

# **Academics Committee**

## **Policy**

The main objective of the academics committee is to oversee the academic affairs of the college and make recommendations to the Principal about academic affairs and strategic priorities. The members of the committee sit together at regular intervals of time to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority. This Committee also formulates the guidelines, rules and regulations of all Academic affairs of the College. The Academic Committee is formed with the chairmanship of Principal.

- Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.
- Review the academic and other related activities of the college.
- Review the students and faculty development programs.
- Visualize and formulate perspective plans for the development and growth of the college.
- Prepare and review Academics Calendar and Class Routine for the college.
- Review and update the College Prospectus.
- Draft Concise Leave Rule for the teaching and non-teaching staff of the College.
- Decide the introduction of Students Uniform in the College.
- Promote research and extension activities in the college campus.
- Plan for sustaining the quality of education, quality improvement and accreditation of the college.
- Keep vigilance on the attendance of teachers and regularity in taking the classes.
- Review student's attendance/malpractices in examinations.
- Oversee the internal examinations/evaluation/recording.
- Take disciplinary action to the students for violation and disobedience to the college rule.

# **Admission Counselling Committee**

## **Policy**

### **Objective: -**

The objectives of this committee are to increase number of admissions in various courses. Also, to give advertisement by way of distributing pamphlets, by counselling and by organizing camps etc.

### **Functions of Committee: -**

- Preparing prospectus with addition and deletion of necessary information and printing the prospects in scheduled time limit.
- Distribute brochures, handouts and display posters showing salient features of the college.
- Committee assists to the management in getting maximum admissions in various courses.
- To advice the students for selection of subjects and on other necessary matters
- To observe strictly the reservation policy of the government of Uttar Pradesh and the guidelines provided by the university during admissions.
- To prepare list of admitted students and to submit to principal.
- To check original documents of the students.
- To keep personal file of the students with proper certificates.
- Categorically sort out General, OBC, SC/ST and minority on percentage wise as per university merit list.
- Settlement of grievances, if any, during admissions.
- To organize camps for admission purpose.

# **Alumni Committee**

## **Policy**

### **Objectives: -**

The Objectives of Alumni Association are:

- To keep a roster of all Alumni of college and their pertinent data.
- Maintaining the updated and current information of all Alumni.
- To encourage, foster and promote close relations among the alumni themselves.
- To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.
- To provide and disseminate information regarding their Alma Mater, its graduates, faculties and students to the Alumni.
- To assist and support the efforts of Shri Ram College in obtaining funds for development.
- To guide and assist Alumni who have recently completed their courses of study at the Shri Ram College to keep them engaged in productive pursuits useful to the society.
- To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni
- To let the alumni, acknowledge their gratitude to their Alma Mater. The Alumni Association achieves these objectives by staging an annual programme of events and reunions through communications, by providing a range of discounts and services for alumni and by supporting student scholarships and other fund raising initiatives.

# **Anti-Ragging Committee**

## **Policy**

In pursuance with the UGC Regulations on curbing the menace of Ragging in Higher Educations-2009, the College has set up an Anti-Ragging Committee with the faculty members of the various departments of the college guardian and legal expert from outside the College. The team looks into any matters to build a ragging free environment by instilling the principles of democratic values, tolerance, empathy, compassion and sensitivity to those students become responsible citizens.

### **Objectives: -**

- To create an atmosphere of discipline by passing a clear message that no act of ragging in college premises.
- To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- To bring out an awareness among the students about the consequences of ragging.
- To keep a constant eye and vigilance over ragging so as to prevents its occurrence.
- To address any ragging issues immediately and taken action as advised by the committee.

# **Cultural Committee**

## **Policy**

The Cultural Committee of the college is constituted to promote and arrange extra-curricular activities to bring out the talents of students in the performing arts.

### **Role and Responsibility**

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- To prepare budget for all cultural events and take necessary steps for its approval.
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate task.
- To prepare and maintain records of all cultural activities
- Any other duties the Principal may assign.

