

**AGHOREKAMINI PRAKASHCHANDRA
MAHAVIDYALAYA**

**SUBHASNAGAR, BENGAI, HOOGHLY
WEST BENGAL, INDIA. 712611**

POLICY DOCUMENTS

Contents

SL NO.	POLICY DOCUMENT ON	PAGE NO.
1.	Code of Ethics	3
2.	Administration	4
3.	Admission	5
4.	Education and Curriculum	7
5.	Study Tours	9
6.	Examination	10
7.	Disabled Friendliness	11
8.	Prohibition of Ragging	12
9.	Anti-Harassment	13
10.	Gender Policy	14
11.	Financial Management and Resource Mobilization	15
12.	Environment and Sustainability, Waste Management and Green Initiatives	16
13.	Research Facilities	18
14.	Physical Facilities Sharing and Maintenance	20
15.	Extension Activities	21
16.	Alumni Activities	22
17.	Faculty empowerment	23
18.	E-Governance	25
19.	Performance Appraisal	26

1. POLICY DOCUMENT

Code of Ethics

1. The teaching faculty must strive to serve as the role models for students.
2. The Non-Teaching or the Office Staff must be well-behaved and helpful while dealing with students. The ambience of cooperation among all the Non-Teaching Staff must always be maintained.
3. All monetary transactions must be accounted for and properly audited.
4. The evaluation of examinees must be transparent, impartial and fair.
5. The rights and dignity of all the stake-holders must be respected by the authorities as well as each other.
6. Discrimination against any student or staff on grounds of caste, race, gender, religion, physical disabilities or any other ground is strictly prohibited.
7. As the student community has varying levels of aptitude and capabilities, the teachers must recognize these differences and try to meet their needs and aspirations at the individual level as far as practicable.
8. Since human values and ethics play a distinctive role in moulding the character of a student, these need to be touched upon by the teachers while negotiating the syllabi.
9. Activities, organized by the NSS Units or the Department of NCC, must be oriented towards inculcating the spirit of duty, discipline, patriotism generosity and sacrifice among students.
10. Dignity of all the stakeholders should be maintained by the concerned authorities, creating an ambience of mutual love and respect on the college campus. The authorities concerned must make a continuous attempt to inculcate patriotism, respect for the elders as well as great personalities of the nation, and environmental awareness in students.

2. POLICY DOCUMENT

Administration

1. The college administration policy is, and will always be, formulated in keeping with the vision and mission of the institution.
2. The college administration is based on the rules and regulations of the Government of West Bengal, the UGC and the University of Burdwan.
3. The Governing Body of the college is the highest administrative body of our institution and it is to implement the above-mentioned rules and regulations.
4. High quality administration is to be achieved by promoting strict decentralization at all stages.
5. The Teachers' Council, Non-Teaching Staff, Students' Union and different Sub-Committees must help the college authorities in running different parts of the administration.
6. Transparency at all levels of administration is to be maintained.
7. Administration policies must be student centric as far as practicable.
8. All administrative matters are to adopt inclusive approach in its best possible ways.

3. POLICY DOCUMENT

Admission

1. For admission to each semester, an Admission Sub-committee comprising faculties and authorities is to be constituted to facilitate the process of admission with one or two members being designated as Convener/s.
2. The admission to programmes/courses is to be officially announced on the college website along with the name/s of Convener/s as well as their contact numbers. The link for online form fill-up and submission of fees must also be available on the website.
3. The Admission Sub-committee may be asked to counsel applicants regarding the choice of subjects on the basis of the performance of the candidates in the previous/school-leaving examination.
4. Admission to various courses run by the college will be granted primarily on the basis of applicants' merits. But the admission of a candidate is subject to availability of reserved/unreserved seats for the course.
5. The merit list will contain the names of candidates who are eligible to secure admission within a scheduled time limit and also the names of those who are in the waiting list.
6. If a candidate whose name has appeared in the merit list fails to secure admission within the scheduled time frame, his/her seat will be allotted to other candidates in the waiting list as per their ranks. After this, no appeal for admission from candidates who have failed to secure admission within the stipulated time frame will be entertained.
7. The reservation policy of the central and the state government will be applicable during the admission.
8. Admission granted to the candidates by the college will be purely provisional. It will be confirmed after the verification of necessary documents by competent authorities.

