



Institutional Policies

Address:-

I.B. (PG) College, Panipat

G.T Road,

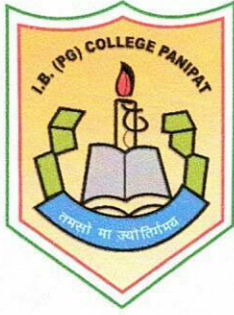
Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

Table of Contents

Admission Policy.....	1
Anti-Sexual Harassment Policy	4
E-Governance.....	6
Energy and Carbon Policy.....	10
Finance Policy.....	13
Gender Policy	16
Grievance Redressal Policy	22
Human Resource Policy.....	24
Infrastructure Policy	29
Institutional development Plan	32
IT Policy.....	43
Perspective Plan and Road Map.....	51
Purchase policy.....	75
Quality and Environment Policy.....	77
Solid Waste Management Policy.....	82
Staff welfare Policy.....	85

I.B.(PG) COLLEGE, PANIPAT



Admission Policy

of

I.B. (PG) College, Panipat

Address:-

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

Admission Policy

Introduction

I.B. College, Panipat is one of North India's most prestigious and top co- educational institution, affiliated to Kurukshetra university, Kurukshetra. Since 1967, it has been providing high-quality education in the three fields of arts, sciences, and commerce in order to benefit humanity. The college provides the following courses:

Under Graduate Courses:

- B.A. (General)
- B.A. English (Hons.)
- B.Com. (General)
- B.Sc. (Non-Medical)- Physics, Chemistry, Mathematics
- B.Sc. (Medical)- Botany, Zoology, Chemistry
- B.Sc. (Biotechnology)- Botany, Zoology and Biotechnology

Post Graduate Courses:

- M.A. (Hindi)
- M.A. (English)
- M.Sc. (Mathematics)
- M.Com

Professional Courses at Under Graduate Level:

- Bachelor of Computer Application (BCA)
- Bachelor of Business Administration (B.B.A)
- B. Com (Honours)
- B.Sc. (Non-Medical) with Physics, Computer Science and Mathematics.



The eligibility conditions for all the courses are in accordance with the eligibility criteria of Kurukshetra University, Kurukshetra. For students, eligibility conditions and subject combinations have been provided by the college on its website: <http://ibpgcollegepanipat.ac.in>

Admission Process:

I.B. (PG) College, Panipat is a government- aided institution that is affiliated to Kurukshetra University, Kurukshetra, Haryana. The college abides by all laws, decrees, and directives issued by the Director General Higher Education (DGHE), Government of Haryana and Kurukshetra University, Kurukshetra regarding admission to various disciplines. Admission in various courses is done online through the Online admission portal of Higher education, Haryana. All the admissions-related information (the schedule of admission, required documents for uploading, profile of the colleges of Haryana with the details of the courses and fee

Admission Policy

I.B.(PG) COLLEGE, PANIPAT

3

etc) is available on the portal i.e. <https://admissions.highereduhry.ac.in/>.

Director General Higher Education (DGHE) offers colleges and students step-by-step instructions on its admissions portal and through direct communication with the college. The DGHE outlines every step of the college admissions process and offers instructions on how to submit fees, cancel an admission, and the reservation policy and its norms etc.

Before the start of the online registration for students, DGHE asks colleges to upload the details of different courses like nomenclature of the course, subject combinations, fee structure, seat matrix in accordance with the reservation policy of Kurukshetra, University, Kurukshetra)

Once the registration gets open, following procedure is followed:

1. The applicant should apply by filling the online Application Form available on <https://admissions.highereduhry.ac.in/>.
2. A merit list is prepared after online verification of documents.
3. If the name of the applicant appears in the merit list, he/she must pay the admission fees within the stipulated time.
4. After depositing the fee, the student will be provisionally admitted to the course, subject to the verification of original documents by the college.

If there is any discrepancy, the college is authorized to cancel the provisional admission of the student or change his/her stream/subjects subject to the availability of seats and his/her willingness.

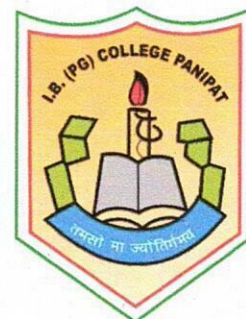
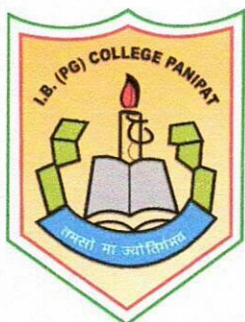
5. After declaration of two or three merit lists, depending upon the number of registrations in Haryana colleges, the admission and verification is done through physical counselling by the colleges themselves.

Rules For Refund of Fee

If a candidate withdraws from the course/programme in which he/she was admitted in the College, the fee to the candidate will be refunded as per Kurukshetra University Kurukshetra norms.


PRINCIPAL
Principal
I.B. (PG) College, Panipat

I.B. (PG) COLLEGE, PANIPAT



Anti- Sexual Harassment Policy

of

I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B. (PG) COLLEGE, PANIPAT

2

Anti- Sexual Harassment Policy

Objective

To develop a mechanism for preventing and redressing cases of sexual harassment and other gender-based violence in the college.

Policy


I.B (P.G.) College, Panipat is committed to providing an environment that, along with being safe for its students and employees, is also free from any kind of discrimination and harassment, including sexual harassment, in the college. I.B (P.G.) College recognizes that anyone can be a victim of sexual harassment, regardless of their sex and that it may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcomed by the person against whom the conduct is directed. All sexual harassment is strictly prohibited.

I.B. (P.G.) College shall operate with a zero-tolerance policy with regards to sexual harassment at the workplace. Every such incident shall be taken up seriously and prompt investigation be commenced against all allegations of sexual harassment. Any person who is found to have sexually harassed another shall face disciplinary action. The college respects individual rights and thus, shall keep confidentiality with regards to privacy of the individuals reporting or accused of sexual harassment to the extent reasonably possible. No one will be victimized for making such a complaint.

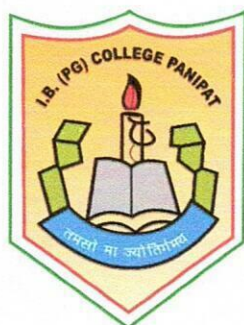
Anyone, including employees of I. B. (P.G.) College, students, visitors, or contractors, who sexually harasses another will be reprimanded in accordance with the internal policy of the College. Intentional or malicious reporting, however, shall make ground for disciplinary action.

Anyone who is subjected to sexual harassment may approach the Anti-Sexual Harassment Cell of the college. The Cell shall have a Coordinator and a Committee of members who are responsible for receiving, investigating, and thereby resolving complaints of sexual harassment.

Information about the Cell shall be made available in the on the website as well as on college premises. The college also has a complaint box and an email ID, principalibcollege@gmail.com, for this purpose, which shall be checked by the committee on a regular basis.


PRINCIPAL
Principal
I.B. (PG) College, Panipat
Anti-Sexual Harassment Policy

I.B. (PG) COLLEGE, PANIPAT



E-Governance Policy

of

I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B. (PG) COLLEGE, PANIPAT

2

E-GOVERNANCE POLICY

Table of Contents

1	Introduction.....	3
2	Objectives	3
3	E-Governance Policy	3
3.1	Administration:	3
3.2	Finances and Accounts:	3
3.3	Student Admissions:	4
3.4	Student Support:.....	4
3.5	Website:	4

E-Governance Policy

I.B. (PG) COLLEGE, PANIPAT

3

1 Introduction

Information Technology has emerged as the most potent tool of governance in the recent times. It has the ability to transform the conventional governance to a modern form that is transparent and responsible, and carries the ability to transform and strengthen relations with the stakeholders. We, at I.B. (P.G.) College, Panipat continually strive our best to stay connected with each and every stakeholder, and ensure smart and transparent governance. Taking imperative from this ideology, the college has implemented e-governance policies in its administration and other pursuits.

2 Objectives

Following are the Objectives of the I.B. (P.G.) College e-Governance policy:

1. To facilitate paperless administrative process in the College.
2. Discharge of operations in an efficient manner and
3. Growth of the institution's e- administration.
4. To provide transparency in the working of various departments.
5. To facilitate better communication and coordination between numerous stakeholders of the institution.
6. . To provide easy access to information.
7. To achieve utmost utilization of ICT resources and infrastructure.
8. To achieve greater visibility by leaving and marking new digital footprints.

3 E-Governance Policy

In order to adopt an efficient system of governance, the college has decided to implement e-governance in maximum fields. In this line, it has created a strong fiber network for seamless working.

The e-Governance policy of the college covers the following areas:

3.1 Administration:

Most of the tasks related to administrative activities are handled online. The administrative staff of the college is well trained and tech-savvy.

3.2 Finances and Accounts:

Finance and Accounts Department is the key department for every institution. Although paper work cannot be omitted entirely from the department yet there are a few areas where electronic medium is used.



E-Governance Policy

I.B. (PG) COLLEGE, PANIPAT

4

The college accounts are maintained using the Tally software. The administrative staff is well-versed with the software. Requisite training is provided as and when required.

Payment to vendors and others is done through RTGS/NEFT. Statutory payments like salary, GSR, PF, TDS, etc. are made through online mode/ banking services.

3.3 Student Admissions:

The college conducts admissions through online mode for all the courses as permitted. The admission process is fully automated. The college abides by all laws, decrees, and directives issued by the Government of Haryana and Kurukshetra University, Kurukshetra regarding admission to various disciplines. All the admissions-related information is available on the Haryana Government portal i.e. <https://admissions.highereduhry.ac.in/>. After the completion of admission procedure, the data is transferred from the admission portal of DGHE, Haryana to the ERP portal of the college.

3.4 Student Support:

The College Library has a rich source of knowledge. It has provided the facility to browse books from anywhere in the world through WEBLIB/WEB OPAC system. The library has also subscribed to N-List and DELNET for the benefit of students and employees.

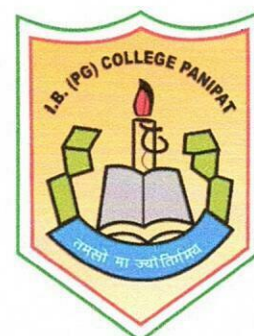
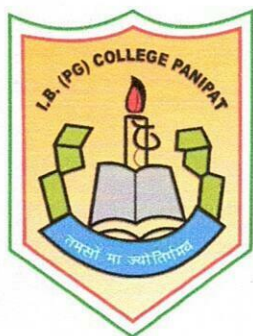
The students also receive alert messages through SMS on their mobile phones to keep them updated with regards to the issuance and return of books. In addition, to keep the students informed, the college circulates necessary notices and other relevant information on the respective class groups on various social interaction applications like Whatsapp.

3.5 Website:

Website is the first impression of a college for the outside world. The website of I.B. (PG) College provides latest updates regarding notices, important events, activities, etc. and is always available to the end user. A team of brilliant minds from the college staff has been assigned the task to manage the website and its contents.


PRINCIPAL
Principal
I.B. (PG) College, Panipat
E-Governance Policy

I.B.(PG) COLLEGE, PANIPAT



Energy and Carbon Policy

of

I.B. (PG) College, Panipat

Address:-

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

Energy And Carbon Policy

Introduction

We, at I.B.(PG) College, acknowledge our roles and responsibilities towards addressing energy consumption and carbon emissions. There is urgent need to promote sustainable practices, reduce greenhouse gas emissions, and mitigate the impacts of climate change and to sensitize the community on ways and means of energy saving and conservation. This policy is crucial in combating climate change and ensuring a sustainable future by reducing reliance on fossil fuels and promoting environmentally friendly practices across various sectors.

The Eco Club of the college plays a vital role in mobilizing students and the community to promote the prudent and efficient use of energy sources and resources. The club aims to achieve continual improvement in energy and carbon performance.

Objectives

In alignment with global initiatives, the college has outlined specific strategies to accomplish this goal:

Raise awareness: The Eco Club will create awareness among students and the wider community about the responsible and judicious use of energy resources at all levels. The focus will be on promoting efficient utilization of resources and emphasizing energy preservation and conservation.

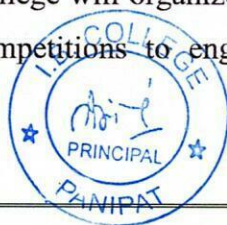
Campus improvement: The college will work towards enhancing the campus environment while reducing energy expenditure. This will involve adopting innovative methods and utilizing energy-saving devices such as LED lights and star-rated appliances. Additionally, efforts will be made to improve the physical infrastructure of the college to optimize energy usage.

Counselling sessions: Faculty and staff members will receive counselling sessions on the efficient use of air conditioners, room heaters, personal computers, printers, and other electrical appliances. The aim is to promote responsible and energy-efficient usage.

Awareness displays: The college will set up displays across the campus to raise awareness among students and staff about energy conservation and carbon reduction. These displays will serve as visual reminders of the importance of sustainable practices.

Promotion of sustainable commuting: Students who commute to college using bicycles will be recognized and motivated. Faculty and staff will be encouraged and facilitated to utilize public transportation or carpooling options, reducing the carbon footprint associated with commuting.

Student engagement activities: The college will organize various activities like quiz contests, essay writing competitions, and slogan writing competitions to engage students and raise awareness about energy conservation.



Energy and Carbon Policy

I.B.(PG) COLLEGE, PANIPAT


3

Certificate courses and project work: The college will introduce certificate courses on energy use and conservation, enrolling both college students and students from adopted schools. They will also be involved in project work related to energy-related issues in collaboration with local MSME units.

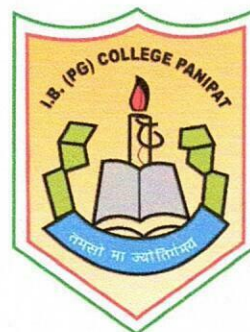
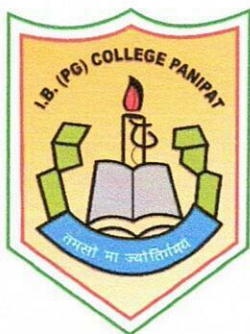
Partnerships and collaborations: The college will work in partnership with regulatory services authorities, suppliers, contractors, and all relevant stakeholders to understand and initiate improvement projects in line with energy and carbon reduction goals.

Energy measurement and reporting: The college will conduct energy audits to measure, monitor, and report both direct and indirect energy usage and carbon emissions. This will be done in accordance with internationally recognized protocols.

The energy-and-carbon policy will be made available to all students and stakeholders as per requirement. It will be reviewed every three years to ensure its suitability and updated as necessary to reflect evolving best practices and goals. By implementing these measures, the college aims to create a culture of energy consciousness, minimize environmental impact, and contribute to global sustainability initiatives. The active involvement of the Eco Club and the entire college community will be instrumental in achieving these objectives.


