

# POLICY DOCUMENTS



Purash Kanpur Haridas Nandi Mahavidyalaya

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## **Administrative Policy**

Being guided by the regulations of UGC and WBHED, the administration of Purash Kanpur Haridas Nandi Mahavidyalaya is monitored by the Governing Body of the college.

The purpose of the college's administrative policy is to advance the institution's vision and mission in accordance with applicable rules and regulations. Internal administration monitors and promotes operational efficiency. It focuses on improving functional competencies, best practices, effective decision making and compliance with appropriate acts.

1. Our goal is to achieve the greatest possible transparency at all levels.
2. Quality management is achieved by promoting strict decentralization at all levels.
3. The administrative mechanism must be student-centered.
4. Inclusive access to all administrative matters.
5. Impartiality is practiced in all aspects.

## **E-governance Policy**

Purash Kanpur Haridas Nandi Mahavidyalaya is committed to promote the practice of a simple, accountable, responsive, and transparent system of e-governance. Adoption, implementation, and extensive use of e-governance have to be assimilated into every sphere of college functioning, leading the way to a robust paperless administration. The college has to execute e-governance in administrative matters, finance, and accounts, library and examination related processes.

1. The college staff, including administration, faculty, and students, are to be electronically connected via different messaging applications (WhatsApp, Telegram) and cloud-based video communication applications (Zoom, G-Meet) etc.
2. The college website is to be full-fledged and functional. The home page of the college website is <http://www.pkhnmm.ac.in/>.
3. The college website has to be user-friendly and operational through laptops as well as mobile phones.
4. All inevitable information (examination and admission details, important link) to be conveyed to the students via official notices on the website.
5. The college administration would preserve communication records and necessary official data electronically.

## **Financial Management and Resource Mobilization Policy**

Purash Kanpur Haridas Nandi Mahavidyalaya is committed to provide the best resources to all the stake holders namely students and staff. The college has a system of managing and mobilizing its financial resources which is periodically audited and transparent.

1. The Governing Body of the college should carefully consider all major financial decisions.
2. All the proposals for purchase and procurement are carefully examined by the Development and Purchase Committee. The Committee recommends the proposals to the Finance Committee for final sanction.
3. All the purchase and procurements must be done in accordance with Government Rules.
4. All the proposals for various activities planned by the departments, committees and individual staff members are monitored by the Internal Quality Assurance Cell. The IQAC analyses the merit of such proposals and either reject or forward the same to the HOI for final approval.
5. The IQAC is anticipated to examine and propose different approaches for directing funds towards the holistic growth of the institution.
6. The college encourages the faculty members to find sponsors for research activities.
7. Approval for new construction and maintenance projects will only be granted following a feasibility study conducted under the supervision of IQAC.
8. All faculty members are urged to take advantage of the various research project funds, incentives, and aids provided by different agencies.

## **Physical Facility Sharing and Maintenance Policy**

The college's infrastructure, which is crucial to the institution, provides essential support for various activities carried out within the campus. Because of the important role infrastructure plays, Purash Kanpur Haridas Nandi Mahavidyalaya is dedicated to building new infrastructure and improving or maintaining existing facilities to support the college in all its endeavours.

1. In order to maximize the use of resources, the college infrastructure, such as laboratories, needs to be utilized for academic and research purposes by both faculty and students, thus aiding in the nation's development.
2. Other institutions and organizations may be granted access to use amenities such as the ground, auditorium, seminar hall, and multipurpose indoor facilities for collaborative academic events after due evaluation of their prior requests.
3. The college has a Yoga Centre and Gymnasium for the use of students and staff maintaining their physical fitness and training for competitive events.
4. The college may serve as venue for the conduct of State and national level examinations such as UPSC, SSC, railways, bank recruitment drives, CSC etc. as and when directed by the Government Authority.
5. The college will also serve as an Examination centre for the semester-end BA/ BSc/BCom Examinations of the affiliated University.
6. To ensure proper maintenance of the college infrastructure, the services of electricians, mechanics, plumbers and gardeners are to be made available in the college campus compulsorily during the office hours and quick response in case of emergencies during odd hours.

7. Few of the college non-teaching staff members are identified and trained to provide such professional services in addition to their routine work.
8. To avoid damage from line voltage fluctuations and power failures, adequate measures are taken to protect and ensure the continuous operation of IT infrastructure and valuable equipment through backup and support systems.
9. To maintain high-end or costly hardware, it is necessary to hire trustworthy vendors through an Annual Maintenance Contract (AMC).
10. The fund received from State/Central Government bodies, UGC, and college management for improving, maintaining, and managing infrastructure and support services must be utilized for those specific purposes within the designated time period.
11. The Infrastructure Committee of the college will monitor and recommend development and maintenance of buildings and physical infrastructure, related purchase and procurement, and also supervise construction and maintenance works.
12. A distinct Programme Implementation Group consisting of senior faculty members and administrative staff will be established to oversee and supervise the use of designated funds from Government sources.
13. The college is committed to share its infrastructural facilities for the events conducted by Government Authorities for the betterment of the society.
14. The Alumni Association of the college can access the college ground, auditorium or seminar hall for organizing reunion and academic or cultural events.

## **Environment and Waste Management Policy**

Purash Kanpur Haridas Nandi Mahavidyalaya is committed to developing, upholding, and enhancing environmental management practices on campus to minimize its carbon and environmental impact. The institution's ethical framework is deeply ingrained with awareness of ecological balance and the consequences of its disruption on sustainability.

1. The college is dedicated to enhancing the natural environment through practices such as pollution prevention, proper disposal of waste (especially electronic waste), and green initiatives to promote sustainability and survival. Encouragement must be given the highest priority to any biodegradable, recyclable initiative.
2. All policies and procedures set by the central and state government in environmental issues must be strictly adhered to.
3. It is encouraged to minimize the use of hazardous substances and instead prioritize sustainable resources whenever possible.
4. The biodiversity of the campus has to be protected and improved by all available means.
5. Engaging in practicality is essential in the development and execution of sustainability research and teaching projects.
6. The college is dedicated to upholding a highly stringent and environmentally-friendly waste management system and following the green protocol principle.
7. The college recognizes that it has a duty to help address environmental issues at both the local and global levels by reducing its impact on the environment.
8. The college supports environmental principles like Reduce, Reuse, and Recycle, and urges everyone involved to minimize personal waste creation as a moral obligation.



9. All activities conducted by institutions must focus on reducing plastic usage and generating less waste.
10. The waste management initiatives introduced by government departments and scientific agencies will be put into effect on campus whenever possible.
11. Efforts must be consistently made to ensure that all individuals involved with the college are informed about the college's waste management strategy policy.
12. Whenever feasible, waste materials should be identified for reusing either within the organization or with external partners.
13. It is encouraged to implement programmes that promote environmental quality and protect biodiversity across the region.
14. Goals for achieving environmental standards should be established in the realms of eco-friendly projects.
15. There should be ongoing efforts to ensure the campus is as free of plastic as possible. Promote the use of alternative items instead of plastic and ensure the institution follows the green protocol principle.
16. Actions needed to fully utilize solar energy by installing solar panels as an alternate energy source in the campus's open spaces.
17. Optimal utilization of electronic platforms for academic and administrative tasks should be encouraged in order to minimize paper usage.
18. Implementation of composting, bio-manure, and other on-site treatment methods in the campus as much as feasible. Building a compost pit for utilizing dried waste like fallen leaves, etc. and utilizing vermicomposting to eliminate the need for chemical fertilizers.
19. A rainwater harvesting system should be functional to collect and use rainwater efficiently.
20. The institution should create and establish gardens of horticulture and medicinal plants to enhance the greenery of the college campus. It

should also plant trees that emit increased levels of oxygen, aiding in purifying the air.

21. To decrease air pollution, it is suggested to implement a No Vehicle Day once a month.

22. The college should implement energy efficiency through reducing greenhouse gas emissions and encourage low carbon activities/methods on campus.

