

## Institutional Policies



## SETH NAVRANG RAI LOHIA JAI RAM GIRLS COLLEGE

Govt. Aided & Affiliated to Kurukshetra University, Kurukshetra)

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## **INTERNAL QUALITY ASSURANCE CELL**

**Objective:** To plan, guide and monitor quality assurance (QA) and Quality Enhancement (QE) activities of the college.

**Composition Members: -**

Cell may consist of 6-8 members. One of them is co-ordinator and others may be co-coordinators and members. Principal is the Chairman of the IQAC.

**Functions:**

- (i) To develop a quality system for conscious, consistent and catalytic programmed action.
- (ii) To improve the academic and administrative performance of the college.
- (iii) Organization of inter and intra institutional workshops, seminars on quality related themes.
- (iv) To give information on various quality parameters of higher education.
- (v) Documentation as per guidelines of NAAC.

*Geta Goyal*  
**PRINCIPAL**

# POLICY REGARDING CELLS/ COMMITTEES

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## **Women Cell**

**Objective:-** To create social awareness about the problem of women and in particular regarding gender discrimination, to prevent sexual harassment and to promote general well being of girl students, teaching and non teaching female staff of the college.

**Composition:-** It may consist of 5 to 6 members. One of them is a convener and the other are members.

**Functions:-**

- (i) Helping girl students to live a balanced life by managing stress and depression.
- (ii) To create an environment that will make women realize their full potential and give their best.
- (iii) Creating awareness about the need of gender equality.
- (iv) To organize guest lecture on 'women's rights.
- (v) To organize seminars, workshops and open discussion relating to women empowerment.

## **Red Cross Cell /Red Ribbon Club**

**Objective:-**

- (i) To encourage the students to extend their humanity services to the society.
- (ii) To make them aware about their own health and that of others.
- (iii) To offer first aid training to all the YRC volunteers.

**Composition:-** It may consist of 4-5 members. One of them is a convener and the others are its members.

**Functions:-**

- (i) Exhibition of film shows and cultural programmes.
- (ii) Practice of health habits.
- (iii) To conduct Essay writing Competitions, Quiz competitions and extension lectures for students

## **Environmental Cell**

### **Objective:**

**The objective of 'Environment Cell' is the enhancement of environmental friendly attitudes of the students and mobilization of their latent resources and skills towards development of personal-ethics and commitment for a greener society through knowledge and awareness. Also, the cell aims at providing a platform for students to inculcate eco- friendly attitude.**

### **Composition:**

**It may consist of 6-7 members. One of them is a convener and others are its members.**

### **Functions:-**

- (i) To work for making campus clean and green.**
- (ii) To spread awareness among students about the importance of reserving environment and to maintain the greenery of the college campus.**
- (iii) To enhance students' participation in cleaning the college campus and in maintaining garden and ground.**
- (i) Restricted entry of automobiles, use of bicycles, battery powered vehicles, Pedestrian friendly pathways, Ban on use of Plastic, landscaping with trees and plants.**

## **Literary Cell**

### **Objective:**

**To provide a platform to the students to express their hidden talents into words. To develop innovative power to express their thoughts, views and imagination.**

### **Composition:-**

**It may consist of 5 to 6 members including a convener.**

### **Functions:-**

- (i) To organize various competitions like storytelling, quizzes, spell competition, poem recitation, speech competition etc. to express their feelings.**
- (ii) To inculcate love for language and enhance their creative writing skills.**
- (iii) To organize competitions like paper reading and plays to enhance the communication skills of the students.**

## **SC/ST Cell**

**The scheduled caste (SC) and Scheduled Tribes (ST) cell works for promoting the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.**

### **Objectives:**

- (i) To counsel and guide SC/ST students and help them to manage academic and personal issues of college life effectively.**
- (ii) To ensure provisions of an environment where all such students feel safe and secure.**

- (iii) To arrange for special opportunities to enhance the career growth.
- (iv) To aware the SC/ST students regarding various scholarship programs of State Government and UGC.

**Composition:**

It may consist of 3 to 4 members, one of them is convener and others are its members.

**Functions:**

- (i) To collect reports and information of State Government and UGC orders on various aspects of education, employment of SC/ST students.
- (ii) To circulate state Government and UGC decisions about different scholarship programs.
- (iii) To communicate with the students and motivate them for better future planning.

## **N.S.S. Cell**

**Objectives:-**

The National Service Scheme is an Indian government sponsored Public Service Programme conducted by the Ministry of Youth affairs and sports of the government of India. Popularly known as NSS, the scheme aimed at developing student's personality through community service. The programme aims to instill the idea of social welfare in students and to provide service to society without bias.

