TEHATTA SADANANDA MAHAVIDYALAYA

POLICY DOCUMENT

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TEHATTA SADANANDA MAHAVIDYALAYA

A West Bengal State Govt. Aided Degree College

AFFILIATED TO UNIVERSITY OF BURDWAN

—— *Estd.- 2013* ——

P.O.- TEHATTA ★ DIST.- PURBA BURDWAN ★ PIN- 713122

M. :- 9831278235 ● E-mail : tehatta.sadananda.mahavidyalay@gmail.com ● Website : www.collegetsm.in

Anti-Ragging Policy

According to UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions.

This policy has been formulated in consonance with UGC Rules regulations and judgment of the Hon'ble Supreme Court of India on Anti Ragging in Higher Educational Institutions / Universities.

➢ **What constitutes Ragging**

Ragging constitutes one or more to a fresher or any other student of any of the following acts:

- Any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student.
- Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student.
- Asking the students to do any act or perform something that generating a sense of shame or embarrassment which can lead to adverse effects such as depression, anxiety, and sometimes even suicide.

➢ Scope

- No act of ragging, whether it is major or minor, shall go unnoticed.
- No ragger, despite of the gender, student or non-student of the institution, shall go unpunished if committed within the boundary of the college or have done to the related personnel of the institution.
- The ragger will be punished according to the rules and might be expel from the institution, could set an example for the future protection.

➢ Objectives

- To spread awareness amongst the students about all those ill behavior, unparliamentarily and in institutional activities that they should be restricted themselves from.
- Protecting the student community from being ragged or indulging in the act of ragging
- To teach the students about the values and moral ethics.
- To resolve any form of complaint should be as early as possible by the competent authority.
- To create a safe and secure environment for all students, where they can pursue their academic goals without fear of harassment or abuse.

➢ Action taken by the institution

The following are the policies taken by Tehatta Sadananda Mahavidyalaya to prevent and address incidents of ragging.

- Displaying Anti-Ragging Posters
- Organizing student sensitization program to make the student aware about the harmful effects of ragging and to encourage them to report any incidents they witness or experience.
- Anti-Ragging Cell has set up a helpline number for students to report incidents of ragging even hiding their names if they wanted.
- Easy associability and reach to everyone for sharing important information related to ragging, college created an Anti-ragging whatsapp group.

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E-GOVERNANCE POLICY

The scope of an e-governance policy in a college setting focuses on leveraging digital technologies to streamline administrative processes, enhance communication, and improve overall efficiency. Implementing an e-governance policy in a college can have far-reaching benefits, enhancing efficiency, transparency, and accessibility across various academic and administrative processes.

Scope:

The scope of this policy extends the following areas of operation and functions in the college.

1. General Administration
2. Accounts and Finance
3. Student Admission
4. Course Registration
5. Examination Management
6. Governance and Decision Making
7. Library Management
8. ICT Infrastructure

Objectives

1. Increase efficiency in streamlining the administrative processes such as student online admissions, enrollment, course registration and fee payment etc. to reduce paperwork, time, and effort for both staff and students.
2. To assure the secure storage and maintenance of data.
3. Enable students to register for examinations online through a web-based portal and uploading marks in the same way to the portal for future correspondence.
4. Making the decision-making processes more efficient and quick.
5. Ensuring accountability in accounts and finance.
6. Promote transparency and equity in all aspect to enable student friendly grievance redressal process.
7. Offering flexible learning opportunities in providing e-facility in library.
8. Soliciting feedback and suggestions through online surveys, forums, and groups of alumni in digital platform.

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Areas of Policy Implementation

1. **College website**: The college website (https://www.collegetsm.in/) involves creating an online platform not only to provide information but also facilitates various administrative processes and promotes stakeholder engagement. It provides the information related to academics, administration, admission, library, examination process, accounts and e-tender details along with faculty information of various departments. The website contains student corner to make it more transparent to the student fraternity.