### **Procedure to organize cultural events:**

- To prepare the Annual Budget for various cultural event.
- To obtain formal permission from the College authorities to arrange program.
- To decide the date, time and agenda of the program.
- To inform members of staff and students about the event.
- To arrange the venue and logistics (audio/video system, dais, podium etc).
- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/certificates for the participants.
- The committee shall display on the Notice Board about festivals to be celebrate.
- The Cultural Committee shall also be responsible for organizing the following events

(a) Fresher's Day (b) Festival Celebrations (c) Independence Day (d) Republic Day

€ College Annual Function (Colors)

# **POLICY FOR PERSONS WITH DISABILITIES**

Shri Ram College, since its beginning in the year 2004, has been forwarding the idea of philanthropy through its education with values. The College intends to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students or employees are not discriminated or treated unfavorably. The College aims to design its programs, administration, facilities and activities fully accessible to the students irrespective of any physical and mental differences. As a policy matter the College strives to forward a helping hand towards the differently abled people so as to make sure about the benefits of grounds programs, administrations, and activities. These guidelines apply to all the College Students, Faculty and staff.

The National Policy for Persons with Disabilities was formulated in 2006 by the Government of India that deals with educational rehabilitation of persons with disabilities, in view of this policy the College implemented these practices in its education system. The College policy takes the persons who are differently abled as valuable human resource. The College strives for making an environment for providing equal opportunities and protecting the rights of such persons ensuring their full participation in the academic process.

## **Objectives of the Policy**

The focus of the policy is on the following:

1. To ensure that the differently abled persons are treated with dignity and respect. They are not made feel that they are anyway different from others and that's why they are misfit.
2. To ensure the accessibility of PWD persons to the classrooms, laboratories, software tools and technology etc. and other equipment necessary for learning.
3. To ensure the accessible, gender-sensitive, safe, usable and functional washroom facilities should be provided for disabled persons.
4. To ensure the proper text and pictogram signage such as tactile path, lights, display boards, signposts located to be visible and touchable.
5. To ensure the use of signage of male and female symbols are in accordance with local customs and standards.

6. To ensure that the design of the building such as ramp/ lift are according to the disabled persons.
7. To make sure that PWD are adequately and appropriately supported in and out of the classroom with the right resources and assistive technology, and with leadership, teaching staff and college communities that are responsive to their needs.
8. To make provisions for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading.

#### **Implementation of Policy for PWD at Department Level:**

- To address all disability related issues.
- To ensure overall accessibility for people with disability in the departments.
- To determine major grievances pertaining to any matter of persons with disabilities. If it is not resolved, it should be sent to the principal.
- Providing counseling for the students with disabilities on the types of courses they can study at the higher education.
- Collection of orders dealing with fee concessions, examination procedures, reservation policies, etc., referring to persons with disabilities as per the government policies from time to time.
- Assessing the educational needs of persons with disabilities enrolled in the higher education.

#### **Exam policy for Differently Abled Students:**

Being affiliated college, we follow the exams rules laid down by Chaudhary Charan Singh University, Meerut, additionally we facilitate the differently abled students and request the university for providing them with special care and facilities in terms of convenient sitting arrangement, extra time to attempt the exam, if required and writer to help the disabled students.

#### **Facilities available for Employee and students**

- Lift, Ramps for easy access to classrooms
- Disabled friendly toilets
- Wheel Chair and Stretcher
- E-Rickshaw to be provided

- Sensitisation of staff to assist PWD, including persons with learning disabilities
- Special permission is obtained from the University for separate examination room if required
- Facilities to be offered time to time as per government rules

**Secretary**



# **Discipline Committee**

## **Policy**

Disciplinary Committee maintains discipline, dignity, decorum and rapport of the institute. Controlling the students through rules and regulations and channelization their youth energy into positive and creative direction and promotion of the manners, personality, character and civilization

### **Objective: -**

- To maintain the activities of college joint venture in regards to disciplinary act.
- To uplift the student's potential and to develop them as a balanced citizen in the society.
- The institute is driven with a passion and mission for imparting peaceful, safe and friendly environment.
- To scrutinize and prevent any indisciplinary activities (lack of attendance, unpunctuality, misbehaving with staff, students, damage to college and property) and riots.
- To provide a medium through which the committee can monitor and control the discipline of its students.

### **Key functions of the committee: -**

- To make the rules and regulations as per the disciplinary requirement.
- To make the student aware about the discipline.
- To make the student follow the disciplinary rules.
- To take disciplinary action against any of the misconduct.

# **Examination Committee**

## **Policy**

The Examination committee is an apex body of the College which is headed by Principal and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results of HS First Year, Unit Test and Pre-final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee. The Examination Committee plans and organizes all internal as well external examinations in the college.

