



# POLICY DOCUMENTS





The policy document of our college aimed to ensure the proper execution of the stated Mission of the college based on the Vision of the college to reflect our long-term goals. To us, students are the most important human resource. Therefore, our motto is the inclusive and holistic development of the students to assist in nation-building. To implement the motto, our institution emphasizes continuous upgradation and maintenance of academic ambiance through well-set, broad-based, and interconnected policies, as framed by the Principal and the college Governing Body through coordinated efforts of different statutory committees and cells under the purview of the IQAC, reflecting participatory management system. Our policy document is broadly guided by THE WEST BENGAL UNIVERSITIES AND COLLEGES (ADMINISTRATION AND REGULATION) ACT, 2017 to provide better administration and to improve the quality of education. Also, analyses of feedback from relevant stakeholders often indicate key areas of policy overhaul. These policies may be categorized as follows-

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# P O L I C Y D O C U M E N T

## 1. ACADEMIC POLICY

There is an active Academic Sub-committee comprising all the departmental heads. The committee, after thorough discussion, provides constructive and practical suggestions to assist in academic policy-making, which are as follows-

- i) Ensuring regular classroom teaching-learning through greater use of ICT and adhering to well-planned learning modules
- ii) Thorough analysis of student progression, and course and program outcomes to identify fast and slow learners
- iii) Providing modern academic resources to the teachers and students through continuous upgradation of library services including E-library facility (LMS)
- iv) Encouraging students and teachers to participate in seminars, workshops, symposiums etc. to brush up their knowledge base
- v) Motivating students for experiential and participative learning through field trips/excursions, project works, debate, quiz, model making, group discussion etc.
- vi) Inspiring teachers and students to publish in journals, books, college magazines and e-journals

*Rajyanti Das*





# P O L I C Y D O C U M E N T

## 1. ACADEMIC POLICY

- VII)** Encouraging teachers to apply for funded projects
- Viii)** Promoting collaboration/MoUs with other institutions/organizations for student internships, faculty exchange programs etc. to benefit the students
- ix)** Arranging academic seminars by eminent resource persons to enhance the knowledge base of teachers and students as well
- x)** Offering Add-on and certificate courses to students for their better employability through hands-on training and soft-skill/personality development
- xi)** Ensuring financial assistance to economically weak students from Government and college-allocated funds
- xii)** Generating a philanthropic fund for awarding meritorious students as a token of appreciation and encouragement
- xiii)** Ensuring the availability of high-speed internet and other IT facilities to augment the teaching-learning process
- xiv)** Ensuring cultural upliftment of students by encouraging them to participate in such programs arranged by our college and other colleges
- xv)** Conducting placement-related awareness programs
- xvi)** Focused effort by the Counselling and mentoring cells to assist/guide students for placement, higher studies, mental health issues etc. as the case may be

*Rajjani moey*



# P O L I C Y D O C U M E N T

## 2. EXAMINATION POLICY

**Based on the suggestions provided by the Examination sub-committee comprising departmental heads, the following related policies are practiced-**

- i) Ensuring a transparent examination and evaluation system of class tests, internal assessment, and end-semester examination maintaining rules and regulations of the affiliating university as per the stipulated academic calendar
- ii) Proper recording of marks obtained by the students for further analyses of course and program outcomes
- iii) Prompt action in case of documented examination-related grievances of students.

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### 3. ADMISSION POLICY

**The Admission sub-committee, comprising departmental heads, in continuous discussions with the Principal, suggests related policies and ensures-**

- i)** Transparent, merit-based, online admission portal maintaining existing state government rules of reservation for SC, ST and OBC candidates to ensure inclusivity inherent in our societal structure
- ii)** Detailed information of offered courses, allowed subject combinations, admission and other fees, course-wise university-approved intake capacity in different categories, prospectus etc. in the college website

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## 4. FINANCIAL POLICY

### P O L I C Y

There is a Governing approved Finance Committee, Building Committee, and Purchase Committee. These committees provide important inputs in preparing the related policies, and their adherence. These policies broadly are-

### D O C U M E N T

- i) Adhering to a detailed allocated budget based on projected income and expenditure for every financial year
- ii) Timely financial audit to ensure transparent financial transactions

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## 4. FINANCIAL POLICY

iii) Timely disbursement of salary of teaching and non-teaching staff through HRMS

iv) Cashless transactions as far as possible

v) Allocation in the student-aid fund to benefit economically backward students

vi) Allocation in the staff benefit fund to assist teaching and non-teaching staff in emergency need

vii) Expenditure in construction, upgradation/ maintenance, and purchases (equipment, books, IT facilities, etc.) through tendering

viii) E-tendering through the Government tender portal whenever required as per existing government rules

