

Handbook of Policies and Procedures



Sri Guru Gobind Singh College
Sector 26, Chandigarh

Phone Number- 0172-2792754

Website: www.sggscollege.ac.in

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RESEARCH POLICY

Objectives

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

Policy

1. To provide scholarly liberty to students and faculty members to carry out research on relevant topics.
2. To encourage faculty members to enhance knowledge and academic experience by attending Seminars, Conferences, Faculty Development Programs, and Workshops.
3. To grant academic duty leaves to faculty members to attend Seminars, Conferences, Faculty Development Programs, and Workshops.
4. To encourage faculty members to apply for research grants to the funding agencies including UGC, CSIR, SERB, DST, DBT etc.
5. To ensure research proposals/research project reports/research publications of students and faculty members comply with the plagiarism policy of Panjab University, Chandigarh.
6. To conduct Seminars/Expert Lectures/Workshops on the promotion of academic integrity and ethics in education and research.
7. To establish Research Centre in various Post-Graduate Departments of the College.

PLACEMENT AND CAREER COUNSELLING CELL POLICY

Objectives

The Placement and Career Counselling Cell seeks to provide a platform:

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

Policy

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

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC, AND SUPPORT FACILITIES

Objectives:

1. To ensure smooth functioning of the College.
2. To ensure efficient utilization and maintenance of physical, academic, and support facilities

Policy for Maintenance of Physical, Academic, and Support Facilities

1. **Construction, Maintenance, and Repair** of academic buildings, library, classrooms of the College are done under the supervision of the Registrar. The HODs of various Departments intimate the Principal about the repair or renovation work to be done in their respective departments. The details of work to be executed are scrutinized by the Registrar who puts up a suitable proposal to the Principal, who sanctions the same. To ensure transparency and accountability in the procurement of necessary articles a Purchase Committee is constituted by the Principal. The designated group of Faculty members in this Committee independently review and evaluate the purchasing documentation like quotations and recommend the most appropriate supplier. The work is executed through the contractual agencies after following the procedure laid by the College authorities from time to time.
2. **Central Stock Register:** The central stock register has been maintained by the establishment section of the College for maintaining the record of the purchased equipment.
3. **Grant/Funds :** The funds received under various schemes are utilized for the up-gradation, repair, and maintenance of the laboratories. The College ensures while purchasing equipment(s) from any grant/ fund of the College that its installation and maintenance charges provided by the company are within the warranty period of the equipment.
4. **Financial Data:** Financial data is considered on the basis of the financial year i.e., April 01- 31 March, and is maintained by the Accounts branch of the College. All the audited statements are duly attested by C.A.
5. **Safety of the Students and Staff:** Fire safety equipment (fire extinguishers and fire hydrants) and CCTV cameras have been installed in the College in case of any untoward incident.
6. **College Cleanliness and Sanitation Committee:** A Cleanliness and Sanitation Committee inspect various parts of the College campus from time to time and take necessary measures for ensuring hygiene and cleanliness.

Procedure for the Maintenance of Various Facilities

- **Classrooms:** The classrooms are regularly cleaned and painted at regular intervals. Benches and other furniture are repaired by the carpenter permanently for this duty. The service of an electrician is hired through outsourcing for the repair and maintenance of lights, fans, and other electric equipment.
- **Library:** A register has been maintained by the library staff to record the entry of the visitors. All new books/ journals are entered into library accession registers. Damaged /lost books are written off as per the procedure. Book Binder in the library looks after the maintenance and repair of the documents, which are in bad condition. Stocktaking of the library resources is duly carried out. The Library Advisory committee recommends the augmentation of library resources. The cleaning is done by the support staff on a regular basis.
- **Science and Computer Laboratories:** The maintenance of these laboratories falls under the supervision of lab attendants for routine management. The outdated equipment and chemicals are disposed of as per the rules and regulations of the district administration and the Panjab University, Chandigarh. Stock Registers are methodically maintained and checked by the teachers in charge and are verified by the Principal. The College has engaged the services of a System Administrator for the upkeep of computer labs. A strong Firewall has been installed to protect the computer systems from data theft.
- **Department of Physical Education and Sports:** Playgrounds are maintained by the support staff of the Department of Physical Education and Sports, who work together with the Head of the Department. Proper stock registers of sports equipment procured and in use are maintained. Facilities are upgraded and new equipment is added every year.

