**JAMALPUR MAHAVIDYALAY**
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# ANNUAL GENDER SENSITIZATION ACTION PLAN
# 2024 – 2025



### Annual Gender Sensitization Action Plan 2024 – 2025

The Internal Complaint Committee was appointed with the assistance of the women cell. The committee has a zero-tolerance policy against gender exploitation and takes preventive measures to ensure a respectful place for individuals across the gender spectrum. It envisages to organise gender sensitization workshops and makes every effort to prevent the causal sexism or sexual harassment in the college.

The committee functions, under the aegis of the Women Cell, Jamalpur Mahavidyalaya and to ensure healthy methods of preventing, sensitising and combating issues related to sexual harassment.

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The following action plans is taken for the academic year 2024-25: -

| Goal/Target | Participants | Action Plan |
|---|---|---|
| Gender Sensitization/Awareness | Students & Faculty | Interactive Sessions with experts/Enlightening Talks/Screening of films<br><br>Specific Action Plans: -<br>-To conduct a gender sensitization survey<br><br>-To conduct gender audit<br><br>- To organize a motivating talk on "Transgender Theories and decolonisation"<br><br>-To conduct a workshop on Psycho-politics of gender and sexuality (queer and heterosexual) and update on analytical tools offered by psychoanalysis and discourse analysis to be organized by Women Cell<br><br>-To conduct the screening of the short films which could depict the deep-rooted patriarchy in society. The idea is to help the students get to know each other and create a safe and inclusive space for everyone<br><br>-To help students connect with the alumnus working in the area of Gender, Development and Globalization<br><br>- to conduct legal awareness programme |
| Creation of Gender Sensitive Infrastructure and Facilities | Students and Staff | -To maintain sanitary pad dispensing machines<br><br>-To increase facilities in the Girls' Common Room |
| Creation of Entrepreneurship Opportunities sensitive to Gender Discrimination, and Gender Rights | Students | -to initiate start-ups or entrepreneurship programs that are gender-sensitive, gender equitable, and focus on empowering women by various stakeholders inside and outside of the college. |

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| Integrating Theory and Praxis – Putting Gender Equity in Praxis | Staff (Teaching and Non-Teaching) and Students | -To foster awareness of gender equity by organizing workshops<br><br>- To initiate panel discussions and group discussions for deliberating on real world concerns and lived experiences of students and staff<br><br>-To organize self-defence workshops for women |
| --- | --- | --- |

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# GREEN POLICY

# ENVIRONMENT AND ENERGY USAGE POLICY

## Introduction

By establishing a strict green policy in compliance with the National Environment Policy, Jamalpur Mahavidyalaya is dedicated to protecting and preserving the environment. In order to preserve a safe and healthy environment for both the present and future generations, it pledges to work for maintaining an eco-friendly, green campus, instil the concept of sustainable development in the minds of youth, and train them in the management of renewable and non-renewable resources and waste.

## Scope

The green policy and code outlined below must be followed by all parties involved with Jamalpur Mahavidyalaya, including management, employees, students, and others who utilise the site.

## The institutional green committee's membership may be as follows: -

- ❖ Principal (Chairperson)
- ❖ Convenor of the Building Committee
- ❖ One Faculty Nominee as Convenor, and
- ❖ Other faculty Members(2 or 3), NTS member(1), Student(2)

## Responsibilities and obligations of the Committee

i.   The Institutional Green Committee will be in charge of organising, carrying out, and overseeing the institution's environmental efforts.
ii.  Encourage neighbourhood residents and stakeholders to be environmentally sensitive and sustainable.
iii. Identifying alternative energy sources and energy-saving measures
iv.  Implementing efficient waste management strategies to reduce pollution
v.   Identifying and implementing water conservation strategies
vi.  Undertaking and monitoring green initiatives on campus
vii. Reviewing and implementing the recommendations resulting from the Official Green Audit

The institution's members must make every effort to employ alternative energy sources and preserve energy in order to safeguard the environment for both current and future generations.

The policy recommends that the following alternative energy sources need to be utilised in order to maintain environmental sustainability.

