

POLICY DOCUMENT

POLICY DOCUMENT

ON

PREVENTION OF SEXUAL HARRASMENT

INTRODUCTION:

The posh policy aims to make the workplace a safer environment for women by preventing, prohibiting and redressing acts of sexual harassment against them. The acts extends its protection to female students in schools/colleges categorising them as 'aggrieved women'. In 2015, the UGC introduced the POSH regulation a powerful and comprehensive step towards addressing sexual harassment in higher educational institution.

Understanding POSH Compliance: The POSH ACT 2013, is a landmark legislation in India that aims to prevent and redress case of sexual harassment in workplace including educational institutions.

Moirabari College, Morigaon, Assam has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. These includes all forms of gender violence, sexual harassment and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right, to freedom of expression and association. It strongly supports gender equality and opposes any form of gender discrimination and violence.

The institution has an Internal Complaints Committee:

- 1) The Committee shall be headed by a senior women faculty of the college and shall be designated as the chairperson/convenor or a presiding officer.
- 2) The committee shall have two senior women teaching faculty members, one senior male teaching faculty, and have three nominated girl student representative.
- 3) The committee shall have principal and two members of the administrative office.
- 4) The committee shall include a parent of a girl student of the college.
- 5) There should be provision of filling of complaint in both online (college website) and offline mode.
- 6) Strict anonymity should be ensured to protect the identity of the complainant.
- 7) Once the complaint is received, the ICC is responsible for investigating the complaint, submit the findings and recommendations to the higher authority. The ICC will coordinate with the aggrieved person before implementing any kind of appropriate action.
- 8) The committee is also responsible to maintain confidentiality throughout the process
- 9) The complaint is needed to be lodged within three months from the date of incident along with any documentary evidence.
- 10) The complaint needs to be a written communication. If the aggrieved person is not able to give written complaint, the employees or students relative/parent/guardian or any other person can also lodge the complaint in written format on behalf of the aggrieved person.
- 11) The ICC will interview and record all evidences.

- 12) The enquiry needs to be completed within 90 days of the submission of written complaint by the aggrieved person.
- 13) The ICC should submit their findings within 10 days from the completion of the enquiry
- 14) On receipt of the report from the ICC, the college authority shall act on the report within 60 days of the receipt.
- 15) If any person who committed such act is found guilty, then corrective action is to be taken by the appropriate authority.
- 16) Awareness program on gender equity and anti-harassment are to be conducted occasionally for generating a conducive environment.

**POLICY DOCUMENT
ON
INFORMATION & COMMUNICATION
TECHNOLOGY
USAGE & MANAGEMENT**

Uses and Management of Information Technology in Our College

1. Introduction:

- A. Importance of Information Technology (IT) in education
- B. Purpose of the article

2. IT Infrastructure in Our College

- A. Overview of the college's IT setup
- B. Hardware and software resources
- C. Networking and connectivity

3. Academic Benefits

- A. E-learning platforms and online courses
- B. Digital libraries and resources
- C. Improved communication among faculty and students

4. Administrative Efficiency

- A. Student information systems
- B. Online registration and fee payment
- C. Staff management and payroll
- D. Data analytics for decision-making

5. Communication and Collaboration

- A. Email and messaging systems
- B. Video conferencing tools
- C. Collaboration platforms for group projects
- D. Online discussion forums

6. IT Security Measures

- A. Data protection and privacy
- B. Cybersecurity awareness programs

- C. Incident response protocols
- D. Regular system updates and maintenance

7. Challenges and Solutions

- A. Addressing digital divide issues
- B. Training and support for IT usage
- C. Managing IT budget effectively
- D. Keeping up with technological advancements

8. Future Prospects

- A. Personalized learning experiences
- B. Enhanced administrative automation
- C. Cybersecurity advancements

9. Conclusion

- A. Recap of the benefits and challenges
- B. Importance of continued investment in IT
- C. Empowering the college community through technology

Introduction:

Information Technology (IT) has become an integral part of modern education, transforming the way we learn, teach, and manage academic institutions. Our college recognizes the significance of IT in enhancing the educational experience and administrative efficiency. This article explores the uses and management of information technology in our college, shedding light on its various applications, benefits, challenges, and future prospects.