2. **WhatsApp groups**: Implementing e-governance in college administration during the COVID-19 pandemic had required more efficient and strategic approach to ensure continuity in curriculum, teaching-learning and administration process while adhering to public health guidelines and social distancing measures. The college has opened various WhatsApp groups to make the communication more flexible, fast and effective. The groups are still operating. All the notices are getting displayed online on the college website and the WhatsApp groups.

3. **Administration:** The College is availing opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology. Some present portal of administration are- College Website (https://www.collegetsm.in/), AISHE (https://aishe.gov.in/aishe/home), IRINS Faculty Profile (https://collegetsm.irins.org/), NNIRF Institute Data Capturing System(https://login.nirfindia.org/DCS/Home/).

4. **Accounts and Finance**: The College has adopted a cashless system of all transactions. It has created its own SB collect portal through which students deposit different fees. The accounts are also perpetuating the salary disbursement process through the HRMS, WB iFMS. The faculties are availing the benefits of West Bengal Health Scheme through www.wbhealthscheme.gov.in portal. Now it's easy to maintain the GPF through NGIPF, WB iFMS. The E Pension (https://wbepension.gov.in/e_Pension/ApplicantLogin) is operating as media of e-governance.

5. **Student Admission, Examination and Scholarship**: The student admission, examination and scholarship process are deploying through online portal of the higher education department and college as well.

6. **Teacher-student Interaction and Feedback:** Different types of assessments have been done including MCQ, Quizzes, Assignments, Online feedback through discussion and clarifications on subjects.

7. **ICT Implementation:** The National Mission on Education through Information and Communication Technology (NMEICT) has been envisaged as a Centrally Sponsored Scheme to leverage the potential of ICT, in teaching and learning process for the benefit of all the learners in Higher Education Institutions in any time any where mode.

   The college is now in the network institute of IIRS/ISRO Outreach program. The institute is listed as one of the nodal center to conduct online courses offered by IIRS-ISRO Dehradun. The program is conducted through EDUSAT, a satellite specially desgined for facilitating distance education in India.

   The College is utilizing the benefits of NPTEL local chapters an online Learning Initiatives by IITs and IISc.

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8 **Library:** The library of the college is the repository of numerous valuable hardcopies of books but also have e-learning facilities through the use of National Digital Library (NDL). The college is getting the benefits of e-Shodh Sindhu, Swayam Prabha, Swayam, UGC-Moocs, Shodhganga, E-PG-PATHSHALA, Vidwan, CEC, Inter University Centre of UGC, CEC- UGC Youtube Channel, NPTEL facilities which plays a vital role in the collection development and dissemination of scientific and technical information to meet the present and future needs of the Centre. The library is using a system's web-based interface, called Koha, which a range of features including Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching and renewing for easier.

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Energy Conservation Policy

To promote environmental awareness and holistic development, the college has adopted Energy Conservation Policy for '**Conservation of Resource for a Sustainable Environment**'. The institution aims to radically and extensively reduce energy consumption to promote healthy pollution free indoor air quality as well as improving energy efficiency within the campus through implementation of safe, secure, and eco-friendly measures within the premises. The policy is focusing on efficient, responsible, and cost- effectiveness of the adopted measures within campus.

The policy is compulsory for all the stakeholders of the institution and should be maintained while undertaking various activities by the institution. The college taken the '**Green Campus**' initiative and the formation of '**Eco-Club**' is one of such official platform which is devoted to the cause of environmental awareness and sustainable development.

- **Objectives of the Policy**

  ➤ To make all the stakeholders aware and understand about the importance of environment in daily life and in long term as well.

  ➤ To educate student teachers about the activities that is harmful for environmental health and will teach them how to stay reluctant from those activities.

- **Policies and Practices**

  ➤ The college has developed save energy plan at the institution level towards energy conservation. Thus the institution has adopted measures to use renewable energy and has replaces all the tube lights with light emitting diode (LED) tubes. The LED tube lights significantly reduce your energy use since LED bulbs are 90% more efficient and cost effective.