## Solar Power
Solar roof top PV systems must be used to capture solar energy, ensuring that the maximum amount of electricity is produced while adhering to the standards established by the Commission of Alternate Sources of Energy (CASE), a division of the Ministry of New and Renewable Energy (MNRE), Government of India.

## Biogas
The institution shall investigate the viability of using biogas as an alternative energy source.

## Use sensors to conserve energy

Smart technology utilised to save energy by utilising sensor-based mechanisms to allow lighting, fans, and other equipment that uses little electricity to be used extensively.

## Sensor based energy conservation

- All new building structures must be designed to run with appropriate cross ventilation and natural illumination to prevent artificial lighting and cooling in order to achieve electricity efficiency. In order to further minimise power use on campus, the college must consciously choose energy-efficient equipment when making purchases.
- Using LED Lighting
- All new buildings must have LED lighting as an energy-efficient institution. LED lighting will be installed in place of the current lighting systems in classrooms, labs, auditoriums, halls, and hallways.
- Utilizing Energy-Efficient Equipment
- Only equipment with a star rating shall be purchased as per institutional best practises. LED monitors will be used in the staff areas, offices.

## Policy for Waste Management

Systematic waste management is one of the green policy's main areas of concentration. By segregating, reusing, recycling, and composting waste, the college aims to adhere to waste management regulations, reduce waste produced on campus, and lessen its environmental effect. Through orientation, circulars, announcements, and signs in conspicuous locations, all institution stakeholders will be made aware of the value of a clean, green campus. Additionally, there must be a well-organized system for the classification, minimization, collection, segregation, treatment, and disposal of both solid and liquid waste.

Composting techniques will be used by the institution's management of biodegradable waste, and the resulting compost will be used as bio-fertilizer to support the campus's flora as well as the local agrarian community. In addition, the organisation may investigate the viability of producing biogas from degradable trash.

To reduce environmental pollution, the institution must have a well-organized system for reducing, recycling, and reusing non-biodegradable trash.

### Waste Management of Solids

The institution's solid waste management procedures must adhere to the standards set by the International Institute of Waste Management. By adhering to the following standards, a structured, methodical, and multi-level solid waste management process must be put into place:

i. Bins that are color-coded and labelled must be kept in appropriate places in order to separate and collect waste at every level of the organisation.
ii. Personnel should be hired specifically to assist with garbage collection, segregation, treatment, or disposal.
iii. The collected paper trash should be delivered to an authorised recycling facility.
iv. The plastic waste collection centres should receive the plastic and glass garbage.

v. A biogas plant should be used to treat wet waste. Vermicomposting will be used to treat the garden waste, and the finished product will be used as bio fertilizers.

vi. Sanitary napkins, sharp objects, and needles must all be burned separately in incinerators.

## Waste Management of Liquids

To recycle liquid waste, the institution should have a sewage treatment facility.

## Management of E-Waste

At the very beginning of the procurement process, a structured plan for managing e-waste must be developed. The following standards may be used to manage e-waste.

i. To ensure the prompt collection and recycling of e-waste, an MoU must be executed with an authorised e-vendor.

ii. The computer committee is responsible for organising the annual collection and destruction of the e-waste.

## Waste Recycling System

Institution must have a waste recycling system that allows for the reuse of materials with potential for use and minimises the consumption of new raw materials, which in turn saves energy and lessens pollution.

## Recycling System for Solid Waste

The recycling of solid waste will be governed by the following standards.

i. The primary sources of paper waste generation must be located, collected, and delivered to the designated paper recycling unit.

ii. The main sources of plastic waste generation must be located, gathered, and transferred to accredited plastic recycling facilities.

iii. The institution should ban using thermocol in any way.

iv. Metal scrap must be recycled by certified companies.

v. Recycled wood waste must be used to make new furniture.

vi. Recyclable construction trash must be disposed of properly.

## Waste Recycling for Liquids

For recycling liquid waste, the following standards may be put into place:

i. After being treated at a sewage treatment plant, the generated sewage water should be recycled (STP).

ii. A system for collecting and using rainwater should be in place.

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## Conservation of water

The institution must make an effort to recycle used water and save water. A methodical, well thought-out, structured technique must be used to preserve water in all of its forms in order to achieve this goal.

