



# **Shree Guru Gobind Singh Ji Government College Paonta Sahib, District Sirmaur, Himachal Pradesh**

## ***2<sup>nd</sup> Cycle of NAAC Accreditation***

### **Criterion 7 Institutional Values and Best Practices**

#### **Key Indicator 7.3 Institutional Distinctiveness**

# ***Manual of Good Governance***

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# 1. Authorities and Responsibilities of the Principal

The principal plays the role of a bridge between the institution and the Directorate of Higher Education, Government of Himachal Pradesh, to regulate monitor and lead.

Some of the important responsibilities are:

## **Administrative:**

- To resolve academic and non-academic issues.
- Planning and coordinating long-term perspective/strategic plans, programme evaluation for growth and development of the institute.
- Managing the fiscal affairs of the college.
- Assisting authority on legal matters.
- To approve leaves of the subordinate staff, vide CCS (Leave Rules).
- Scholarship related issues.
- Monitoring the acquirement and acquisition of the whole essential framework like furnishings and fittings, lab hardware, books and any such other necessity for the foundation according to the endorsed methods.
- Provides a proper connection of correspondences between the college and other associates of the university.
- Act as Institute-Industry interface including publicity, brochures preparation/distribution, etc.
- Submits the department's recommendations for promotion and tenure and for merit and equity salary increase.
- Supervising Internal and External Examination related matters.
- Addresses the college in proficient affiliations, certifying offices, government bodies establishments, and the business local area; supports personnel interest with different neighborhood proficient.
- Monitoring all the liaison exercises with administrative, corporate, and other scholarly bodies/institutions.

## **Responsibilities as DDO**

- The principal acts as the Drawing and Disbursing Officer regarding financial transactions.
- Instructing the office to maintain all records pertaining to students, faculty, and staff.
- Ensuring safety and security
- Facilitating starting of new UG/PG programmes by securing permission from the Government of Himachal Pradesh and the affiliating University.

- Monitoring all the procedures to be followed by the office including admission, fee collection, salary sheet preparation, purchases and procurement bills, accounts and audit, related to the administration of the college.

## **Academic**

- The principal monitors the following mentioned tasks performed by HODs of various departments.
- Preparation of Academic Calendar before commencement of the academic session.
- Preparation/ display/submission/maintenance of room-wise timetable/ occupancy.
- Formation of class wise WhatsApp Groups.
- Plan and organize extracurricular and Intra as well as Inter-College activities.
- Procuring books as per requirements of the students.
- Maintenance of students database through the office staff.
- Ensuring classroom learning experiences to students by powerful educating methods as endorsed in educational plan and policy of the government of Himachal Pradesh.
- To promote use of technology in the classrooms, including use of smart interactive panels, projectors etc.
- Monitoring of syllabus coverage and ensures that the teachers are following the arrangement and prospectuses is finished in the specified time.
- Monitoring attendance of students from time to time for their assessment and evaluation.
- Adherence of academic rules by all teaching faculty.
- Leading the collective mentor-mentee meetings.
- Directing normal meetings of the CSCA.
- Inculcating the culture of online teaching.
- Evaluating faculty members and staff by conducting performance appraisal in ACRs submitted by the faculty to the Director of Higher Education Government of Himachal Pradesh.
- Observing the punctuality of the whole staff.
- To listen to the students' inputs about teaching methods of faculties and also conveying the inputs to the concerned teacher.
- To monitor students' academic progress.
- To counsel the students who are absent for the Sessional Exams or irregular to the class work.
- Interaction with the students class-wise to identify the problems and find solutions in consultation with the staff.
- Recognising the learning levels and awarding the meritorious and to arrange special

remedial classes for the benefit of slow learners.

- Managing coaching classes for competitive examinations such as state allied services, HPAS, Class-III posts, etc.

