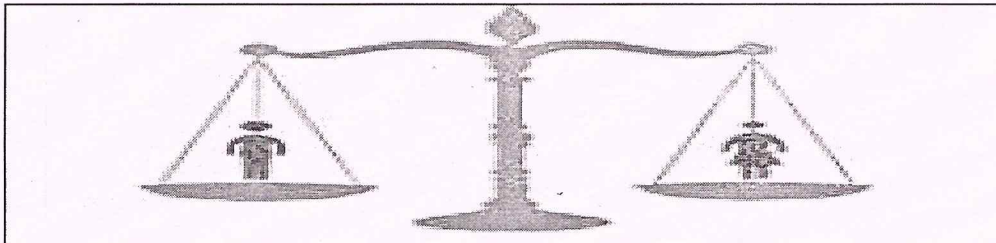




# **GENDER EQUALITY POLICY**

## **KHARUPETIA COLLEGE**





## **PREFACE**

Gender equality is a global issue and it has been addressed by different social activists and researchers or organisations from time to time both at national and international, local and regional levels and various policies and measures have also been prescribed to overcome it. But, despite all the continuous striving to overcome this inequality, it has been found to persist in the society in various mode and degree at community / regional or local levels.

Kharupetia College is situated in a Minority Muslim dominated and socio-economic backward area. Hence, persistent disparities between genders and social customs are found to be the major factors which have detrimental effects on society at large. In alignment with this, Kharupetia College has undertaken various agenda through cells and committees to inculcate a positive change in students' mindsets, thereby contributing to a gender friendly and equitable society.

## **OBJECTIVES OF THE POLICY:**

To overcome the gender inequality and establish a co-educational ecosystem at College premise and its surrounding, the College has framed the gender equity policy with the following objectives:

- ❖ Ensure a secure education and working environment for female students and employees at the College premise.
- ❖ To curb the gender discrimination at any level within the college campus by Internal Complaint Committee (ICC).
- ❖ Involve male members in fostering gender equality within both the campus and surrounding society at large.

## **SCOPE OF THE POLICY:**

- ✓ Ensures a work environment with Co-Educational Ecosystem.
- ✓ Ensures equity in regulatory framework for Admission procedures.



- ✓ Ensures equity in Teaching, Learning & Assessment practices & Recruitment and selection processes.
- ✓ Provides platform to address the gender redressal issues.

#### **POLICY IMPLEMENTATION AND EXECUTION:**

To execute Gender Equity Policy at Kharupetia College, authority Plans-

- Hosting workshops focusing diversity communication for girls' and boys' students.
- Organizing awareness programmes to ensure female participation in various activities.
- Encouraging Gender-sensitive collaborative work, fair representation in student's roles, and fostering gender balance in College Level during classes.
- Ensuring equitable gender representation in annual sports, field visits educational tours and university level competition.
- Providing awareness programs on women's rights and workplace harassment prevention laws to the student community.
- Collaborating with various agencies and institutes to conduct seminars and annual surveys on women's safety and security, prevention of early marriage and child sexual harassment etc.
- Offering ADD-ON Course/Certificate /refresher courses in gender sensitization for both male and female participants.
- Gender Audit conducted periodically to take account of gender.

#### **GENDER EQUITY POLICY : EXECUTION METHODOLOGY**

- ❖ Any complaints, whether written or oral, filed by female students, faculty or staff to be treated with utmost confidentiality, except for the committee members.
- ❖ The committee will promptly report all complaints to the appropriate higher authorities if required.
- ❖ Decisions and actions taken by the committee to be made in consultation with the Principal, Committee Members and IQAC.
- ❖ Executions of all decisions to be done by maintaining proper proceedings and enquiry.

