

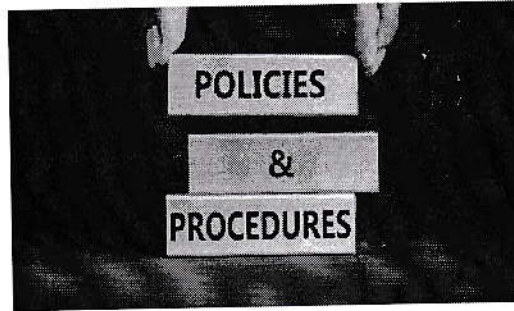


JANGIPUR COLLEGE

MANAGEMENT SYSTEM POLICY & PROCEDURE

ADDRESS

JANGIPUR, MURSHIDABAD
WEST BENGAL



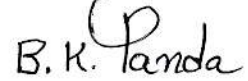
Approved & Reviewed by:
Teacher In-charge


Signature

DR.N.K. GHOSH
TEACHER-IN-CHARGE
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Prepared by:
IQAC / MR


B.K. Panda

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JANGIPUR COLLEGE
Jangipur | Murshidabad
Affiliated to the University of Kalyani
Govt. Sponsored College | NAAC Accredited B⁺⁺ College

Doc. No. JCC - MSPP-01
Issue No & Date: 08.03.2022
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MANAGEMENT SYSTEM POLICY & PROCEDURE

TITLE-CONTENT
SECTION-JC-MSP-01/00

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1.	JC-SP&P-01/01	Code of Conduct of Student
2.	JC-SP&P-01/02	Code of Conduct of Visitor
3.	JC-SP&P-01/03	Anti Ragging Policy
4.	JC-SP&P-01/04	Anti sexual harassment policy
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20.	JC-SP&P-01/19 A	Procedure for Incident investigation
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24.	JC-SP&P-01/23	Procedure for Noise
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Jangipur College

Code of Conduct of Students

JC-SP&P-01/01


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Purpose

The Code of Student Conduct is designed to promote responsible behavior for all students consistent with the mission and values of JANGIPUR College. This Code defines behavioral rights and responsibilities within the College community so that everyone can attain their academic, social, and personal goals. As members of the College community, students are encouraged to value the pursuit of knowledge borne in an attitude of intellectual and artistic freedom, diversity and inclusion, responsibility to the community and the environment, ethical conduct, mutual respect, and civility. Each student is subject to federal and state laws, county, and municipal ordinances, and all policies, procedures, rules, and regulations of the College. Students are to act responsibly and respect the rights of all members of the College community regardless of age, ancestry, citizenship status, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status and any other category protected by federal, state, or local law.

Scope

- College jurisdiction regarding discipline of any student under this Code of Student Conduct extends to conduct that occurs on College premises or at off-campus College activities. Violations of laws, ordinances, policies, rules, procedures, and regulations will subject the violator to appropriate disciplinary action. The scope of this Code extends to compliance with professional standards of conduct or ethics that students must adhere to as part of their studies, including, but not limited to, while performing external internships, clinicals, practicums, national travel, or other placements related to credit and non-credit educational pursuits while at JC. The process of adjudicating violations for this code is separate and pursued independently of federal and state laws.
- Disciplinary action will be taken when any student, group of students, or student union violates any College policy, rules, or regulations. In all proceedings, the principle of due process is guaranteed to the student.
- Certain criminal or civil offenses or other behavior that poses a serious and substantial danger to the College community will be referred to law enforcement, as well as being subject to action by the College.

Jurisdiction

The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College campus or in connection with the College related activities and functions. College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:

1. Any violations of the Sexual Harassment Policy of the College against other students of the College.

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2. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;
3. Possession or use of weapons, explosives, or destructive devices off campus
4. Manufacture, sale, or distribution of prohibited drugs, alcohol etc. are strictly prohibited.
5. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
6. Attend the College for every schedule class, except when absence is unavoidable. Late – coming in class, frequent absence in College, negligence in wearing proper uniform in Chemistry (if applicable) and carelessness in studies will be viewed seriously.
7. Attend and be punctual for all class, tutorials, enrichment activities, test examinations, registrations and any other commitments. Take responsibility for making up any work missed through absence.
8. Complete all work set by the required time to the best of your ability. Your work is expected to be of sufficient standard to enable you to make progress in the courses you are pursuing. Use your private study times constructively.
9. Smoking, taking alcohol and illegal substances within the campus is strictly prohibited. You must not smoke within the College campus.
10. The College has a policy of zero tolerance towards violence. Any form of violent and/or intimidating behavior or behavior which is likely to lead to violence within the campus and/or campus surroundings, will be treated as a very serious disciplinary offence. It is a criminal offence to carry an offensive weapon and the College has the right to search you. The police will be involved, if necessary.
11. This is a secular college. We foster an atmosphere of tolerance and mutual respect. Students are not to express extreme views or to proselytize in such a way that might cause discord between groups in the college.
12. Respect the College environment and all the books and resources provided to help your studies. Take care when using computer equipment in the College so that it is not harmed in any way. Use it only for work and do not attempt to alter copy or load software on to the College computers. Do not send or receive any obscene, offensive or illegal content.
13. Broadcasting and publishing information about the College or members of the College community, in print, electronically or via the mass media should only be conducted with the prior approval of the Principal.
14. When in campus, make sure that you have ID Card with you. Entry within campus without ID card is strictly prohibited.
15. You must not bring or invite any friend or visitors onto the College premises nor support the presence of any non-authorized visitors. Unauthorized visitors must be reported immediately to a member of staff for security reasons.
16. You must not drive or be driven onto the College premises.

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17. You must only use mobile phones within the College Social Area and the Canteen. Mobile devices can be used silently in the academic area and administrative area. During class, mobiles must be switched off and carried out of sight unless otherwise directed by your teacher.
18. You must co-operate with staff and comply with any procedures not specifically mentioned above.
19. Students should strictly adhere to the corrections and suggestions of the class teacher and the subject teachers for their own benefit.
20. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus.
21. The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the College shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

Maintenance of Ethics and Conduct

1. This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's interests or reputation.
2. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
 - a. He/she shall be regular and must complete his/her studies in the College.
 - b. In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the College subject to written consent of the Principal
 - c. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the College on a scholarship, the said grant shall be revoked.
3. College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
4. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:
5. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.


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6. Intentionally damaging or destroying College property or property of other students and/or faculty members
7. Any disruptive activity in a class room or in an event sponsored by the College
8. Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.
9. Participating in activities including:
 - a. Organizing meetings and processions without permission from the College.
 - b. Accepting membership of religious or terrorist groups banned by the College/Government of India.
 - c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - d. Unauthorized possession or use of harmful chemicals and banned drugs 4.9.5 Smoking on the campus of the College
 - e. Possessing, Consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
 - f. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
 - g. Rash driving on the campus that may cause any inconvenience to others.
 - h. Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
 - i. Theft or unauthorized access to others resources
 - j. Misbehavior at the time of student body elections or during any activity of the College.
 - k. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.
10. Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
11. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
12. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
13. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
14. Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of College property or facilities, private residences of staff/professors etc.


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offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

15. Damage to, or destruction of, any property of the College, or any property of others on the College premises.
16. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
17. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Transgression and Infringement of above Regulations:

If there is a case against a student for a possible breach of code of conduct, then a Discipline Maintenance committee will be formed to recommend a suitable disciplinary action who shall enquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the conduct and suggest one or more of the following disciplinary actions based on nature of misconduct.

1. WARNING - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
2. RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
3. COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
4. EXPULSION - Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student related activities or campus residences etc.
5. MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
6. SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties:

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a) Ineligibility to reapply for admission to the College for a period of three years, and

b) Withholding the Mark-sheet or certificate for the courses studied or work carried out Appeal on the Part of the Students:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

- Accept the recommendation of the Discipline Maintenance committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or,
- Refer the case back to the committee for reconsideration.

In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

Academic Integrity

As a reputed and oldest academic institution of higher education in the District of Bankura the College values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of examinations as well as while preparing students for seminar and term papers. The College takes stern measures if a student got caught in doing cheating in the examination hall in accordance with the regulations propounded by the University of Bankura. The College believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the College and its missions, and hence, violations of academic integrity constitute a serious offence.

Violations of this policy include, but are not limited to:

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in practical exams.
- Creating sources, or citations that do not exist in term papers.
- Altering previously evaluated and re-submitting the work for re-evaluation.

Anti-Ragging

The College has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the College and the students of the College.

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1. Ragging constitutes one or more of the following acts:
 - a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
 - b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
 - c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
 - d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
 - e. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
 - f. any act of financial extortion or forceful expenditure burden put on a student by other students;
 - g. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
 - i. any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

2. Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Teacher In-charge and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, and Chairperson of the concerned Department.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:


- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.

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- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

1. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:
 - a. In case of an order of an institution, affiliated to or constituent part, of the College, to the Principal of the college.

Sexual Harassment

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Student Grievance Procedure

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Teacher In-charge. Said grievance must be in writing and should be made within 30 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

Student Participation in Governance

As Students are integral part of the college, they have a substantial interest in the governance of the College. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

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Jangipur College

Code of Conduct for Visitor and Guest

JC-SP&P-01/02

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Code of Conduct for Visitors & Guest

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General Description

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Purpose

The Code of Conduct for Visitors, Guests, and Volunteers at Jangipur College (JC) is designed to promote and preserve a safe environment for all who attend and participate in College-sponsored events or use College services. Visitors, guests, and volunteers are subject to JC and state laws, county and municipal ordinances, and applicable policies, procedures, rules, and regulations of the College. Visitors, guests, and volunteers are expected to act responsibly and respect the rights of the College community regardless of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status and any other category protected by the college rules, state or local law.

Application and Scope

- a) This Policy and Procedures extends to all individuals who do not meet the definition of a member of the College community. This would include visitors to the College, applicants for admission and former students who are not currently registered or those who have registered for a subsequent term but have not yet paid or made arrangement to pay tuition and/or fees.
- b) Persons who, by their actions on College premises, violate their status as invited visitors, guests, are subject to disciplinary action by the College and/or law enforcement.
- c) Certain criminal or civil offenses or other behavior may by their very nature pose a serious and substantial danger to the College community. Violations of laws, ordinances, policies, rules, procedures, and regulations will subject the violator to appropriate criminal or civil action or restrictions.
- d) Sex Offender Registrants seeking to attend any College function/event or to enter any College facility are required to obtain College approval from the Teacher In-charge for Learning Support. On a case-by-case basis, the College may decide to restrict access to College facilities that are not for the sole purpose of attending classes and/or participating in any class-related activity or preparation.
- e) Sex offender registrants who are the parent or legal guardian of a student who will be participating in an event, such as commencement, program completion, sporting event, or performance, must jointly with the student seek approval from the Teacher In-charge for Learning Support or his/her designee in advance prior to attending any College function/event or entering any College facility.
- f) College jurisdiction regarding discipline under this Policy extends to conduct that occurs on College premises or at off-campus College-sponsored activities.


B. K. Landa

Co-ordinator / Member
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 Jangipur College
 Jangipur, Murshidabad



DR. N. K. Ghosh

DR. N. K. GHOSH
 TEACHER-IN-CHARGE
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 MURSHIDABAD

	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/02 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil Page No. 4
	Code of Conduct for Visitors & Guest	

Rights and Responsibilities of Visitors, Guests, and Volunteers

Visitors, guests and volunteers to the College have certain rights and also bear certain responsibilities.

- a) Visitors, guests, and volunteers have the right to freedom of speech, assembly, advocacy, and inquiry. They are responsible for complying with applicable College policies, procedures, rules, and regulations.
- b) Visitors, guests, and volunteers are responsible for exercising their right of personal expression in a manner that is not disruptive or defamatory.
- c) Visitors, guests, and volunteers are responsible for respecting the rights of others.
- d) The College Community is a family-friendly institution that welcomes students to participate in a number of programs and activities.
- e) Visitors should abide by **COVID** norms like wearing MASKS , Hand sanitization etc.

Prohibited Conduct and Response

The Code of Conduct for Visitors, Guests, and Volunteers addresses behavioral actions. The College reserves the right to take criminal and civil action against visitors, guests, and volunteers for misconduct not specifically identified in this Code.

When the actions of visitors, guests, and volunteers rise to the level of criminal behavior or, when they fail to respond to a directive issued by College Administration department, they are issued a written order or subsequently sent a Letter of No Trespass. In these instances, visitors, guests, and volunteers are escorted from College premises or the College sponsored activity, and the Letter of No Trespass is sent to the College Administration Department. Letters of No Trespass are in effect for a period of not less than one year from the moment they are ordered, unless otherwise specified by the Administration Department.

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Jangipur College

Standard Operating Procedures for Anti Ragging Policy

JC-SP&P-01/03

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JANGIPUR COLLEGE

Doc. Ref. no. JC-SP&P-01/03

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Policy for Anti Ragging

Page No. 2

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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/03 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
	Policy for Anti Ragging	Page No. 3

Anti-Ragging Policy

This policy encourages socialization of students to the academic environment of Jangipur College, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration. The 'anti-ragging policy' adopted by the college therefore is aimed at:

- Creation, development and nurturing a conducive, socio-academic environment within the student population.
- Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the college are welcome and provided support, rather than being harassed and intimidated.
- Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
- Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

PREVENTIVE ASPECTS OF RAGGING

Systemized Efforts for Socio-Academic Integration of New Entrants.