9. The formalities for cancellation of admission or refund of fees would be as per the rules prescribed by the affiliating university.
10. Admission to any course will be granted by the college only after a candidate makes the full payment of the prescribed course fees.
11. Candidates have to pay the major part of fees at the time of admission. The rest is to be paid during form fill-up, prior to the 2nd, 4th and 6th Semester examinations. However, if any candidate is unable to pay the fees in the 2nd and 3rd year, s/he is offered the facility of fees concession or payment by instalment. A deduction of fees for all students may be offered during pandemic situations, in keeping with the precedent set during the Covid period.
12. Even after admission, appeals of candidates for changing their Honours subjects or combination subjects may be entertained within the stipulated period before the completion of the entire admission procedure, as per the directives of the government or the affiliating university. This facility should be offered to candidates only after the confirmation of their admission.
13. The original fee receipts /transaction details relating to admission must be preserved by the candidate till the completion of the concerned course.

4. POLICY DOCUMENT

Education and Curriculum

1. The college is to follow the syllabi/ curriculum framed by the University of Burdwan, to which it is affiliated.
2. To implement the syllabi/ curriculum in the best possible way, the Academic Sub-Committee of the college is to organize orientation programmes for students, especially for the Freshers.
3. Meetings of the Academic Sub-Committee should be convened regularly or whenever necessary to resolve the issues relating to academic matters.
4. The syllabi are to be meticulously examined by the teachers of every department to chalk out the Programme Outcomes, Programme Specific Outcomes and Course Outcomes.
5. The syllabi are to be equitably divided among the teachers of every department through departmental meetings so that the assignments can be taught within the time period available for each semester.
6. Teaching modules are to be framed for effective management of teaching hours and resources.
7. The syllabi/ curriculum, Programme Outcomes, Programme Specific Outcomes, Course Outcomes and teaching modules are to be uploaded onto the college website.
8. Every department is to focus on ICT-based teaching and learning.
9. Every department is to encourage the respective students to visit our college library on a regular basis. The teachers of every department are to take their students on library visits every week.
10. The laboratories must be well-equipped and regularly upgraded to meet the needs of teachers and students for the proper implementation of the syllabi/ curriculum.
11. Safety measures (e.g. wearing of aprons, use of fire extinguishers etc) are to be strictly followed in all the laboratories.
12. Add-On Courses are to be introduced every year by all the departments to complement conventional learning or enhance the employability of our students.
13. To assess the learning level of students, class tests or internal tests are to be organized by all the departments.

14. To help the slow learners, remedial classes may be organized by concerned departments.
15. While implementing the curriculum, teachers are to try to sensitize students about cross-cutting issues like professional ethics, human values, environment and sustainability, gender etc.

5. POLICY DOCUMENT

Study Tours

1. The rules, directives and policies of the University of Burdwan in matters of study tours must be scrupulously followed.
2. Before organizing study tours, the purpose and specific educational objectives of the proposed study tour must be identified by the concerned departments for the information of student participants as well as college authorities.
3. During study tours, the student-participants must be oriented by the teachers of the concerned departments so as to help them achieve appropriate personal, social, and academic development.
4. The staff-student ratio and staff-members competent to deal with contingencies must be identified and considered before deputation of the staff for study tours. The staff members, who are competent to supervise, control and guide the participants during the study tours must be handpicked for deputation.
5. Before embarking on study tours, the necessary arrangements (such as those related to transportation, accommodation, food, finances etc.) must be made and other support services must be enlisted by the concerned departments to ensure safety of all the stake-holders and success of the tour.
6. Departments, organizing study tours, must make arrangements for separate accommodation for the male and female participants.
7. The study tours are subject to the approval of the Principal.
8. All documents relating to monetary transactions are to be submitted to the Bursar of the college, after the completion of study tours, by the concerned departments. All financial transactions relating to study tours are to be made (by students/teachers/tour operators) through the cash section of the college.
9. The geo-tagged photographs of study tours are to be uploaded on to the college website.

6. POLICY DOCUMENT

Examination

1. The college is to form two Examination Sub-Committees; one to conduct University Examinations and the other to conduct Internal ones. The Principal is to act as the Centre-in Charge during the University Examinations assisted by a senior teacher acting as Assistant Centre-in Charge. Three other teachers are to work as Exam Supervisors during the University Examinations. Each Examination Sub-Committee must include a few teachers and Non-Teaching Staff and be headed by a Convenor and a Joint Convenor. During examinations, the Assistant Centre-in Charge and supervisors are to be relieved of all other assignments so as to concentrate solely on examination-related work.
2. While conducting examinations, the college is to follow all the norms and regulations of the affiliating university.
3. Invigilation duties, assigned to teachers by the Examination Sub-Committee, cannot be evaded without valid reason and prior intimation to the Centre-in-Charge.
4. Examination-related information is to be regularly uploaded onto the college website, for the availability of the same to all stake-holders.
5. The Internal Examination of the college is to be conducted in a centralized fashion.
6. Transparency, consistency and fairness in the internal evaluation are to be maintained at all costs.
7. Consistency, validity and reliability in results of internal assessment must be ensured.
8. The internal assessment must conclude much before the end of a semester, giving students adequate time for preparation and practice for the university-level examination.
9. After the results of internal assessment are published, teachers are to meet students in class hours to help them identify their mistakes or areas of weakness.

