



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

E WASTE MANAGEMENT

1. INTRODUCTION:

E-WASTE means waste electrical and electronic equipment whole or in parts or in rejects from their manufacturing and repair processes, which are intended to be discarded. With the increasing dependence on ICT based teaching learning, the amount of e waste is increasing proportionately. Joya Gogoi College Management has the total commitment to the environment and sustainability with regards to the disposal of unwanted and /or end of life products or its parts. This policy provides an overview on collection and disposal of the above-mentioned e-waste within the purview of Joya Gogoi College as per the e-waste Management and Handling rules 2011 which have become law and applicable to the state of India from 01st May 2012.

2. SCOPE OF THE POLICY:

This policy applies to all electrical and electronic equipment whole or in parts, that are in use for the academic and administrative activities of the college and the stake holders associated with these verticals.

3. OBJECTIVES OF THE POLICY:

- Protection of the environment is the key to the policy of e waste disposal. Wherever possible, all functional electronic equipment such as computer and printers should be redeployed to identified users with or without up gradation.

- Only designated areas shall be used for identifying and keeping these materials and mixing it with household scrap or household waste must be avoided.
- Empty toners, cartridges, out dated computers are to be sold as scrap to authorized service provider to ensure their safe recycling.
- Computers and other electronic gadgets are to be regularly updated to continue usage and avoid its wastage.
- Give wide publicity to the e-waste policy using internal e- communication such as chat groups, whatsapp group as well as emails.
- It is paramount to protect all information in embedded, encrypted, stored or written form available in/on the storage devices before its disposal.





**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

WATER MANAGEMENT

1. INTRODUCTION:

Water scarcity is a major challenge that our planet is facing in the 21st Century. Mitigation of this challenge is only possible through a well planned water conservation and resource management scheme. Joya Gogoi College understands the critical need to address this challenge and is committed to implement a comprehensive policy for water conservation based on three core dimensions: **Responsible-Consumption**, **Restoring** and **Retaining**. Based on these core dimensions, Joya Gogoi College aims to implement efficient water practices as well as to provide safe and clean water in whole campus area.

2. OBJECTIVE OF THE POLICY:

- Implementation of rain water harvesting from rooftops and run-oofs for non-potable purposes such as gardening and washing.
- Use of Bore Well recharge during the monsoon seasons.
- Repair the source of water leakage, such as dripping taps as early as possible.
- Proper maintenance of the water bodies in the campus.
- Wastewater generated form the sanitary blocks, basins, canteen to be disposed off through a proper drainage system.
- Measures to treat laboratory effluents through the soak pits to minimize its impact on water sources.

- Raising awareness about water conservation through communication of the policy's objectives to all staff members and students.
- Sensitization on Water conservation is promoted by planting trees, by conducting green campus promotion activities and by organizing seminars and workshops.

Through the implementation of the policy, Joya Gogoi College is committed to addressing the challenges of water scarcity and contribute to the well being of the environment as well as the society through conservation and responsible water consumption practices.





**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

Employee Welfare

1. INTRODUCTION:

Welfare is desirable state of existence involving the physical, mental, moral, and emotional well-being of an employee. Welfare measures need not be in monetary terms only but in any kind/forms. The welfare programs aim at improving employee morale and physical health as well as to increase the efficiency of the workforce. Welfare facilities the sense of belongingness towards organization or the institution they belong. It makes workers more responsible and efficient. All full-time employees of Joya Gogoi College will enjoy all the benefits described in this policy.

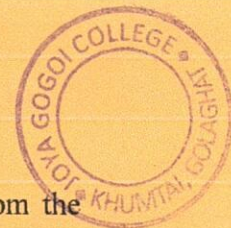
2. SCOPE OF THE POLICY:

The policy is applicable to all the full-time employees of Joya Gogoi College.

