



NOWGONG GIRLS' COLLEGE

Re-Accredited at A Grade (2nd Cycle) by the
National Assessment and Accreditation Council



CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.1: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/perspective/development plan etc.



Submitted to
The NAAC for 3rd Cycle of Assessment and Accreditation

POLICY DOCUMENT

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POLICY DOCUMENT ON PREVENTION OF SEXUAL HARRASMENT

1. INTRODUCTION

- Guided by the concept that prevention is better than cure, the institution makes all-out effort to foster an environment of mutual trust, confidence and respect for individual values. It tries to ensure a congenial atmosphere in the campus where there is no harassment of any sort. There is strong bond of belonging among all stakeholders and a mechanism against any sort of harassment including sexual harassment is in place.
- Nowgong Girls' College is committed to providing a safe and secured working environment for employees and students of the Institution so as to ensure prevent occurrence of incidents of sexual harassment in the Institution. It also aims to define the set processes & procedures to record, report and address any grievances against such incidents.

2. SCOPE

- The Policy is applicable to all employees of various cadre, including permanent, contractual, temporary and part-time staff and to all the students of the College.
- This Policy is restricted to the administrative boundary of Nowgong Girls' College and at any external location visited by the women of the College during the course of academic pursuit / employment whether inside or outside the district/state/country.
- In terms of dealing with the aggrieved women employees of the Institution, the Policy follows the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act) 2013.
- The College follows the guidelines mentioned in the MHRD Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal)

3. THE POLICY

- The institution prohibits any kind of discrimination, harassment and assault-sexual or other, against all women of the Institution.
- The institution has an Internal Complaints Committee (ICC) and any complaints by women of the Institution related to sexual harassment are to be notified with the Committee. The Committee should comprise of the following posts of which 50% need to be women members.
 - A Presiding Officer
 - Two Senior Teaching Faculty Members of the Institution
 - Any Two Members of the Administrative Office
 - Three Student Members, One from U.G. Arts level, One from U.G. Science level and One from P.G. Level
 - One External Member, preferably from a NGO working in related field.
- There should be provision of filing of complaint in both online (College website) and offline mode.
- Strict anonymity should be ensured to protect the identity of the complainant
- Once the complaint is received, the ICC is responsible for investigating the complaint, submit the findings and recommendations to the higher authority. The ICC will coordinate with the aggrieved person before implementing any kind of appropriate action.
- The Committee is also responsible to maintain confidentiality throughout the process.
- The complaint is needed to be lodged within 3 months from the date of incident along with any documentary evidence. The Committee can also extend the timeline by another 3 months if it is satisfied with the reasons which prevented the lodging of a complaint within the first 3 months.
- The complainant needs to be a written communication. If the aggrieved person is not able to give a written complaint, the employee's or student's relative/parent/guardian or any other person can also lodge the complaint in written format on behalf of the aggrieved person.
- The ICC will interview and record all evidences.
- The inquiry needs to be completed within 90 days of the submission of written complaint by the aggrieved person.
- The ICC should submit their findings within 10 days from the completion of the enquiry.
- On receipt of the report from the ICC, the College authority shall act on the report within 60 days or receipt.

- If any person who committed such act is found guilty, then corrective action is to be taken by the appropriate authority
- Awareness programmes on gender equity and anti-harassment are to be conducted occasionally for generating a conducive environment.



POLICY DOCUMENT ON INFORMATION & COMMUNICATION TECHNOLOGY USAGE & MANAGEMENT

1. INTRODUCTION

- Nowgong Girls' College strives to use modern Information and Communication Technology (ICT) for higher efficiency, effectiveness, and cost-effectiveness of its activities. The ICT (Usage & Management) Policy of the Institution defines the resources, usage, operation, and maintenance policies in this regard.

2. SCOPE

- Nowgong Girls' College first started using computers during the mid-1990s with the purchase of a few desktop computers meant primarily for academic use. Over the years, the Institution has seen substantial growth in terms of use of ICT facilities in both academic and administrative aspects. A well-furnished Central Computer Laboratory was also established. The Mahesh Chandra Dev Goswami Central Computer Library was also ICT-enabled over the years for facilitating the delivery of e-library facilities for the faculties and students. The College campus is WIFI enabled and classrooms, conference halls, seminar halls etc. have been equipped with ICT facilities to facilitate ICT-enabled academic transaction. The Institution procured a dedicated high-speed dedicated leased-line internet connectivity in addition to 4 broadband connections. The College website (www.nowgonggirlscollege.edu.in) has evolved as a focal point in providing information & communication to various stakeholders. The website contents are revised as and when necessary by a dedicated committee and modules are added as and when necessary.
- With the increasing use of e-contents in the teaching-learning process and with the advent of blended mode of teaching, the Institution has now initiated the process of enhancing the Learning-resource Management System (LMS) over time.
- The Institution encourages its faculty members to attend capacity building programmes so as to equip themselves in the field of ICT usages and keep themselves updated to face upcoming challenges.