- Address by the Competent Authorities of the College. The Teacher In-charge, Academic Programmes and other concerned official staff during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants/ students at the time of counseling meets, new batch induction on registration, and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'Anti Ragging Policy' of the College. The efforts during such meets be directed towards achieving socio academic integration of new entrants with the specific merit-oriented environment of mutuality and trust of the College.

Wide – dissemination of Anti-Ragging Policy

- All prospectuses should contain a specific caution that "ragging is banned in the College, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the College".
- All students of the College are required to sign an anti-ragging declaration form (Annexure I and II) at the time of admission to the College.


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	Policy for Anti Ragging	Page No. 4

Erection of Posters

Academic program office may put up posters in prominent places within the College to exhort students to prevent or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of "ragging". The same needs to be displayed on the website of the College.

MONITORING ASPECTS OF RAGGING

Anti-Ragging Surveys

Anonymous random surveys, across first year students carried out every fortnight, during first three months, at all the constituents of the College, to verify and check.

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Jangipur College

Standard Operating Procedures for Anti Sexual Harassment Policy

JC-SP&P-01/04

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JANGIPUR COLLEGE

Doc. Ref. no. JC-SP&P-01/04
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Anti Sexual Harassment Policy

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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P—01/04 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
	Anti Sexual Harassment Policy	Page No. 3

Purpose

Jangipur College is committed to creating and maintaining a community in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, intimidation and stress. This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender or amongst the same sex members. Every member of the College should be aware that while the College is committed to the right to freedom of expression and association, it strongly support gender equality and opposes any form of gender discrimination and violence.

Scope

In formulating a policy for preventing and redressing sexual harassment, College is attached with NGO consists a number of academic departments and administrative offices in the College .

Objectives

Following are the objectives of the Policy:

1. All employers to develop and implement a policy against sexual harassment at the work place.
2. To evolve a permanent mechanism for the prevention and Redressal of sexual harassment cases and other acts of gender based violence at the College.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To uphold the commitment of the College to provide an environment free of gender-based discrimination.
5. To create a secure physical and social environment which will deter acts of sexual harassment
6. To promote a social and psychological environment which will raise awareness about sexual harassment in its various forms?
7. To generate public opinion against sexual harassment and all forms of gender-based violence.
8. To make recommendations to the Teacher In-charge in the Rules of Bankura University, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of sexual harassment by and of women employees and students
9. To deal with cases of sexual harassment, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
10. To recommend appropriate punitive action against the guilty party to the Teacher In-charge.
11. NGO Is Monitoring And Providing Awareness Training Periodically.


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	Anti Sexual Harassment Policy	Page No. 4

Women cell / Posh committee

Sl. No.	Name of Person	Designation	Phone no.
1		ASST. PROF.	
2		ASST. PROF.	
3		PTT	

20.04.22. POSH Committee

1. Dr Naba Kumar Ghosh, Teacher-in-Charge, Dept. of Chemistry.
2. Dr Bikash Kumar Panda, IQAC Coordinator, Dept. of Chemistry.
3. Mr Ananda Gopal Maity, Advocate.
4. Dr Koyel Basu, Assistant Prof., Dept. of Botanical Science.
5. Mrs Gangotri Bhattacharya, Assistant Prof., Dept. of Botanical Science.
6. Dr Chumki Chowdhury, Assistant Prof., Dept. of Botany.

W.r.f. 20.04.22

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Jangipur College

Standard Operating Procedures for Non Retaliation policy

JC-SP&P-01/05

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Non Retaliation Policy

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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/05 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
	Non Retaliation Policy	Page No. 3

Purpose

Jangipur College is committed to protecting individuals from retaliation for participating in an investigation or for good faith reporting or objecting to any activity by a member of the College community that they reasonably believe is unlawful, unethical, or in violation of the policy.

Policy

No member of the College community shall retaliate against anyone who engages in good faith conduct as set forth below. Acts of retaliation violate the policy and may be unlawful, and as such, will not be tolerated. Any individual found to have retaliated shall be subject to disciplinary action, up to and including dismissal.

“Retaliation” occurs when a person experiences an adverse action because he or she: reported misconduct under the College Ethical Conduct Policy; participated in a College investigatory, grievance, or appeals procedure; filed a complaint alleging prohibited discrimination (including harassment); engaged in protected activity; or otherwise objected to or reported a practice that he or she reasonably believed was unlawful, unethical, or in violation of the policy. Types of adverse action include, but are not limited to: dismissal from employment; demotion; loss of salary or benefits; transfer or reassignment; or denial of promotion that otherwise would have been received.

Scope

This Policy prohibits all members of the Jangipur College community, which includes teachers, staffs, and students, from engaging in retaliation.

Procedure

Retaliation by staff;

Complaint

Any incident of retaliation by a staff member should be reported promptly by written complaint to the Teacher In-charge. A written complaint should include the name, address, and telephone number of the reporting individual; a detailed description of the conduct that the reporting party alleges to be retaliatory; name(s) and contact information of the person(s) against whom the complaint is made (or, if the alleged retaliation involves a department or unit rather than an individual, a representative of that department/unit); and the name(s) and contact information of witnesses (if any). The reporting party should make every effort to submit the written complaint within thirty (30) business days of the alleged conduct.


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	Non Retaliation Policy	Page No. 4

Investigation

The appropriate office will investigate the complaint. Depending on the nature of the allegations, the investigation could include interviews with the reporting party, the accused individual(s) (or, if the alleged retaliation involves a department or unit rather than an individual, with a representative of that department, and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations.

Retaliation by Teacher and other with teaching responsibility

Complaint

A teacher member alleging to have been subjected to retaliation by another member must pursue such a complaint in accordance with the Grievance Procedures of the Academic.

Any other member of the College community alleging to have been subjected to retaliation by a teacher member or others with teaching responsibilities should promptly report the alleged retaliation by written complaint to the Teacher In-charge. A written complaint should include the name, address, and telephone number of the reporting individual.

Investigation

The Teacher In-charge or its designee will investigate the complaints made by non- faculty. Depending on the nature of the allegations, the investigation could include interviews with the reporting party.

Retaliation by Students

Complaint

Any incident of retaliation by an undergraduate or graduate student should be reported promptly by written complaint to the Teacher In-charge. A written complaint should include the name, address, and telephone number of the reporting individual.

Investigation

The Teacher In-charge will investigate complaints involving undergraduate students and the respective graduate will investigate complaints involving graduate students. Depending on the nature of the allegations, the investigation could include interviews with the reporting party, the accused individual, and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations.

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Jangipur College

Standard Operating Procedures for Human Rights Policy

JC-SP&P-01/06

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Human Rights Policy

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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/06 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil Page No. 3
	Human Rights Policy	

We in Jangipur College are committed to make best efforts to adhere to nationally and internationally recognized human rights standards and seek to avoid in human rights abuses that are noticed.

The College has identified and managed human rights impacts within the College and amongst identified vendors considered to have significant risks for the following:

- Respect for human rights including non-discrimination, prohibition of child and forced labor, and freedom of association and the right to engage in collective bargaining.
- Establish and maintain appropriate procedures to evaluate and select major vendors and contractors, based on human rights practices, and to monitor their performance where appropriate.
- Aim to ensure the provision of security is consistent with the laws of the countries in which we operate, using security services only where necessary and requiring the use of force only when necessary and proportionate to the threat.
- Information regarding assessments and performance vis-a-vis human rights will be disclosed to relevant stakeholders.

Date: 08.03.2022

Approved by: Teacher In-charge

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Jangipur College

Standard Policies & Procedures for Transparency

JC-SP&P-01/07

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TRANSPARENCY POLICY

The Jangipur College's core values are to act in a manner which is ethical, respectful, transparent, inclusive and fair, challenging, confident, collaborative and professional. The College will honestly, ethically, transparently and within the law. The college is also under a duty to account for the proper use of public funds and standards required in public life. The college is committed to proper use of the College's finance and all resources and endeavors to ensure transparent and accountable working practices for all in order to protect those finances and resources from misuse. The College's students, teaching and non teaching staff ensure that must read, understand and comply with this policy.

For the purpose of this policy "Resources" include but are not limited to, money, staff, property, information technology, intellectual property etc.

This policy also applied to any other person associated with the college, who perform services for and on behalf of the college anywhere in the world.

Any breach of this policy would constitute misconduct and depending upon the severity, would constitute misconduct, and may result in disciplinary action or breach of contract or duties.

Date: 08.03.2022

Approved by: Teacher In-charge

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Jangipur College

Quality Policy

JC-SP&P-01/08

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JANGIPUR COLLEGE

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Quality Policy

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	JANGIPUR COLLEGE	Doc. Ref. no. SNCC-SP&P-01/08 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
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We, at Jangipur College, are committed to fully satisfy & support our students, for their requirements in teaching & learning, creativity and innovation in Degree Courses and be responsible in meeting requirements of all stake holders of the college.

We shall strive to enhance student satisfaction and ensure continual improvement in our processes in compliance of all statutory and regulatory requirements and activities through effective implementation of Quality Management System (QMS).

We are also committed to Social Responsibility regarding Human Right & environmental protection.

We ensure that each and every individual in the college as well as the other stakeholders understand the mutual respect and the Quality Policy at all time.



Date: 08.03.2022

TEACHER IN-CHARGE
DR.N.K. GHOSH
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* The policy will be reviewed once in a year for suitability and understood throughout the organization.

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Jangipur College

Standard Policies & Procedures for Environmental Policy

JC-SP&P-01/09

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Standard Policies & procedure for Environmental Policy

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	Standard Policies & procedure for Environmental Policy	Page No. 3

ENVIRONMENTAL POLICY

Jangipur College recognizes that effective management of environment & it's impacts is a fundamental part of our Academic Environment.

We shall strive to integrate sound environmental practices across the operations of the academic environment and minimize environmental impacts and attain a leadership position in environmental stewardship.

We in Jangipur College are committed to:

- ❖ Comply with all applicable statutory & regulatory and other requirements wherever required.
- ❖ Improve awareness and understanding of environmental issues and sustainable development in the college.
- ❖ Encourage all staffs and students to actively participate in environmental initiatives.
- ❖ Work with other agencies locally and nationally to promote appropriate environmental policies.
- ❖ Improve energy performance and reduce the carbon footprint of the college.
- ❖ Minimize waste and pollution, and to operate effective waste management procedure.
- ❖ Reduce the water consumption.
- ❖ Encourage modes of transport by staff and students which minimize the environmental impact.
- ❖ Minimize the environmental impact and continual improve of the environmental management system to enhance environmental performance.
- ❖ Communicate to interested parties on issues relating to the environmental policy.

Date: 08.03.2022



Signature
Principal / Teacher in charge
TEACHER-IN-CHARGE
JANGIPUR COLLEGE
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Jangipur College

Standard Policies & Procedures for Health and Safety Policy

JC-SP&P-01/10

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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/10 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
	Health & Safety Policy	Page No. 3

HEALTH & SAFETY POLICY

We at Jangipur College are committed to:-

- We will comply with all applicable statutory and regulatory and other requirements. We will engage with stakeholders to develop responsible laws, regulations and innovative programs that provide safeguards for the community, the workplace, and the environment while providing flexibility to meet the needs of our business.
- We are committed to provide a safe, injury-free workplace by integrating safety into our daily business decisions and processes. All teaching and non teaching staffs are responsible for both their safety and the safety of those around them. We actively promote a healthy lifestyle and encourage employees to proactively manage their personal health.
- We strive to conserve natural resources through innovative processes and continuous improvement methodologies with the goal of reducing, and identifying safer material substitutes or alternatives for our operations.
- We committed to eliminate hazards impact on environmental, health and safety through our activities in our workplace and reduce risk.
- Raise environmental awareness through participation and consultation with employees at all levels of our operations through training.
- Actively communicate and disclose our approach and achievements to interested parties.

This policy shall be reviewed bi once in a year for its suitability communicated and updated as necessary.



Issue Date: 08.03.2022

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Approved by: Teacher In-charge

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Jangipur College

Standard Policies & Procedure for Grievance Mechanism

JC-SP&P-01/11

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Doc. Ref. no. JC-SP&P-01/11

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Standard Policies & Procedure for Grievance Mechanism

Page No. 2

General Description

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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/11 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
	Standard Policies & Procedure for Grievance Mechanism	Page No. 3

1. PURPOSE

Jangipur College is committed to providing a safe, fair and harmonious learning and work environment. Grievance Redressal Cell was set up at the College in *accordance with the University Grants Commission regulations 2018* for handling day-to-day grievances related to students, parents and staff members.

2. SCOPE

The cell will deal with Grievances received in writing from the students about any of the following matters: -

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation etc.

3. OBJECTIVES

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the College.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- To uphold the dignity of the College by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship;
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the College. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Teacher In-charge.