3. MEASURES OF EMPLOYEE WELFARE:

a) STATUTORY WELFARE MEASURES:

- All employees are covered as per the provisions of The Minimum Wages Act, 1948.
- All women employees who complete one year of service with the institution shall be given paid Maternity Leave for the period of 6 months as per The Maternity Benefit Act, 1961.



- All the employees shall be eligible for 12% Provident Fund contribution from the competent authority as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- A Committee for prohibition of sexual harassment is put up to protect the rights of the employees.

b) NON-STATUTORY WELFARE MEASURES:

- A Mutual Benefit Fund is operated by the staff of the college that provide financial benefits to the registered employee of the college.
- Duty leaves for Teaching staff who travel for paper presentation in seminars/conferences.
- Employee Referral Bonus is been given for contractual teaching hires.
- Celebrations for Employees on the following days – College Foundation Day, Independence Day, Republic Day, Bohag Bihu, Puja Celebrations, etc.
- Faculty members are encouraged to take up research projects.
- Employees who had completed one year of service shall be eligible for 10 days of earned leave.

In addition to the Statutory and Non – Statutory employee welfare measures, the following are also provided.

- Tea & Coffee is provided at free of cost to all employees.
- Cafeteria facilities.
- Health Camp, Gymnasium cum Joga Centre for enthusiastic employee.
- Faculty members are encouraged to participate in sports organized by Assam College Teachers Association-Golaghat Zone
- Friendly matches (Cricket, Volleyball, Football) and other recreational activities are organized annually among Teaching/Non-Teaching staff.



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

**FINANCIAL SUPPORT FOR FACULTY MEMBERS TO ATTEND CONFERENCE
AND WORKSHOP**

1. Introduction:

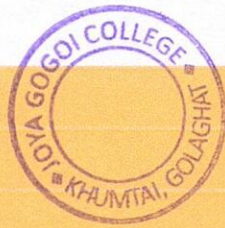
Conferences and workshops are important aspect of professional development for the teachers and provide opportunities to learn new skills, gain knowledge about current trends in research and get network with other professional bodies. This policy document outlines the guidelines for financial support to the faculty members to attend conference and workshop organized by various national and international organizations.

2. Objectives:

To support and encourage the faculty members / librarian of the college to promote teaching, learning, research activities and extension activities through participation in conferences and workshops.

3. Policy

A regular faculty is allowed for financial support to attend conferences and workshops once in a year. Expenses are reimbursed subject to fulfillment of the following conditions:



- The relevance of the conference or workshop to the teacher's field of specialization and college's curriculum.
- The quality and reputation of the conference or workshop.
- The college has available fund for this purpose.
- Conference/Workshop should be of public as well as of academic interest.
- Besides financial support, faculty members will be granted leave.
- Certificate of participation must be submitted after attending the workshop/conference.
- Reimbursement will be made within fifteen days of the submission of necessary documents.

The policy will be amended on necessary and valid ground. This policy of Joya Gogoi College has been adopted on 1st August 2022 and will be in immediate effect from 01-10-2022.



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

DIVYANGJAN (FOR PERSONS WITH DISABILITIES)

1. Divyangjan: Disability is a term that includes motor and sensory limitations. It also includes disabilities resulting from chronic illness and syndrome, invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome (AIDS) are also included in the term disability. Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual.

2. Scope of the policy: The expression "qualified individual with a disability" alludes to a person with a disability who is qualified to participate in any given institute program or activity. Right of Person with Disabilities Act, 2016 prohibits discriminations against individuals with physical and mental disabilities. Joya Gogoi College Condemns any kind of discrimination on any ground including disability. All the authorities of the college are striving to create a comprehensive and inclusive teaching/learning environment where disable students and staff does not experience being remote. The college aims to design its program, activities, and administration to extend its benefits for person with disabilities. This guideline is applied for the college, faculty, and staff.