- The Institution realises the increasing use of ICT and it therefore, strives to generate funds to ensure the update and expansion of the available ICT facilities.
- It is in this backdrop that the Institution has drafted and adopted the present ICT Policy Document.

3. THE ICT ((Usage & Management)POLICY

- The Institution shall, from time to time, identify various sources to fund the procurement of various ICT resources.
- The IQAC & IT Cell of the Institution shall identify the need of ICT facilities among relevant stakeholders and strive to provide them with the same.
- The process of procurement of new ICT resources shall be dictated by the prevailing government rules and regulations and in line with the Policy on Procurement of the Institution.
- The Institution shall set up some computer laboratories and other similar facilities to address the challenges of accessibility of the ICT resources
- Emphasis is to be given towards making ICT resources available nearest to the user departments, cells and centres.
- The Institution shall strive to provide regular faculty members and office bearers with training and capacity building opportunities on ICT usages.
- The Central Computer Lab and other similar ICT facilities Units of the CC will normally remain open from 8-30 hrs. to 16-30 hrs. The working hours shall be reviewed as and when necessary.
- Dedicated personnel shall be employed with appropriate remuneration to run and maintain such facilities. There shall be effort to keep at least the central hub open for 24 hours.
- Dedicated Computer Labs are to be set up in individual departments as and where specialized computing resources are necessary after the same is duly assessed by the College authority.
- Such Departmental Computer Labs may be funded by funding agencies, through research projects, or through College funds. Such Labs will be maintained by technical staff of the Department.
- The post-warranty maintenance of the Servers and the UPSs shall be carried out through Annual Maintenance Contracts
- Maintenance of the Desktop Computers and Laptops shall be ensured by the IT Cell. Maintenance of such devices and other ICT facilities will be done through

AMC, third party or by the staff depending upon the cost and critical nature of the maintenance needed.

- The IT Cell is responsible for upkeep and updating all relevant software for use in ICT facilities. The committee will work in close coordination with the departments and cells which possess ICT facilities. The Committee shall carry out periodic assessment of risks due to obsolescence of critical ICT infrastructure.
- There should be emphasis on promotion and preference on the use of Free and Open-source alternatives to commercial paid software as much as possible.
- Due to growing concern in environmental responsibility, the computing resources should be used efficiently. The following green computing practices shall be adopted.
 - Obsolete equipment disposal by following relevant guidelines for disposal of e-waste
 - Use of certified energy efficient and environment friendly equipment
 - Sharing printers, computing resources and storage over network
 - Keeping monitors in sleep mode or turn off mode when not in use
 - Activating power management feature on computers and peripherals
 - Use of email for circulation of office documents and memos
 - Reduce paper waste by printing as little as possible
 - Use of College website and official WhatsApp groups for circulation of official notices and other similar communications.
 - Refilling toner cartridge wherever possible and buy back of damaged batteries
 - Shifting to cloud-based services whenever possible
- Open-source alternatives to commercial paid software as much as possible.
- The Institution shall have the right to control the access to the various computing resources and databases in the Institution.
- Accessing undesirable/illegal/harmful/copyright infringing materials using the Institution's computing resources is prohibited. The access to those materials/websites shall be blocked to the extent possible.
- The users shall maintain discipline and shall not cause any damage to any resource of the ICT facilities of the Institution.
- Disciplinary action shall be initiated against a user violating any of these rules and shall block his/her access to the ICT resources.

- The IT Cell shall ensure periodic and scheduled backup of data of Institutional Servers
- The ICT facilities of the Institution shall be kept under CCTV surveillance
- Efforts to ensure all ICT facilities are kept secured from theft or physical harm or being damaged due to naturally occurring events to the extent possible.
- Stress to be given on use of Anti-virus tools for protecting servers, desktops and network devices from viruses and malwares
- All software should be updated regularly with security patches and firewall.
- The IT Cell will be notified by the College authority from time to time.
- The Institution shall strictly implement all the relevant provisions in the IT Act of the country.



POLICY DOCUMENT ON ANTI RAGGING

1. INTRODUCTION

- In response to the Supreme Court's orders in SLP No. 24295 of 2006, dated May 16, 2007, and Civil Appeal No. 887 of 2009, dated May 8, 2009, to "prohibit, prevent, and eliminate the scourge of ragging," which includes "any conduct by any student or students, whether by words spoken or written or by an act that has the effect of teasing, treating, or handling a fresher or any other student with rudeness, or indulging in or engaging in rowdy or unruly behaviour by any student or group of students that causes or is likely to cause annoyance, hardship, psychological harm, or fear or apprehension thereof in any fresher or other student, or asking any student to do something that he or she would not normally do and that causes or creates a sense of shame, torment, or embarrassment that hurts the body or mind of such student.
- Any student of Nowgong Girls' College, whether or not they are trying to get unwanted pleasure or show off their power, authority, or superiority over a new student or any other student, must follow these rules. This is to make sure that all students develop physically and mentally in a healthy way.

