



HINDU KANYA MAHAVIDYALAYA, JIND

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INSTITUTIONAL POLICIES



Session: 2023-24



Hindu Kanya Mahavidyalaya, Jind Staff Welfare Policy

1. Introduction:

At Hindu Kanya Mahavidyalaya (HKMV), Jind, we believe that the well-being of our employees, both teaching and non-teaching, is pivotal to creating a motivated and productive workforce. To help our employees support themselves and their families, this policy ensures that additional benefits and welfare measures are in place, supplementing their wages and enhancing their overall quality of life. These initiatives include social security measures, financial assistance, and other welfare facilities, promoting a healthy, balanced, and conducive work environment for all. This policy applies to all teaching and non-teaching staff of HKMV, Jind, and takes effect after approval by the governing body.

2. Objectives:

The Staff Welfare Policy aims to:

- Enhance the quality of life and overall well-being of teaching and non-teaching staff.
- Facilitate the personal and professional development of employees.
- Ensure awareness of welfare measures and social security benefits among employees.
- Comply with legal and regulatory requirements for employee welfare and security.
- Provide facilities both within and outside the organization's premises.
- Encourage voluntary welfare initiatives to foster a sense of belonging and motivation.

3. Welfare Facilities and Policy Statements:

Retirement Benefits:

- Provident Fund (PF):** Employees are entitled to PF benefits under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. These benefits are administered according to government-approved schemes for eligible employees.
- Gratuity:** Employees are eligible for gratuity benefits under the Payment of Gratuity Act, 1972, based on the criteria specified in the Act.

4. Healthcare Benefits:

- Employee State Insurance (ESI):** Medical benefits are provided in accordance with the Employee State Insurance Act, 1948 for unapproved non-teaching staff.

5. Maternity Leave:

- As per the Maternity Benefit Amendment Act, 2017, women employees are entitled to 182 days of paid maternity leave, covering both prenatal and postnatal periods, and can avail this benefit twice during their service. In case of miscarriage, maternity leave of up to 42 days is provided.

6. Earned Leave and Encashment:

- **Teaching & Non-Teaching Staff:** Teaching & Non-Teaching Staff is eligible for earned leave and leave encashment as per Haryana Government/UGC rules.

7. Qualification Allowance:

- Employees who enhance their educational or professional qualifications while in service are eligible for additional increments.

8. Academic Support for Teaching Staff:

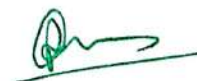
- **Deputation to Conferences/Seminars/Workshops:** Teaching staff are encouraged to participate in academic events.
- **Study Leave:** Employees pursuing higher education or research are eligible for study leave, as per institutional guidelines.

9. Additional Facilities

- **Solving Grievances:** A formal grievance redressal mechanism is in place to address staff concerns promptly.
- Pension to all who are eligible for the benefit.
- Fee concession in admission for wards of the staff members.
- Free medicine and bed facility for the sick during college hours and in case of emergency help is provided to take them to hospital.
- Free uniform each year for group IV employees.
- Marriage gifts to all employees from staff fund.
- Ex-gratia financial help to the family of deceased staff members.
- Wheat Loan is provided to employees of group IV without any interest.

Review and Amendments:

This policy will be reviewed every three years to ensure its relevance and alignment with evolving needs and statutory requirements. Amendments will be made based on feedback from employees and the welfare committee.



Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)



Hindu Kanya Mahavidyalaya, Jind E-Governance Policy

Vision

To implement a seamless, transparent, and efficient e-governance system across all institutional activities, enhancing the accessibility and management of academic and administrative processes while striving towards a sustainable, paperless, and green campus.

Objectives

1. To ensure a robust, secure, and efficient e-governance framework for all stakeholders.
2. To integrate academic and administrative functions under a unified digital platform using ERP systems.
3. To create a transparent, responsive, and eco-friendly governance structure.
4. To facilitate the flow of information through user-friendly and accessible digital systems.
5. To enhance the quality of services for students, faculty, and administrative staff.

Scope

This policy applies to:

1. Students (UG and PG programs)
2. Faculty members
3. Administrative and support staff
4. Stakeholders, including parents and affiliated bodies

Core Framework: ERP System:

The institution has adopted ERP system, designed by Smartlec.com, which integrates all college activities into one platform. This system bridges the gap between manual and automated processes, ensuring efficient e-governance.