3. Objective of the policy:

- To provide accessible and inclusive teaching learning experience at the college.
- To create a culture that is inclusive, non-discriminatory, non-exploitative for all in all spheres of work and education.
- To create a mechanism for effective delivery of services for disabled students and Staff of the college.
- To ensure implementation of all govt. regulations with respect to persons with disabilities.



- To engage persons with disabilities in all activities of the college as well as equal opportunities for development and growth.
- Facilities are provided time to time as per government rules.
- To sensitize all the teachers and non-teaching staff regarding the issues of accessibility for person with disabilities by organizing awareness programs.

4. Academic & Infrastructural support and convenience:

- Existing ramps and wheel chair in the college for disable students and employees.
- Reservation of first bench of each classroom for person with disabilities (PWD).
- College advertises the reserved post of assistant professor for PWD candidate for number of times in local newspaper.
- College will take initiatives for upgradations of mechanical and technological support for people with disabilities including – disabled – friendly toilets and washrooms
- College will develop an environment helpful for Persons from Autism category.
- According to the state govt. guidelines Govt. OM No. G(B) Misc.75/2014/4, 03% seats are reserved for person with disabilities in the college.
- College Library will be updated with Audio Books, Web accessibility and Braille books for persons with disabilities.

Joya Gogoi College has adopted this policy on 27/06/2020 to ensure equal opportunity for all stakeholders of the college including persons with disabilities.



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

Anti Ragging

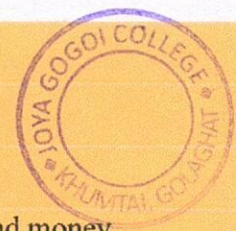
1. INTRODUCTION:

In response to the Supreme court's orders in SLP No. 24295 of 2006, dated May 16, 2007, and Civil Appeal No. 887 of 2009, dated May 8, 2009, to "prohibit, prevent and eliminate the scourge of ragging", which includes" any conduct by any student or student, whether by words spoken or written or by an act that has the effect of teasing, treating or handling a fresher's or any other student with rudeness or engaging in unruly behavior by any student or group of students that causes or is likely to cause annoyance, hardship or fear or apprehension thereof in any fresher or other student or asking any student to do something that he or she would not normally do and that causes or creates a sense of shame that hurts the body or mind of such student.

Any student of Joya Gogoi College whether they are trying to get unwanted pleasure or show off their power, authority or superiority over a new student or any other student, must follow this rule. This is to make sure that all the students develop physically and mentally in a healthy way.

2. SCOPE:

- The behavior of the students including words spoken or written or action, that has the effect of teasing, treating, or handling a new student or any other student rudely.
- Any student engaging in noisy to cause annoyance, hardship, physical or mental harm, or fear or apprehension of these things in any new student or any other student.
- Any action by a senior student that stops, disrupts, or disturbs another students or a new student's normal academic activity.



- Any way that students force a new student or any other student to pay money or spend money they do not have.
- Any kind of physical abuse, including sexual abuse, assaults on gay people, stripping, making someone do obscene or lewd acts or gestures, hurting them physically or putting them in danger in any other way.
- Any act that hurts the mental health or self-confidence of a new student or any other student, with or without the goal of getting sadistic pleasure or showing off power, authority or superiority over a new student or any other student.

3. THE ANTI RAGGING POLICY:

It shall be mandatory for every member to take following measure for prevention of ragging at Joya Gogoi College.

- Ragging within and outside the campus is totally banned and anyone found to involve in ragging is applicable for punishment.
- When a fresher's enter to a hostel it shall be the responsibility of the group to co- ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodge.
- The college shall ensure that senior's access to freshers' accommodation is strictly monitored by wardens.
- The college will provide the assistance of counsellors to counsel freshers in to prepare them for the life ahead, particularly for adjusting to the life in the hostels.
- The college has tight security in its premises, especially at the vulnerable places.
- Mobile phones and other communication devices may be permitted in hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents, and institution authorities.