## Rainwater Collection and Harvesting

For the collection of rainwater, the following standards will be put into place:

i. A sizable portion of the campus's water demand may be satisfied by rainwater.
ii. The annual rainwater should be gathered as much as possible.
iii. A well-designed scientific system for gathering, filtering, and storing harvested water must be devised and put into action.
iv. Specialized rainwater storage tanks may be built, maintained, and used as a backup source of water.

## Recharging a borewell or open well

i. Only, when necessary, should borewells be drilled, and existing borewells should be recharged by building recharge pits. Borewell and open well recharge shall be provided for building of Bunds and Tanks
ii. The institution must build more storage tanks or bunds to hold extra water that can be redirected during intense downpours.
iii. Institution may take initiatives to create waterbodies in the campus.

## Towards a Green Campus

- The College should make efforts to promote environmental awareness and sustainability among its constituents and should uphold an environmentally friendly campus with the necessary precautions and practises.
- Certification for a Green Campus
- The institution must make a long-term commitment to the campus community's ongoing environmental improvement. It will work to achieve green certification and national environmental benchmarks.
- Bicycle use for transportation will be promoted. Utilization of Electric Vehicles (Battery-Powered Vehicles) Institution shall promote the usage of electric vehicles for transportation among its members.
- Pedestrian-friendly walkways
- There will be designated pedestrian-only areas with access restrictions for vehicles to ensure their safety. Signs must designate different paths for automobiles and pedestrians. The pedestrian walkways must be kept covered in greenery.

## Ban on the Use of Plastic

In all of the campus facilities, the college must adhere to a "zero single use plastic usage" policy. There will be an effort to reduce the use of other types of plastic that are less than 50 microns in thickness. We must look for real substitutes for single-use disposable plastics, from the reuse idea to compostable goods.

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# POLICY DOCUMENT FOR E-GOVERNANCE

## E-Governance Policy

Policy Statement

Jamalpur Mahavidyalaya is dedicated towards promoting decentralized and participative management in various realms of administrative, financial and examination related affairs. It also seeks to strengthen pre-existing physical governance infrastructure and augment seamless information sharing amongst various stakeholders of the institution.

Scope and Applicability

E-Governance aims at enhancing the system of governance for development of the college by leveraging innovative and scientifically sound technologies and extends to the following areas:

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**Administration, Student Admission, Accounts and Finance, Examination, Library, ICT Infrastructure.**

<u>Key objectives of the policy</u>

- The primary objective is to implement E-governance in all the functioning of the institute for providing an efficient system of governance.
- To encourage transparency and accountability in all the functions of the college with the help of ICT that can be utilized to automate, transfer, and analyse the data or information in the college administration for all the purposes of admissions, workload, timetable, internal assessment, examination, result etc.
- To provide quick and ready access to information.
- To ensure a Wi-Fi enabled campus.
- To render the classrooms ICT Enabled, equipped with smartboards, and projectors etc.
- To establish a fully automated Library

## **Policy:**

Jamalpur Mahavidyalaya implements e-governance in various aspects of functioning including library, accounts, admissions, administration, teaching, etc. for which the following policies and procedures have been framed:

### (i)    <u>Website:</u>

The college has a website that reflects the mission, history, aims and objectives, information related to faculty, infrastructure, courses offered, various activities, initiatives taken by the institute, important notices etc. To ensure the smooth running of the website, a separate service provider/web designer has been appointed by the college.

Under the e-governance policy, Jamalpur Mahavidyalaya has constituted a website committee that takes care of the college website. The college strives to showcase its vibrant self and activeness through its website.

### (ii)    <u>Admission of students:</u>

The college follows a transparent strategy for the admission process which is reinforced by the regulations framed by the affiliating University, the Higher Education Department, Govt. of West Bengal. All the admission related affairs are managed through the admission portal.

### (iii)    <u>Accounts:</u>

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The accounts office uses the software called CAMS 4.0 which offers advanced features in maintaing financial records effectively and efficiently.

Appropriate security measures are taken for maintaining confidentiality of the transactions. The College also utilizes the Integrated Financial Management System (IFMS, WB) which is used to manage the funds received from the Government, helping in ease of salary calculation, generation of salary slips. TDS, Provident Fund, etc. are also managed through concerned Government Online Portal.