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JANGIPUR COLLEGE

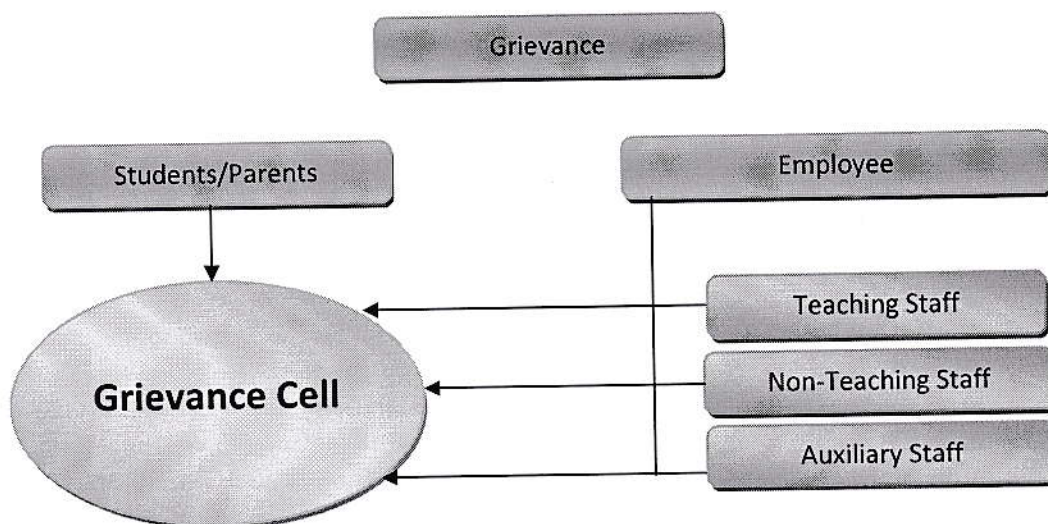
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Page No. 4

Standard Policies & Procedure for Grievance Mechanism

4. GRIEVANCE REDRESSAL MECHANISM

The college has a Grievance Redressal Cell to redress the grievance of its stakeholders. The students approach the cell to voice their grievances regarding academic matters health services, library and other issues. A Student may send his/her grievance to the Principal or Teacher In-charge over email [@gmail.com](mailto:) or put the note in the Grievance box in at administrative Block. The cell redresses the grievances by sorting out the problems promptly and judiciously.

4.1 GRIEVANCE REDRESSAL MECHANISM IN RELATION TO THOSE INVOLVED:



4.2 GRIEVANCE REDRESSAL COMMITTEE

The Grievance Redressal Committee consists of the following members:

Sl. No	Name or Person	Designation	Mobile no.
1	Dr. Naba Kr. Ghosh	Teacher In-charge	7980110857
2	Dr. Basudeb Chakrabarti	Asst. Prof.	9564039506
3		Asst. Prof.	
4		Asst. Prof.	


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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/11 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
	Standard Policies & Procedure for Grievance Mechanism	Page No. 5

4.3 FUNCTIONS OF THE COMMITTEE

- To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized;
- To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process.
- To analyze the merits of grievances and conduct formal hearings and investigation as the case may be;
- To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines;
- To obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues involved with the parties named in the grievance application;
- To ensure speedy disposal of every grievance application - within a maximum period of one month of the receipt of application;

5. APPLICABILITY

All students, parents, staff members, and other stakeholders during their stint in the College.

6. PROCEDURE

- Any student or parents or staff member wants to initiate a grievance may in the first instance bring the issue to the notice of the Head of the respective department, who will address the issue and try to resolve it within 7 working days of the receipt of the grievance.
- If, there is no response within the stipulated time from the respective department or grievant is dissatisfied with response/resolution to his/her grievance, then the grievant is free to represent his/her grievance to the Grievance Redressal Cell.

6.1 Acknowledgement: The Grievance Redressal Cell shall acknowledge the receipt of each grievance complaint immediately. In the case of email, will receive an instant auto reply acknowledging the receipt of his/her e-mail.

6.2 Forwarding: Upon receipt of grievance the Grievance Redressal Cell shall categorize, analyze the merits of the grievance, and forward the grievance to the respective department/individual (dealing with the substantive function linked with the grievance) requesting them to enquire into the grievance and redress within such period as may be specified, not exceeding 7 days from the receipt of grievance complaint.

6.3 Follow up & Monitoring: Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending up on the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.

6.4 Scrutiny: Grievance Redressal Cell will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective department, then it will intimate the same to the grievant via e-mail. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.


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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/11 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
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6.5 Call for Hearing: If the Grievance Redressal Cell is not satisfied with the resolution provided by the respective department or upon the grievant written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the grievant via e-mail or paper. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents(s).

6.6 Investigation: If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Cell will have the right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

6.7 Final Decision: After the hearing or investigation the Grievance Redressal Cell shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.

6.8 Communicating the decision: Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email or verbal, which shall be binding on both the parties.

6.9 Closure of Complaint: The complaint shall be considered as disposed off and closed when:

- o the grievant has indicated acceptance of the resolution;
- o the grievant has not responded within four weeks from the date of receipt of information on resolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Cell, for the purpose of investigation.

6.10 Feedback: Grievance Redressal Cell will collect formal feedback from relevant stakeholders (students, parents, staff, etc.) from time to time; especially from the parties involved, on account for reviewing and improving the grievance handling and redressal process.

7. RECORDS

1. Formal Grievance Registration form

The College maintains a dedicated portal in the college website to register and address grievances : www.jangipurcollege.in/grievance/

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Jangipur College

Standard Policies & Procedure for Equal Employment Opportunity and Non-Discrimination

JC-SP&P-01/12

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Doc. Ref. no. JC-SP&P-01/12
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Page No. 2

Equal Employment Opportunity & Non-Discrimination

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Doc. Ref. no. JC-SP&P-01/12
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Equal Employment Opportunity & Non-Discrimination

Policy for Equal Employment Opportunity & Non-Discrimination

The Jangipur College is committed to the principle of equal employment opportunity and non discrimination. The College provides equal employment opportunity in accordance with all applicable federal, state and local laws, and will implement a comprehensive program to put those principles into practices.

No person shall subjected to unlawful discrimination in any program or activity of the college on the basis of ethnic group identification, color, race, religion, any language, gender identity, age, sex, physical disability, mental disability, sexual orientation, citizenship, and genetic information of medical condition. No person shall be subjected to discrimination on the basis of these actual or perceived characteristics.

The College is commits to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion and transfer.

Policy for Diversity

The Jangipur College is committed to building and inclusive and diverse environment and maintains a comprehensive program to ensure that practice reflects these principles. Diversity within the college environment provides opportunity to foster mutual awareness, knowledge and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect. The college is committed to a work and learning environment conducive to open discussion and the free exchange of ideas.

Teacher In-charge **DR.N.K. GHOSH**
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Jangipur College

Standard Policies & Procedures for Alcohol & Drugs Policy

JC-SP&P-01/13

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Alcohol & Drugs Policy and Procedure

Doc. Ref. no. JC-SP&P-01/13

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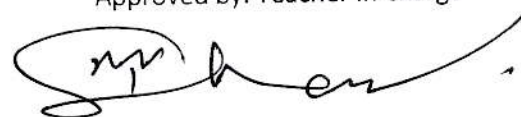
	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/13 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
	Alcohol & Drugs Policy and Procedure	Page No. 3

Jangipur College is committed to providing a safe, healthy and productive working and education environment for all students, teaching and non-teaching staff and visitors. This policy sets out the College aims in reducing and managing alcohol and drug problems in the workplace. Alcohol and drug problems are prevalent in society and are associated with a wide variety of costs for both employers and employees. These costs include ill-health sickness absence, reduced work performance and accidents. The consumption of alcohol and drugs has implications for health and safety at work since these substances impair co-ordination, judgement and decision making; as such this is a policy matter. This policy has been compiled by the Administrative department.



Date: 08.03.2022

Approved by: Teacher In-charge



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Jangipur College

Standard Policies & Procedures for Electric Maintenance

JC-SP&P-01/14

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Standard Operating Procedure for Electrical Maintenance

Page No. 2

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Standard Operating Procedure for Electrical Maintenance

Purpose

JC has established, implemented and maintained the procedure for maintenance of electrical equipments with safe and environment.

Scope

Applicable for all activities within the College

Responsibility

Electrician is primary responsibility of this procedure, also responsibility of Environmental Team/Committee

Procedure

1. List down the total electrical equipments and analysis of infrastructure's base electrical distribution network using necessary assessment tools and determination of existing electrical parameters.
2. Generation of "As built electrical distribution matrix.
3. Routine and periodic maintenance checks are carried out as per plan and schedule, upgrades are done where necessary.
4. Repairs and replacements: repairs and replacements are carried out on the electrical consumables.
5. Proper electrical stock list and inventory is maintained on the electrical materials and a period update is sent to the management.
6. Recommendations are made on the electrical materials type, and forwarded to the procurement unit for sourcing.
7. Electrical fault report to be maintained and resolution processes are also adopted within the college.
8. Electrician should be maintained safety shoes as per IS mark.
9. Waste Electronic goods are to be kept in separate location with identified.
10. All waste electronic goods are to be disposed to authorized vendors.

Records

1. List of electrical equipments
2. License for electrician
3. Electrical maintenance record

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Jangipur College

Standard Policies & Procedures for Energy Conservation

JC-SP&P-01/15

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Standard Policy and Procedure for Energy Conservation

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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/15 Date of Issue:08.03.2022 Issue No.:01 Rev. No. & Date:00/Nil
	Standard Policy and Procedure for Energy Conservation	Page No. 3

Purpose

The purpose of this procedure is to outline steps to manage and reduce energy consumption on college in a manner that is consistent with the College's mission and goals

Scope

Applicable for all activities within the College

Procedure

Jangipur College is committed to minimize energy consumption and meet with requirements whenever possible. This is accomplished with the support and ongoing efforts through energy conservation measures:

- Individual Actions such as closing doors and windows; turning off lights and computers when not in use and at the end of each day.
- Technical Strategies such as pursuing energy savings in equipment operations and maintenance, as well as in building renovation and new construction.
- Energy awareness training that encourages energy conservation and environmental stewardship on the college and beyond.

Lighting:

- a. Lights are to be turned off when not in use, when leaving a room unoccupied and at the end of the day.
- b. Energy-saving fixtures, lamps, ballasts and lighting control systems will be used to the fullest extent possible in routine maintenance and repair jobs,
- c. New construction and renovations will use high efficiency lighting and day lighting to the fullest extent possible.
- d. Interior and exterior decorative lighting will be kept at a minimum.

Electronics

- a) Computers and other electronic office equipment are to be turned off when not in use and at the end of the day.
- b) New and replacement portable space heaters, refrigerators, microwaves and coffee makers consume large amounts of energy and are not authorized for college use without prior written approval from facilities services.


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	Standard Policy and Procedure for Energy Conservation	Page No. 4

Water

- a) Water use is to be minimized. Showers and faucets are to be turned off after each use
- b) Cold/cool water will be used whenever possible, unless sanitary or other requirements necessitate the use of hot water.
- c) Low flow toilets, showers and faucets are installed whenever possible.

New Construction

- a) New construction will be designed and built to minimize energy use. The design process will include energy life cycle costing analyses. New buildings will be added to the existing College's building automation system for enhanced energy management capabilities. Alternative energy sources for heating and heat recovery will be considered, as well as day lighting and other strategies for decreasing building energy consumption in accordance with green building concepts.

Records

1. Power consumption report
2. List of electrical bulb and electrical fan
3. Water consumption report
4. Fuel consumption report

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Jangipur College

Standard Policies & Procedures for Fire Mock Drill

JC-SP&P-01/16

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Standard Policy and Procedure for Fire mock drill

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	JANGIPUR COLLEGE	Doc. Ref. no. JC-SP&P-01/16 Date of Issue: 08.03.2022 Issue No.: 01 Rev. No. & Date: 00/Nil
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Fire Mock Drill Procedure

- When the fire alarm is given, the teacher shall give the warning Fire Drill. All instructions and activity shall cease, machinery should be shut down, gas and oil burning apparatus and appliances should be shut off, and the students should remain still and quiet to await further orders.
- The Teacher shall give the command STAND. Students should stand and remain silent. The teacher shall then take the class attendance register and keep in his/her possession until the end of the drill.
- The teacher will open the classroom door, determine the route to be taken, and give the command MARCH. The teacher will then supervise the class out of the building in an orderly manner, to a predetermined point of safety. Students will remain in formation until dismissed by the Principal/person in charge.
- Students outside the classroom and still in the building shall go the nearest corridor and join with any class, or, if close to an exit, shall leave the building and report to their particular class outside the building.
- Once assembled at the predetermined point of safety, the teacher shall check the names and the number of students. If there are any missing or additional students, the teacher shall report this to either the principal or person in charge, giving the names, the classroom numbers and the location.
- The Principal or person in charge shall make every effort to ensure that no student remains in the school.

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Jangipur College

Code of Conduct Handbook for Teachers

JC-SP&P-01/17

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Code of Conduct Handbook for Teachers

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Code of Conduct Handbook for Teachers

1. Preamble to the Book of Conduct

Jangipur college mandated by law and by the community it serves to provide an educational environment that demonstrates professionalism and academic currency, values diversity, and respects the processes and traditions of learning. This code of conduct is designed to provide an explicit definition of the minimal standards of professional conduct expected of all teachers. It represents, for the College, a benchmark of expectations about teachers conduct and defines the boundaries within which a rewarding and mutually supportive learning environment can be created. For the purposes of this document, the terms "academic employees" and "Teachers" are used interchangeably to refer to full-time teachers-members, government-approved part-time, and Guest Lecturers, and Librarian.