4. MONITORING MECHANISM:

a. Anti-ragging Committee

The college has formed an anti-ragging committee which is headed by the principal and consisting of the senior teachers, non-teaching staff members, alumnae representatives, parents/guardians and both junior and senior students. This anti-ragging committee ensures compliance with the provision of any law for the time being in force concerning ragging and to monitor and oversee the performance of the anti-ragging squad in prevention of ragging inside the college.

b. Anti-ragging squad: The college form a smaller body known as the Anti-ragging squad which is nominated by principal of the college. This body maintains the oversight and do

patrolling functions and remains mobile, alert, and active always. The duties of the squad as follows:

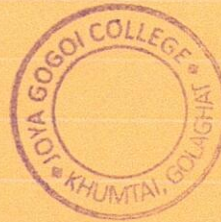
- This body can visit the hostels and other places which are vulnerable to incidents and having the potential for ragging and is empowered to inspect to such places.
- Actions can be taken against for students which are found to be involved in ragging/unhygienic activities.
- Strong punishment is provided to the persons which are found to be involved in such type of activities.
- Depending upon the type of ragging activity found to be involved, the available punishment can be provided in any one from the following combination:

1. admission cancel
2. withdrawing scholarship and other benefits.
3. Not allow to appear in any test/final examination.
4. Withholding result.
5. Suspension from the hostel
6. When the person connected with ragging is not properly identified, then college authority shall resort to collective punishment as a deterrent to ensure community.

5. APPEAL AND ACTION TAKEN REPORT:

An appeal against the order of punishment by the Anti-ragging committee shall lie to the head of the college.

The college authority shall intimate the incidents of ragging occurred in their premises along with action taken to the board/council time to time.





**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

Information & Communication Technology

1. Introduction:

Joya Gogoi College strives to use modern Information and Communication Technology (ICT) for higher efficiency and effectiveness of various activities. The ICT Policy (Usage and Management) of the college defines the usage, management, and maintenance of the resources.

2. Scope:

With the development of modern Information and Communication Technology (ICT), the institution has seen significant growth in terms of use of ICT facilities in both administrative and academic aspects. A well-furnished central computer laboratory was also established. The college has classrooms, conference halls, seminar hall equipped with ICT facilities to facilitate ICT-enabled academic transactions.

The institution encourages its faculties to attend capacity building programmes to equip themselves in the field of ICT usages and keep themselves ready for future challenges.

The institution realises the increasing use of ICT and so tries to generate funds to ensure the update and expansion of the available ICT facilities.

3. The ICT Policy:

- The institution shall, from time to time, identify various sources to fund the procurement of various ICT resources.



- The IQAC and IT cell of the institution shall identify the need of ICT facilities among relevant stakeholders and strive to provide them with the same.
- The process of procurement of new ICT resources shall be dictated by the prevailing government rules and regulations and in line with the policy on procurement of the institution.
- The institute shall strive to provide regular faculty members and office bearers with training and capacity building opportunities on ICT usages.
- The central computer lab and other similar ICT facilities of the computer centre will normally remain open from 9.00 hrs to 5.00 hrs. The working hours shall be reviewed as and when necessary.
- Dedicated personal shall be employed to run and maintain such facilities.
- Maintenance of the Desktop Computers and Laptops shall be ensured by the IT cell. Maintenance of such device and other ICT facilities will be done through third party or by the staff depending upon the cost and critical nature of the maintenance needed.
- The IT cell is responsible for upkeep and updating all the relevant software for use in ICT facilities.
- Due to the growing concern in environment responsibility, the computing resources should be used efficiently. The following green computing practices shall be adopted:
 1. Obsolete equipment disposal by following relevant guidelines for disposal of e-waste.
 2. Use of certified energy efficient and environment friendly equipment.
 3. Keeping monitors in sleep mode or turn off mode when not in use.
 4. Use email for circulation of office documents and memos.
 5. Reduce paper waste by printing as little as possible.
 6. Use of college website and official WhatsApp groups for circulation of official notices and other similar communications.
- The users shall maintain discipline and shall not cause any damage to any resources of the ICT facilities of the institution.
- The ICT facilities of the institution shall be kept under CCTV surveillance.
- Efforts to ensure all ICT facilities are kept secured from theft or physical harm or being damaged due to naturally occurring events to extent possible.
- Stress to be given on use of Anti-virus tools for protecting servers, desktops and network devices from virus and malwares.
- All software should be updated regularly with security patches and firewall.