### **Objectives: -**

- The Examination Committee shall prepare relevant time tables for Internal Examinations.
- The Examination Committee will make policies regarding holding of different examinations and shall make Seating Arrangement and display them on the concerned Notice Board/Main Gate and Blocks.
- Suggest Principal to appoint Examination Incharge for smooth conduct of Examinations.
- The Exam Committee shall hold pre-exam meetings to brief the members of faculty with regard to the examination procedures and prepare and demand budget of expenditure.
- The Committee will hold Centre Committee meeting of University Exam with the external and internal members.
- The Exam Committee shall analyze the College exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal.
- To ensure that the entire exam related documents reach the university in time
- Any Circular, Guideline, Office Order, Notification issued by the University and SRC are processed in the Examination Committee, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments.

Shri Ram College has a brilliant team behind the feedback committee. The institute has a distinct feedback system. The Committee taking feedback from all stakeholders, namely, students, teachers, parents and alumni once a year. The collective feedback are summarized and analyzed for the corrective measures and continuous improvements, the objective of

feedback collection is to provide a framework for acquiring, summarizing and documenting information on the inputs received from all the stakeholders viz. students, faculty, alumni, employers and parents.

- To significantly increase students' interaction with the institution.
- To Increase the Quality of Teaching and new updation on value added module
- To Communicate with all stakeholder regarding the progress of institute
- Analysis the report and intimate to management regarding the progress
- Create linkage with Alumni and Students for Better employability opportunity
- Promote the interests and welfare of Students and All other stake holders
- Whenever any Alumni or parents visit the college, feedback is taken.
- Feedback processes is systematic and respectful to the rights of all stakeholders

# Gender Sensitization Action Plan

## Policy Document

Shri Ram College takes necessary steps to sensitize the students and staff for gender equity. Lot of actions, programmes and events are organized to promote gender sensitization amongst students. The objectives of Gender Sensitization Action Plan are as follows:

- After admission, the new students are sensitized through the induction and the orientation programmes.
- The students have their counselling sessions with the Mentor who positively influence them for their learning and emotional well being. The counselling sessions include advising the students on their personal problems and help with their solutions. Moreover, it also includes the matter of recognizing the behavioral issues of the students and provide proper guidance.
- Equal and unbiased measures are taken for everyone for their teaching & learning activities. For this “**No Discrimination Policy**” has to be strictly followed by all means.
- Equal rights and participations are ensured in regular cultural activities, sports, debate, celebrations, NSS, and performing arts, girls students are to encourage by all means without any sign of gender discrimination.
- Lady faculties and staff members are to be given equal participations in different activities performed throughout the year. All the committees formed, include lady faculties and staffs in appropriate numbers.
- The girls’ students are encouraged to take physical training for their safety. They are also encouraged to undertake their physical fitness seriously by joining gymnasium facility provided by the institute and regular yoga classes conducted by expert trainer, arranged by the institute. Besides these, there are a plenty of opportunity to explore other different forms of sports in the college. Specially the girls’ students should be motivated to take advantages of these for their health.
- Regular meetings of the Internal Compliant Committee for Sexual Harassment of Women at Workplace are conducted to look after the fact that safety and security in all such aspects are maintained.
- Awareness programmes, expert talks related to safety and security of women, women’s rights and women empowerment for students by the departmental faculty

members, NSS, and the Women's Cell. To conduct counselling sessions for the girl students on a regular manner by the lady faculty members of the above mentioned Committees. Are conducted for on regular basis.

# **GREEN CAMPUS**

## **POLICY**

A Green Campus is a place where environment friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

### **College environmental aims and objectives**

- The college is striving to develop its institution on a self – sustainable basis in the areas of power, water and cleanliness.
- The faculty, staff and students have to contribute collectively to develop an ecofriendly sustainable campus and disseminate the concept of eco – friendly culture to the nearby community and wherever possible.
- Awareness creations about environmental issues among students and employees including climate change.
- Measure and reduce environmental emissions/ footprints.

In pursuing our program of improved environmental performance, we thrive upon following major areas:

- **Energy Consumption**

In this context Shri Ram College therefore has adopted the following policies.

- a) Activate power management features on your computer and monitor so that it will go into a low power “sleep” mode when you are not working on it.