2. Code of Ethics

Whoever adopts teaching as a profession assumes the obligation to conduct himself herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to snake professional growth continuous through study and research.
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
- viii. Participate in extension: co-curricular and extra-curricular activities including community service.
- ix. Respect the right and dignity of the student in expressing his/her opinion;
- x. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- xi. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;


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- xii. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- xiii. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- xiv. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- xv. Pay attention to only the attainment of the student in the assessment of merit;
- xvi. Make the available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- xvii. Aid students to develop an understanding of our national heritage and national goals; and
- xviii. Refrain from inciting students against other students, colleagues or administration.
- xix. Treat other members of the profession in the same manner as they themselves wish to be treated:
 - xx. Speak respectfully. of other teachers and render assistance for professional betterment;
 - xxi. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
 - xxii. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- xxiii. Discharge their professional responsibilities according to the existing rules;
- xxiv. Adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- xxv. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are Rely to interfere with their professional responsibilities;
- xxvi. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- xxvii. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- xxviii. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- xxix. Should adhere to the conditions of contract;
- xxx. Give and expect due notice before a change of position is made; and
- xxxi. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable prior intimation, keeping in view their particular
- xxxii. Responsibility for completion of academic schedule.
- xxxiii. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- xxxiv. Teachers should help in the function joint staff-councils covering both teachers and the nonteaching staff.

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- xxxv. Try to ser through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- xxxvi. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- xxxvii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- xxxviii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- xxxix. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- xl. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

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Jangipur College

Standard Operating Procedures for Waste Management

JC-SP&P-01/18

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6. Waste Segregation (Secondary Segregation and Resource Recovery)
7. Training & Awareness
8. Monitoring and Correctives
9. Signage, hoardings and planting tree saplings
10. Reporting Mechanisms

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INTRODUCTION

Purpose

The purpose of this procedure is to ensure proper disposal of waste from activities conducted by or overseen by teaching and non teaching staff. In addition, this procedure outlines how to prevent discharges from dumpsters kept at the teaching and non teaching staff Yard and other locations on grounds, which could cause pollutants to enter storm sewers.

This procedure covers solid waste, which encompasses material typically disposed of in a landfill, and recyclable, recoverable, or reusable materials, which are materials that can be diverted from landfills by Recycling program. This includes, but is not limited to, Municipal Solid Waste (MSW), Construction, recyclable materials, lead containing materials, scrap metal, and sawdust.

The handling and disposal of Hazardous, Chemical, Radioactive, and Biological waste requires specialized training and facilities, and is not covered by this policy. Handling and disposal of such waste is managed by Environmental Health and Safety (EHS) and covered under College Policies.

Scope

This procedure applies to all waste disposal activities by teaching and non teaching staff or student's classroom at the college.

Responsibility

- Convener of the Environment is responsible for receiving and handling of waste materials from the college.
- Responsible for training the operators and helpers for waste material handling.
- Storage and segregation of solid waste in the designated area.

Department Staff

Department Staff shall ensure that:

- All teaching and non teaching staff are made aware of and comply with the requirements and procedures in this Manual in relation to the management of waste;
- Adequate containers, receptacles and bags of the correct specification are always available within their areas of responsibility;
- All appropriate staff attends the college waste training sessions.

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STEP -1

WASTE MANAGEMENT POLICY

Jangipur College fully endorses the West Bengal Government's Sustainable Waste Management Policy and will take all measures that are reasonably practicable to:

- reduce waste at source;
- re-use waste components where it is safe and practicable to do so;
- Recover / recycle those fractions of the waste stream where an outlet is available; and
- dispose of final wastes by the most environmentally suitable means;

Taking account of, and complying with, existing legislation and guidance.


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STEP -2

WASTE SURVEY

In setting up a solid waste management system the first place to start is: Waste Survey. To begin with, we need to identify sources of wastes; types of wastes; and quantum of waste generated.

1. Sources of Wastes (Waste Generators)
2. Types of Wastes (Wet / Dry / Hazardous / e-waste)
3. Quantum of Waste Generated (How much waste is generated under each type?)

Sources of Waste / Waste Generators

The first thing is to prepare a complete list of waste generators in the campus.

- Office Buildings
- Library
- Students Classrooms
- Canteen
- Hostel Kitchen
- Play Ground
- Latrine

List of waste accepted by the JNGPC.

- Putrescible waste (e.g. food scraps in garbage bags, green waste, sewage plant grits/screenings);
- Paper, plastic, glass, pipes, plastic bags, bottles, cardboard, electrical equipments, packaging waste etc.


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Type & Quantum of Wastes Generated

Wet Waste

Sl. No.	Type of waste (Wet)	Qty (daily)	Qty (weekly)	Qty (monthly)
	NIL			

Dry waste- Plastic waste

Sl. No.	Type of waste (Plastic)	Qty (daily)	Qty (weekly)	Qty (monthly)
	Use and throw Bottles	150 gms	1.05 Kg	4.5 Kg.
	Carry Bags	60 gms	0.42 Kg	0.960 gms.

Dry waste - Paper waste

Sl. No.	Type of waste (Paper)	Qty (daily)	Qty (weekly)	Qty (monthly)
	Paper	500 gms.	3.5 Kg	4.5 Kg

Hazardous Waste

Sl. No.	Type of waste (Hazardous)	Qty (daily)	Qty (weekly)	Qty (monthly)
	Chemicals, acids etc.	1 lit approx	7 Lt.	30 Lt.

Assessing the Quantity of Waste

Make a daily visit of all the places listed at least for one week. Recording the wastes generated for a week can give an estimation of the types and quantum of wastes generated by each category of waste generators.


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Assess the Existing Practice of Waste Disposal

Arrangement for Waste Segregation

Sl. No.	Waste Generator	Arrangements for Segregation available	Arrangements for Segregation not available
1	Admin Room		
2	Principal Room		
3	Library Room		
4	Classroom		
5	Play Ground		
6	Gym Room		
7	Others		


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STEP – 3

PLAN AND PREPARE

Planning and Preparing Involves:

- a) Principles and Values (that should not be compromised in achieving the vision)
- b) Education and Training
- c) Manpower Deployment
- d) Logistics – (for collection, storage and transport)

Principles and Values

- a) Simple and Replicable: It is good to bear in view that waste management in a college need to be non-intimidating, demonstrable, and replicable, meaning no big machineries shall be deployed in this process. There shall be only simple, and cost effective tools and equipment put to use.
- b) Green Development: Any material, machinery or tool required - for waste collection, transport or treatment - shall be identified locally, without having to transport from distant places. In the same vein, 'waste' shall not be transported to faraway places for treatment / disposal
- c) Practice and Support Waste Management: Refuse, Reduce, Reuse, Recycle, and Regenerate (or Re-create)

Education and Training

Consider the nature of waste generated by various categories of waste generators in a college.

Two major categories are:

- a) Office Buildings were the amount of dry and e-waste generation is more, and wet waste tends to be less; and
- b) In classroom areas and play grounds the amount of waste tends to be more, and the dry and e-waste tends to be less. Obviously, these two groups have to be prepared separately.

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Manpower Deployment

An estimation of manpower requirement should be made on an annual basis by the college.

This should take into account the following:

- Area of the Office buildings
- Number of Offices / Rooms
- Area of the Open / Common Spaces / Parking area
- Number of Toilets – within Office Blocks and in common areas
- Number of Dining Halls and Canteens
- Area of Parking / Garden

Number of Cleaning Staff for the specific areas (Illustrative) - to be determined as per need

Area	Number of Sanitation workers to be deployed
Campus and Classrooms sweeping	3
Toilets	2


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STEP – 4

EQUIPMENT AND LOGISTICS

Establishing a scientific waste management system in a college involve certain equipment and logistic facilities. These must be in place before we get started with actual execution of the plan.

The equipment and facilities include:

- Waste bins (of various sizes for different category of waste generators)
- Waste collection cart or vehicle
- Uniforms and safety gears for the sanitation workers
- Waste Segregation shed (which can also be used for parking collection vehicle)
- Facility for treatment of wet waste plus other equipment such as rakes, shovel, hand fork,
- Facility for hand-washing by the sanitation workers

Logistics –Collection and Transport

Solid Waste Management Infrastructure such as waste containers (bins for depositing wastes), collection bins for sanitary workers, Drop-off boxes, transport arrangement, facility for secondary and tertiary segregation, treatment of various types of wastes etc. have to be planned. Waste Bins need to be planned according to its usages and can be in following categories:

- Paper bins - size 40 Ltrs
- Wet bins – size 40 ltrs.

Bin Colour: For easy identification colour coding is also must as indicated (Green, Blue, Red, and Black etc.). The College concerned can choose the colour as per their choice of interest. Segregation of waste (or disposal of right trash at the right bin) must take place at the users' level. This must be strictly ensured. Appropriate education / training programme must be taken up until everyone in the college adheres to the system being created. Display signs / signage for visitors.

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Infrastructure and Logistic facilities

- A. Existing Assess what infrastructure and logistic facilities are available, and usable. They can be repaired and put to use.

Required

Sl. No.	Requirements-One time investment	Specification

Collection & Frequency

Place of waste collection	Frequency	Timing

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STEP – 5

WASTE SEGREGATION

The most vital element in solid waste management is that the teaching and non teaching staff in a college must use different colour bins to discard different types of wastes. This means for example, if general office waste such as used papers go into bin – **A**; items such as biscuits, food scraps, and used dip-tea pouches must go into bin – **B**; and used DVDs, and old pen drives must be discarded into a third bin – **C**. The point is wastes when handed over to the Sanitation Workers must be primarily segregated – no mix-ups. If this is in order, it's an indication that everything else can be managed well.

Bins of Different Colors

Waste segregated into three different categories viz. Wet / Dry / Hazardous / E-waste etc. have to travel separately without letting them meet each other at any point during collection or transport. Generally, different colour bins are used for discarding different types of wastes.

Sl. No.	Colour of the Bin	What type of trash go in
	Green	for wet waste such as food scraps
	Blue	for dry wastes such as papers, plastics
	Red	for hazardous wastes such as old batteries or expired medicines; Plus e-wastes such as DVDs etc.

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STEP – 6

TRAINING & AWARENESS

1. All personnel of the college associated with waste management activities with the requirements of this procedure.
2. Include information on waste management requirements in site inductions (e.g. waste minimization) or site communications where relevant.
3. Conduct toolbox talks and develop environmental site notices and environmental awareness posters periodically highlighting waste management requirements – this is the responsibility of the environmental committee.
4. Display relevant environmental site notices and environmental awareness posters at prominent workplace locations.
5. Update the training records of personnel in the Learning Management System once registered training has been completed.
6. Maintain records of toolbox training attendance onsite for audit and inspection purposes.

Format

Topic of Training		Time	
Date of Training		No of Participates	
Name of Trainer		Venue	
Sl. No.	Name of Person	Designation	Signature


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STEP – 7

MONITORING AND CORRECTIVE ACTION

1. Undertake monitoring in accordance with approval conditions and commitments, and ensure that all data required for regulatory reporting is captured.
2. Store all monitoring records within the College.
3. Record weights of waste recycled and waste disposed of offsite and onsite. If only volumes are known, convert volumes to weight (tones) and record the conversion factor used.
4. Maintain all controlled waste receipts and tracking sheets onsite at all times for audit and inspection purposes.


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STEP – 8

REPORT MECHANISM

The College has established an Environmental & Waste team who meet on a quarterly basis. The team / committee will review any environmental or waste incidents and promote green transport, recycling and effective waste disposal measures throughout the College. The Environment & Waste team will meet quarterly:

- To monitor the College's impact on the environment and compliance with legislation, regulations and codes of practice.
- To discuss and agree improvement measures in relation to impact on the environment and to promote sustainable development where possible;
- Monitor the segregation, handling, transport and disposal of waste so as to minimise the risks to the health and safety of staff, patients, the public and the environment.
- To discuss and agree aims to increase the amount of waste which is capable of being recycled
- The Environmental and Waste team will report to the Teacher In-charge.

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Department of Chemistry

**LABORATORY CHEMICAL
WASTE MANAGEMENT
GUIDELINES**

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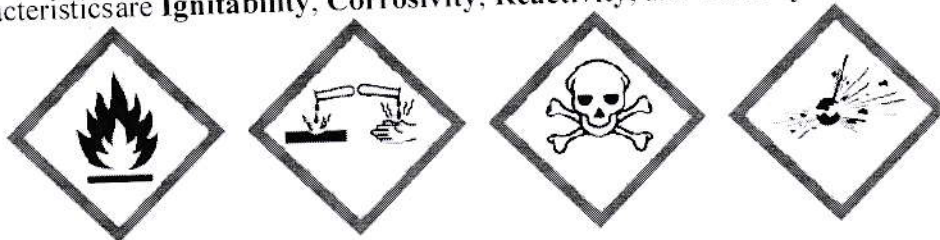


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Hazardous Waste:

A hazardous waste is a solid, liquid, or gaseous material that displays either a "Hazardous Characteristic" or is specifically "listed" by name as a hazardous waste. Characteristic wastes are not listed specifically by their chemical name but they are regulated as hazardous wastes because they exhibit one or more hazardous characteristics. These four characteristics are **Ignitability**, **Corrosivity**, **Reactivity**, and **Toxicity**.



