

GOVERNMENT COLLEGE ROPAR

(Affiliated To Punjabi University, Patiala)



Criterion 6

Governance ,Leadership And Management

Index

6.5.1 IQAC Policies

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No. 3922

Date 06/9/2018

Policy for Inclusion and Empowerment of Persons with Disabilities (Divyangjan)

Introduction: The Policy for Inclusion and Empowerment of Persons with Disabilities (Divyangjan) at Government College is established to ensure equal opportunities, accessibility, and empowerment for all individuals, irrespective of their disabilities. This policy is in line with the Rights of Persons with Disabilities Act, 2016, which emphasizes the rights, dignity, and full participation of persons with disabilities in all aspects of society, including education.

Policy Objectives:

- 1. Equal Access to Education:** The policy aims to provide persons with disabilities the same opportunities to access quality education, ensuring inclusivity and non-discrimination.
- 2. Dignity and Respect:** We are committed to treating all individuals with disabilities with dignity, respect, and sensitivity, fostering an environment that values their diverse contributions.
- 3. Accessible Infrastructure:** Our goal is to create a barrier-free physical and digital environment that allows persons with disabilities to navigate and participate fully in all college activities.
- 4. Empowerment:** The policy seeks to empower persons with disabilities by providing necessary support services, resources, and opportunities for personal and academic growth.
- 5. Awareness and Sensitization:** We aim to raise awareness and promote understanding of disabilities within the college community, eliminating stereotypes and biases.

Policy Guidelines:

- 1. Equal Educational Opportunities:** Persons with disabilities will have equal access to all educational programs, courses, examinations, and extracurricular activities.

2. **Accessibility:** The college will ensure physical accessibility by providing ramps, elevators, accessible restrooms, and designated parking spots. Digital platforms will be made accessible through screen readers and other assistive technologies.
3. **Reasonable Accommodations:** The college will provide reasonable accommodations to students with disabilities, including extended exam time, accessible study materials, and assistive devices.
4. **Support Services:** Specialized support services such as sign language interpreters, note-takers, and counselors will be available to cater to the needs of students with disabilities.
5. **Inclusive Curriculum:** The curriculum will be designed with consideration for diverse learning needs, incorporating inclusive teaching methods and materials.
6. **Capacity Building:** Faculty and staff will receive training to effectively support and engage with students with disabilities, promoting an inclusive learning environment.
7. **Anti-Discrimination:** Discrimination or harassment against persons with disabilities will not be tolerated, and swift actions will be taken to address any such incidents.
8. **Awareness Campaigns:** Regular workshops, seminars, and awareness campaigns will be conducted to educate the college community about disabilities, dispel myths, and encourage a supportive atmosphere.
9. **Empowerment Initiatives:** The college will offer skill development programs, career counseling, and networking opportunities to empower persons with disabilities for future endeavors.

Implementation and Monitoring:

1. **Inclusion Committee:** A committee comprising representatives from various departments will oversee the implementation of the policy, assess progress, and address any issues.
2. **Accessibility Audits:** Periodic accessibility audits will be conducted to evaluate the effectiveness of physical and digital accessibility measures.
3. **Feedback Mechanism:** Regular feedback from persons with disabilities will be collected to identify areas for improvement and ensure their voices are heard.



Conclusion: The Policy for Inclusion and Empowerment of Persons with Disabilities at Government College underscores our commitment to creating an inclusive and empowering educational environment. By upholding the principles of the Rights of Persons with Disabilities Act, 2016, we strive to provide equal opportunities, accessibility, and support to persons with disabilities, fostering their growth, participation, and success within the college community and beyond.

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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.

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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.

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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.



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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 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.


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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.

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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.

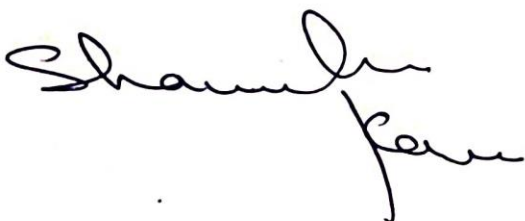
2. Training and Capacity Building: Regular training sessions for staff will enhance understanding of gender-related issues.

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.


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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.

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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.

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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 creates 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.


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Principal
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Date 16/11/2020

E-GOVERNANCE POLICY

1.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.

2.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.

3.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

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- 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

4. Intergrated Human Resource Management System(INHRMS)

iHRMS Project in Punjab has been able to fulfil 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

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9. Transparency in the personnel and financial management.

10. Projections of Financial Liabilities & Manpower Requirements

5. 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.

6. 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.

7. Student Admission:

Presently all the admission in the college is done online whether it is at graduate level or

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post-graduate and therefore the website of the college is www.gcropar.ac.in .

8.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.


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No. 2490

Date 16/11/2020

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 OBJECTIVES:

- **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.

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- **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.


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NAAC ACCREDITED WITH 'A' GRADE | AFFILIATED TO PUNJABI UNIVERSITY PATIALA

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No. 2490

Date 16/11/2020

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.



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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 green


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No. 2490

Anti Ragging Policy

Date 16/11/2020

Introduction:- The honourable 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.

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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 and 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.

1. 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 fulfil 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.

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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.


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