23. The institution must recognize and swap out outdated and power-hungry equipment/gadgets like printers, scanners, etc.

24. The college must make an effort to substitute incandescent bulbs and tube lights with energy efficient light bulbs and tubes that use minimal electricity, thus aiding in maintaining an energy efficient campus. Track and monitor energy consumption on campus regularly through energy audits and implement strategies to improve energy efficiency whenever feasible.

25. Green and Energy Audit must be done continuously by appropriate agencies.

## **Quality Policy**

The main goal of Purash Kanpur Haridas Nandi Mahavidyalaya in its current situation is to achieve the top-quality standards in the higher education sector.

1. All students should be given sufficient chances to discover their abilities and use them to reach the highest levels in their courses.
2. Clear communication is necessary in the college campus to ensure that the learners feel secure about their safety.
3. Discrimination based on religion, caste, creed, race, nationality, language, or region is not allowed, and everyone on campus should be treated fairly and equally.
4. The imparting of knowledge, abilities, and know-how across all courses must be carefully planned to shape learners into responsible citizens with ethical values.
5. Quality assurance procedures, enhancement systems, and processes must be continuous and mandatory for all parties involved. It is necessary to thoroughly assess strengths and weaknesses in order to discover and apply solutions for enhancement.
6. The system aims to improve standards of learning, teaching, and assessment through monitoring, reviewing, and implementing development measures.
7. Taking into account feedback input from employers, students, and other stakeholders is essential for assessing the college's performance. According to these inputs, the quality system needs to be regularly updated by the college administration.
8. Adequate attention must be given to ensuring that the academic standards in the college align with the expectations of the higher education sector and the quality of learning opportunities offered through different programmes is consistently improved.

9. Teachers should be motivated to continuously enhance their teaching and learning techniques, preferably by utilizing the most up-to-date ICT tools available.
10. Proper attention should be given to timely updates, renovations, and upkeep of the college's infrastructural facilities, which serve as its foundation.
11. It is recommended that faculty engage in high-quality research, publish their findings in reputable journals, or seek patents when applicable.
12. Seminars, conferences, workshops, etc. on quality issues to be organized on a regular basis.
13. Orientation programmes for teachers and students to be conducted regularly for upgrading the quality of teaching and learning.
14. MOUs and partnerships will be established with well-known institutions and organizations to expand the range of activities and opportunities.

## **Admission Policy**

The admission policy of Purash Kanpur Haridas Nandi Mahavidyalaya is guided by the regulations of UGC, WBHED and the University of Calcutta.

1. The admission process to various courses will be monitored by the Admission Committee.
2. One of the faculty members from the Admission Committee will be designated as Nodal Officer and another member will be designated as Help Desk Officer.
3. The admission process will be primarily carried out through the Centralized Online Portal of the State Government and alternatively through the Stand-alone college portal as and when directed by the West Bengal Higher Education department.
4. The admission schedule to the Major and MDC courses is to be officially notified on the college website as per the Govt order along with the name/s of Admission In-charge/s and their contact numbers as well as the link for online registration, application and fees payment.
5. The admission committee will be responsible for setting up course combinations, fees structure, merit criteria and tie-breaking rules on the admission portal.
6. If the candidate whose name has appeared in the merit list fails to secure admission within the scheduled time frame, the provisional admission will be cancelled by the college.
7. Admission to courses affiliated to the University of Calcutta will be granted only if the candidate seeking admission satisfies the minimum eligibility criteria prescribed by the university.
8. Certain percentage of the seats are reserved for the students of different categories and the minorities as per the existing Reservation Policy of the Government.

9. Admission of the candidates by Centralized Portal or College Portal would be purely provisional. It will be confirmed only after the physical verification of required documents at college.
10. Admission to Add on/certificate/short term courses which are autonomous, will be granted on the basis of specific eligibility criteria fixed by the college.
11. The rules for refund of fees on cancellation of admission would be as per the regulations prescribed by the UGC.
12. Admission to any course would be granted by the college only after payment of prescribed course fees.
13. The original fee receipts /transaction details of the admission fee paid will have to be preserved by the candidate till he or she fully passes out the concerned course.
14. If at any point the candidate's presented documents don't appear to be authentic, admission will be revoked.

## **Academic Curriculum Policy**

This policy document outlines the Academic Curriculum Policy of Purash Kanpur Haridas Nandi Mahavidyalaya, in accordance with Academic Policies established by the University Grants Commission, West Bengal Higher Education Department, and University of Calcutta. The Academic Curriculum Policy is framed for governing the design, promotion and outcome of relevant educational programmes run by the institution.

1. The sole objective of the curriculum would be to transform the learners into proficient and responsible citizens who can contribute to the global society.
2. Guided by NEP 2020, our mission is to provide an inclusive and nurturing environment where every student can thrive.
3. Our aim is to provide a comprehensive education that encompasses academic excellence, critical thinking abilities, and character development.
4. Our dedicated team of passionate teachers is committed towards creating innovative and dynamic learning experiences that spark curiosity, creativity and resilience in our students.
3. ICT-based teaching-learning techniques are included in the curriculum.
4. The certificate and Add-on skill development courses being offered are to be periodically evaluated for ensuring that the changing requirements in the career market are addressed.
5. Review of inclusive initiatives for slow and advanced learners is to be periodically done.
6. It is our duty to ensure parental awareness and support.
7. Continuous Internal Evaluation is to be carried out for monitoring the learner's gradual progress.

8. The proposed academic calendar is to be prepared afresh every year and well in advance in consultation with all the departmental heads, faculty and mentors also leaving some scope of its modification due to any unforeseen circumstances.
9. The proposed course and program outcomes are strictly adhered to by constant monitoring.
10. A mentor should be available for each mentee to help them navigate challenges, develop skills, and achieve their own goals.



## **Examination Policy**

The guidelines for administering evaluations and internal assessments at Purash Kanpur Haridas Nandi Mahavidyalaya are specifically designed to offer students various ways to monitor their progress and ensure high standards. The college ensures the quality quotient's consistency through the use of various assessment techniques.

1. An Examination Committee will oversee and administer all college examinations.
2. The Examination Committee will consist of the faculty members and administration staff.
3. One or two faculty members will act as the convener of the committee.
4. The Examination Committee conveners must adhere closely to the rules and guidelines set by the affiliating university for administering various types of University Examinations at the college.
5. The HOI is responsible for overseeing University Examinations as the Centre-in-Charge. In the absence of the HOI, another senior faculty member must be authorized by the HOI to act as Centre-in-Charge.
6. During the University Examination at the college, it is required for one or two members of the Examination Committee to serve as Assistant Centre-in-Charge on a daily basis.
7. Information regarding exam form acceptance dates, fees details, and schedules will be posted on the college website well ahead of time, giving students ample opportunity to make a note of the information and meet the deadlines. The information should also be shared with students through alternative methods like WhatsApp groups whenever feasible.
8. In addition to the University Examinations at the end of the semester, the college will evaluate students through ongoing internal assessment procedures.

9. It is important to take month-end class tests and mid-semester tests consistently and ensure that the results are released promptly.
10. The Continuous Internal Evaluation of the students to be conducted in either in a centralized fashion or at the departmental level.
11. Maintaining transparency, consistency, and fairness in internal evaluation is crucial, ensuring accessibility for all learners.
12. The internal evaluation should be thorough and robust, offering an accurate measure of a learner's skills and achievements to effectively support their advancement.
13. It is important to guarantee consistency, validity, and reliability in internal assessment results.
14. The internal assessment should be completed before and after university exams in order to prepare and practice effectively at the university level.
15. Direct interaction between learners and faculty is necessary in order to identify mistakes, errors, or weaknesses in their evaluations. This can be done in most cases or should be done if necessary.
16. In order to guarantee equal performance, additional tests such as surprise tests, and modular assignments will be carried out as needed.
17. Tutorials, seminars, and assignments should be provided to learners whenever feasible to guarantee their engagement in the learning process.
18. Besides the modalities mentioned earlier, it is essential to thoroughly evaluate work-based assessment, formative assessments, and summative assessments with precision.
19. The action plan to achieve a balance between assessment criteria and learning outcomes should be permitted.
20. Periodic reviews of the internal evaluation mechanism are necessary to ensure it is easily understood by both learners and assessors.