### **Infrastructure related Responsibilities**

- Maintenance of existing infrastructure and all other related facilities such as furniture, roads, electricity, water supply, sanitary, lawns, canteen, kiosks, CCTV, flex boards, security, etc. That includes Renovation and repair works too.
- Improving infrastructure wherever required or recommended by associated committees.
- To ensure quality, maintenance, and cleanliness of the college.
- Updating various facilities such as medical, canteen, playground, and campus for the use of students and staff.

### **Miscellaneous Responsibilities**

- Resolving students' complaints.
- Attending to faculty/ staff problems and concerns.
- To ensure academic discipline in the class.
- Providing ragging-free campus.
- Arranging teachers for successful completion of academic requirements.
- Informing the higher authorities of any important information of events taking place in the college from time to time.
- Any other responsibility assigned by the higher authorities in the Government of Himachal Pradesh.

## **2. Roles and Responsibilities of the Conveners or Coordinators**

The Convener/Coordinator of each Committee is expected to undertake all the prime duties of the committee, namely convening the meetings, recording minutes, recording special observations and suggestions, if any, processing the data and obtaining ratification of the minutes, resolutions, observations, suggestions.

## **3. College Advisory Committee**

The College Advisory Committee oversees the academic and strategic affairs of the college by making recommendations to the principal. This committee meets at regular intervals at the

behest of the principal to ensure the quality teaching learning process by formulating certain guidelines, rules, regulations of all academic affairs of the college.

The committee is formed under the chairmanship of the principal.

- Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.
- Visualize and formulate perspective plans for the development and growth of the college.
- Plan for sustaining the quality of education, quality improvement and accreditation of the college.
- Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
- Review the academic and other related activities of the college.
- Promote research and extension activities in the college campus.
- Facilitating the Principal for making arrangements for conducting examinations, as per the norms.
- Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
- Facilitating promotion of research culture in the college through collaboration and corroboration among faculty.
- Encouraging collaboration with other academic institutes and industry.
- Recommending and encouraging students with awards, stipends, scholarships, medals and prizes and so on.
- Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.

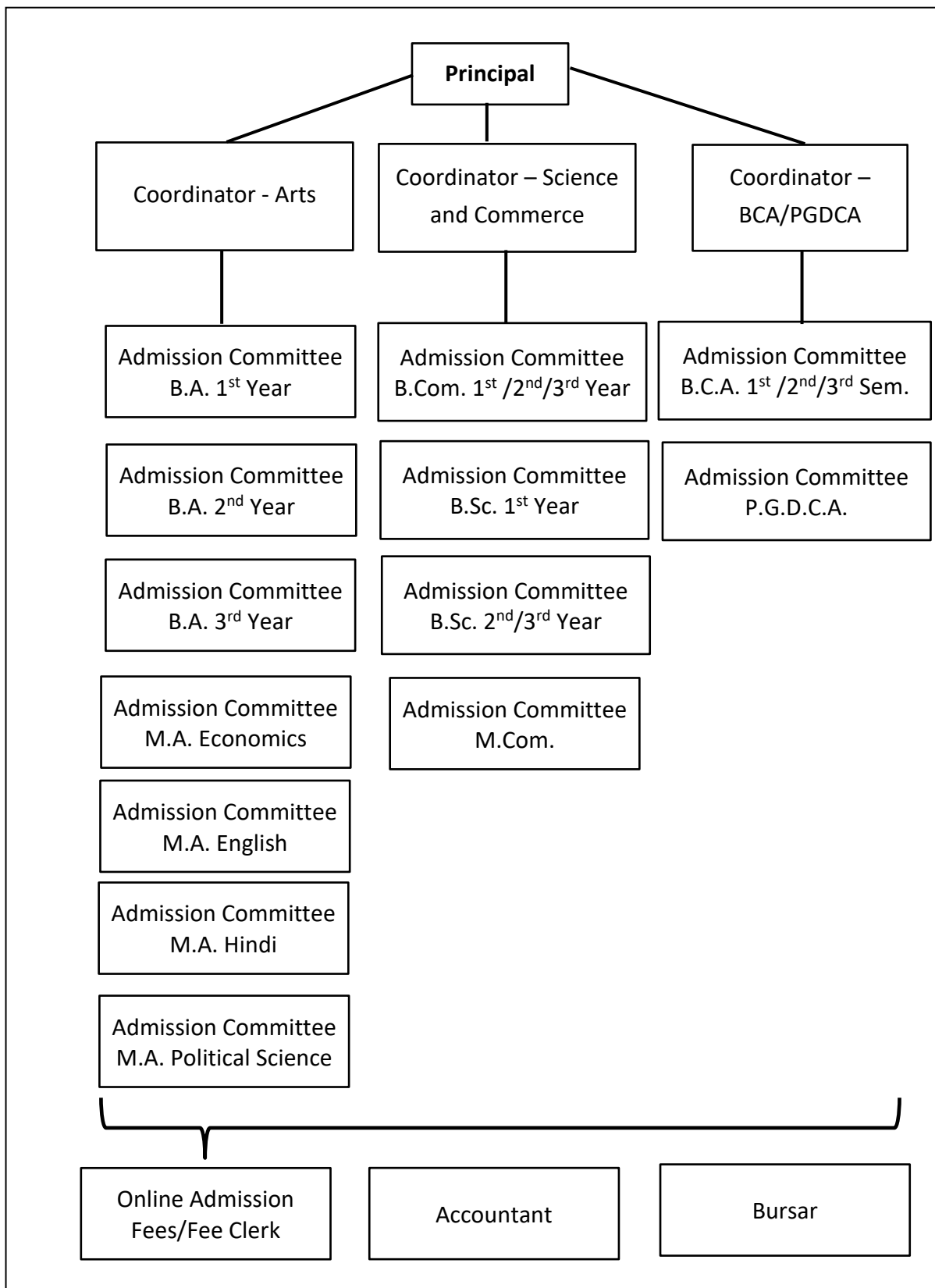
#### **4. Admission Counselling Committee**