PRINCIPAL
Principal
I.B. (PG) College, Panipat
Energy and Carbon Policy

I.B. (PG) COLLEGE, PANIPAT



Finance Policy

of

I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B. (PG) COLLEGE, PANIPAT

2

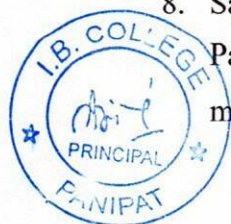
Finance Policy

Introduction

I.B.(PG) College, Panipat is a Government-Aided College affiliated to Kurukshetra University, Kurukshetra, Haryana. It is one of the leading educational institutes of Haryana. The college adheres to a transparent and objective financial policy that was created in consideration of the guidelines provided by the Kurukshetra University, Kurukshetra, Haryana government, and the University Grants Commission.

Special Features of Finance Policy

1. All purchases and payments are made following receipt of requisitions from the relevant parties and approval from the Principal. An estimated budget is made at the start of each fiscal year after inviting demands from all departments, clubs, committees, and the college library.
2. Finance Policy requires that for purchases above Rs. 5,000, quotations are invited from at least three vendors. The concerned committee members and the Principal are subsequently shown the quotations. Following the preparation of a comparative statement of quotations received from several vendors, the purchase order is placed. Payment is only released after the concerned committee members or committee in-charge have reviewed the bills.
3. All payments are made either through cheque or in online mode and no cash payment is made.
4. The General Secretary of the Governing Body of the I.B.(PG) College, Panipat must approve any proposal for purchases over Rs. 25000 before the purchase procedure can begin.
5. All items purchased are entered in the respective stock registers.
6. Payment of examinations fees is made online.
7. Scholarship and prize money to the winners of extra co-curricular activities are disbursed online or through cheques.
8. Salary bill of regular staff is sent to Director Higher Education Haryana, Panchkula (DHE) and is credited directly to the respective accounts of staff members by DHE itself.



Finance Policy


I.B. (PG) COLLEGE, PANIPAT

3

9. Salary of contractual staff is credited to their bank accounts by the college.
10. The institution has a transparent and established mechanism for conducting internal & external financial audit to ensure financial compliance. The management has appointed Chartered Accountant as the internal audit. The external Audit team verifies all the financial corrections & clarification. Daily transactions are verified by the Bursar of the college. The Audit statement is duly signed by the authorities & then the financial accounts are settled.

Allowances and Benefits

All allowances and benefits like HRA, DA, Pension and Gratuity benefits for teaching and non-teaching staff are applicable as per the relevant rules notified by the state government from time to time.


PRINCIPAL
Principal
I.B. (PG) College, Panipat
Finance Policy

I.B. (PG) COLLEGE, PANIPAT



Gender Policy

of

I.B. (PG) College, Panipat

Address:-

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

Gender Policy

Table of Contents

1	Introduction.....	3
2	Need for the Policy	3
3	Objectives	4
4	Policy Guidelines.....	5
4.1	Zero tolerance for gender-based discrimination:	5
4.2	Prevention and prohibition of discrimination:	5
4.3	Promotion of gender equality:.....	5
4.4	Confidential reporting mechanism:	5
4.5	Actions against offenders:.....	5
4.6	Women's Cell and a Committee against Sexual Harassment (Internal Complaints Committee)	6

I.B.(PG) COLLEGE, PANIPAT

3

1 Introduction

It is a policy on Gender Equity and prevention of Gender Based Discrimination. It contains guidelines on prevention and prohibition of Gender based discrimination and promotion of Gender Equity. This policy applies to all employees, students, visitors, volunteers, applicants, and program participants in various departments of I.B.(PG) College, Panipat. It became effective after getting approved by the Governing Body of I.B.(PG) College. The Officers dealing with this policy are the Chairperson, Internal Complaints Committee and Convener, Women Cell.

The NEP 2020 focuses on five pillars: Affordability, Accessibility, Quality, Equity, and Accountability. In line with these principles, the Indian, sustainable development goals, and various government acts and schedules, I.B. (PG) College, Panipat, recognizes the importance of gender equality and promotes gender justice within its institution. The college acknowledges the constitutional provisions of gender equality, non-discrimination, and gender justice through Articles 14, 15, 16, 39, and 42. It also recognizes Sustainable Development Goal 5 (SDG5) dedicated to Gender Equality as part of the broader global agenda for sustainable development. Promoting gender equity is also emphasized in Criterion 7 of the National Assessment and Accreditation Council (NAAC), which is a key indicator for accreditation. The college is committed to fulfilling this criterion and ensuring gender equity in all aspects of its functioning.

Furthermore, the college acknowledges the marginalized and vulnerable position of the transgender community in India and supports legislation that empowers them.

To foster societal changes and promote gender justice, the college believes in the transformation of attitudes, mindsets, and behaviours from a young age. It recognizes the role of educational institutions in shaping the attitudes and behaviours of adolescents. Therefore, I.B. (PG) College strives to create an inclusive and discrimination-free environment that actively encourages women and provides protection against sexual harassment.

The college recognizes that creating such an ecosystem and sensitizing all stakeholders within the institution is crucial in promoting gender justice. By promoting respectful and inclusive interactions at home, college, and the workplace, I.B. (PG) College aims to contribute to a more equitable society. Overall, I.B. (PG) College is committed to upholding gender equality, providing a safe and inclusive environment, and actively encouraging women's participation in all spheres of its functioning.

2 Need for the Policy

The SAKSHAM report of UGC (University Grants Commission) in 2013 is a comprehensive document that addresses various issues related to women in Higher Education Institutions (HEIs). It highlights the importance of ensuring the safety and security of women on campuses and proposes remedial measures to address these concerns. Additionally, the report emphasizes



Gender Policy

I.B.(PG) COLLEGE, PANIPAT

4

the need for gender sensitization programs within HEIs. Despite the existence of clear guidelines and strict punishments, incidents of gender-based harassment, humiliation, exploitation, and violence in HEIs are often underreported. This can be attributed to hierarchies, power dynamics, and the stigma surrounding such incidents. Furthermore, the report acknowledges the unique challenges faced by the transgender community. Transgender individuals encounter significant levels of stigma in different aspects of life, including health, education, employment, and access to social schemes and entitlements. These challenges often make education inaccessible for them. According to UGC DO. No.F.91-212020(GS)Pt.1, dated June 10, 2021, as well as an earlier letter dated September 10, 2020, universities and colleges are requested to establish an Internal Complaints Committee (ICC) and a Special Cell to address gender-based violence and conduct gender sensitization programs. Our college has constituted an ICC that operates in accordance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. We do gender audit to ensure compliance. Our Women Cell is actively engaged in organizing various programs related to gender sensitivity, equality, and empowerment. These initiatives aim to create an inclusive and safe environment for women employees and students within our institution. Considering these observations, it becomes essential for HEIs to address these issues and create inclusive environments that promote the safety, security, and equal treatment of all individuals, irrespective of their gender identity.

3 Objectives

- Create an inclusive and welcoming learning environment for individuals of all genders.
- Promote gender equality, equity, and justice.
- Ensure compliance with relevant laws, regulations, and guidelines related to gender equality and justice set by the State, Centre, and other regulatory bodies.
- Sensitize all stakeholders about the importance of treating every individual with dignity, regardless of their sexual orientation, religious beliefs, gender, language, caste, etc.
- Establish effective mechanisms to address and provide redressal for incidents of gender-based injustice, ensuring the safety of victims.
- Foster trust among women employees and students within the institution.
- Empower women by providing them with skills, knowledge, and competence to enhance their self-reliance.
- This policy applies to all employees, students, visitors, and participants of programs in all departments, ensuring its comprehensive reach and application.



I.B.(PG) COLLEGE, PANIPAT

5

4 Policy Guidelines

4.1 Zero tolerance for gender-based discrimination:

4.1.1 The college will not tolerate any form of gender-based discrimination or harassment. It will implement appropriate measures to safeguard the interests of women, employees, and students and eliminate any discriminatory practices.

4.2 Prevention and prohibition of discrimination:

4.2.1 The college will take proactive measures to prevent and prohibit discrimination against women. It will work towards eradicating any such practices that are detrimental to the institution's reputation.

4.3 Promotion of gender equality:

4.3.1 I.B.(PG) College, Panipat will promote equality among employees and students, regardless of their gender. It will create an inclusive environment that values and respects the contributions of all individuals.

4.4 Confidential reporting mechanism:

4.4.1 The college will provide an online reporting mechanism that ensures confidentiality, allowing individuals to report incidents of discrimination or harassment anonymously if they wish to do so.

4.5 Actions against offenders:

4.5.1 Any employee found guilty of discrimination or harassment against a woman will face appropriate actions as per the conduct and service rules of the college or disciplinary rules applicable to students. The college will ensure that disciplinary actions are taken in a fair and timely manner.

4.5.2 All administrative officers and teachers, including HODs, at I.B.(PG) College, Panipat, have the responsibility to promptly report any allegation of discrimination or harassment brought to their attention by any woman employee or student. They are expected to take immediate and necessary actions in accordance with the college's rules and regulations. Furthermore, any officer or teacher, including HODs, who is found to be delaying the reporting of gender-discrimination or harassment complaints, or retaliating against an employee or student for making a complaint or participating in the investigation, or obstructing the inquiry or redressal process in any manner, will face disciplinary actions. These actions will be taken in accordance with the conduct and service rules of the state government, affiliating university, or disciplinary rules applicable to students.




I.B.(PG) COLLEGE, PANIPAT

6

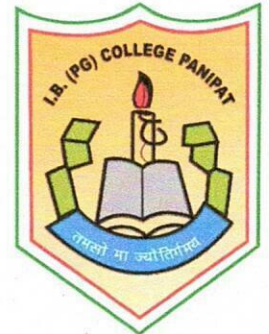
4.6 *Women's Cell and a Committee against Sexual Harassment (Internal Complaints Committee)*

- 4.6.1 The college has established a Women's Cell and a Committee against Sexual Harassment (Internal Complaints Committee) within the college premises. These cells are supported to carry out various activities, including:
- 4.6.2 Providing advice and guidance to the college administration in matters related to gender justice.
- 4.6.3 Organizing gender sensitization programs for students, teachers, administrators, and other employees to raise awareness and promote understanding of gender issues.
- 4.6.4 Creating awareness among the college community about gender equity issues, reporting mechanisms, and the penalties and consequences of discrimination.
- 4.6.5 Conducting sensitization and training programs specifically tailored for women students and employees, focusing on their rights, relevant acts, rules, guidelines, and opportunities for empowerment.
- 4.6.6 Compiling annual status reports that include details of reported cases and the penalties imposed. These reports will be submitted to the Internal Quality Assurance Cell (IQAC) of the college.

Furthermore, I.B.(PG) College, Panipat is dedicated in implementing all the provisions and directions issued by regulatory bodies such as the UGC, State Government, and Central Government in a timely manner.


PRINCIPAL
Principal
I.B. (PG) College, Panipat
Gender Policy

I.B.(PG) COLLEGE, PANIPAT



Grievance Redressal Cell Policy

of

I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

Grievance Redressal Cell Policy

For Students

I.B. (P.G.) College, Panipat, Haryana has established a Grievance Redressal Cell to effectively address and resolve any grievances raised by students of the college.

Objectives:

The primary objective of this cell is to foster a harmonious atmosphere on campus. The Grievance Redressal Cell handles all grievances directly submitted to the cell or through the Students' Portal available on the college's website. The cell follows a systematic approach to address and resolve grievances by involving the respective department or person associated with the specific issue. The cell ensures that the grievance procedure is initiated and followed in compliance with the college's rules and regulations. Confidentiality is maintained, and information regarding the grievances is disclosed only to those individuals who have a legitimate role in resolving the matter.

For Employees

To facilitate the resolution of employee issues and grievances, there is a well-defined mechanism in place. Employees are provided with the opportunity to initiate and pursue the grievance redressal procedure within 15 days from the date of submitting their request for redressal. This process adheres to the rules and regulations set by the college, university, or state. Confidentiality is maintained, and information regarding the grievances is disclosed only to individuals who have a legitimate role in resolving the matter.

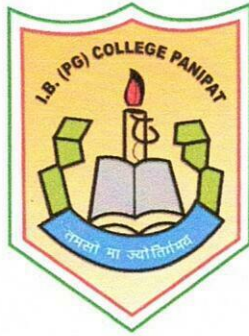
Employees have the option to raise or report their grievances in writing to the head of the institution. If the process of grievance redressal is not initiated within the stipulated 15-day period, employees are entitled to make a representation to the President of the Governing Body at I.B. (P.G.) College, Panipat. This ensures that employees have a recourse to escalate their grievances if they feel that the initial resolution process has not been adequately addressed.

Objectives:

- ❖ The primary purpose of the Grievance Redressal Cell at the college is to offer support and assistance to both students and employees.
- ❖ The cell is responsible for addressing and resolving any grievances or complaints raised by students and employees regarding academic, administrative, or other issues.
- ❖ It serves as a platform for individuals to express their concerns and seek resolutions to their problems.
- ❖ The Grievance Redressal Cell works towards providing a fair and impartial redressal process, ensuring that all grievances are thoroughly investigated and resolved in a timely manner.


PRINCIPAL
Principal
Grievance Redressal Cell Policy
I.B. (P.G.) College, Panipat

I.B.(PG) COLLEGE, PANIPAT



Human Resource Policy of I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

Human Resource Policy

Table of Contents

Introduction.....	3
Scope and Objectives:.....	3
Recruitment and Selection:.....	3
Pay Scales, Pay Fixation and Age of Superannuation:.....	3
Recruitment and Qualifications:.....	4
Qualifications:.....	4
College Principal:.....	4
Leaves (Duty Leave, Study Leave, Earned Leave, Extra-ordinary leave etc.).....	4
Appointment on Contractual Basis.....	4
Teaching Days.....	4
Work-Load.....	5
Allowances and Benefits.....	5

I.B.(PG) COLLEGE, PANIPAT

3

Introduction

The college traces its origin to the founders “Daanveer”, Seth Sh. Inder Bhan Ji and Sh. Brij Lal Dhingra Ji who donated huge amounts of funds and worked tirelessly for the establishment of I.B. (PG) College, Panipat. With their efforts, the institution was established in 1967 in Panipat to impart high quality and value-based education relevant to the present scenario and to provide the students a dynamic, interactive environment with intent of shaping them into benevolent human beings. Since inception, it has witnessed remarkable progress on many fronts. At present, it has a student strength of 2815, with 97 teaching staff and 68 non-teaching staff members.

Scope and Objectives:

Our emphasis is on all round development of our students. We assist them to grow individually, socially, and mentally by organizing co-curricular activities on regular basis. Highly qualified and dynamic faculty members have a passion for teaching and they not only fulfil the academic needs of students but also sensitize them towards social issues so that they may add to the betterment of the society. The alumni of the college have excelled in a variety of disciplines, including the judiciary, the armed forces, paramilitary forces, the civil services, medicine, sports, politics, business management, the education sector, social service, and many more. To name a few,

The institution offers diverse programmes and courses in Humanities, Science, Commerce, and Computer Science with Post Graduate courses in Hindi, English, Commerce and Mathematics.