2. SCOPE

- Any behaviour by a student or group of students, including words spoken or written, or actions, that has the effect of teasing, treating, or handling a new student or any other student rudely.
- Any student or group of students engaging in noisy or undisciplined behaviour that causes or is likely to cause annoyance, hardship, physical or mental harm, or fear or apprehension of these things in any new student or any other student.
- Asking a student to do something they wouldn't normally do, especially if it causes shame, torment, or embarrassment that hurts their body or mind;

- Any action by a senior student that stops, disrupts, or disturbs another student's or a new student's normal academic activity.
- Using a new student or any other student to do the work that was given to an individual student or a group of students.
- Any way that students force a new student or any other student to pay money or spend money they don't have.
- Any kind of physical abuse, including sexual abuse, assaults on gay people, stripping, making someone do obscene or lewd acts or gestures, hurting them physically, or putting them in danger in any other way.
- Any act or misuse of spoken words, emails, posts, or public insults. This includes getting a perverted, sadistic, or vicarious thrill from actively or passively making a new student or any other student uncomfortable.
- Any act that hurts the mental health or self-confidence of a new student or any other student, with or without the goal of getting sadistic pleasure or showing off power, authority, or superiority over a new student or any other student.

3. THE ANTI RAGGING POLICY

It shall be mandatory for every stake holder to take following measures for prevention of ragging at Nowgong Girls' College.

- Ragging within and outside the campus is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
- Each batch of freshers should be divided into small groups and each such group shall be assigned a mentor. Such mentors should interact individually with each member of the group on regular basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
- In case of freshers admitted to a Hostel it shall be the responsibility of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged.
- The Institution shall ensure that seniors' access to freshers accommodation is strictly monitored by wardens.

- Institute provides the assistance of counsellors to counsel freshers in order to prepare them for the life ahead, particularly for adjusting to the life in the hostels.
- A Student Handbook detailing when and whom student has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc. is being provided to all the freshers.
- The Institute through the student information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- The information booklet mentioned above includes a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
- Institute has tight security in its premises, especially at the vulnerable places.
- Necessary, and intense monitoring is resorted to at such points at odd hours during the early months of the academic session.
- Mobile Phones and other communication devices may be permitted in hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

Monitoring Mechanism

- ***Anti-ragging Committee:***

Institute has constituted an Anti-Ragging Committee which is headed by the Principal and consisting of the Vice Principal, senior teachers, non-teaching staff members, alumnae representatives and representatives from Non-Government

Organizations, representatives of parents, representatives of students belonging to the freshers category as well as senior students; and have a diverse mix of membership in terms of level as well as gender. the Anti-Ragging Committee ensures compliance with the provisions of above-mentioned regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

- ***Anti-Ragging Squad:***

Institute also constitutes a smaller body known as the Anti-Ragging Squad, members of which is nominated by the Head of the Institution. The squad maintains the vigil, oversight and do patrolling functions and remains mobile, alert and active at all times. The Anti-Ragging Squad has representation of various members of the campus community and has no outside representation.

- The Anti-Ragging Squad can make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and is empowered to inspect such places.
- The Anti-Ragging Squad can conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Principal or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and shall submit enquiry report along with recommendations to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
- Actions to be taken against students for indulging and abetting ragging in the institute.
- A strong, exemplary and justifiably harsh punishment would be meted out to the persons indulged in ragging to act as a deterrent against recurrence of such incidents.

- The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -
 - Cancellation of admission
 - Suspension from attending classes
 - Withholding/withdrawing scholarship/fellowship and other benefits
 - Debarring from appearing in any test/examination or other evaluation process
 - Withholding results
 - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - Suspension/expulsion from the hostel
 - Rustication from the institution for period ranging from 1 to 4 semesters
 - Expulsion from the institution and consequent debarring from admission to any other institution.
 - Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community

Appeal & Action Taken Report

- An appeal against the order of punishment by the Anti-Ragging Committee shall lie to the Chairman or Head of the Institution, as the case may be.
- The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.