Dr. Mausumi Saha Kalita  
Principal  
Kharupetia College

Principal  
Kharupetia College





# **GREEN CAMPUS POLICY**

***KHARUPETIA COLLEGE, KHARUPETIA***



**KHARUPETIA COLLEGE, KHARUPETIA  
DARRANG, PIN-784115**





# **GREEN CAMPUS POLICY DOCUMENT**

## **KHARUPETIA COLLEGE**

**Introduction:** The venerable institution, Kharupetia College is bestowed with a naturally green campus having diversified of flora and fauna as it is a quasi-rural college, local community as well as students of the college is actively evolved to keep the campus Green and Eco- Friendly. The Institution is having its own fishery surrounded by trees which keeps the environment of the college very clean and calm. It is a fact that every part of a tree participates in enriching a stream for aquatic life, from its tiny needles to its strong twisted roots ads such Students, Faculty members and other stakeholders and visitors of this institution takes great pride looking at its Green Campus

**Objective:** This policy will play an vital role as the institution is continues to develop in environmentally sustainable campus. The policy has the following objective-

- (1) To maintain a Green and Eco-friendly and pollution free Campus;
- (2) To engage students faculty office stuff and other stakeholders in environmental activities to create sense of belonging.
- (3) To actively participate in conservation of nature to protect wildlife (variety of birds in the campus) and promote biodiversity being a responsible citizen of the country.

### **Scope:**

This policy applies to all the stakeholders of the Institution, including students, faculty and stuff. A committee will be formed to carry out as well as monitor the green campus initiatives consisting of the following members:

- a) Chairperson: Principal
- b) Convener: NSS Program officer
- c) Members: Five members (at least one each from faculty, office stuff and students)

### **Guidelines:**

#### **Landscaping:**

- ❖ The institute will encourage planting & nurturing trees in the campus to maintain green and ravishing landscape of the campus. The institution will be maintained for the visiting animals of nearby forest( Rajiv Gandhi National Forest, Orang) by planting the food plants
- ❖ Plantation drive will be taken in the campus on the occasion like-World Environment day& Van Mahotsav etc.

#### **Water Resource Management:**

- ❖ The Institution will encourage the reuse of water by recycling the waste and sewage water.



- ❖ The Institute will effectively maintain the Rain water harvesting unit of the campus
- ❖ The Institute will effectively manage the waste with proper waste segregation and disposal

#### **Waste Disposal Strategies:**

- ❖ The Institution will effectively segregate the electronic waste and dispose the same through proper measures
- ❖ The Institution will manage the Biomedical and hazardous waste by proper treatment and neutralization technique without disturbing nearby habitat

#### **Alternative source of Energy and Energy Conservation:**

- ❖ The Institution will strive to augment alternative source of energy such as solar power by installing solar panels and sensor based solar light.
- ❖ The Institution will carry out Energy audit to assess the usage of Electricity by different electrical installations and proper management of the Electricity.

#### **Pollution Control Measures:**


- ❖ The Institution will effectively monitor Air, Water, Soil and Noise pollution through regular environmental audit
- ❖ The Institution will purchase Eco-Friendly appliances and proper products.
- ❖ The Institution will try to minimize the use of paper introducing E-Office systems
- ❖ The Institution will emphasize on complete ban and usage of Plastic and will try to maintain the campus as Plastic Free Zone

#### **Pedestrian Friendly Pathways and Restricted entry of Automobile:**

- ❖ The Institution will build and maintain pedestrian friendly Pathway for safe and easy movement of staff and students in the campus.
- ❖ The Institution will restrict the entry of automobiles for students and will encourage using bicycles inside the college campus.

#### **Environmental Awareness Program:**

- ❖ The Institution will take initiatives for environmental awareness programmes amongst the students by observing various days related to environmental value, such as- 2<sup>nd</sup> Feb, World Wetland days, 1<sup>st</sup> March, World Forestry days, 22<sup>nd</sup> April World Earth day and 22<sup>nd</sup> May, International Biodiversity Day
- ❖ Environmental awareness programmes will be carried out at nearby area and adopted village
- ❖ The Institution will nominate Green Ambassador from students of each class for promoting awareness among students and other stakeholders.

