child's online posts.
- Be involved and aware.
- Report inappropriate online behavior

### **Stakeholder Inquiries**

If you need assistance on a matter related to social media, you have two starting points:

1. For general questions related to social media at Government College Ropar, please contact the Principal Office and College Council. It is staffed with individuals with extensive experience in maintaining and executing social relation initiatives.
2. To connect with SOCIAL MEDIA COMMITTEE at Government College Ropar working on social media
3. The employees are expected to follow above 2 points when coming across misinformation, news leaks, confidential information, or other questionable content regarding the company on social media.

### **Tactical Guidelines for Employees**

#### **When do I need approval to post a message on social media?**

Any staff member who need to post something on social media sites of college, need to take written permission from the head of the institution and submit the same to SOCIAL MEDIA COMMITTEE ALONG with soft copy of the draft.

What kind of information am I allowed to post related to my work on social media?

You can post information which benefit student. forexample, you can post notices for students on your departmental pages, any competition, any motivational post for the students, information regarding results etc.

#### **Consequence of Breach**

There will a disciplinary action by Principal Office for failure to comply with the social media policy

#### **Annual Review**

This policy will be reviewed once per year. All employees will be provided with access to a copy

## 28. Environment, Sustainability, and Green Campus Initiative Policy

**Introduction:** The Environment, Sustainability, and Green Campus Initiative Policy for Government College reflects our dedication to fostering an environmentally conscious and sustainable campus. This policy outlines our commitment to promoting eco-friendly practices, reducing our ecological footprint, and creating a greener and healthier environment for our college community.

### **Policy Objectives:**

1. **Environmental Stewardship:** The policy aims to instill a sense of responsibility and stewardship towards the environment among students, faculty, and staff.
2. **Sustainable Practices:** We are committed to adopting sustainable practices that minimize resource consumption, waste generation, and environmental degradation.
3. **Green Campus Development:** The policy seeks to transform our campus into a model of environmental sustainability, featuring energy-efficient infrastructure, green spaces, and eco-friendly facilities.
4. **Community Engagement:** We aim to involve our college community, local residents, and stakeholders in our sustainability efforts through education, collaboration, and shared initiatives.

### **Policy Guidelines:**

1. **Energy Efficiency:** We will prioritize energy-efficient building designs, implement energy-saving technologies, and promote responsible energy consumption across campus facilities.
2. **Renewable Energy Adoption:** We will actively explore and integrate renewable energy sources such as solar panels and biomass systems to power our campus.
3. **Water Conservation:** Implementing water-efficient fixtures, rainwater harvesting systems, and responsible water usage practices will be a priority.

4. **Waste Reduction and Recycling:** Our campus will adopt a comprehensive waste management plan that encourages reduction, reuse, and recycling of materials, minimizing landfill waste.
5. **Sustainable Transportation:** We will promote sustainable transportation options such as cycling, carpooling, and use of public transport among students and staff.
6. **Green Landscaping:** Our campus will feature green spaces, native plants, and sustainable landscaping practices that enhance biodiversity and reduce water consumption.
7. **Sustainable Procurement:** We will prioritize the purchase of eco-friendly, locally sourced, and sustainable products for campus operations.
8. **Educational Initiatives:** We will integrate sustainability education into our curriculum, organize workshops, seminars, and awareness campaigns to foster a culture of environmental consciousness.
9. **Biodiversity Preservation:** Efforts will be made to preserve and enhance local biodiversity through responsible land use practices and conservation efforts.
10. **Regular Audits and Reporting:** Periodic environmental audits will assess our progress, identify areas for improvement, and ensure compliance with sustainability goals.

#### **Implementation and Monitoring:**

1. **Green Campus Committee:** A committee comprising representatives from various departments will oversee the implementation of the policy and regularly review progress.
2. **Campus Sustainability Plan:** A comprehensive sustainability plan will be developed, outlining specific goals, actions, and timelines for implementation.
3. **Annual Sustainability Report:** An annual report will provide a comprehensive overview of our sustainability initiatives, accomplishments, and areas for improvement.

