

# Policy Documents

## Dakshin Kamrup College



(Affiliated to Gauhati University)

Mirza

District-Kamrup

Assam

Pin-781125

Email: [dkcollege\\_mirza@rediffmail.com](mailto:dkcollege_mirza@rediffmail.com)

Website: <http://dkcollegeonline.in/>



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## **Energy Management Policy**

Energy is an important part of life. With a population of 1.4 billion and one of the world's major economies, India is a bulk consumer in the global energy markets. Based on current policies, India's energy demand will double by 2035, with electricity demand tripling as a result of increased appliance ownership and cooling needs (*India 2020 – IEA Analysis-Energy Policy Review*). Keeping pace with the policies of Government of India for educational institutes to conserve natural environment, develop sustainable solutions and control energy consumption, an educational institution has to evolve different programs and policies, which turns the institute into a carbon-neutral institute. Further, for promotion of environmental concerns and sustainability, the College has to play an important role. So, our College community also feels the same as essential to practice sustainability that will provide conducive conditions for the environment.

The Energy Policy of the Institution will thus be effective in organizing structured programs to promote awareness on the proper management and conservation of energy. These models demonstrate practice for sustainability.

### **Features in the Campus:**

- Grid connected Solar Plant.
- LED Light fixtures.
- Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
- 100% Power Backup – Solar Plant.
- Effective maintenance through annual maintenance.
- Cooling facilities

### **Energy Policy Statement:**

Dakshin Kamrup College energy policy articulates commitment of the Institution to the conservation of energy by defining energy management protocol for electrical energy systems of the institution. The main focus of this policy is on the sustainable practices which can reduce carbon footprint and other environmental impacts for maintaining an eco-friendly green campus.

### **Objectives:**

- Utilize energy resources efficiently
- Use of renewable energy.
- Optimize the Energy consumption and cost.
- Reduce, Reuse and Recycle.
- Carry out internal energy (green audits) audits to identify energy conservation opportunities.

- Regular monitoring that are managed by the Institution Energy Management Cell/committee for effective implementation at department levels.
- Train faculty, non-teaching staff, and students to make the Institute a role model in the area of Energy conservation.
- Establish ties with Institutes and conduct a complete Energy/Green Audit.
- Promote awareness related with Energy conservation among various sections of society.

### **Responsibilities and Roles**

The Energy management cell/committee comprises of:

- Faculty members
- Students of the college

There are also advisors to the Energy Management Cell/committee that consists of

- NAAC Coordinators
- Criteria 7 Coordinators from all Departments
- Faculty familiar with Energy auditing
- Advisory team from the collaborations like Audit Firms for Expert advice

The team should carry out the action plan and ensure the energy resources are made available and utilized optimally.

### **Action Plan**

#### **Energy Optimization Plan**

- Restructuring the Energy Management Cell with representatives from all Departments, for effectively implementing the Energy management program.
- Regular Monitoring of resource use and waste generation.
- Setting short term and long term targets and conservation strategies, to achieve and surpass goals for zero-carbon Campus.
- Use of energy efficient, star labeled equipment.
- Periodic maintenance and replacement of other lights/lighting fixtures to LED.
- Maintaining a sustainable approach by use of existing equipment efficiently till its lifecycle ends, and replacing with more efficient equipment when necessary.
- Reduce e-waste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
- Maximum use of Daylight for Indoor illumination and natural ventilation.
- Fine tuning of optimum temperature setting of Air Conditioners.
- Optimizing strategies towards maximizing the use of Renewable Energy–Solar System installed in different parts of the Campus.
- Educating UG and PG students on concepts of Energy Management, Energy optimization techniques, Renewable Energy Harvesting thereby promoting a sense of

awareness towards Energy use and its cost.

- Provide awareness for faculty and students about Energy Management, Energy Auditing.

### **Mechanism of Action Plan**

The Energy Management Cell should lay down well-defined procedures as mentioned below that follows the indicated stages.

- Create Implementation guidelines for effective energy usage
- Review: Monitoring and follow-up.

## **Waste Management Policy**

The educational institutions represent major components of sustainability promotion and management in the Country. Waste Management is the biggest challenge that institutions have to face in accomplishing the sustainability goals. In 2016, the Union Ministry of Environment, Forests and Climate Change released the Solid Waste Management Rules which applies to every Solid Waste generator contributing to Waste generation in the premises. In recent years, state-of-the-art technologies have developed that help in reducing the quantity of Waste for its safe disposal.

### **Features in the Campus:**

- Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
- Waste Segregation using Color Bins
- E Waste Recycling and management.
- Awareness programs for Waste management through Schwatta Mission, in line with the Swachh Bharat Abhiyan initiative of the Government of India.

### **Waste Management Policy Statement**

The Dakshin Kamrup College Waste Management Policy is committed to reducing its environmental impacts through Waste Management and sustainable practices. The Campus strongly believes in the policy of “reduce, reuse and recycle” and strives to attain sustainability through different practices.