- b) Turn off your monitor when you leave your Table.
- c) Turn off unnecessary lights and use daylight instead.
- d) Use LED or compact fluorescent bulbs as much as possible
- e) Switch off lights, fans in conference rooms, classrooms, lecture halls when they are not in use.
- f) Implement solar system to cut down the heavy usage of electricity
- g) In hostels install the ovens with non conventional energy resources
- h) use of energy efficient equipments in laboratories/ classrooms/ canteen, this can range from air – conditioners, refrigerators, condensers etc

- **Water Management**

Adopting following measures in campus to reduce water consumption

- a) Grey water in flushes o Rain water harvesting
- b) Change of taps which are either more water efficient or sensor based taps
- c) Use of recycled water for watering plants, trees etc
- d) Display water management instructions/alerts at prominent/relevant locations in the campus.

- **Waste Management**

Adopting following measures in campus to Waste Management

- a) Keep a stack of paper that has been printed on one side and use it for day to day rough paper work

b) Use more readout material in soft form. Reduce the hard readout material. Use more of e-mail for officially communicating the information needed, online reading etc.

c) Minimize the use of fertilizers and pesticides in college grounds, opting for the use of compost produced on site wherever possible.

d) Reduce the practice of burning plastic and other materials that emit harmful gas on burning is prevented in the campus.

e) Ensure that all cleaning products used by college staff have a minimal detrimental impact on the environment

f) Use two types of bins separately for biodegradable and non-biodegradable wastes in the college campus as well as in hostels

g) Recycle electronics and batteries in e-waste recycling bins located around campus.

h) Re-evaluate. Do you really need that extra gadget? Try finding one device with multiple functions. This will reduce the generation of e-waste at source.

i) Dispose the chemical waste generated from the laboratories in a scientific manner.

- **Climate Change**

Adopting following measures in campus to reduce Climate Changes

a) Monitoring the entry of vehicles in the college in terms of their fuel efficiency/ hybrid/ battery operated vehicles.



- b) Promoting the use of public transport.
- c) To establish a system for preparing college emissions/environmental inventory.
- d) Creating awareness by organizing seminars, debates, activities related to climate change, environmental protection, and environmental issues.
- e) Promoting some projects/experiments in the education system as part of regular curriculum which is related to environmental aspects.
- f) Actions taken to reduce Greenhouse Gas (GHG) emissions.
- g) To encourage the concept of green brigade so as to maximize the students involvement.

We intend to pursue a programme of continuous improvement in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

**Secretary**

# **Grievance Redressal Cell**

## **Policy Document**

### **Introduction:**

In an educational institute the grievance of any kind should be addressed immediately without failure. Protection of students' and employees' rights is essential duty of all in the College administration. Realising this need from all stakeholders, a 'Grievance Redressal Cell' (GRC) has been working in college since 2011-12. In the year 2018-2019 GRC has been reconstituted as per the guidelines of University Grant Commission vide Public Notice F. No. 14-4/2012(CPP-II) dated 07/12/2018.

The GRC is indented to receive grievances and find solutions of the problems e.g., complaints regarding class room teaching, class room management, completion of syllabus, teaching methods, university related complaints, fee related complaints, complaints against administrative procedures, ragging, harassment etc, as and when they arise.

The GRC has a mechanism to work on redressing the grievance. It convenes periodical meetings and discusses the proper functioning of the machinery of the College. The function of the cell is to look into the complaints lodged by complainant and judge it on its merits. The Grievance Redressal Cell is also empowered to look into matters of harassment. Anyone with a genuine grievance is free to approach in person, or through the HoDs. In case the person does not feel comfortable to appear in person, grievances may be dropped in writing in the complaint box/ suggestion box. Grievances may also be forwarded through e-mail to the Convener or Member of Grievance Redressal Cell.

### **Constitution of GRC:**

The GRC reconstituted in 2018-19 in accordance with the above mentioned Public Notice F. No. 14-4/2012(CPP-II) dated 07/12/2018 as per government guidelines with the purpose to resolve the complaints of students of the college.

1. The GRC of the college is constituted involving senior teaching faculty as its members. The Principal being Chairman nominates its members. The Committee comprises not less than three members and maximum five members. Care is taken to select staff members from each stream.
2. The quorum for meeting is three including the Chairperson.

3. Taking grievances under consideration the committee follows the principles of indiscrimination and natural justice.
4. The GRC informs about its decisions and recommendations, if any of its nature, to the Management Committee through the Secretary.
5. Two student members are also nominated in the cell on the basis of their performance and representation.
6. The tenure of the Committee is of two years but student members will be nominated only for one year tenure.