Key Features of ERP

1. Login Window:

- User-based access for students, faculty, and administrative staff through unique IDs and passwords.
- Password customization for user convenience.

2. Dashboard:

Displays critical statistics such as student count, staff count, and departmental data.

3. Modules of ERP:

- **Student Module:** Maintains student profiles, academic records, and certificates.
- **Attendance Module:** Tracks subject-wise attendance, generates daily/monthly reports, and sends SMS alerts to students.
- **Result Module:** Manages uploading and access of student results.
- **Faculty and Course Module:** Manages faculty profiles, schedules, and departmental/course details.
- **Account Module:** Handles fee payments, generates receipts, and maintains fee status records.
- **User Module:** Adds, manages, and organizes users operating within the ERP system.
- **Complaint Module:** Separate complaint-handling modules for students and staff.
- **Alert Module:** Sends notices and updates through digital channels.

4. Integration with Administrative Processes:

- Finance-related tasks, such as GST and NPS for faculty, managed electronically.
- Use of tele-accounting software for internal audits.
- Digital salary processing and submission of bills.

5. Digital Platforms for Admissions and Exams:

- Online student admissions via the DHE portal.
- Examination forms and admit cards managed through the CRSP portal.
- Scholarships provided digitally to eligible students.

Areas of E-Governance Implementation

1. Academic Management:

- Digitalized admission processes and profile management.
- Deployment of Learning Management System (LMS) for course management.
- Automation of examination forms and results processing.

2. Communication and Notices:

- Institutional website updated regularly with news, notices, and reports.
- Digital communication via official emails, WhatsApp groups, and the ERP system.

3. Library Services:

- Soul 3.0 version software used for digital management of Library such as acquisition, cataloguing, circulation, Serial Control, OPAC, administration.
- Access to digital resources through the library portal such as N-List.

4. Administration and Governance:

- ERP-enabled complaint modules for students and staff.
- Digital communication with external bodies like the university and DGHE through email and MIS Portal of DGHE.

5. Finance and Accounts:

- Automated fee collection, receipt generation, and financial record maintenance.
- Internal audits conducted through tele-accounting software.

6. Infrastructure and Development:

- Oversight of activities by IQAC and key committees using ERP tools.
- ERP-enabled planning and resource management for departments.

7. Website Management:

- Regular updates and administration by the ICT Committee.

Future Initiatives:

- Expansion of ERP modules to enhance student and staff services.
- Strengthening data security and user privacy measures.
- Encouraging broader use of e-learning tools integrated with ERP.
- Promoting a paperless campus and implementing additional green initiatives.

Review and Monitoring:

The e-governance framework, including ERP operations, will be reviewed annually to ensure efficiency, address challenges, and upgrade functionalities.



Principal
Hindu Kanya Behavidyalaya
Jind (Haryana)



Hindu Kanya Mahavidyalaya, Jind

Resource Mobilization and Utilization Policy:

Hindu Kanya Mahavidyalaya is committed to achieving its mission by mobilizing requisite funds and ensuring their optimal utilization. The institution maintains a learner-focused environment through transparent and systematic financial management, governed by its esteemed governing body. The primary sources of funds for the college include government grants and self-generated resources.

Sources of Financial Resources:

1. Grants from the Haryana Government (Grant-in-Aid).
2. Funding from UGC/RUSA.
3. Grants for seminars, workshops, and events from DGHE Haryana/UGC/NAAC.
4. Income from shops rent.
5. Donations.
6. Student fees.
7. NSS grants.

Utilization of Resources:

1. Infrastructure Development and Maintenance:

Funds are allocated for the enhancement and upkeep of college facilities. Proposals are examined by the Bursar and a purchase committee, ensuring relevance and optimal use of resources through competitive bidding and tendering.

2. Salary Expenditure:

State government grants cover the salaries of budgeted teaching and non-teaching staff. Budgets are prepared collaboratively by the Management Committee, Principal, Bursar, and IQAC Coordinator keeping in view developmental requirements.