SPORTS POLICY

Sri Guru Gobind Singh College, has a leading-edge sports infrastructure, well-maintained grounds, and a newly constructed Gymnasium Hall. The College offers a wide range of sports and games, such as Athletics, Archery, Badminton, Ball badminton, Baseball, Basketball, Boxing, Cross Country, Gymnastics, Handball, Hockey, Judo, Kabaddi (NS), Kho-Kho, Rowing, Softball, Swimming, Table tennis, Volleyball, Weight lifting/ powerlifting, Wrestling, kayaking/Yachting/ canoeing, Sepak Takraw, cycling, Taekwondo, Wushu, Best physique and shooting.

The College is equipped with advanced infrastructures: 400 Meter Track for Athletics, Hockey Ground, Basket Ball Court, Volleyball Court, Kabaddi Court, Table Tennis table, Lawn-Tennis Court, Kho Kho, Badminton Court, a newly built Gymnasium with the latest equipment.

Objective

The objective of the Sports Policy of the College is to promote sports at the National and International level.

Policy

1. **Eligibility Rules for Selection of Sportspersons:** The players must have a minimum standing in any of the following at the time of admission against sports seats:
 - First, second, or third place at the State Level
 - First, second, or third place at Inter-College Championships
 - Recommendations of the Coach after the trials conducted by the Department of Physical Education.
2. **Sports Training**
 - All participants must attend morning and evening training sessions under the direct supervision of a Physical Education teacher as well as coaches.
 - All teams must be on time for daily practice and matches, or else the facilities and incentives provided would be revoked.
3. **Prizes/Awards by the College**
 - All-Round Best Player of the College
 - Merit certificates for participation in the North Zone and All-India Intervarsity Championships.
 - College Colour for standing first, second and third in All India Inter-university tournaments.
 - Roll of Honour for International level competitions
4. **Special benefits to Extraordinary Players**
 - Free sports kit and sports equipment.
 - Tracksuits to be given for standing first, second, and third in PU Inter-College competitions.

- A College-sponsored inspirational scholarship (in cash).
- Players are eligible to apply for scholarships granted by Panjab University, NIS-Patiala, Chandigarh Administration Sports Department and other scholarships.
- Free medical aid in case of injury during competition
- Players to be given special refreshments while competing in and preparing for Inter-College events.

5. **Scholarships:** Scholarships are awarded to players competing in various Inter-College events.

- Ist position holder: Rs. 6000/-
- IInd position holder: Rs 4500/-
- IIIrd position holder: Rs 3500/-

*Scholarships for players holding positions and remuneration costs for coaches might vary depending on their efforts and the approval of the Sports Department.

6. **TA/DA during Competitions**

- For Local tournaments, an amount of Rs 150/- match or 250/- day to be given as DA.
- For Outstation tournaments, Rs 350 per day to be given as DA and Volvo bus fare and local traveling allowances as TA

7. **Diet Money to Outstanding Sportsmen**

No. of seats	Amount per month
90 seats	@ Rs.3300/- per player X 6 months =17, 82,000/- diet money for players

8. **Remuneration for Coaches**

Position	Amount (Rs.)
• Winners (PU Inter-College)	16,000/-
• Runners-up (PU Inter-College)	14,000/-
• IIIrd position	12,000/-
• IVth position	5,000 /-

9. **Coaching Camp:** A coaching camp to be organised prior to Panjab University Inter-College Championship for practice and coaching of selected teams. During these camps, players will be provided a diet of Rs. 135/- per day.

*Above mentioned amounts can vary as per applicable Regulations.

STUDENT GRIEVANCE REDRESSAL POLICY

In order to redress the grievances of students, a Collegiate Student Grievance Redressal Committee (CSGRC) shall be constituted in accordance with University Grants Commission (Redressal of Grievances of Students) Regulations, 2019.

The Committee shall consist of Principal as the Chairperson and Four members:

1. Coordinator Grievance Redressal Cell as Convener
2. Dean Student Welfare as Member
3. Dean Student Welfare Girls as Member
4. A Student Representative as special invitee nominated by the Principal

Objective

The objective of Collegiate Student Grievance Redressal Committee is to settle the grievances of students within stipulated time period for strengthening their bond with the institution and providing them all necessary facilities to their satisfaction for maintaining a healthy and conducive teaching-learning environment.