**Motto: Not me - but you**

**Composition:-**

N.S.S. Committee consists of 3-4 members. One of them is a program officer and the other is its members.

**Functions:**

- (i) To make students understand the community in which they work.
- (ii) To develop adopted villages with the help of NSS volunteers.
- (iii) To motivate NSS Volunteers to do service to the society without any bias.

## **Legal Literacy Cell**

**Legal Literacy Cell is working in the college under the direction of Haryana State Legal Service Authority (HLSA)**

**Objective:-**

**The cell strives to make young girls aware about their legal rights. It empowers them to fight gender discrimination and injustice in domestic and social life.**

**Composition:-**

**It may consist of 4 to 5 members. One of them is convener and the others are its members.**

**Functions:-**

- (i) Legal Literacy cell organizes academic events like debate, declamation, speech, poetic recitation, Essay Writing, Slogan Writing, on the spot Painting, PPT, Documentary film, and Skit competitions.**
- (ii) The Cell works:**
  - (a) To bring legal awareness**
  - (b) To educate girls about their rights**
  - (c) To aware about social welfare legislature**
  - (d) To spread knowledge about self resilience**



## **Career Guidance and Placement Cell**

**Objective:**

Placement Cell is established with the objective of guiding and counseling students to make them aware about job trends in the market. This cell will empower students with life-long career decision making skills.

**Composition:**

This cell may consist of 4-5 members including 01 convener to access the smooth functioning of cell.

**Functions:**

- (i) Guiding students for their career related issues
- (ii) Efforts for student's job placements
- (iii) Creating awareness among students regarding Government policies related to Employment
- (iv) Organizing lecture/workshops on career guidance

## **Entrepreneurship Development Cell (EDC)**

**Objective:**

Entrepreneurship Development Cell is established as per the guidelines issued by Director General Higher Education Haryana (Panchkula). Main objective of this cell is to undertake several student-oriented activities for developing a spirit of entrepreneurship among them. This cell also aims at changing attitude of students to be job providers instead of job seekers.

**Composition:**

This cell may consist of 4-5 members including 01 convener to access the smooth functioning of cell.

**Functions:**

- (i) Pulling out entrepreneurship talent of the students
- (ii) Organizing programmes for enhancing entrepreneurial skills among students like extension lectures/seminars/training programmes etc.
- (iii) Providing students professional and industrial exposure
- (iv) Creating awareness among students regarding Government policies related to Entrepreneurship.

## **Discipline Committee**

### **Objective:**

- (i) To ensure calm and peaceful academic atmosphere in the campus.
- (ii) To avoid physical confrontation among students.
- (iii) To conduct enquires on report of in-disciplinary activities among students.
- (iv) To initiate steps to reduce violence and confrontation in future.

**Composition:** It may consist of 9-10 members. One of them is a convener and the others are its members.

### **Functions:-**

- (i) Staff members perform proctorial duties.
- (ii) The strict rules have been made and followed by all the staff and students to maintain the discipline.
- (iii) To make the students follow the disciplinary rules.
- (iv) The outsiders are allowed to visit the campus only with due permission of the principal.

## **Youth Welfare and Cultural Committee**

### **Objective:-**

To provide a platform to the students to voice their thoughts and opinions, share their dreams and experiences and provide personal guidance and cultural platform. To provide opportunities for developing qualities in character just like-self discipline, self reliant.

### **Composition:-**

It may consist of 6-8 members one of them is convener and one co-convener. Others are the members.

### **Functions:-**

- (i) To develop love for culture among youth through arts, music, declamation,

best out of waste, scientific activities.

- (ii) To organize debates, seminars, talent show, music concert, art workshops etc.
- (iii) To organize Youth festival and inter College state level programmers.

## **Purchase Committee**

**Objective:-**

To identify and monitor the purchase required for all the academic, administrative and amenities requirements.

**Composition:-**

It may consist of 4-5 members, one of them is convener and others are its members.

**Functions:-**

- (i) Purchase committee makes arrangements for getting the quotations based on the indented specifications.
- (ii) Comparative chart is done with the help of indenter.
- (iii) Based on the recommendation of the department, usually HOD, purchase committee will deliberate on the quotations and recommend the company from which the items may be purchased.

## **Examination Committee**

**Objective:-**

To conduct examination related work as per university notifications and ordinance.

**Composition: -**

It may consist of 4-5 members. One of them is convener and others are its members.

**Functions: -**

- (i) The examination committee prepares relevant date sheets.
- (ii) The examination committee makes the seating arrangement and display them on the

concerned notice board.

(iii) The examination committee prepares an overall supervision duty list as well as daily supervision duty list.