- The IT cell will be notified by the college authority from time to time.

The institution shall strictly follow all the relevant provisions in the IT Act of Country.





**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

Grievance & Redressal Mechanism

1. Introduction:

To redress individual and collective grievances of the students and the staff of the college, Grievance Redressal mechanism has been developed by the College. According to rules and regulations set by the UGC for students or other staff members in an academic institution, Grievance Redressal Committee of Joya Gogoi College has been established to investigate and timely redress the grievances.

2. Scope:

- A grievance is a concern, problem or complaint which may be related to work, working environment. The committee creates awareness about the availability of the Committee for students and faculties to report grievances.
- The Grievance and redressal committee enquires, investigate and timely redress any types of grievance by the students, permanent and contractual employees of the College and ensures successful solution.

3. Policy:

- It formulates frameworks to aware the students and staff of the institution to report Grievances.
- The grievances shall be collected through boxes placed in the campus.
- An online system for raising the grievances is available in the college website. Students can submit their grievances through this portal.



- The committee investigates the reasons of Grievance.
- Grievance and Redressal committee works separately in three layers to solve particular and specific problems. Following are the three working layers of it:
 1. General Grievance Redressal Committee --- to redress the general issues of students and staff members.
 2. Prevention to Sexual Harassment Committee --to prohibit any kind of discrimination, harassment, sexual-assault or other against women of the College.
 3. Anti-Ragging Committee --- to prevent ragging within and outside the campus and redress ragging related issues.

4. Mechanism of Governance:

Principal of the College controls and supervise works of all the three committees to redress the grievance. There is a provision to forward serious grievances to highest authority like Governing body of the College. Small and common issues are sorted out at the committee level only.

The Committee shall meet at least twice in an academic year but in emergency condition it can meet any times. The committees are required to maintain the record sincerely in the form of notice, agenda, minutes, and action taken, etc.

Note: While this platform allows to voice the concerns in an open manner it is imperative that the complainant exercises due diligence and care in deciding what he/she would qualify as a grievance that is serious enough to deserve the attention of this committee comprising of senior faculty of the institution.



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

PREVENTION OF SEXUAL HARRESMENT

1. Introduction:

Guided by the concept that prevention is better than cure, the institution makes all-out effort to foster an environment of mutual trust, confidence, and respect for individual values. It tries to ensure a congenial atmosphere in the campus where there is no harassment of any sort. There is strong bond of belonging among all stockholders and a mechanism against any sort of harassment including sexual harassment is in place.

Joya Gogoi College is committed to providing a safe and secure working environment for employees and students of the college to ensure prevent occurrence of incident of sexual harassment in the college.

2. Scope:

- Policy is applicable for all employees of various cadre, including permanent, contractual, temporary, and part-time staff and to all the students of the college.
- This policy is restricted to the administrative boundary of the Joya Gogoi College and at any external location visited by the women of the college during the academic pursuit/employment whether inside or outside the district/state/country.
- The college follow the guidelines mentioned in the MHRD Handbook of sexual harassment of Women at workplace (prevention, prohibition, and redressal).