The admission process for every academic session begins with the dates notified by the affiliating university in consultation with the Director of Higher Education, Government of Himachal Pradesh.

1. The applicant comes for enquiry at Shree Guru Gobind Singh Ji Government College Paonta Sahib where the convenors of the various admission committees for first year undergraduate classes act as counsellors to suggest subjects to the applicant after checking the qualifications and eligibility.
2. The applicant is then directed to visit the college website for viewing online prospectus details and then register for admission.

3. The concerned admission committee will check all the scanned documents uploaded with the online admission form and verify the eligibility conditions of the student for admission as per rules and regulations.
4. The admission committee mentions the shortcomings or discrepancies, if any, regarding documents or filling of the online admission form by the applicant to be rectified within the stipulated timeframe.
5. The admission committee finalizes the merit after implementing the reservation roster as notified by the Government of Himachal Pradesh and accordingly allots the subjects to the students on the basis of merit and preferences of the students recorded on the admission application.
6. The approval of admission is notified on the students' interface of the admission portal as well as notified list is displayed on the college notice board. The students are required to deposit the fees & funds online within the time specified in the admission calendar of the affiliating University.
7. The I-cards and library cards are issued to the students by the office.
8. The automatic generation of the class rolls is reflected in the students' interface of the admission portal and they are required to take a print-out of the same for their personal records.





**Diagram 1 An Outline of Admission Committee Structure**

## **5. Internal/Mid-Term Examination Committee**

The Internal Examination Committee is an important part of the college decentralisation of administrative power and responsibilities. The conduct of examinations, record maintenance and administration are some of its functions.

### **i. Objectives**

The following are some of its main objectives:

- The Examination Committee shall prepare relevant timetables for Internal Examinations.
- The Examination Committee will make policies regarding holding of different examinations and shall make Seating Arrangement and display them on the concerned Notice Board/Main Gate and Blocks.
- Suggest Principal to appoint Examination In-charge for smooth conduct of Examinations.
- The Exam Committee shall hold pre-exam meetings to brief the members of faculty with regard to the examination procedures and prepare and demand budget of expenditure.
- Any Circular, Guideline, Office Order, Notification issued by the University and the college are processed in the Examination Committee, reply thereof prepared and after Principal's signature dispatched or circulated to the concerned Departments.