Recruitment and Selection:

The institute has an open and honest hiring process for both teaching and non-teaching staff. All appointments are made strictly in accordance with the guidelines established by the Kurukshetra University, Kurukshetra, the Director of Higher Education, Haryana, and the University Grants Commission, New Delhi. The college has recently appointed 12 teaching faculties and 8 non-teaching staff members under the grant-in-aid scheme of the state government. These new members of the I.B. Family are expected to take the institution to greater heights.

Pay Scales, Pay Fixation and Age of Superannuation:

•The institution follows the Pay Scale Structure and Pay Fixation Formula issued by Haryana Government in Higher Education Department and notified by the Government from time to time



Human Resource Policy

I.B.(PG) COLLEGE, PANIPAT

4

•The date of implementation of revision of pay is January 2016.

Recruitment and Qualifications:

Vacancies for the posts of Assistant Professors, Librarian, Director of Physical Education and Principal are advertised at the all-India level. All selections are made purely based on the merit through a duly constituted selection committee as per the provisions of Haryana Affiliated Colleges (Security of Services) Act 1979 and the rules framed hereunder by the Govt. from time to time. For direct recruitment of teachers and other academic staff, if there is any applicant belonging to Scheduled Caste/ Scheduled Tribe/ BC/ Women/ Differently abled category, then, there must be one member in the selection committee belonging to that category.

Qualifications:

The college adheres to the eligibility requirements while making the appointments for the post of Assistant Professors, Librarian, Director of Physical Education and Principal as followed by the affiliated colleges, recognized under clause (f) of Section 2 of UGC Act, 1956.

College Principal:

The post of Principal is filled through direct recruitment according to the rules under Haryana Affiliated Colleges (Security of Service) Act 1979 and the rules made by the Haryana Government from time to time. The selection is entirely transparent and follows the API score criterion for prioritizing the candidates followed by an interview.

Leaves (Duty Leave, Study Leave, Earned Leave, Extra-ordinary leave etc.)

For availing any kind of leave, the existing rules namely Haryana Civil Services (Leave) Rules 2016 and Haryana Affiliated College (Leave) Rules 2002 or as amended from time to time, shall apply.

Appointment on Contractual Basis

Teachers are appointed on contractual basis for teaching if the student-teacher ratio exceeds the laid-norms. However, the qualification and selection procedure are largely the same as applicable to a regular teacher.

Teaching Days

The College abides by the guidelines established by the UGC, New Delhi, and DHE Haryana regarding teaching days. There must be a minimum of 30 weeks of real teaching in an academic year, with a week consisting of six days. The remaining time may be divided into 12 weeks for



Human Resource Policy

I.B.(PG) COLLEGE, PANIPAT

5

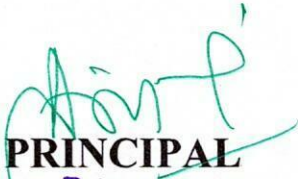
admission and exam preparation, extracurricular activities, 8 weeks for vacations, and 2 weeks for various public holidays.

Work-Load

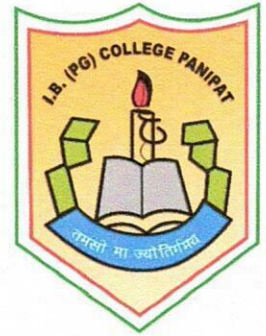
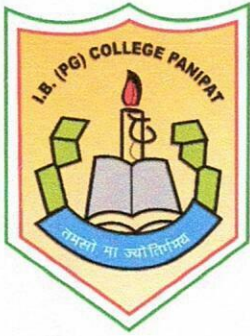
In an academic year, assistant professor/associate professors who are employed full-time should teach for at least 90 percent of the normal or statutory number of hours over a complete academic year. According to the rules in place, the teacher must be accessible for at least five and a half hours each day in the college. The teachers may be asked to stay beyond the stipulated hours in accordance with the work-load. Regardless of whether a person has the position of assistant professor or associate professor, direct teaching hours must adhere to the current regulations and any other guidelines from time to time set by the State Government.

Allowances and Benefits

All staff members, including teaching and non-teaching personnel, are eligible for perks and allowances including House Rent Allowance and Dearness Allowance, pension, and gratuity benefits as per the laws that are periodically announced by the State Government.


PRINCIPAL
Principal
I.B. (PG) College, Panipat
Human Resource Policy

I.B.(PG) COLLEGE, PANIPAT



Infrastructure Policy of I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

Infrastructure Policy

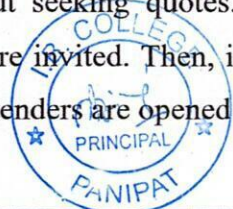
Introduction

The college has clear guidelines for the use and upkeep of its infrastructure. The faculty members are given responsibilities to ensure proper usage of the existing infrastructure. Improvements and upgradation in the college building is done and new structures are added from time to time keeping intact the original structure. The college takes pride in adding lifts in the newly built buildings, a differently abled friendly campus with ramps to ensure access to library. CCTV Cameras have been installed at all corridors to ensure vigilance and security.

The College has formulated several committees for the maintenance and improvements in current infrastructure. The Principal appoints these committees in collaboration with the Advisory Committee, which is made up of the 15% of senior faculty members and the Staff Secretary. The Advisory Committee is made sure to have members from each of the three streams—Arts, Commerce, and Science.

Policy Guidelines

- The college employs qualified internal specialists and qualified outside organizations to ensure consistent upkeep and maintenance of infrastructure facilities. The sweepers employed by the college administration clean the campus every day. Each sweeper receives a different sector from the Head Clerk for upkeep and cleaning.
- While plumbers are accessed from outside, the campus offers the services of electricians and computer technicians.
- The maintenance of equipment including solar panels, generator sets, and general illumination is the responsibility of electricians.
- Regular maintenance on computer hardware and software is provided by computer technicians. Additionally, they assign specific students and faculty members their own Wi-Fi passwords. For the upkeep of computers, LAN, servers, printers, projectors, scanners, laptops, biometric attendance system, water-coolers, and water purifiers, annual maintenance contracts (AMCs) are made with external agencies/private vendors.
- In the office of the Head Clerk, complaints of any kind are recorded. The Head Clerk then brings the issue before the Principal, who assigns the pertinent committees or the in-house maintenance personnel with the task of making the required repairs.
- If the amount of money that will likely be spent is less than a certain threshold, the repair work is done without seeking quotes. However, if the cost involved exceeds the predetermined cap, quotations are invited. Then, in the presence of the principal, bursar, and members of the relevant committee, tenders are opened at a predetermined date. The contractor who submitted the lowest



Infrastructure Policy

I.B.(PG) COLLEGE, PANIPAT

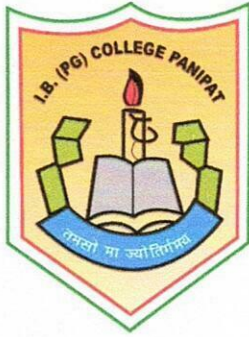
3

quote is given the contract after a comparison of all the valid tenders is made. The committee members, the bursar, and the principal all sign the statement. The successful contractor is subsequently provided with an official letter.

- With the assistance of local professionals, the college's grounds are regularly sprayed for pests. Whitewashing and painting are done on a cyclical or as-needed basis as part of the college building's routine maintenance.
- The Principal determines whether new structures should be built, renovated, or repaired in accordance with requirements after consulting with the college's Advisory committee and Construction & Maintenance Committee. The actual job is only done after obtaining approval from the management
- One of the busiest areas on campus is the college canteen. It is a place of relaxing, socializing, and rejuvenating. The college features a sizable canteen with a kitchen and separate dining areas for staff, boys, and girls. The Principal appoints a Canteen Committee to oversee frequent inspections and surveys of the hygienic conditions of the canteen as well as the food cooked and served there.
- The policy for allocation and maintenance of the canteen is as follows:
 - By inviting quotations, the canteen space is sublet to an outside contractor. It is the responsibility of the contractor to serve the healthy, nutritious, and hygienic food at affordable and pre-approved prices.
 - The college has a committee for the beautification of the campus which offers advice to the gardeners on landscaping and the planting of flowers, plants, and medicinal herbs. The committee buys the plants from nurseries, including ornamental, medicinal, and other plants for further beautification of the gardens. Additionally, it offers advice on how to chop down and get rid of hollow trees.


PRINCIPAL
Principal
I.B. (PG) College, Panipat
Infrastructure Policy

I.B.(PG) COLLEGE, PANIPAT



Institutional Development Plan **for the** **Implementation of NEP (2022-2027)** **of** **I.B. (PG) College, Panipat**

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

Institutional Development Plan (2022-2027)

Table of Contents

1. INTRODUCTION.....	3
2. PREAMBLE.....	4
3. PURPOSE.....	5
3.1 <i>Action Plan</i>	5
3.2 <i>Core Values</i>	6
3.3 <i>Targets</i>	6
4. ROADMAP AND THE WAY AHEAD....	6
4.1 <i>Providing rich, varied and up-to-date system of teaching, learning and research</i>	6
4.2 <i>Skill development and employability</i>	7
4.3 <i>Strengthening the role of students as responsible citizens</i>	8
4.4 <i>Increase diversity by attracting students from different states</i>	9
4.5 <i>Implement the outreach programmes to include alumni</i>	10
4.6 <i>Centre for excellence in skill development and personality development</i>	10

I.B.(PG) COLLEGE, PANIPAT

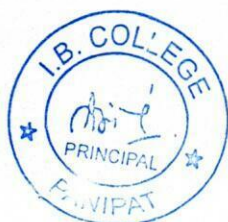
3

Institutional Development Plan (2022-2027)

1. INTRODUCTION

I.B. (PG) College, Panipat, a premier constituent college of Kurukshetra University, Kurukshetra, was founded in 1956. It is a prestigious college with a track record of distinction in academics, sports, and co-curricular activities. With an enrolment of over 2800 students, it has various departments engaged in offering undergraduate and postgraduate courses in Arts, Sciences and Commerce.

Since its inception, I.B. (PG) College has witnessed remarkable progress at many fronts. At present, it has student strength of more than 2500, with 126 teaching staff and more than 90 non-teaching staff members. The college is affiliated to Kurukshetra University, Kurukshetra and is recognized by UGC. It has congenial atmosphere to enable students realize their full potential. Various courses, both at UG and PG level, are offered, mainly in the streams of Arts, Science and Commerce. Our emphasis is on all round development of our students. We assist them to grow individually, socially, and mentally by organizing co-curricular activities on regular basis. Highly qualified and dynamic faculty members have a passion for teaching and they not only fulfill the academic needs of students, but also sensitize them towards social issues so that they may add to the betterment of society. Every year, our students bring laurels to the college by clinching University positions. The college has the honour to own a sprawling campus with well-ventilated classrooms, fully- equipped Science Labs, Computer Labs, and spacious AC Seminar Hall. In the pursuit of excellence the college is constantly upgrading its infrastructure and, in the same direction, the science faculty has now shifted to a modern new building. The students are also being provided extra opportunities to learn skill oriented short term courses. To fulfill the needs of safety, the campus has been made CCTV enabled. Apart from departmental libraries in various departments, there is a spacious and well stocked Central Library with comfortable seating arrangement and rich collection of books, magazines, and periodicals. The Central Library is fully automated with Web-OPAC facility being available. Alongside, the college is proud of notable alumni, who have distinguished themselves in different fields of academics, corporate and administration. We leave no stone unturned to ensure that every student becomes capable of playing a vital role in building sound base of a progressive society.



Institutional Development Plan (2022-2027)

I.B.(PG) COLLEGE, PANIPAT

4

2. PREAMBLE

NEP 2020 stands on the five pillars of **accessibility, affordability, equity, quality, and accountability**. At I.B. (PG) College, we aim at holistic growth of the students by honing their skills, competence, and knowledge in tune with the NEP 2020. We also help in developing community service among our students through various outreach projects. This Institutional Development Plan (IDP) is a document in the same direction which will guide us to the path of successful implementation of NEP 2020 in phases. NEP demands education to develop creativity, critical ability, and problem-solving skills among students. Pedagogy must evolve to make education more experiential, holistic, integrated, engaging, and interesting and learner centric. The curriculum must be explored to include basic arts, crafts, humanities, sports and fitness, languages, literature, culture, and values, in addition to science and mathematics with equitable access for all learners regardless of their social or economic background. Education must build character, enable learners to be ethical, rational, compassionate, and caring, while at the same time prepare them for employment. Indian culture and philosophy must not only be nurtured and preserved for posterity but also researched, enhanced, and put to new uses through our education system. These principles, in consonance with the foundational pillars of access, affordability, equity, quality, and accountability as envisaged in NEP 2020, form the basis of college education policy in guiding its students. Our institution emphasises on conceptual understanding rather than rote learning by recognizing, identifying, and fostering the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres. The college strongly believes in pluralism, multilingualism, life skills, scientific temper, human & Constitutional values, economic and social mobility, inclusion, and equality. Our college, in pursuit of excellence and guided by these principles, has framed its "Institutional Development Plan" for 2022-27. The college envisions imparting high quality and value-based education relevant to the present scenario and to provide the students a dynamic, interactive environment, with the intent of shaping them into benevolent human beings. To realize the vision, the college works towards fulfilling its mission of fostering the development of all aspects of student's personality and to enhance their creative skills so that they can tackle the challenges of life effectively.



Institutional Development Plan (2022-2027)

I.B.(PG) COLLEGE, PANIPAT

5

Institutional Development Plan, created with the participation of the educational community, establishes the aspects on which the college will concentrate its actions for the next five years in cohesion with the optimal fulfilment of the Mission, Vision, and Institutional Strategic Directions, through compliance with the Institutions' core functions: Curricular Aspects; Teaching-Learning, assessment and evaluation; Research, Innovation and extension; Infrastructure and Students' Support, Governance, Leadership and Management; and Institutional Values and social Responsibilities.

3. PURPOSE

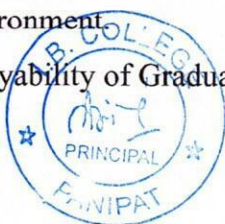
University Grants Commission has prepared the framework of Institutional Development Plan (IDP) with which educational institutions can improve their goals and infrastructure. The main objective of the Institutional Development Plan is to make students successful citizens by improving the quality and infrastructure of educational institutions. The IDP will also help in increasing the Gross Enrollment Rate of Higher Education. Moreover, in the National Education Policy, it is mandatory for every educational institution to prepare an institutional development plan. We, at I.B. (PG) College, Panipat have developed the Institutional Development Plan (IDP) along with the **Perspective/Strategic Plan**.