### **COMPOSITION**

The composition of GRC of Shri Ram College is as follows:

Principal/Director	Chairperson
Professor / Associate Professor	Member Secretary
Assistant Professor	Member
Assistant Professor	Member
Assistant Professor	Member
Student Representative	Member
Student Representative	Member

### **OBJECTIVES**

Following are the important objectives of GRC: -

1. To develop a systematic framework to resolve grievances of students providing them with an access to get their grievances resolved.
2. To make students feel free and comfortable in sharing their problems through a structured interaction with them.
3. To make the students aware of their duties and responsibilities to get benefitted from the current policies and to help find out systemic flaws in the administrative process.
4. To receive suggestion / complaint / grievances through any means maintaining anonymity of aggrieved through complaint Box where they can put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
5. To make students aware of the menace of ragging, reducing the threat of ragging/ harassment/ atrocities in any form.

6. To form a monitoring mechanism to observe the functioning of the Grievance Redressal Policy.
7. Creating confidence in the students to express their grievances / problems freely and frankly, without any fear of discrimination.

## **SCOPE**

The scope of Grievance Redressal Cell covers all the Grievances received from the students in writing regarding the following matters:

**Academic:** Matters related to academic issues such as class schedules, time table, attendance, internal examination, internal marks, transfer certificate, character certificate and other university related matters.

**Financial:** Matters related to fee, dues and payments for various items as uniform/ Id cards, library fee/ fines, hostel dues, etc.

**Library:** Matters related issue/ return of books, reference books, journals & magazines, syllabus, photocopy, university question papers, reading room facility and digital library.

**Hostel and Mess:** Matters related to hostels and mess, food quality etc.

**Other:** Related to sanitations, eatables in the canteen, availability of transport, ragging, sexual harassment etc.

## **FUNCTIONS**

1. The GRC attends each and every case promptly on its receipt in written form of grievances.
2. The cell reviews its performance and prepares its reports on half yearly / every semester bases.
3. Although The GRC makes its full efforts to resolve all the grievances in its capacity, still the cases which may require direction and guidance from the higher authorities, are sent to them.

## **POWERS**

The Cell is empowered to

- sort out the problems at their level through discussion with students.
- referred to the principal for final comment on the matter, In case, the members fail to find out any solution
- Make due inquiry by the members considering the nature and depth of the grievances.
- Punish anybody if he/she is found to be guilty for any kind of nuisance. He or she is given punishment with due consideration with the principal. The nature of punishment includes verbal as well as written warning, information to the parents, financial punishment, information to the police (if situation arises for so) and expelling from the college as per the rule of the university.

#### **Procedure for lodging complaint:**

- The student is free to put up a grievance in writing/ verbal or in the format available in the Grievance Redressal Cell and submit to their Mentor/ HoD of concern department/ Proctor/ Principal and IQAC or drop it in suggestions box placed various points like college office, library, hostels, departments and Grievance Redressal Cell.
- The Grievance Redressal Cell acts upon those cases with immediate effect which have been forwarded along with the necessary documents.
- The Grievance Redressal Cell assures that the grievance has been properly addressed and resolved in the stipulated time.

#### **Process for addressing the Grievance:**

1. Upon receipt of complaint, the member secretary of the Committee, based on the nature of the complaint and severity of its possible impact, may take one of the two options to proceed on a addressing the concerns while keeping the Chairperson, GRC Copied in all communication:
  - a. Option 1 which can be exercised on matters that could be more routine operation:
    - i. The cell may address the issue directly with the help of the concerned department.
    - ii. Once the matter has been resolved the cell will send a final update to the complainant on the matter.
  - b. Option 2 If matter is of very serious concern, in consultation with the Chairperson:
    - i. A meeting of the GRC may be called with the suitable quorum for the meeting.

**ii.** Final decision of the GRC has to be communicated to the student within stipulated time of the receipt of the complaint. **iii.** The cell communicates the decisions to the concerned parties/departments.

2. The cell maintains an updated record of all complaints, actions taken and closure status.
3. In case the complaint has been made against a member of the GRC or a member of the Appeal committee for GRC, the concerned member will be barred from participating in any proceedings till the case have been closed.
4. The committee recommends appropriate action against complainant(s), if complaints made are found to be baseless or trivial.