Policy

1. An aggrieved student may raise his/her grievance to CSGRC in respect of the following:
 - Irregularity in the admission process contrary to declared admission policy
 - Admission not in accordance with merit determined in declared admission policy
 - Non-publication of the prospectus by the institution in accordance with existing regulations
 - Publication of false or misleading information in the prospectus
 - Withholding of certificates of degree/diploma/award and other important documents of students by the institution
 - Demand of money in excess of that specified in the declared admission policy
 - Breach of reservation policy as specified under the law in force for the time being
 - Non-payment or delayed payment of scholarship or financial aid admissible to students under the declared admission policy
 - Delay in or denial of refund of fee due to a student who withdraws admission within the time mentioned in prospectus
 - Failure to provide student amenities as mentioned in the prospectus or required to be extended by the institution under provisions of law for the time being in force
 - Denial of quality education as promised at the time of admission
 - Unfairness in students' evaluation practices

- Delay in issue of Transfer Certificates, Conduct Certificates or related matters
 - Discriminatory treatment to students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities
 - Victimization of a student by other students, teachers or administration, other than those cases which are required to be proceeded against under the provisions of existing law
2. Student Grievance Redressal Committee shall only consider grievances of specific nature as mentioned in the policy.
 3. Any student may raise the grievance by filling the online form seeking redressal of the grievance. Link to grievance redressal form shall be made available on the College website.
 4. The Coordinator Grievance Redressal Cell shall attempt to address the grievances of simplest nature at his/her own level. However, if the nature of grievance received is complex, the Coordinator Grievance Redressal Cell shall refer the complaint to Student Grievance Redressal Committee along with comments within 07 working days of online receipt of the complaint.
 5. After deciding the merit of case on the basis of supporting documents and details, Student Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated to the aggrieved student through e- mail.
 6. The quorum for meeting including the Chairperson, but excluding the special invitee, shall be three.
 7. Aggrieved student may appear either in person or authorize a representative to present the case in front of the Committee.
 8. Grievance Redressal Committee shall be guided by the principles of natural justice while hearing the grievance of student.
 9. On conclusion of proceedings by the Committee, the Principal shall pass such order along with the reasons, as may be deemed fit, to redress the grievance and provide such relief, as may be appropriate, to the aggrieved student.
 10. Student Grievance Redressal Committee shall ensure disposal of every case as speedily as possible as and not later than 15 working days of receipt of the grievance.
 11. The Principal may recommend appropriate action against the complainant if the grievance/complaint is found to be false or frivolous.

FEE CONCESSION AND SCHOLARSHIP POLICY

Objective of Fee Concession Committee

A duly constituted Committee recommends fee concession for the students of each session.

Policy For Fee Concession

The Committee makes a decision regarding the quantum of fee waiver to be offered to genuine cases as per the following criteria:

Category	Eligibility	Documents to be attached
Meritorious Students	Students securing University Merit positions (Top Ten)	<ul style="list-style-type: none"> • Photocopies of mark sheets of all previous semesters • Proof of merit position
	Students securing above 75% marks in aggregate for all UG and PG classes	<ul style="list-style-type: none"> • Photocopies of mark sheets of all previous semesters • For UG first year students, photocopy of 10 + 2 class mark sheet
SES Employee Wards	-	-
Sibling Case Brother-Sister/ Brother-Brother/ Sister-Sister (Either of Two)	-	<ul style="list-style-type: none"> • Copy of fee receipt of sibling
Physically Handicapped Wards	-	<ul style="list-style-type: none"> • Medical Certificate issued by an authorized person
Wards of Deceased Parents	-	<ul style="list-style-type: none"> • Family income certificate, • Copy of death certificate of the deceased parent
Wards of Economically Weaker Section	Family Income < Rs. 2,00,000 per annum	<ul style="list-style-type: none"> • Family income certificate issued by Tehsildar/SDM etc. or from employer if employed

Category	Eligibility	Documents to be attached
NCC	Representing at National Republic Day camp (New Delhi) or Having President Award or Attended NIC/ Mega camp (NCC)	<ul style="list-style-type: none"> • Certificate of participation
NSS	Students involved in extra community service (NSS)	<ul style="list-style-type: none"> • Certificate of participation
General (as decided by Principal)	-	-

Objectives of Scholarship Cell

1. To help the students gain access to education by facilitating financial support from various sources.
2. To inform the students about various schemes through notices on College Notice Board, Website and messaging portals.
3. To check, verify and forward the forms as per eligibility criteria.

Policy

A duly constituted Scholarship Cell guide students for various Scholarship schemes for each session. Scholarships under various schemes are awarded to students by the Government of India, State/UT Governments, Panjab University, Dean College Development Council (DCDC, PU Chandigarh), Hindustan Petroleum, and several NGOs. These schemes benefit marginal categories like SC, ST, OBC, EBC, minority communities, transgender, Single Girl Child, AIDS/Cancer patients, students with Disabilities, etc. Some scholarship schemes are also available for meritorious students, Youth Festival and Sports Achievers. For Government Scholarships students have to apply through the National Scholarship Portal, OSMS Manipur Portal and portals of respective states.