Strategic Plan is an important tool for an educational institution to manage itself effectively because it provides a framework for effectiveness and sense of direction

- Outlines the goals (Long term and short term) and measurable targets
- It is useful for guiding day-to-day actions
- Helps in evaluating progress and changing approaches when moving forward
- It is an iterative process at both stages, i.e., while framing and when implementing

3.1 *Action Plan*

- Achieve academic excellence.
- Boost problem-solving capacities and communication skills among students.
- Encourage experiential learning and application-based studies.
- Broaden the horizons of knowledge and wisdom in vision among the students.
- Empowerment of students by inculcating in them critical thoughts so that they may change the face of the society.
- Impart learner-centric, discussion and skill-based education to the students by providing them conducive environment
- Improve employability of Graduates



Institutional Development Plan (2022-2027)

I.B.(PG) COLLEGE, PANIPAT

6

- Improve Learning Outcome of the Students
- Achieve the targets of (COs, Pos, PSOs) 60% of available UG and PG Programs
- Improve Interaction with Industry by encouraging their presence in the campus

3.2 Core Values

- Honesty & Integrity
- Equality
- Synergy through Teamwork
- Social Responsibility
- Mutual Respect
- Ethics & Commitment
- Graduate Attributes (Personal, Professional, Intellectual, Social & Life Skills)

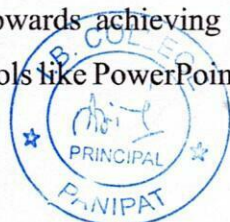
3.3 Targets

- Curricular Aspects and Teaching-Learning
- Infrastructure development and Learning resources
- Research, Innovations and Extension Services
- GROW Model for Students' Empowerment: GROW is a simple but effective framework that helps students to understand their challenges properly, and identify what their next actions should be, to reach a solution.
- Faculty and Staff Empowerment Strategies
- Good Governance
- Institutional Vision and Leadership
- Strategy Development and Deployment
- Financial Management and Resource Mobilization
- Alumni engagements and interactions
- Effective role of Internal Quality Assurance
- Ensure gender equality, Environment Consciousness, Entrepreneurial mindset

4. ROADMAP AND THE WAY AHEAD...

4.1 Providing rich, varied and up-to-date system of teaching, learning and research

Appropriate Teaching- learning resources are the hallmark of any academic institution. Walking towards achieving this goal, the college will more often be/ using ICT enabled teaching tools like PowerPoint presentations, video lectures and online quizzes in the classroom



Institutional Development Plan (2022-2027)

I.B.(PG) COLLEGE, PANIPAT

7

to engage students. In addition to traditional classroom teaching, various e-learning platforms such as SWAYAM, DIKSHA, will be extended to provide faculty members with a systematic, user-friendly, rich set of tools to keep track of learners' progress.

NEP has rightly admitted the fact that academic research is an integral part of the higher education system in most knowledge societies. Research from time to time facilitates understanding the new realm of fresh knowledge, which in turn benefits teaching. The promotion of research in the higher education system is one of the ten envisions of the NEP, by institutionalizing research funding, which is a critical requirement (<https://www.outlookindia.com/outlook-spotlight/new-education-policy-2020-rejuvenation-of-academic-research-in-higher-education--news-203646>).

Our institution hopes to achieve the desired goals in the next five years:

- Training of the faculty to use online teaching resources effectively.
- Create a congenial environment which encourages healthy discussions among the teachers as well as learners.
- Encourage inter-disciplinary collaboration wherever feasible.
- Enhance the research and upgradation of research infrastructure.
- Prepare focused Research Policy for promoting quality research.
- Encourage the faculty to produce at least two peer-reviewed research papers every year.

4.2 Skill development and employability

We wish to improve our ranking as per NIRF ranking 2027. The parameters broadly covered under NIRF ranking include "Teaching, Learning and Resources," "Research and Professional Practices," "Graduation Outcomes," "Outreach and Inclusivity," and "Perception." On the other hand, assessment and accreditation criteria covered under NAAC include "Curricular Aspects," "Teaching, Learning and Evaluation," "Research, Innovations and Extension," "Infrastructure and Learning Resources," "Student Support and Progression," "Governance, Leadership and Management" and "Institutional Values and Best Practices."

Considering the implementation of new National Education Policy that is being carried out at present, need of the hour is to bring all these ranking and accreditation systems under one umbrella of National Accreditation Council (NAC) that is already slated to be established as one of the verticals of the upcoming National Higher Education Commission (NHEC) of India,



Institutional Development Plan (2022-2027)

I.B.(PG) COLLEGE, PANIPAT

8

under the aegis of NEP-2020 (<https://www.greaterkashmir.com/todays-paper/op-ed/nirf-ranking-2022-need-for-integration-of-institutional-assessment-and-accreditation-systems>).

Accreditation of institutions will be based primarily on basic norms, public self-disclosure, good governance, and outcomes, and it will be carried out by an independent ecosystem of accrediting institutions supervised and overseen by NAC (<https://www.hindustantimes.com/education/national-education-policy-2020-ugc-aicte-era-over-nep-moots-heci-single-regulator-with-4-verticals/storytHS4Td98ZzKYpwkU0Us0dM.html>).

The following objectives have been set to be achieved in a time span of five years:

- Registration of patents and optimum utilization of financial resources.
- Trace appropriate resources provide help to economically and socially challenged students.
- In order to create more opportunities for entrepreneurship, linkages with industries will be strengthened.
- Strengthening of alumni networking and engagement.

4.3 *Strengthening the role of students as responsible citizens*

Education is a must for achieving full human potential, developing a fair society, and promoting national development. A knowledgeable person can live a qualitative life. A good citizen is a man of good habits. The constitution has given citizen so many rights but at the same time, he has some responsibilities towards society. He must have respect for others' faiths and beliefs and must be respectful towards the culture of his country. Apart from the constitutional duties, citizens also have some moral duties like helping elderly people, respecting women, conserving water, and energy. Being a fellow of one religion, he should also respect the people of other religion too. The Policy envisages that the curriculum and pedagogy of our institutions must develop among the students a deep sense of respect towards the Fundamental Duties and Constitutional values, bonding with one's country, and conscious awareness of one's roles and responsibilities in a changing world (<https://pib.gov.in/PressReleaseIframePage.aspx?PRID=1703248>).

National Education Policy has not only recognized the glorious past of ancient India in terms of the contribution of our world-class Indian Universities like Nalanda and Takshshila but also picked up the right elements and incorporated the building blocks into the framing of New Education Policy both, at school and University levels (<https://www.linkedin.com/pulse/indian-ethos-culture-national-education-policy-nep-2020->



Institutional Development Plan (2022-2027)

I.B.(PG) COLLEGE, PANIPAT

9

nangia). In order to achieve this goal, we plan to accomplish the following:

- Increased faculty engagement with students so that students may share their feelings with them and faculty may know their state of mind and guide them accordingly.
- Strengthen Mentor-Mentee system through more training sessions for mentors.
- Make concentrated efforts to involve more students in community service and, thus, develop an attitude of helping others.
- Strengthen Sanskarshala Club and NSS that already work incessantly to inculcate values among the students.
- Impart value-based education through storytelling, role-play and games. The teachers will be encouraged to be role models for students.

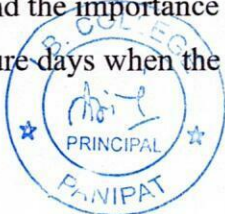
4.4 Increase diversity by attracting students from different states

A diverse learning environment does not just raise youngsters' cultural awareness but can also yield some long-term career benefits. In today's era of globalization, where people from different backgrounds work together in one company, being around with people of varied cultures prepare youngsters for entering the 21st-century workforce and help them master skills like Cross-cultural communication, Collaboration, Innovation etc. This policy has tried to incorporate all these important parameters to ensure consistent teaching & learning outcomes for diversified country like Bharat (India) (<https://www.learnqoch.com/implement-equity-inclusion-with-nep-2020/>).

Diversity is about differences and equity means being impartial. Diversity improves critical-thinking skills of the students and motivates them to think differently. The policy is designed to avoid segregation and isolation of ethnic and linguistic minorities, those with disabilities and those who face learning difficulties due to language barriers and are at the risk of educational exclusion. We make sense of the world through language and this creates and recreates power, authority, and legitimating. NEP 2020 has set the goal for all to be authoritative with the command of different languages at different levels of education (<https://timesofindia.indiatimes.com/blogs/voices/nep-2020-making-education-more-inclusive>).

For this the following are the goals and objectives we wish to take up and accomplish:

- In order to make the students more productive and comfortable, the college will hire teachers who understand the importance of diversity and will make them inclusive in the class.
- Organise culture days when the members of different communities talk about their cultures so



Institutional Development Plan (2022-2027)

I.B.(PG) COLLEGE, PANIPAT

10

that all students get to know about different cultures and develop a sense of respect for them.

- Though the institution is already commemorating important occasions, still more efforts will be made to organize small programmes in classrooms to celebrate various festivals and traditions which will teach students about these traditions.
- To promote diversity, the meritorious students from other states will be encouraged by offering them scholarships and concessions.

4.5 Implement the outreach programmes to include alumni

NEP focuses making efforts to involve community and alumni in volunteer efforts for enhancing learning by providing at schools: one-on-one tutoring; the teaching of literacy and holding of extra help sessions; teaching support and guidance for educators; career guidance and mentoring to students; etc, industry and academia (https://www.education.gov.in/sites/upload_files/mhrd/files/NEP_Final_English_0.p_d.pdf).

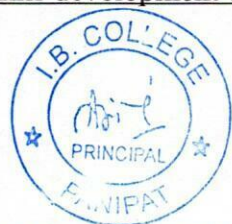
Engaged alumni can provide invaluable, lifelong support to higher educational institutions by mentoring current students and Volunteering on committees and boards. The following objectives have been set to be achieved in next five years:

- Full-time person dedicated to alumni outreach will be appointed.
- Feedback from alumni will be solicited and their suggestions will be incorporated in Plan of action of the college.
- Strengthen Alumni-student interaction

4.6 Centre for excellence in skill development and personality development

The policy envisioned the holistic development of youth with emphasis on not only an upsurge in Gross Enrolment Ratio but also on skill development as the determining factor to realize the objectives of “Atmanirbhar Bharat,” an ambitious mission of Hon’ble Prime Minister Shri Narendra Modiji, who always insists upon imparting of skills as a key element of the modern education system (<https://www.news18.com/news/opinion/national-education-policy-2020-making-indian-youth-skilled-to-achieve-atmanirbhar-bharat-3073535.html>). The National Education Policy 2020 also recognizes the importance of soft skills such as communication, team work, problem solving, decision making, analytical thinking, resiliency, etc. as imperative life skills.

(<https://www.indiatoday.in/education-today/featurephilia/story/explained-role-of-nep-in-enhancing-skill-development-among-students-1981740-2022-07-30>).



Institutional Development Plan (2022-2027)

I.B.(PG) COLLEGE, PANIPAT

11

For achieving this, following are the goals and objectives we wish to take up and accomplish in the next five years:

- Case based learning to enhance the skills of students in analysing the real organizational problems.
- Provide intensive exposure to the corporate world.
- Ensure industry readiness, academic and industry collaboration.
- Enable and guide students towards learning additional skills.
- Starting various skill development courses for students to opt one course in each semester compulsorily.


PRINCIPAL

Principal

I.B. (PG) College Panipat

Institutional Development Plan (2022-2027)

I.B.(PG) COLLEGE, PANIPAT



Information and Technology

(IT) Policy

of

I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

Information Technology (IT) Policy

Table of Contents

1	Introduction	3
2	Objectives of IT Policy:.....	3
3	Scope of IT Policy:.....	4
4	Standard policies and procedures:	4
4.1	Procurement Policy:	4
4.2	Maintenance and Installation Policy:	5
4.3	Guidelines for students:.....	5
4.4	System and Network Use Policy:.....	6
4.5	Web Site Updating and Hosting Policy	6
4.6	Policy for Maintaining Web Pages:	6
4.7	College Database (of e-Governance) Use Policy:.....	7
4.8	Responsibilities of the Automation and Electronics Committee	7

I.B.(PG) COLLEGE, PANIPAT

3

1 Introduction

In order to adapt to the evolving era of Information and Communication Technologies (ICT), the college has proactively embraced various initiatives to leverage these technologies. Notably, the implementation of e-governance has encompassed several key areas of operation within the institution:

1. Administration: The college has integrated ICT solutions to streamline administrative processes, enhancing efficiency and effectiveness.
2. Admissions: ICT tools have been employed to facilitate the admissions process, simplifying procedures for prospective students.
3. Finance and Accounts: The college has embraced ICT in managing financial and accounting operations, ensuring accuracy and transparency.
4. Library Operations and Services: Information and communication technologies have been integrated into library functions, enabling improved access to resources and services.
5. Teaching and Research: ICT is utilized to support teaching and research activities, providing enhanced tools and resources for faculty and students.
6. Examination: The college has implemented ICT solutions to streamline examination processes, making them more organized and efficient.
7. Student Admission and Support: ICT systems have been implemented to provide comprehensive support services to students, ensuring a smooth academic journey.
8. Other Activities: Various other college activities have also been incorporated into the e-governance framework, optimizing processes, and enhancing overall effectiveness.

Furthermore, the entire campus has been equipped with Wi-Fi connectivity, enabling seamless access to the internet, and fostering a technologically advanced learning environment. The institution has experienced remarkable advancements in technology adoption across various operations. While the institution adheres to all statutory regulations, it has recognized the importance of documenting an IT policy to ensure proper use of IT resources and bandwidth,

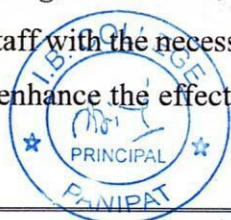
Effective Control of Network Activities, Security of IT-Based Resources. The documentation of an IT policy promotes a secure, efficient, and regulated IT environment, ensuring the institution's technological resources are optimally utilized while maintaining the integrity and security of its IT infrastructure.

2 Objectives of IT Policy:

IT facilities and other resources will be strategically utilized to achieve the following objectives:

1. *IT for Teaching, Learning, Assessment, Research, and Development Activities:*

The college will provide its staff with the necessary ICT infrastructure, including updated software, hardware, and internet connectivity, to enhance the effectiveness of teaching, learning, assessment, research, and other



I.B.(PG) COLLEGE, PANIPAT

4

development activities. The outcomes of these practices will be uploaded to the college website, benefiting students and other stakeholders.

2. *IT for Governance Process:*

The college will extensively employ IT in e-governance across various areas of operation, including administration, admissions, finance and accounts, library operations and services, teaching and research, examination, student admission and support, and other activities. This utilization of IT will streamline and enhance the efficiency of administrative processes within the institution.