  
Dr Mausumi Saha Kalita  
Principal

Kharupetia College, Kharupetia  
Darrang, Assam

Principal  
Kharupetia College



**FACULTY DEVELOPMENT AND  
RESEARCH POLICY (FDRP)**



***KHARUPETIA COLLEGE, KHARUPETIA***



**KHARUPETIA COLLEGE, KHARUPETIA  
DARRANG, PIN-784115**





## ***FACULTY DEVELOPMENT AND RESEARCH POLICY (FDRP)***

# ***KHARUPETIA COLLEGE, KHARUPETIA***

### ***1.0 PERSPECTIVE OF FDRP***

The Faculty Development and Research Policy (FDRP) aims at providing faculty members with the enough opportunities to pursue research and also to participate in Seminar/ conferences/ workshops/ symposium and other professional development program as because participation in such academic activities will enhance the ability of the faculties to carry out innovative research skill. It also prepare teachers with the latest teaching methods as well as use technology to impart effective education methods to improve the academic and intellectual environment.

The idea behind the setting up of Faculty Development and Research Policy (FDRP) in the college is to improve the tool for improving the educational vitality of institutions by providing attention to the competencies needed by individual teachers. Adapting this policy required to promote academic excellence and also to face the challenge with the paradigm shift in pedagogical world.

Kharupetia college is located in the Minority community dominated area , where field of research is still virgin and area is having multiple social issues to be address for the up liften of the community. Under such circumstances college have decided to adopted Faculty Development and Research Policy (FDRP)

### ***2.0 AIMS AND OBJECTIVE OF FDRP***

- (1) To provide opportunity to the faculty members to participate in the international/ National Conferences and Seminar , Workshop Symposium and allows college faculties to meet people from different parts of the country.
- (2) To Provide opportunity to exchange views amongst the scientific community coming from different parts of the country as well as from outside world and also to make new relationships and strengthen existing ones.
- (3) To provide opportunity to the faculty members to participate in the Orientation Program, Refreshers Course, Faculty Development Program, Short term courses organized by the UGC, Summer School and Winter School of their Choice for academic exposure
- (4) To provide opportunity to the faculty members of the college to pursue their research activities leading to the awards of M. Phil/PhD/ Post-Doc/ D. Lit Degrees.





- (5) To provide opportunity to the faculty members to carry out Minor Research Project/ Major Research Project etc sponsored by UGC, ICSSR, DST, DBT, DAE, DOEd and Ministry of Environment and Forest, etc.
- (6) To provide financial support by the way of incentives/ encouragement to the faculty members to take part in the International/ National Conference , Seminars, FDP Programs and towards the membership fee in the professional organization.
- (7) To encourage upcoming brilliant students of the college to undertake research project/ field based study to gain first hand and practical knowledge so that they can go to their respective villages and pickup social issues for resolution.
- (8) To undertake collaborative efforts with the neighboring institutions/ organization/NGOs in the field of research, faculty exchange and faculty enrichment program.
- (9) To built scientific cooperation by meeting and connecting with researchers from different countries.

### **3.0 MANAGEMENT CELL OF FDRP**

For proper implementation of Faculty Development and Research Policy (FDRP), of Kharupetia College a management Cell is to be formed with due approval from the Governing Body Of the College. The Management Cell of the College will consist of the following :

- (a) Chairperson: Principal, Kharupetia College
- (b) Member of Convener: IQAC Coordinator
- (c) Member: Five Senior faculty member will be included( at least one from each stream)

### **4.0 SCOPE OF THE POLICY:**

The FDRP of the Kharupetia College aims at to accommodate the following area:

**4.01 Participation in the International/ National Conference/ Seminar/ Work shop and FDP Program organized by different agencies such as UGC, ICSSR, CSIR, EDII, FDS , ISRO etc:** The FDRP will cover the facilities provided to the faculty members for presentation of paper in academic conference/ seminar as well as participation in the symposium, workshop for exchange of Knowledge and idea. Above an all it provides an ample opportunity and encouragement to the faculty members to participate in Orientation Program, Refreshers Courses FDP Programs short-Term Courses summer School s and Winter Schools for Professional Development to elevate your **career** to new heights