**Conclusion:** The Environment, Sustainability, and Green Campus Initiative Policy exemplify our commitment to creating a sustainable, eco-friendly, and socially responsible campus environment. By integrating green practices, education, and



collaboration, we aspire to contribute positively to our community, environment, and the global efforts towards a more sustainable future.

## **29. Gender Equity and Inclusion Policy With Annual Gender Audit**

### **Introduction:**

The Gender Equity and Inclusion Policy, coupled with the Annual Gender Audit, for Government College Ropar is a comprehensive framework designed to create an environment that promotes gender equality, inclusivity, and equilibrium among all stakeholders within the college community. This policy recognizes the importance of fostering respect, fairness, and equal opportunities irrespective of gender identity, while addressing the unique challenges faced by different genders. The Annual Gender Audit serves as a tool to evaluate the effectiveness of the policy's implementation and to drive continuous improvement in achieving gender equality goals.

### **Policy Goals:**

1. **Promote Gender Equality:** The College is dedicated to establishing an environment where individuals of all genders have equal access to opportunities, resources, and participation in all aspects of college life.
2. **Prevent Discrimination:** Discrimination or harassment based on gender or gender identity will not be tolerated. The college will proactively prevent and address gender-based discrimination.
3. **Inclusive Curriculum:** The curriculum will be free from gender bias and stereotypes, promoting diverse perspectives and contributions of all genders across various disciplines.
4. **Equitable Recruitment and Promotion:** Fair and transparent recruitment and promotion practices will ensure equal employment and career advancement opportunities for all genders.

5. **Safe and Inclusive Campus:** The College will provide a secure and inclusive environment for all genders, with adequate security measures to ensure safety and well-being.
6. **Awareness and Sensitization:** Regular workshops, seminars, and awareness campaigns will foster a culture of respect, understanding, and awareness of gender-related issues.
7. **Support Services:** Tailored counseling, health services, and career guidance will address the specific needs and challenges faced by individuals of different genders.
8. **Gender-Responsive Infrastructure:** Gender-inclusive and accessible infrastructure, including restroom facilities and accommodations, will be provided.
9. **Collaboration with External Organizations:** Collaborations with external NGOs and experts in gender equality will enhance efforts and ensure best practices.

#### **Annual Gender Audit:**

1. **Purpose:** The Annual Gender Audit evaluates the progress of policy implementation, identifies gaps, and informs strategies for maintaining gender equilibrium.
2. **Process:** Data will be collected from surveys, interviews, and institutional records. The Gender Committee will analyze data, assess policy implementation, and compile a report.
3. **Feedback and Action Plan:** The report will be presented to stakeholders, with feedback sought for an action plan. The plan will address gaps and challenges, detailing responsible parties and timelines.
4. **Transparency and Accountability:** Regular progress updates on the action plan will ensure transparency, accountability, and collaborative efforts toward gender equality.

#### **Implementation:**

1. **Formation of Gender Committee:** A committee comprising stakeholders will oversee policy implementation and conduct the Annual Gender Audit.
2. **Training and Capacity Building:** Regular training sessions for staff will enhance understanding of gender-related issues.

3. **Gender-Responsive Grievance Mechanism:** A confidential mechanism will address gender-related complaints promptly.
4. **Integration of Gender Perspectives:** Gender perspectives will be integrated into curriculum, research, and policy formulation.

**Monitoring And Evaluation:**

Regular assessments will measure progress and effectiveness. Adjustments will be made based on outcomes and feedback.

**Conclusion:**

The Gender Equity and Inclusion Policy, complemented by the Annual Gender Audit, reflects the college's commitment to fostering an environment of gender equality and inclusivity. By addressing disparities and promoting an inclusive culture, the college empowers all genders to excel academically, professionally, and personally. The Annual Gender Audit ensures continuous improvement toward the college's gender equality goals.