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# P O L I C Y D O C U M E N T

## 4. FINANCIAL POLICY

ix) Detailed, widely circulated advertisements on the college website and newspapers to follow transparent tendering protocol

x) Allocation of fund for publishing books and journals by the college to encourage academic contributions of the teachers and students

xi) Allocation of funds for arranging seminars/workshops and participation of teachers in such programs

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# P O L I C Y D O C U M E N T

## 5. INFRASTRUCTURE UPGRADATION/ MAINTENANCE POLICY:

- i) Ensuring yearly asset audit
- ii) Maintenance of college computer center
- iii) Computer Laboratories, and Science Laboratories by appointed technical assistants.
- iv) Maintenance of college library and departmental libraries by librarian and library staff through proper record keeping of book purchases, lending, cleaning etc.
- v) 24×7 Security Guard to ensure the safety and security of the college premises.
- vi) Appointing Electricians to maintain electrical wiring, and electrical connections to the laboratory equipment and other electrical and electronic goods
- vii) Appointing sweepers to maintain college lavatories, classrooms, corridors, staff rooms, office, library, canteen etc. in clean condition

*Rajyanti Roy*



# P O L I C Y D O C U M E N T

## 5. INFRASTRUCTURE UPGRADATION/ MAINTENANCE POLICY:

- viii) Installing fire extinguishers in laboratories, library, and college office
- ix) Employing gardeners for upkeep of plants in the college premises
- x) Easy availability of first-aid boxes in college common rooms, laboratories etc.
- xi) Regular maintenance of wooden doors, windows, furniture etc. in the college campus
- xii) Installation of extensive CCTV surveillance to ensure a peaceful college campus
- xiii) Regular checking and repairing/servicing (if needed) of the IT goods, laboratory equipment, internet facility, and software by outside agencies
- xiv) Regular maintenance of the college server by an outside agency

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## 5. INFRASTRUCTURE UPGRADATION/ MAINTENANCE POLICY:

xv) Periodical sanitization and pesticide spraying in the college campus to prevent communicable diseases in the college campus and outside of it

xvii) Regular checking of water purifiers installed in the college campus to ensure clean and safe drinking water to all.

xviii) Ensuring clean and hygienic environment and healthy foods in the college canteen

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# P O L I C Y D O C U M E N T

## 6. APPOINTMENT, PROMOTION & LEAVE POLICY

The Principal, in consultation with the college Governing Body, prepares related policies, which are as follows-

- i) Maintenance and upgradation of a detailed roster of vacancies and new post creation for teaching and non-teaching staff as per existing Government rule of reservation
- ii) Appointment of Teachers by the Governing Body following the recommendation of the West Bengal College Service Commission
- iii) Mutual Transfer of teachers by the Governing body recommendation and approval from the Department of Higher Education, Government of West Bengal
- iv) Ensuring the Promotion of eligible teachers and librarian under CAS as per the existing rules and regulations of UGC and the Department of Higher Education, Government of West Bengal upon recommendation from the Governing Body

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## 6. APPOINTMENT, PROMOTION & LEAVE POLICY

### P O L I C Y D O C U M E N T

v) Strict document verification of Promotion under CAS by the IQAC coordinator before submission of the documents for approval by the appointed nominee of the Department of Higher Education and subject nominee(s) appointed by the Vice Chancellor of the affiliating university

vii) Strict adherence to leave rule as per existing notification of the Department of Higher Education, Government of West Bengal by the teachers and non-teaching staff and ratification by the Governing Body for EL, CCL, ML etc.

viii) Meticulous and timely updating of service books of teachers and non-teaching staff

ix) Timely processing and submission of documents to ensure retirement benefits of teachers and non-teaching staff

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# P O L I C Y D O C U M E N T

## 7. GREEN ENVIRONMENT POLICY

**It is one of our best practices and we adhere to the following policies-**

- i) Green and energy audit for every year
- ii) Construction maintaining campus greenery
- iii) Energy generation from solar energy systems installed in the college campus
- iv) Purchase of energy-efficient electronic and electrical goods to ensure lesser energy consumption
- v) Proper disposal of wastes including chemical, biological, and e-waste as per the existing rules and regulations of the State and Central Ministry of Environment
- vi) Effective water conservation through rainwater harvesting for reuse and groundwater recharging

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## 7. GREEN ENVIRONMENT POLICY

vii) Promoting awareness programs for green practices, biodiversity conservation and sustainable development in collaboration with NGOs, as the case may be, for greater reach

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