## **Educational Tour Policy**

Study trips provide students with a great opportunity to improve their hands-on learning experience. Purash Kanpur Haridas Nandi Mahavidyalaya implements these procedures when planning study tours for faculty and students.

1. The highest priority must be given to adhere strictly to government regulations, guidelines, and policies for study tours.
2. Prior to arranging study trips, it is essential to determine the purpose and educational goals of the study tour for improvement.
3. During the study trip, participants are required to receive guidance to assist them in achieving suitable personal, social, and academic growth.
4. The proper staff/student ratio and the presence of staff capable of handling unexpected situations should be clearly identified and taken into account prior to sending staff on study tours. Staff members who are capable of overseeing, regulating, and leading participants on study tours must be carefully selected for assignment.
5. Prior to starting the study tours, it is important to thoroughly plan the required arrangements (like transportation, lodging, meals, finances, etc.) and inform the college authorities about the support services needed. The green light to go on the study tour will only be given once it is successfully completed.

## **Diversity and Inclusion Policy**

India is a nation that boasts a wide range of diversity. It is a melting pot of castes, faiths, and cultural traditions. In the past, education was undemocratically restricted to a smaller segment of the population. After independence, a number of clauses were included in the Indian Constitution to eradicate socioeconomic inequities. Purash Kanpur Haridas Nandi Mahavidyalaya will actively strive to promote diversity and inclusion, following both the Indian Constitution and UGC guidelines.

1. The college will strictly adhere to the reservation policy of the Government to maintain the diversity among the students, teaching and non-teaching staff.
2. The college will ensure equity and equal opportunity to the community at large in the college and promote social integration.
3. The college will make efforts to eradicate the sense of discrimination.
4. The college will work towards raising awareness among the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
5. The college will look into the grievances of the underprivileged section of society and recommend amicable solution to their problems.
6. The college will disseminate information about schemes, programmes, notifications, and office orders from the Government or related agencies for the benefit of the socially weaker section.
7. The college will form various advisory bodies for implementation of equal opportunity among all and welfare of SC, ST, OBC and Minority.
8. Every year, the institution will host programmes to raise awareness among staff and students about gender discrimination and social exclusion.
9. The college will aim to have zero tolerance for social discrimination and gender inequality in order to foster a respectful and harmonious campus atmosphere.

## **Gender Policy**

In accordance with the principle of gender equality defined in the Indian Constitution that ensures equality for women and allows the state to implement affirmative action measures for women, Purash Kanpur Haridas Nandi Mahavidyalaya is dedicated to being attentive to gender issues. The college's gender policy aligns with the Supreme Court guidelines, showing a dedication to this goal.

1. The college will recognize and respect all categories of gender identities.
2. The college will make an effort to ensure the rights and safety of all women on campus, including students, faculty, staff, administration, stakeholders, and visitors.
3. The gender sensitization initiatives at college must include everyone in the community: students, faculty from all fields, support staff, and administration, not just students.
4. The inherent elements of the college's gender policy are equality, respect, and the freedom to live, work, and learn without being afraid of harassment. To ensure the rights and safety of female employees in the institution, a written policy document must be created and authorized.
5. The imbalance in the faculty demographics at the college should be rectified by providing more opportunities for female staff members to participate in the mission of the institution.
6. The college needs to establish efficient strategies to ensure the safety and security of all gender identities.
7. An accessible, active and unbiased Grievance Redressal Cell must function in the college.
8. The college will offer equal opportunities for all genders with no discrimination of any kind.

9. The inclusion of women in all sectors like faculty, support staff, etc. ensures that female students feel secure and confident.
10. Signs and posters promoting gender equality and preventing sexual harassment will be placed at key areas around the college campus.
11. Regular discussions on gender topics will be held, and a qualified advisor will also be brought in for counselling and support on gender matters.
12. The different college bodies, including IQAC, Anti-ragging Cell, Internal Complaints Committee, and Grievance Redressal Cell, must collaborate effectively to address gender concerns by raising awareness about gender discrimination in society.

## **Divyang Friendly Campus Policy**

Purash Kanpur Haridas Nandi Mahavidyalaya is committed to facilitate differently abled students, staff and visitors as per the guidelines of Department of Empowerment of Persons with Disabilities (Divyang) under Ministry of Social Justice & Empowerment.

The college has provided the following facilities to make them accessible to Divyang.

1. Accessible parking space close to the college entrance with a safe connecting access route to the main building.
2. The college has easily approachable concrete pathway leading from the main gate to the building entrance wide enough for wheelchair users to pass without difficulty.
3. College map is displayed at focal location for guidance.
4. College provides accessible entrance to all the buildings and ramp with sufficient width and gradual gradient in front of office building and commerce block.
5. The college has accessible Staircases of appropriate height and thickness for comfortable climbing in all the buildings.
6. Instructions with braille script are displayed at prominent locations of college.
8. The college allows amanuensis facility of writer with additional time for those unable to write with normal pace.
9. The college will make effort to provide braille books in the library.

## **Co-curricular Activity Policy**

The Co-curricular Activities allow our students to pursue their interests outside of the classroom. It serves as a vital component of their holistic educational experience. It also offers avenues for individuals who want to represent at higher levels. The Co-curricular Activity Policy of Purash Kanpur Haridas Nandi Mahavidyalaya is as follows:

- 1) The college will encourage students to participate in activities for which they show an interest or proficiency.
- 2) To the best of their abilities, every student will engage in the college's extracurricular activities.
- 3) Students must always follow the Code of Conduct and show good sportsmanship while performing in the activities provided by the co-curricular programme.
- 4) The college will support the students' growth to the best of the institution's capacity.
- 5) The college will constitute and offer various clubs dedicated for different extra-curricular activities.
- 6) The college will arrange cultural programmes and exhibitions to encourage the students to manifest their hidden potential.
- 7) The college will engage dedicated faculty staff to train and tutor students in various extra-curricular activities.
- 8) Students are expected to participate in those activities which they choose and are required to attend the necessary practice/training sessions.
- 8) The college will provide necessary facilities for co-curricular programmes.
- 9) The college will strive to display the students' talent in various co-curricular activities.
- 10) Students who choose to take part in a specific activity must commit for complete involvement throughout the programme.



## **Scholarship and Freeship Policy**

Purash Kanpur Haridas Nandi Mahavidyalaya supports meritorious and needy students with various Scholarships and Freeship during the course of study to overcome hardship.

1. Students are eligible for all types of Government Scholarships as per existing rules.
2. The college informs students about different Government and Non-Government scholarships that are available periodically during their undergraduate studies.
3. In addition to scholarships from external sources, the college offers concession on tuition fees based on the academic performance and family income of students.
4. The college has a fund for students in need, known as the Poor Fund.
5. Transparency and fairness are upheld on all levels.

## **Faculty Empowerment Policy**

Purash Kanpur Haridas Nandi Mahavidyalaya values its staff and makes all possible attempts to enhance their physical, intellectual, emotional and economic well-being.

1. The IQAC of the college is dedicated towards the performance enhancement of the staff in conducting training sessions and workshops regularly.
2. Faculty members are advised to pursue higher studies in order to expand their knowledge.
3. Faculty members are encouraged to present research papers at seminars, workshops, and conferences; attend faculty development programmes, for which Duty Leave is sanctioned as per relevant rules.
4. The institution has also entered into MoUs with various institutions for furthering the cause of academic activities with a goal of welfare of faculty.
5. The college supports the faculty members with a large variety of library books.
6. The college organizes a faculty exchange program to motivate professors to embrace new opportunities and challenges.
7. The college receives employee feedback regularly for improving institutional infrastructure and work environment.