### **Objectives**

- Minimizing the consumption of natural resources.
- Avoiding and minimizing the generation of Waste.
- Ensure segregation of Waste at the source.
- Promoting and ensuring the effective delivery of Waste services.
- Ensure that the stakeholders are aware of the impact of Waste on their health, well-being and the environment through Awareness programs through NSS.
- Increase consumer awareness of Waste minimization issues
- Ensure the protection of the environment through effective Waste Management measures through different schemes like NSS.
- Encourage Waste to energy options through projects and research work.
- Regular monitoring and follow up procedures managed by the Institution Waste management Cell for effective implementation at department levels.
- Train faculty, non-teaching staff, and students to make the Institute a role model in the area of Energy conservation.
- Promote Collaborations with Govt. Bodies/Industries/NGOs to promote

- sustainable practices in the Campus.
- Review the Policy on a regular basis.

### **Responsibilities and Roles**

The Waste Management Team comprises of:

- 1 Coordinator who is a faculty representative from all Departments.
- Student members from the College.
- Advisory team that consists of senior faculty members of the College.

The team should carry out the action plan and ensure the Waste Management strategy is organized and implemented optimally.

### **Action Plan**

#### **Waste Management Plan**

- Constitute the Waste Management Cell with representatives from all Departments for implementation.
- Regular Monitoring and benchmarking resource use and Waste generation.
- Evaluate the Waste generation, disposal and collection system in the Campus regularly.
- Setting short term and long term targets and conservation strategies pertaining to the UN Sustainable Goals.
- Initiate sustainable practices like Composting for Waste, generated from the Canteen.
- Reduce e-Waste to maximum with proper maintenance, before moving on to Replace and recycle stage.
- Continue to introduce innovative strategies to reduce paper Waste and plastic Waste in the Campus
- Ensure effective disposal methods for Laboratory and Hazardous Wastes generated in the Campus
- Provide training for faculty, students and staff about Waste Management and practicing sustainable habits.
- Generate awareness on Fire Safety, and Occupational Safety through signage placed at crucial locations in the college.

#### **Mechanism of Action Plan**

The Waste Management Cell should lay down well-defined procedures as mentioned below, that follows the indicated stages.

- Define the Sustainable Goal Agenda of the Academic year pertaining to Waste management.
- Create Implementation guidelines.

- Review: Monitoring and follow-up.

### **Responsibilities and Roles**

The Water Management Team comprises of

- Office SA
- Students
- Advisory team which includes faculty members of the institute.

### **Responsibilities**

- Conduct meeting regularly and review the policy.
- Update the maintenance register.
- Monitor the water levels of all conservation system.
- Verify the water quality periodically.
- Measures to be taken to improve the water quality.



## **Water Management Policy**

Water is the elixir of life. It touches all life activities such as agriculture, domestic and all socio-economic activities. The water management policy of Dakshin Kamrup College feels the need of water conservation facilities and that the water quality is monitored for providing safe drinking water in the Campus.

### **Features**

- 3 bore wells
- 3 motors of 1 Horse power each
- 11 water storage tanks
- 15,000 litres of water storage facility
- 5,100 litres of water pumping capacity daily

### **Objectives**

- To provide adequate water supplies to meet demands of the campus.
- To provide clean, safe, reliable drinking water at all times.
- To increase water availability through recycling.
- To enable water storage and propose conjunctive management of surface and groundwater
- To protect the groundwater resources from contamination
- To minimize point-source and non-point-source pollution including Chemical effluent.
- To undertake activities to sensitize people about Climate change through College outreach programs and units like NSS.

### **Responsibilities and Roles**

The Water Management Team comprises of:

- Office SA
- Student representative
- Advisory committee consisting of faculty members of the institute.

### **Responsibilities**

- Conduct meeting regularly and review the policy
- Verify the water quality periodically
- Measures to be taken to improve the water quality

## **Assistive Policy**

*“Rights of Persons with Disabilities Act, 2016, states that the appropriate Government and the local authorities shall endeavor that all educational institutions funded or recognized by them provide inclusive education to the Children with disabilities and towards that end shall make building, campus and various facilities accessible.”*

### **Objectives**

- Enhancing the lives of the differently abled community and thus ensuring their participation in the society and in educational systems.
- Assisting the differently abled students in the college by helping them overcome the issues with learning, reading and communicating.

### **Features in the College as a part of the Assistive policy**

- Wheel Chair.
- Ramps in some selected areas of the colleges.
- Institute ensures that the Classrooms, Laboratories, Library, Canteens, Restrooms, Hostels, etc., are easily accessible to persons with special needs.
- For facilitating the blind students, a public address system is installed in the College Campus for disseminating important information related to College.
- Scribe assistance or additional time is provided for writing the exams, on written request. Provision to allot a separate room, which are easily accessible, by such students, is available.