**4.02 Financial Assistance:** The FDRP will make provision for financial assistance/encourages to the faculty members for presenting research papers in the National and international conferences/ Seminars, Publishing research paper in the National and International Journal as well as policy document, authoring academic books attending FDP Program and members ship fee for different professional organizations but subject to availability of fund. However, professional advancement helps in career growth In addition to this, FDRP earmarks fund in the college budget for providing financial assistance to the brilliant students as well as students of Sports Award recipients in athletics

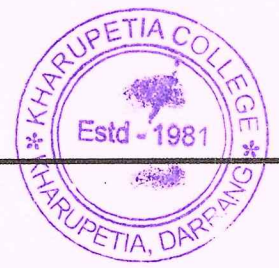
**4.03. Research Endeavors:** The initiative of FDRP is to provide opportunities and also motivate the faculty members of the college to carry out their research activity like higher degree by research leading to the awards of M.Phil/PhD / Post-Doc/ D. Lit degree. The policy also facilitates the faculty members to conduct Minor Research Project, Major Research Project and other sponsored research projects of the UGC, ICSSR Project focusing on field based study under the guidance of faculty members to investigate, explore, and contribute knowledge to a specific field or topic and also gain first hand and practical knowledge which is equally pivotal.

**4.04 Collaborative Initiative in Research:** The FDRP will cover long term collaborative activities and initiatives for undertaking collaborative academic activities with neighboring institutions / organizations/ NGOs in the field of research, faculty exchange program and faculty enrichment Endeavour that contribute to achieving an initiative's goals.

Dr Mausumi Saha Kalita  
Principal  
Kharupetia College, Kharupetia

Principal  
Kharupetia College





# SPORTS POLICY OF KHARUPETIA COLLEGE





July 1, 2022

## SPORTS POLICY OF KHARUPETIA COLLEGE



### SPORTS POLICY OF KHARUPETIA COLLEGE

Sports play a crucial role in educational institutions. Scientific research has demonstrated that participation in sports enhances cognitive functioning and promotes substantial physical, social, and emotional development. These benefits, in turn, support curriculum delivery and foster a positive college culture. This policy outlines a framework to support physical education and sports at Kharupetia College, aiming to ensure the safe and effective participation of all students in these activities. The sports program at Kharupetia College has the following goals:

- **Recreation**
- **Proficiency training to facilitate the development of skills**
- **Fostering a spirit of sportsmanship**
- **Encouraging teamwork**
- **Exposure to a variety of sporting and physical activity.**

#### Policy:

The selection of sports persons and teams will be conducted at the beginning of each academic year and communicated to students during their three-day Induction Programme. During this programme, the Principal will provide detailed information regarding the selection procedures, examination, and selection schedule. Coaches will conduct practice sessions for various teams over a specified period.

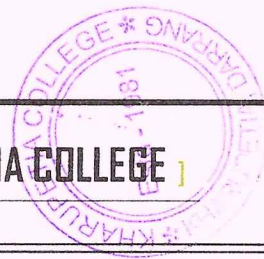
The criteria for the selection of sports persons and teams will include the participant's past sports history, fitness level, experience, and skills.

The Yoga and Wellness Centre will be responsible for administering physical education for all registered students at the College.



July 1, 2022

## SPORTS POLICY OF KHARUPETIA COLLEGE



### **Financial Assistance/ support:**

Financial assistance will be provided by the College to sports persons and teams for both local and outstation participation in sports events. Teachers and coaches will accompany the teams. The College will cover travel and daily allowances for players as well as the accompanying coaches and teachers.

### **Grant of concessions:**

Academic concessions will be provided to students participating in sports. These concessions may include attendance adjustments, rescheduling of internal assessment examinations, separate academic coaching, and conducting practicals at alternative times. These concessions will be granted following the established procedure and with final approval from the Principal.

### **Annual Sports Day:**

The College will organize an Annual Sports Day, featuring a prominent sports person who will interact with the students and athletes. The College will also felicitate students and their coaches for their outstanding performance in sports.