The **Ignitability** characteristic applies to wastes that are:

- Liquids with a flash point less than 140°F
- Solids capable of spontaneous combustion under normal temperature and pressure
- Oxidizing materials
- Ignitable compressed gases
- Examples include ethanol, sodium nitrate, hydrogen gas, xylene and acetone

The **Corrosivity** characteristic applies to wastes that are:

- Aqueous solutions with a pH less than or equal to 2 or greater than or equal to 12.5
- This does not apply to solid or non-aqueous materials
- Examples include hydrochloric acid, nitric acid, and sodium hydroxide

The **Reactivity** characteristic applies to the following:

- Materials that react violently or generate toxic fumes when mixed with water
- Cyanide or sulfide bearing wastes which evolve toxic fumes when mixed with acids or bases
- Materials that are normally unstable or explosive
- Examples include sodium metal, reactive sulfides, potassium cyanide and picric acid

The **Toxicity** Characteristic applies to wastes that have the potential to contaminate groundwater if improperly disposed of. These materials are regulated as hazardous waste due to their potential to leach out specific toxic substances in a landfill. There are currently 40 contaminants on the list that include certain heavy metals, pesticides and organic compounds.

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Essential rules for managing hazardous chemical materials:

1. When possible, seek ways that will minimize the quantity of waste generated inside the laboratory.
2. Only use appropriate containers for the storage of waste materials (Plastic is preferred).
3. Store chemical waste in a designated Satellite Accumulation Area.
4. Properly label all waste containers.
5. Keep waste containers **closed**.

Waste minimization:

Ways to help achieve the goal of reducing the volume of chemical waste generated on campus include but are not limited to:

1. Practice the concept of *Source Reduction* by simply ordering the smallest quantity of chemical materials required for your research.
2. Keep an inventory of chemicals in your lab.
3. Share surplus chemical with other labs.
4. Purchase mercury-free instruments.
5. Substitute hazardous chemicals with non-hazardous chemicals whenever possible.
6. Reduce the scale of laboratory experiments to reduce the volume of waste being produced whenever possible.

Container management

Waste containers stored in an Accumulation Area must be:

- In good condition
- Compatible with the waste being stored
- Kept closed at all times except when filling
- Labeled with a yellow chemical waste label
- Stored inside secondary containment bins (provided by EHRS for no charge)
- Waste must always remain in the lab
- Never store waste in PUBLIC AREAS (such as hallways)

Drain disposal

Hazardous chemicals are not poured down the drain as a method of disposal. There are chemical reservoir treatment situated beside Chemistry Practical laboratory where the drainage from laboratory is sedimented and filtered via filtration process then the filtrate is allowed to soak in soil. The area is covered by cement slab. The crude sedimented materials are collected from the reservoir and kept in a separate container. Finally, the materials are sent back periodically to the authorized chemical vendors of India scientific, Berhampur, Murshidabad.

Mercury containing items

Mercury containing items such as thermometers, thermostat switches and manometers must be collected for proper disposal and not placed in the regular trash. Our office also offers a free mercury thermometer exchange program.

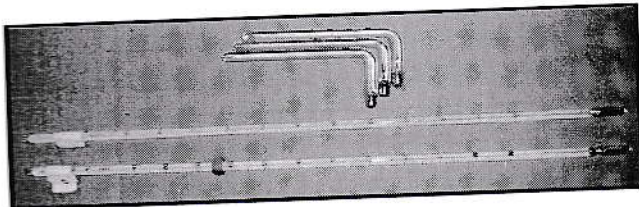
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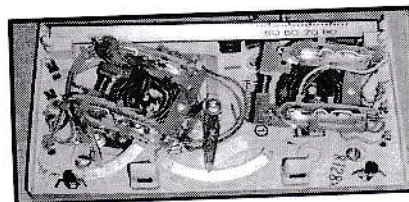


A handwritten signature in black ink, appearing to read "Dr. N.K. Ghosh".

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Thermometers



Switches

Empty containers

All empty chemical containers must be "triple rinsed" before disposal. Empty containers that held acutely toxic hazardous wastes must be managed as hazardous waste and given to Modern Chemical, Berhampore, Murshidabad for disposal.

Waste Management Policy and Procedure:

The objective of this waste management policy and procedure is to make sure that, all the waste and surroundings of the Chemistry laboratory are properly been taken care of. One spittoon should be provided at every floor for dumping garbage, phlegm or spit. Sufficient number of garbage baskets should be provided at each floor. One cleaner should be there for each line and section for cleaning garbage and discarded materials.

Need for Management of Waste:

- At every floor there should be one sweeper to clean the toilets
- Sufficient number of cleaner should be assigned for cleaning the cutting, finishing and dining areas
- One trolley should be provided beside of every cutting tables for collecting the cut pieces
- The surroundings of the laboratory buildings should be cleaned after every 4 months and that should need for management of waste.

Standard Operating Procedure for Waste Disposal Policy

Agreement to Chemical Vendors:

7. Empty containers that held acutely toxic hazardous wastes are managed as hazardous waste and given to Modern Chemical, Berhampore, Murshidabad for disposal.
8. The laboratory chemicals are segregated according to nature of toxicity. To avoid explosion alcohols and acids are placed in different almirah . Inorganic acids are kept in separate room within chemistry laboratory to avoid accidents.
9. Students and non teachings are regularly trained about handling of different harmful chemicals.

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Segregation of Chemical wastes:

The decision to dispose off / segregate the chemicals will be taken collectively by college authority following standard norms. All the materials are collected in a container under the supervision of Dr. Rajib Joarder, Assistant Professor, and Department of Chemistry. When the amount of scrap reaches 50 kg then the materials are sent back to Modern Chemicals in presence of representative from Security, Barsur, Teacher-In-Charge, Purchase committee Convenor and GB members of the College. College always tries to follow Environmental Protection Agency (EPA).

Segregation of Chemicals/solvents:

Depending on nature of toxicity, chemicals are classified as highly toxic, moderate toxic and non toxic. Hazardous/chlorinated solvents are kept in separate place.

Documentation:

- Records for disposal of waste chemicals to be maintained at least past one year by Department of Chemistry, Jangipur College
- The quantity of the items are segregated at the standard rate and given to Modern Chemical, Berhampore, Murshidabad for disposal.

Chemical Waste Storage (Empty Containers):

Chemical wastes are accumulated in empty containers placed in secondary chemical containers.

Waste Disposal Policy:

We, at JANGIPUR COLLEGE, are committed to disposed waste materials in proper way:

- Hazard Identification of waste is a vital part of the chemical laboratory.
- The formalin used for preservation of different specimens in Zoology laboratory and fossils residues of Department of Geography are also sent to the chemical vendors for disposal in proper way.
- E-waste materials are also kept in the college store room and regularly sent to corresponding vendors to minimize e-pollution.
- Mercury containing materials used in Physics Laboratory are also sent back to the India Scientific, Berhampore, Murshidabad for proper disposal.
- Dust/ food wastages/ wasted fabrics/ wasted papers/ garbage produced from daily operation are disposed regularly in the dustbins, which are provided at the floors to maintain waste disposal policy
- Any sort of wastages like; empty drum/ containers/ bottles/ plastics are kept in a specific area for disposal to authorize vendors.
- Broken wooden boxes/ table and chairs/ furniture are sent for repairing at the first place. Those which can't be repaired should be stored in a designated area for recycling by the manufacturers or to sell to the local agents under the supervision of the Convenor, Building Committee, Jangipur College.

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We are also committed to responsibility for environmental protection through proper dispose of wasted materials.

We ensure that each and every individual in the college as well as others stakeholders understand the mutual respect and the Environmental as well as Waste Disposal Policy at all time.



Teacher-in-Charge
JANGIPUR COLLEGE
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Approved By :

Date: 2/01/2022



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Jangipur College

Procedure for Housekeeping


JC-SP&P-01/19

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Prevent slips, trips and falls:

Campus area of college should be **"kept clean and orderly and in a sanitized condition."** The rule includes Class room passageways, storerooms and service rooms. Floors should be clean and dry. Drainage should be present where "wet processes are used." cement, ceramic tile or another material, as different types of flooring hold up better under certain conditions.

To help prevent slip, trip and fall incidents, JC recommends the following:

If you have an accident or a near miss, make sure you report it to your Techer in-Charge promptly. They can use this information to prevent future accidents.

If any spillage is seen, clean it up or make arrangements for it to be cleaned.

Report any damaged floors or mats.

Play your part and keep the workplace tidy.

If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.

If you are given PPE, wear it and look after it. Report any faults or damage to Teacher in-Charge and make arrangements for a replacement.

Eliminate fire hazards

Student are responsible for keeping unnecessary combustibile materials from accumulating in the College area. Combustible waste should be stored in waste bin and disposed of daily. E-Waste materials storage in E-Waste area.

JC recommends the following:

Carry out a fire safety risk assessment

Keep sources of ignition and flammable substances apart

Avoid accidental fires, eg make sure heaters cannot be knocked over

Ensure good housekeeping at all times, eg avoid build-up of rubbish that could burn

Consider how to detect fires and how to warn people quickly if they start, eg installing smoke alarms and fire alarms or bells

Have the correct fire-fighting equipment for putting a fire out quickly

Keep fire exits and escape routes clearly marked and unobstructed at all times

Ensure your Teaching & non-Teaching Staff & Student receive appropriate training on procedures they need to follow, including fire drills

Review and update your risk assessment regularly.


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Control dust

There are three main types of dust:

- Silica dust – Coming from Wall / Ceiling Spillage
- Wood dust – created when working on softwood, hardwood and wood-based products like Chair , Table , Black Board etc.
- Lower toxicity dusts – created when non biodegradable waste in generate from any activity Like chemical waste generate from chemistry dept.
- Stop or reduce the dust
- Before work starts, look at ways of stopping or reducing the amount of dust you might make.
- Use different materials, less powerful tools or other work methods. For example you could use the right size of building materials so less cutting or preparation is needed. For reduce Silica-dust stop the spillage.
- A less powerful tool – eg a block splitter instead of a cut-off saw.
- A different method of work altogether – eg a direct fastening system.
- Even if you stop some dust this way, you may do other work that could still produce high dust levels.

In these cases, the most important action is to stop the dust getting into the air.

Prevent falling objects

Protections such as a toe board, toe rail or net can help prevent objects from falling and hitting equipment. Other tips include stacking boxes and materials straight up and down to keep them from falling. Place heavy objects on lower shelves, and keep equipment away from the edges of desks and tables. Also, refrain from stacking objects in areas where workers walk, including aisles. Keep layout in mind so staff & student are not exposed to hazards as they walk through areas.

Clear clutter

A cluttered College Premises can lead to ergonomics issues and possible injuries because staff & student have less space to move. Keep aisles, stairways, emergency exits, electrical panels and doors clear of clutter, and purge untidy areas. Empty trash receptacles before they overflow.

Store materials properly

College must ensure chemicals and dangerous substances are stored and handled in a way that minimizes their risks and limits people's exposure to them. Control risks by: storing chemicals according to the instructions

- keeping the minimum quantity of hazardous substances necessary
- storing incompatible substances separately
- taking steps to prevent release or leakage of dangerous substances

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Procedure for Housekeeping

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- keeping a spill kit near to storage areas, and ensuring staff are trained in what to do in the event of a spill
 - cleaning up any leaks or spills that occur using appropriate precautions when handling substances – for example, wearing protective clothing or ensuring adequate ventilation
 - ensuring staff who store and handle dangerous substances are properly trained
- checking containers used for short-term storage are properly labelled

If you store chemicals or dangerous substances that could create a fire or explosion, you must ensure that flammable substances are correctly stored in suitable containers and are not stored near to a source of ignition such as a heater.

College should also place stores of liquid above ground where they're unlikely to be damaged, eg away from traffic routes, avoid overfilling containers, supervise deliveries, maintain gauges, valves and pipework, monitor oil use – unexpectedly high use may indicate a leak have procedures for dealing with emergency leakages, use a secondary containment system such as a drip tray or bund (a storage area designed to prevent liquids escaping)

Use and inspect personal protective equipment and tools

Wear basic PPE – such as closed-toe shoes and safety glasses – while performing housekeeping. Determine what type of PPE to wear based on the potential risks. Regularly inspect, clean and fix tools. Remove any damaged tools from the College area. Display PPE poster where its necessary.

Determine frequency

All staff should participate in housekeeping, especially in terms of keeping their own college areas tidy, reporting safety hazards and cleaning up spills, if possible.

Before the end of a college, Housekeeper should inspect and clean College and remove unused materials. This dedication can reduce time spent cleaning later.

As per necessity the frequency of housekeeping needs to be increase.

Procedure for paper, plastic, e-waste and other material disposal:

Paper like exam paper, old library books, daily use monitoring paper, news paper kept in separate area for disposal and return to university. Disposed parts kept in bio-degradable storage area. disposed to authorized vendor.