### **Action Plan**

- Install more ramps for easy access to the different blocks in the buildings.
- Allocate space and budget to build toilets for persons with disabilities in each campus block.
- Budget allocation for creating such facilities.
- Provision for scholarships for differently abled student.

## E-Governance Policy

In the system of higher education, Dakshin Kamrup College serves as a model institute in the region for providing ICT facilities. E-Governance based policies have been adopted in several areas to facilitate necessary functions for the benefit of the stakeholders. Steps have been taken to digitize databases and information relating to students, staff and faculty of the College. Policies are in place to facilitate coordination within different sections or departments of the college to enable efficient e-governance. The policies pertaining to e-governance are outlined below:

### **Objectives**

- Implementation of e-governance in most of the functioning of the college to provide an efficient system of governance within the college.
- To create a paperless environment in the college.
- To making green campus.
- Providing easy access to information
- Making the institution visible globally
- Promoting transparency and accountability in all the functions of the college.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.
- Implementation of E-governance in various functioning of the institution.
- Facilitating online internal and external communication between various entities of the institution.

### **Features in the College as a part of the E-Governance policy**

- **Website and Social Media:** The College hosts a website and several departments of the College hosts social media pages and social media groups that serves as an information center and displays several crucial information for the College fraternity.
- **Student Administration:** The College displays notices related to the admission process. A portal (<https://dkcollegedcs.in/admission>) is used for managing admissions of all the programs offered by the college. Additionally, information related to the College is available in the College website via the prospectus uploaded in the official site (<http://dkcollegeonline.in/>). Also, important information related to the selection criteria and merit list of the students are displayed through the College website.
- **Communication:** Regular updates related to the College admission process, class schedules, and other academic matters are communicated to the students through the website and different social media groups created by the faculty members of the College. Information relating to tenders, vacancies (faculty as well as Grade II & III)

etc. are notified regularly through the [Announcements](#) and [Noticeboard](#) tabs in the homepage.

- **Finance and accounts:** The College uses NEFT, RTGS, Bank Transfers etc. to ease and maintain financial transactions. The College also maintains an appropriate account with the Government agencies for smooth disbursement of the salaries (<https://www.finassam.in/assamfinance/welcome>). The government funds and College infrastructure development funds through agencies like RUSA are disbursed through NEFT and Public Financial Management System (PFMS).

The College also maintains a payment gateway for UG and PG students facilitating the payment of admission fees online.

- **Library:** The College has initiated the installation of ILMS software that supports and easy to use Graphical User Interface, Multilingual support and export facility for books, journals and e-resources. The facility is in its advanced stage and will be made available to the College users shortly.

The central library is computerized through SOUL SOFTWARE (SOUL2.0) of INFLIBNET. OPAC module of software provides facilities of search books by different approach of user. Users search a library catalogue principally to locate books and other material available at a library.

The library is also linked with NLIST consortiums for online books and journals. Through this consortium, there is a facility for every faculty member to access the journals and e-resources through a username and password provided by the College library.

- **Alumni linkage:** The College has appropriate measures to strengthen alumni relationship and to ensure that happens, a separate social media page (<https://www.facebook.com/profile.php?id=100087391103315>) for alumni has been created. Further, the College maintains a separate section in the college webpage that is regularly updated for any events related to Alumni interactions (<http://dkcollegeonline.in/alumni-association-executive-body.html>).
- **Online video lectures and e-content:** The College has an e-resources tab in the departmental webpage that maintains lecture notes and important links for selected lecture videos for academic benefit of the students.

### Action Plan

- Take up more steps for ensuring digitization of the entire College Campus.
- Set up an E-Governance cell for smooth dissemination of information and to take necessary steps for ensuring digitization of the institute.

## Student Grievance Redressal Policy

Dakshin Kamrup College has an effective mechanism for addressing student grievances, the special features of which are mentioned below

### **Objectives**

- Provide a conducive environment for maintaining student-student and student-teacher relationship.
- Creation of an environment where students get to freely express their grievances without any fear of discrimination.

The student in the college are entitled to express their grievances related to any of the following areas

- Academic issues relating to classes and library.
- Canteen facilities.
- Hostel facilities.
- Medical facilities.
- Sports facilities.
- Ragging and Sexual Harassment.
- Sanitation and Hygiene

### **Mechanism of expressing Grievance**

Students can express their grievance by using any one of the mechanism expressed below

- **Complaint Box:** Students can express their grievance through the complaint box installed in the College campus. The student has the liberty to express their grievance anonymously.
- **Through email:** The College maintains an email id through which the students can express their grievances. The email id is [icc.dkc@gmail.com](mailto:icc.dkc@gmail.com)

### **Monitoring and Implementation**

The College has a Grievance Redressal Cell that is constituted by the Principal to monitor and address the complaints. Grievances received from students (online/offline) are accepted on all working hours of the College. The Cell regularly checks for the grievances at an interval of 10 days and if any complaints are received, they are taken up for mitigation.



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