### **Celebration of Yoga Day:**

Every year on June 21st, the Kharupetia College will organize Yoga Day celebrations for the students and staff of the college. This event will feature participation from national and international yoga experts, along with special classes conducted by international coaches.

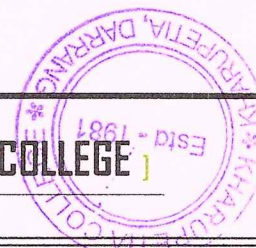
### **Maintenance of Sports Facilities:**

Maintenance of sports infrastructure and equipment will be carried out periodically and as needed. The procedure for maintenance is as follows:

1. The requirement for a new sports facility or maintenance will be communicated to the college office. The college will then fulfill or procure the necessary repairs or maintenance.

July 1, 2022

## SPORTS POLICY OF KHARUPETIA COLLEGE



2. Major repairs and infrastructural changes will be reported to the Principal. The repair and maintenance work will then require final approval from the Governing Body of the college.

### **Roles and Responsibilities of Teacher-in-charge of Sports:**

1. Maintaining and directing all the sports related activities.
2. Selection of teams and players.
3. Appointment of coaches.
4. Looking after infrastructure preparation and maintenance.
5. Organizing Inter- collegiate sports events.
6. Assigning of grounds, courts for various matches and tournaments.
7. Preparing annual schedules of all the sports events, matches and tournaments.
8. Preparing annual budgets of the sports section.
9. Responsible for the inventory and storage of sports equipment.

### **Role and Responsibilities of Sports Persons/students**

1. Regularly attending the examination and lectures.
2. Active participation in various sports activities
3. Practice and planning of tournaments with guidance of teachers.
4. Punctual submission of assignments and various projects.
5. Organizing and managing college sports events.
6. Team building activities.

**This sports policy of Kharupetia College is duly approved by the Governing Body of Kharupetia College**

**PRINCIPAL**

**KHARUPETIA COLLEGE**

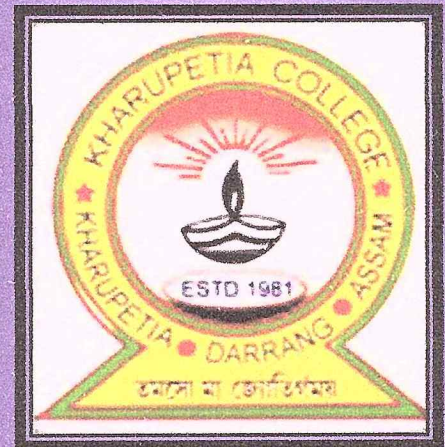
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Principal  
Kharupetia College





# WASTE MANAGEMENT POLICY OF KHARUPETIA COLLEGE





**Waste Management Policy of Kharupetia College:**

Waste management policy of Kharupetia College typically focuses on reducing waste, promoting recycling, and encouraging sustainability. Here are the elements of waste management policy of Kharupetia College:

**1. Reduce Waste:**

- Implement programs to minimize paper use, such as promoting digital submissions and communications.
- Encourage the use of reusable containers and materials.
- Set up composting programs for organic waste from canteens and cafe.

**2. Recycling Programs:**

- Provide clearly labeled recycling bins or dustbins of dry and wet waste for paper, plastics, glass, metal waste and organic waste throughout the campus.
- Educate students, staff, and faculty of Kharupetia College about what can be recycled and how to properly recycle materials.
- Partner with local recycling facilities like Kharupetia Municipality Board to ensure proper disposal and processing of recyclables.

**3. Sustainable Practices:**

- Implement green procurement policies to purchase environmentally friendly products.
- Reduce single-use plastics on campus, such as banning plastic straws and bags.
- Promote the use of refillable water bottles with water refill stations.

**4. Waste Audits and Tracking:**

- Regularly conduct waste audits to understand the types and amounts of waste generated in the campus.
- Track progress in waste reduction and recycling efforts to identify areas for improvement.