### **Preparations for Conduct of Internal Examinations**

- The Internal Examination Committee prepares the schedule of examination and circulates it to all the departments, students through college website, notice board and WhatsApp groups.
- The committee calculates the estimation of answer scripts by procuring exact data of admitted students from the college office usually a month prior to the commencement of examinations.
- The subject-teachers prepare question papers in the courses being taught by them as per the Himachal Pradesh University examination pattern and pass on the sealed covers to the committee.
- The question papers are sent for printing ensuring complete secrecy after calculating the course-wise strength of the students.
- The examination committee purchases and arranges the required material before the examination schedule.
- The examination committee prepares the duty chart of invigilators and circulates it among the faculty after approval from the principal.

## **Conduct of Internal Examinations**

- The non-teaching members of the committee prepare the seating plan session-wise and display it on the college notice board and the respective examination halls.
- The committee provides room-wise answer books and question papers to the invigilators on duty.
- The committee supervises the whole examination process and ensures the sanctity of the conduct of examinations. The course-wise student attendance is recorded with the help of invigilators.
- The convenor accompanies the principal for surprise inspection during the examinations.
- The answer books are collected from the invigilators and appropriately bundled after the termination of examination sessions.
- The course-wise sorted answer books are issued to the evaluators of the respective courses for timely evaluation.

## **6. Internal Quality Assurance Cell (IQAC)**

### **i. About IQAC**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore propose that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards the realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent, and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

### **Objective**

The primary aim of IQAC is

1. To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

IQAC shall evolve mechanisms and procedures for:

1. Ensuring timely, efficient, and progressive performance of academic, administrative and financial tasks.
2. The relevance and quality of academic and research programmes.
3. Equitable access to and affordability of academic programmes for various sections of society.
4. Optimization and integration of modern methods of teaching and learning.
5. The credibility of evaluation procedures.
6. Ensuring the adequacy, maintenance and functioning of the support structure and services.
7. Research sharing and networking with other institutions in India and abroad.

## **Functions**

Some of the functions expected of the IQAC are:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback response from students, parents, and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programs/activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
9. Development of Quality Culture in the institution.
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

IQAC will facilitate/contribute:

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
2. Ensure internalization of the quality culture
3. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
4. Provide a sound basis for decision-making to improve institutional functioning.
5. Act as a dynamic system for quality changes in HEIs.
6. Build an organised methodology of documentation and internal communication.

## **7. Scholarship Committee**

The college office on the notification by the Director of Higher Education, Government of Himachal Pradesh displays the notice to submit the applications for scholarships in various categories. The committee comprising the teachers and the dealing clerk make the students aware and update them of the documents required to be submitted for applying for the scholarships.

Most of the schemes of the government are implemented through the National Scholarships Portal which is one-stop solution through which various services starting from student application, application receipt, processing, sanction, and disbursement of various scholarships to Students are enabled. National Scholarships Portal is taken as Mission Mode Project under National e-Governance Plan (NeGP).

### **i. Objectives and Functions**

- To disseminate financial help to the vulnerable students of Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ Minorities/ etc. as provided by the different ministries of the Government of India as well as the State Government.
- To mobilise the philanthropic aid from industry, business, and individuals to help the meritorious and/or needy students in pursuing their studies.
- To identify and recommend the needy students for grant of from non-governmental scholarships.
- To guide the potential applicants how to digitally fill and upload the required documents on the Scholarship portal.
- To verify the online application forms of scholarships from the college students and forward the list and liaison with the Director of Higher Education for further verification, approval, and disbursement of scholarships.
- To maintain the proper year-wise record and documents of scholarships.