## **Research Policy**

The primary motto of the Research Policy of Purash Kanpur Haridas Nandi Mahavidyalaya is to encourage the faculty members and students in research activities to add to the knowledge in any specific area, to address an existing gap in the knowledge, to resolve and create a solution to an existing problem, and to expand the horizon of curiosity.

### **Objectives**

1. To develop a culture of excellence in research and academics among students and faculty members.
2. To promote innovative, environment friendly and social problem-solving research and academic programmes.
3. To maintain quality and ethical standards in research and academics.

### **Policy**

1. To provide scholarly liberty to students and faculty members to carry out research on relevant topics.
2. To encourage faculty members to enhance knowledge and academic experience by attending Seminars, Conferences, Faculty Development Programs, and Workshops.
3. To grant academic duty leaves to faculty members to attend Seminars, Conferences, Faculty Development Programs, and Workshops.
4. To extend financial support to faculty members for registration in Seminars, Conferences, Faculty Development Programs, and Workshops.
4. To encourage faculty members to apply for research grants to the funding agencies including UGC, CSIR, SERB, DST, DBT etc.

5. To ensure research proposals/research project reports/research publications of students and faculty members comply with the plagiarism policy of University of Calcutta.
6. To conduct Conferences/Seminars/Expert Lectures/Workshops on the promotion of academic integrity and ethics in education and research.
7. To establish Research Centre in various departments of the College.
8. To encourage inter-disciplinary and cross-border research.
9. To encourage innovative collaborations and research networks across departments.
10. To publish Research Journal and Edited Book Volume from college to disseminate knowledge.

## **Consultancy and Collaboration Policy**

Along with the traditional teaching-learning process, usual teaching and learning methods, Purash Kanpur Haridas Nandi Mahavidyalaya should also promote research, consultancy, extension, and outreach activities among the faculty, and offer support to student start-ups through its Incubation Cell.

1. The college will inspire the faculty to engage in research projects and provide all possible infrastructural support.
2. The college will ensure that the skills and knowledge within the institution will be advantageous to the wider community.
3. The college will encourage its faculty members and students to organize outreach programs in the adopted villages and surrounding areas.
4. The college will motivate staff to provide consultancy services to industry, Government, and Non-Government Organizations.
5. The college will encourage and assist its faculty members to visit foreign universities for seminar and workshop.
6. The college will facilitate research collaborations and linkages with other Government and Non-Government Organizations.
6. The college will support Faculty Exchange Programmes between institutions for collaborative teaching-learning and research.
7. The college will implement every effort to offer internships and career-focused training to students so they can be ready for industry jobs and effectively tackle global challenges.

# **Career and Placement Policy**

## **Objectives**

The Career and Placement Cell of Purash Kanpur Haridas Nandi Mahavidyalaya seeks to provide a platform:

1. To provide requisite training in the area of Personality Development.
2. To enable the students for getting jobs in areas in accordance with their subjective and technical expertise.
3. To provide career counselling to the students related to their field of expertise.

## **Policy**

1. To have a Committee for Career and Placement Cell comprising of members from different academic streams headed by the Convener.
2. To make the services of the Career and Placement Cell available to all eligible students of the College through a well-defined registration process.
3. To develop healthy relation with Alumni of the College for guidance and expert inputs regarding prevalent job environment.
4. To enhance the overall personality and communication skills of the students for making them ready for employment.
5. To organize Lectures, Workshops and Skill Development Training programmes.
6. To bridge the gap between the prospective employers and eligible students through Industry Institute Interface.
7. To establish relation with various organizations through MoUs.
8. To plan and organize On-campus and Off-campus placement drives.

9. To frame a Code of Conduct Policy from time to time for students seeking services of the Career and Placement Cell.
10. To develop a progression database of students who have been placed in various positions.

### Composition of Career and Placement Cell

Chairperson	Principal/TIC
Joint Convener	Prof. Aritra Gangopadhyay & Dr. Aditi Barua
Member	IQAC Coordinator
	All HODs
	Shri Tapas Chatterjee
	Shri Pratap Senapati
	Shri Siddhartha Sankar Nayek
	Sk. Imran Fakir

### Nodal Officer for Career and Placement Cell

Name	Dr. Aditi Barua
Designation	Assistant Professor & HOD, Department of Chemistry
Contact No.	7389747939
Mail Id	<a href="mailto:pkhnmplacement@gmail.com">pkhnmplacement@gmail.com</a>

## **Extension Activity and Outreach Programme Policy**

The extension activities are crucial in helping students become more aware of social concerns and instil a feeling of social responsibility in their overall personality development. As a result, Purash Kanpur Haridas Nandi Mahavidyalaya needs to take a consolidated approach to these extension initiatives and hold them in high regard.

1. The ultimate goal of all the community outreach programmes or extension activities the college offers through NSS, NCC, committees, cells and departments, etc., is to help students develop holistically by promoting social change and community uplift.
2. The departments are encouraged to engage in extension activities in all conceivable domains, including need-based training programs and consulting, either alone or in tandem with other entities in cooperation with government or non-government entities.
3. The college must, wherever possible, focus on educational enrichment for neighbourhood school children as well as community development initiatives.
4. Enrichment areas may include things like theatre productions, one-act plays, quiz, debating, public lecture, dissemination of knowledge, entrepreneurial development, science popularization, social justice groups, electoral literacy drive, mock parliament and UN body sessions.
5. The goal of extension and outreach activities is to help college students gain practical experience in specific areas.
6. These activities function as a platform for students to showcase their talents and contribute their knowledge and skills towards societal progress.
7. The faculty and students involved in outreach programmes need to be fully dedicated to their activity.



8. Through extension activities, the college must also prioritize national unity and communal peace by engaging with government agencies and local organizations whenever feasible.8. The extension activities of the college to also serve as a direct interface of the College with the corporate sector, the industry, public sector undertakings, social welfare organizations, government agencies, media houses and other educational institutions.

## Village Adoption Policy

The primary objectives of adopting villages are community development and welfare of the local population. The Ministry of Human Resource Development (MHRD) has outlined two goals of village adoption with an aim to connect institutions of higher education with local communities to address the development challenges through appropriate technologies:

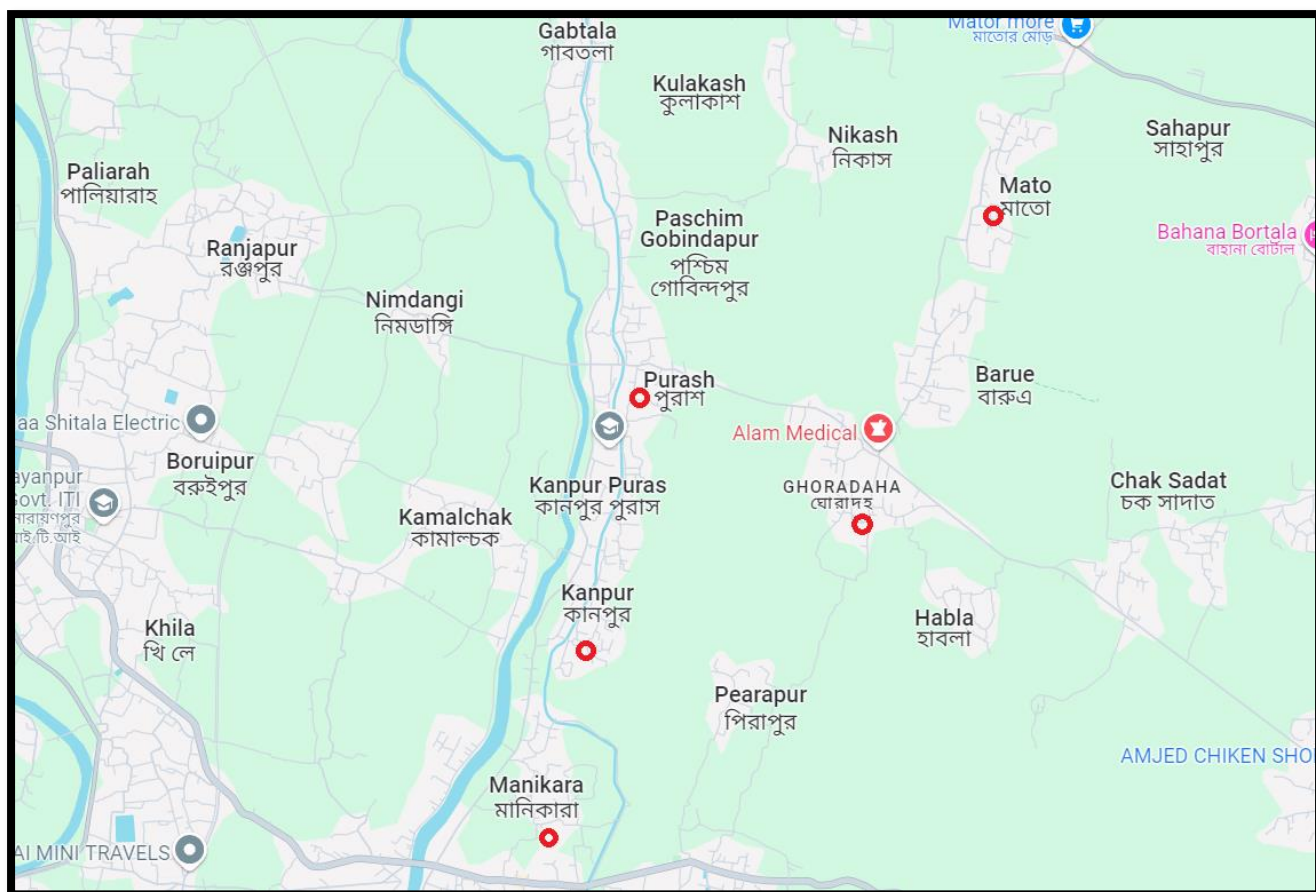
1. Enhancing higher education institutions' capacity to conduct training and research pertinent to the needs of rural India.
2. Providing higher education institutions in rural India with professional resource support.

In actuality, teaching (or training) is the primary function of universities and colleges in India. Research is performed on occasion, and community participation occurs infrequently. 'Village Adoption' can be one of the strategies for the institutions of higher learning to regularly engage in development of rural community.

### Identification of the villages

Purash Kanpur Haridas Nandi Mahavidyalaya has chosen five villages from adjacent neighbourhood for adoption:

Serial No.	State	District	Block	Gram Panchayat	Village
1	West Bengal	Howrah	Amta-I	Kanpur	Ghoradaha
2	West Bengal	Howrah	Amta-I	Kanpur	Kanpur CT
3	West Bengal	Howrah	Amta-I	Kanpur	Manikara
4	West Bengal	Howrah	Amta-I	Kanpur	Mato
5	West Bengal	Howrah	Amta-I	Kanpur	Purash



According to Census 2011, the total area, no. of households and the total population in these villages are as following:

Serial No.	Village	Total area in hectares	Total Population	Total no. of households	Male	Female
1	Ghoradaha	68.13	3932	700	2027	1905
2	Kanpur CT	198	6662	1312	3391	3271
3	Manikara	110.75	3118	551	1562	1556
4	Mato	147.95	2134	446	1055	1079
5	Purash	139.76	2351	447	1182	1169

## Engagement with Stakeholders

The college has communicated with local government authorities as well as the Gram Panchayat (Kanpur) for building community involvement to assess their needs and aspirations.

## **Development Strategy**

The college has clearly designed a five-fold action plan for operationalizing village adoption:

1. Conventional Mode
2. Sector-specific Mode
3. Demonstration Mode
4. Holistic Mode
5. Action Research Mode

### **1. Conventional Mode:**

The college would like to carry out programmes for overall integrated development of adopted villages.

### **2. Sector-specific Mode:**

The college's specific focus will be on fostering a clean and green environment in its adopted villages.

### **3. Demonstration Mode:**

The college would like to introduce innovative models in adopted villages and demonstrate that to the world.

### **4. Holistic Mode:**

The college will aim at holistic development of its adopted villages by

- Motivating hygienic behaviour and practices concerning sanitation and drinking water
- Cutting down on high-risk behaviours such as alcoholism, smoking etc,
- Advocating healthy eating
- Spreading awareness for prevention of diseases
- Defending education for all
- Stimulating social development
- Fighting child marriage and trafficking
- Supporting diversified agriculture
- Strengthening rural industries
- Fortifying skill-enhancement for every eligible young individual.

- Encouraging SHGs and empowerment of the weaker sections of society
- Protecting environment
- Promoting rain water harvesting

## 5. Action Research Mode

The college will analyse data collected through field survey and take necessary action for improvement.

## **Implementation**

The college will implement the plan through the development activities of NSS units and the community outreach programmes. It will collaborate with NGOs, volunteers, and government bodies to facilitate smooth execution.

## **Monitoring and Evaluation**

The college will regularly monitor the progress of development initiatives. It will gather community feedback from villagers to assess the effectiveness of the programmes and make necessary adjustments to the plans based on changing needs.

## **Sustainability**

The college will educate local residents to ensure the sustainability of initiatives. It will maintain a long-term relationship with the villages for ongoing support and development.

## **Documentation and Reporting**

The college will document all activities, expenditures, and outcomes. It will share progress reports with stakeholders and donors to maintain transparency.

## **Conclusion**

Adopting a village involves dedicating oneself to enhance living conditions and promoting long-term development efforts. Authentic involvement with the local community and a customized strategy are needed to address the unique requirements of the residents. The college will work for that goal.

## **Alumni Relations Policy**

Any individual who has completed any graduation level course satisfactorily at Purash Kanpur Haridas Nandi Mahavidyalaya is considered an alumnus of the college. A college alumnus represents the alma mater in their sphere of influence and interaction. With the admirable goal of fostering a vibrant relationship between the alma mater and the alumni that could benefit one or both of them, the college alumni association was established.

1. The main goal of the alumni association is to develop camaraderie in the pursuit of institution's vision, mission and core values.
2. The alumni association will promote bonhomie by maintaining relationships which are mutually beneficial to both alumni and the alma mater.
3. Alumni meet will be regularly organized to enhance interaction and collaboration between the alumni association and the college.
4. The college will recognize and appreciate the alumni achievements in various fields.
5. Students' morale is likely to be raised by their interactions with prominent alumni, who can effectively act as role models for the current students.
6. The college will maintain the centralized database of its alumni with every department also having their departmental alumni database.
7. The alumni database information will be kept private and not shared with third-party organizations.
6. There are various ways in which the alumni can contribute as following:
  - i) Providing expert advice in the field of their expertise through student-alumni interaction.

- ii) Extending assistance in placement and career guidance by interfacing with corporates /industries.
- ii) Supplying college sports teams with professional coaching and event sponsorship.
- iv) Participating as honorary member in various college academic and non-academic advisory bodies for sharing professional experience.
- v) Contributing financially in college fund raising campaign for infrastructure development at the association level or individual level.
- vi) Funding for scholarships to the needy and deserving students of the college in liaison with college recommendations, either at the association level or individual level.

# **Grievance Redressal Policy**

## **1. Purpose**

The purpose of the Grievance Redressal Policy is to establish and uphold an efficient, prompt, just, and impartial system for addressing grievances of employees, students, and their parents or guardians. In order to promote transparency in institution administration and facilitate smooth teaching and learning, a Grievance Redressal Committee must be formed to address concerns from students, academic staff, and administrative staff related to discrimination based on religion, caste, color, gender, language, region, or age.