**Re-appeal:**

1. Aggrieved parties who are not satisfied with the decision of the committee, may appeal to the GRC for review of decision within 15 working days.
2. The decision of the Appeal Committee, in such matters shall be final and there shall be no further appeal in the matter.

**Secretary**

# **Internal Complaints Committee (ICC)**

## **Policy**

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

### **Composition of ICC**

The Committee comprises of the following members:

1. Presiding Officer a senior faculty member.
2. Two faculty members.
3. Two non-teaching employees.
4. Two student representatives.
- 5 Three Student nominees (if the matter involves students)

### **Objectives**

- a) To fulfill the directive of the Supreme Court as well as of the UGC against sexual harassment at the work place.
- b) To evolve an effective mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based discrimination at the college campus.
- c) To uphold the commitment of the College to provide an environment free of gender-based discrimination.
- d) To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- e) To create a secure physical and social environment to deter the acts of sexual harassment.
- f) To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

- g) To influence the public opinion against sexual harassment and all forms of gender based violence.

**Procedure:**

After receiving a complaint ICC shall conduct preliminary enquiry so as to determine the genuineness of the charges by gathering the documentary evidence as well as recording statements of any possible eyewitnesses including the complainant. ICC shall then submit the primary enquiry report to Principal/Authority along with all the original documents adduced during the primary enquiry reports. In case the charges are not in the nature of sexual harassment, ICC may refer such grievances to the Grievance Redressal cell.

Where sexual harassment occurs as an outcome of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for enquiring into the grievance in a time bound manner. If ICC accomplishes that the charges made were false, malicious or the grievance was made knowing it to be false or forged or confusing information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary/Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

**Who can approach ICC for help?**

Any female employee (faculty, student or staff) of SRC.

**Definition of Sexual Harassment:**

Sexual harassment includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks



- Displaying any pornographic material
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

**Possible actions that can be taken against the respondent**

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

**Enquiry process:**

- The investigation shall be accomplished within a period of ninety days from the date of the complaint.
- On accomplishment of the investigation, the ICC shall provide a report of its conclusions to the employer within a period of ten days from the date of accomplishment of the investigation and such report be made accessible to the concerned parties.
- If the charges against the respondent have been verified, it shall recommend punitive actions to be taken against the accused to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

# **Library Committee Policy**

Shri Ram College has been continuously enhancing and updating its well-equipped Library as it is one of the key learning resources which assists students in fulfilling their information requirements and helps its faculty in supplementing class-room lectures. There is a Library Committee is constituted with the senior teachers from different academic departments. The Committee extends advice and suggests new ideas from time to time regarding the developmental activities of the library.

## **Objective**

The purpose of the Library Committee is to act as a channel of communication between the Institute Library and its users. It shall assist in developing operational procedures, suggest various measures for improvement and development of the library resources and formulate both personnel and fiscal policies. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.

## **Role and Responsibility**

- Purchase of Library Material-e material and reading devices
- Provision and upkeep of Reading Room
- Reference Section
- Access
- Current students, Alumni, visitor/community
- Book Issue, Issue Period
- Book Bank
- Linkages to other Libraries
- Automation

# **Media Committee**

## **Policy**

### **Introduction: -**

The Media Committee of Shri Ram College is responsible for handling and nurturing the image of brand SRC, Muzaffarnagar in the eyes of all the stakeholders. It works in the direction of amplifying the brand equity of Institute and reverberates the successful growth of the institute. The Committee manages the media relations of the institute and keeps the media updated with the happenings at the institute. This primarily involves covering various events of the college, writing press releases, taking photographs and ensuring that each and every event of the college gets its due media coverage.

### **OBJECTIVES & FUNCTIONS OF THE COMMITTEE**

- The institution has well established Media Committee under the guidance of Journalism & Mass Communication Department to promote activities through television, Newspaper, magazines, Facebook, twitter, Instagram, and WhatsApp with an aim of creating awareness for students in college and outside of the colleges to participate in seminars, workshops and other programs which related to improve knowledge.
- This Committee is responsible for handling Public Relations activities of the college. It caters to the three major domains of the institute including Public Relations, Website, Facebook Page & Instagram Page Management
- The Committee manages the media relations of the institute and keeps the media updated with the happenings at the institute. This primarily involves covering various events of the college, writing press releases, taking photographs and ensuring that each and every event of the college gets its due media coverage.
- The Committee provides content for periodic updating of the college website. Also, the official social media page of college is managed by this cell.