3. Policy:

- The institution prohibits any kind of discrimination, harassment, assault-sexual or other, against all women of the institution.
- The institution has an Internal Complaint Committee (ICC) and any complaints by women of the institution related to sexual harassment are to be notified with the committee. The committee should consist of the following posts of which 50% need to be women members.
 1. A presiding officer
 2. Two senior Teaching faculty members of the institution.
 3. Any two member of the administrative office
 4. Three student members, one from U.G level science and 2 from U.G. arts level
 5. One external member, preferably from an NGO working in related field.
- There should be provision of filling of complaint in both online and offline mode.
- Strict anonymity should be ensured to protect the identity of the complaint.
- The committee is also responsible for maintains confidential throughout the process.
- The complain is needed to be lodge within three months from the date of incident along with any documentary evidence. The committee can also extend the timeline by another 3 months if it is satisfied with the reason which prevented the lodging of a complaint within the first three month.
- The complainants need to be a written communication. If the aggrieved person is not be able to give a written complaint, the employees or students relatives/parent/guardian or any other person can also lodge the complaint in written format on behalf of the aggrieved person.
- The ICC will interview and record all evidences.
- The inquiry needs to be completed within 90 days of the submission of written complaint by the aggrieved person.
- The ICC should submit their findings within 10 days from the completion of the inquiry.
- On receipt of the report from the ICC, the college authority shall act on the report within 60 days or receipt.
- If any person who committed such act is found guilty, then corrective action is to be taken by the appropriate authority.
- Awareness programme on gender equality and anti-harassment are to be conducted occasionally for generating a conducive environment.





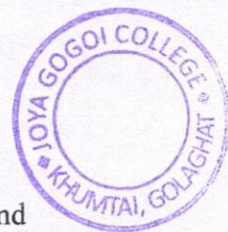
**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document
On
GENDER EQUITY

INTRODUCTION: Gender equality is a necessary foundation for a peaceful, prosperous, and sustainable world. Joya Gogoi College is committed to create an environment in the college that is free from all forms of gender violence, discrimination, exploitation, intimation for its students, teachers, staff and other stockholders of the college. The term ‘Gender’ in a broader context refers to behaviours and roles associated with being a female, male as well as relationships with each other. For this purpose of the policy, the term gender refers only to those who publicly identify with being female. It is a proven fact that empowering women and girls fosters economic growth and development. This policy will guide to ensure gender equity, gender sensitivity and equal opportunity in Joya Gogoi College and thereafter termed as ‘Joya Gogoi College Policy for Gendre Equity’.

OBJECTIVES OF THE POLICY:

1. Fulfilling the national commitment to gender equality.
2. Prevention of activities that aims at redressing any violations of gender-based rights and to work towards the empowerment of women.
3. Creating a gender sensitive environment that respects gender diversity, inclusive of the rights of LGBTQ community,
4. Ensuring equal opportunity to all women without any discrimination.



5. Evolving mechanisms for the prevention and redressal of gender-based violence and discrimination
6. Ensuring the proper implementation of this policy in letter and spirit.

IMPLEMENTATION OF THE POLICY: This policy covers any act of injustice, violence, discrimination and insensitivity to any female employee or student in the college.

Implementation of the objectives of the policy is based on follows:

1. To make aware of various Government policies welfare schemes of Girls students and Women staff of College.
2. To promote activities related to health, nutrition, self-defence and entrepreneurship among the female students.
3. To promote gender equity in all processes that involves recruitments, promotions, professional development, and opportunity for leaderships.
4. In formation of Cells and Committees of the college, the representation of women will be mandatory.
5. To organize workshops/seminars promoting gender diversity and gender-sensitive communication for students and staff alike.
6. To conduct regular awareness-raising activities among students and staff.
7. To promote infrastructure within the college aiming women welfare and hygiene.
8. To enhance the use of enabling technology, in particular information and communications technology, to promote the empowerment of Girls students and Women staff of College
9. To celebrate commemorative days such as International Women's Day (8th March), Girl Child Day (24th January), Human Rights Day (10th December) on regular basis.
10. The Internal Complaint Committees measures on all gender-based violence perpetrated against employees and students, primarily women employees and students as well as students of the third gender will be followed.
11. Publicly commit itself to a zero-tolerance policy towards sexual harassment.
12. Gender sensitive approaches will be practiced in teaching and learning processes across disciplines.
13. In organizing any event or programme, including meetings and conferences, a gender sensitive approach will be undertaken and women staff and students will be given due respect and representation.