## (iv)   Library:

Jamalpur Mahavidyalaya Library came into existence along with the foundation of the college in 2009. It is being upgraded and KOHA software installation in the library to be done soon.  The library is open to bonafide students of all the classes. All-important textbooks are kept in the Reserve Section to enable the students to write their tutorials. There is a well-equipped Reading Room.

### Administration:

The college has its own Learning Management Software, Class Work, Internal Assessment, Resource Sharing etc done through it. The administrative Office uses Microsoft Office products & tools for maintaining an effective database. The Administrative staff is provided regular and adequate training to help them keep abreast with the new technology.

### Examination:

The college follows both online and offline systems.

The Examination process is regulated by the University and thus relevant policy of the University to be adopted in this regard.

### Alumni:

The college alumni webpage is under construction.

### Hardware & Software Infrastructure

- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the classrooms.
- The College is planning for arrangement of adequate number of desktops and laptops for students and staff with its meagre fund position.

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# CODE OF CONDUCT



 1. **Policy Statement/Aim**
The college has a prescribed code of conduct for students, teachers, administrators and other staff. This has been designed to provide all the stakeholders of the college a broader view of all the institutional policies, regulations and guidelines for the smooth conduct of academic and co-curricular activities, along with the attainment and fulfilment of social responsibilities at different levels.

## Code of Conduct for Teaching Staff:

- Maintain highest standards of practice during various teaching-learning processes and uphold the honour and dignity of the teaching profession.

- Contribute towards innovative and quality education by identifying and nurturing/polishing student skills.
- Maintain transparency and uniformity in their behaviour towards all the students (i.e. under no circumstances, a teacher should discriminate students on the basis of their religion, caste, gender or nationality).
- Extend all the support and guidance to the students especially with regard to their career and progression and make themselves available even beyond the class hours. Excellent/effective mentoring could play a pivotal role in taking the institute to greater heights.
- Understand the difference in aptitude and capabilities of students and strive to meet the individual needs.
- Adhere to the rules and regulations, policies and procedures outlined by the authorities concerned.
- In order to promote interdisciplinary research, a teacher should ideally collaborate with teachers from other departments and come up with effective research proposals.
- Understand responsibility and interact judiciously with parents as well as other stakeholders, guiding them on appropriate policies and procedures of the institute.
- The institute recognizes the significance of transparency and thus encourages all the teachers to conduct assessments and grading of students without any discrimination.

## Code of Conduct for Administrative Heads and Non-Teaching Staff

## Code of Conduct for the Principal

Responsibilities expected from the principal are highlighted below:

- For effective execution of the mission and vision of the college, the principal needs to formulate plans and chalk out policies that would focus on educational endeavors leading to the overall upliftment of the institute.
- Creating a conducive environment for effective teaching and learning and adopting quality initiatives for enhancing various teaching-learning processes that would ultimately focus on the overall development of students.
- Promote industry-academia collaborations for greater learning of skills and practices at the realistic level.
- Ensure that all the staff (teaching, non-teaching) as well as the students are aware of the rules and policies laid by the institute in line with the updated State Government and University Grants Commission guidelines.
- Monitor, manage and educate the administration of the College and take remedial measures /actions based on feedback of the stakeholders on administrative functioning, Teaching Learning processes and any other developmental activities of the College.
-  Execute any other work for the welfare of the College and stakeholders.
  **Few important points to note:**
  - Principal is the highest authority of appeal in the grievance redressal mechanism of the institution.
  - Principal is the chair of academic committee, teachers' council and IQAC

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## Code of Conduct for Financial Administrator/Bursar

Responsibilities are enlisted as under: -

- Functions under the guidance and supervision of principal
- Prepares budget estimates of the college
- Co-ordinates all activities related to finances
- Supervises and maintains all the financial reports and statements
- Supervises vendor payments
- Supports annual financial audit process
- Monitors the preparation of standard reports requested by the principal

## Code of conduct for Non-Teaching Staff

Guidelines for the code of conduct:

- Must be available at all times during the college hours
- Discharge all duties as instructed by the respective authorities while maintaining a respectful attitude in the administration.
- Exhibit integrity, courtesy and maintain a cordial interaction with teachers, students, parents and visitors
- Maintain honesty and fairness in all the activities/work assigned.
- Prepare, maintain and verify stock registers at regular intervals
- Should not be absent from duty without taking leave
- Communicate work/data as and when required to Principal/ Authorities.