## **8. Discipline and Anti-Ragging Committee**

The discipline committee is constituted with the prime aim of maintaining discipline in the college. It ensures that the students observe rules in their actions while pursuing their studies in the college.

This committee guarantees and safeguards the scholarly environment in the institution by taking measures against students indulging in confrontations and acts of indiscipline. The approach is more reformatory rather than punitive for the offenders.

### **i. Functions**

- It helps the students to foster self-restraint.
- Orients students according to the code of conduct notified by the college.
- It assists the college administration in the formation of new rules and guidelines for the institution.
- It helps enforcement of newly framed or amended laws, rules and regulations for the higher education stakeholders notified by the government from time to time
- The committee identifies through discussions and informal feedback miscreants and non-serious students so that they are counselled and made to realise the importance of discipline in life at large.
- Anti-ragging is one of the significant and required elements of the establishment. The committee reserves the power to recommend strong action after proper probe and subsequent findings to the level of termination from the institution and transferring the case to the police for criminal prosecution.
- The committee runs an intensive anti-ragging campaign in the beginning months of the new academic session specifically to sensitise the newly admitted students about the committee members, whom to approach, procedure for filing complaint, along with dos and don'ts.
- The committee has well-defined Standard Operating Procedures (SOPs) and deals with complaints against offences such as:
  - wilful damage to property.
  - Possession of weapons, drugs, tobacco, liquor or any other intoxicant.
  - Graffiti and littering
  - Stealing, betting, gambling
  - Eve teasing
  - Threatening others
  - Disobedience
  - Misbehaviour with the teachers and other staff members

- Halting or hindering academics or any other college activity
- Any other offence considered inappropriate by the committee

## **9. Grievance Redressal Committee**

Grievance Redressal Committee is constituted to provide opportunities for redressal of certain grievances of students, staff, and faculty.

A representative from among students of the college to be nominated as a special invitee by the Principal based on the academic merit/excellence in sports/performance in co-curricular activities.

GRC shall take up the complaint of an aggrieved student related to the institution and follow the principles of natural justice by investigating the issue properly. The committee shall send its report with recommendations, if any, to the institution concerned and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

## **10. Research Committee**

### **i. Goals:**

1. Inculcate a research culture among the faculty and students.
2. Enable the faculty to translate theoretical knowledge into action.
3. Develop scientific thinking (scientific temper) and acquire research skills through higher education.
4. Training in designing a project, planning its execution, methodologies to be used and methods of reporting.
5. Encourage staff to pursue M.Phil./Ph.D. programmes, undertake minor and major research projects and to organize regional/state/national level workshops and seminars.
6. Facilitate the student community to acquire knowledge of research.

The NAAC peer team that visited the college pointed out the need to improve research activities within the college. It was in this context that the research and development cell was established.

The challenging issues to be addressed are:

1. Motivating the teachers and students to shoulder the additional work willingly.
2. Providing adequate time slots for the conduct of activities through the research and development cell.
3. Teachers are motivated to pursue at least one minor/major research project in their area of specialization or one that is inter-disciplinary in nature.

4. Publishing of articles/ papers in leading journals and books.
5. Registration for M.Phil. and Ph.D. programmes.
6. Conducting national/state/regional level workshops, seminars and conferences.

## **11. Timetable Committee**

The Timetable committee ensures smooth and efficient scheduling of academic programmes through the semesters.

**Members:** Convener, Members from each faculty in the college.

The Timetable Committee prepares Academic Schedule by collecting information from Conveners of various committees, HODs and the Principal. It meets at the beginning of each semester to schedule the class timetable for various courses and it takes into consideration the teachers' opinions and preferences regarding the courses in consultation with the respective HODs. The committee tries to ensure that the guidelines and regulations of UGC and government in the formation of sections, workload and student enrolment are complied with.

It displays and publicizes the Academic Schedule as well as the Class Time-Tables to staff and students.

