

# Hemo Prova Borbora Girls' College, Golaghat

## INSTITUTIONAL POLICIES



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## Preface

H. P. B. Girls' College is one of the premier women's higher education institutes in Assam since 1969. It also happens to be the only institution of higher education exclusively for women in the district of Golaghat in Assam. Due to its reputation as one of the best educational institutions, it has been the destination of many students not only from the district of Golaghat and other parts of Assam but from all over the North-east India. The eleven-point mission of the College aims to provide quality education to the students by all means of hard work armed with dedication and devotion and thereby to work towards the cause of women's empowerment.

At HPB the belief is in a holistic vision that never discounts the past, but at the same time embraces the future with unwavering confidence in the ability to shape it and harness its potentialities. The aim of the institution was to provide access to higher education of quality to women. The college is committed to nurturing and creating women who are equipped to be world citizens. H. P. B. students understand that with the power of knowledge, comes the responsibility to translate it into creative citizenship. They recognize challenges as opportunities. The students are empowered with professional competence, an ability to assume positions of leadership with ease and shatter inhibitory glass ceilings.

To realize full potentialities of the college, it has policies and procedures to govern its operation. This policies are meant to provide guidance and advice to the college fraternity in academic and administrative areas. It is also meant to guide the teachers and students in a day-to-day life dealings. All college fraternity can refer to these policies for smooth functioning as well as crystal clear objectives of all the stakeholders.

## 1. Academic

### 1.1 Policy on Code of Ethics/Conduct

#### **Governing Body:**

The Governing Body being the supreme body, constituted vide provisions of law as stated above, is governed by the clauses stated below

#### **(1) Constitution of the Governing Body :-**

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body to be constituted by the Director of Higher Education.

#### **(2) Composition of the Governing Body :-**

1. The Governing Body shall consist of :-

(a) One President

(b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body; Provided that if the circumstance so demands, the Director may nominate any person from the teaching staff of the college to act as the Secretary in lieu of the Principal of the College, for a period of six months and beyond that period with the State Government's prior approval.

(c) The Vice-Principal-Member-Ex-Officio.

(d) Two members to be nominated by the affiliating University concerned.

(e) One member to be nominated by the Director from the field of Education.

(f) One woman member to be nominated by the Director.

(g) One member to be nominated by the Director from the Backward Classes.

(h) Local Deputy Commissioner or his representative may be included as a member.

(i) Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zila Parishad may be included.

(j) The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the College on the submission of a three-person panel by the Principal. However, they shall have no voting right during the discussion of service matters which concern them.

2. The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

3. Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the Governing Body.

#### **(3) Tenure of the Governing Body:-**

The tenure of the Governing Body shall be for a period of three years from the date of its constitution. The term may, however, be extended for another period of two years by the Director with the prior approval of the State Government.

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolve the Governing Body and

constitute a fresh Governing Body thereafter recording his views with the reason thereof through a speaking order for the purpose.

**(4) Taking over the management of a Non-Government College:**

In the event of a mismanagement of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and arrange the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

**(5) Accountability of the Governing Body:**

The Governing Body, constituted under Rule 3 shall be responsible for the proper financial management, including the upkeeping of the assets of the Provincialized College and management of its academic affairs.

**(6) Secretary of the Governing Body or report to the Director:**

The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice

**(7) Restriction of some members to attend the Governing Body:**

No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion, or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when the decision is to be taken.

**(8) Restriction of some members to enter into a contract for works of the College:**

No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

**(9) Disqualifications:**

Any member, who absents himself for more than 4(four) consecutive meetings of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for the record. Further, the nomination of a member of the Governing Body shall be void owing to any of the following grounds:

- (i) If he becomes insolvent;
- (ii) If by reasons of physical or moral turpitude he becomes incapable of acting as such
- (iii) On death or resignation;
- (iv) On his being convicted of a criminal offence involving moral turpitude.

**(10) Vacancy in the Governing Body:**

(1) Any occurrence of a vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

(2) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.



**(11) Meeting of the Governing Body:**

(1) The Governing Body shall meet at least once in every six months, but it may meet at shorter intervals also, if the circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.

(2) A meeting of the Governing Body shall be called by the Secretary with the consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7 (seven) days' notice.

(3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.

(4) Except for any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

**(12) Proceedings of the meeting of the Governing Body:**

(1) The minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present.

(2) If any note of dissent is given by any member it shall be recorded in the Proceedings-Book.

(3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

**(13) Presiding over the meeting:**

All the meetings of the Governing Body shall be presided over by the President and in the absence of the President; the other members present may select or elect one of them to preside over the meeting already notified and approved beforehand by the President.

**(14) Quorum:**

At least six members of the Governing Body, excluding the Co-opted member, shall form a quorum of the meeting.

**(15) Secretary to make correspondence:**

Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body: Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

**(16) Governing Body to obtain prior approval of the Director in certain matters:**

The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding the appointment, promotion, suspension, termination, removal or dismissal of teaching or non-teaching staff including that of the Principal of any construction works involving Rs.50,000/- (Fifty thousand) or more shall be undertaken by the Governing Body without the prior approved of the Director: Provided that so far as Non-Government Colleges are concerned, the Governing Bodies are not required to send the proceedings of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

**(17) Duties of the Governing Body:**

In general, the following are earmarked as duties of a Governing Body in respect of Non-Governing Colleges receiving deficit Grants-in-Aid:

1. To undertake financial management of the College, to utilize the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorized subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary, etc. to the Teaching and non-teaching staff of the College ;
2. To arrange for the maintenance of the College building, furniture, and equipment as required, including playground, auditorium, libraries, etc. ;
3. To grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University ;
4. To appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy less than 20 points Roster of the State Government.
5. To arrange for a half-yearly internal audit for all college funds and verification of stocks, furniture, and other assets.
6. To submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year.
7. To reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam.
8. To submit an annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, the performance of Lecturers in an academic session, to the Director and to the affiliating University concerned ;
9. To oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to strive for the preservation of an excellent academic standard of the College.
10. On behalf of the Governing Body, the Secretary shall receive and grow the grants sanctioned by the State Government and by the Government of India and University Grants Commission from time to time.
11. With the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director.
12. The Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;
13. If any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.