Plastic material below 20 microns treated as non-biodegradable substance. It can bed soil pollution and can be treated as a heavy material, so it should be store in non-bio-degradable storage area and organization set a target to reduce this kind of plastic material instead of uses of use of above 20-micron plastic.

It can happen accident if not properly kept, can slip if not kept properly.

E-waste like damage of computer, printer, projector, ups, SMPS fans, ACs etc. kept in e-waste area and disposed to pollution control board authorized e-vendor.


Others materials are also kept in allocate area disposed to authorized vendor.

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Create written rules

Written protocols could specify which cleaners, tools and methods should be used, as they are then formal, define & should be display in notice board.

Think long-term

Housekeeping should be more than a one-time initiative – it should continue through monitoring and auditing. Keep records, maintain a regular walk through inspection schedule, report hazards and train staff & Student to help sustain housekeeping. Set goals and expectations, and base auditing on those goals.

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Jangipur College

Procedure for Investigation

JC-SP&P-01/19


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1. PURPOSE

- 1.1. The purpose of this procedure is to define the requirements for Incident Investigation.
- 1.2. Typically, this isto investigate analyze the actual reason for the incident happened.
- 1.3. The Person In Charge / investigation team is / are responsible for implementation and management of this procedure.

2. SCOPE

Commitment to safety and ensure the proper information is collected to fulfil an incident investigation's ultimate purpose – to prevent future incidents.

3. Purpose –REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By

4. PROCEDURE:

The investigation process should begin after arranging for first aid or medical treatment for the injured person(s). In getting started, remind everyone involved—especially workers—the investigation is to learn and prevent, not find fault. Steps of the investigation process include:

1. Call or gather the designated person(s) to conduct the investigation.
2. Secure the area where the injury occurred and preserve the work area as it is.
3. Identify and gather witnesses to the injury event.
4. Interview the involved individuals.
5. Interview all witnesses.
6. Document the scene of the injury through photos or videos.
7. Complete the investigation report, including fact finding of what caused the incident and corrective measures taken advised to will prevent future occurrence.
8. Use injury and illness prevention program to identify and control such occurrence before they result in Incidents.
9. Ensure follow-up on completion of corrective actions.


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Documents of Investigation Process

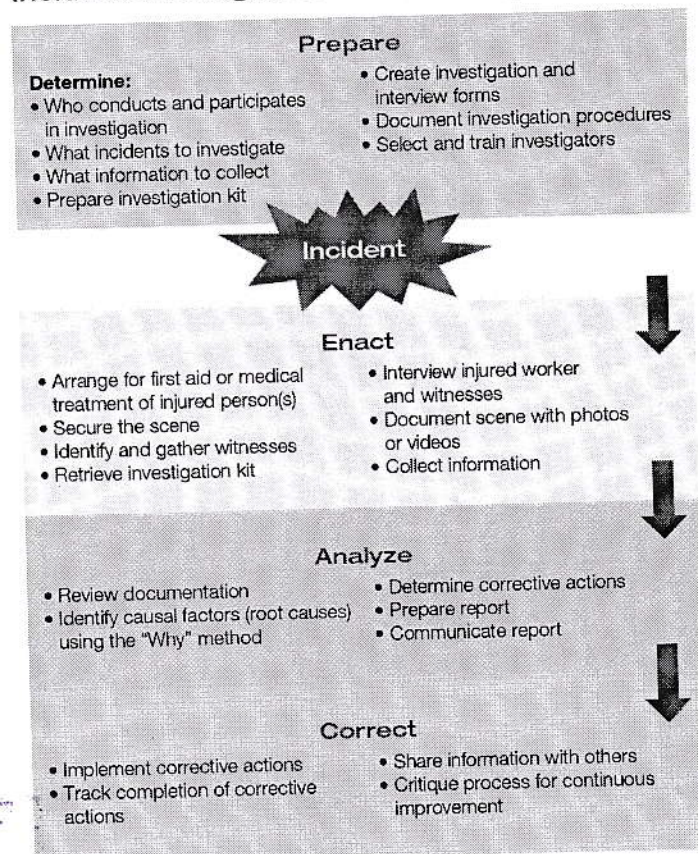
As with many processes, preparation and documentation are crucial. As part of the injury and illness prevention program, the investigation procedure should detail:

- Who should conduct and participate in the investigation
- Incidents to be investigated
- Information to be collected
- Identification of causal factors (often referred to as root causes)
- Determination of corrective actions
- Tracking completion of corrective actions

Completing report and documenting corrective actions –

At this point, once you've gathered information and interviewed the involved worker and any witnesses, you can prepare the investigation report itself and formulate corrective actions. Each corrective action listed should have a person assigned ultimate responsibility for the action, a completion date set and a place to mark completion of the incident.

Incident Investigation Process Diagram




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5. Responsibility :

Person In Charge / investigation team

6. Record

Incident Investigation Log book.

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Jangipur College

Procedure for Calibration

JC-SP&P-01/20

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Procedure for Calibration

Page No. 1

1. PURPOSE

- 1.1. The purpose of this procedure is to define the requirements for calibration or verification of equipment used to determine the acceptability of product.
- 1.2. Typically, this is limited to inspection or test equipment used to "buy off" product prior to movement to a subsequent process or prior to final delivery. However, at the discretion of management, calibration or verification may also be applied to critical process equipment.
- 1.3. The Person In Charge is responsible for implementation and management of this procedure.

2. SCOPE

- 2.1. Calibration of measuring equipments.

3. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By

4. PROCEDURE: CALIBRATION

- 4.1. Calibration of some Instrument are done internally and some by approved external service provider.
- 4.2. The devices that are calibrated by external service provider are monitored on a regular basis.
- 4.3. Third party calibration laboratories should be NABL accredited, as this provides the best control of calibration activities, and traceability to national standards.
- 4.4. We maintain documented information of calibration certificate of all measuring equipment's.
- 4.5. Approved calibration service providers must maintain suitable environmental conditions for calibration, and report temperature and relative humidity on any calibration test certificates or other calibration documentation.
- 4.6. The *Calibration Log* book should be maintained by the Person in Charge. This document will list all devices, their serial number, date of last calibration, and next scheduled calibration date. The frequency of calibration depends on the type of instrument.


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- 4.7. The JC shall determine if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose, and s appropriate action as necessary. i.e. After having done the Calibration of every instruments as per schedule all Instrument must be verified before start of the operation , all the Instruments found in Range & the results must be tally with previous reports. If Verified result is found satisfactory, then it is considered to be fit for measurement. If any deviation found from external or internal validity result then these Instruments be marked with "temporary not in Use" and the reason of error should be noted on the appropriate positions or places.
- Equipment's are calibrated on a frequency as and when applicable.
- 4.8. For equipment calibrated by NABL approved laboratories, these are returned with a certificate of calibration showing the status of the calibration, as well as the condition the equipment was found in (e.g., "defective," "out of tolerance", "in tolerance", etc.) Such certificates must have the identification of any standards used by the calibration house, and their serial numbers.
- 4.9. Calibrated devices are identified with a calibration sticker that includes the current calibration status, calibration due date, and device identification number. Where the device cannot accommodate a calibration sticker due to size or frequency of use, the device has been numbered and the head keep a log of those devices and their status. Employees may only use devices for acceptance testing that are current on calibration.
- 4.10. Any device failing to meet calibration standards will immediately be taken out of service. The device may then be destroyed or sent out for repair. Repaired devices must be calibrated before being returned to service.
- 4.11. When a measuring device is found to be out of tolerance, and/or reported on the calibration certificate of having been found as "defective" or "out of tolerance" by the third party provider, the person in-charge shall be notified immediately.
- 4.12. Measuring & monitoring of devices must be stored and handled in a manner that does not invalidate their calibration or ability to function without error.

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5. Responsibility

5.1. Person In Charge

6. Record

- 6.1. List of measuring devices with calibration
- 6.2. Calibration certificate file

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Procedure for Water Consumption

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Procedure for Water Consumption

Page No. 1

1. PURPOSE

1.1. The purpose of this procedure is to define the process of water consumption.

Water intake - Water discharge = Consumption

1.2. The Person In Charge is responsible for implementation and management of this procedure.

2. SCOPE

Process of water consumption & conservation .

3. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By

4. PROCEDURE:

Water intake from Municipality as well as bore well.

Municipality water is used for

OFFICE BUILDING & NETJI BUILDING

- i. Administrative Building
- ii. Dept of Chemistry
- iii. Dept of Physics
- iv. Dept of Zoology
- v. Dept of Botany
- vi. Cold water cooler unit
- vii. Garden
- viii. Toilets
- ix. Canteen
- x. Dept of Geography
- xi. Staff room
- xii. Toilets
- xiii. Garden
- xiv. Cold water cooler unit

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Procedure for Water Consumption

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Total water consumption 2750 liters approx.

Action taken for to control wastage of water.

1. Consumption of water is being monitored and recorded on daily basis.
2. provide awareness each and every department including student limited of uses water.
3. identify every water wastage leakage point like any leakage, crack etc.
4. recycling of water uses. Like water harvesting and any kind of water treatment of reusing recycling of water.
5. maximum uses of municipality water and reduce to use borewell water.
6. water meter needs to be installed for to improve water consumption monitoring.

4.Record

- 4.1. Water consumption Monitoring record,

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Procedure for hazard identification and risk assessment

Rating Table for Evaluation of Environmental Aspects and Impacts:

Rating	Scale of Impacts on Other (in terms of physical boundary)	Severity of Impact	Probability of Occurrence	Present Control
1	Within Work Station	Negligible	More than six months	Trained Personnel
2	Within Department	Nuisance or Slight Impact	Once in a month to six month	Operation Control
3	Within Factory Building	Reversible Impact Needs Less Focus	Once in a week to month	Emergency Preparedness
4	Within Factory Premises	Reversible Impact Needs Immediate Focus	Once in a day to week	Monitoring & Measurement
5	Outside Factory Premises	Irreversible Impact to the Environment	Multiples times a day or continuous	Control Equipment

Criteria for Significance	Emergencies are significant by default and are not rated. The following are some of the common emergencies.	Control Method
1. Rating product > 54 (scale x severity x probability)	1. Fire hazard	1. Control available and effective
2. Emergency (No rating done)	2. Uncontrolled release of Toxic / Hazardous / Flammable substances into Atmosphere / Land / Water	2. Control available and not effective
3. Legal requirement (No rating done)	3. Death of personnel due to fall from heights / accidents	3. Control not available
4. Severity 4 and above	4. Short circuit	
5. Business concern (Management has selected water, power & paper as the resources for which organization wide EMP will be taken).	5. Failure of control equipment	

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Hazard Identification Risk Assessment & Defining Controls:

Hierarchy of Control (HC) (Type) : E-Elimination; S-Substitution; En-Engineering; A-Administration; P-PPE;							
Hazard Identification (HI)	Frequency of Task (F)		Duration of Task (Hrs.) (D)			SEVERITY	PROBABILITY
	Everyday	Occasionally	Seldom	<1	2-4		
1. Being cut or stabbed 2. Struck, crushed or entangled 3. Electric shock 4. Vibration 5. Hazardous materials 6. Sound 7. Dust, fumes or vapours 8. Inadequate lighting 9. Extreme temperature 10. Strain on Human Body						0	Zero Probability
						1	< 1 every 10000 operation
Criteria (C) : R - Routine; NR - Non-Routine; E - Emergency; HB- Human Behaviour/Capabilities						2	< 1 every 1000 operation
						3	< 10 every 1000 operation
						4	< 10 every 100 operation
						5	Incident most likely happen

Legends : EC - Existing Control; Photograph (P) - Y / N ; S- Severity; PR-Probability; Mod-Moderate; Sig-Significant;

Control Method Assessment(CMA) - 1-No Controls; 2-Control Exists But Not Adequate; 3-Adequate Controls Available;

Rating category = Severity x Probability

Low Risk (< 6) : Potentially hazardous daily or routine tasks regarded as acceptable with current control measures use pre-job Safety Briefing

Moderate Risk (≥ 8-12): Hazardous non routine tasks or routine tasks with high loss potential control measures required to reduce risk permit to work & operational procedure.

Significant Risk (≥ 15): Potentially disastrous or catastrophic operations. Operations must be altered and/or stringent safety controls developed. Quality Risk Assessment.

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- Instructing the operator to wear the ear plugs in high noise generation area

8. CROSS REFERENCE IF ANY:

- Noise monitoring records / test report
- List of PPE' s

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Procedure for Noise

1. PURPOSE:

To control the level of noise generated from the machine, DG set and from the Compressed air and to avoid the emission.

2. SCOPE:

Applicable to all the areas in factory premises

1. All the college area
2. D.G and Compressor area.

3. RESPONSIBILITY:

– Maintenance in-charge

4. INSTRUCTIONS:

- Provide ear plugs for all the operator working in the area of high noise operation.
- Create awareness on usage and importance of personal protective equipment.
- Check for usage of earplug among the employees while working near the high noise area.
- Check the required amount of air pressure is used in the testing area.
- Ensure proper guards are provided for the machine to reduce noise.
- Periodical maintenance should be given to the machine to seek their good condition.