If the student's application will be rejected due to any reason, College will not be responsible for it.

POLICY FOR MOBILIZATION OF FUNDS AND RESOURCES

Sri Guru Gobind Singh College is a grant-in-aid Institute and included under section 2f and 12B Act 1956 of University Grants Commission, New Delhi. The College receives funds from various government sources (as per eligibility under Section 12f and 12B of UGC Act,1956) and non-government sources.

Objectives

As stated in the Vision-Mission-Objectives, the College promotes quality academic activities and runs myriad ancillary programmes for a holistic and wholesome experience of higher education for all. Accordingly, policies are formulated for resource mobilisation and better use of available resources in order to achieve the desired outcomes and academic goals.

Policy

Fund Mobilisation

To achieve the aim of steady generation of income and funds, the College uses different techniques to raise funds from several sources which include the following:

- Grants from DHE (Chandigarh Administration) and other Government agencies RUSA, UGC, ICSSR, DST, etc.
- Self-financing and Add-on courses.
- Admission Form Fees (Sale of Prospectus), Admission Fees, Examination Fees and Hostel Fees.
- Registration fees for various academic and co-curricular activities.
- Contract fee from Mess/ Canteen and Book Shop Contractors.
- Scholarship Grants from Government and Non-government bodies.
- Funds received for NCC, NSS and Red Ribbon Club from concerned agencies.
- Private sponsorships received for the Workshops/Seminars/Conferences organised in the College.
- Sponsorships from Alumni for needy students
- Donations received from Chief guests at Annual Prize Distribution and Convocation.

Utilisation of Funds

- Salaries of Teaching/ Non- Teaching and Outsourced Staff.
- Infrastructure/ Library/ ICT – upgradation/ purchase/ repair/ maintenance)
- Organising events – seminars/ symposiums/ workshops/ FDPs/ competitions/ Prize Distribution/ Convocation/ Founder’s Day/ monthly events of the Gurudwara.
- Faculty Retirement Dues
- Electricity, Water Bill, Internet Lease Line Bill, and Telephone Bill.
- Concessions and freship to students.
- Hostel and Canteen concession

- Printing/ Stationery and Publications.
- Preparing students for the Youth Festival.
- Fees to University.
- Scholarships to students.

Procedures for Optimal Utilisation of Funds

To effectively utilise its financial resources and better achieve its academic goals, the College plans its activities as per the available budget and allocate funds as per estimated student intake, faculty requirements and infrastructural requirements. Procedure laid down by the College to ensure transparency and optimal utilisation of the funds is as follows:

- Various Departments formulate their annual estimated budget based on the activities and infrastructural requirement planned for the year. Proposal for the expenditure is then submitted for the approval from the authorities.
- After the expenditure, bills are then submitted and processed as per the financial regulations.
- Provision for obtaining Advance Funds for purchases and conduct of events has also been made. To expedite the smooth conduct of events, advances are granted as per the requirement to the concerned staff.

The following procedure is followed:

- Approval for the grant of advance stating the amount and the expenditure head should be obtained under the sanctioned budget.
- Adjustment for Advance Performa (available at the Accounts Section) to be filled, and expenditure details/supporting bills are to be attached.
- Filled Performa to be approved by the authorities.
- Applications for any type of expenditure by Self-financed Departments are to be sanctioned by the College Management.

Monitoring Utilisation of Funds

The College adopts certain measures to ensure transparency and accountability in utilization of funds. A Bursar is appointed from the teaching staff to check the procedures of funds outflow as per the Panjab University rules. Regular internal and external audits of all accounts are conducted and the financial status of the college is periodically reviewed by the Management.

Internal Audit: The internal audit is conducted by the Committee comprising of members from various institutions functioning under the same management, performs regular examination of documents (vouchers, bills, quotations) relating to the receipt and utilization of funds by the college.

External Audit: The college hires the chartered accountant for an independent, third-party examination of the financial statements of the institute.

ENVIRONMENT AND SUSTAINABILITY POLICY

Sri Guru Gobind Singh College, Sector-26, Chandigarh is situated in the vicinity of the Sukhna Lake against a panoramic backdrop of the Shivalik Ranges. The College promotes a peaceful and healthy ambience which is conducive to intellectual growth and scholastic pursuits. Nestled in the educational hub of Chandigarh, the City Beautiful, the Institution has a sizeable area of 15 acres.

The College strives to promote sustainable environment keeping in mind the guidelines of National Environment Policy and United Nations Environment Programme (UNEP).