## **2. Fundamental Principles**

The fundamental principles of Grievance Redressal Policy of Purash Kanpur Haridas Nandi Mahavidyalaya are as follows:

- (i) To cultivate a culture of comprehension, acknowledging, and promptly resolving any complaints while also taking measures to avoid similar occurrences in the future.
- (ii) To establish a system for addressing grievances that prioritizes the needs of students and employees;
- (iii) In order to guarantee the prompt, sensitive, and confidential resolution of any complaint.
- (iv) To ensure that the perspectives of both the complainant and respondent are honored, and no party involved in a grievance is subjected to discrimination or mistreatment.
- (v) To make sure that grievances are addressed consistently.

## **3. Types of Grievance**

### **(a) Faculty Grievances**

- i) Opposing an inappropriate action of Head of the Institution, or Head of the Department



- ii) Against misconduct of any colleague
- iii) In terms of service-related issues, such as, performance appraisal, career advancement, pay and allowances
- iv) In relation to amenities in the workplace
- v) Concerning the operation of the library

(b) Staff grievances

- i) In response to an unsuitable behavior by the Head of the Institution, or a misconduct of any colleague
- ii) In relation to amenities in the workplace

(c) Student Grievances:

I) Grievances of Academic Nature

- i) Academic content, quality, Course material
- ii) Class scheduling / time table
- iii) Issues related to student progress such as internal assessment, attendance norms / relaxation, progression to next class
- iv) Inadequacy / non-availability of learning resources such as library books & journals, lab equipment, IT facilities, maintenance issues
- v) Educational tour

II. Grievances against Faculty (Including Heads of Departments)

- i) Academic delivery and quality
- ii) Classroom conduct
- iii) Regularity and punctuality
- iv) Any discrimination / victimization of students

III. Registration and Examination Related

- i) Registration and Examination related issues
- ii) Mid-semester, End-semester, Supplementary examination related issues

#### IV. Grievances Regarding Internships and Placements

- i) Discrimination regarding selection for summer internship
- ii) Grievance against discrimination or non-adherence of placement rules and procedures

#### V. Non –Academic Grievances (Amenities and Services)

- i) Lack of fundamental medical care
- ii) Quality of food and hygiene in canteen
- iii) Lack of extra-curricular activities and amenities
- iv) Student financial aid
- v) Identity card related issues

#### VI. Accounts Related Grievances

- i) Fees and dues
- ii) Fees concessions
- iii) Scholarships
- iv) Refunds

#### VII. Student to Student Grievances

- i) Conflicts between students of same course / class
- ii) Intra College conflicts
- iii) Inter College conflicts

### **4. Procedure for Redressal of Grievance**

(1) Informal resolution before an issue becomes a formal grievance

- a) Complainants will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions / counseling.
- b) Grievances of the faculty and staff shall, as far as possible, be resolved by their respective reporting authority.

## (2) Grievance handling and resolution mechanism

- a) Formal grievances shall be submitted in writing stating full facts to the Nodal Officer of the Grievance Redressal Cell.
- b) Nodal Officer will register the complaint.
- c) Nodal Officer will forward the grievances to the Convener or Chairperson of the relevant committee within 7 working days.
- d) The concerned Convener or Chairperson will hold a meeting of their committee to resolve the issue.
- e) The concerned Convener or Chairperson will contact the complainant and the respondent to take part in the proceedings as and when necessary.
- f) The concerned Convener or Chairperson will intimate the Nodal Officer of the Grievance Redressal Cell about the resolution within 15 working days.
- g) The Nodal Officer of the Grievance Redressal Cell will report to the HOI as well as inform the complainant about the resolution within 30 days from the date of the complaint.

## **5. Safeguarding Confidentiality**

- a) It will be ensured by all authorities that the complainant and the respondent are not victimized or discriminated against.
- b) Implementation of this procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation in writing for decisions and actions taken as part of the process will be provided, if so, requested by the complainant or the respondent.
- d) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.
- e) Records concerning grievances handled under this process and their outcomes shall be maintained for a period of five years.
- f) There will be no cost to the complainant for utilizing this grievance and appeal process.

## 6. Composition of the Committee of Grievance Redressal Cell

<b>Functions and Responsibilities:</b> It receives and addresses grievances of students, guardians, teachers and staff of the college in consultation with appropriate committee/cell etc.	
Chairperson	Principal/ Teacher-in-Charge
Joint Convener	Prof. Swati Dey & Dr. Avijit Biswas
Members	IQAC Coordinator Teachers' Council Secretary Dr. Puspita Sengupta Dr. Prasanta Saha Dr. Rubia Khatun Prof. Amitava Ghosh Shri Tapas Chatterjee Shri Saila Patra Smt. Mallika Mondal Shri Sukhen Ghosh GB Invited Students' Representative

## 7. Nodal Officer for Grievance Redressal at Institution

Name	Prof. Swati Dey
Designation	Associate Professor, Department of Bengali
Contact No.	9641895089
Mail Id	<a href="mailto:pkhnmgrievanceredressalcell@gmail.com">pkhnmgrievanceredressalcell@gmail.com</a>

# **Anti-Ragging Policy**

## **Introduction**

Ragging is a disturbing reality in the Higher Educational Institutions of our country. Even if ragging has claimed hundreds of innocent lives and has ruined the careers of thousands of bright students over the years, the practice is still continued by many as a way of ‘familiarization’ and an ‘initiation into the real world’ for young college-goers.

## **Meaning and definition of ragging**

The Supreme Court defined ragging in the Vishwa Jagriti matter (1999) as, ‘Any disorderly 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.’ (Raghavan Committee Report, 2007, para. 3.19).

Other organisations/bodies working in this field have also attempted to define ragging, the variety of definitions being reflective of differences in perspective and interpretation. In 2007, the Committee of Consultants to Raghavan Committee considered ragging ‘neither a means of familiarization nor an introduction with freshers, but a form of psychopathic behaviour and a reflection of deviant personalities. Further, ragging reproduces the entrenched power configurations prevalent in civil society’ (Raghavan Committee Report, 2007).

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009, ragging constitutes one or more of any of the following acts:

(i) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

(ii) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

(iii) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

(iv) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

(v) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

(vi) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students

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

(viii) Any act or abuse by spoken words, emails, posts, or public insults would also include deriving perverted pleasure, and vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

(ix) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the

ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

### Magnitude and variety of the problem

A large number of cases of ragging have been reported that led to major and minor injuries to students, including incidents leading to hospitalization and causing permanent disability. Many cases reportedly involved sexual abuse of freshers. Furthermore, some cases of ragging led to serious group clashes, protests, strikes and violence between students. Drugs and alcohol abuse and forced smoking were noted in few cases while other cases involved caste, region or religion as determining factors.

Analysis of media reports indicates high percentages of incidents from Engineering and Medical Colleges. Hostels and paying guest accommodation for students seem to be the breeding ground for ragging as many such cases were reported from residential places located in and around the campus area.

### State measures against ragging

It was in the late 70s in the aftermath of the death of two freshers in a Regional Engineering College that the Government of India for the first time issued a notification banning ragging in the country.

The anti-ragging campaign got an impetus in 1999 when the Hon'ble Supreme Court, in response to a PIL filed by the Vishwa Jagriti Mission, asked the University Grants Commission (UGC) to issue guidelines to universities to curb ragging. The UGC formed a four-member committee under Prof K.P.S. Unny, Registrar of Jawaharlal Nehru University, New Delhi, to examine and submit a report on ragging. In their recommendations, the Unny Committee put forward a Prohibition, Prevention and Punishment proposal i.e. prohibition by

law, prevention by guidelines and punishment if the prohibition and punishment do not work. They recommended that central and state governments should enact laws against ragging. They suggested punishments ranging from cancellation of admission to a monetary fine of up to Rs. 25,000 and rigorous imprisonment of up to three years. The Committee also recommended various measures to be undertaken for sensitisation against ragging and highlighted the need for incentivizing wardens and students for their good conduct and anti-ragging activities. It was also suggested that institutions failing to curb ragging should be disaffiliated.