14. UGC's 'Saksham' Measures for Ensuring the Safety of Women and Programs for Gender Sensitization on Campuses will be followed.





**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

**Policy Document
On
ADD-ON COURSES**

1. INTRODUCTION

In the contemporary world, heightened competition underscores the need for creativity and initiative in tackling new challenges. The rapid pace of technological advancements renders many programs offered by higher educational institutions obsolete. Given this reality, no curriculum can comprehensively cover all relevant topics. Consequently, institutions of higher education must continually enhance, enrich, and expand their curricula to better prepare students for the dynamic demands of industry, aligning with their individual interests and capabilities.

Joya Gogoi College extends valuable opportunities for college students, as well as other students, to engage in a diverse range of value-added courses. Participating in these courses allows students to distinguish themselves from other job applicants and augment the value of their resumes. Simultaneously, certain courses aim to foster societal values in young minds, cultivating well-rounded and dedicated citizens.

2. SCOPE

- Enhancing students' employability skills.
- To provide students the chance to cultivate interdisciplinary skills.
- To foster a positive social awareness and in still a commitment to society in students.
- Providing students with a range of learning and capacity-building opportunities for choice and flexibility.

3. POLICY ON ADD-ON COURSES

- The institution's objective should encompass providing a diverse range of options through add-on courses. A comprehensive list of potential courses must be regularly prepared and updated, aligning with stakeholder needs and job market demands.
- Departments and cells intending to introduce new add-on courses should conduct need assessments through consultation and trend observation with relevant stakeholders. The decision to introduce a new course or continue an existing one for a specific academic year should be finalized, and necessary permissions must be sought from the relevant authorities before commencement.

- To acquire necessary permissions, the concerned departments and cells should prepare a detailed syllabus for the proposed course. Formal proposals for these courses, along with relevant documents, should be presented for approval before the Academic Council, IQAC, and ultimately the Principal.
- The institution's add-on courses should aim to develop values, ethics, employability, and/or life skills among students. These courses should differ from other formal courses offered in the regular curriculum of the affiliating university and can be presented as certificate or diploma courses.
- Each course should have a minimum duration of 30 hours, including actual classroom teaching and/or fieldwork. The scheduling of any add-on course should be approved by the IQAC, with the option of conducting classes during weekends. Classroom and time allotments should align with the existing academic timetable.
- Enrollment in add-on courses is open to students from the college and interested external participants. Departments/cells have the autonomy to decide on the mode of evaluation for awarding course completion certificates.
- Existing students of the college opting for add-on courses will not be charged admission fees. The department and/or cell running an add-on course may determine the admission fees for external students. Each course will have a coordinator responsible for overseeing its conduct. In cases where courses are jointly/collaboratively run, there will be coordinators from each participating department/cell.
- A department/cell may conduct a maximum of 2 add-on courses during one academic year. Any grievances related to add-on courses should be initially addressed by the coordinator and, if unresolved, brought to the institutional-level grievance cell.

Amended and adopted as on: 7th, January, 2021





**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

E WASTE MANAGEMENT

1. INTRODUCTION:

E-WASTE means waste electrical and electronic equipment whole or in parts or in rejects from their manufacturing and repair processes, which are intended to be discarded. With the increasing dependence on ICT based teaching learning, the amount of e waste is increasing proportionately. Joya Gogoi College Management has the total commitment to the environment and sustainability with regards to the disposal of unwanted and /or end of life products or its parts. This policy provides an overview on collection and disposal of the above-mentioned e-waste within the purview of Joya Gogoi College as per the e-waste Management and Handling rules 2011 which have become law and applicable to the state of India from 01st May 2012.