**(18) Grounds of suspension of Grants-in-Aid:**

Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of preceding financial year, may attract stoppage of Grants-in-Aid by Director suo moto, after the expiry of 30th June, every year:

Provided that on failure in respect of maintenance of a consistent academic achievements by a particular Non-Government College as a whole or a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

**(19) Other functions of the Governing Body:**

The Governing Body is authorized:

1. To determine the general scheme of the studies of the College, subject to the approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, the introduction of Major Course in any existing subject or opening of new faculty and creation of additional posts ;
2. To consider and initiate projects for the improvement of the College, including prohibitions of taking private tuition by the teaching staff ;
3. To deal with the discipline and conduct of the teaching and non-teaching staff of the College;
4. To grant fee remission under rules prescribed by the State Government or with the approval of the Director; and
5. To deal with the academic calendar within the norms of the University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.

**Principal:**

The Principal being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties –

1. Ensuring quality up-gradation of the college and with active assistance from the IQAC as well as other in-house wings.
2. Nominating, appointing and constituting various in-house wings for smooth day-to-day functioning of various academic and administrative matters of the institution.
3. Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in the assigned domains.
4. Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC.
5. Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework.
6. Nominating Assistant Officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various academic and non-academic examinations held within the college.



7. Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution.
8. Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff.
9. Exploring means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution.
10. Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution.
11. Ensuring the institutional fringe area development through judicious utilization of institutional resources.
12. Seeking and implementing ways and means to improve the financial health of the institution.
13. Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis.
14. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for the environment and sustainability.
15. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
16. Act as a steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
17. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
18. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
19. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
20. Manage their private affairs in a manner consistent with the dignity of the profession.
21. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
22. Participate in extension, co-curricular and extracurricular activities, including community service.
23. Refrain from allowing considerations of caste, creed, religion, race, gender, or sex in their professional endeavor.

**Teacher:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teacher should be calm, patient, and communicative by temperament and amiable in disposition. Their ethics must ensure every possibility in meeting the expectations of all the stakeholders in the following ways:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participating at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.
7. Abide by the Act, Statute and Ordinance of the University and respect its ideals, vision, mission, cultural practices, and tradition.
8. Maintain high standards of responsible research through intellectual honesty and integrity.
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
10. Participate in extension, co-curricular and extra-curricular activities, including community service.
11. Respect the rights and dignity of the students in expressing his/ her opinion;
12. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
13. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
14. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
15. Inculcate among students scientific temper, the spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection, and peace.
16. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
17. Pay attention to only the attainment of the student in the assessment of merit;
18. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
19. Aid students to develop an understanding of our national heritage and national goals; and
20. Refrain from inciting students against other students, colleagues, or administration.

**Student:**

Hemo Prova Borbora Girls' College is committed to providing a framework for attending to students' welfare needs individually and collectively by creating an environment in the college in which all can live, work, and learn together in peace and harmony. The policy is designed to provide assistance and guidance that develops students into good and honest citizens while at the same time dealing with behavior or actions that may be inconsistent with college policies. It is an undeniable claim that every child has the right to education it is also equally important that a student should be aware of his/her duties being a student. The following are the code of ethics that a student of the college is expected to follow:

1. The College admits students without regard to race, creed, color, disability, age, national or ethnic origin. All students have equal access to the facilities, financial aid, and programs of the college and are expected to show mutual respect to one another.
2. A student shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
3. A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4:00 p.m. All the students are expected to be present in the class within a stipulated time. Silence shall be observed during class hours.
4. No student shall enter or leave the classroom during class hours without the permission of the teacher concerned.
5. Students are expected not to waste time and loiter about on the campus during class hours.
6. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
7. A student is expected to attend all classes and functions in college uniform.
8. Students are expected to wear clean, decent clothes and conform to the rules of modesty and dress code of the college.
9. Regularity in attendance is obligatory.
10. A student is expected to maintain silence in the academic buildings, especially during class hours. Hooting, whistling, loitering, etc. will be treated as an instance of indiscipline.
11. Consumption of prohibited substances is strictly prohibited on and off-campus.
12. Students shall refrain from activities such as unnecessary writing on the walls, doors, or furniture.
13. Damages done to college property by students must be repaired or paid half the amount by the concerned student/s.
14. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude on the campus.
15. Students shall not distribute or display (both physically and electronically) material such as notices, banners, etc. on campus without the permission of the competent authority.
16. Students shall make use of every opportunity that is made available to strive towards academic excellence, skill, and holistic development.
17. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure, and competence of the student in the proposed event for participation.
18. Student Forums, Societies, and Associations shall be subjected to such guidance and control as the college administration may prescribe from time to time. Only those societies or associations shall be able to avail the facility of the college premises which is recognized by the Principal.
19. The College Students' Union shall be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India.
20. Political activity in any form is not permitted on the College campus. Unauthorized meetings, propaganda work, processions, or fund collections are forbidden within the college, hostels, and outside the college.
21. A student shall not indulge in forcible disruption of classes, forwarding wrong information to the college authority, and any act detrimental to the interest of the institution.
22. The use of Mobile phones is prohibited on campus.

23. A student can use two-wheelers with a valid driving license and helmet only and must park it under the parking shed meant for the students. Students with four-wheelers are not allowed on the college campus.
24. Expulsion from the College means expulsion from the hostel.
25. A student shall support the purposes of the college and encourage the pursuit of educational objectives
26. A student shall observe all civil statutes or ordinances and all College regulations
27. A student shall avoid activities that threaten the health or safety of any person who is on campus by invitation of the college
28. A student shall be honest in academic work and relationships with other members of the college community
29. Students shall conduct themselves in such a manner (whether inside the camp outside) as to safeguard the dignity of womanhood.
30. A Student shall strive to keep the classrooms and campus clean and eco-friendly and "Plastic Free".
31. A student shall not indulge in malpractice (cheating, copying in tests and examinations, giving false declarations etc.) on the campus or anywhere else is prohibited.
32. A student is expected to show courtesy, kindness, loyalty, the dignity of labour, compassion for the less fortunate, a friendly attitude towards fellow students, respect for teachers and authority.
33. It is the responsibility of the student to be familiar with all codes of conduct of the students.

## **1.2 Celebration of Days and Events**

The college has a healthy practice of celebrating/commemorating state, national, international and other important festivals. All important days are celebrated in accordance with the college, University and Government policy, and relevant activities are planned by the cells and clubs of the college to organize events.