In 2006, the issue of ragging was once again brought to the forefront when the Supreme Court expressed its disappointment in the implementation of its previous guidelines and constituted another committee under Dr R K Raghavan, Director CBI, to suggest means and methods to prevent ragging; to suggest possible action that can be taken against persons indulging in ragging, and to suggest possible action against institutions that fail to curb ragging. The committee made several important observations. It noted that ragging has many aspects, including psychological, social, political, economic and cultural, and that it adversely impacts the standards of higher education. It is considered ragging as our failure to inculcate human values from the schooling stage. The Committee made some strong recommendations to curb ragging.

### Laws against Ragging

The Tripura educational institutions (prevention of ragging) act, 1990

Andhra Pradesh Prohibition of Ragging Act, 1997

Tamil Nadu Prohibition of Ragging Act, 1997

The Kerala Prohibition of Ragging Act, 1998

The Assam Prohibition of Ragging Act, 1998

Maharashtra Prohibition of Ragging Act, 1999



West Bengal Prohibition of Ragging in Educational Institutions Act 2000

The Himachal Pradesh Educational Institutions (Prohibition of Ragging) Act, 2009

UP Prohibition of Ragging in Educational Institutions Bill, 2010

The Goa Prohibition of Ragging (Amendment) Bill, 2010

Jammu and Kashmir Prohibition of Ragging Act, 2011

UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

West Bengal Prohibition of Ragging in the Higher Educational Institutions in the State of West Bengal, 2023

These regulations are to be followed mandatorily by all Higher Educational Institutions (HEIs).

### Measures for the prohibition of ragging

UGC has established The National Anti-Ragging Help Line 24x7 Toll Free number **1800-180-5522** in 12 languages for helping victims of ragging.

The UGC has developed an Anti-Ragging Website - <https://www.antiragging.in/>. The Portal contains the record of registered complaints received and the status of the action taken thereon.

Videos on Anti ragging are available on the UGC website.

### Punishments

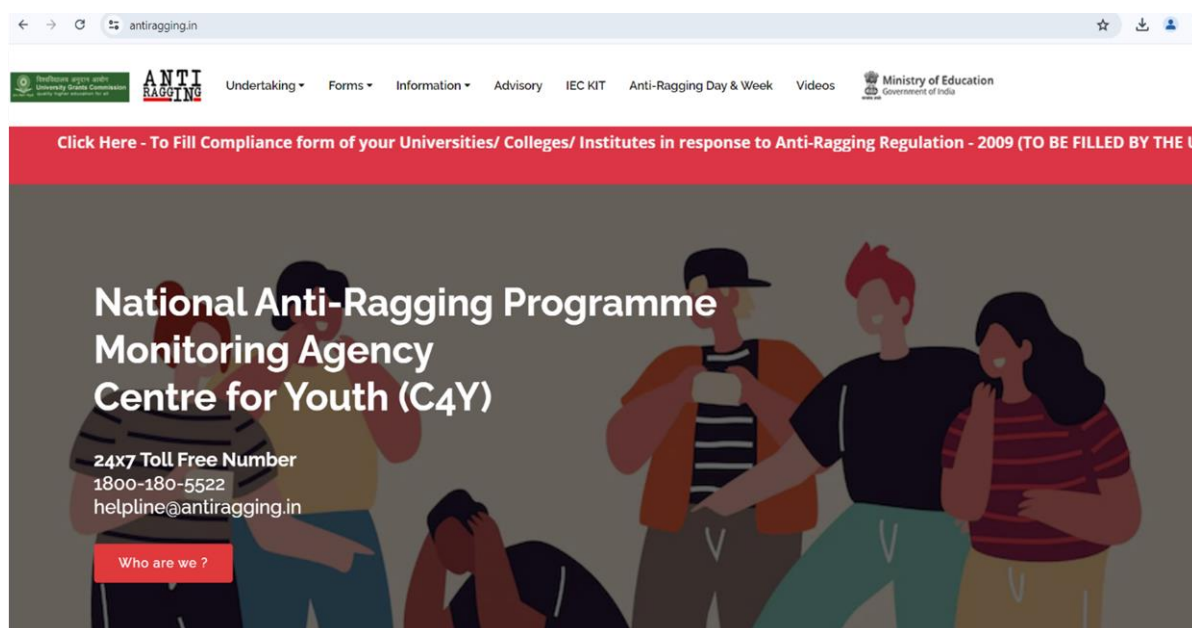
According to the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, those found guilty may be awarded one or more of the following punishments, namely;

(a) Suspension from attending classes and academic privileges.

- (b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- (c) Debarring from appearing in any test/ examination or another evaluation process.
- (d) Withholding results.
- (e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (f) Suspension/ expulsion from the hostel.
- (g) Cancellation of admission.
- (h) Rustication from the institution for periods ranging from one to four semesters.
- (i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

UGC has revised procedure to file online Anti Ragging Affidavit by the students on UGC anti-ragging portal. A student will submit her/his details on either of the two designated web sites, namely, [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org) and register themselves. It is compulsory for each student and her/his Parent/Guardian to submit an online undertaking each academic year at any of these websites where the student is registered. She/he will confirm & agree that she/he will not engage in ragging in any form. The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer of her/his university/college.

## Anti-Ragging Website of Government of India



## Composition of the Committee of Anti-Ragging Cell

### **Functions and Responsibilities:**

It ensures implementation of the provisions of Anti-ragging Regulations Act as well as the provisions of any law for the time being in force concerning ragging; and also, to monitor and oversee the performance of the Anti-ragging Squad in prevention of ragging in the institution.

In addition, it addresses the cases of ragging and ensures that no untoward incident happens to the freshers or any student.

It also receives affidavits of the students and their guardians as the beginning of each academic year as per the UGC Anti-Ragging Regulations.

Chairperson	Principal/ Teacher-in-Charge
Joint Convener	IQAC Coordinator & Prof. Swati Dey

Members	All HODs All Teacher Representatives to Governing Body Non-teaching Representative to Governing Body Shri Tapas Chatterjee Smt. Mallika Mondal Shri Sukhen Ghosh GB Invited Students' Representative Officer-in-Charge, Penro PS
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### Composition of the Anti-Ragging Squad

<b>Functions and Responsibilities:</b> Duty of the squad includes maintaining vigil, oversight and patrolling functions. It shall remain mobile, alert and active at all times. It can make surprise raids on places vulnerable to incidents and having the potential of ragging and shall be empowered to inspect such places. When required by the HOI as per the Anti-ragging regulations, the squad would undertake investigation for a ragging-related incident.	
Chairperson	Principal/ Teacher-in-Charge
Joint Convener	Dr. Puspita Sengupta & Prof. Saranya Sen
Members	Librarian Teachers' Council Secretary Prof. Swati Dey Dr. Avijit Biswas Prof. Debanjan Seth Dr. Subhash Chandra Mondal Prof. Shreya Das Dr. Rubia Khatun Prof. Amit Boler Dr. Aditi Barua Prof. Nasim Akhtar Sarder Prof. Jayatra Mandal Prof. Amitava Ghosh Prof. Suvankar Laha Shri Saila Patra Shri Siddhartha Sankar Nayek

	Shri Sukhen Ghosh
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### Nodal Officer for Anti-Ragging at Institution

Name	Prof. Shreya Das
Designation	Assistant Professor, Department of Political Science
Contact No.	9641895089
Mail Id	<a href="mailto:pkhnm.antiragging@gmail.com">pkhnm.antiragging@gmail.com</a>

### West Bengal Government Anti-Ragging Helpline

**18003455678**

The helpline is monitored by Kolkata Police and will be available 24x7. The Complaints received from outside the jurisdiction of Kolkata Police shall be addressed in the following manner:

Complaints received will be forwarded to the Local Police Station through Director General of Police Control Room via District Police Control Room with an intimation to the District Level Ragging Prevention Cell and the State Level Anti Ragging Committee notified vide No. 780-Edn (U) dated 14.08.2023, for follow up. An officer of the local Police Station shall immediately visit to the place of occurrence and take action as per provisions of the law. The Action Taken by the local Police Station shall be reported to the District Level Ragging Prevention Cell within 24 hours through Addl. SP (HQ)/ DCP (HQ) as the case may be. Simultaneously, the District Level Ragging Prevention shall seek Report from the concerned Institution on the basis of the complaint received from the Toll-Free Number. The Head of the Institution/ Registrar/ Director, as the case may be, shall submit the action taken report to the District Level Ragging Prevention Cell within 24 hours.