(iv) The exam committee ensures that adequate stationery, like answer sheets, graph paper, maps, and other basic facilities like trays, water jugs etc. are available.

(v) The exam committee holds a pre-exam meeting to brief the faculty regarding examination

## **Library Committee**

The Library Committee provides a forum for open discussion of matters relating to the Library and its services. Its membership is made up of the Librarian, and library representatives, faculty representatives and student representatives.

**Objectives of Library Committee:**

1. To frame general rules for the management of the Library
2. To prepare the annual budget, rules and regulations of the library
3. To allocate funds, from the sanctioned annual budget of the library, for the purchase of books, journals and periodicals
4. To arrange for the stock taking of the library
5. To look into students complains, if any

**Rules and Regulations:**

1. Identity Card is compulsory for all enrolled students for availing library facilities.
2. Identity Card will be issued by the librarian on presentation of admission receipt and photograph.
3. Misbehavior and misuse of Identity Card is an offence and the student responsible for the same is liable for disciplinary action.
4. Students should maintain silence and mobiles are not allowed inside the library
5. No admission is permitted in study room without Identity Card.
6. Books / Study materials issued in the study room will have to be returned before leaving the study room
7. Conversation, making noise, sleeping, resting legs on chairs and tables etc., is strictly prohibited in the Library.
8. Students entering the Library/reading room are required to leave their bags inside

**the corners established. Personal belongings should not be left unattended. The Library staff are not responsible for any loss or damage.**

**9. No outside/personal books are allowed inside the library. 10.The Librarian may recall any book /journal any time if required.**

**11. Misconduct or infringing the library rules is liable for disciplinary action.**

**12. To obtain NO DUES certificate, members should return all books/journals borrowed, pay overdue charges if any, and surrender the Library car.**

## **RTI Committee**

**Objective cum Functions: Right to Information Act 2005 mandates timely response to stakeholders. Therefore, the College has constituted RTI committee to provide required information about the College to the information seekers keeping in view RTI Act 2005.**

### **Composition:**

**As per the instructions of Haryana Government, this cell is composed of a SPIO, a PIO, and a APIO. SPIO is the Principal of the College. The senior most faculty of the college remains PIO, and deputy superintendent of the college remains APIO in this committee, all the times.**

## **Fee Concession Committee**

**Objective: -**

**The policy takes into account the students who belong to economically weaker sections and meritorious students for fee concession.**

**Composition:-**

**It may consist of 4 to 5 members. One of them is a convener and the others are the members.**

**Functions:-**

- (i) Students apply for fee concession through application in the name of Principal.**
- (ii) An interview is conducted for fee concession applications each year and**

**Concessions are decided accordingly.**

## **Facebook Committee**

**Objective:-**

**To maintain a bonding and relationship with the students even if they are away from their campus and to make them aware about the news of the college.**

**Composition:-**

**It may consist of 2-3 members. One of them one is convener and the others are its members.**

**Functions:**

- (i) To share useful information about academic & extracurricular offering by college in print media and social media.**
- (ii) To share university out comes.**

## **Grievance Redressal Committee**

### **Objective:**

**To maintain a harmonious student-student and faculty-student relationship and to settle grievances of the students without any delay.**

### **Composition:-**

**It may consist of 4 to 5 members. One of them is convener and others are members.**

### **Functions:-**

- (i) To ensure a speedy response to the grievances of the students and to maintain a peaceful atmosphere in college premises.**
- (ii) To provide an environment where students can express their grievances without any fear.**
- (iii) To deal with the grievances received in writing as well as verbal related to academic and administrative matters.**

## **Student Welfare**

### **Objective:-**

**The committee works for the overall welfare of students in terms of student development which consists of student development programs and counseling of students.**

**Composition:- It may consist of 5 to 6 members. One of them is convener and other are members.**

### **Functions:**

- (ii) To organize social welfare activities for students.**
- (iii) To ensure clearing and maintenance of building, gender, electrical fitting, provision of sufficient drinking water in the college and hostel.**

## **Road Safety Club**

### **Objective:-**

**To provide a platform to the students, teachers and villagers to make them aware about road safety issues.**

### **Composition:**

**It may consist of 3 to 4 members. One of them is Nodal Officer and others are members. One member may be the Sarpanch of the village in which college is situated.**

### **Functions:-**

- (i) To inculcate road safety culture in youth in order to minimize the problems of road traffic accidents.**
- (ii) To groom young ones and villagers to be safety conscious by organizing Nukar Nataks and various rallies.**
- (iii) To organize various competitions like poster making, essay writing, debates etc. and to make them aware about road rules and regulations.**
- (iv) To organize guest lectures and seminars to make one and all aware about traffic rules.**