- Energy conservation practices and eco-friendly habits are inculcated among students and staff through simple programmes like- Tree plantations, Awareness programe done by NSS on 'Tree Plantation Programme', 'Save Water Save Life', 'Deplasticisation' 'Cleaning College Campus', 'World Health Day Celebration', 'Cleaning of Courtyard of the College' etc.
- Green Audit has been initiated by the college and policy taken to make it a mandatory programme.
- The college has taken tree plantation drive for every year 5th june.
- The college has its noise free zone and has encouraged in many ways to reduce local air pollution emissions.
- The college has undertaken green initiatives and has conducted 'Green Literacy Programmes' in the adopted village to spread awareness amongst the villagers about the practices of energy saving and environmental conservation.
- The College has taken 'Plant Adoptation Initiative', in which each department of the college have been gifted at least one plant for nurturing and taking care of.

- **Future Policies**

- Installation of Solar Power Station to meet considerable amount of energy uses and maintain cost effectiveness,
- The college will develop systematic waste management mechanism.
- The college is on its way to harvest rain water.

- **Save Energy Measures to be followed in Daily Basis:**

- Activate power management features on computer and monitor so that it will go into a low power "sleep" mode when the students and staff are not working on it.
- Turning off the lights and fan while leaving the staff room and class room
- Water the adopted plant by the departmental staff and students every day.
- Avoid using plastic bags and packets within campus.
- Turn off the tap after collecting water.

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Environmental policy

Environmental policy mostly refers to the set of rules, regulations, principles and initiatives that an institution is supposed to implement to promote sustainable, eco-friendly campus where all environmental ethics are getting maintained including efficient energy uses, waste management etc.

➢ **Scope:**

- To practice, promote, improve and monitor sustainable and efficient energy uses to reduce carbon footprint within the campus.
- To propagate environmental ethics not only among the students and staff of the college but also within the people resides in the adopted village.

➢ **Policies:**

- Initiatives like- green audit, energy audit every year to be done.
- Making a plastic free campus is one of the prime targets.
- Organizing environmental awareness program to make environmentally aware stakeholders of the college.
- Draw modification and innovation in waste management processes considering solid, liquid and E-waste.
- To implement Green Purchasing Policies where the college may purchase energy-efficient appliances and environmentally friendly cleaning supplies.

- Implementing energy-saving measures and technologies can significantly reduce a college's carbon footprint.

- Engaging students in sustainability initiatives like- Eco Club, organizing eco-friendly events, and encourage research related to environmental issues.

- Collaborating with local authorities and environmental organizations that can strengthen a college's environmental impact. This may involve participating in community clean-up events, supporting local conservation efforts, or sharing resources and knowledge.

- Strengthening environmental consciousness among all the stake holders of the college along with the people resides in the adopted village through various campaign program.

➢ **Initiatives taken by the institution**

- Clean campus program organized by NSS in collaboration with various departments of the college.

- Reduce, Reuse and Recycle policy has tried to be implemented in all the activities of college.

- A college campus map has been prepared and displayed in various points of the college to direct students and staff about the green campus zone and other demarcated area.

- The institution has adopted measures to use renewable energy and has replaces all the tube lights with light emitting diode (LED) tubes. The LED tube lights significantly reduce your energy use since LED bulbs are 90% more efficient and cost effective.

- Students were encouraged to plant trees in tree plantation programme and every department has adopted a plant given by the Eco Club of the college.

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GENDER POLICY

Tehatta Sadananda Mahavidyalaya, established on 2013, affiliated under the University of Burdwan, immensely aware about its societal role and responsibility towards its students and other stake holders. The college is enshrined towards maintaining the gender role, equity and equality in the more diverse and heterogeneous world. The institution strives to create an inclusive and non-discriminatory environment for all students, regardless of gender identity or expression.

The Constitution of India embodies the government's commitment to provide equal rights and opportunities for both women and men counterpart of the society in all spheres of society, in every aspect of the political, economic and social spheres.

'**Gender**' in this policy refers to those behaviours and perceived attitudes that are culturally, socially accepted as appropriate ways of being a women (feminity) and ways of being man (masculinity). Such social constructions of gender vary across cultures, social class and time.