3. *IT for Resource Sharing, Collaboration, Communication, and Activity Organization:*

IT will be utilized to facilitate resource sharing, collaboration, and communication among staff, students, and other stakeholders. It will serve as a platform for conducting activities with institutions/organizations that the college has established Memorandums of Understanding (MOUs) with.

By leveraging IT facilities and resources for these purposes, the college aims to optimize teaching and learning experiences, streamline governance processes, and foster effective collaboration and communication within the institution and with external partners.

3 Scope of IT Policy:

This policy encompasses all ICT-based infrastructure, tools, and platforms, whether institutionally provided or personally owned/subscribed, including hardware and software. It applies to both staff and students of the institution, regardless of whether they are using IT facilities on campus or remotely from their homes, for college-related activities and work. All individuals, including staff members, students, and visitors, who utilize the IT facilities provided by the college, are required to adhere to the guidelines outlined in the College's IT Policy. Compliance with these guidelines is both a moral and legal obligation for all users. The objective of this policy is to ensure responsible and ethical usage of IT resources within the institution, promoting a secure and productive IT environment while upholding legal and regulatory compliance.

4 Standard policies and procedures:

To achieve the afore-mentioned objectives, the following standard policies and procedures will be implemented:

4.1 *Procurement Policy:*

- The college will adhere to the prescribed purchase procedure when acquiring IT hardware and software. This procedure ensures a standardized and efficient procurement process.
- For hardware and software, the college will procure items that meet standardized specifications. These specifications will be vetted and certified by the Automation and Electronics Committee to ensure compatibility, ease of support, and facilitate resource and knowledge sharing among users.



I.B.(PG) COLLEGE, PANIPAT

5

- When purchasing computers, they will come pre-loaded with all necessary licensed software, including the operating system, antivirus software, and required application software. This ensures that the computers are properly equipped with authorized software from the outset.
- To ensure the proper maintenance of hardware and software, IT and related equipment will be covered under an Annual Maintenance Contract (AMC). The AMC terms and conditions will be comprehensive, addressing the necessary requirements for maintenance and support of both hardware and software.
- Stock verification team periodically reviews the stock of all IT assets. The team submits its report to the college Principal.

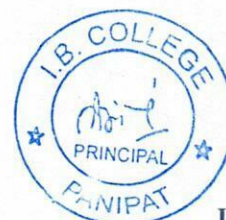
4.2 Maintenance and Installation Policy:

- A dedicated Hardware Person will be assigned the responsibility of ensuring compliance with the IT policy and proper handling of hardware resources. This individual will oversee the maintenance, repair, and management of hardware equipment, as well as monitor adherence to the IT policy guidelines.
- The college strictly follows the maintenance schedule. If any IT equipment requires service, the same is notified to the Principal. The Principal then orders the necessary maintenance. In case of warranty claim, a complaint is registered with the vendor who issues the complaint reference number. Based on the complaint, the vendor sends the technical person to observe the technical fault and service or replace the equipment as per the need. After the issue is resolved, college technician verifies the status of the equipment to close the complaint.
- The college will use licensed software, adhering to legal and licensing requirements. This ensures compliance with software usage regulations and helps support software developers and their intellectual property rights.
- The college's IT policy fully respects the anti-piracy laws of the country. It explicitly prohibits the installation of any pirated or unauthorized software on computers owned by the college or connected to the college campus network. This policy ensures compliance with intellectual property rights and promotes ethical and legal software usage.
- Regular backups of data will be conducted to safeguard against data loss or corruption. This practice ensures that important information is securely preserved and can be recovered in the event of any unforeseen incidents or system failures.

4.3 Guidelines for students:

Students must follow the following guidelines while using the computer labs:

- Students must wear ID card to enter in the computer labs.



IT Policy

I.B.(PG) COLLEGE, PANIPAT

6

- Students are not allowed to install unnecessary software on the systems. Software can be installed by lab attendants only.
- Students are held accountable for any damage caused by them to the computers.
- Students can connect their PCs to wi-fi network with the user-id and password provided by the college.

4.4 *System and Network Use Policy:*

- When connecting a computer to the network, it is essential to ensure that the connecting network cable is kept away from any electrical or electronic equipment. This precaution is necessary because such equipment can interfere with network communication, potentially causing disruptions or degraded performance.
- Impersonating an authorized user while connecting to the College network is strictly prohibited and considered a violation of the College's IT policy. Any instances of impersonation will result in immediate termination of the connection and may lead to disciplinary or legal action, as deemed appropriate.
- Prior written permission from the Principal is required before moving a computer system from one location to another within the College premises. This policy ensures that proper records are maintained, and any necessary arrangements can be made to ensure the safe relocation of computer systems.

4.5 *Web Site Updating and Hosting Policy*

- **Official Pages:** There is a dedicated team (Website committee) to maintain and update college's official website. The departments/institute /offices shall be responsible for the supply of information to the Website committee in the form of a softcopy duly signed by the competent authority for updating of the College website.
- **Web Pages for e-Learning:** Faculty may have class materials (syllabi, course materials, resource materials, etc.) on the Web, linked through the college's website

4.6 *Policy for Maintaining Web Pages:*

- All pages on website should align with the institution's vision and mission. The content and information shared on these pages should directly contribute to the college's goals, values, and objectives. For official pages associated with the college, it is mandatory for the authors to provide a brief explanation of the content or purpose of the pages. This requirement ensures transparency and clarity for users, helping them understand the intended goals and objectives of the page.



I.B.(PG) COLLEGE, PANIPAT

7

4.7 *College Database (of e-Governance) Use Policy:*

- This policy pertains to the databases maintained by the College as part of its e-Governance project. It recognizes that data is a valuable resource for the College, providing essential information, and emphasizes the need to protect its use, even when the data is not classified as confidential.
- 1. The College will establish its own policies governing the creation of databases and access to information, as well as a more general policy regarding data access. These policies will outline the College's approach to managing and utilizing this valuable resource, ensuring appropriate access and usage practices are followed.
- 2. I.B.(P.G.) College, Haryana will be designated as the data owner for all data generated within the College. This ownership establishes the College's responsibility for the data and underscores its authority over its use and dissemination.
- 3. The responsibility for data administration activities will be delegated to specific officers within the relevant departments. These administrators will be entrusted with the tasks of maintaining data integrity, managing access permissions, and ensuring compliance with data-related policies.
- 4. The College's data policies strictly prohibit the distribution of identifiable data to individuals or entities outside the College.
- 5. Data obtained from the College's database, including information collected by departments or individual faculty and staff, is intended for internal College use only, unless specifically authorized by the competent authority.
- 6. Under no circumstances should any information, be released to external entities for commercial, marketing, or any other purposes. This policy safeguards the College community's personal information and prevents its misuse or exploitation for external purposes.
- 7. Any tampering or unauthorized modification of the College's database by a department or individual user is considered a violation of the IT policy. Such actions, whether committed by a college member or an external party, will result in disciplinary or legal action taken by the College. If the tampering involves illegal activities, law enforcement agencies may be involved in addressing the matter.

4.8 *Responsibilities of the Automation and Electronics Committee*

It is responsible for the administration, maintenance, and control of the campus network. This committee ensures the smooth operation and management of the network infrastructure.

- **Network Services Maintenance:** The committee is also responsible for maintaining network services, ensuring 24x7 availability of network operations and internet facilities. Any network failures should be promptly reported for problem resolution.



I.B.(PG) COLLEGE, PANIPAT

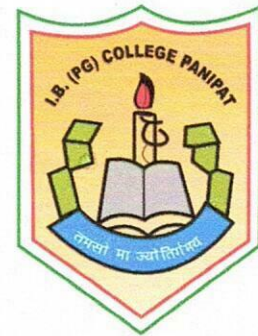
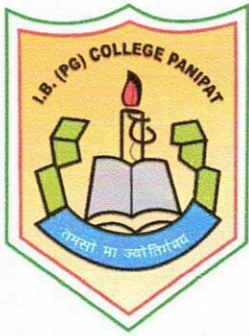
8

- **Network Updation and Expansion:** The committee will review the existing network facilities every 2-3 years and take necessary actions for updating or expanding the network as required. This ensures that the network infrastructure remains up to date and can accommodate the evolving needs of the College.
- **Preservation of Network Equipment and Accessories:** The routers, switches, fiber optic cabling, UTP cabling, connecting inlets, racks, and UPSs installed in various locations within the College are the property of the institution. committee is responsible for the maintenance of these items. Any tampering with or damage to these resources by the teaching departments, civil or maintenance department, or individual users will result in disciplinary or legal action being taken against the offender. Tampering includes but is not limited to the following actions:
 - Removing the network inlet box.
 - Removing fibre or UTP cables.
 - Opening the rack and altering connections at the jack panel or switch level.
 - Unauthorized removal of the UPS or its batteries from the switch room.
 - Disrupting the existing network infrastructure during location renovations without permission.
 - Damaging hardware in the labs.
- **The Campus Network Services Use Agreement** states that all users of the campus network facility are considered to have accepted the provisions outlined in the College's IT policy. Users are responsible for familiarizing themselves with the IT policy and adhering to its guidelines. Ignorance of the policy's existence will not be considered an excuse for any user's violations.
- **Enforcement policy:** In terms of enforcement, the committee will conduct periodic scans of the College network to ensure compliance with the Network Use Policy. If a user fails to comply with the policy, they may face the discontinuation of network services for that individual.


PRINCIPAL

Principal
I.B. (PG) College, Panipat
IT Policy

I.B.(PG) COLLEGE, PANIPAT



Perspective Plan and Road Map of I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

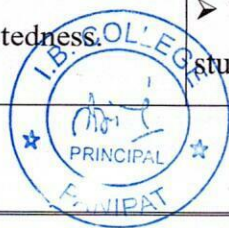
Introduction

Having a perspective plan is crucial for the success and growth of a college institution. It serves as a roadmap that guides the institution in achieving its goals and objectives. A well-developed and comprehensive perspective plan helps in creating a clear vision for the institution, providing guidance on how to overcome challenges and achieve academic excellence. A perspective plan helps in defining the long-term objectives of the college institution. These objectives include improving the quality of education, enhancing research and innovation, expanding infrastructure facilities, and promoting overall student development. By setting these goals and objectives, the institution can align its resources, activities, and programs towards their achievement.

By having a well-defined plan, the institution administration can prioritize the allocation of resources, identify areas of improvement, and plan for future developments. It also provides a shared vision and common goals for all members, including faculty, staff, students, and administrators. This assists in ensuring that the institution is headed in the right direction and making efficient use of its resources. With a well-developed perspective plan, college institutions can effectively serve their students, communities, and society by achieving excellence in education and beyond.

I.B.(PG) College, Panipat, henceforth, proposes its Perspective Plan for the period of five years from 2020-2025. It is prepared by Internal Quality Assurance Cell (IQAC), keeping in mind the quality indicators of criteria mentioned by NAAC.

Criterion	Planned Programme Aspects and Components	Perspective Plan: Programme Goals	Activities in Place
1	Curricular Aspects		
	<ul style="list-style-type: none">•Curricular Planning and Implementation•Academic Flexibility•Curriculum Enrichment•Feedback System	<p>1.Increase the number of interdisciplinary courses and programs offered to provide students with a broader understanding of various academic disciplines and their interconnectedness.</p>	<ul style="list-style-type: none">➤ Curriculum Planning and its Implementation are given great importance by our institution. Although the syllabi of our various classes are framed by Kurukshetra University, Kurukshetra, their execution is meticulously planned by the faculty of the college.➤ To create a conducive atmosphere for the studies, strict discipline is maintained.



I.B.(PG) COLLEGE, PANIPAT

3

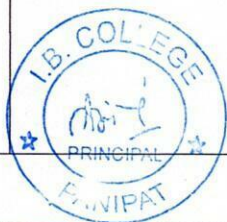
<p>2.Enhance the integration of experiential learning opportunities, such as internships, community service projects, and research experiences, into the curriculum to promote hands-on learning and practical application of knowledge.</p>	<ul style="list-style-type: none"> ➤ On the very first day of the beginning of the classes, the timetable is displayed on the notice board. ➤ Immediately after that an Orientation Program, through which the students are acquainted with the rules and regulations of both the college and the university, is organized. ➤ They are also intimated about various facilities and scholarship schemes available for them. ➤ During each semester, every student has to submit two assignments and take one conditional test for his opted subjects. These assignments and tests are thoroughly checked, and the shortcomings of the students are pointed out so that they may improve their performance and fare well in the university exams.
<p>3. Foster the development of critical thinking, problem-solving, and communication skills through the incorporation of innovative teaching methods and assessment practices.</p>	<ul style="list-style-type: none"> ➤ They are also encouraged to visit the rich Central Library of the college to consult the reference books to enhance their knowledge level and consequently excel in their studies.
<p>4. Enhance the support services available to students, such as academic advising and tutoring, to ensure that they have the resources and assistance needed to succeed academically.</p>	<ul style="list-style-type: none"> ➤ The institution focuses on the student-centric teaching-learning process. Besides the theory, the practical part of the syllabi is also diligently dealt with in the labs. ➤ The college organizes industrial visits, educational tours, and field visits to make the learning process interesting, thrilling, and lively.
<p>5. Promote collaboration and interdisciplinary research among faculty</p>	<ul style="list-style-type: none"> ➤ Apart from these Departments, Cells, Associations, Clubs of the college organize



I.B.(PG) COLLEGE, PANIPAT

4

<p>members by establishing research centers, providing funding for collaborative projects, and hosting interdisciplinary conferences and symposia.</p>	<p>various activities to complement classroom learning.</p> <p>➤ Moreover, the use of audio-lingual aids, smart classrooms, projectors, and screening of subjects-related films add to the efficacious delivery of the curriculum.</p> <p>➤ Various certificate courses, skill development courses and value-added courses are being organized by the college as well as through collaborations with the industry/other academic institutions to prepare students for their future endeavours.</p>
<p>6. Develop programs and initiatives to increase diversity and inclusion within the curriculum, such as the incorporation of diverse perspectives and voices into course content, the creation of inclusive classroom environments, and the recruitment and retention of diverse faculty members.</p>	<p>➤ Even during the Covid-19 pandemic period, the institution made remarkable arrangements for the effective implementation of the curriculum. The college invested money in Microsoft Teams App and each teacher created his/her MS-Teams of the students. The digital mode of teaching using PDFs, Word Documents, YouTube Links was brought into use.</p>
<p>7. Introduction of more Vocational, Honours and PG courses</p>	<p>➤ The teachers prepared PPTs on various topics of the syllabi and uploaded them on the college website so that the students may use the material as per their convenience.</p>
<p>8. Introduction of Integrated Programmes like B.A.; B.Ed. and B.Sc.; B.Ed.</p>	<p>➤ In addition, the college library made multi-user Library Automation Software WEBLIB (version 4.4) available for both the teachers and the students.</p>
<p>9. Introduction of complete on-line feedback system</p>	<p>➤ The institution lays great emphasis on developing students into responsible citizens and good human beings. To achieve this objective, various programs and events</p>



I.B.(PG) COLLEGE, PANIPAT

5

centered around professional ethics, gender issues, environmental awareness, and human values are organized in the college from time to time. These initiatives aim to instill high ideals and ethical values among the students.