Metal to metal contact should be controlled by providing rubber pads in the vibrating machines

- Fugitive emission should be controlled by guards
- Proper PPE like nose mask should be used during operations where fumes and smoke is generated.
- If any abnormalities observed by the operator in the machine leading to abnormal noise or emission to air, it should be intimated to responsible person immediately to take corrective action

DG set area:

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Before starting the engine

- Check for correct oil level in the oil sump
- Check the water level in the radiator / cooling tower sump
- Check the diesel level in the diesel tank.
- Check the out let diesel tank valve in open condition.
- Check the batteries are in good condition / connection.

After starting the engine

- Check that there is no abnormal noise from the engine.
- Check for no water, diesel, and engine oil leakage from the engine.
- Ensure no exhaust leakage permitted.
- Record diesel consumption, Power generated.
- Check the Exhaust stacks will meet the emission norms.
- The preventive maintenance schedule will be as per the manufacturer recommendation.
- The used oil to be stored in a barrel and shifted to scrap yard for disposal.
- Emission level of the exhaust to be monitored periodically.
- Check the operator is wearing Earplug & mouth mask when generator set is running

5. PPE:

Ear plugs, Mouth mask

6. IMPACT IN CASE OF DEVIATION:

- When Operator exposed [DG SET) to the noise of 90 decibel >8 hours
 - Long term effect: Deafness
 - Short term effect: loosing concentration, inducing head ache, discomfort
- Respirator problems and effect for eyes

7. CORRECTIVE ACTION IN CASE OF DEVIATION:

- Providing medical attention to the operator.

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Mercury Handling Procedure/Policy

Mercury is a serious chronic health hazard. Although it is not readily absorbed through the skin, its greatest health hazard is due to inhalation of its vapours, usually as a result of a spill. All mercury or mercury-containing devices (Mercury-in-glass thermometers and barometers) should be handled carefully in college laboratory. Mercury compounds (e.g., alkyl mercury) are extremely toxic and must be handled with extreme care.

Risk to human health

As mercury is a liquid at room temperature and expands when it heats up, it has been widely used in measuring devices such as thermometers and barometers. However, if a measuring device is damaged and the mercury is released, the mercury will evaporate slowly, and nearby people may be exposed. Contamination of clothing and cleaning equipment can also occur when dealing with the spillage and broken instrument.

- I. Very little enters the body after swallowing small amounts of elemental mercury, whereas after breathing elemental mercury vapour about 80% enters the blood from the lungs.
- II. Inorganic mercury compounds do not vaporise and so are not generally breathed in, and only small amounts may pass through the skin. If swallowed, up to 40% may enter the body.
- III. Breathing in elemental mercury vapour for a short time affects the nervous system and lungs leading to tremors, walking difficulties, chest pains and breathlessness.
- IV. After longer periods, the lining of the mouth and lungs may be damaged. Kidney damage may also occur as well as stomach irritation, nausea, vomiting and diarrhoea.
- V. Eating food or drink contaminated with inorganic mercury damages the kidneys, stomach, intestines and nervous system.
- VI. Mercury has been linked with possible effects on the cardiovascular, immune and reproductive systems.
- VII. Mercury in the environment can change into methyl mercury, the most toxic form of mercury. Methyl mercury can cross the placenta in pregnant women and can affect mental development in unborn babies.
- VIII. Mercury and divalent inorganic compounds, including mercuric oxide and mercuric chloride (measured as mercury), have a long-term (eight-hour time weighted average) workplace exposure limit of $0.02\text{mg}/\text{m}^3$ as given in the Health and Safety Executive's EH40 document.

Safe handling

Mercury can be handled safely by laboratory personnel, although its use should be eliminated or minimised wherever possible. Safe handling tips where its use is unavoidable include the following.

1. Never use a mercury thermometer in a laboratory oven.
2. Do not leave open containers of mercury in the laboratory. If used in a bubbler, the exhaust should go up a vertical tube to eliminate splashing and should be vented to a fume hood.

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3. Do not keep excess mercury – purchase only amounts that will be completely used.
4. Use a glass, plastic or steel tray to contain any spills that might occur.
5. Glass or plastic vessels should have a secondary steel or plastic container around them in case the vessel fails.
6. Do not use mercury where it could contact a hot surface and vaporize.
7. Avoid inhaling mercury vapour and use suitable gloves when working with it.
8. Put mercury waste in a special waste container, do not combine it with other wastes and do not dispose of it down a sink.
9. Do not wear gold or silver jewellery when working with mercury.
10. As always, read the material safety data sheet (MSDS) for mercury before using it.
11. Access to mercury should be restricted to a locked cabinet or room, and only used by those have been given suitable and sufficient training.

Labelling and Storage

The following applies to the labelling and storage of mercury, its compounds, and mercury containing equipment:

- All equipment and containers of mercury and its compounds should be labelled.
- Label all mercury containers as follows:

MERCURY

WARNING: VAPOR HARMFUL AT ROOM TEMPERATURE-MAY BE FATAL IF HEATED IN THE OPEN-DO NOT BREATHE VAPOR-USE WITH ADEQUATE

VENTILATION-AVOID SKIN CONTACT.

- Do not store mercury near chemicals that can create explosive mixtures with mercury (e.g., ammonia, chlorine dioxide). Keep mercury compounds that are oxidizers separate from organic materials and other combustibles. For specific mercury compound storage information refers to the MSDS for specific storage requirements.
- Minimize the amount of mercury in storage. Inventory mercury-containing equipment to determine which items are no longer in use or if they may be replaced by mercury-free alternatives.
- Store mercury in a cool, dry place.
- Use containers made of impact-resistant material or put them in sturdy secondary containers
- Keep mercury containers tightly closed when not in use.

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- When removing mercury and mercury-containing devices, interim storage shall be provided in a designated and properly labelled area within the hazardous waste storage facility until such time that the mercury is moved off site by a licensed hazardous waste hauler.

Spill Response

With proper control and training, elemental mercury can be safely used in a laboratory setting. However, when spilled or misused, it can present a significant hazard.

- Mercury Spill kits are available in each department and should be used following the Mercury Spill Response plan.
- Notify your Supervisor and the Hazardous Communication Coordinator immediately.
- Special mercury vacuums are commercially available for larger spills but require advanced training to operate properly. **Never use a household vacuum cleaner or shop-vac to clean up mercury. These devices do not have adequate filtration and will spread mercury vapours.**
- Wear gloves. Collect as much mercury as possible using a 5ml or 10ml syringe. Experimentation will be necessary to find the best angle to draw the heavy mercury into the tube. Use a piece of card to gather the droplets together if they are finely divided. Collect any broken glass and other debris into a suitable container. Use card rather than gloved hands if there is broken glass. Small pieces of broken glass which are uncontaminated by mercury are best disposed of in a sharps disposal box. Mercury spill kits are available commercially; they should normally only be used by a competent person.
- Put the syringe and any other container into which contaminated debris has been collected into double plastic bags. Tie the necks of the bags, label the package "Danger — Mercury. Do not touch", and put it in a safe place pending collection.
- If a sphygmomanometer has survived relatively intact, apart from spillage of mercury into the case, protect any sharp edges by wrapping in sticky tape to avoid tearing holes in the bag, put the whole instrument into a plastic bag, tie the bag at the neck, label it as above, and put it in a safe place pending collection.
- Do not use a vacuum cleaner on residual mercury; this can produce high vapour concentrations. Only dispose of mercury as hazardous waste.
- Report and investigate the incident.

Purchasing Guidelines

Whenever possible the use of equipment and hazardous materials containing mercury should be minimized and/or eliminated. Products that contain mercury will be avoided where a safe, effective, mercury-free alternative exists. Where no acceptable substitute is available, products containing mercury will be clearly labelled and training will be provided for all individuals utilizing mercury-containing chemicals, devices or equipment.

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JC/IP-01/25
JC/SP&P-01/25

ILLUMINATION POLICY

Proper illumination of Jangipur College is essential to any academic activity.

- It allows staff & student to comfortably see what they're doing, without straining their eyes or their bodies
- It makes work easier and more productive
- It draws attention to hazardous operations and equipment
- It helps prevent costly errors and accidents.

At Jangipur College ensure that there is sufficient light in the workplace to ensure the safety of every staff & student . And, it is also ensured that there are adequate back up lighting in an emergency or power failure.

To assess whether lighting is sufficient the following factors are considered.

- human factors
- area to be lit
- tasks to be done
- equipment and furniture used in tasks

Approved by:

Date:

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A handwritten signature in blue ink, appearing to read "Dr. N.K. Ghosh".

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Procedure for DG set

Purpose: Effective Operation of D G Sets

Scope: D G Set area

Responsibility: MAINTENANCE IN-CHARGE

Procedure:

Before starting the engine

- 1 Ensure correct oil level in the oil sump
- 2 Ensure Coolant level in the radiator / cooling tower sump
- 3 Ensure diesel level in the diesel tank.
- 4 Ensure the out let diesel tank valve in open condition.
- 5 Ensure the batteries are in good condition / connection.

After starting the engine

- 1 Ensure there is no abnormal noise from the engine.
- 2 Ensure no water, diesel, and engine oil leakage from the engine.
- 3 Ensure no exhaust leakage permitted.
- 4 Record water temperature, oil temperature, voltage, amps, Frequency Time start, Time off etc., (O.P.).
- 5 Record diesel consumption, Power generated.
- 6 Check the Exhaust stacks will meet the emission norms.
- 7 The preventive maintenance schedule will be as per the manufacturer recommendation.
- 8 The used oil to be stored in a barrel and shifted to scrap yard for disposal.
- 9 Ensure noise level is within permitted levels of the PCB norms(as per UGC Act.) on monthly basis
- 10 Emission level of the exhaust to be monitored periodically.
- 11 Ensure the operator is wearing Earplug / Ear Muff when generator set is running

Diesel Filling

- 1 Ensure there is no spillage during the transfer of diesel/ oil from container to container.
- 2 Ensure the oil container is stored in the secondary containment.
- 3 Ensure that there is no open fire/flame near this area.
- 4 While handling oil/diesel ensure proper personal protective equipment is used.
- 5 If spillage is found anywhere use saw dust to arrest the spreading of the spill.

Corrective action in case of deviation:

- 1 If deviation observed by WBPCB, appropriate suitable corrective action will be initiated immediately.
- 2 Analysis are to be used as evidence in legal proceedings.
- 3 Display board to be provided to create awareness.
- 4 Pressing of emergency alarm to vacate the area.
- 5 Switch off all main switch to stop power supply.
- 6 Use of fire extinguisher and sand-bucket as per nature of accident.
- 7 Call fire & emergency services.

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JC-SPSP-01/27

Jangipur College

Case Study

Teaching Learning

Process of Review and Redress

Relevant Excerpt of Monthly Review Meeting of the Department of English and Follow Up Report

It is reported to the Mr. Tarun Mandal, Assistant Professor and Head of the Department by Dr. Basudeb Chakrabarti, Associate Professor that since he was on leave for a few days in the month of November, a part of the syllabus assigned to him for the Semester V has remained untaught.

And on Dr. Chakrabarti's proposal it is resolved in the said meeting that Dr. Chakrabarti would be conducting a few extra classes on online/off line mode to complete the syllabus of Semester V.

Accordingly, it is recorded that Dr. Chakrabarti conducted extra classes as per the following record:

Class Date	Google Meet Link
10.12.22 (02 hours)	https://meet.google.com/xmu-bwxq-emb
11.12.22 (02 hours)	https://meet.google.com/gvr-kfei-nrf
22.12.22 (02 hours)	Off line Class in the Deptt.

In a subsequent review meeting of the Department of English it is noted that the part of the syllabus that had remained untaught has been duly completed by Dr. Basudeb Chakrabarti.

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STUDENT COMPLAINTS POLICY AND PROCEDURE

1. Introduction

The JANGIPUR COLLEGE welcomes feedback in respect of the services it provides, and believes that students are entitled to have access to effective systems for handling complaints to ensure the JANGIPUR COLLEGE provides the highest possible academic and service standards. Students should feel able to make a complaint, knowing that it will be fairly investigated.

Detailed below is the three stage process the JANGIPUR COLLEGE has adopted for dealing with students' complaints, which is intended to provide a clear means of resolution to the satisfaction of all parties.

2. Definitions and scope

The JANGIPUR COLLEGE defines a student complaint as an expression of dissatisfaction leveled by a student against a service or facility of the JANGIPUR COLLEGE. For the purpose of this procedure to resolve student complaints as earliest provide the proper justice for student.

3. Procedure of student complain handling:

The JANGIPUR COLLEGE has a internal process to Complain handling of the student that are bellow mention:

- College have a Grievance Redressal cell / Committee for handling the complain.
- Multiple Complain box are installed in isolated area of the College.
- If any Complain are received from student, first Grievance committee are analysis importance of the complain. Then Committee will be decided what will be done.
- Any Complaint outcome result not found satisfactory then Complaint forward to affiliated university.
- If any major Complaint is given College also inform to NGO handling this Process.
- If needs College also inform to college president & Local Police station.
- Every Complain Activity College has maintained with Evidence until resolved the Issue.
- Anybody can given complain through complain box / mail

4. Benchmark for Resolved the Complain:

Minor Complain: Resolve within 4 to 5 Days.