7. POLICY DOCUMENT

Disabled Friendliness

The college is committed to facilitate students, staff and visitors with disabilities as per the guidelines of the Department of Empowerment of Persons with Disabilities (Divyangjan) under the Ministry of Social Justice & Empowerment. The college has the following facilities to ensure the convenience of the ‘divyangjan’.

1. **Accessible Parking** - Reserved near the entrance with a clearly marked and prominent space with a safe connecting access route to the main building.
2. **Accessible reception area with an accessible counter** manned by a trained receptionist for wheelchair-bound persons as well as arrangement to provide information to those with visual or hearing impairment.
3. **Accessible entrance to the buildings** – ramps with sufficient width and convenient gradient.
4. **Accessible Staircases** having tactile tiles at the beginning and end for alerting persons with visual impairment and of appropriate height and thickness for comfortable climbing with durable handrails.
5. **Accessible toilets** – with customized wash-basins and commodes and retro-fittings such as Grab bars, Long/lever handles of taps, door handles to facilitate convenient toilet use.
6. **Facility of amanuensis** (writer) with additional time for those unable to write with normal pace during examinations.

8. POLICY DOCUMENT

Prohibition of Ragging

1. As per the UGC Ragging Regulations (2009) as well as state and central government directives, anti-ragging undertakings are to be collected from students and parents at the entry level, making them aware of the consequences of its violation.
2. Considering ragging as a cognizable offence, all the provisions of central and state government acts are to be scrupulously followed.
3. The Anti-Ragging Cell, constituted by the Principal, has to work under his/her direct supervision.
4. On receipt of ragging-related complaints by the Anti-Ragging Cell, the college has to take serious steps as per government laws and university statutes.
5. Strict vigilance on student activities, especially during the admission period, is to be maintained.
6. Counselling facility is to be provided by the Anti-Ragging Cell or in-house counsellors or by professional counsellors, to all the students (or the victims of ragging, if need be). Their reports are to be submitted to the college Principal regularly.
7. The faculty-members are to identify potential violators and susceptible victims by visible stress and palpable tension. Such cases are to be referred to the college Anti-Ragging Cell for quick redressal.
8. On receipt of ragging-related instructions/information from the central or state government, UGC or the judiciary, the college Anti-Ragging Cell is to update the stake-holders regularly.
9. During the first few weeks or months of the academic year, special sessions or sensitization programmes are to be arranged for new college entrants to prepare them for their socio-academic life on the campus.
10. All the locations on the college campus vulnerable to ragging are to be identified by the college Anti-Ragging Cell and such locations must be under constant surveillance.
11. The anti-ragging policy of the college is to be prominently displayed on the college website as well as included in the college prospectus and mentioned in the admission-related documents.

9. POLICY DOCUMENT

Anti-Harassment

1. Harassment (including sexual/gender harassment) of any of the stakeholders performing their assigned tasks on the college campus is strictly prohibited.
2. As per the directives of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act 2013, the college has constituted a Sexual Harassment Cell and Internal Complaints Committee (ICC) which must look into, and prevent, cases of sexual harassment as well as redress other grievances of different stakeholders.
3. The process of lodging a complaint against harassment must be conspicuously displayed on the campus.
4. Harassment of any kind, if proved through official inquiry, is to be treated as a criminal offence by the institution.
5. To sensitize students about the sexual and gender-based violence, its consequences and legal measures available to control it, special sessions of experts are to be organized as per the prevailing situation on the campus and the need felt for the same.
6. To ensure gender equality, students and/or staff of all genders are to be adequately represented in different activities or decision-making bodies of the college.
7. Any stake-holder who feels that he/she is subjected to any kind of harassment or is witness to any such offence, must report the same to the concerned committee through due process or to the Principal who is the ex-officio head of the Anti-Harassment Committee.