### Code of Conduct for Students
Every student is expected to: -

- Maintain Respect, Honesty, Integrity- A student is expected to give due respect to the teachers as well as the non-teaching staff.
- Remain updated on various notifications related to administrative/ academic activities displayed on the college website as well as departmental notice boards.
- Every student must maintain a good attendance track record.

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- Not venture out of the classroom without seeking proper permission from the teacher during the class hours.
- Support the college in all academic/ learning activities of the college and participate in such activities to upgrade skills.
- Participate actively in giving feedback which help in improving of teaching-learning activities.
- Foster a healthy and decent relationship with peers of opposite sex both on campus and off campus.
- Use suitable channels for raising concerns and grievances.
- Use the library in accordance with their requirements.
- Refrain from misuse of the blackboards, walls of classrooms, working tables, and other properties.
- Students should handle the furniture and other properties with care.
- Refrain from indulging in any anti-social activities.
- Not circulate any third party printed materials/ brochures/ advertisements or any other material without the prior permission of the Principal.
- Ragging in any form is a serious offence and it will be dealt with as per UGC regulations and Indian Penal Code.
- Be responsible for their belongings in the college premises.
- Spitting, smoking and throwing bits of paper in the premises should be avoided.

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# INSTITUTIONAL POLICY FOR THE
# PROMOTION OF RESEARCH



## Institutional Policy for the Promotion of Research

### Preamble

Jamalpur Mahavidyalaya aspires to be a centre of learning by fostering a supportive physical and intellectual environment to infuse a culture of research that contributes to the transformation of society.

The institution has pledged to ensure that research adheres to high standards of scientific inquiry, meets ethical norms, and serves the community. Innovative research must be done to directly impact socioeconomic advancement, women's empowerment, rural community development, environmental

protection, and ultimately the welfare of the country. The ability to conduct research independently must be used responsibly.

## Scope

This policy lays forth the structure, rules, and regulations for academic research in light of the institution's vision and mission and aims to advance the well-being of the individual and the community.

## Objectives

To instil a culture of research inside the organisation.

To conduct ethical research to protect people's and society's interests.

Encourage research partnerships with outside organizations.

To advance social development through the advancement of research.

**Research Advisory Council**

The Research sub-committee of the college will play the role of Research Advisory Council till the formal constitution of the same.

**Responsibilities of the Research Advisory Council**

The establishment and promotion of excellence in the institution's research and development operations are within the purview of the Research Advisory Council. The council's duties and tasks to be as follows:

- Developing and enhancing the institution's research culture
- Building out and improving research infrastructure
- Encouragement for faculty members to conduct research in their fields of specialisation and across disciplines
- Conducting consulting services for research and development
- Direction, oversight, and support for research initiatives sponsored by the institution, government, and non-governmental organisations
- Research grants and start-up funds
- Checking for compliance with the code of ethics for research
- Research-related complaint resolution
- Support for new fields of study and research
- Building collaborations and investigating funding options with businesses and research institutions

# Regulations

The key duties of the researcher are the selection and execution of the research.

- A researcher is expected to uphold the highest moral and professional standards.
- The principal investigator is in charge of adhering to these rules and making sure the team does so when conducting collaborative research.
- A research supervisor must guarantee that students follow ethical guidelines. A researcher must adhere to the acknowledged standards for publishing research in his or her field.
- A researcher must make sure that data and images used in publications are accurate.
- Researchers are required to mention their affiliation with the institution in any publications that come from their work there.
- A researcher must gather information in accordance with the regulations of the nation, state, and parent university.
- A researcher must be open when allowing outside parties to verify their data.
- Data must be stored in accordance with the discipline's best practices. Research partners must agree, preferably in writing, on who will own the intellectual property resulting from their work.
- A researcher must not knowingly use plagiarised material.
- A researcher must appropriately acknowledge the assistance of any study collaborators.
- A researcher must make sure that money collected for the study is managed honestly, ethically, and responsibly.
- Research misconduct will be looked into, and appropriate measures will be taken in accordance with national, state, and parent university regulations.
- Research disputes between colleagues must be resolved peacefully through the use of their good offices.