3. Support for Academic Growth:

- Funds are allocated for infrastructure upgrades, especially for introducing new programs and courses.
- For providing facilities such as high-tech, computer labs, smart class rooms, seminar rooms, Auditorium etc.
- Annual provision is made for library development.
- Seminars, workshops, webinars, expert talks, and faculty development programs are funded.
- Registration fees for faculty participating in national and international events are reimbursed.

4. Extracurricular and Student Support:

- Adequate funds are set aside for sports, cultural, and extracurricular activities.
- Scholarships and financial incentives are awarded to students excelling in academics, sports, and cultural events.
- Support is provided for student educational and recreational tours.

Resource Optimization:

- Shared usage of departmental equipment is encouraged.
- Student fees contribute to infrastructure and academic activities.

Grant Management and Audits:

- Government and non-government grants are strictly used for their sanctioned purposes, ensuring accountability and transparency through regular audits.
- NSS grants support one-day and seven-day special camps.
- All transactions are done through the bank.
- All expenditure is incurred through cheques.
- Deductions for the Income Tax and Provident Fund as per the latest government rules of salary.
- A Chartered Accountant is appointed by the college for Internal Auditing of all maintained accounts and external audits are also done by Director General Education Haryana.

Self-Finance Scheme Employees:

- Salaries for staff employed under self-finance schemes are duly provided.



Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)



Gender Policy of Hindu Kanya Mahavidyalaya, Jind

“Gender Equality is more than a goal in itself. It is a precondition for meeting the challenge of reducing poverty, promoting sustainable development and building good governance” Kofi Anan.

Hindu Kanya Mahavidyalaya, Jind, as a premier women's college, is committed to creating a nurturing and empowering environment that upholds the dignity, rights, and potential of every woman. Rooted in constitutional values and social responsibility, this policy seeks to ensure that gender equity and safety remain integral to the institution's ethos and operations.

This policy draws inspiration from the Indian Constitution's commitment to gender equality:

Article 14: Guarantees equality before the law and equal protection of the laws for all individuals

Article 15(1): Prohibits discrimination on the grounds of religion, race, caste, sex, or place of birth

Article 16: Ensures equal opportunities in public employment.

Article 42: Directs the State to ensure just and humane working conditions and maternity relief.

These constitutional provisions underscore the college's commitment to fostering an environment of equality, fairness, and respect for all.

Objectives: -

1. To empower and support female students and staff in their academic, professional, and personal journeys.
2. To create a safe, inclusive, and equitable campus environment
3. To challenge and break down gender stereotypes through education and awareness.
4. To promote leadership, participation, and decision-making opportunities for women.

Key Elements of the Gender Policy: -

1. Commitment to Women's Empowerment

Hindu Kanya Mahavidyalaya is dedicated to developing future leaders and changemakers by fostering confidence, resilience, and intellectual growth among women. This involves:

- Strengthening leadership programs.
- Encouraging critical thinking and self-expression
- Providing equal access to resources and opportunities.

2 Safety and Dignity

- Provide a safe and secure campus with robust security measures, including surveillance and 24/7 monitoring.
- Maintain a functional and responsive Internal Complaint Committee (ICC) to address grievances related to sexual harassment or discrimination.
- Ensure access to essential facilities, such as clean sanitation, a health center, and transportation support.

Strategies and Measures for Promoting Gender Equity: -

A. Leadership and Representation

- Ensure active participation of women in governance and decision-making bodies.
- Promote initiatives that give students a platform to advocate for gender equity.

B. Safety Protocols

- Regular audits to assess campus safety and take corrective actions.
- Ensure access to healthcare, sanitary provisions, and safe transportation.
- Offer counselling services and mental health support tailored to women's needs.

C. Capacity Building and Awareness

- Conduct gender sensitization workshops, self-defence classes, and leadership training.
- Integrate gender studies and related topics into academic curricula.
- Celebrate key events such as International Women's Day to inspire and mobilize students.

D. Support and Opportunities

- Provide mentorship, career counselling, and skill development programs.
- Ensure equitable access to scholarships, internships, and placements.
- Facilitate networking and partnerships with women-centric organizations.

Monitoring and Evaluation: -

- Set measurable goals and regularly assess progress through feedback and data collection.
- Organize annual reviews to evaluate policy effectiveness and report findings to stakeholders.