10. POLICY DOCUMENT

Gender Policy

1. The college must strive to guarantee the rights, dignity and safety of all women on the college premises including students, faculty, support staff and visitors.
2. The gender sensitization initiatives are to be taken regularly for all sections of the college community.
3. The basic principles of the college gender policy must be displayed on the campus to ensure maximum visibility.
4. The college must implement effective measures for the dignity, safety and security of all genders.
5. An accessible, active and unbiased grievance redressal cell is to function in the college.
6. The college must provide equal opportunity for all genders without any kind of discrimination.
7. Signboards, graffiti and posters for the prevention of sexual harassment are to be put up at important locations on the college premises.
8. A certified consultant/counsellor is to be invited for counselling and guidance in gender-related issues.

11.POLICY DOCUMENT

Financial Management and Resource Mobilization

1. Proposals for activities planned by various departments, committees, individual staff members must be submitted to the college Internal Quality Assurance Cell (IQAC) which will assess the need, sanction and monitor the execution of such proposals.
2. After analyzing various aspects of the activity proposals, the IQAC would recommend either sanction or rejection of the same to the Principal for taking the final decision.
3. The college is to encourage each section of the institution to find sponsors for the organization of events and activities.
4. While organizing any event, activity or outreach programme, active involvement of the Alumni Association is highly recommended.
5. The IQAC is expected to study and recommend various ways to procure funds for the development of the institution.
6. The new construction and maintenance works are to be sanctioned only after conducting a feasibility study by the Building Sub-Committee under the guidance of IQAC.
7. All faculty members are encouraged to apply for, and avail themselves of, different research project funds, incentives, aids which are offered by various agencies.
8. In cases of disaster relief and social outreach programmes, planned by the college on humanitarian grounds, an appeal for contribution may also be made, wherever possible, to the general public, well-wishers and philanthropic institutions.
9. All monetary transactions of the college are to be checked and signed by the Bursar of the college and approved by the Principal.
10. The Utilization Certificates must be submitted to the Bursar of the college by concerned recipients of funds at the earliest after the completion of projects sponsored by UGC or other external agencies.
11. Financial Audit is to be done at the end of every Financial Year by the Auditor appointed by the Govt. of West Bengal.

12. POLICY DOCUMENT

Environment and Sustainability, Waste Management and Green Initiatives

1. The college is to remain committed to sustaining the natural environment through pollution prevention and control, tree plantation and eco-friendly disposal of waste (specifically electronic waste). Our college is to encourage all green initiatives for sustainability and survival.
2. As per the directives of the central and state government in environment-related matters, all policies and procedures defined by the government are to be scrupulously followed.
3. Wherever possible, use of plastic or use of toxic and hazardous substances harmful for the environment is to be avoided or reduced to a minimum, whereas use of sustainable resources is to be maximized.
4. The biodiversity of the campus has to be protected and improved by all available means.
5. Initiatives are to be taken to sensitise the students about environmental concerns of the present.
6. Efforts are to be continually made to ensure that all the college stake-holders are aware of the college Waste Management Policy.
7. Wherever possible, waste items are to be identified for reuse either internally or in association with third parties.
8. Redundant electronic gadgets are to be stored in a separate room for E-Waste Management.
9. Though the college has already installed one 10 KVA roof-top solar panels for alternative energy, further steps are to be taken for harnessing solar energy by installing solar panels in the open areas of the campus.
10. Use of paper is to be reduced to a minimum by using electronic platforms for academic and administrative purposes.
11. Composting, bio-manure and other onsite treatment options are to be implemented on the campus wherever possible. The college is to encourage, and make provisions for composting and vermicomposting to avoid use of chemical fertilizers.
12. Rainwater harvesting plants (as a part of the “Reserve Water, Preserve Water Project” of the State Government), already installed on the college

campus for the replenishment of ground-water, are to be properly maintained.

13. The college is to design and set up horticultural and medicinal plant gardens to add to the college green cover. Plantation of trees that release higher amount of oxygen in the atmosphere is to be encouraged for air purification.
14. Green Audit is to be conducted on the campus every year.
15. The Eco Club, set up in the college, comprising students and teachers, must work towards the fulfilment of the above-mentioned objectives through eco-friendly initiatives.