1. Foundation Day celebration.
2. Orientation program to the newly admitted students.
3. Freshers' Social to be organized by the Students Union.
4. National important days such as Independence Day, Republic Day, World Environment Day, World Diabetes Day, etc. are celebrated meaningfully.
5. NSS and NCC take lead in the celebration to fulfill constitutional obligations and government programs.
6. International Women Day is celebrated under the initiative of Women Cell.
7. Constitution Day and other important days related to the Constitution of India are celebrated in the college under the initiative of the Political Science Department.
8. Important days related to state and national cultural days are celebrated under the banner of Cultural Cell.
9. Religious Festivals are observed and celebrated to instill secular ideals among the students.
10. College Week is organized every year by the Students Union.

## **2. Infrastructure**

### **2.1 Classroom**

1. Total classroom
2. Classroom ratio-
3. Minimum ratio-
4. The classrooms are well maintained with required tables, benches, desks, fans and chairs.
5. At least 15 classrooms are equipped with ICT facilities.
6. ICT-enabled teaching-learning is encouraged.
7. Classrooms are spacious and well ventilated.
8. Classrooms are used as examination halls and evaluation rooms as and when required.
9. All the classes are conducted in the classroom except for field works and experiential learning.
10. 85% of the classrooms are wifi enabled.

### **2.2 Indoor Stadium and Gymnasium**

The college, in addition to outdoor sports facilities/gallery and grounds also has an Indoor stadium and gymnasium built with UGC funds under the XII plan. The facilities can be availed by the students and employees with certain rules and regulations.

1. To avail of the Indoor Sports Facilities, students shall have to pay a fee of Rs. 50/- per year.
2. The Indoor Stadium can be used for games like Badminton, Table Tennis, Yoga etc. along with other indoor games with due permission from the authority.
3. Users have to enter their names in the logbook (entry/exit) maintained by the in-charge.
4. Users are expected to use the resources responsibly.
5. A user who is responsible for the loss or damage of the equipment due to an act of negligence shall bear the cost of repairing or replacing the equipment.
6. . Users should keep personal belongings at the user's risk.
7. Users shall comply with such additional rules as may be imposed by the authority from time to time to regulate the use of the outdoor sports facilities.
8. The College Authority reserves the right to add, delete and/ or change the said rules any time it deems fit.
9. Use of Tobacco, Pan, Gutkha, Alcohol, Smoking, and any other prohibited food items are strictly prohibited on the University campus and in the sporting arena.
10. The management can decide to rent the facilities for sporting events by other institutions or corporate. A reasonable fee may be charged as part of resource mobilization. Accounts to be maintained by the in-charge.

Timing:

- 6:00 am -8:00 am
- 3:00 pm-6:30 pm

## 1.3 Library

### 1 Vision:

- 1.1 Be a knowledge centre of the college.
- 1.2 Advance the library as a model library of the district as well as the state.
- 1.3 Well equipped with the latest technology.
- 1.4 Create a user-friendly atmosphere within the library.

### 2 Working hours

- 2.1 9.00 AM to 5 .00 PM on all the working days (Monday to Saturday).
- 2.2 Library remains close during the government holidays.

### 3 Classification scheme

- 3.1 Dewey decimal classification (19th Edition).
- 3.2 Cataloguing according to AACR-2.
- 3.3 MARC-21 for bibliographic description.

### 4 Library management software

- 4.1 SOUL-2.0 (Software for University/College)
- 4.2 D-space for digital library management.
- 5 Blog: <https://www.blogger.com/blog/posts/1529734838838013220?pli=1>  
Just initiated.

### 6 Facilities

- 6.1 Open Access System: Allow students to go to the stack room.
- 6.2 OPAC (Online Public Access Catalogue) module to find out the status of the books.
- 6.3 Reprographic and printing facilities.
- 6.4 Free surfing of the internet.
- 6.5 Stack guide
- 6.6 Arrangement of shelves according to class number.
- 6.7 Individual user id to each user, single borrower card.
- 6.8 Reservation facility for best use of the book.
- 6.9 Barcode sticker on the book and user id for fastening the circulation system.
- 6.10 Previous year question papers in both physical and PDF format
- 6.11 Separate reading rooms for teachers and students.

### 7 ICT (Information and Communication) services.

- 7.1 Library Automation: The college library is automated.
  - 7.1.1 SOUL 2.0: Library Automation Software.
  - 7.1.2 Main Server:
  - 7.1.3 OPAC
  - 7.1.4 Networking: Two numbers of computers are connected to the main server.
  - 7.1.5 Reprographic services: The reprography facility is available in the library. The cost is Rs. 1 per page.
- 7.2 **Inter Library Loan:** MoU with DELNET for ILL and library can avail this service from NLIST.
- 7.3 **Soft Copies:** Soft copies of question papers are available in the library.



7.4 **Internet:** Library also provides free internet facilities to the users. Total 9 computers are active in the Internet Section.

## **8 Safety and security**

8.1 Single entry: Single door for entry and exit.

8.2 Digital Gate Entry: automated barcode scanner in the entry gate for recording users' daily attendance.

8.3 Issue and return of resources: automated circulation system for issue and return. For this purpose, two computers are used.

B A course students can borrow 4 books at a time in a single library ID card and can renew on 14 days from the date of issue.

HS students are allowed to borrow 2 books on their library card with one-time renewal privilege.

15 books are issued to the teachers for a period of 90 with one-time renewal facility. Office staff can also borrow 5 books for 30 days on their library card and also renew on 29 days from the date of issue.

### **8.4 Rules and regulations:**

8.4.1 Silence is mandatory

8.4.2 No personal book is allowed.

8.4.3 Restriction on the use of the mobile phone.

8.4.4 Overdue charges. Rs. 1 for per book/per day.

8.5 **CC camera:** the library is under CC TV surveillance. Two cameras are installed for security purposes. No CC TV for stack area.

8.6 **Clearance at the end of the year:** A clearance certificate is provided at the end of the session (Returned the library card to the students when they clear their transaction)

8.7 **Stock verification:** During the off period (semester break) sometimes stock verification is done. But due to lack of man power it is quite impossible.

8.8 **Antivirus software:** Antivirus software is used in the computer systems for security purposes.

## **9 Activities of the library**

9.1 **User orientation:** at the beginning of the new academic session new students are oriented. Sometimes all students are oriented about the new services and facilities of the library.

9.2 **Display of new arrival:** regular activity of the library.

9.3 **Word of the day:** it's a new addition to the library. A word is written in the entrance on the smart board and students are asked to prepare a sentence on that word both in Assamese and English language. At the end of the week, the best sentence (s) is/are awarded.

9.4 **Best user and best reader awards:** every year library offers two awards.

9.5 **User Feedback:** User survey is done regularly.