IT Infrastructure in Our College

Our college boasts a robust IT infrastructure that supports both academic and administrative functions. This includes state-of-the-art hardware, software resources, and a robust network infrastructure to ensure seamless connectivity.

Academic Benefits

1. E-learning Platforms and Online Courses: IT enables our college to offer a wide range of online courses and e-learning platforms. This flexible learning approach allows students to access educational materials and lectures at their convenience.
2. Digital Libraries and Resources: Students and faculty can access a vast array of digital libraries and resources, expanding their access to academic literature and research materials.
3. Improved Communication: IT tools foster better communication among faculty and students. Online portals and discussion forums facilitate discussions, assignment submissions, and feedback mechanisms.

Administrative Efficiency:

1. Student Information Systems: IT streamlines administrative tasks such as student enrolment, record keeping, and grading. Student information systems centralize data for easy access.
2. Online Registration and Fee Payment: Students can register for courses and pay fees online, reducing paperwork and administrative burdens.
3. Staff Management and Payroll: HR systems powered by IT help manage staff records, payroll, and

benefits efficiently.

4. **Data Analytics for Decision-Making:** IT tools provide valuable insights through data analytics, assisting college management in making informed decisions.

Communication and Collaboration:

1. **Email and Messaging Systems:** Email and messaging platforms ensure effective communication among staff, faculty, and students.
2. **Video Conferencing Tools:** Virtual meetings and video conferencing tools facilitate real-time collaboration, particularly useful for remote learning and meetings.
3. **Collaboration Platforms:** Online collaboration platforms enable students to work together on group projects and assignments.
4. **Online Discussion Forums:** Discussion forums promote interactive learning and peer-to-peer knowledge sharing.

IT Security Measures:

1. **Data Protection and Privacy:** Our college prioritizes data protection and privacy to safeguard sensitive information.
2. **Cybersecurity Awareness Programs:** Regular training and awareness programs educate the college community about cybersecurity threats and best practices.
3. **Incident Response Protocols:** Established protocols ensure a swift and effective response to cybersecurity incidents.
4. **Regular System Updates and Maintenance:** Continuous updates and maintenance routines keep IT systems secure and up to date.

Challenges and Solutions:

1. **Digital Divide:** Addressing the digital divide is crucial. The college offers support and resources to bridge this gap.
2. **Training and Support:** Comprehensive training and support are provided to students and staff to maximize IT utilization.
3. **Budget Management:** Careful budget allocation and management ensure efficient IT investments.
4. **Keeping Up with Advancements:** The college remains committed to staying updated with the latest technological advancements in the education sector.

Future Prospects:

1. **Personalized Learning:** IT will play a pivotal role in tailoring learning experiences to individual students' needs and preferences.
2. **Enhanced Administrative Automation:** Further automation of administrative tasks will streamline college operations.
3. **Cybersecurity Advancements:** Continuous improvement in cybersecurity measures will protect the college's digital assets.

Conclusion:

Information Technology has revolutionized our college's education and administration. It offers numerous benefits, including improved learning experiences, streamlined administrative processes, and enhanced communication. However, challenges such as the digital divide and the need for ongoing investment must be addressed. As technology continues to evolve, our college remains committed to harnessing its full potential to empower students, faculty, and staff.