13. POLICY DOCUMENT

Research Facilities

1. The college must adhere to the ethics of research, publication and academic integrity as per the rules and regulations of the University Grants Commission (UGC) and the affiliating university.
2. The Research Sub-Committee of the college comprising senior faculty members has to promote and sustain the research environment of the college.
3. In case of funding received from the Government agencies (such as Department of Science and Technology – Funds for Improvement of Science and Technology), the project implementation group is to be constituted of faculty members as per the directives of the funding agency. This group has to ensure that the funds received must be utilized by the institution under only those heads for which it is released and that too within the stipulated time of its usage.
4. The conduct of research-related programmes such as seminars, conferences, symposia, workshops and other regular events etc. is to be highly encouraged.
5. The faculty members who are interested in attending research related events such as seminars, conferences, symposia, workshops etc. which are conducted outside the college, in the same city or any other location in India will receive reimbursement of registration fees as applicable. This will be subject to the following conditions
 - i. The request for permission and sanction of reimbursements (of registration fee) is to be submitted in advance. The proposal would be sanctioned after due proposal feasibility evaluation by the Research Sub-Committee/ IQAC, Finance Committee and the Governing Body.
 - ii. After the return of the applicant from the event and subsequent submission of its report, the amount would be reimbursed.
 - iii. In case of any faculty member being interested in attending an event being organized in the college itself, subsidy in the registration fee will be offered.

6. The essential infrastructural support for research work would be provided by the college and the research facilities will be augmented in the departments whenever and wherever possible.
7. The faculty are to be encouraged for carrying out quality research and publish their findings in reputed journals and file patents wherever possible.
8. Research collaborations and linkages with other institutions are to be highly encouraged by the college.
9. Faculty/Student exchanges between institutions for research are highly encouraged to enrich them with quality, national and international exposure.
10. Memoranda of Understanding (MOUs) are to be signed with reputed national laboratories, institutions, industries and organizations to facilitate research and internships in collaboration with them.
11. Students of other universities may have the permission for collection of data from our college students during their research and they may be provided with certificates, if necessary, from the Principal of the college.

14.POLICY DOCUMENT

Physical Facilities Sharing and Maintenance

1. To ensure optimum utilization of the resources, the college infrastructure, including the library and labs, is to be regularly used for academic and research purposes by the faculty and students.
2. Common facilities like playground, sports equipments, seminar hall and multipurpose indoor facilities etc. may be provided to other institutions, organizations for the conduct of academic and cultural (including sports) events after due evaluation of their request.
3. The sports facilities and the gymnasium are to be available for the use of staff and students for exercise and training.
4. The college may serve as venue for the conduct of University, State and National level examinations conducted by competent authorities.
5. To ensure proper maintenance of the college infrastructure, the services of electricians, mechanics, plumbers and cleaners are to be made available on the college campus compulsorily during the office hours and, in case of emergencies, during odd hours.
6. Some of the college non-teaching staff members are to be identified and trained to provide such professional services in addition to their routine work.
7. For the maintenance of advanced or expensive hardware, the services of reputed and reliable vendors are to be enlisted through an Annual Maintenance Contract (AMC).
8. The funds obtained from the state/central government bodies, UGC, and the college management for the upgradation, maintenance and upkeep of infrastructure and support facilities are to be utilized for the same purpose only. Enough care is to be taken that these funds are utilized during their allotted time frame.
9. The college is committed to sharing its infrastructural facilities for organizing events like blood donation camps, vaccination camps, quarantine centre, election or for relief work during natural calamities etc. to fulfil its obligations to the society.

15.POLICY DOCUMENT

Extension Activities

1. All the extension activities conducted by the College through NSS units, Department of NCC, the Eco Club, Department of Botany, Department of Zoology, Department of Environmental Science or different sub-committees are to be carefully designed to bring about positive social changes and facilitate community upliftment, finally leading to holistic development of students.
2. The departments are to be encouraged to undertake extension activities either independently or jointly with other entities like government or non-governmental organizations in all possible domains including need-based training programmes and consultancy.
3. Community development activities and educational enrichment of school children must be targeted by the college wherever and whenever possible.
4. Enrichment programmes may include spread of science awareness or environmental awareness, formation of social justice groups, gender sensitization, organization of mock-parliament sessions, entrepreneurship development etc.
5. Students are to be encouraged to gain hands-on experience in specific areas through the extension and outreach activities.
6. By means of extension activities, the college also has to focus on national integration and communal harmony ensuring involvement of Govt. agencies and local bodies wherever possible.