## **10 Services of the library**

10.1 Current awareness service: Offer to the students (interested students)

10.2 Career corner: books on the competitive exam.

10.3 Book on application: we don't offer Book Bank service. Instead of the service, we allow students to keep books during the examination period.

10.4 Earn while you learn: introduced in 2017 but not succeeded.

- 10.5 QR code of new arrival: Prepare QR code for the new arrival and others.
- 10.6 Training to the staff: Trained the library staff on different management aspects ( Book shelving, arrangement, circulation etc.) and it is a continuous process.
- 10.7 Library outreach programme: Only for a single time we visited Furkating Adarsha Primary School in the Banner of LISPA.
- 10.8 Digital library service: Software used D-Space.

Question papers, Articles, thesis are available in this library.

- 10.9 Free internet facility: Students are allowed to use the internet facility in the library. For this purpose, a separate section is there in the library and 09 computers are installed.

### **11 Library maintenance**

- 11.1 Working hours: we work on all the working days (Monday to Saturday) and the library is kept open from 9 am to 5 pm.
- 11.2 Regular stock checking: it is our regular duty to check the stock as well as the stacking area so that we can offer a hygienic environment to the users.
- 11.3 OPAC: Online Public Access Catalogue to find out the status of books.
- 11.4 E-gate for library visitors: Automated barcode reader in the entrance.
- 11.5 Bar-coded user I'd and book to support 4<sup>th</sup> law of library science
- 11.6 Display of new arrival
- 11.7 Library committee meeting: Twice in a year, sometimes meet for more time if necessary.
- 11.8 Reprographic facilities: Students can take a duplicate copy of the original using this service.  
We charge Rs. 1 for each page.

## 1.4 Hostel

1. Discipline and decorum of the hostel are not to be violated under any circumstance.
2. Hostel accommodation is provided on condition that the student agrees to abide by the policies.
3. The College authority can refuse Hostel facilities without citing any reason or remove a student from the hostel at any time on disciplinary grounds for which the student may even be required to vacate the room on short notice.
4. The students must occupy the rooms allotted to them only. They are not allowed to change rooms without written permission from the authority.
5. The rooms allotted to the students at the time of admission are for a limited period of upto one year or less.
6. Students will have to pay a caution deposit which is refundable at the time of vacating the hostel seat.
7. If a student fails to occupy the allotted room within the specified time, it can be cancelled without any notice. Students will forfeit their caution deposit if they fail to clear all their dues to the hostel by the given period.
8. No student should stay out of her room during night without prior written permission from the warden.
9. Students, who wish to leave the campus temporarily or otherwise, should obtain the permission of the warden in writing. The application for permission must state the date and time of her departure and return as well as the destination of their visit. All these details are to be entered in the In-Out Register maintained in the hostel.
10. Boarders are not allowed to stay outside the hostel after 4:30 p.m. (during winter from October to March) and after 6:00 p.m. (during summer from April to September)
11. All boarders should strictly maintain study hours from 6.00 – 8.30 p.m. and 9.30 p.m.- 11.00 p.m.
12. All light should be put out after 11.30 p.m.
13. Mobile phones are not allowed during study hours at night.
14. Boarders are to be in the respective rooms after 6.00 p.m. . Any assembly/gossip in other room is strictly prohibited during study hours. In case of any untoward situation, the boarders are to be assembled in the common room.
15. Only regular and duly passed students are allowed to stay in the hostel
16. All the boarder of the hostel must abide by the policies of the hostel.

### **3. Campus Environment and Green Initiatives**

#### **3.1 Plastic-free Campus**

The students who are in schools and colleges now are to be the enlightened leaders of immediate tomorrow. Our national educational authorities, as in most developed countries, therefore insist that every student in our country should learn how damages to the environment occur and how to avoid such situations, emphasizing more on possible remedial measures. This green education should start from schools and colleges, and the insistence on the use of bio-degradable waste should be pushed to the maximum. Keeping in mind the importance of a green environment and the harm that plastic does the college takes initiative to make a plastic-free campus.

Plastic ban in the campus is implemented as follows:

1. Use of one-time water bottles and the plastic plate is prohibited.
2. Use of Banana leaves as an alternative for plastic plates.
3. No use of plastic bags less than 50 microns.
4. The use of one-time banners and placards is banned.
5. The college encouraged the use of jute bags or cloth bags.
6. Teachers and students are encouraged to use water bottles that can be used multiple times.
7. Monitoring and awareness program for a plastic-free zone to create a culture and a habit among the students and teachers.
8. Departments to comply with the policy while organizing events.

### **3.2 Energy Saving Measures**

Energy efficiency improvements reduce the amount of energy use required to provide a service. Energy savings are at the heart of the multiple benefits of energy efficiency and link to many other economic, social and environmental benefits. The college believes that it is undeniable to use energy, however; judicious use of energy can help in the long run. Therefore, the college has certain rules and plan to save optimum energy possible.

1. Turn off the lights when not in use.
2. All devices to be turned off when not in use.
3. The institution encourages buying only energy-saving star-label appliances.
4. To use only LED and CFL by the end of 2022 in a phased manner.
5. When cooking on a gas burner, use moderate flame settings to conserve LPG.
6. Setting computers, monitors, and copiers to use sleep-mode when not in use helps cut energy costs by approximately 40%.
7. Provided proper earthing for the building.
8. Use of sensor lights to reduce energy usage.
9. The college is also in a phased manner trying to shift to solar energy.

### **3.3 Solid and Liquid Waste Management**

1. H. P. B. Girls' College is conscious of the waste management system. Care has been taken in every possible step to tackle the waste problem.
2. Students are oriented on how to segregate the solid and liquid waste in different places as per the guidelines provided by the Swacch Bharat Abhiyan Manual 2016. Further segregation if needed will be done by staff assigned on duty.
3. The dry waste is to be transferred to the vermicompost pit and the liquid waste if not harmful for manure.
4. Sanitary napkins are put in incinerators installed at the college and hostel with due approval from the corporation.
5. Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and plan for future legislative changes and to mitigate their effects.
6. Provide clearly defined roles and responsibilities to identify and coordinate each activity of the waste management.
7. Promote a holistic approach to waste management on the campus.
8. Ensure zero stagnation in the campus.

### **3.4 E-Waste Management**

The Institution undertakes a number of E-waste Management initiatives with the objective of creating an eco-friendly environment on the campus.