# **Minority Cell**

## **Policy**

Shri Ram college was established the Minority cell in 2015 with the motive of empowering the minority communities in the region. The Minority Cell basically helps minority students including Sikh, Parsi, Christian, Muslim, Jain, Buddhists etc. for their speculative progress.

“Every citizen has a right of education” by following the fact our college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enrol for career orientation programs, which would empower and equip them with the necessary skills to choose a career option.

### **Main Objectives:**

Minority Cell has been created in the college to resolve all the affairs and problems related to the Minority Students of the college. The main objectives of the Cell are as follows-

- All affairs related to Minority students.
- To enhance the opportunities for education of minorities.
- To accumulate reports and information regarding the State Government, Government of India and the UGC orders of OBC.
- To circulate Government of India Circulars and UGC’s decisions.
- To assist the committees from Government of India/UGC, Government of India with regard to implementation to reservation policy in the Institute.
- To communicate with the University with respect to supply of required information, answering queries and clearing doubts with respect to reservations data/information etc.
- To collect information of minority students and employees.
- To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in favour of minority students.
- To function as a Grievances Redressal cell for the Grievances of minority students and employees.
- To communicate with the students and motivate them for better future planning.

# **OBC Cell**

## **Policy**

The OBC cell of the college was established in 2015 with the purpose of empowering the OBC communities in the region. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would empower and equip them with the necessary skills to choose a career option.

### **Main Objectives:**

OBC Cell has been created in the college to resolve all the affairs and problems related to the OBC Students of the college. The main objectives of the Cell are as follows-

- All affairs related to OBC students
- To accumulate reports and information regarding the State Government, Government of India and the UGC orders of OBC.
- To circulate Government of India Circulars and UGC's decisions.
- To assist the cells from Government of India/UGC, Government of India with regard to implementation to reservation policy in the Institute.
- To communicate with the University with respect to supply of required information, answering queries and clearing doubts with respect to reservations data/information etc
- To collect information of OBC students and employees.
- To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in favor of OBCs.
- To function as a Grievances Redressal cell for the Grievances of OBC students and employees.
- To communicate with the students and motivate them for better future planning.

# **Proctorial Board**

## **Policy**

The Constitution of Proctorial Board consists of faculty members from various Departments to ensure that proper Code of conduct & discipline in the institute. The main objective of Proctorial Board is to provide supportive care and advice to the students and help them in their academic and personal problems.

### **Responsibilities**

- To maintain discipline in the Institute.
- Ensure Institute code of conduct of students and staff are understood and followed
- To Support student for their academic and professional growth
- Cases of indiscipline or indecent behavior of any student, cases of individual/ group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board.
- The members of the committee shall be vigilant in the campus for discipline

# **Research & Publication Committee**

## **Policy**

The main objective of Research & Promotional Cell is to explore new avenues of knowledge, encourage and promote research culture at the College. The research and teaching should go hand in hand for knowledge accumulation. The committee encourages faculty members to undertake and pursue their research and publish their findings. They are also encouraged to participate and present papers at conferences, seminars, symposia and workshops. The Committee is to organize regularly research oriented Faculty Development Programs, workshops, Management Development Programs, Seminars & conferences in the College. This committee deliberates all important issues relevant to research at the college level, which include research clusters, college research seminars, research infrastructure; research funding, research productivities. The committee shall meet once every quarter during the Academic year.

### **Objective**

- To foster Innovation and Research that will lead to competitive development.
- To establish our college as a Centre for Excellence in Innovation, through an interdisciplinary approach.
- To create opportunities for students to build their Academic Profile for a successful career.
- To enhance productivity in our youth and channel their intellect to improvise and invent for the benefit of society.

### **Role and Responsibilities**

- Organizing National and International Conferences.
- Organizing Short Term Training Programs and workshops.
- Establishing linkages with other Institutes / Labs / Organizations for projects.
- Arranging seminars on paper presentation techniques for faculty and students, designed to meet national and international standards.
- Inculcate the concept of research among students & staff by arranging paper presentation competitions.

- Encourage publication of research articles by sending deserving entries to journals.
- Identifying members of the faculty who have an orientation towards research activities.