POLICY DOCUMENT ON ANTI RAGGING

1. INTRODUCTION:

The authority of Moirabari College constituted an ANTI-RAGGING COMMITTEE comprising of senior faculty members headed by the principal of the college, in response to the Honourable Supreme Court's orders in SLP No. 24295 of 2006, dated May 16, 2007, and Civil Appeal No. 887 of 2009, dated May 8, 2009, to "prohibit, prevent, and eliminate the scourge of ragging." It looks into the conduct of all the students either in spoken or written form that has effect of teasing, treating and handling a fresher with rudeness, rough or unruly behavior causing annoyance, hardship, psychological harm or fear in any fresher or other student. All the students are bound to follow the rules of the college so as to make sure that all students can avail a healthy environment.

2. SCOPE:

- Any behavior of a student either in spoken or written form, or actions resulting in teasing, mistreating, or handling a fresher or any other student rudely.
- Any student engaging in undisciplined behavior causing annoyance, hardship, physical or mental harm, or fear in any fresher or any other student.
- Compelling a student to do the activities that cause shame, torment, or embarrassment.
- Any activity of a senior student that affects the normal academic life of the fresher.
- Engaging the newly admitted students to do the works of the senior students against their willingness.
- Any kind of sexual abuse or assaults on gay people hurting them Physically or mentally.

3. THE ANTI-RAGGING POLICY:

- Every stakeholder is to take following measures as mandatory to prevent ragging at Moirabari College.
- Ragging is totally banned within and outside the college premises and any one found guilty of ragging is liable to be punished.
- The warden has the responsibility to make surprise visits to the rooms in the hostel where the newly admitted students are lodged.
- The warden will also strictly monitor the access of senior students to the fresher's accommodation.
- An Induction Programme is arranged every year by the institute to orient the newly admitted students about the rules to be followed.
- The institute maintains a tight security in the campus.
- The newly admitted students are allowed to use mobile phones and other means of communication in the hostels to reach out for help from teachers and their parents.

Monitoring Mechanism:

- **Anti-Ragging Committee:**

Institute has constituted an Anti-Ragging Committee headed by the Principal and consisting of the senior most faculty members of different departments including female teachers namely Prof. Md Sofiqul Islam, Dr. Rehana Ahmed, Prof. Rehana Jesmin, Prof. Malamoni Kalita and Prof. Taiz Uddin Ahmed. The Anti-Ragging Committee ensures compliance with the provisions of rules as well as any law for the time being in force concerning ragging. The Anti-Ragging Committee also performs duty as Anti- Ragging Squad. It maintains the vigil doing patrolling

functions and remains active at all times. The committee can make surprise visits to the hostel. It can conduct on-the-spot enquiry into any incident referred by The Principal or any member of the college family. Actions will be taken against the students who are found guilty indulging in ragging. Depending on the facts of any incident of ragging, the Anti-Ragging Committee will take an appropriate decision regarding punishment or otherwise. According to the nature and gravity of offence, the punishment may be one of the following:

- Cancellation of admission.
- Suspension from attending classes.
- Debarring from appearing in any examination.
- Withholding results of evaluation process.
- Expulsion from the hostel.
- Rustication from the institute.

Appeal & Action Taken Report:

- The student accused of ragging can appeal against the order of punishment by the Anti-Ragging Committee to the Chairman of Governing Body of the college.
- The college authority will intimate the incidents of ragging occurred in the campus along with the action taken report to the G.B. from time to time.

**POLICY DOCUMENT
ON
ADD-ON COURSES**

INTRODUCTION

- As a result of increased competition, today's world demands initiative and

creativity to overcome new challenges. Rapid technological breakthroughs frequently render programs offered by higher education institutions outdated. There is no way a course could ever cover everything. As a result, higher education institutions must improve, expand, and add to their curricula in order to better prepare students for job requirements as well as their own interests and skills.

- Moirabari College students have access to a range of value-added courses that are provided by the organization. Students may differentiate themselves from other job candidates and enhance the value of their resumes by enrolling in these courses. In addition, several of the programs aim to foster better societal ideals in young people.