Gender equity refers to the concept of fairness and justice in the distribution of resources, opportunities, and responsibilities between individuals of different genders. Achieving gender equity involves recognizing and addressing historical and societal inequalities that have led to disparities in various aspects of life, including education, employment, healthcare, and representation.

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Aim and Scope

The goal of gender equity policy is to ensure that every students and staff irrespective of their gender should be addressed with same opportunities to reach their full potential and participate effusively in all aspects of society.

Objectives

- The policy explicitly states its commitment towards non-discrimination on the basis of gender, gender identity, or gender expression.
- Colleges aim to use inclusive language that recognizes and respects diverse gender identities. This may include using gender-neutral terms and pronouns in official communications, forms, and documents
- Colleges typically address issues related to access to facilities to ensure that all students, regardless of gender identity, have access to appropriate and comfortable facilities.
- Colleges may provide training for staff and faculty to raise awareness about issues related to gender diversity, inclusivity, and sensitivity. This can help create a more supportive and understanding campus environment.

Initiatives taken by the institution

- The college has established clear guidelines and mechanisms to prevent discrimination based on gender, gender identity, or gender expression through the establishment of Internal Complaints Committee (ICC) under Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, comprehending to provide equality and safe environment within the institution.
- The college has constituted GRC on September 27, 2021, to realize the primary needs of the students and staff and secure civil liberties for everybody. The Grievance Redressal Cell (GRC) of the college, constituted as per the 'Prevention, Prohibition and Redressal Act 2013', addresses any form of grievance from any stake-holder of the institution. and
- The college has formed a Students' Council to perform as a representative of all courses to organize programmes throughout the year to create awareness about the role to be

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played by the student community regarding gender equity, equal participation and gender sensitization.

- The college constitutes Women Cell to address and redress grievances related to sexual harassment, discrimination, or any form of gender-based violence that female students or staff may face within the college premises.

- Celebrating International women day regularly by organizing some awareness programs and talks by responsible dignitaries.

- Organized seminar on "Social Awareness on Gender Issues".

- Published book named "Women: The Unsung Warriors: A Collection of Critical Essays" on April, 2021.

- The college has organised various awareness programmes to promote geneder quity and equality in collaboration with NSS, Career Guidance Cell and other departments of the college for both male and female students.

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The Green Campus Policy

The Green Campus Policy of the college foresees a clean sustainable green campus where environmental friendly practices and education are enriching the environmental ethics amongst the students and staff of the college. Environmental ethics oppose the anthropocentric and theocentric view of environment. It promotes the insights that value human being only when his action is not harming the environment.

Scope

- The main focus of the college to establish itself a pivot of environmental teaching and learning
- It focuses on developing rational beings who can act wisely, logically giving utmost importance to the intrinsic value of the nature and environment.
- The college would behave responsibly towards it own campus along its benevolent environment that encompasses us.

Objectives

- Following are the major objectives to fulfill the scope of the policy.
- Some major initiatives to be taken like- clean campus initiatives, land use and land cover initiatives, clean air initiatives
- Infrastructural development related initiatives are to be taken like- installation of solar power plant, use of energy efficiency equipment, water conservation through rainwater harvesting system.

- Draw modification and innovation in waste management processes considering solid, liquid and E-waste.
- Organizing awareness program to make environmentally educated students and staff.
- Initiatives like- green audit, energy audit every year to be done.
- Making a plastic free campus is one of the prime targets.

Initiatives taken by the institution

➢ **Clean campus initiatives**

- The college has done various activities under 'Swachh Bharat Abhiyan' organized by NSS like- village survey and village cleaning programme, deplasticisation programme, college cartyard cleaning programme, gram swachhata abhiyan, conservation and monitoring of the waterbodies, sustainable biodiversity programme.
- Events such as poster and slogan competitions, essay writing, spoken word poetry, speeches on 'Swachh Bharat' have been organised.
- Rallies have been organized on themes connected with 'Swachh Bharat Abhiyan' in and around the college campus will be conducted to create mass awareness.
- A periodical cleaning programe on removal of broken infrastructures and waste have been organized several times.