POLICY DOCUMENT ON ADD-ON COURSES

1. INTRODUCTION

- Today's world has become more competitive, necessitating creativity and initiative to solve new difficulties. Programmes offered by higher educational institutions frequently become obsolete as a result of rapid technical advancements. No curriculum can possibly cover all pertinent topics. Therefore, Institutions of higher education must enhance, enrich and add to their curricula in order to better educate students for industry demands and their own interests and abilities.
- Nowgong Girls' College students, as well as other females, have the opportunity to participate in a variety of value-added courses offered by the institution. By taking these classes, students can set themselves apart from other job applicants and add more value to their resumes. At the same time, some of the courses are intended to improve young minds' societal values and make them more complete and committed citizens.

2. SCOPE

- To improve employability skills of students
- To provide an opportunity to students to develop inter-disciplinary skills
- To mould a positive social consciousness and societal commitment in students
- To offer choice and options to students in terms of learning and capacity building opportunities

3. POLICY ON ADD-ON COURSES

- It should be the objective of the Institution to offer an array of options in the form of add-on courses.
- Such probable course list should be prepared and updated regularly based on stakeholder needs and job market requirements and demand.
- Departments and cells intending to introduce a new add-on course should conduct need-assessment through consultation, and trend observation with relevant stakeholders

- Departments may opt for either introduce a new course or continue an existing course for a particular academic year. Such decision should be finalised and necessary permission should be sought from the authorities concerned before commencing the course.
- For acquiring necessary permissions regarding introduction, concerned departments and cells should prepare detailed syllabus of the proposed course.
- Proposals for such courses should be formally placed for approval along with relevant documents before the Academic Council and IQAC and finally the Principal
- Add-on courses of the institution should be aimed at developing values, ethics, employability and/or life skills of intending students
- The course given should be different to other formal courses offered under the regular curriculum of the affiliating university
- The courses should either be offered in the form of certificate or diploma courses
- Each course should be of minimum duration of 30 hours comprising of actual classroom teaching and/or field work etc.
- The concerned department/cell should make sure that the scheduling of any add-on course is cleared by the IQAC. The department/cell may consider conducting the classes during weekends. The classroom and time allotment for the conduct of classes for add-on courses should be in consonance with the existing academic time table of the institution
- Students of such courses can either from the college or any interested female from outside
- In exceptional cases, the college authority may consider admitting male students to a specific add-on courses
- The department/cell are at the liberty to decide on the mode of evaluation for award of course completion certificate at the end of the course to the students.
- There will be no admission fees for existing students of the College who opt to enrol in such add-on courses. The department and/or cell running an add-on course may decide the admission fees for the outside students.

- There will be a coordinator who will be the overall in-charge for the conduct of the course.
- In case the course is jointly/collaboratively run by two or more departments and/or cells, then there will be one coordinator from one department/cell and another co-ordinator from the other department/cell
- A department/cell may conduct a maximum of 6 add-on courses during one academic year.
- Any grievance from any stakeholder related to add-on courses may be placed before the coordinator first and if the same remains unresolved, then it may be taken up at the institutional-level grievance cell.



GENDER SENSITIZATION ACTION PLAN

1. INTRODUCTION

- Today's world has become more competitive, necessitating creativity and initiative to solve new difficulties. Programmes offered by higher educational institutions frequently become obsolete as a result of rapid technical advancements. No curriculum can possibly cover all pertinent topics. Therefore, Institutions of higher education must enhance, enrich and add to their curricula in order to better educate students for industry demands and their own interests and abilities.

2. SCOPE

The Scope of the Gender Sensitization Action Plan of Nowgong Girls' College pertains to -

- Continued emphasis on gender sensitivity
- Continued emphasis on women's empowerment
- Concentration on mental health concerns affecting women &
- Continued emphasis on resilience and strength development among young women.

3. PLAN ON GENDER SENSITIZATION

- a. The Internal Complaints Committee (ICC) shall work to –
 - avoid any incidents of sexual harassment
 - deal effectively with any complaints made by any stakeholder
 - raise awareness about gender-based issues through programmes and activities
- b. The Institution shall ensure -
 - A safe environment in college, free of harassment and violence, or any threat of the same
 - The codes of conduct for all stakeholders in the college are gender sensitive and are adhered to in letter and spirit

- Psychological counselling for students and faculty so that their emotional issues, particularly those stemming from gender discrimination and oppression, can be resolved
- Freeships and scholarships for meritorious students from disadvantaged backgrounds to encourage them to complete their academic studies
- Students work towards realising their full potential, with gender issues as one of the focal points

c. The college shall organise -

- Regular self-defence training programmes
- Regular excursions, field trips to provide exposure to learning outside the classroom
- Various sports activities and competitions to enhance students' self-confidence and develop a spirit of sportsmanship and fair play
- Career counselling for students for their fruitful careers and empowerment
- regular interactions with experts on gender issues to generate awareness
- Commemorative events and days in relation to gender
- Extension activities highlighting gender issues among the society as a whole