SCOPE

- To improve employability skills of students
- To provide an opportunity to students to develop inter-disciplinary skills
- To mould a positive social consciousness and societal commitment in students
- To offer choice and options to students in terms of learning and capacity building opportunities

POLICY DOCUMENT ON ADD-ON COURSES

The institution should aim to provide a variety of possibilities in the form of add-on courses, and this prospective course list should be produced and updated on a regular basis depending on stakeholder needs and the demands of the labor market.

- Departments and cells planning to provide a new add-on course should assess the demand by consulting with the appropriate stakeholders and observing trends.
- For a certain academic year, departments might choose to either start a new course or keep an existing one. Before beginning the course, such a choice should be made with finality and the appropriate approval should be requested from the relevant authorities.
- The appropriate departments and cells should create a thorough syllabus for the planned course in order to get the required introduction approvals.
- The institution's add-on courses should be designed to help prospective students develop their values, ethics, employability, and/or life skills. The course offered should differ from other formal courses offered as part of the regular curriculum

of the affiliating university. The courses should either be offered in the regular curriculum of the affiliating university, or they should be offered outside of it.

- The responsible department/cell should ensure that the scheduling of any add-on courses is approved by the IQAC.
- Each course should be of a minimum period of 6/3 months and should include actual classroom instruction and/or field work, among other things. The division/cell may think about holding the classes. The location of the classroom and the time allotted for the conduct of classes for additional courses should be in accordance with the institution's current academic schedule.

- College students or students from other institutions may enroll in these courses.

- In extraordinary circumstances, the college administration may think about allowing students to enroll in a particular add-on course.

- The department/cell is free to choose the method of assessment for issuing the course completion certificate at the conclusion of the course.

- If the course is jointly/collaboratively run by two or more departments and/or cells, there will be one coordinator from each department/cell, with the other coordinator from the other department/cell serving as the overall in-charge for the conduct of the course.

- Any complaint from a stakeholder about add-on courses may be brought to the coordinator's consideration first, and if that complaint is not handled, it can be forwarded to the institutional-level grievance cell.

GENDER SENSITIZATION ACTION PLAN

INTRODUCTION

As a result of increased competition, today's world demands initiative and ingenuity to overcome new challenges. Rapid technological breakthroughs frequently render programs offered by higher education institutions outdated. There is no way a course could ever cover everything. As a result, higher education institutions must improve, expand, and add to their curricula in order to better prepare students for market needs as well as their own interests and skills.

2. SCOPE

The following are the scopes of Moirabari College's gender sensitization action plan:

- Consistent attention on gender sensitivity
- Constant promotion of women's empowerment
- Emphasis on issues related to women's mental health
- Continuous focus on young women's development of resilience and strength.

3. PLAN ON GENDER SENSITIZATION

a. Goals of the Internal Complaints Committee (ICC) is to-

- Keep an eye for possible instances of sexual harassment.
- Effectively address any grievances raised by any stakeholder.
- Increase awareness of gender-based problems through initiatives and programs

b. The Institution shall ensure -

- A safe environment in college, free of harassment and violence, or any threat of the same
- The codes of conduct for all stakeholders in the college are gender sensitive and are adhered to in letter and spirit
- Freeships and scholarships for deserving students from disadvantaged backgrounds to encourage them to complete their academic studies;
- Psychological counseling for students and faculty so that their emotional issues, particularly those resulting from gender discrimination and oppression, can be resolved
- Gender problems are one of the main areas of focus as students strive to reach their full

potential.

c. The college will arrange for -

- Consistent self-defense training programs.
- Various sports activities and competitions to boost students' self-confidence and develop a spirit of sportsmanship and fair play;
- Regular outings and field trips to expose students to learning outside the classroom;
- Career counseling for students to ensure that they have fruitful careers and are empowered;
- Continuous discussions with experts on gender problems to raise awareness
- Gender-specific holidays and commemorative occasions
- Extension exercises that focus on gender