1. The college follows the policy of reducing, reuse and recycling.
2. The E-waste collected is stored in a store room and disposed of every year accordingly.
3. E-waste such as computers and their peripherals are upgraded regularly to continue usage and to avoid its wastage.
4. E-waste such as electronic components (plastic/metallic) are handed over to agencies which help recycle these materials.
5. Old monitors and CPUs are repaired by our technician and reused.
6. The buyback policy is to be adopted for beyond repairable conditions. Empty toners, cartridges, outdated computers, and electronic items are sold as scrap to ensure their safe recycling.
7. In a phased manner old will be replaced by new and advanced appliances.



## **4. Student Support**

### **4.1 Mentoring**

H.P.B is committed to enabling learners to access support mechanisms to meet their academic needs. This policy applies to all mentors and mentees who take part in the programme. It aims to ensure that learners have the opportunity to work with a mentor who will offer support and guidance on academic issues. Thus, a personal relationship is created for a better understanding of the student's aspirations, strengths, and weaknesses. The College is committed to regularly reviewing the effectiveness of the Mentoring Policy and procedures and making adjustments as and when necessary in response to the needs of those involved.

#### **Responsibilities of a Mentor:**

1. Each student is to be allocated a faculty mentor at the time of admission.
2. A mentor will provide support to 25 mentees.
3. Mentors organize a class-wise meeting of mentees at the beginning of the semester.
4. The mentors should try to understand their mentees and help their mentees settle well in the new environment.
5. The mentor will act as a guide, coach, and role model for the trainee.
6. The mentor should interact periodically with the trainee to review experience gained and set objectives for the next period.
7. The mentor will play a critical role in the mentees' Internship and Placements by helping them prepare for the professional competence programme.
8. All mentors should keep a confidential datasheet about their students which records a report of mentoring done by the teachers.
9. They motivate the students to enroll in certificate courses and online courses offered by NPTEL and MOOC.
10. They promote the use of e-resources in the library.

#### **Responsibilities of a Mentee:**

1. Mentees should be regular and punctual for meetings with the mentor.
2. They must adhere to the Mentoring Programme procedures.
3. They must attend training as directed by the mentor.
4. It is mandatory for the students to fill their mentoring workbooks during the mentoring sessions.
5. Mentees should not initiate any discussions related to infrastructure and facilities as it is not a medium for complaints.
6. Mentees should maintain a healthy relationship with the mentors.
7. Mentees should meet with their respective mentors at least once a month.
8. The Mentees can share their aims, aspirations, thoughts, concerns, and feelings related to academics and social activities with their free will.

## 4.2 Canteen

The objective of the Canteen and meal service is to protect by reducing the risk of food-borne illness, with proper sanitary conditions, and preventing adulterated food. The canteen is located inside the College. The hostellers and day scholars are provided meals/snacks by assuring food safety and quality. The Canteen Management Committee (CMC) sees to the functioning of the canteen.

1. Working hours will be from 9:00 am to 5:30 pm.
2. The canteen should not entertain junk food, soft drinks, and other unhealthy stuff.
3. The prices of the item available at the canteen should be fixed by the Canteen Management Committee.
4. The canteens will only sell food in line with the College's Healthy Eating and Drinks policy.
5. The cleanliness and hygienic condition of the canteen to be maintained by the canteen manager.
6. The use of plastic cups, plates, and one-time use water bottles are strictly prohibited.
7. Only RO/Filtered water should be used for cooking and drinking.
8. Menu boards with price tags should be displayed.
9. Only certified FSSAI products are to be sold in the canteen.
10. The waste utilization of the canteen should be in accordance with the waste policy of the college.
11. The management should be fully committed to keeping the quality of the canteen for the utmost benefit of all concerned.
12. The college canteen should aim at providing an effective canteen service that provides healthy food in a manner that complies with all health regulations and operates in a financially secure and professional manner.

## **4.2 Scholarships and Freeships**

Scholarships and Freeships are provided to deserving students. Details regarding these scholarships will be put up on the Notice Board from time to time. Applications for the following awards, scholarships, and free ships for students are forwarded by the college to the concerned authorities. The management of the college ensures that students who are eligible for Government Scholarships are helped to avail of it.

Apart from the Government Scholarships and Freeships, the college provides Scholarships and Freeships to the eligible and deserving students for those who are not eligible for Government Scholarships and Freeships, from individual and Teachers' Association Fund.

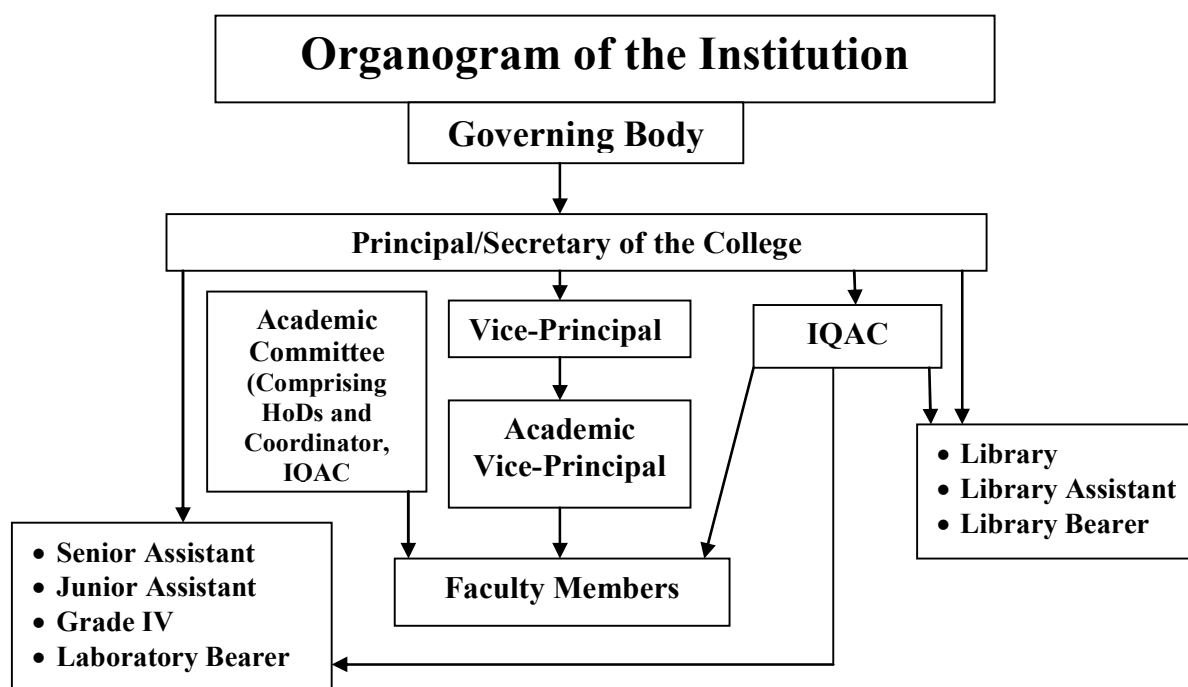
A list of scholarships and eligible candidates is mentioned in the prospectus and notified in the notice board from time to time.