## **12. Canteen Committee**

The Canteen Committee supervises the allotment of college canteen through proper competitive bidding process. It regularly monitors the quality of food served and hygiene standards. The committee ensures the display of the menu along with price list in the canteen. In case of any complaint from the customer(s) the committee reserves the right to take proper action and may even cancel the contract.

## **13. Career Guidance and Placement Cell**

The career guidance and placement cell of Shree Guru Gobind Singh Ji Government College Paonta Sahib prepares the students to confront the corporate world with effective expertise in vocation. This cell is submitted towards keeping in ideal degree of associations with quality corporate to reach the destination.

### **i. Objectives**

- To provide ample opportunities for placement of students.
- To prepare students for aptitude tests, group discussions, interviews through professional trainers.



- Tie up arrangements with industries of repute for campus recruitment.
- Creating awareness among the students regarding career options and helping them choose the best career accordingly.

## **Key Activities**

- Personality Development
- Career counselling
- Mock interviews
- Seminars
- Industry interface
- Internship programmes
- Final placements

## **Roles of Career Guidance and Placement Cell Convenor**

- Liaisons with industry
- Involving college alumni
- Identifies and accommodates preparing requirements of students.
- Arranges grounds interviews.
- Assists students create/explain their scholarly and profession interests, and their short and long haul objectives through singular guiding and gathering meetings.
- Assists students create and carry out effective pursuit of employment systems.
- Works with faculties/division Heads and organization to incorporate profession arranging and scholarly educational plan just as facilitate Project Work/Summer Training/temporary job programs.
- Acts as a connection between students, graduated class and the work local area.
- Up gradation of the students' ranges of abilities similar with the assumptions for the business.
- Generation of mindfulness in the students regarding future profession choices accessible to them.
- Assists various organizations in selecting up-and-comers according to their prerequisites.
- Organizes position preparing for the students and prepare them for meeting and gathering conversation.
- Shall be a live wire interfacing the students and the modern houses.
- Arranges to discover appropriate summer tasks to the students and furthermore help, guide, and insight them in protecting perpetual position by getting them contact with

the forthcoming bosses.

- Arranging rojgar melas frequently for campus placements and guaranteeing employability opportunities.

## **14. Library Committee**

The college has been continuously updating its well-equipped library with a target to turn it into a key learning resource assisting students in acquiring information and supplementing them with extra knowledge. The library committee with a senior teacher as convener consists members from different academic departments who suggest the developmental activities necessary for the library from time to time.

### **i. Objectives**

- The purpose of the library committee is to act as a catalyst between the institution and the users.
- The committee suggests various measures of improvement in personnel and fiscal needs making the learning environment more technologically enabled.

### **Functions**

- To bring to the knowledge of the DDO (Drawing and Disbursing Officer) the requirements of books, journals, magazines, and e-resources after discussion with the students and the staff.
- Ensures acquirement of books, software, etc. which are fundamental or potentially suggested by the users.
- Weeding out the damaged and unserviceable reading material and replacing it with the new editions.
- Establish and update the e-resource centre in the library with appropriate hardware and software and photocopying facility.
- It ensures accessibility of previous years question papers, student projects, prospectus, college magazine to the students and staff.
- To initiate automation of college library including self-issue-return kiosk.
- To provide all measurable data relating to the library for official use including NAAC requirements.
- To formulate rules and regulations regarding library usage.

## **15. Cultural Committee**

The cultural committee is constituted to promote and arrange intra- and inter-college extra-curricular activities to bring out the talent in the students.

## **Roles and Responsibilities**

- To plan and schedule cultural events for the academic year.
- To prepare estimated expenditure for organizing the event.
- To select and identify the talented students and arrange for rehearsals.
- To prepare and maintain records of all cultural activities.
- To propose camps and workshops for cultural events.
- To motivate students towards theatrics and cultural activities as stress buster and take them closer to their roots.