## **Beti Bachao - Beti Padhao**

### **Objective:-**

**To provide a platform to girls to voice their thoughts and opinions to share their dreams and experiences and to provide a personal guidance and legal awareness on important issues like education, food and social evils.**

### **Composition:-**

**It may consist of 3-4 members. One of them is convener and others are its members.**

### **Functions:-**

- (i) To look into matters related to harassment of girls of college.**
- (ii) To organize rallies, seminars, workshops and open discussion related to the welfare of girls.**
- (iii) To organize Extension lectures.**
- (iv) To aware villagers to save and educate the girl child.**

## **Youth Welfare Committee**

### **Objective:-**

**To provide a platform to the students to voice their thoughts and opinions, share their dreams and experiences and provide personal guidance and cultural platform. To provide opportunities for developing qualities in character just like-self disciple, self-reliant.**

### **Composition:-**

**It may consist of 6-8 members one of them is convener and one co-convener. Others are the members.**

### **Functions:-**

- (i) To develop love for culture among youth through arts, music, declamation, Best out of waste, scientific activities.**

- (ii) To organize debates, seminars, talent show, music concert, art workshops etc.
- (iii) To organize Youth festival and inter College state level programme

## **College Magazine**

### **Objective:-**

The ultimate purpose of the magazine is to engage and strengthen the readers' association with the college. The institution recognizes that it can do so effectively only by earning and remaining the respect and faith of its readers; ultimately, the committee works in this direction.

### **Composition:-**

It may consist of 2-3 members. The editor and deputy editor always remain on the roll.

### **Functions:-**

- (i) Provides platform for students to showcase their talent as writers.
- (ii) Helps to improve students' writing & thinking power.
- (iii) To represent the features, functions and other descriptions of the college in nutshell.
- (iv) To highlight the various aspects of the college development programme.

## **Committee for Maintenance of Auditorium Hall**

### **Objective:**

The committee work with the objective of safety, check of cleanliness, power supply and electrical equipment, furniture in the auditorium hall.

### **Composition:-**

**It may consist of 3-4 members, One of them is convener and others are its members.**

**Functions:-**

**To ensure the availability of electricity in auditorium.**

- (i) To have a procedure to use the auditorium for various activities.**
- (ii) A regular check of fire extinguishers, electrical equipment, stage and all the belongings of the auditorium.**

### **Anti-Ragging Committee**

**Objective:**

**The Anti-Ragging Committee was established with the purpose of preventing any physical or mental torture or any disorderly conduct towards any student causing apprehension, dread, humiliation, or agitation in her.**

**Composition: -**

**It may consist of 4 to 5 members. One of them is convener and others are members.**

**Functions:-**

- (i) To create awareness about ragging & ensure a student-friendly environment at all times.**
- (ii) To take necessary measures to achieve the objectives of eliminating the menace of ragging within the Institution.**
- (iii) To act on the defaulters who are found guilty of ragging and /or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.**

## **Internal Complaint Committee**

### **Objective:**

The objectives of the Internal Complaint Committee are to create a secure physical and social environment to prevent any act of sexual harassment and to uphold the commitment of the Institute to provide an environment free of gender-based discrimination

### **Composition: -**

It may consist of 4 to 5 members. One of them is convener and others are members.

### **Functions: -**

- (i) To develop a policy against sexual harassment at the Institute.
- (ii) To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- (iii) To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
- (iv) To raise awareness on sexual harassment in the campus.

## **OBC Cell**

### **Objective:**

The OBC Cell was established with the purpose of empowering the OBC students. The cell is always engaged to solve the various problems of OBC students.

### **Composition:-**

It may consist of 3 to 4 members. One of them is convener and others are members.

### **Functions:-**

- (i) To aware OBC students regarding various scholarships program of State Government.
- (ii) To council and guide OBC students about various issues and help them to manage academic activities.
- (iii) To resolve problems related to OBC students.

## Minority cell

### Objective:

Minority Cell basically aims at facilitating the minority students to excel in academics and personality development. It enhances equal opportunities for Education of minorities by financial support to students from minority communities from governmental agencies and other sources.

### Composition: -

It may consist of 4 to 5 members. One of them is convener and others are members.

### Functions: -

- (i) To ensure provisions for an environment where all such students feel safe and secure.
- (ii) To facilitate financial support to students from minority communities from governmental agencies and other sources.
- (iii) To be aware of the minority students regarding various scholarships program of Government.
- (iv) To ensure protection and reservation as provided in the constitution of India.



COORDINATOR, IQAC



PRINCIPAL