➢ **Land use and land cover initiatives**

- A college campus map has been prepared and displayed in various points of the college to direct students and staff about the green campus zone and other demarcated area.
- Students were encouraged to plant trees in tree plantation programme.
- Every department has adopted a plant given by the Eco Club of the college.
- Clean Air Initiatives
- Under this section the college has declared itself as a smoke free campus.
- The college has strictly prohibited establishment of industries at the 500 meter surrounding of the campus.

➢ **Infrastructural Initiatives**

- Introducing renewable energy resource like- rainwater harvesting was a major step towards maintaining sustainable use of energy.
- The institution has adopted measures to use renewable energy and has replaces all the tube lights with light emitting diode (LED) tubes. The LED tube lights significantly reduce your energy use since LED bulbs are 90% more efficient and cost effective.

➢ **Waste Management Processes**

- With its aim to provide holistic education to the young learners that will have positive impact on the environment, the college will adopt the following methods-
- The college has promoted the 3R policies to maintaining an sustainable green campus, i.e- Reduce, Reuse and Recycle policy.
- The solid waste are being collected by the college and given to scrap dealer for recycle.

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Grievance Redressal Policy

Protection of human rights is indispensable for holistic development of an individual's personality. To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell (GRC) has been constituted on September 27, 2021. The GRC of the college, constituted as per the 'Prevention, Prohibition and Redressal Act 2013', addresses any form of grievance from any stake-holder of the institution. Any stakeholder of the college can state their grievance regarding any academic and non- academic matter within the campus in person or through online or in grievance/ suggestion box. In case the person is reluctant to appear in self, he/she may file the grievance in writing and can directly sent through e-mail to the officer-in-charge or Principal or in alternatively dedicated mail-id.

Objectives:

The cell is trying to ensure a democratic environment in the campus by maintaining the following objectives.

1. The GRC is there to uphold dignity of the college by ensuring cordial atmosphere within the campus premises and accustom all the mentor-mentee about their rights and duties.
2. The cell directs all the students to respects every individual's right and dignity and keeps utmost patience whenever any strife arises.
3. Building, strengthening and securing the student-student relationship is prime concern of the cell.
4. The cell advises every teaching and non-teaching staff to be compassionate with the students who are trying to file the grievance and not to let them feel victimized.

5. Encouraging the students to remain integrated and not to show any kinds of vindictive attitude towards anyone.

6. The cell promotes zero tolerance on any kind of discrimination based on caste, creed, race and gender.

7. Timely issuing of academic documents related to marksheet, transfer certificate, college leaving certificate, and library related issue and disobeying the predetermined norms are comes under the scope of GRC for further resolve.

Functions:

- This cell will helps students to record their complaints through mail or in complain box or by filling form available on college website.

- The cell will address the complaint immediately after receiving from the end of stakeholder after reviewing the cases from all around.

- The cell assures the case to be resolved within stipulated timeframe decided by the committee meeting.

Necessary Links:

- The students can register their complaint through the given Mail-Id:
  tsm.grcell@gmail.com

- The students can register their complaint through Grievance Register Form (Available on College Website)

- Online available link: https://forms.gle/aTxMY9VN6Gde9Nuv5

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Grievance Register Form

Date of Filling Complaint:

1. **Name of the Applicant:**

2. **Semester:**

3. **Department:**

4. **College Roll Number:**

5. **Type of Grievance:**

   a. **Academic:**

   b. **Finance:**

   c. **Library:**

   d. **Personal Harassment:**

   e. **Others:**

6. **Date of Event Occurred:** | dd/ | mm/ | yyyy/ |

7. **Complaint Description: (May write in Bengali/English)**

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Policy for Scholarships and Freeships

Scholarships and freeships play a vital role in making higher education more equitable and accessible for socially weaker students with potentiality to reach the higher strata of education. Scholarships are typically merit-based awards given to students based on their academic achievement, talent, or other criteria such as leadership qualities or extracurricular activities. The scope of scholarships can vary widely, from covering partial tuition fees to full tuition and sometimes even additional expenses like books or related things. Some scholarships are renewable, meaning students can receive them for multiple years if they maintain certain academic or other eligibility criteria.