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## Policy for Slow and Advanced Learners



## Advanced and Slow Learners

Advanced learners are the students who understand a taught topic relatively faster than the other students in the class and attain high scores. They have more potential and talent than the others in the class.

Slow learners on the other hand mostly lag behind in their academic pursuit and find it difficult to understand the subject. The poor performance may not be a sign of the poor capacity or talent but may be due to inappropriate teaching methods, socio-economic background, lack of motivations and support, unorganized learning practices.

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## Preamble

The primary goal of creation of this policy is to assess the learning capacity of the students and provide them guidance accordingly. Specific objectives are enlisted as under:

- Identification of the slow learners and advanced learners in the class
- To develop significant strategies and scientific implementations to benefit both the advanced and slow learners
- To boost up the confidence of slow learners and to minimize the barriers and help them out for enhancing their skills in respect of learning processes

- To encourage to the advanced learners to be excellent achievers

- To bridge the gap between slow and advanced learners.

## Policy for identification of slow and advanced learners

Slow Learners: -
- Class Test Scores: Less than 50 %
- Limited self-direction
- Lack of motivation and interest
- Lagging behind in dealing with higher order problems
- Low capacity to comprehend core concepts and their applications

Advanced Learners: -

- Class Test Scores: Higher than 70 %
- High Grasping Capacity
- Quick Response
- Self-motivated
- High potential to deal with higher order problems
- High capacity to comprehend core concepts and apply them in real world situations

## Strategies to be undertaken for tackling slow and advanced learners
Slow Learners:

After the identification of the learners, the departments following policies are adopted: -

(i) Remedial Classes: to be conducted regularly for the identified slow learners, as per the schedule prepared. During these classes, teachers are expected to engage in problem solving exercise, provide additional study materials and notes, etc. to the students, direct their creative energies towards concept clarification so as to bridge the knowledge gap & enable them to cope with the academic course to which they are enrolled.

The mandates of the remedial classes thus would be: -

- Provision for simplified but standard lecture notes/course material (Providing handwritten notes for easy understanding).
- Giving additional learning materials like question bank, university question papers etc
- Revision of topics and practical

(ii) Organize workshops/seminars/guidance programmes for enhancement of communication skills and art of reading-learning.

(iii) <u>Guidance through mentor-mentee scheme:</u> Mentoring and connecting with faculty members would set up a healthy relationship between the students and the faculty. Small groups of 10-15 students with a faculty mentor is formed for discussions and open thinking towards the self.

(iv) Conducting activities to enhance their critical and problem-solving skills, orienting them to think.

<u>Advanced Leaners:</u>

(i) Advanced assignments or tasks would be assigned to advanced learners.
(ii) Guidance to crack competitive examinations and orient them for better career planning and growth.
(iii) Stimulating the research aptitude by giving them an opportunity to pursue internship/acquire hands on training on projects beyond the curriculum.
(iv) Inspire them to get engaged in certificate/value added courses to nurture their skills on SWAYAM, NPTEL, Course Era etc.
(v) Motivate them to participate in group discussions, debates, elocution, quiz to develop analytical and problem-solving abilities.
(vi) Organize activities to polish their critical thinking abilities.

Improvement Assessment

Each faculty would require to prepare a report after university result declaration of current semester which shows the improvement in performance of slow learners to close the loop.

Following documents would be required to be maintained: -

- Report of result of class test / unit test /internal Exam (BU)
- List of slow learners
- List of Advanced Learners
- Report of performance improvement for slow learners
- Attendance record for session conducted for slow learners
- List / Record of tasks given to advanced learners

Anticipated Outcomes

It is expected from the policy framed for the advanced and slow learners that there will be an overall improvement in university results, increase in % of students who are able to plan their careers effectively and ultimately contribute towards the betterment of the nation.