## **Sports Committee**

### **Policy**

The college provides a vibrant platform to develop the varied interests and aptitudes of our large student community and thus shape them into successful, well-rounded adults and good citizens of tomorrow. A wide variety of forums and committees promotes sports, cultural, social service and other extra-curricular and co-curricular activities which not only nurture talent but also develop team building, leadership and organisational skills.

This committee organizes all the sports events on the campus. The College strongly believes in all round development of students. The activities carried out by this Committee help the students in getting an experience of working in teams, organizing various types of events, and developing insight into multiple functions of management. The College actively supports sports, cultural, literary and other recreational activities. Students are encouraged to take part in extra-curricular activities and competitions organized by Shri Ram College, C.C.S. University and inter-districts sports.



## **SC/ST Committee**

### **Policy**

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two groups of Indian Society, which include socially, economically and educationally backward castes, races or tribes. The SC/ST Committee has been established to support and to bring students from such communities in the main stream.

The SC/ST Committee of the college was established in 2015 with the purpose to empower the SC/ST students in the college. Before 2015 it was functioning within Scholarship Committee. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

#### **Objectives:**

To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.

To ensure provisions of an environment where all such students feel safe and secure.

To provide counseling for any emotional emergencies arising on account of any event at the campus.

To provide the mechanism to redress the grievance of SC/ST students, and staff, if any with the help of Grievance and Redressal Cell

To ensure protection and reservation as provided in the constitution of India.

To arrange for special opportunities to enhance the carrier growth

To aware the SC/ST students regarding various scholarships program of State Govt. and UGC through Scholarship Committee.

To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

#### **Frequency of Meeting:**

The Committee meets at least two times in a year and the final decision is mandatory to be implemented. The Committee functions under the Chairmanship of the Principal.

#### **SC/ST Committee at SRC:**

SRC in compliance with the UGC guidelines has constituted SC/ST Committee to help the SC/ST categories integrate with other communities of the institute and to remove difficulties, which they may be experiencing.

**Activities**

To collect reports and information of State Govt. and UGC's orders on various aspects of education, employment of SC/ST Students.

To circulate State Govt. and UGC's decisions about different scholarship programmes.

To communicate with the students and motivate them for better future planning.

# **Student Welfare Committee**

## **Policy**

The main objective of Student Welfare Committee is to identify and encourage creative talents, inculcate a spirit of discipline, leadership, social awareness and promote physical and mental development among the students.

### **Functions: -**

- To conduct competitions in creative, cultural literacy, sports and general awareness activity.
- To arrange symposia, seminars on topics of local, national and international interest.
- To organise social welfare activities and recommend the names of needy students to FC for financial assistance.
- To ensure cleaning and maintenance of building, toilets, garden, electrical fittings, provision of sufficient drinking water in the college and hostels, to supervise services of college canteen. First Aid Center, information Bureau and post Office.

# **Training and Placement Cell**

## **Policy**

The Training & Placement cell holds the objective of acquainting the students of the Institute with Industries. The Placement cell organizes and extends services towards collaborative placement activities. The cell conducts training activities for the all students mainly focusing on Career planning, Personality Development Industry- Institute Interaction, in plant training, Industrial visits, Campus placements, Entrepreneurship Development. Continuous interaction of the cell with the Alumina also helps in achieving the goals & motivating students to contribute in this direction.

The Placement Cell is consistently committed to achieve cent percent placement. The academic pedagogy of the curriculum is made complete in tune with placement strategy, by introducing students to Corporate World Environment, through summer training exposure in various industries. Management events are conducted to develop all round personality, and students are kept personally and professionally updated to the unfolding dynamic environment.

### **Placement Objectives**

- To provide ample opportunities for placement of Students to achieve cent per cent placements.
- To prepare students for campus recruitment arranging training in Aptitude tests, Group discussions, preparing for Technical and HR interviews through professional trainers.
- To promote career counseling by organizing guest speakers viz. senior corporate personnel and most importantly by the immediately placed senior students.
- Tie-up arrangements with Industries & Corporate of repute for Campus recruitment.
- Create awareness among students regarding available career options and help them in identifying their career objectives and Act as a bridge between students, alumni and employers.

### **Placement Cell**

Key Activities of Training and Placement Cell (TPC)

- Final Placements
- Summer Internship Programs
- Personality Development
- Career Counselling
- Mock Interviews
- Seminars
- Strong Industry Interface
- Summer Internships