Freeships, on the other hand, are often need-based financial assistance provided to students who demonstrate financial need but may not necessarily meet the merit-based criteria for scholarships. Freeships can cover tuition fees, and sometimes they may also cover additional expenses. Unlike scholarships, freeships are usually awarded directly by colleges, and the eligibility criteria and availability may vary depending on institutional policies and available funding.

Each college or university may have its own policies regarding scholarships and freeships. Some institutions may offer a wide range of scholarships and freeships, while others may have limited options.

Objective

The prime objective of the scholarship / freeship policy is basically to promote academic excellence, maintain perseverance and encourage tenacity with talent by providing financial assistance to students belonging to economically weaker section but having desire and aptitude to reach the higher degree of education.

Procedure

To avail the benefits of the scholarships/ freeships it is mandatory for the students to register through the online portal to upload the relevant documents. Students must login at respective portals and see the eligibility criteria and documents essential for the scholarship or freeship. The notice regarding filling up of form for particular scholarship or freeship get displayed on notice board as well as on website. Students should fill the online form from above mentioned website and take print out of the form.

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Details of Scholarship

Sl.No.	Name of the Scholarships	Benificieries	Offering Organization	Portal Link
1	Oasis	SC/ST and OBC groups	West Bengal's government's backward-class welfare department.	https://oasis.gov.in/
2	Aikyashree	For Minorities	Government Of West Bengal	https://wbmdfcscholarship.in/
3	TSP		West Bengal Minorities Development and Finance Corporation	https://wbmdfcscholarship.in/
4	Swami Vivekananda Merit cum Means Scholarship (SVMCM)		Government Of West Bengal	https://wbmdfcscholarship.in/
5	WB Post Matric Scholarship.			https://wbmdfcscholarship.in/
6	Swami Vivekananda Merit cum Means Scholarship (SVMCM)	For General Students		https://svmcm.wbhed.gov.in/
7	Kanyashree Prakalpa	Only for Girl Students	Government Of West Bengal	https://wbkanyashree.gov.in/kp_4.0/index.php
8	K1			https://wbkanyashree.gov.in/kp_4.0/index.php
9	K2			https://wbkanyashree.gov.in/kp_4.0/index.php
10	Nabanna	Needy Students	Chief Minister's Relief Fund	http://wbcmo.gov.in/
11	Student Aid Fund	Needy Students	College Fund	

- **Details of Scholarships offered by the institution**

1. **OASIS (Online Analytical Scholarship Information System)**

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- It is an initiative by the Backward Classes Welfare Department, Government of West Bengal. The OASIS scholarship program primarily targets students belonging to socially and economically disadvantaged backgrounds, including Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC). The objective is to enable these students to pursue higher education without financial constraints.
- The OASIS portal usually offers multiple scholarship schemes catering to different levels of education, such as pre-matric, post-matric, and merit-cum-means scholarships.
- The application process for OASIS scholarships is typically conducted online through the OASIS portal. Students are required to register on the portal, fill out the application form, and submit the necessary documents electronically.
- In many cases, OASIS scholarships are renewable, meaning students must reapply each year and continue to meet the eligibility criteria to receive continued funding.

2. Aikyashree scholarship

- It is another significant scholarship program in India, specifically in the state of West Bengal. It is offered by the Department of Higher Education, Science and Technology and Biotechnology, Government of West Bengal. The Aikyashree scholarship scheme aims to provide financial assistance to economically disadvantaged students to enable them to pursue higher education without financial constraints.
- The Aikyashree scholarship primarily targets students belonging to economically weaker sections of society, including Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and minority communities.
- Similar to the OASIS scholarship, the Aikyashree scholarship program offers multiple scholarship schemes catering to different levels of education, such as pre-matric, post-matric, and merit-cum-means scholarships.
- The Aikyashree scholarship scheme has significantly contributed to promoting access to higher education among economically disadvantaged students in West Bengal.