Objectives

1. To implement green initiatives to reduce carbon footprint in the region
2. To spread awareness and sensitise the stakeholders about environmental consciousness by involving the academia, youth and government agencies
3. To promote and conserve the indigenous biodiversity
4. To strengthen the segregation, reduction and management of waste in the campus
5. To adopt the non-conventional resources of energy
6. To undertake measures of water conservation

Policy

1. The College aspires to reduce the carbon footprint of the region by tree plantation of native species by promoting cultural and heritage preservation and environmental sustainability.
2. Plantation drives like Van Mahotsav will be conducted throughout the years to add shrubs, herbs and trees.
3. The College will conduct regular survey, documentation and maintenance of flora and fauna.
4. The plants and trees will be tagged with botanical and common names to spread awareness.
5. The College plans to maintain E-bird data.
6. The College will adopt the 5R-policy of waste management – ‘Refuse, Reduce, Reuse, Repurpose and Recycle’.
7. The College will organise awareness activities and community outreach programmes to promote environmental consciousness.
8. Encourage the use of non-conventional sources of energy.
9. Adopt water conservation initiatives such as drip irrigation, use of tertiary water and reuse of waste water. Regular survey and plug any leakage of water sources.
10. The College will promote pollution prevention
11. Prohibition of burning of dry leaves and bursting of crackers to reduce air pollution.
12. Use of public transport by students and carpool by faculty will be encouraged.
13. Promotion of automation to achieve paper-light environment.

14. Regularly observed Swacchta Pakhwada.
15. Sanitary napkin vending machines and incinerators installed in the toilets to maintain female health and hygiene.
16. Implementation of the green initiatives by the functioning of various environment related communities, cells and societies.
17. The students and faculty will be regularly educated and made aware regarding environmental concerns and sustainability through community-centric programmes organised by various committees of the College in conjunction/collaboration.
18. Implementation of 3A's Policy – Awareness, Action and Appreciation.

ANTI SEXUAL HARASSMENT POLICY

Objectives

To evolve a mechanism for the prevention and redressal of sexual harassment cases and other gender-based violence in the College.

Policy

Sri Guru Gobind Singh College, Sector 26, Chandigarh is committed to providing a safe environment for all its students and employees, free from any kind of discrimination and harassment at the College, including sexual harassment. Sri Guru Gobind Singh College shall operate with a zero-tolerance policy for any kind of sexual harassment in the workplace, treating all incidents seriously and promptly investigating all allegations of sexual harassment. Any person who is found to have sexually harassed another will face disciplinary action. All complaints of sexual harassment should be taken seriously and treated with respect and confidence. No one will be victimised for making such a complaint.

Anyone can be a victim of sexual harassment, regardless of their sex. Sri Guru Gobind Singh College recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcomed by the person against whom the conduct is directed. All sexual harassment is prohibited.

Anyone, including employees of Sri Guru Gobind Singh College, students, visitors, or contractors, who sexually harasses another will be reprimanded in accordance with the internal policy of the College.

Anyone who is subjected to sexual harassment can approach the Anti-Sexual Harassment Cell of the College. This cell has a coordinator and a committee of members (including student members) who are responsible for receiving, investigating, and thereby resolving complaints of sexual harassment. Information about the cell is available in the College prospectus, website as well as on College premises. The College also has a complaint box and an email ID, sggsc.ashc@gmail.com, for this purpose, which is checked by the committee on a regular basis.

GENDER SENSITISATION POLICY

Sri Guru Gobind Singh College believes in empowering its students and staff in a gender-inclusive manner to better achieve its aim of creating socially conscious and responsible citizens.

Objectives

1. To ensure safe and secure environment for all the students and staff by 'zero-tolerance' towards any act of discrimination and sexual harassment.
2. To ensure equal access to curricular and co-curricular opportunities for girl students
3. To ensure that girl students and women staff get equal opportunities for skill enhancement and leadership
4. To foster gender sensitisation among all the stakeholders
5. To ensure equal representation of girl students and women staff in decision-making bodies

Policy

1. The College will follow the constitutional and fundamental rights for the protection and empowerment of women.
2. The College will facilitate safe and conducive environment through the functioning of various committees such as through the functioning of Internal Complaint Committee (Anti-sexual Harassment Cell), Grievance Redressal Cell and Anti-ragging Cell.
3. The College will provide equal access to curricular and co-curricular opportunities to students through the Equal Opportunity Cell, the office of Dean Girl Students and various other inter-disciplinary cells and clubs.
4. Equal representation of girl students and women staff will be ensured in various decision-making capacities at Student Council, Advisory and other College committees.
5. Staff and the students will be sensitised through various curricular and co-curricular activities/events on gender issues.
6. Counseling and guidance will be provided to the girl students through the Mentor-Mentee System and Placement Cell.
7. The College will facilitate its staff to avail special leaves following UGC, affiliating university and administrative rules such as child care leave, maternity leave, paternity leave etc.
8. The College will facilitate girl students with separate Girls Common Room including sanitary napkin vending machine and incinerator to maintain their hygiene.
9. Organise self-defence training programmes on regular basis for girl students.
10. Organise interactive sessions on health and hygiene of staff and students on regular basis.