### **5. Education and Outreach:**


- Organize workshops, seminars, and campaigns to raise awareness about waste management and sustainability.
- Involve students in sustainability projects and initiatives.

### **6. Proper Disposal of Hazardous Materials:**

- Ensure safe disposal of hazardous materials like chemicals, batteries, and electronic waste.
- Provide collection points for hazardous waste and educate the campus community on proper disposal methods.

### **7. Collaboration and Engagement:**

- Work with local governments, organizations, and other institutions, NGOs to enhance waste management efforts.
- Encourage student organizations to participate in and lead waste reduction initiatives.



**SIGNATURE**

**PRINCIPAL  
KHARUPETIA COLLEGE**

**Principal  
Kharupetia College**







# ENVIRONMENTAL POLICY DOCUMENT OF KHARUPETIA COLLEGE

2022-23





### **About Kharupetia College:**

Kharupetia College stands as one of the leading institutions of higher education in the Darrang District. Its inception in 1981 is a testament to the tireless efforts of the visionary individuals from the greater Kharupetia locality. Initially established through private endeavors, the college transitioned into a government-aided institution on March 25, 1998, under a deficit system of grants-in-aid. Subsequently, it was provincialized by the Government of Assam on December 1, 2005, according to Government notification No. LPG. 112/2005/158 dated December 19, 2005. The college holds recognition under section 2(f) & 12 (B) of the UGC Act, 1956, signifying its compliance with the University Grants Commission standards. Affiliated with Gauhati University, it underwent assessment and accreditation by the National Assessment and Accreditation Council (NAAC) in October 2004. Offering both Higher Secondary and Degree Courses in Arts and Commerce streams, Kharupetia College boasts an impressive track record of performance in various University and Council Examinations.

### **Need of Environmental Policy in Higher Education:**

The environmental policy of higher educational institutions demonstrates their dedication to environmental sustainability and provides a foundational framework for incorporating sustainable practices into campus operations, academic programs, and community outreach. Although specific policies can differ between institutions, common elements often include:

#### **Mission and Commitment:**

The policy opens with a declaration of the institution's commitment to environmental sustainability, natural resource conservation, and minimizing environmental impact. It aligns with the institution's overarching mission and values, highlighting the significance of environmental stewardship in achieving its educational and societal responsibilities.

#### **Legal Compliance:**

The policy recognizes the institution's responsibility to adhere to relevant environmental laws, regulations, and standards at local, regional, national, and international levels. It pledges to maintain compliance with these environmental requirements and to continually seek improvements in environmental performance.

**Resource Conservation:**

The policy underscores the importance of conserving natural resources, including energy, water, and materials, through efficient use, conservation practices, and the adoption of renewable energy sources. It establishes goals for reducing resource consumption, minimizing waste generation, and encouraging recycling, reuse, and composting initiatives on campus.

**Pollution Prevention:**

The policy expresses the institution's commitment to pollution prevention and environmental protection, aiming to minimize air, water, and soil pollution. It details strategies for reducing emissions, managing hazardous materials, and preventing environmental contamination through responsible waste management practices.

**Sustainable Operations:**

The policy advocates for sustainable practices in campus operations, covering areas such as facilities management, transportation, procurement, and food services. It promotes the adoption of eco-friendly technologies, green building design principles, sustainable transportation options, and environmentally preferable purchasing practices to lessen the institution's carbon footprint and ecological impact.

**Environmental Education and Research:**

The policy emphasizes the importance of embedding environmental education, research, and outreach into academic programs and extracurricular activities. It encourages interdisciplinary collaboration, fosters environmental literacy among students, faculty, and staff, and supports research initiatives aimed at tackling environmental challenges and developing innovative solutions.