➤ The institution celebrates the birth anniversaries of prominent figures such as Swami Vivekananda, Chander Shekhar Azad, Mahatma Gandhi, Subhash Chander Bose, and Dr. A.P.J Abdul Kalam etc. Through these programs, students are acquainted with the teachings and principles of these great individuals, which help shape their character.. Additionally, events like "Save the Girl Child, "Women's Health and Hygiene Issues, "International Women's Day," and "Mother's Day" are organized to familiarize students with gender-related issues and promote gender equality.

➤ Awareness campaigns on vital issues like discarding plastic products, water conservation, tree plantation, AIDS prevention, and yoga are also conducted.

➤ Our NSS volunteers have actively contributed to society by distributing free masks and organizing mega health check-up camps during Covid 19 pandemic to save precious lives.

➤ The institution's various clubs and units, including Sanskarshala Club, NCC, NSS unit exhibit their commitment to human values by distributing woolens to hundreds of slum dwellers during the winters.



I.B.(PG) COLLEGE, PANIPAT

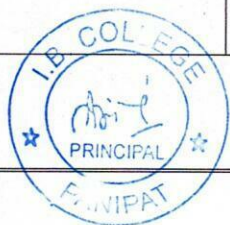
6

			<ul style="list-style-type: none"> ➤ The Women and Legal Literacy Cells play a crucial role in sensitizing students to gender-related matters by involving them in various programs. ➤ The NSS volunteers actively contribute to environmental preservation by planting saplings and organizing awareness rallies against the use of polythene bags. ➤ The Blood Donation Camps, organized jointly by NSS, NCC, and the Youth Red Cross Club, promote feelings of compassion and empathy among the students. ➤ The Environment Science Department of the college celebrates important events such as World Environment Day, National Energy Preservation Day, World Water Day, and World Earth Day every year.
--	--	--	--

2

Teaching-learning & Evaluation

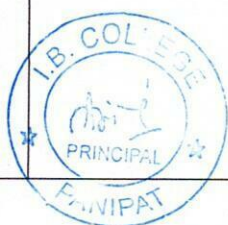
<ul style="list-style-type: none"> • Student enrollment and profile • Catering to Student diversity • Teaching-Learning Process • Teacher profile and quality • Evaluation process and reforms 	<ul style="list-style-type: none"> • Implement technology in the classroom to enhance teaching and learning, such as interactive whiteboards, online quizzes, and multimedia presentations. • Incorporate active learning strategies, such as group discussions, problem-solving activities, and hands-on experiments, to engage 	<ul style="list-style-type: none"> ➤ The institution regularly organizes a multitude of student centric learning team or individual activities like debates, discussions, quizzes, poster making competitions, model making competitions etc. wherein many students get to know about team spirit, organizational skills, and they get first-hand experience of problemsolving at own level. ➤ There are many group events, class activities, and hands-on experiments in various labs, which are conducted on the campus. ➤ Additionally, the institutional teams of
---	--	--



I.B.(PG) COLLEGE, PANIPAT

7

<ul style="list-style-type: none"> • Student performance and learning outcome • Student Satisfaction Survey 	<p>students in the learning process.</p> <ul style="list-style-type: none"> • Provide ongoing professional development for faculty to keep them updated on the latest teaching methodologies and strategies. • Foster a collaborative learning environment by promoting student interaction and teamwork, both in and outside of the classroom. • Use formative assessments, such as regular quizzes and class exercises, to monitor student progress and provide timely feedback. • Implement regular evaluations of teaching methods by gathering feedback from students through surveys or focus groups. • Encourage students to reflect on their own learning through self-assessments and goal-setting exercises. 	<p>students are sent for participation in different academic, co-curricular and extra-curricular events organized by other institutions. The institution bears all the expenses of the students who are sent to outstation programs.</p> <ul style="list-style-type: none"> ➤ To make the students academically sound, their learning levels are assessed through questioning, class tests, assignments, and discussions etc. The slow learners are specifically advised to attend additional classes, to improve their academic performance. Efforts are undertaken by the mentors to prepare them adequately to perform well in academics, by identifying their specific problems and taking care of their doubts. ➤ The students who have better learning skills, i.e., the advanced learners, are provided ample opportunities to further improve their overall personality. ➤ Our institution has very well acquired the needed skill base in the field and our teaching staff regularly uses various ICT tools. ➤ During the Corona Pandemic, the entire teaching was shifted to online/digital mode, and it is beyond doubt that all our teachers quickly adapted to the change. ➤ Along with teaching-learning, various online faculty development programs like orientation courses, refresher courses,
---	---	---

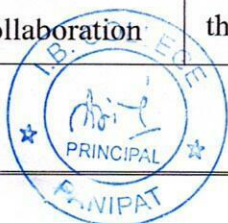


I.B.(PG) COLLEGE, PANIPAT

8

		<ul style="list-style-type: none"> • Offer academic support services, such as tutoring and study skills workshops, to help students improve their learning strategies and performance. • Establish a culture of continuous improvement by regularly reviewing and updating teaching materials and methods based on feedback and evaluation results. • To collaborate more with industry professionals in order to bridge the gap between education and industry. 	<p>webinars etc. are being attended by a large fraction of teachers of the institution.</p> <ul style="list-style-type: none"> ➤ Many teachers have developed digital academic content and the same is available online, with sharing facilities. ➤ For evaluation, the students are given fair and equal opportunities for optimum score. The mechanism of internal assessment is transparent, and any student can check the score obtained in each course. ➤ Many recruitment/placement drives are conducted for the students in collaboration with various agencies. During these drives, they are exposed to different levels of testing by the employers. ➤ The college invites its alumni to contribute towards academic and overall upliftment, and they have contributed to various forms.
--	--	---	--

3	Research, Innovations and Extension		
<ul style="list-style-type: none"> •Resource mobilization for research •Innovation Ecosystem •Research Publication and Awards •Extension Activities •Collaboration 		<ul style="list-style-type: none"> • Establish a dedicated research and innovation center within the college to provide resources, equipment, and support for faculty and students. • Create partnerships with industry and government agencies to facilitate collaborative research projects. • Encourage faculty to publish their research findings in reputable 	<ul style="list-style-type: none"> ➤ IQAC promotes a research culture in the college by hosting conferences in the fields of science and technology regularly. These conferences give a forum for professors, researchers, and students to discuss current research findings, interact with each other and exchange their thoughts and opinions. ➤ Institution has created an ecosystem for innovations by taking following initiatives:



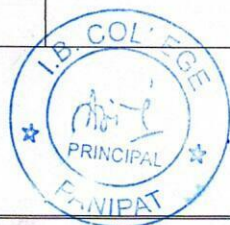
I.B.(PG) COLLEGE, PANIPAT

9

journals and present them at conferences to promote visibility and recognition.

- Offer training programs and workshops to enhance research skills and foster a culture of innovation among faculty and students.
- Collaborate with community organizations and local businesses to identify research needs and provide solutions that address local challenges.
- Encourage interdisciplinary research and collaboration among faculty and students from different departments to foster innovative thinking and problem-solving.
- Support faculty in pursuing patents
- Provide opportunities for faculty and students to participate in research conferences and events globally to gain exposure to international research trends and exchange knowledge with researchers from different countries.
- Foster a supportive and open research culture by recognizing and rewarding faculty and students

- The college has opened an incubation centre and many students have also benefited from it.
 - The college organizes small scale business trainings and through this training, many students have also opened their own firms.
 - Conferences, Seminars, Workshops and FDPs were organized by the College.
 - Fees reimbursement and duty leave to the faculty members for attending FDPs, seminars, conferences etc.
 - Teachers were provided with financial support to attend the same and towards membership fee of professional bodies.
 - Professional development /administrative training Programs were organized by the institution for teaching and non-teaching staff.
 - Teachers attended professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course.
- Staff Members have their own YouTube Channels.



I.B.(PG) COLLEGE, PANIPAT

10

for their research achievements and contributions.

- Establish a platform for sharing research resources and data within the college to enhance collaboration and facilitate access to shared equipment and tools.
- To organize National and international Conferences every year
- To increase extension activities & collaborations
- To generate consultancy facilities
- To inspire and motivate faculty members to have at least one major/ minor project

➤ Various certificate courses are being run by the College in collaboration with other institutes.

➤ A certificate course in TALLY, commonly used accounting software, has been running under the aegis of IQAC since December 2020.

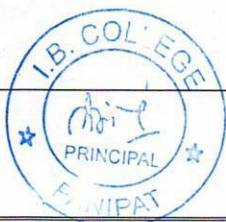
➤ Two Days Exhibition of Hardware Parts of Computers on 30.01.2021 & 31.01.2021 by Department of Computer Sc. and an Exhibition on Business Models by Department of Commerce & Management was held on 25.01.2021.

➤ The placement and Career Guidance Cell of our college was established in 1998 and the cell is consistently working towards providing a suitable interface to the students for placement.

➤ MOUs with industries and academic institutions

➤ Students are encouraged to participate in the numerous activities planned and organised by the various cells like NCC, NSS, Red Cross, Legal Literacy Cell, Women Cell, Eco Club, to become more aware of the social issues in their immediate community and society at large.

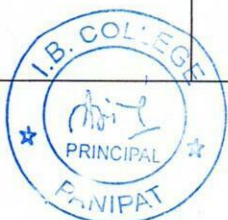
➤ To benefit the community at large, a variety of activities, including planting trees and staging rallies and health care programmes, are carried out.



I.B.(PG) COLLEGE, PANIPAT

11

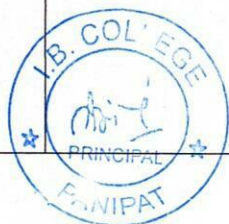
- Numerous tree planting campaigns in the Khotpura village and the college's neighborhood educate students about the advantages of trees and promote environmental responsibility.
- Students have participated actively in a variety of activities over the years that have addressed issues like drug abuse, first aid on the road, cancer awareness campaigns, violence against women, waste management, health and hygiene, cleanliness, and women's safety.
- To carry out the Clean India initiative of Prime Minister Sh. Narendra Modi, the Green India Swatch Bharat Internship Scheme in the village of Khotpura, health and sanitation programs, and swatchta rallies in adjacent area of the College and in different localities were organized
- Road safety, traffic, voter day and other awareness initiatives have made it possible to raise awareness among students about issues of deep concern in society.
- Our students organised drug addiction awareness rallies to assist young people in overcoming the debilitating effects of substance misuse and violence.
- Students that actively participate in blood donation camps learn about the value of blood and how it is used.



I.B.(PG) COLLEGE, PANIPAT

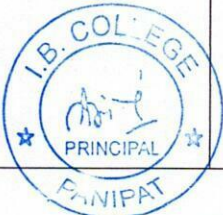
12

			<ul style="list-style-type: none"> ➤ At Sanskarshala, we have raised awareness regarding social issues and societal issues. ➤ Students actively volunteered during the COVID-19 pandemic ➤ Various Nukkad Natak performed in the neighbourhood on social topics helped participants develop their talents in fostering social harmony and community participation.
4	Infrastructure & learning Resources		
<ul style="list-style-type: none"> • Physical facilities • Library as a learning Resource • IT Infrastructure • Maintenance of Campus Infrastructure 	<ul style="list-style-type: none"> • To develop one research laboratory • To Build more smart class rooms • To upgrade computer labs • To establish our office block with all requisitions of a paperless modern office • To develop more vocational training labs. • COMPLETE Digitalization of library • To expand medical facilities & rooms • Big Playground for students • /Multilevel/Covered parking with double the existing capacity • To furnish staff rooms with the latest IT enabled infrastructure, Dish TV, indoor game facilities for staff • To provide more wash rooms 	<ul style="list-style-type: none"> ➤ The college has a well-maintained lush green campus built on 2.54 acres of land. ➤ A newly constructed science building with a well sketched administrative block is the pride of the college. ➤ There are a total of 3 blocks of buildings and a well-equipped central library. ➤ The college has a well-designed Administrative Block, Labs, and other various facilities for the students such as Separate Common Rooms for boys and girls, Cafeteria, Yoga & Meditation Room, Gym etc ➤ There are 3 audio-visual halls with ICT facilities. ➤ The college has a fully automated library with WEBLIB software. ➤ The central library of the college along with adequate seating capacity, an OPAC 	



I.B.(PG) COLLEGE, PANIPAT

13

- | | | |
|---|---|---|
|  | <ul style="list-style-type: none">• To Equip students' common rooms with Dish TV, indoor games & construct more common rooms• To install more solar panels• To introduce smartcards for all the students• To plant more trees, develop lush green landscape, provide more rain water harvesting, increase the capacity of RO system• To make solid waste, liquid waste, E-waste disposal systems more vibrant | <p>System with internet facility and Bar Code Reader are other feathers in the cap.</p> <ul style="list-style-type: none">➤ 100 students can be seated at a time in the library. It has a rich collection of books, journals and others learning materials which enables students to acquire information and knowledge. Internet facilities (Wi-Fi) are also available.➤ The college library, being a core member of NLIST Consortium under the aegis of the e-Shod Sindhu Consortium of UGC-INFLIBNET provides online access to many important full-text databases in many subjects as well as abstracting database services.➤ The college has four halls with projectors, multimedia computers, and an audio system. The seating capacity of each Hall is about 200 Students.➤ There are separate rest rooms for girl students, staff, and a separate staff room with AC. Each Department has the facilities of RO Water-Coolers, Generator, Transformer, Microwave Ovens, and Refrigerators. Lift, Ramp and wheelchair facilities are also there for Physically Challenged students.➤ The facility of a computer with internet connection is also provided in every department.➤ A History Museum has also been set up. |
|---|---|---|

I.B.(PG) COLLEGE, PANIPAT

14

- The ICT facilities and others learning resources are adequately available for academic and administrative purposes.
- A solar panel system is also installed on 21-09-2021 on the top roof of the new building which generates 50 KWPH energy.
- The College has a spacious and well-equipped sports room (IGNOU Hall 60 x 40 square feet) where students can play indoor games like Table Tennis, Chess, Carom Board, etc
- For Cultural Activities, the college has two spacious Music Rooms (Vocal & Instrumental) with all necessary equipment
- The IT facilities and other learning resources are adequately available for Staff as well as Students which are available in the Institution for academic and administrative purposes.