POLICY FOR DIFFERENTLY-ABLED

In pursuit of its ideals the College endeavours to provide inclusive facilities and support to the differently-abled students and staff. The connotation of 'differently-abled' mentioned in this policy is derived from the Persons With Disability Act, 1995 which defines disability under part 2(i) as persons living with low vision, blindness, locomotor disability, leprosy cured, psychological illness, hearing impairment and mental retardation.

Objectives

1. To ensure special academic and administrative provisions for the differently-abled students and staff
2. To abide by all the rules and guidelines as suggested by Panjab University and UGC regarding differently-abled
3. To ensure the protection and empowerment of differently-abled students and staff
4. To sensitise all the stakeholders of the College about the issues of differently -abled

Policy

1. To promote MOUs with Government approved Institutes for the differently-abled.
2. Adherence to the reservation policy and guidelines of Panjab University and Chandigarh Administration for admission of differently abled students and appointment of staff.
3. Providing easy access to the College building with ramps, railings, wheelchair and crutches.
4. Enhance special library facilities for visually impaired students such as screen reading software, mechanised equipment etc.
5. Provide human assistance, reader, scribe and soft copies of reading material to differently abled for their support.
6. Developing specific infrastructural facilities for differently abled such as separate washrooms, signage including tactile paths, lights, display boards and signposts.
7. Provide support to differently abled students to participate in curricular and co-curricular activities of the College as per their interest and talent.
8. Facilitating conducive environment for the protection and empowerment of differently abled through the functioning of Equal Opportunity Cell, Internal Complaint Committee, Grievance Redressal Cell and Anti-Ragging Squad.
9. Conduct awareness and sensitisation activities about the issues of differently-abled regularly for staff and students.

SOLID WASTE MANAGEMENT POLICY

Objectives

The Policy works on the broad framework in accordance with the Solid Waste Management Rules, 2016 and aims to achieve the following objectives:

1. To endorse environmental awareness among the staff and the students to increase and inspire waste minimization, reuse and recycling.
2. To spread awareness for effective management of waste to the gardeners, canteen workers and cleaning staff.
3. To ensure safe handling and segregation of waste in the College campus.
4. To devote into the expansion of recycling opportunities in the College campus and alter waste into value added products.
5. To restrict the use of single-use plastic in the campus.

Policy

The College will apply a 'Waste Hierarchical Approach', to reduce, reuse, recycle and recover waste products to manage its waste responsibly and aims to be zero waste generating campus in the near future.

1. Four-Bin system of Solid Waste storage at source will be adopted for segregation of wet/dry/hazardous waste. Separate Bins, clearly indicating the type of waste will be installed at various places in the campus.
 - Green bin for Wet waste/Biodegradable waste
 - Blue bin for Dry waste/Non-biodegradable waste
 - Yellow bin for Hazardous waste
 - Black bin for Electronic waste
2. The biodegradable horticultural waste will be managed through vermicomposting, bacterial composting and simple composting pits in the College and further used as manure in the College gardens. College experiences the leaf fall during February to April, special pit will be constructed in the Botanical garden to dispose off the leaf litter.
3. The wet waste generated in the canteen and hostel mess which is not compostable will be given to local animal farm.
4. The Non-biodegradable waste will be handed over either to authorized waste-pickers and recyclers or to the urban local body as mentioned in Solid Waste Management Rules, 2016 laid by Government of India.
5. Single use plastic, including plastic cold drink bottles, is banned in the College premises and the students are encouraged to bring food in cloth wraps. Various awareness programmes will be initiated

to motivate the staff, students and other employees in the College to phase out single use plastic from their schedule.

6. The Liquid waste will be collected and sent to storage tank located in the campus and the recycled water will be used for gardening purpose. The rain water will be collected by rain water harvesting unit.
7. The Hazardous waste originated in the College campus will be managed as per regulations of Hazardous and Other Wastes (Management and Trans boundary) Rules 2016.
8. An E-waste collection store will be established for collecting E-waste from different departments and will be managed as per the policy or regulations laid down by Central and state government such as E-Waste Management Rules 2016.