Government scholarships amounts are directly credited to students' accounts. However, Scholarships and Freeships provided by individuals and stakeholders may be handed in cash and kind as and when required.

## 5. Governance

### 5.1 Organogram

#### Hemo Prova Borbora Girls' College, Golaghat



## 5.2 Participative Governance

The college has a healthy practice of involving all stakeholders in the functioning of the college in the form of Participative Governance. Participative Governance is designed to lead to effective participation in decision-making that unites constituencies, produces an improved college environment, and draws upon the strength of diversity. It is carefully planned, instituted and evaluated. Participatory governance includes the structures and processes for decision-making that engage students, staff, faculty and administrators in reaching and implementing decisions that further the primary mission of the college—to educate students. The groups formed to address college matters are properly charged and empowered, the members carefully selected and the process clearly structured. The structures and processes for participatory governance vary according to the task. Participative Governance in the college is established:

1. To ensure faculty, staff, and students the opportunity to express their opinions at the campus level,
2. To ensure that these opinions are given every reasonable consideration,
3. To ensure the right to participate effectively in district and college governance, and
4. To ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

To fully implement the participatory governance regulations in a spirit of collegiality, the college has:

1. The Governing Body is the apex body.
2. There are various statutory and non-statutory bodies to plan, implement and oversee activities of the college.
3. To use resources available in the college, committees with co-coordinators are appointed.
4. Feedback is taken for suggestions and corrections in every aspect for better functioning of the college.
5. Students' Union is on various committees of the college representing the students' fraternity.
6. The non-teaching staff is included in the certain committee to provide input on finance, planning, and evaluation.

### 5.3 Students' Union

The Hemo Prova Borbora Girls' College Students' Union (H.P.B.G.C.S.U) is the general body of the students of the College. Its membership is compulsory for every student admitted to the College. The office-bearers of the Union are elected annually through the method of direct voting. This union is elected by the bonafide students of the college through the general election.

The college strictly abides by the recommendations of the "Lyngdoh Committee" for the election of the Students' Union Body in universities, colleges and other institutions of higher education across India. The Posts of the Office Bearers are President, Vice President, General Secretary, Asst. General Secretary, Girls' Common Room Secretary, Social Service Secretary, Major Games Secretary, Minor Games Secretary, Music and Culture Secretary, Debating & Symposium Secretary, Editor, Magazine (English Section) and Editor, Magazine (Assamese Section). The Students' Union Office Bearers, representing all the students of the institution, are guided by a team of staff advisors.

The Union endeavors to foster and promote fraternity, mutual understanding, and a sense of responsibility among the students. The Students' Union organizes games and sports, debates, cultural and social activities among the students during the College Week, which is being organized annually.

The functions of the Union Body shall be:

1. To prepare the Budget of the College Union for the session.
2. To take up other activities as decided by the Students' Union Body and approved of by the Principal.
3. To organize debates/symposia and other cultural activities in the interest of the College.
4. To organize a discussion on academic, national, and international topics.
5. To approve all accounts maintained by the Secretary.
6. Observing and celebrating special days.
7. To orientation cum Fresher social and parting social for the freshers and outgoing students.
8. To organize leadership training for the students representative.
9. To represent students both within the institution and externally, including on local and national issues.
10. To provide a variety of services to students.
11. To serve as a link between the management and student community for a conducive environment.
12. To nurture leadership qualities among students.
13. To motivate students to be responsible citizens.
14. To promote a spirit of democracy, integrity, and fraternity among students.



## 5.4 Feedback

H.P.B. Girls' College has a specific feedback policy framed for its effective functioning. The feedback policy is framed as follows:

The feedback cell of the college collects feedbacks from direct and indirect stakeholders of the college. Feedbacks are collected from students of the college, teaching staff and non-teaching staff as the direct stakeholder of the college and from guardians and alumnae of the college as the indirect stakeholder of the college.

The feedback cell prepares feedback forms every year and shares them among the direct and the indirect stakeholders of the college.

1. Feedback from students:

Following issues are included in the feedback form and collected from students:

(a) Admission process (b) Curriculum, (c) Use of ICT by teaching staff, (d) Library facility, (e) Infrastructure facility, (f) Classroom management by the teaching staff, (g) Course completion, (h) Internal evaluation and assessment process, (i) Student-teacher interaction, (j) Co-curricular activities

2. Feedback from Teaching Staff:

Following issues are included in the feedback form and collected from teaching staff.

(a) Curriculum, (b) Teaching learning and evaluation process, (c) Infrastructure facility, (d) Governance, leadership and management, (e) Library facility

3. Feedback from Non-Teaching Staff:

Issues to be included in the feedback form to be collected from non-teaching staff are-

(a) Procedures followed by the college authority, (b) Distribution of work among the non-teaching staff, (c) Infrastructure facility to support in works, (d) Relationship between teaching staff and non-teaching staff, (e) Relationship between the principal and the non-teaching staff

4. Feedback from Guardians:

(a) Admission procedures followed the college, (b) Positive change of the child after joining in the college, (c) Cooperation of the teaching and non-teaching staff of the college for the overall development of the student, (d) Administration of the college, (e) Overall environment of the college

5. Feedback from Alumnae:

The issues to be included in the feedback form to be collected from alumnae are

(a) Learning experience, (b) Helpfulness in career, (c) Developmental activities organized by the college, (d) Handling grievances, (e) Infrastructure facilities during the study of the alumni and improvement at present, (f) Activities organized for alumnae, (g) Relationship between alumni and college authority

All the feedback will be given due attention and the required actions will be taken.

### **5.5 Grievance Redressal Mechanism**

H.P.B. Girls' College has constituted Grievance Redressal Cell according to the guidelines of Government and UGC to realize the primary need of the students and staff and secure civil liberties for all the stakeholders. The GRC is institutionalised to find solutions for problems like Sexual harassment- any kind of physical or mental harassment, complaints regarding classroom teaching- classroom management, completion of syllabus, teaching methods etc.