## **16. Grievances Redressal Committee**

Protection of the rights of students and employees is essential duty of the college administration and needs to be addressed immediately. Hence grievance redressal cell has been constituted to receive grievances and find solutions to them. The grievance redressal cell has a mechanism to work on redressing the grievance by convening periodical meetings to look into the complaints received and judge it on its merit. The person is free to approach in person or through a written complaint dropped in the complaint box or handed over in person or through online complaint form on college website.

### **Objectives**

- To provide a systematic framework to resolve grievances of students.
- To make students feel comfortable to share their grievances.
- To create confidence in the students to express their problems without fear of discrimination and repercussions.
- To sensitise students about the constitution of grievances redressal cell and its standard operating procedure.
- To make students aware of the menace of harassment, atrocities of any kind both physical and mental.

### **Functions**

- The grievance redressal cell attends every complaint promptly on its receipt.
- The cell reviews its performance quarterly.
- If required, the cell forwards the grievances to appropriate authorities as per nature and gravity of the grievance.
- To punish the guilty in accordance with reformative approach after due consultation with the principal.

- The nature of punishment may include written as well as verbal warning, imposition of fine, intimation to law-enforcing agencies, suspension and even expulsion in extreme violations.

## **17. Internal Complaints Committee**

Internal Committee, a mandated body as per Section 4.1 of UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations, 2015 and the amendment in The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 dated 91h May 2016.

### **Duties of Employer**

Every employer shall—

- (a) Provide a safe working environment at the workplace with shall include safety from the persons coming into contact at the workplace;
- (b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;
- (c) Organize workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- (d) Provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;
- (e) Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- (f) Make available such information to the Internal Committee or the Local Committee, as the case be, as it may require having regard to the complaint made under sub-section (1) of section 9;
- (g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code (45 of 1860) or any other law for the time being in force;
- (h) cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 12
- (i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) Monitor the timely submission of reports by the Internal Committee.

## **Responsibilities of Internal Complaints Committee (ICC)**

The Internal Complaints Committee shall:

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

## **18. Equal Opportunities Cell**

The main problem faced by persons with disabilities and those belonging to the marginalized sections of society stem from disabling environment and socio-cultural and economic barriers. Discrimination against any person on the grounds of his/her disability or physical limitations and minority status is a gross violation of universally accepted principles of equality and human rights and even constitutional obligations.

### **Objectives**

- To create an atmosphere of Equal Opportunity through awareness generation programmes.
- To provide auxiliary support towards skill development and enhancing the employability of students.
- To tailor development and sensitization programmes to meet the distinct needs of the students.
- To expedite legal redressal in matters of violation of equal opportunity.
- To ensure that specially abled persons receive dignity and respect from others.
- To ensure that Persons with disability find an easy access to classrooms, laboratories, washrooms, and other facilities.

- To ensure proper pictograms signage such as tactile path, lights, display boards, at accessible locations.
- To make sure that the persons with disability are supported in and out of the classrooms with the best resources and responsive staff according to their needs.
- To determine major grievances pertaining to any matter of persons with disabilities.
- To provide counselling and awareness regarding the government policies relating them.
- To assess the educational needs of the persons with disabilities in higher education.
- To provide convenient sitting arrangements, scribes for writing in examinations, extra time for attempting examinations as per rules laid by affiliating university.

## **19. Sports Committee**

Shree Guru Gobind Singh Ji Government College Paonta Sahib provides a platform to develop sports culture among the students with the motto healthy mind rules in a healthy body. The committee organises all the sports events in the campus. It also provides the students an experience of working in teams, organising various events, developing multiple functions of management. It encourages the students to take part at state and national levels in sports organised by the university and other various sports organizations.

### **Objectives**

- To provide a congenial environment for physical development of students.
- To promote sportsmanship among the students by organizing various intramural sports events.
- To develop students' interest in sports and take it as a career option.
- To propose and purchase new sports equipment and consumable sports articles.
- To manage the college team selections, and participation in inter-college sports tournaments.