The District Level Ragging Prevention Cell shall place its report, based on the action taken report from the local Police Station and the

concerned Institution, before District Level Anti-Ragging Committee, as notified vide No. 780-Edn (U) dated 14.08.2023, through the Additional District Magistrate of the concerned district, being the Member-Secretary of the District Level Anti-Ragging Committee for taking appropriate action.

# **Sexual Harassment Redressal Policy**

## **Introduction**

The Constitutional doctrine of Equality is proclaimed in the Articles 14, 15 and 17 of the Constitution of India. The Right to Equality before the law under Article 14 lays down an encompassing guarantee for every person. Article 15 prohibits discrimination on the ground of Religion, Race, Caste, Sex or Place of birth. Article 15(3) lays down the principle of substantive equality in favour of women, in recognition of historical disadvantages faced by them throughout ages and epochs, and therefore empowers the state to adopt special measures for women. Article 21 recognizes the right to life with dignity which includes the right to livelihood.

## **Meaning and definition of Sexual Harassment**

‘Sexual Harassment’ includes any one or more of the following unwelcome acts or behaviour whether directly or by implication, namely —

- (a) Physical Contacts or advances; or
- (b) A demand or request for sexual favours; or
- (c) Making sexual coloured remarks; or
- (d) Showing pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

## **Examples of Sexual Harassment at the Workplace**

1. Making sexually suggestive remarks or innuendos.
2. Serious or repeated offensive remarks, such as teasing related to a person’s body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person’s sex life.

5. Displaying sexist or other offensive pictures, posters, mms, sms, WhatsApp, or e-mails.
6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit
10. Physical contact such as touching or pinching.
11. Caressing, kissing or fondling someone against her will.
12. Invasion of personal space ( getting too close for no reason, brushing against or cornering someone).
13. Persistently asking someone out, despite being turned down.
14. Stalking an individual.
15. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
16. Falsely accusing and undermining a person behind closed doors for sexual favours.
17. Controlling a person's reputation by rumour-mongering about her private life.

The Visakha Judgement of 1997 by Hon'ble Supreme Court is the expansive interpretation given to the Article 19 (1) (g) of the Constitution of India, in so far as Sexual Harassment of Women at the Workplace has been held to be in violation of the fundamental freedom to of all women as citizens to pursue the business, trade or profession of one's choice.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 expanded the definition of an 'aggrieved woman' in relation to a workplace as a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment at any office of Government Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.



## Constitution of ICC (SHW)

In compliance with the instructions of National Commission for Women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 in the case of Visakha and others vs. State of Rajasthan and Others as well as the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, Purash Kanpur Haridas Nandi Mahavidyalaya constituted an Internal Complaint Committee (SHW) in March 2022 for considering complaints of sexual harassment of women employees, students or visitors and at a large any person from any gender in the Institution.

The primary objective of the Internal Complaints Committee is to prevent and address instances of sexual harassment and discrimination within the college premises and to ensure a safe and respectful environment for all the women stakeholders associated with the institution. The composition of the Internal Complaints Committee (SWH) is given below.

## Composition of the Internal Complaints Committee

### **Functions and Responsibilities:**

It ensures implementation of the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 to maintain a safe and respectful environment for all the women stakeholders and overall, any victim from any gender in the institution. In addition, it receives complaints from aggrieved faculty, staffs, students and visitors regarding sexual harassment within its premises and violation of right to life with dignity. It inquires into such untoward incidents and recommends necessary measures to higher authority to resolve the anguish of the aggrieved.

Chairperson	Dr. Manju Saha
Members (Internal)	Prof. Aloka Das

	Dr. Ujjaini Samanta Roy Dr. Puspita Sengupta Smt. Mallika Mondal
Member (External)	Ms. Monalisa Mukherjee (President, Manush Manusher Jonyo NGO)

## Complaint procedure

Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to pkhnmicc[at]gmail[dot]com. The Act stipulates that aggrieved woman can make written complaint of sexual harassment at workplace to the ICC or to the LCC (in case a complaint is against the employer), within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic -Box (SHe-Box) on 24th July, 2017 for registering complaints related to Sexual Harassment at workplace. The SHe-Box is an initiative to provide a platform to the women working or visiting any office of Government Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc. to file complaints related to Sexual Harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Once a complaint is submitted to SHe-Box ([www.shebox.nic.in](http://www.shebox.nic.in)), it will be directly sent to the Internal Complaint Committee (ICC) of the

concerned Ministry/ Department/ PSU/ Autonomous Body/ Institution etc. having jurisdiction to inquire into the complaint.

The SHe-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICC.

## SHe-Box – Online Complaint Management System



## Report, Redress and Rule Out

The reality is that every single voice counts. Every report helps to prevent the malice. A woman who stands for her dignity, strengthens all other women against atrocities. The more we report, more we redress and rule out. Together we can make a better future.

## Contact Person for Complaints to ICC (SWH)

Name	Dr. Manju Saha
Designation	Associate Professor & HOD, Department of Bengali
Contact No.	9073679176
Mail Id	<a href="mailto:pkhnmicc@gmail.com">pkhnmicc@gmail.com</a>

## ZERO Tolerance Policy



Purash Kanpur Haridas Nandi Mahavidyalaya



*has*  
**ZERO**  
TOLERANCE

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**NO SEXUAL  
HARASSMENT**

Report any violation  
to our ICC Committee

## **RTI Policy**

The Right to Information Act, 2005 has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority.

All Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this Act.

Purash Kanpur Haridas Nandi Mahavidyalaya complies the RTI Act 2005 ( <https://rti.gov.in/rti-act.pdf> ).

### **Statutory Declaration under the RTI Act 2005**

Purash Kanpur Haridas Nandi Mahavidyalaya is recognized by UGC under section 2(f) and 12 (B) by the Government of West Bengal and is affiliated with the University of Calcutta. The college has a Governing Body as per the provisions. It runs as per the rules and regulations made by the Government of India, UGC and other Statutory bodies, State Government and Affiliating University from time to time. The College comes under the 'Grants-in-aid' category and therefore all financial transactions are audited by the Government. The college has different Bodies to maintain discipline at campus. All the cells/committees of the institutions are under Statutory Bodies and come u/s 4 (1(b) of RTI Act, 2005). All information about the college is open to the public and can be obtained by citizens of India.

### Details of Public Information Officer (PIO):

SPIO	Prof. Debanjan Seth	Assistant Professor in English
Appellate Authority	Dr. Tapabrata Bhaduri	Teacher-in-Charge

### Application Procedure:

1. The application should state "Application under RTI Act 2005" at the top.
2. The application might be typewritten or neatly handwritten.
3. The application should be primarily addressed to the 'State Public Information Officer' of the institution without mentioning any specific name.
4. Address for communication should be:  
Purash Kanpur Haridas Nandi Mahavidyalaya  
Village & PO – Kanpur  
PS – Penro  
District – Howrah  
PIN – 711410
5. An application can also be sent through mail at [pkhnm2010@gmail.com](mailto:pkhnm2010@gmail.com)
6. The questions should be concise and pointed avoiding vagueness.
7. A citizen who desires to seek some information from the institution is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to 'Purash Kanpur Haridas Nandi Mahavidyalaya' as fee prescribed for seeking information.
8. A declaration should be made at the end of the application that the applicant is an Indian citizen and it should be supported by valid document.