The GRC convenes meetings periodically and takes steps to redress the grievance. The function of the cell is to look into the complaints lodged by students, staff, teachers, and guardians and accordingly act on it. A suggestion box is placed in all the building blocks. Anyone with a genuine grievance can approach the members in person or drop their grievance. These are duly noted and appropriate action is taken.

The GRC members are constituted according to the guidelines of UGC with its chairperson and members and special invitee. The main objectives of GRC are:

1. To develop an organizational framework to resolve the grievance of students and other stakeholders.
2. To provide the students access to immediate, hassle-free recourse to have their grievances redressed.
3. To enlighten the students on their duties and responsibilities to access benefits due under the policies.
4. To establish structured interactions with students to elicit information on their expectations.
5. To identify systemic flaws in the design and administration of various general insurance products and seek solutions thereafter.
6. Encourage the students to express their grievances.
7. To create and promote a healthy work ambiance and campus life.

## 5.7 E-Governance

H. P. B. Girls' College's E-governance envisages with the sole vision of enhancing the system of governance for the development of the institute by leveraging new and cutting edge technologies. The broad areas of e-governance are in the area of examinations, admissions, day-to-day operations of departments, academics, placements management information systems and stakeholder's inclusion in a staged manner. It aims at planning and facilitating any infrastructure for the deployment of cutting-edge applications and the deployment of solutions for seamless administration of the institute. The college is committed to providing a simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning and to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

Objectives:

1. Implementation of E-governance in all functioning of the institution in order to provide a simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
7. To establish a fully automated Library.
8. To provide easy access to information.
9. Achieving paperless administration of the institution.
10. Promoting transparency and accountability.

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

1. Administration
2. Finance and Accounts
3. Students support
4. Examination
5. Library
6. Website
7. Payments
8. Alumni

**Administration:** The institution needs the smooth functioning of its governance system for its improvement. To improve its functioning, technology needs to be adopted. The e-governance should take care of providing information to the stakeholders, the staff and students data should be maintained, maintenance of attendance, internal communications should be enabled and students also should be able to get the benefits by providing certificates, leave forms, and so on without any trouble.

**Finance and Accounts:** The e-governance software should provide support for maintaining of the accounts and finance of the institution. It should be able to provide e-copies of the staff salary certificates, support in tax deductions, and also support the students' fee payment.

**Student Support:** The admission of the college will be made online and the e-governance partner should provide a platform for the admission process and the college will also encourage online payment of the fees of the students. The College has decided to process all admissions in online mode. This will cover admissions to all courses whether graduate, post-graduate or autonomous courses.

**Examination:** The College conducts internal and model exams at regular intervals and the college wants the e-governance partner to maintain the marks of the internal assessments and exams for easy reference and maintenance. The college also wants to print hall tickets for the model exams to give a feel of the semester exam to the students. This also should be supported by the e-governance partner. The platform also should give options for conducting online exams and quizzes.

**Library:** The library will be inducted with management software for books maintenance. More online sources and databases will be pulled in to create a pool of knowledge on the campus. Facilities for an online database of books in the library will be made in the due course.

**Website:** The website will be the mirror of the college and will be revamped from time to time to keep it updated. The website will inform of all the programmes offered, facilities available, activities happening and information regarding the college. A college app will also be created to make it more convenient for the stakeholders to be informed about the college events and programs.

**Payments:** Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.

**Alumni:** In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback, and many other aspects. Alumni association to be consulted for regular updates and database management

The course of Implementation:

- The modules mentioned will be implemented in a step-by-step process in the institution.
- The college website will be updated and will mirror the activities of the college.

- In the upcoming years, the college will tie-up with e-governance supporting software providers and will try to implement the modules needed for the college.
- The Library will also be updated with software for maintenance and online databases for books.
- The institution will become completely automated in the near future, which will aid in hassle-free data governance.
- The institution will equip itself with a hi-fi internet facility, adding a good number of computers to every department, installing printers and scanners for the ease of use of the stakeholders.
- To implement e-governance in the institution, the management will allot a budget every academic year during the council meeting and the same will be released for purchase/maintenance of the e-governance software.
- Based on the needs of the institution, the e-governance modules, ICT Tools and resources, software, Computer Systems, Printers and Scanners, Internet facilities will be upgraded based on the recommendations of the e-governance reports.
- Every year the institution will upgrade itself in these lines for the increased efficiency of the administration process.
- If any question arises relating to the interpretation of this Policy, it shall be referred to the MANAGEMENT whose decision shall be final.

## 5.8 Financial Management

The financial management policy is evolved by the institution for optimum use of resources for the achievement of various objectives of the institution in accordance with the Vision and Mission and trust deed of the institution. The college makes efforts to judiciously use UGC, Central and other Government funds for quality sustenance, research and campus embellishment.

The financial policy of the institution intends to achieve the following objectives:

1. Prudent and effective management of financial resources.
2. Honesty and transparency in all aspects of financial management and financial reporting.
3. To comply with the legal requirements of various Acts.
4. Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
- 5.
6. To present a report to the management, donors, stakeholders, beneficiaries, and to the government.
7. To execute the project according to the terms of conditions of the donor and to achieve the goal of the project.
8. To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
9. To deliver maximum benefits at a minimal cost.
10. To practice standards according to practices in the management of financial resources.
11. The institution maintains a system in which daily financial transactions are appropriately authorized, recorded and documented.
12. The Accountant enters the transactions in the computer software on a daily basis
13. The Process/procedure for Co-curricular spending shall be as follows:
  - a) Budget preparation with the signature of the HoD, and one Faculty member. If activity is undertaken primarily with students' initiative then they need to sign as well. The budget should clearly mention the number of participants and tentative registration amount to be collected.
  - b) The signed budget is then approved by the Vice-Principal and forwarded to the Principal. The internal auditor has to keep a copy of the approved budget.
  - c) Post expenditure all genuine bills have to be submitted along with the income and expenditure format to the internal auditor within three working days of completion of the event. The statement (Format) must have the signatures of the HoD and Faculty Member
  - d) The list of participants paying registration amount, along with their phone numbers, has to be attached with the above bills.
  - e) The approval of any out-of-the-ordinary/budgeted expenditure has to be attached and submitted along with the bills.
  - f) The internal auditor verifies the bills and finally submits them to the Bursar keeping a copy in the auditor's file.
  - g) The above is to be followed for expenditures incurred through students' contribution only, as well.