CODE OF PROFESSIONAL ETHICS AND CONDUCT

The core values of the College are derived from its vision to pursue excellence in all fields of education and learning by adhering to the highest standards of academic rigour.

Code of Conduct for Students

1. Students are expected to maintain the highest standards of discipline and exhibit dignified behaviour.
2. They shall abide by the rules and regulations of the College and uphold the discipline and esteem of the College.
3. Students must attend their classes regularly and carry their ID cards along.
4. Students must read the Notice Board and check the College Website regularly.
5. Keep the campus clean and plastic free.
6. Fans, lights and other electrical equipment must be switched off while leaving the labs and classrooms.
7. Consumption of intoxicants in any form is strictly prohibited in the College and Hostel premises.
8. Students are expected to carefully handle the College property. Sticking posters and advertisements or scribbling on walls and furniture is strictly prohibited.
9. Students are not allowed to invite outsiders to the College campus or Hostel premises, except their parents or authorised guardians.
10. Use of mobile phones should be avoided.
11. Students are expected to make optimal use of the Library and other academic, co-curricular facilities of the College in their free time.
12. Students must be appropriately dressed and adhere to the cultural values and ethos of the College.
13. Ragging, bullying, physical/verbal/sexual abuse or misbehaviour with fellow students or College staff is strictly prohibited and will be treated as criminal offence.
14. Students who do not follow the code of conduct are liable to be penalised/suspended/expelled from the College as per the decision of the authorities.

Code of Conduct for Teaching Staff

1. Code of Conduct for teaching is mainly governed by the Panjab University Calendar Vol – I Page Number: 171-176, available at:
2. <https://www.puchd.ac.in/includes/documents/vol1/chap6to11.pdf>
3. In addition the College follows the following code of conduct for its faculty.
4. All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
5. The faculty must be punctual for classes, other College activities and events.

6. No member of the staff shall engage in any political activity within the College campus.
7. The faculty should take lectures/ practical's/ tutorials as per the allocated workload. They are also responsible for conducting invigilation and evaluation, administrative work and institutional support activities.
8. The faculty should seek to enhance their professional knowledge and skills to keep themselves updated with the new developments in the teaching-learning domain.
9. The faculty should take proper care of the assigned group of students by guiding, motivating, counselling and monitoring them through the Mentor-mentee system.
10. The faculty should disseminate inclusive learning without any discrimination amongst the students.
11. The faculty must refrain from inciting students against other students, colleagues and administration.
12. The faculty must encourage students to improve their performance, develop their personalities and at the same time contribute to community welfare.
13. The faculty should enlighten the students about their rights and duties in order to inculcate the spirit of responsibility towards the nation and society.
14. The faculty should inculcate in the students, scientific outlook, respect for physical labour and ideals of democracy, patriotism and peace.
15. The faculty should exercise self-discipline and be polite with staff, students and the general public.
16. The faculty is not allowed to undertake any other employment or commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
17. The faculty must take leave as per rules with prior intimation.
18. The faculty must not indulge in verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other staff, and visitors. The College has a zero-tolerance policy towards sexual harassment.
19. The faculty must uphold the decorum of the institution.

Code of Conduct for Non-Teaching/Administrative Staff

1. Code of Conduct for non-teaching staff is governed by the Panjab University Calendar Vol III, 2019, Chapter IX, Page 250, available at:
2. <https://puhd.ac.in/includes/documents/calendar-2016/calender-vol-3-2016.pdf>
3. In addition the College follows the following code of conduct for its non-teaching staff.
4. Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
5. Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

6. Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
7. The staff should not indulge in verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other College staff, and visitors. The College has a zero-tolerance policy towards sexual harassment.

STANDARD OPERATING PROCEDURE (SOP) FOR CLEANLINESS

To participate in Swachh Bharat Mission, the College constituted a Committee in 2019-20 to monitor and supervise cleanliness. The College practices the following standard operating procedure to ensure cleanliness in the Campus.

Cleaning Practices

All corridors, rooms, room balconies, toilets and other areas of the College building including flooring, ceilings, furniture, doors, windows, fixtures, etc. should be clean. The following cleaning routine should be strictly adhered to:

Sweeping and Mopping of floors

1. Sweeping of corridors with disinfectant at least twice a day.
2. Placing appropriate warning signage to avoid accidents.
3. Frequent brooming of the corridors over the course of the day.

Garbage Bins

1. Remove garbage from dustbins and clean them if required.
2. Provide separate dustbins for biodegradable, non-biodegradable and other Hazardous waste
3. Placement of clean dustbins in their original spots.
4. Trash found in the lobby area to be removed immediately.