Infrastructure Details are as follows:

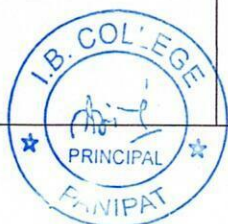
- Class Rooms 57
- Office 32
- Computer Labs 6
- Washrooms F= 9 M= 5
- Gymnasium For Boys 1
- Library Reading Room 1
- Society Office 1
- Fees & Examination Section 1
- Record Room 1
- Examination Room 1



I.B.(PG) COLLEGE, PANIPAT

15

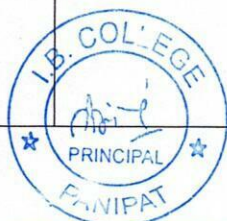
- Smart Room 2
- History Museum 1
- Electrician Room 1
- Central Library with Washroom 1
- Founders Memorial 1
- Seminar Hall + IGNOU Hall 3
- First Aid Help Centre 1
- Museum Eco Club 1
- Girls Common Room 2
- Canteen 1
- Store Room 1
- Home Sc. Lab (Food + Stitching)2
- Parking Area (Girl swing, I.B(L) School)2
- Girls Gym 1
- Music Vocal Lab 1
- Music Inst. Lab 1
- Func. Eng. Lab 1
- Departmental Library (Chem., Biosc., Comp., Commerce) 4
- Conference Room 1
- Reception 1
- Strong Room 1
- Physics Labs 3
- Physics Store 1
- Tissue Culture Room 1
- Chemistry Labs 3
- Instrumentation Lab 1
- Biotech Lab 1
- Botany Lab 1
- Zoology Lab 1



I.B.(PG) COLLEGE, PANIPAT

16

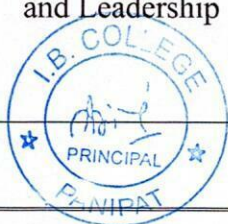
			<ul style="list-style-type: none"> • Herbarium Cum Museum 1 • Comp. Museum 1
5	Student Support and Progression		
(a)	<ul style="list-style-type: none"> ➤ Student Support ➤ Student Progression ➤ Student Participation and Activities ➤ Alumni Engagement 	<ul style="list-style-type: none"> • Strengthen Academic Advising • Implement Early Intervention Programs • To improve student enrolment • Strengthen career services by offering workshops on resume writing, interview skills, and job search strategies. • Facilitate connections with employers through career fairs, internships, and networking events. • Provide alumni mentoring programs and resources for post-graduation career support. • Utilize Technology for Support • Provide professional development opportunities for 	<p>The college aims to provide all kinds of support to the students. The students belonging to SC category are exempted from fees. The college facilitates the scholarships provided by Haryana Government, Central Government, and other agencies. The college has signed various MOUs for the skill development of the students.</p> <ul style="list-style-type: none"> ➤ Remedial Coaching Classes are held ➤ High Discipline and Ragging Free Campus is maintained by adopting adequate measures viz. CCTVs, Proctorial duties etc ➤ We provide books and literature for students wishing to appear in NET, Civil Services, and other competitive exams/Tests. Collaboration with Institute of E-Learning Classes ➤ 968 students got placed/progressed to higher education during the last 5 years ➤ Each Department organizes at least one inter college competition. ➤ Science day and NSS day is celebrated in the form of Inter College Competition ➤ Blood Donation Camps are organized annually ➤ Social Awareness rallies are organized ➤ Active NSS unit



I.B.(PG) COLLEGE, PANIPAT

17

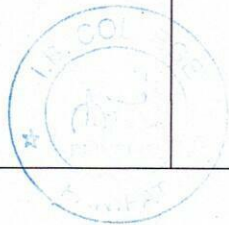
		<p>faculty to enhance teaching strategies, student engagement, and support.</p> <ul style="list-style-type: none"> • To provide coaching to students for competitive examinations in the college premises. • To provide a variety of opportunities to students for involvement, such as clubs, organizations, and student leadership positions, Inter-college/state competitions. • To provide more opportunities for experiential learning • To organize more extension activities (social, cultural, ethical etc) • To promote more sports activities 	<ul style="list-style-type: none"> ➤ Khotpura village, Panipat has been adopted ➤ Students participated in sports competitions & won prizes at State/National/International levels ➤ The college has won laurels in cultural activities at District, State and National level. ➤ The institution has an active Alumni Association which works towards building strong bond between alumni and institute. It has a mission to foster a mutually beneficial relationship between the alumni and the present students. ➤ Alumni meet was organized. ➤ The Alumni Association of the college, thus, is contributing immensely to the growth of the enrolled students and is enriching academic endeavours of the college y organising various academic and social events for the students.
6	Governance, Leadership and Management		
	<ul style="list-style-type: none"> • Institutional Vision and Leadership 	<ul style="list-style-type: none"> • To have all faculty positions filled-up 	<ul style="list-style-type: none"> ➤ The college has a well-defined organizational structure that ensures smooth functioning. The governing body directs the



I.B.(PG) COLLEGE, PANIPAT

18

<ul style="list-style-type: none"> • Strategy Development and Deployment • Faculty Empowerment Strategies • Financial Management and Resource Mobilization • Internal Quality Assurance System • Leadership 	<ul style="list-style-type: none"> • To appoint minimum 2 technical personnel in each lab • To start at least two industrial consultancy cells and generate finances • To mobilize the Alumni for providing/donating funds/equipment for labs and academic scholarships • To approach UGC for more funds • To inculcate leadership quality among the students 	<p>institute's functioning, while the principal executes the plans and ensures that everything happens smoothly.</p> <ul style="list-style-type: none"> ➤ The college has a robust internal coordination system in place to ensure the smooth functioning of various aspects. The principal makes decisions, with input from the Vice-Principal and department heads. ➤ Department heads oversee day-to-day operations, while specialized committees manage activities such as examinations, legal literacy, women's cell, and cultural affairs. ➤ Staff actively shape policies on admission, placement, grievances, counseling, training, development, and library services. ➤ Our college embraces an 'Open Door Policy' for both staff and students, encouraging valuable suggestions and opinions that are carefully considered in meetings and through suggestion boxes ➤ Various committees are constituted before the start of the session, such as the RDC, Cultural Committee, Placement Cell, Women Cell, Legal Library Cell, Timetable Committee, and the College Magazine Committee etc. ➤ In line with NEP 2020's focus on technology integration, our college has installed smartboards for interactive and engaging classes. These smartboards enable teachers to deliver quality education by
--	--	--



I.B.(PG) COLLEGE, PANIPAT

19

incorporating audio, video, and graphics on a single platform.

➤ To foster a research culture in our college, we have established the Research Development Cell (RDC), which actively monitors research activities, organizes workshops, conferences, faculty development programs (FDPs), and seminars to facilitate learning for both faculty and students.

➤ The establishment of Medha Career Center in the college provides guidance to students regarding their professional career. Through a memorandum of understanding (MoU) with Medha Learning Foundation, the center offers training bootcamps, entrepreneurship skill enhancement, internship opportunities, and updates on various opportunities

➤ To help students develop the skills and knowledge they need to succeed in their careers, the college offers a variety of certificate courses in collaboration with renowned institutes. These courses include digital marketing, tally, core Python, advanced Excel, and PowerPoint. The college also organizes regular workshops to help students stay up to date.

➤ The IQAC directs our work. The department heads ensure that the academic and extra-curricular activities are carried out as planned.



I.B.(PG) COLLEGE, PANIPAT

20

➤ The HODs involve all the faculty members in effective curriculum delivery. To involve and take full advantage of the potential of the faculty, they are given opportunities to be the conveners of various societies and cells. Students are also made members of different cells to get their active participation in activities.

➤ There is a transparent Performance Appraisal System for teaching and non-teaching staff to ensure accountability and transparency.

➤ The college has a well-defined mechanism in place to evaluate faculty members' performance to maintain the quality of education provided by the institution. Annual Performance Appraisal is done through Annual Confidential Reports (ACR)

➤ The College has effective welfare measures for Teaching and Non-teaching staff.

For teachers:

➤ Workshops, FDP's, seminars, conferences, webinar organized for Faculty members. Provision of duty leave.

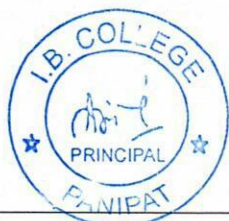
➤ Facility of fee reimbursement for attending FDP's, seminars, conferences etc. Increment in salary of Ad hoc staff.

➤ Provision of loans and advances.

Non-Teaching Welfare

➤ Deduction of PF.

➤ Employee State Insurance Scheme.



I.B.(PG) COLLEGE, PANIPAT

21

			<ul style="list-style-type: none"> ➤ Provision of financial support in case of emergency. ➤ Provision of best award on Founder's Day, Annual Function Day. Provision of Concession for Employee's children. ➤ Uniform Expenditure ➤ The college is managed by the Governing Body which ensures the optimal utilization of resources and provides the fund needed for meeting the infrastructural requirements and organization of various events. ➤ In addition, the contribution from alumni and grants received from philanthropists/individuals and non-governmental organizations such as Lions Club, Rotary Club and Paliwal and Aviral foundations are utilized for giving scholarships to students, developmental & administrative expenses, maintenance of fixed assets in the college and discharging social responsibilities ➤ The institution has a transparent and established mechanism for conducting internal & external financial audits to ensure financial compliance
--	--	--	---

7	Institutional Values and Best Practices
----------	--

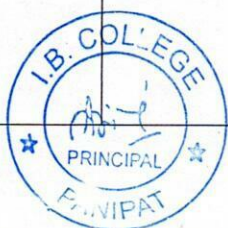
<ul style="list-style-type: none"> • Institutional Values and Social Responsibilities • Best Practices 	<ul style="list-style-type: none"> • To arrange more lectures and sessions to instill ethics, moral values, and a sense of social and environmental 	<ul style="list-style-type: none"> ➤ The College puts sincere efforts for the promotion of gender equity during the year and organizes several activities in this regard. ➤ Some of the specific and common facilities available include two reading halls, separate parking facility for male and female students,
--	--	---



I.B.(PG) COLLEGE, PANIPAT

22

<p>• Institutional Distinctiveness</p>	<p>responsibility among students.</p> <ul style="list-style-type: none"> • The college will establish more partnerships with non-governmental organizations (NGOs) to collaborate on various social and environmental initiatives. • The college will adopt additional villages for outreach activities • The college will actively support the administration in implementing community projects. • The college will establish a Disaster Response Club to build capacity and preparedness for handling and responding to disasters. • The college will prioritize energy conservation and implement more green initiatives. 	<p>common rooms, Gymnasium Hall for males and females etc.</p> <ul style="list-style-type: none"> ➤ Women cell organized lectures/awareness programs on legal rights and women safety ➤ The institution also gives equal opportunity to males and females students for the participation in NCC, NSS and sports activities. ➤ As much as possible the College ensures almost equal representation of both males and females in various academic and administrative activities organized during the year. ➤ The College believes in providing representation to the members of the staff (Males and females), on equal footing, as conveners/members of various committees constituted and events organized from time to time during the year. ➤ The college has also organized and participated, at different places, in the various gender sensitization activities as directed by Centre and State Govt. viz. Beti Bachao, Beti Padhao, Fit India Campaign, Nasha Mukti Abhiyan etc and ensured the equal participation of males and females. ➤ Toll free women help line number – 1097 is advertised well among the girl students. ➤ The aspect of an inclusive environment is also achieved by the annual publication of the college magazine “INDERGUNJAN” where teachers, students and non-teaching
--	--	--



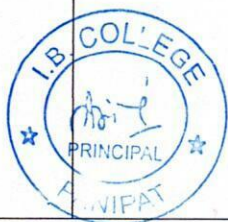
I.B.(PG) COLLEGE, PANIPAT

23

These may include promoting renewable energy sources, waste management practices, and implementing sustainable infrastructure projects.

employees of our college do contribute through their articles

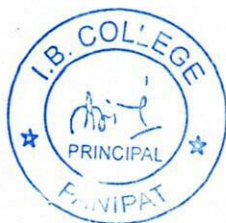
- Various Social Awareness Campaign are also organized on regular basis.
- Tree plantation drive is organized by Eco Club, NCC, Women Cell, Sanskarshala Club and NSS Units of the college every year.
- Swachhata Rally is organized by NSS volunteers for the promotion of sanitation and swachhata. A rally on Beti Bachao, Beti Padhao, rally on drug abuse is organized by different Cells of the college.
- Ten days NSS camp was organized in Khotpura a village in district Panipat approximately 10 km from the college.
- The various programmes were organized in the camp to sensitize the people about such as water conservation, Literacy Campaign, Digital India Movement, Crop Residue (Paraali) Management
- Sanskarshala club have organized Nukkad Naticas (Street Plays) based on various social issues like ill effects of use of unfair means cases (UMC) in examinations, on Road Safety and have also organized various awareness programmes
- The Energy Audit and Green Audit are done and recommendations are implemented in true spirit.
- Workshops on Human values and Professional Ethics are organized.
- The department of History of the College under the able supervision and guidance of Dr.




I.B.(PG) COLLEGE, PANIPAT

24

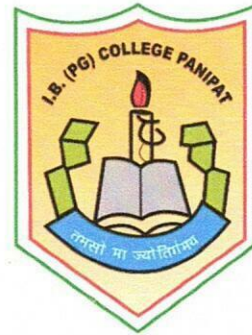
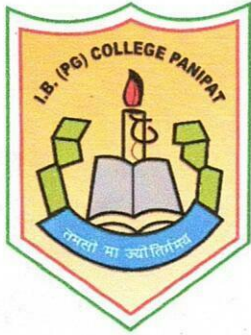
			<p>Rameshwar Dass has made an outstanding effort in establishing 'History Museum', one of its own, in the region. This fact has also been corroborated by the visitors. By this establishment, a serious effort has been made by the department to impart the history of the sub-continent and the region with special reference to the history and culture of Haryana.</p>
--	--	--	---




PRINCIPAL
Principal
I.B. (PG) College, Panipat

Perspective Plan and Road Map

I.B. (PG) COLLEGE, PANIPAT



Purchase Policy

of

I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B. (PG) COLLEGE, PANIPAT

2


Purchase Policy

The Governing Body and I.B. (PG) College, Panipat Trust Society oversee the college's strict Purchase Policy. The Bursar and Assistant Bursar of the college maintain careful oversight over the acquisition and disposal of every item. The institution follows a clearly laid out process for buying any equipment. In addition to taking into consideration the guidelines provided by the Kurukshetra University, Kurukshetra and the Director of Higher Education, Panchkula, the college has also established its own norms. The college complies with the rules established by the University Grants Commission, New Delhi.