- h) No deviation of the above-mentioned process in order to maintain a proper record for future reference and audit.
- 14. All expenditure above shall be paid by cheque except in the case of extraordinary situations where banking is difficult.
- 15. A cheque issue register is maintained for recording the issue of cheques of all the bank accounts
- 16. Use of cash for payments is discouraged.
- 17. All the purchases of assets for the institution and the projects shall be made in consultation with the purchase committee.
- 18. The accountant will present the stock requisition request to the administrator to procure the necessary materials for office purposes. It is also his duty to keep the stock register.

## **6. Health and safety**

### **6.1 Prevention of Sexual Harassment**

The most effective weapon against sexual harassment is prevention. Harassment does not disappear on its own. Providing safety being of the topmost priorities, the college along with various safety measures has an exclusive Cell for Prevention of Sexual Harassment to ensure optimum safety to its students.

#### **Objectives of the Policy**

1. To fulfill the directive of the Supreme Court, as per UGC directives in respect of implementing a policy against sexual harassment in the institution.
2. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
3. To provide an environment free of gender-based discrimination.
4. To ensure equal access to all facilities and participation in activities of the college.
5. To create a secure physical and social environment which will deter acts of sexual harassment.
6. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
7. To undertake all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.
8. To uphold Women's Right to Protection against Sexual Harassment and for the prevention and redressal of sexual harassment of women.

Any kind of unwanted activities that include sexual harassment off and on campus such as salacious oral or written abuse, sexual advances, unethical sexual behavior etc. by fellow students or staff are dealt with stringent action. Complaints about such sexual actions are submitted to the Cell.



## 6.2 Anti-Ragging

Hemo Prova Borbora Girls' College has zero tolerance for ragging and is proud to state that they are ragging-free. Students are informed to follow the act and ensure a ragging-free campus.

To ensure compliance as per the UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009, the Anti-ragging Committee is created with the Principal as the chairperson and convenor and members appointed from time to time. The 'anti-ragging policy' adopted by the Institute is aimed at:

1. Creation, development and nurturing of a conducive, socio-academic environment within the student population.
2. Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated.
3. Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts the socio-academic integration of new entrants.
4. Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

The steps taken to implement anti-ragging on and off campus are:-

1. Newly admitted students are instructed and informed about the anti-ragging policy and reach the Anti-Ragging Committee in case they face any problems.
2. There is a Freshers' Social at the department level and as well as General Freshers' Social with due consent from the college authority and to be held in presence of faculty members.
3. The first-year students are made to be part of the Union Body so that they can overcome shyness and mingle with seniors.
4. The Union Body members are included in the committee. This helps to prevent ragging at the micro-level.

Students found guilty beyond the above points will be dealt with strictest actions based on the extent of behavior.

### **6.3 Welfare Measures – Teaching and Non-teaching Staff**

The management of H.P.B. Girls' College upholds a healthy & cordial work ambiance. To sustain such an institutional atmosphere, over the years, it has implemented various measures to promote professional competency, work ethics and infuse job satisfaction.

The following measures are duly been put into place to ensure the welfare of the staff:

#### **Academic:**

1. Faculty members are encouraged to take up research projects.
2. Faculty members are encouraged to participate in state/national/international level seminars, webinars, symposiums, workshops & faculty development programmes. Adequate institutional provisions are in place to facilitate such activities.
3. Training programmes, Faculty Exchange Programmes are regularly organized.

#### **Spiritual / Psychological /Medical Well Being:**

1. Special counselling sessions are organized.
2. Capacity-building sessions for Non-teaching and Sub Staff.
3. Health Centre open to all staff.
4. Gymnasium cum Yoga Centre opens for all.
5. Medical camp is conducted annually.
6. Recreation:
  - The staff club of the Teaching & Non-teaching organizes luncheons get-together.
  - Friendly matches (Cricket/Football/Volleyball) and other recreational/fun activities are organized annually among Teaching/ Non-Teaching & Sub staff.
  - An annual lottery is held among Teaching/ Non-Teaching & Sub staff.

#### **Financial Assistance:**

1. Financial assistance is provided to teaching and non-teaching staff from their respective Mutual Benefit Fund.
2. Exigency aids are provided to Non-Teaching & Sub staff, as and when required.

#### **Others:**

The management takes annual feedback from the teaching, non-teaching & sub- staff with regard to the existing mode of institutional governance. Adequate and timely measures are duly taken to foster and sustain the democratic and familial spirit of H.P.B. Girls' College.

## **6.4 Safety**

H. P. B. Girls' College recognizes and accepts its legal responsibilities for health and safety. It aims to develop and ensure that adequate health and safety conditions are in place and maintained for all employees, students and visitors.

The general objectives within the scope of the policy are:

1. To secure the health, safety and welfare of employees in the college.
2. Safe methods of working exist and are implemented throughout the college for staff and students.
3. Providing a safe and healthy working and learning environment.
4. Assessing and controlling risks from curriculum and non-curriculum work activities.
5. Providing effective information, instruction and training.
6. Monitoring and reviewing systems to make sure they are effective.
7. Ensuring adequate welfare facilities exist at the college.
8. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

## 6.5 Differently Abled

The college provides necessary facilities, in accordance with the Government of India (GoI) norms to Persons with Disabilities (PwD) on campus to make it an inclusive and disabled-friendly space.

### Objectives of the Policy

1. To create Inclusive Culture to avoid discrimination, exploitation and exclusion of Disabled Students.
2. To create a suitable regulatory mechanism for effective delivery of services to Disable Students and Staff from all spheres of work and education and Staff of the institute
3. To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
4. To provide accessible and inclusive education at the institute.
5. To ensure implementation of all legislation with respect to persons with disabilities.

The following Policies and Measures are adhered to by the institution:

1. The college reserves the right to provide admission to differently-abled students as per the GoI provisions.
2. Fee concessions will be provided to the needy.
3. Scribe assistance will be provided to the visually challenged.
4. During examinations, apart from the visually challenged students with writing disabilities, adequate institutional provisions are in place, to provide necessary assistance to Persons with Disabilities (PwDs) as and when required.
5. Guidance and counseling will be extended.
6. Scholarship/ UDID procurement will be facilitated.
7. Suitable games for the Persons with Disabilities (PwDs) to be conducted annually.
8. Infrastructural facilities: Lift ramps, handrails, special washrooms, wheelchairs make the campus adequately inclusive for differently-abled persons.
9. All students/staff are sensitized and encouraged to reach out to PwDs.
10. Celebrate important days pertaining to disability such as the World Disabled Day, Blind Walk for differently-abled persons.