Doors, Windows and Walls

1. Clean windows and glass surfaces with water or appropriate cleaning solution.
2. Removal of cobwebs and stains.
3. Extensive cleaning of outer-surface of windows to be carried out at least once a month.
4. Fingerprints, smudges or stains found on the corridor walls to be cleaned.

Vents and Fixtures

1. Dusting of light fittings, wall notice-boards, and other fixtures.
2. Air conditioning vents should also be dusted and checked for proper functioning.

Toilets

1. Fixtures including toilets and sinks to be free of streaks, soil, stains and soap scum.
2. Mirrors and window-panes to be free of dust and streaks.
3. Dispensers to be free of dust, soil and residue to be replaced/replenished when required
4. Disposal of sanitary waste on daily basis.
5. Procurement of soap, toilet paper, hand towel, dryer, dustbins, and other necessary items.
6. Toilet Basin, urinals and adjoining areas should be cleaned with disinfectant on a daily basis.

7. Toilet floors should always be kept dry.

External Areas/ Open Spaces/ Common Spaces

1. Sweeping of external areas once in a day on daily basis.
2. Monthly cleaning of extensions and balconies of classrooms
3. Procurement of sufficient number of wet, dry and hazardous waste material bins to prevent littering.
4. Cleaning of garbage dumping site monthly.
5. Composting of leaves and biodegradable waste in composting area.

Office Premises

An intensive cleaning of the entire office premises should be carried out at least once in two months.

E-GOVERNANCE POLICY

Introduction

Sri Guru Gobind Singh College under the aegis of Sikh Educational Society is providing quality education with state of the art facilities to students admitted from all parts of the country and abroad. From time to time the College adopts new technology and teaching methodology to keep pace with the changing environment.

Objectives

The College wishes to achieve the following broad objectives under its e-governance policy:

1. To achieve paperless administrative process in the College.
2. To achieve better coordination between various departments and stakeholders.
3. To achieve greater visibility by leaving and marking new digital footprints.
4. To provide transparency in the working of various departments.
5. To provide easy access to information.
6. To achieve utmost utilization of ICT resources and infrastructure.

ICT Environment

The College is committed to adopt and update itself with the ever changing education environment. The College has made itself ready for the new digital challenges and e-governance implementation and therefore has created a strong fiber network to seamlessly implement the e-governance policies. The environment should be broadened on the recommendations of the staff and students.

E-Governance Framework

The College e-governance framework covers the following areas:

- **Student Admissions:** The College decided to proceed with online admission for all the courses as permitted. The admission process is fully automated. A dedicated domain admissions.sggsCollege.ac.in has been created for the smooth conduct of admission. The campus whizz software handles all the admission process and relevant data. During the admission process cashless transactions are done through the software incorporated payment gateways like payU money and the gateway provided by Axis Bank.
- **Student Support:** To keep students informed, the College software takes care of the notices which are updated from time to time. Students also get alerts on their mobile phones to keep them updated.
- **Finances and Accounts:** The College accounts are maintained using the Tally software. The staff are well versed with the software. Requisite training is provided as and when required. As the College

campus is under Wi-Fi network, proper firewall policies must be implemented to safeguard the critical data.

- **Examination:** Student examination results are logged in the College software by the respective subject incharge using their credentials. The College has the capability and capacity to conduct online examinations. The staff will have to maintain complete secrecy during the process which is held under the responsibility of Controller of Examination.
- **Website:** The website is the first impression of the College for the outside world. The website provides latest updates regarding notices, important events, activities, etc. and this should be always available to the end user. A team of brilliant minds from the College staff has been assigned the task to manage the website and its contents. The website is a software-driven with a design template provided by M/s Contemporary Software Services Pvt. Ltd.
- **Administration:** The College administrative staff are well trained and tech-savvy. Most of the tasks related to administrative activities are handled online. The stakeholders should be provided with a dashboard which can give them an overview of important tasks and information.
- **Library:** The College Library has a rich source of knowledge. It has provided the facility to browse College library for books from anywhere in the world. The library should subscribe to more e-resources on the recommendations of the students and staff.

DISCLAIMER

The Policies and Procedures detailed in this document are provided only for informational purposes. Sri Guru Gobind Singh College, Sector-26, Chandigarh, does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information or process. The College reserves the right to alter, suspend, or terminate the policies and procedures, described here.

This document is continually edited and updated, as per the applicable rules and regulations. Every effort is made to keep this document current, and to amend the errors brought to our attention.