Networking and Advocacy: -

- Engage with NGOs, government agencies, and community groups to broaden opportunities for students.
- Participate in campaigns and initiatives that promote women's rights and empowerment.



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Jind (Haryana)



HINDU KANYA MAHAVIDYALAYA, JIND

Anti-Ragging Policy

1. Introduction:

Hindu Kanya Mahavidyalaya, Jind, is committed to ensuring a ragging-free campus, fostering a safe and respectful environment for all students. The Anti-Ragging Policy is designed to prevent and address any instances of ragging, in compliance with UGC regulations and legal mandates.

2. Objectives:

- Prevent and protect students from any form of ragging.
- Raise awareness about the negative impact of ragging and the consequences of involvement.
- Provide a mechanism for students to report incidents of ragging and ensure timely action.
- Initiate disciplinary and legal action when necessary.

3. Definition of Ragging:

Ragging includes any act that involves:

- Teasing, bullying, or treating a student with rudeness.
- Activities causing psychological harm or raising fear or apprehension in any student.
- Forcing students to perform tasks that cause humiliation or embarrassment.
- Physical abuse, sexual harassment, or any form of violence.
- Financial exploitation or extortion.
- Actions affecting a student's mental health and confidence.

4. Reporting Ragging:

- Complaints can be submitted in writing to the Anti-Ragging Cell (ARC) with details of the incident, including date, time, and location.

Students may also report incidents to any ARC member or through an **email:** hkvmjind@gmail.com & **Phone No.:** 1681-256263

- Confidentiality will be maintained to protect the identity of the complainant and victim.

5. Grievance Redressal Process:

- The ARC will secure the safety of the complainant and provide immediate counselling support.
- A formal written complaint will be documented, including details of the alleged offender(s).
- The ARC will hold a meeting to review the complaint and decide on necessary actions.
- The Head of the Institution will be informed, and appropriate disciplinary measures will be taken.

6. Disciplinary Actions:

Depending on the severity of the incident, one or more of the following actions may be taken:

- Cancellation of admission.
- Suspension from classes.
- Withholding scholarships, results, or other benefits.
- Barring participation in extracurricular activities.
- Rustication or expulsion from the college.
- Imposing collective punishment if the offenders are not identified.

7. Composition of Anti-Ragging Committee:

Name	Designation	Position
Dr. Poonam Kajal	Principal	Chairman
Dr. Sushma Hooda	Associate Professor	Convener
Mrs. Rekha Saini	Associate Professor	Member
Mrs. Anjali Gupta	Associate Professor	Member
Ms. Mansi Dhiman	Student	Student
Miss Sapna	Student	Student
Miss Tanya Verma	Student	Student

8. Awareness and Prevention:

- The college will organize regular awareness campaigns and workshops.
- Information on anti-ragging measures will be prominently displayed on campus and shared during student orientations.

9. Legal Framework:

The policy aligns with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions and relevant state laws.

10. Contact Information:

Students can reach the Anti-Ragging Cell through the college's **email: hkmvjind@gmail.com**
& Phone No.: 1681-256263


Principal
Hindu Kangri Mahavidyalaya
Jind (Haryana)





Hindu Kanya Mahavidyalaya, Jind

Policy Document for Award of Non-Government Scholarships and Free ships

Purpose:

Hindu Kanya Mahavidyalaya, Jind, is dedicated to providing quality education with a focus on inclusivity, equity, and access for all students, irrespective of their socio-economic backgrounds. Recognizing the financial barriers that hinder educational opportunities, the institution is committed to supporting its students through scholarships and free ships. This initiative aims to address the financial challenges faced by learners, enabling them to pursue their academic goals and fostering a sense of belonging and empowerment within the institution.

Scope:

The policy outlines the framework for the equitable distribution of financial assistance in the form of scholarships and free ships. It is applicable to all eligible students of the institution, ensuring that financial support is extended to bridge economic gaps and promote inclusivity. The policy seeks to motivate students to excel in their academic and extracurricular pursuits, thereby contributing to the overall growth of society.