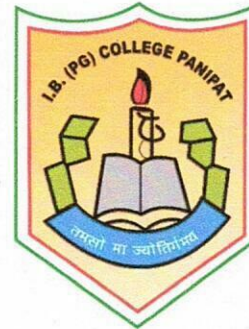
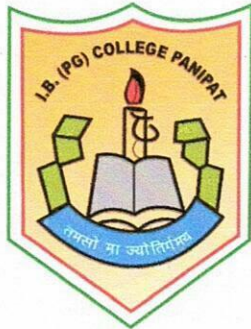
Following points are worthy to mention in the Purchase Policy of I.B. (PG) College:

- A list of all the requirements of different departments, committees, cells is prepared with estimated cost including GST, wherever applicable.
- If the expenditure on any single item exceeds Rs 5,000, there is a provision to invite quotations, minimum three. The college adopts the transparent route of inviting quotations, opening of quotations. A comparative statement of all the quotations is made and the order is placed subsequently.
- The page number of the master stock contingency register on which the item purchased has been entered is to be mentioned on the bill.

The bills are taken and verified by the concerned HODs, concerned conveners of various committees and cells. However, any purchase above Rs 25, 000 requires the prior approval of the President/General Secretary, Governing Body. Payment is to be made by cheque or transferred online in the account of the concerned firm. There is a regular audit of C.A. of I.B.(PG) College, Panipat Trust Society and the officials of Kurukshetra University and Director, Higher Education, Haryana, Panchkula.


PRINCIPAL
Principal
I.B. (PG) College, Panipat
Purchase Policy

I.B. (PG) COLLEGE, PANIPAT



Quality and Environment Policy

of

I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B. (PG) COLLEGE, PANIPAT

2

Quality and Environment Policy

Table of Contents

Introduction.....	3
Objectives.....	3
Standard Operating Procedure (SOP) for Cleanliness.....	4
Sweeping and mopping of the floors	4
Garbage Bins	4
Doors, Windows and Walls	4
Vents and Fixtures	4
Toilets	5
External Areas/ Open Spaces/ Common Spaces	5
Office Premises.....	5

I.B. (PG) COLLEGE, PANIPAT

3

Introduction

Nestled in the industrial hub of Panipat, I.B.(P.G.) College promotes a peaceful and healthy ambience which is conducive to intellectual growth and scholastic pursuits. Dedicated to imparting quality education, which is a merger of latest teaching/learning methodologies with the urge to perform social responsibilities, the college, keeping in view its responsibility towards environment, strives to promote sustainable environment keeping in mind the guidelines of National Environment Policy and United Nations Environment Programme (UNEP). As an example of the blend of education with environment the college has established its own Herbarium-cum-Museum.

Objectives

To continue our journey towards excellence we are committed to the following:

1. To spread awareness and sensitize the stakeholders about environmental consciousness by involving the academia, youth and government agencies.
2. To implement green initiatives to reduce carbon footprint and provide appropriate level of training to our faculty by improving the quality of services and reducing environmental impacts related to the activities of our institution.
3. To set measurable quality objectives and monitoring them to continuously enhance the performance of our Integrated Management System.
4. To promote the culture of Environmental Sustainability within the institution by establishing controls and measurable objectives to ensure our commitment to the protection of environment and the conservation of natural resources.
5. To control pollution through the 3 Rs i.e. Reduce, Reuse, and Recycle.
6. To ensure that all operational activities and services are carried out in accordance with contractual, legal & other applicable regulatory requirements as well as compliance to international standards such as ISO 9001:2015
7. To promote and conserve the indigenous biodiversity
8. To strengthen the segregation, reduction and management of waste in the campus
9. To adopt the non-conventional resources of energy.



I.B. (PG) COLLEGE, PANIPAT

4

10. To undertake measures of water conservation.

Standard Operating Procedure (SOP) for Cleanliness

As a step towards clean and green environment and to participate in Swachh Bharat Mission, the college constituted a Committee in 2019-20 to monitor and supervise cleanliness. The college practices the following standard operating procedure to ensure cleanliness on the campus:

All corridors, rooms, room balconies, toilets and other areas of the college building including floors, ceilings, furniture, doors, windows, fixtures, etc. should be clean.

The following cleaning routine should be strictly adhered to:

Sweeping and mopping of the floors

1. Sweeping of corridors with disinfectant at least twice a day.
2. Frequent brooming of the corridors over the course of the day.

Garbage Bins

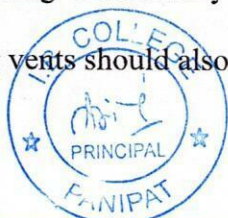
1. Remove garbage from dustbins and clean them as and when required.
2. Provide separate dustbins for biodegradable, non-biodegradable and other hazardous waste.
3. Placement of clean dustbins in their original spots.
4. Trash found in the lobby area to be removed immediately.

Doors, Windows and Walls

1. Clean windows and glass surfaces with water or appropriate cleaning solution.
2. Removal of cobwebs and stains.
3. Extensive cleaning of outer-surface of windows to be carried out at least once a month.
4. Fingerprints, smudges or stains found on the corridor walls to be cleaned regularly.

Vents and Fixtures

1. Time to time dusting of electricity fittings, wall notice-boards, and other fixtures.
2. Air conditioning vents should also be dusted and checked for proper functioning.



I.B. (PG) COLLEGE, PANIPAT

5

Toilets


1. Fixtures including toilets and sinks to be free of streaks, soil, stains and soap scum.
2. Mirrors and window- panes to be free of dust and streaks.
3. Dispensers to be free of dust, soil and residue to be replaced/replenished when required
4. Disposal of sanitary waste on daily basis.
5. Procurement of soap, toilet paper, hand towel, dryer, dustbins, and other necessary items.
6. Toilet Basin, urinals and adjoining areas should be cleaned with disinfectant on a daily basis.
7. Toilet floors should always be kept dry.

External Areas/ Open Spaces/ Common Spaces

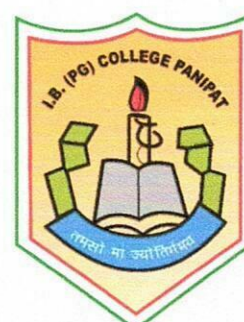
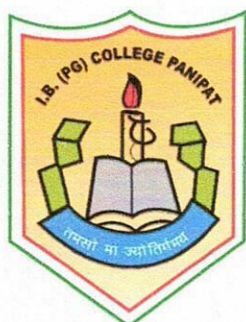
1. Sweeping of external areas once a day on daily basis.
2. Regular cleaning of extensions and balconies of classrooms.
3. Procurement of sufficient number of wet, dry and hazardous waste material bins to prevent littering.
4. Cleaning of garbage dumping site monthly.
5. Composting of leaves and biodegradable waste in composting area.

Office Premises

An intensive cleaning of the entire office premises should be carried out at least once in two months.


PRINCIPAL
Principal
I.B. (PG) College, Panipat

I.B.(PG) COLLEGE, PANIPAT



Solid- Waste Management Policy

of

I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

Solid- Waste Management Policy

Objectives

The Policy works on the broad framework in accordance with the Solid Waste Management Rules, 2016 and aims to achieve the following objectives:

1. To endorse awareness regarding environment among the staff and the students to increase and inspire waste minimization, reuse, and recycling.
2. To spread awareness for effective management of waste among the gardeners, canteen workers and cleaning staff.
3. To ensure safe handling and segregation of waste in the college campus.
4. To devote into the expansion of recycling opportunities in the college campus and alter waste into value added products.
5. To restrict the use of single-use plastic in the campus.

Policy

The college applies a 'Waste Hierarchical Approach', to reduce, reuse, recycle and recover waste products to manage its waste responsibly and aims to be zero waste generating campus in the near future. Three-Bin System of Solid Waste storage at source is adopted for segregation of wet/dry/hazardous waste. Separate Bins of different colours, clearly indicating the type of waste, are installed at various spots on the campus.

- Wet waste/Biodegradable waste like waste food
 - Dry waste/non-biodegradable waste like plastic bottles
 - Paper waste
2. The biodegradable horticultural waste is managed through vermicomposting pit in the college and further used as manure in the college gardens.
 3. The wet waste generated in the canteen and hostel mess which is not compostable is given to local animal farm.
 4. The Non-biodegradable waste is handed over either to authorized waste-pickers and recyclers or to the urban local body as mentioned in Solid Waste Management Rules, 2016 laid by Government of India.



Solid- Waste Management Policy


I.B.(PG) COLLEGE, PANIPAT

3

5. Single use plastic, including plastic cold drink bottles, is discouraged in the college premises and the students are encouraged to bring food in cloth wraps. Various awareness programs are initiated to motivate the staff, students, and other employees in the College to phase out single use plastic from their schedule.

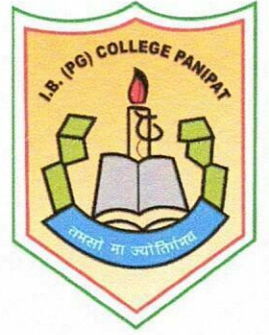
6. Rain water is collected through Rain-water Harvesting Unit.

7. The Hazardous waste originated in the college campus is managed as per regulations of Hazardous and Other Wastes (Management and Trans boundary) Rules 2016. 8. An E-waste Collection Store is established for collecting E-waste from different departments and is managed as per the policy or regulations laid down by Central and state government such as E-Waste Management Rules 2016.


PRINCIPAL
Principal
I.B. (PG) College, Panipat

Solid- Waste Management Policy

I.B.(PG) COLLEGE, PANIPAT



Staff Welfare Policy of I.B. (PG) College, Panipat

Address: -

G.T Road,

Panipat-(Haryana) Phone:0180-2636700, 2638259

E-Mail: principalibcollege@gmail.com

I.B.(PG) COLLEGE, PANIPAT

2

Staff Welfare Policy

Table of Contents

1	Introduction:.....	3
2	Objectives:	3
3	Policy statements	3
3.1	Retirement benefits:	4
3.2	Health care benefits:.....	4
3.3	Maternity leave benefit:	4
3.4	Earned Leave encashment:.....	4
3.5	Qualification Allowance:	4
3.6	Interest free loan facility for employees for the following reasons:	4
3.7	Academic support measures for teaching staff:	5
3.8	Reimbursement of membership fees of professional bodies:.....	5
4	Summary	5

I.B.(PG) COLLEGE, PANIPAT

3

1 Introduction:

For an employee to fulfil all requirements, and support themselves and their family, they require additional motivation and assistance. Welfare measures and financial security benefits aim to supplement employees' wages by offering them additional facilities and advantages. These measures encompass various forms of social security, such as insurance, provident funds, gratuity, maternity benefits, and retirement benefits etc. Employee welfare is beneficial to the employee, employer, and society at large, as it creates a conducive and favorable environment for them to carry out their work in a healthy manner.

This policy is applicable to all faculty and non-teaching staff of I.B.(PG) College, Panipat. It became effective after getting approved by the Governing Body of I.B.(PG) College. The Chief Officer of this policy is the Principal.

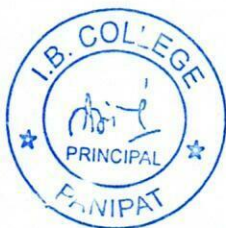
2 Objectives:

Once the policy is formulated and made visible, it ensures that employees are well-informed about the welfare measures, leading to the following benefits:

- Enhancing the quality of life for the working class.
- Facilitating the comprehensive development of workers' personalities.
- Recognizing the objectives and advantages of employee welfare measures and social security benefits.
- Identifying the laws and regulations that mandate welfare measures and security benefits.
- Providing welfare facilities within the organization's premises (intramural).
- Offering welfare facilities outside the organization's premises (extramural).
- Promoting voluntary welfare amenities.

3 Policy statements

The following welfare measures and benefits are available for all teaching and non-teaching staff working in I.B.(P.G.) College, Panipat.



I.B.(PG) COLLEGE, PANIPAT

4

3.1 Retirement benefits:

3.1.1 Provident Fund: Under the regulations outlined in the "Employees Provident Funds and Miscellaneous Provisions Act, 1952," employees are entitled to Provident Fund benefits. The government of India periodically establishes schemes in accordance with this act.

3.1.2 Gratuity: In accordance with the "Payment of Gratuity Act, 1972," employees are eligible for gratuity benefits. The rules established under this act determine the criteria for gratuity entitlement.

3.2 Health care benefits:

3.2.1 E.S.I: Employees are entitled to medical benefits in accordance with the regulations outlined in the "Employees State Insurance Act, 1948" and the corresponding rules.

3.2.2 Comprehensive health check-ups are provided free of charge to all employees.

3.3 Maternity leave benefit:

As per the Maternity Benefit (Amendment) Act, 2017, women employees are granted 182 days of full-term maternity leave, which includes both pre-natal and post-natal leave. This entitlement can be availed twice during the entire service period. In case of a miscarriage, maternity leave can be taken for up to 42 days.

3.4 Earned Leave encashment:

Teaching and non-teaching employees in aided positions are eligible for earned leaves. Teaching employees receive 10 earned leave (EL) days per year, while non-teaching employees receive 30 EL days per year. These earned leaves can be accumulated up to a maximum of 240 days.

3.5 **Qualification Allowance:** Employees who enhance their educational or professional qualifications while in service are eligible for additional increments as a result.

3.6 Interest free loan facility for employees for the following reasons:

3.6.1 Marriage of self

3.6.2 Marriage of children

3.6.3 House construction

3.6.4 Wheat Loan

3.6.5 Purchase of Vehicle etc.



I.B.(PG) COLLEGE, PANIPAT

5

3.7 *Academic support measures for teaching staff:*

- 3.7.1 Deputation to conferences/ seminars/ workshops: Financial assistance is provided to employees who attend seminars, conferences, workshops, academic meets, etc., both nationally and internationally. This support includes covering registration fees, accommodation expenses, and travel costs. The period of absence for attending such events is treated as Special Casual Leave or Academic Leave.
- 3.7.2 Study leave: Employees are granted study leave to participate in short-term training programs that are relevant to their respective departments and beneficial to the institution. During this period, the employee is granted Duty Leave.


3.8 *Reimbursement of membership fees of professional bodies:*

Faculty members are provided with the facility of reimbursement for membership fees of recognized academic or professional bodies and associations. This support enables faculty members to actively engage in and contribute to their respective academic or professional communities.

4 **Summary**

The college provides various employee welfare measures and benefits, including:

- ✓ An interest-free loan scheme for employees.
- ✓ Financial assistance to teachers which includes duty leave, registration fees, travel allowance, daily allowance, and membership fees.
- ✓ Free Wi-Fi access on the campus.
- ✓ ESI (Employee State Insurance) and PF (Provident Fund) facilities.
- ✓ Maternity leave benefits for eligible employees.
- ✓ Medical facilities and aid, including partnerships (MoUs) with corporate hospitals that offer concessions on OPD services and tests.
- ✓ Provision of uniforms for Group IV employees.
- ✓ Support for the family of deceased employees.
- ✓ On-campus ATM and banking facilities.
- ✓ Interest-free wheat loan for employees.
- ✓ Advance salary disbursement to staff in case of delays in receipt of funds from the government.


PRINCIPAL
Principal
I.B. (PG) College, Panipat
Welfare Policy