Major Complain: Resolve within 15 Days

Responsible:

Grievance Redressal Cell
Equal Opportunity Cell


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PROCEDURE FOR ENVIRONMENTAL OBJECTIVE TARGET & ACHIEVEMENT

JC-MSP-01/07

Environmental objectives are goals that you would like to meet in the future.

Targets are the means for providing verifiable evidence that you have actually met the objective objectives are "documents" whereas targets are "records." monitoring rerecords will be updated time to time.

Set environmental objectives and targets

Setting up an environmental management system (EMS), once you have conducted an initial environmental review and decided on areas of your environmental performance to improve, you need to set your environmental objectives and targets.

Environmental objectives are the overall aims that college activity sets itself to improve environmental performance through its EMS.

They indicate the environmental aims of college activity - eg to reduce waste as much as possible.

Environmental targets provide short-term goals on the way to achieving your overall environmental performance objectives.

Your environmental objectives and targets should be based on:

- your environmental policy
- information gained from your initial review
- your register of legislation

College should aim to address any significant environmental aspects and should incorporate specific legal requirements contained in regulations and consents.

environmental policy

The policy should be the guiding document in your EMS. It should clearly set out how you will manage the environmental impact of your business and should show what commitments you are prepared to make.

It should be based on the key information from your baseline assessment and legal compliance check stages.

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There is no one perfect way to create a policy document - it will depend on the particular needs of your business. But there are some key elements you need to include, such as:

- a commitment to continually improve your environmental performance
- a commitment to comply with environmental legislation
- a commitment to educate and train employees to enable them to work within the policy
- how the policy will be implemented, managed and reviewed

When setting environmental objectives and targets, it is important you:

- identify the individual or department responsible for ensuring that they are met
- identify someone to oversee the implementation of changes and check that targets are met
- ensure that the measures taken do not indirectly create another significant environmental aspect

Environmental management system continual improvement

To achieve certification to a formal EMS standard such as ISO 14001, you must demonstrate that you have taken steps towards achieving set objectives and targets. College must also have a monitoring programme and keep records of your monitoring regimes.

Although there is a requirement for continual improvement, there is no set rate at which college must improve. The requirement is merely to specify targets that are measurable and achievable. College set continual improvement programme, taking into account the expectations of stakeholders and other interested parties.

Monitoring Records Ref : JC-OCP-01


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JC-MSP-01/08

Procedure for Internal Audit

1. PURPOSE

- 1.1. This procedure defines the process and methods for conducting internal quality management system (EMS) audits.
- 1.2. The Top Management is responsible for implementation and management of all internal audits.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By

3. TERMS AND DEFINITIONS

- **Audit** – systematic and formal comparison of documentation and practice against requirements, performed for the purpose of finding areas of nonconformity or opportunities for improvement.
- **Evidence** – data or examples which can be proven true and verified for the purposes of proving an audit finding.
- **Finding** – any summary of audit evidence; findings may be positive (reports of compliance) or negative (reports of nonconformity)
- **Major Nonconformity** – a nonconformity that shows an ISO 9001 clause or other requirement has not been implemented at all, or has been implemented in such a way that the requirements are not met at all.
- **Minor Nonconformity** – A single instance or small set of single instances that show a requirement has not been met. At the Lead Auditor's discretion, a large number of related Minor Nonconformities may instead be filed as a single Major Nonconformity.
- **Nonconformity / noncompliance** – any instance where practice or evidence does not comply with requirements.

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Procedure for Internal Audit

4. PROCEDURE: CONDUCTING INTERNAL EMS AUDITS

- 4.1. Internal quality audits are conducted to ensure ongoing compliance with requirements of the EMS standards, company's policies and procedures. This is accomplished by auditing against all important processes and areas, and by applying all applicable sections of the standard. Audit requirements include those of ISO 1401:2015 quality system documentation, as well as requirements of customers or regulatory authorities, as applicable.
- 4.2. Internal audit is conducted by process, and each process must be audited at least twice in annually.
- 4.3. Additional processes of other activities or facilities, outside of the process model, may also be scheduled. For example, this may include safety audits, configuration management audits, etc. In such cases, unique audit forms may be developed for such non-process related audits.
- 4.4. The Management Representative plans audits according to need, management decision, or customer requirements, and assigns a Lead Auditor for each, as well as any supporting auditor team members. Scheduling is recorded in the Internal Audit Schedule portion of the **Internal Audit Log**.
- 4.5. Auditors are independent of the area being audited. The organization consults an approved third-party contract auditors for its internal audit program. Employees selected as internal auditors will have attended at a minimum a 4 hour internal auditor training program and at least 8 hours of shadow auditing with a previously qualified internal auditor, or third party auditor.
- 4.6. Using the **Internal Audit Report** as a basic checklist, the Lead Auditor will plan the scheduled audit with the appropriate departments and with any other audit team members. The audit team will determine additional checklist items or requirements to verify, and add these to the checklist portion of the **Internal Audit Report**.
- 4.7. Auditors will then conduct the audit by following the steps defined on the **Internal Audit Report**. These are:
- 4.7.1. **Step One: Audit Planning** – definition of the scope of the audit, dates of audit, auditor applicable clauses of affected standards, and documents to review.

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Procedure for Internal Audit

- 4.7.2. **Step Two: Document Review** – a comparison of the quality system documentation against the requirements of the applicable standard.
- 4.7.3. **Step Three: Auditing** – comparison of actual practice vs. the requirements of both the College EMS documentation and the applicable standards.
- 4.7.4. **Step Four: Verifying Effectiveness of the Process** – general questions aimed at verifying that the process being audited is effective and not prone to generating nonconformities.
- 4.7.5. **Step Five: Summarize Findings** – a detailed list of the negative findings to be entered into the Corrective Action Report system.
- 4.7.6. **Step Six: Review of Report** – a review by the Lead Auditor of all findings and evidence to ensure the audit report is complete, clear, objective, and provides traceable objective evidence.
- 4.8. Auditing shall be performed by obtaining objective evidence to support each requirement, or indicate where nonconformance are found. All findings are recorded on the **Internal Audit Report**. The internal auditor submits as necessary to address the nonconformance recorded on the report.
- 4.9. When recording nonconformities, each negative finding must include three elements:
- 4.9.1. **Indication of the Requirement** – the document or clause of the applicable standard which is thought to have been violated.
- 4.9.2. **Objective Evidence** – traceable indication of the evidence found which supports the claim of nonconformity (e.g.: documents, products examined, interview results). In all cases, objective evidence must be recorded in sufficient detail to ensure a third party can find the exact evidence at a later date.
- 4.9.3. **Details of the Disconnect** – a brief statement on why the objective evidence shows nonconformity against the requirement.
- 4.10. The nonconformities shall be rated as either “Major” or “Minor” per the requirements of customers and some regulatory bodies. See definitions of Major and Minor Nonconformities in section 3 above.
- 4.11. Findings shall be rated by Type, whether Corrective, Preventive or Opportunity for Improvement (OFI) for when **Non Conforming Report** format .

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Procedure for Internal Audit

- 4.12. Once CAR's are filed, the responsible managers or parties shall ensure timely corrective action is taken to remedy any nonconformance found. During the **NCR** effectiveness review, the results of actions taken to address audit findings are evaluated.
- 4.13. The Management Representative shall update the audit schedule within the **Internal Audit Log** to reflect to closure of the audit, and enter a summary of audit findings. Based on the results of the audits, and previous audits, the Management Representative will then schedule the next audit of the particular process. Processes for which internal audits discover a high number of findings, or critical findings of any number, should be audited more frequently until the process is proven effective again.
- 4.14. The completed **Internal Audit Report** is then published on the company's server and/or sent to the appropriate managers of the areas audited, in order to report the findings and results. In this way, and in conjunction with the submission of **NCR**, all necessary managers are notified of the audit results and may make informed decisions for their departments based on those results.
- 4.15. The results of internal audits are also gathered and summarized on the Audit Trend Analysis Chart, generated by the **Internal Audit Log**, for review by top management during management review and by all employees, through a general posting of the chart.
- 4.16. In all cases, auditees are expected to cooperate fully with the audit team.

Records reference;

1. Internal audit plan and schedule
2. Nonconformance report format

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Procedure for Management Review

1. PURPOSE

- 1.1. This procedure defines the process and methods for conducting both formal and informal management reviews of the Environmental management system.
- 1.2. The Management Representative & Environmental Coordinator is responsible for implementation of this procedure.
- 1.3. Top management is responsible for attending formal management review meetings.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By

3. PROCEDURE: CONDUCTING MANAGEMENT REVIEWS

- 3.1. Top Management reviews the suitability, adequacy and effectiveness of the Environmental Management System through two primary methods: a formal "Management Review Meeting" held periodically, and ongoing management activities conducted throughout the rest of the year.
- 3.2. The formal "Management Review Meeting" is held at a minimum of once in six month
- 3.3. The minimum attendance for Management Review Meeting shall be the other employees shall attend as needed to meet the requirements of the agenda indicated below.
- 3.4. If any attendee is absent, draft minutes will be sent to him/her, for review and so that the person may amend the minutes with any additional data, notes, opinions or opportunities for improvement they may wish to add.
- 3.5. This review shall include assessing opportunities for improvement and the need for changes to the quality management system, including the quality policy and quality objectives.
- 3.6. Minutes of the meetings are taken and maintained. The form **Management Review Meeting Minutes** may be used as a template for the records, or may be completed and filed as the finished record.

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Procedure for Management Review

3.7. The Management Review Meeting shall include analysis of the following inputs:

- review and updating of external and internal issues of concern
- review and updating of the Strategic Plan
- review and updating of process objectives, metrics and KPIs
- review of customer feedback
- review of the CAR system and related trends
- review of internal and external audit results
- review of the performance of external providers;
- review of the adequacy of resources;
- review of the effectiveness of actions taken to address risks and opportunities;
- review of opportunities for improvement.
- review of the Quality Policy for adequacy and to ensure it remains consistent with the needs of customers and the industry;
- recommendations for improvement of the quality management system
- follow-up activities from previous Management Reviews

3.8. The Management Review Meeting shall generate Corrective and/or Preventive Action Requests (see procedure), or take other recorded action, as a result of review topics in an effort to improve the management system, products, processes and services, and to address resource needs.

3.9. This includes any decisions and actions related to the improvement of the effectiveness of the quality management system and its processes, improvement of product related to customer requirements and resource needs.

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Procedure for Management Review

RECORD

1. Notification of agenda
2. Management Review Meeting

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Procedure for Operation control
JC-OCP-01
ISSUE DATE : 08.03.2022

1. PURPOSE

To establish and maintain system to ensure the identification of Operational Control Procedures related to Environmental and OH&S Management System.

2. SCOPE

This EHS procedure applies to Environmental and OH&S Management System Manual by the organization.

3. RESPONSIBILITY: - All Departmental Heads

4. PROCEDURES

- The organization stipulating the operating control procedure(s), namely for the processes/ Departments are as follows;
 - 1. All Class Room
 - 1. Utility
 - 2. Purchase
 - 3. Stores
 - 4. Machines & DG Set Maintenance
 - 5. Security
 - 6. Transport
 - 7. Training
 - 8. Quality Control / Lab
 - 9. EHS – Environment, Health and safety / MR Functions
 - 10. Administration / Human Resource
- The list of significant aspects and Hazards which are determined through significance methodology becomes the major input for setting operational control procedures.
- Department brainstorms whether the establishment of operational control procedures can successfully manage and control the identified aspect or hazard under study. This study is carried out by departmental members along with work men representative/ work men
- Further the respective departmental Heads ensure that the operational control procedures are prepared, established, implemented and maintained for the significant hazards and also for the moderate hazards where the departments feels necessary for effective management of EHS System.
- Operational control procedures are also made with the identified aspects and hazards consistent with EHS Policy, objectives and targets. for activities significantly interacting with the Environment Health & Safety Management System .
- These procedures include instructions and operating criteria for controlling environmental aspects and hazards relating to operations carried out at Jangipur College , to control situations where there absence could lead deviation of form the EHS Policy, objectives and targets.

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Procedure for Operation control

JC-OCP-01

ISSUE DATE : 08.03.2022

- The Operational control procedures for identified significant aspects and hazards of goods and services, purchased goods, equipments and services, used by the organization applicable to the sub-contractor / supplier at Jangipur College are communicated to them by the responsible department utilizing there services.
- The Operational control procedures for identified significant aspects and hazards are communicated to the visitors to the workplace at Jangipur College through relevant personnel of ESL accompanying them and also various signage's displayed in the College .. Security plays an important role in vehicle movement and checks on speed controls, & safety signage also there. Operational control procedures for visitors in plant are also established.
- These operational control procedures are prepared to carry out the operations associated with significant impact and risks associated with the operations in a controlled manner.
- All the identified, established and documented Operational Control procedures are listed in Master List of Departmental Procedures / Documents and relevant records are listed in Master List of Departmental Formats.

5 DOCUMENT / FORMAT REFERENCE: -

No.	Description	Ref. No.
1.	List of Significant Aspect and Hazards	JC-EAI-01
2.	Management System Policy & Procedure	JCC-MSPP-01
3.	Emergency Preparedness & Response Plan Manual	JC-EMS-01

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