16.POLICY DOCUMENT

Alumni Activities

1. The prime objective of the Alumni Association is to work hand in hand with the college to help it fulfil its vision and mission.
2. An alumnus of the college is to represent the alma mater (college) in his/her sphere of influence and contact. The association is to promote relationships which are mutually beneficial to both the alumni and the alma mater.
3. The college is to keep track of the alumni accomplishments in various fields through the Alumni Association.
4. The alumni who rise to prominence are to serve as role models to the college students and their interactions are likely to boost the morale of students. To this end, alumni meets are to be regularly organized and during these events, prominent alumni are to be duly felicitated.
5. The college is to maintain a centralized database of its alumni and share the same with the respective departments on demand.
6. There are various ways in which the alumni can help their alma mater. Those are as follows.
 - They can provide current students with expert guidance in the field of their expertise through student-alumni interaction.
 - They can help the current students of the college to find placements.
 - They can provide coaching to college sports teams or sponsor events.
 - They can make financial contribution to the college for infrastructure development.
 - They can make provisions for scholarships to the needy and deserving students of the college.

17.POLICY DOCUMENT

Faculty Empowerment

The empowerment of the faculty is to be achieved through:

1. Involving the faculty in the process of planning and decision-making.
 2. Timely dissemination of information through regular meetings, official communications etc.
 3. Apprising the faculty of the latest updates in policies and demands in the higher education sector through seminars and group discussion sessions. In the light of these, the plans, mission and goals of the college are also to be modified.
 4. Making the college work environment inspiring for the faculty and conducive to their upgradation, fulfilment and satisfaction.
 5. Taking feedback from the faculty on a regular basis.
 6. Creating a research-friendly ambience on the campus. The faculty members who are interested in attending research related events such as seminars, conferences, symposia, workshops etc. which are conducted outside the college, in the same city or any other location in India will receive reimbursement of registration fees as applicable. This will be subject to the following conditions
 - a. The request for permission and sanction of reimbursements (of registration fee as applicable) is to be submitted in advance. The proposal would be sanctioned after due proposal feasibility evaluation by the Research Sub-Committee/ IQAC, Finance Committee and Governing Body.
 - b. After the return of the applicant from the event and subsequent submission of its report, the amount would be reimbursed.
- In case of any faculty member being interested in attending an event being organized in the college itself, subsidy in the registration fee will be offered.
7. Encouraging the faculty to upgrade themselves by taking Orientation or Refresher Courses as well as participating in Faculty Development Programmes side by side with updating their teaching and learning methods by using the latest ICT tools available.

8. Continuous upgradation of infrastructural facilities and maintenance of the same.

18.POLICY DOCUMENT

E-Governance

1. The college must continue e-governance in administrative matters, finance and accounts, library and examination related processes.
2. The college staff including administration, faculty, support staff and students are to be electronically connected for instant circulation of messages, notices etc.
3. Staff punctuality and regularity are to be ensured by introducing electronic attendance (biometric) at the earliest convenience.
4. The website of the college is to be dynamic, user-friendly and functional. It must serve as the focal point of e-governance initiatives. If due to any technical reason it becomes non-functional, all out efforts are to be made to restore its functionality.
5. The college admission process is to be carried out entirely from the college website in a user-friendly manner. Proper notices and links for other procedures such as online fee payment are to be provided on the college website. Separate login facilities for students, teachers and alumni are to be available.
6. The college finance and accounts are to be maintained with help of the CAMS software and IFMS wherever applicable.
7. The college library is to remain computerized with catalogue searching of books made available on KOHA.
8. The college website has to incorporate library-related data with links to E-learning facilities such as N- List, e-journals, e-books and periodicals.
9. The college website is to provide online forms for feedback and grievance redressal.
10. Orientation programmes for the use of digitized library and e-learning resources are to be organized regularly for the staff and students.
11. A Website Maintenance Sub-Committee is to be formed to handle the technical issues related to digital/online operations of the college.

19.POLICY DOCUMENT

Performance Appraisal

1. The performance appraisal system in the college is to follow UGC guidelines, Government of West Bengal regulations as well as directives of the affiliating university. It is applicable to the teaching faculty and the non-teaching staff.
2. The vision and mission of the college are to be taken into consideration, in addition to UGC regulations, in the performance appraisal.
3. The performance appraisal of the staff is to be done confidentially once every year by the IQAC on the basis of the feedback collected from various stake-holders.
4. After the appraisal, the findings and remarks of the competent authority are to be communicated to the concerned staff-members without delay.
5. For the appraisal and promotion of teachers, based on the Annual Performance Index (API), their API forms and necessary documents are to be verified and scrutinized by the IQAC and forwarded to the Principal. Finally these are to be forwarded to the affiliating university/competent authority for final evaluation and promotion.