Policy Objectives:

- To provide financial assistance to deserving students, particularly those from economically weaker sections.
- To recognize and encourage academic excellence, sports achievements, cultural contributions, and social inclusivity.
- To promote the enrolment and retention of students from diverse socio-economic backgrounds.
- To support girl students, orphaned children, and students from Scheduled Castes (SC) and Scheduled Tribes (ST).
- To ensure a transparent, efficient, and merit-based process for awarding scholarships and free ships.

Categories of Financial Assistance:

The institution will award scholarships and free ships based on the following categories:

1. **Merit-Based Assistance:** For students demonstrating outstanding academic achievements.
2. **Economic Need:** For students from low-income families who face financial hardships.

3. **Social Equity:** Special support for girl students, SC/ST students, and other marginalized groups.
4. **Special Achievements:** For students excelling in sports, arts, or cultural activities.
5. **Orphaned Students:** Financial support for students who have lost one or both parents.

Roles and Responsibilities:

1. Head of the Institution:

- To seek necessary approvals from the management.
- To oversee the execution of the policy and ensure its effective implementation.
- To chair the scholarship committee for reviewing applications and disbursing funds.

2. Administrative Office:

- To assist in identifying eligible students.
- To ensure timely communication of scholarship and free ship opportunities to students.
- To facilitate the smooth disbursement of funds.

3. Scholarship Committee:

Comprised of the head of the institution, teaching staff, and non-teaching staff.

- To review, evaluate, and approve scholarship applications.
- To ensure fairness and transparency in the selection process.

4. Office Assistant:

- To support the administrative office in record-keeping, communication, and fund disbursement.

Implementation and Monitoring:

- The scholarship and free ship program will be implemented under the supervision of the head of the institution scholarship committee and the administrative office.

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Category wise the quantum of financial assistance to the students will be as follows:

Scholarship for B.A. 1st /B.Sc. 1st /B.Com. 1st /B.Com. (Hons.) 1st /B.A. (Maths Hons.) 1st UG concession in fees.

First in district in 12th or more than 95%	100% concession in fees
90% marks or more than 90% in 12th	75% concession in fees
85% or more than 85% marks in 12th	50% concession in fees
Participation at international level in sports or position at national level in sports in 12th	100% concession in fees
Participation at national level in sports in 12th	50% concession in fees

Position at state level in 12 th	2100 Rs.
Participation at state level in sports in 12 th	1500 Rs.
Position at district level in sports in 12 th	1100Rs.

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Fee Concession Structure for Classes UG II/III & PG II:

1. University Position Based Concession:	<ul style="list-style-type: none"> • 1st Position in University-5100/- • 2nd Position in University-4100/- • 3rd Position in University - 3100/- • 4th to 10th Position in University - 2100/-
2. Percentage Based (secured in previous examination) Concession:	<ul style="list-style-type: none"> • 85% or above-2100/- • 80% to 84.9%-1100/-
3. Poverty Based Concession:	<ul style="list-style-type: none"> • More than 90%-3100/- • 85% to 90%-2500/- • 80% to 84%-2100/- • 70% to 79%-1500/- • 60% or 69%-1100/-
4. Sports Based Fee Concession:	<ul style="list-style-type: none"> • Inter College or Distt. Level Position-1100/- • State Level Participation-1500/- • State Level Position-2100/- • National Level Participation-5100/- • National Level Position- full fee concession • National Level Position-7500/- (for the students studying in self-finance programmes) • International Participation- full fee concession • International Participation-7500/- (for the students studying in self-finance programmes) • All India University Participation-5100/- • All India University Position- full fee concession • All India University Position-7500/- (for the students studying in self-finance programmes) • Inter University Participation-2100/- (Inter Zonal) • Inter University Position-3100/- (Inter Zonal)

Only one type of concession will be given to the students either Merit based/Poverty based/ Sports based.

Review and Evaluation:

The policy will be reviewed, if required, by the scholarship committee. The review will focus on evaluating the effectiveness of the financial assistance program, identifying areas for improvement, and making necessary amendments to enhance the support mechanism.



P-Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)



Hindu Kanya Mahavidyalaya, Jind

Policy for Disabled-Friendly and Barrier-Free Campus

Introduction:

Hindu Kanya Mahavidyalaya (HKMV), Jind, is committed to fostering an inclusive and barrier-free environment that ensures accessibility and dignity for all individuals, particularly those with disabilities. As a premier educational institution, HKMV recognizes the importance of providing necessary facilities and creating a supportive infrastructure that enables individuals with special needs to lead independent and meaningful lives. This policy outlines the institution's commitment to promoting inclusivity, addressing the needs of specially-abled individuals, and ensuring their full integration into the academic and social environment.