2. SCOPE OF THE POLICY:

This policy applies to all electrical and electronic equipment whole or in parts, that are in use for the academic and administrative activities of the college and the stake holders associated with these verticals.

3. OBJECTIVES OF THE POLICY:

- Protection of the environment is the key to the policy of e waste disposal. Wherever possible, all functional electronic equipment such as computer and printers should be redeployed to identified users with or without up gradation.

- Only designated areas shall be used for identifying and keeping these materials and mixing it with household scrap or household waste must be avoided.
- Empty toners, cartridges, out dated computers are to be sold as scrap to authorized service provider to ensure their safe recycling.
- Computers and other electronic gadgets are to be regularly updated to continue usage and avoid its wastage.
- Give wide publicity to the e-waste policy using internal e- communication such as chat groups, whatsapp group as well as emails.
- It is paramount to protect all information in embedded, encrypted, stored or written form available in/on the storage devices before its disposal.





**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

ENERGY SAVINGS MEASURE

1. INTRODUCTION:

Energy is a major expense for most colleges and educational institutes, with the main costs coming from the cooling and lighting of buildings. Energy also has a considerable carbon cost to the environment which contributes to climate change and global warming. Therefore, it is a critical time to act in an environmentally friendly way and develop sustainable policies for energy production and energy usage. Joya Gogoi College has the full commitment to managing its energy supply and usage in as cost-efficient a way as possible. This policy may be termed as 'Policy on energy savings measure of Joya Gogoi College'.

2. SCOPE:

The policy covers all the electrical or mechanical equipment/utilities which requires energy as input.

3. THE POLICY:

- To use only LED bulbs for interior lighting of the college building by the end of 2024 in a phased manner.
- To use Solar Panels for lighting of the college premises.
- Sensor lights will be used to reduce energy consumption.
- Energy audit is mandatory for the college.
- Energy conservation practices and eco-friendly habits are to be inculcated among students and staff through proper counselling.



o Save energy tips to be followed as mentioned below:

1. Activate low power "sleep" mode when the students and staff are not working on the computers.
2. As soon as the work is over, turn off the monitor.
3. Prefer Shut Down to Log Off whenever possible.
4. Keep lights off in conference halls, classrooms, seminar halls when they are not in use.
5. Use the fans only when they are needed.
6. Turn off unnecessary lights and use daylight instead.



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

BAN OF SINGLE USED PLASTIC

1. INTRODUCTION:

The Plastic Waste Management Rules, 2016, prescribed ban on identified single use plastic items. The following identified single use plastic items, which have low utility and high littering potential: Ear buds with plastic sticks, plastic sticks for balloons, plastic flags, candy sticks, ice- cream sticks, polystyrene [Thermocol] for decoration; Plates, cups, glasses, cutlery such as forks, spoons, knives, straw, trays, wrapping or packing films around sweet boxes, invitation cards, and cigarette packets, plastic or PVC banners less than 100 micron, stirrers. The single used plastic is a major concern for environment and ecological balance. Keeping in mind the harm that caused by single use plastic, Joya Gogoi College has the total commitment to ban the use of single use plastic in college premises and its neighbourhood to promote a cleaner and greener environment. This commitment is termed as POLICY ON BAN OF SINGLE USED PLASTIC

2. OBJECTIVES OF THE POLICY:

- To ban the use of one-time water bottle and plastic plates in the college.
- Students/faculty/staffs are encouraged to use cloth bags.
- Use of compostable plates and cups made from biodegradable materials such as cornstarch, sugarcane, or bamboo.
- To use glass bottles as a safe and sustainable alternative to plastic bottles in conferences/workshops/celebration of commemorative days etc. in the college.



- Use of digital banner and digital placards instead of one-time banners.
- Conduct awareness programs, street plays and workshops on the harmful impact of single used plastic.

This policy intends to help Joya Gogoi College to achieve plastic free campus. It is not meant to be exhaustive but to provide directions and tips to practices towards cleaner and plastic free campus.