## **20. OBC Cell**

The OBC Cell of the college has been constituted with the aim to resolve all the affairs and problems related to the Other Backward Classes (OBC) students of the college. This cell has been created to empower the OBC students in the college by facilitating financial support to these students from government agencies and other sources.

### **Objectives**

- To solve all affairs related to OBC students.

- To circulate Government of India circulars and UGC decisions regarding the well being of OBC.
- To communicate with the affiliating university certain required information, queries, clearing of doubts with respect to reservations, data, information, etc.
- To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in favour of OBCs.
- To communicate and motivate the OBC students for better future planning.
- To function as a grievance redressal cell for OBC students.

## **21. Committee For SC/ST**

The college has constituted Committee for SC/ST in compliance with the UGC guidelines to help the SC/ST categories integrate with students of the other communities in the institute and remove the problems which they may be experiencing.

### **Objectives**

- To facilitate financial support from government agencies and other sources.
- To encourage enrolment for career orientation and other skills enhancement programmes.
- To ensure safe, secure, and discrimination-free environment for SC/ST students.
- To provide counselling for any emotional exigencies arising on account of any event at the campus.
- To act as a grievance redressal cell for SC/ST students.
- To ensure protection of rights and reservations as provided to SC/STs in the Constitution of India.
- To make the SC/ST students aware of policies such as scholarships ensured by the government of India and the state government.
- To take follow-up measures to achieve the targets laid down by the government regarding higher education of SC/STs.
- To act as counselling agency for SC/ST students to manage academic issues for better future planning.

## **22. Minorities Cell**

The college has constituted the minorities cell to guarantee empowerment to the students of minorities. It facilitates financial support to the students of minorities from government and other sources.

## Objectives

- To resolve all the affairs and difficulties faced by the minorities students.
- To circulate government of India circulars and UGC regulations regarding the well-being of the students of minorities.
- To increase the opportunities for education and career options.
- To communicate with the affiliating university certain required information, queries, clearing of doubts with respect to reservations, data, information, etc.
- To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in favour of minorities students.
- To function as a grievance redressal cell for solving the grievances of minority students and employees.
- To communicate with the students and motivate them for a better future planning.

## 23. Eco Club

The institution has undertaken many initiatives to set up an eco-friendly campus by conserving healthy ecosystem. The institution encourages plantation drives spread over its campus. Such drives are not only limited to inside the campus but extend beyond the campus to the banks of Yamuna river and the adopted villages and slum areas.

### Objectives

- To maintain the waste disposal without any causing any environmental pollution such as burning waste.
- To develop and maintain the NSS Vatika, Ayurvatika, and Green Oasis – college botanical garden.
- To install solar lights campus wide for energy conservation.
- To maintain vermi compost unit installed in the college campus.
- To ensure plastic-free campus by prohibiting the use of plastics.
- To assist the conduct of green audit and environmental audit of the institution.
- To implement the taxonomy project in the college by labelling the plants with both scientific and common names.
- To create awareness of environmental sustainability.
- To formulate the green policy on the basis of the findings and recommendations of the green audit and environmental audit reports.
- To plan and organize such events as would encourage students' role in conservation of ecosystem both inside and outside the campus as community service.



## **24. Magazine Committee**

### **Objectives**

- Design and develop the format for magazine.
- Collect articles, reports and other materials to be published.
- Arrange for group photo session and schedule for all the departments.
- Proof read the manuscript for corrections before publication.
- Monitor and follow-up the publication is received on time.

## **25. College Website Committee**

### **Functions**

- To coordinate with the respective departments to upgrade regular information in the website.
- All information regarding college activities and programmes to be posted in the website.
- Submission of report on updating the website on a regular basis.

## **26. Cleanliness Committee**

### **Functions**

- To monitor and check the cleanliness of the campus.
- To regulate with the departments to maintain the surroundings.
- To submit periodical reports on campus cleanliness and usage of materials with regard to environment and hygiene.