3. Top Class Education Scheme for SC Students" (TSP)

- The Scheme aims at recognizing and promoting quality education amongst students belonging to SCs, by providing full financial support. The Scheme will cover SC students for pursuing studies beyond 12th class.
- The Scheme will operate in all the institutions notified by the Ministry of Social Justice and Empowerment for FY 2021-22 to 2025-26.
- The scholarship, once awarded, will continue till the completion of the course, subject to satisfactory performance of the student.

4. The Swami Vivekananda Merit cum Means Scholarship (SVMCM)

- It is a scholarship program in the Indian state of West Bengal, named after the revered Indian philosopher and spiritual leader Swami Vivekananda. This scholarship is administered by the Department of Higher Education, Science and Technology and Biotechnology, Government of West Bengal. It is aimed at providing financial assistance to meritorious students from economically disadvantaged backgrounds to pursue higher education.

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- The scheme benefits students studying in regular mode of Class XI and XII, and at under Graduate level in Science/Arts/Commerce, Engineering, Medical and Technical / Professional courses. Post Graduate level students pursuing Science/Arts/Commerce & Technical/Management. These scholarships will be sanctioned to deserving students on merit-cum-means criteria.

5. West Bengal Post-Matric Scholarship

- It is a scholarship program offered by the Government of West Bengal, specifically aimed at providing financial assistance to students pursuing post-matriculation studies. This scholarship is designed to support students from economically weaker sections of society, enabling them to continue their education without financial constraints.
- Eligibility for the scholarship typically depends on factors such as the applicant's family income, academic performance, and the specific criteria set by the Government of West Bengal. Students belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and minority communities are often given priority.

6. Kanyashree Prakalpa

- It is a flagship scheme of the Government of West Bengal, India, aimed at improving the lives of girls and young women in the state. Launched in 2013, the scheme primarily targets girls from economically disadvantaged families.
- By promoting education and financial independence, the scheme aims to reduce the incidence of child marriage.
- It aims in empowering girls through various means, including education, skill development, and social support.
- Under the Kanyashree Prakalpa scheme, eligible girls receive annual scholarships, conditional cash transfers, and one-time grants at certain life stages. For instance, girls enrolled in school receive an annual scholarship, while those pursuing higher education receive a one-time grant upon reaching 18 years of age.

7. The "K1and K2 scholarship"

- It is likely refers to the initial phase of the Kanyashree Prakalpa scheme in West Bengal, India.
- Under the Kanyashree Prakalpa scheme, there are primarily two types of scholarships:
- K1 scholarship is awarded to unmarried girls aged 13 to 18 years who are enrolled in secondary or higher secondary education (classes 8 to 12). The K1 scholarship aims to encourage girls to continue their education by providing financial assistance. Eligible girls receive an annual scholarship amount.
- K2 scholarship is awarded to girls who have turned 18 years old and have successfully continued their education. It is a one-time grant provided to support their higher education or vocational training.

8. Nabanna Scholarship

The Nabanna Scholarship is a scheme offered by the Government of West Bengal in India. It's aimed at providing financial assistance to meritorious students belonging to economically weaker sections of the society, enabling them to pursue higher education.

The scholarship covers various academic disciplines ranging from undergraduate to postgraduate courses, as well as doctoral studies.

9. Student Aid Fund

Student Aid Funds is basically provided by colleges itself and are typically financial resources allocated to assist students in meeting their educational expenses. These funds might come from various sources, including government grants, endowments, alumni donations, and institutional budgets.

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Policy towards Disabled

The definition of the term 'Disability' has been mentioned in various way in chapter I of the Rights of the Persons with Disability Act, 2016.

Disability

"Person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others. The term 'disability' includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments).

> **Objectives:**

The objectives of the institution is to-

1. Fight against any kinds of discriminations on any grounds including any form of disability.
2. Promote and inculcate values of love, compassion, equity and justice through promoting inclusive education and eradicating social exclusion.
3. Enlighten the student to realize the pain of disadvantageous part of the society and prohabitating them to support any form of discriminations.
4. Focus on promoting the rights and dignity of each individual within the college and society.
5. Create a suitable regulatory mechanism for effective delivery of services to the disable students, staff of the college and research scholars.