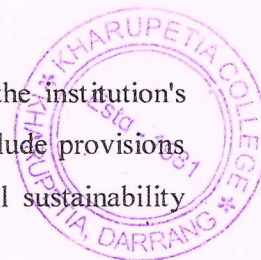
**Community Engagement:**

The policy highlights the institution's role as a responsible community member and promotes partnerships with local stakeholders, government agencies, nonprofit organizations, and businesses to further environmental sustainability goals. It encourages community outreach, environmental advocacy, and collaborative initiatives that contribute to the broader objective of sustainable development.



### **Monitoring and Reporting:**

The policy sets up mechanisms for monitoring, evaluating, and reporting on the institution's environmental performance and progress toward sustainability goals. It may include provisions for regular audits, tracking key performance indicators, and publishing annual sustainability reports to transparently communicate achievements and challenges.



Overall, the environmental policy of higher educational institutions demonstrates their commitment to environmental stewardship, sustainability, and social responsibility. It offers a framework for embedding sustainable practices into all facets of institutional operations, fostering environmental leadership, and inspiring positive change within the campus community and beyond.

### **Environmental Policy of Kharupetia College:**

Kharupetia College, situated in the Darrang district of Assam, stands out as a prominent educational institution in the region. Established in 1981, the college has consistently fostered a distinguished academic environment for both students and faculty. Demonstrating a strong commitment to environmental awareness, the college has initiated several green initiatives aimed at preserving its natural surroundings and ensuring a pollution-free campus. This collaborative effort, engaging the college administration, students, staff, faculty, and other stakeholders, highlights a shared dedication to safeguarding and nurturing the college's green environment.

### **Environmental Policy Statement of Kharupetia College:**

Kharupetia College is committed to conserving the natural environment, developing sustainable solutions, promoting rural and traditional technologies, and controlling energy consumption. Our objectives are:

- Raise awareness among students about conserving natural resources and fostering a sustainable environment within the college.

- Promote the plantation of indigenous species to preserve ecological balance on campus.
- Conduct regular green audits to monitor and maintain our environmental initiatives.
- Implement rainwater harvesting using traditional rural methods across the campus.
- Strive to achieve a pollution-free environment encompassing air, water, soil, and sound.
- Educate stakeholders on efficient water usage to minimize wastage.
- Install bio-friendly dry and wet dustbins for effective waste collection and management.
- Reduce paper usage and promote a paperless office environment to minimize paper waste.



These commitments underscore our dedication to environmental stewardship and sustainable practices at Kharupetia College.

### **Policy Objectives:**

The environmental policy of Kharupetia College aims to achieve the following objectives:

- Educate and involve students and staff in environmental issues and sustainability.
- Promote and value traditional rural technologies for the conservation of the natural environment.

### **Environmental Policy Statement of Kharupetia College:**

"At Kharupetia College, we are committed to cultivating a culture of environmental responsibility, stewardship, and sustainability. We acknowledge the critical need to conserve natural resources, reduce our environmental footprint, and advocate for eco-friendly practices across our operations. Through collaborative efforts, innovation, and ongoing enhancement, we



endeavor to safeguard the environment, improve quality of life, and ignite transformative change within our campus community and beyond. Our goal is to set a precedent, educate stakeholders, and contribute to a healthier, sustainable future for generations to come."

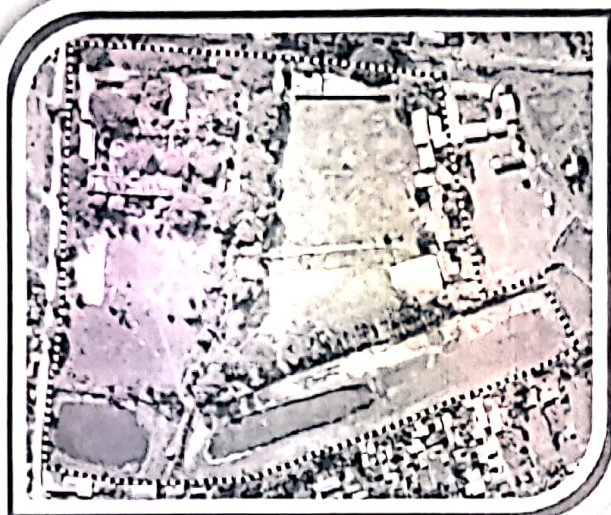
A handwritten signature in black ink, appearing to read "H. Kalita".