### **30. Internal Quality Assurance Cell (IQAC) Policy**

**1. Introduction:**

The Internal Quality Assurance Cell (IQAC) at Government College Ropar is committed to promoting and ensuring continuous qualitative enhancement in the functioning, governance, academic processes, and administrative practices of the institution. The IQAC will work diligently to facilitate and foster a culture of quality consciousness, accountability, and innovation among all stakeholders.

**2. Vision:**

To transform Government College Ropar into a center of academic excellence by establishing a robust quality assurance system that ensures continuous improvement in all aspects of the institution's functioning.

### **3. Mission**

The IQAC aims to develop, implement, monitor, and evaluate various strategies and initiatives to enhance the quality of education, research, and administration. It strives to create an environment that supports holistic development, ethical practices, and effective governance.

### **4. Objectives**

The key objectives of the IQAC Policy are as follows:

#### **4.1 Academic Excellence:**

- Regular review and enhancement of curriculum to align with emerging trends and industry requirements.
- Encouragement of innovative teaching methodologies, experiential learning, and interdisciplinary studies.
- Promotion of research culture through faculty development programs, research grants, and collaboration with industries and research institutions.

#### **4.2 Administrative Efficiency:**

- Streamlining administrative processes to ensure transparency, efficiency, and accountability.
- Implementation of technology-driven solutions for various administrative tasks, record-keeping, and communication.
- Regular training and capacity building of administrative staff to improve their skills and knowledge.

#### **4.3 Student-Centric Approach:**

- Establishment of student support mechanisms to address academic, personal, and career-related concerns.
- Implementation of mentorship programs for students to provide guidance and counseling.
- Continuous feedback collection from students to enhance teaching, infrastructure, and student services.

#### **4.4 Continuous Monitoring and Evaluation:**

- Development of a comprehensive mechanism for internal assessment and academic audit.
- Conduct of regular academic reviews, self-assessment, and peer assessment to identify areas of improvement.
- Utilization of feedback from various stakeholders for informed decision-making.

#### **4.5 Collaboration and Networking:**

- Establishment of partnerships with other institutions, industries, and research organizations for knowledge exchange and collaborative projects.
- Participation in regional, national, and international quality assurance initiatives and benchmarking exercises.

#### **5. Strategies:**

- Formation of subject-specific committees for curriculum design and review.
- Conduct of faculty development programs focused on pedagogical skills, research methodologies, and use of technology.
- Implementation of a robust grievance redressal mechanism for students, faculty, and staff.
- Regular organization of seminars, workshops, and conferences to foster a culture of knowledge dissemination.
- Integration of sustainable practices in campus management and resource utilization.

#### **6. Monitoring and Review:**

- The IQAC will meet regularly to review the progress of the implementation of the policy and recommend necessary modifications.
- Annual quality assurance reports will be prepared and submitted to relevant authorities for review and feedback.

#### **7. Conclusion:**

The IQAC Policy for Government College Ropar reflects our unwavering commitment to quality enhancement in academics and administration. By adhering to these principles and strategies, we aim to create a vibrant learning environment that nurtures talent,

fosters innovation, and contributes to the overall growth of our institution and society at large.




## CERTIFICATE

This is to certify that the policy documents titled **Policy Document, Government College Ropar** have been thoroughly reviewed and discussed by the College Council of **Government College Ropar** on [Date]. After careful consideration and deliberation, the College Council has approved these policy documents for implementation within the college.

The College Council acknowledges the significance of these policies in maintaining the standards, values, and operational guidelines of the institution. The policies outlined in these documents reflect the collective efforts of the college administration, faculty, staff, and relevant stakeholders to ensure a conducive and progressive environment for all members of the college community.

By affixing our signatures below, we express our commitment to upholding and enforcing the policies set forth in these documents. These policies will serve as a cornerstone in guiding the college towards its goals of excellence, inclusivity, and continual improvement.

Signatures:

1.  2.  3.  4.  5. 



**Principal**

**Government College Ropar**