6. Ensure full participation of persons with disabilities in the college activities and to provide them the equal opportunities for development.

7. Sanction necessary budget allocating for facilitate disabled within college.

➢ **Policy Inclusion and Anti-Discrimination:**

1. Strict implementation of admission policies for people with disabilities in accordance to the guidelines for admission of the UGC.

2. The roster of appointment of Teaching and Non-Teaching Staff for PwD category as approved by the University is followed by the college.

3. Any form of grievances pertaining to any matter of persons with disabilities need to resolved by the person in chair.

4. College is providing appropriate remedial measures for the students with disabilities.

5. Opening The Equal Opportunity Cell for smooth functioning and strengthening an atmosphere of equity, opportunity and accountability.

6. The institution has organized various awareness program to illuminate the values of equality amongst the students without discriminating the disabled.

7. **Infrastructure support**

   - Provision and upgradation of mechanical and technological support for people with disabilities.

   - Ramp and Wheelchairs disabled

   - Disabled-friendly sign posts

   - Various posters for spreading awareness against discrimination

8. **Counselling and additional support**

   - Provision of counselling facilities is done by the Equal Opportunity Cell with the help of teaching and nonteaching staff of the college for boosting their mental health and encrypting confidence within them.

   - Remedial classes are there to upgrade the students in the field of academics.

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TEHATTA SADANANDA MAHAVIDYALAYA

A West Bengal State Govt. Aided Degree College

AFFILIATED TO UNIVERSITY OF BURDWAN

—— *Estd.- 2013* ——

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Research Policy of the College

Developing a comprehensive research policy is essential for colleges and universities to facilitate and promote research activities among faculty, students, and staff. Such a policy should address various aspects of research, from funding and ethics to intellectual property rights and dissemination of research findings.

➢ **Scope:**

The major scope of the policy is to –

- Establish a research governance structure that includes research committees, ethics boards, and administrative support for researchers.
- Define the roles and responsibilities of key stakeholders, including faculty, researchers, and administrators.

➢ **Objectives:**

The framework for creating a research policy for the college is driving to fulfill the following objectives-

- Promoting ongoing professional development and training opportunities for faculty members.
- Emphasizing the importance of research ethics and compliance with relevant regulations and guidelines specially while involving human subjects or animals.

- Enhancing the availability of research support services, such as libraries, laboratories, and technical assistance.
- Encouraging new collaboration with other colleges, universities, research institutions, and industry partners and defining the procedures for establishing research collaborations and partnerships.
- Specifying the requirements for reporting research findings and publishing research papers and promoting open access to research outputs when possible.
- Outline the procedures for seeking and obtaining research funding after specifying the expectations for the use of research funds and reporting requirements.
- Developing the mechanisms for evaluating and assessing the quality and impact of research conducted at the college.
- Promoting a culture of research by encouraging faculty and students to engage in research activities through organizing research seminars, conferences, and workshops to foster a research-oriented environment.
- Defining the consequences for non-compliance with the research policy, including potential disciplinary actions and plagiarism.
- Addressing conflict of interest issues and disclosure requirements for researchers and administrators.
- Furthermore developing an implementation plan that outlines the steps and timeline for putting the research policy into practice by establishing reporting mechanisms and accountability structures to monitor progress toward research goals and objectives.
- Developing strategies for communicating the research policy to all stakeholders and raising awareness of research opportunities and achievements.

> **Implementation by the college**

- The college has organized various seminars, conferences, and workshops to foster a research-oriented environment within college.
- Department of Geography has collaborated with IIRS, Derhadun in their outreach programme.

- The college has offered its faculty members to upgrade their academic output through registering in various courses offered by NPTEL Local Chapter.
- The library has substantially enriched not only with books but also with e-learning materials by providing the facilities of National Digital Library.
- The college has accepted and permitted various training opportunities for faculty members.
- The college has funded seminar participation as far as possible.
- The research and academic upgradation endeavor has tried to be propagated among the new learners by arranging some research awareness classes and weekly lecture series.
- The research accountability has been monitored by the research and publication committee of the college.

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