Signature

PRINCIPAL

KHARUPETIA COLLEGE

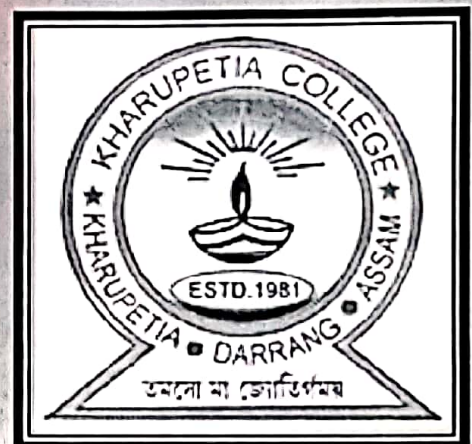
Principal  
Kharupetia College



## E- GOVERNANCE POLICY (EGP)

KHARUPETIA COLLEGE,

KHARUPETIA



  
Principal  
Kharupetia College





## **E- GOVERNANCE POLICY (EGP) KHARUPETIA COLLEGE, KHARUPETIA**

### **INTRODUCTION:**

This is an era of fast digitalization of all human activities in all the spheres of life. This has necessitated the adoption of a policy for e-governance in the academic institutions. This e-governance ensures transparency, efficiency and speedy discharge of administrative and academic duties and activities as well. In this connection the role of ICT classroom is remarkable. Further, ICT integration and E-governance provides speedy information, dissemination and improvement of administrative aspects.

Kharupetia College has also adopted E-Governance policy in the fields of administrative and managerial activities, examination, finance and even admission related activities. The objective behind all these is to ensure transparent electronic input and speedy and time bound performance of administrative and other works.

### **OBJECTIVES:**

1. Implementation of e-governance in different works of the college in order to ensure better performance within and outside college premises.
2. To ensure transparency and smoothness of work within a limited timeframe.
3. To initiate a paperless work culture.
4. Providing easy and prompt access to information.
5. Making the premises wi-fi enabled
6. Making classrooms ICT enabled.
7. Automation of the college library and Students attendance.

### **RESPONSIBILITY:**

Kharupetia college will form a supervisory cell with due approval of the G.B for the implementation of E-Governance policy of the college. The cell will be formed with the following persons:

- a) Chairperson: the principal
- b) Convener: One senior faculty.
- c) Members: five members (at least one each from office and library).

### **IMPLEMENTATION AREAS:**

The Policy will be implemented to the following areas:

**ADMINISTRATION:** This policy will be implemented to the administrative mechanism of the college. As it provides convenient, hassle free and prompt administrative environment to the college, so it is of top priority. It will also cover student Attendance Management software for faculty members, office staff and maintenance of effective database. Also this will set up better communication system among WhatsApp groups.

**ADMISSION:** This e-governance policy encourages an open and transparent strategy for the students' admission procedures through online mode. An admission portal needs to be used to manage the admission of HS, UG and PG programmes including regular, Open, online mode and even add-on course. All admission related matters will be managed through the portal.

**FINANCE:** In the matters of finance and accounting, this policy incorporates electronic strategies. The college has to use software like Public Financial Management System (PFMS) to manage the funds received from the Govt. This will also help in calculating salary, generate salary slip, and disperse of salary to the bank accounts' TDS. NEFT.RTGS SBI collect, bill desk etc. The policy also advocates training to the existing staff and up gradation of the existing software on regular basis.

**TEACHING, LEARNING AND EVALUATION:** This policy is also related to the enhancement of the ICT facilities for improvement of teaching- learning environment in the college. Through this policy the college will get exposure to popularize the smart classroom, e-platforms, e-resources, e- content etc. The e-governance policy relating to examination will be adopted from time to time as the examination process is regulated by the affiliating university.



Signature  
Principal  
Kharupetia College  
Principal  
Kharupetia College