Objectives:

1. To create a physically and socially barrier-free environment for specially-abled students, staff, and visitors.
2. To promote inclusivity and eliminate discrimination against persons with disabilities in any form.
3. To provide and maintain infrastructural facilities that meet the needs of persons with disabilities.
4. To ensure equal opportunities for students with special needs in academic, extracurricular, and professional domains.
5. To provide adequate medical care and address disability-related issues within the institution.
6. To establish an effective grievance redressal mechanism for disability-related concerns.
7. To ensure accessibility to all facilities and services within the institution.
8. To sensitize the college community towards the rights, needs, and dignity of persons with disabilities.

Accessibility Policy:

HKMV ensures that all institutional services, facilities, and resources are accessible to persons with disabilities.

1. Academic Accessibility:

- Textbooks and study materials are made accessible for students with special needs through digital formats or alternative media.

- Special provisions are made during examinations, such as:

1. Facility for scribes.
2. Additional time during exams.

2. Infrastructural Accessibility:

- A ramp is available for easy access to the building.
- Wheelchair facility is provided for individuals with mobility challenges.
- Pedestrian-friendly roads within the campus are maintained for safe and accessible movement.

3. Human Assistance:

- Dedicated assistance is available to provide information and guidance to persons with disabilities.
- Volunteers and trained personnel are assigned to assist individuals as needed.

4. Medical and Emergency Care:

- Adequate medical care is ensured for persons with special needs.

5. Reservation Policy:

- The institution adheres to government policies on the reservation of seats in admissions for differently-abled individuals.

6. Financial Assistance:

- Scholarships are provided to students with special needs based on academic merit, extracurricular achievements, and participation in para-sports from Red-Cross Cell.

Facilities Available on Campus:

- Ramp for building access.
- Wheelchair availability.
- Human assistance for information and navigation.
- Scribe facilities and extra time during examinations.
- Pedestrian-friendly roads.

Grievance Redressal:

- A dedicated grievance redressal mechanism is in place to address issues faced by persons with disabilities promptly and effectively.



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Jind (Haryana)

Hindu Kanya Mahavidyalaya, Jind

Sustainability, Environment and Energy Policy

At Hindu Kanya Mahavidyalaya, Jind, we are dedicated to fostering a sustainable and environmentally responsible campus while embracing a culture of energy efficiency and green initiatives. We recognize our unique position to influence positive change within our institution and community. Our commitment to this endeavour is embodied in the following Sustainability, Environment and Energy Policy;

1. Environmental Responsibility:

- We are committed to reducing our environmental impact by promoting responsible resource management and minimizing waste generation.
- We will actively work towards preserving and enhancing biodiversity, ecosystem health, and sustainable land use practices on our campus.

2. Energy Efficiency and Conservation:

- We will continually strive to reduce our energy consumption through technological innovation, responsible usage, and the adoption of renewable energy sources.
- We aim to create a culture of energy conservation through awareness, education, and the implementation of energy-efficient practices.

3. Green Initiatives and Sustainable Practices:

- We will spearhead and support green initiatives, such as recycling, waste reduction, sustainable transportation options, and the integration of eco-friendly products.
- We are committed to the integration of sustainability principles into our academic and extracurricular activities.

4. Compliance and Accountability:

- We will ensure strict compliance with all relevant environmental and energy regulations and standards, and we will regularly review our performance to drive continuous improvement.
- Accountability for our environmental and energy objectives lies with our leadership team and extends to every member of our college community.

5. Stakeholder Engagement and Collaboration:

- We encourage active engagement and collaboration with our students, faculty, staff, and the broader community to drive sustainable practices and environmental stewardship.



6. Communication and Transparency:

- We will transparently communicate our environmental and energy performance, objectives, and initiatives to our stakeholders and the public.

7. Resource Allocation and Investment:

- We will allocate necessary resources, both financial and human, to support our sustainability and energy efficiency initiatives.

8. Innovation and Leadership:

- We will foster innovation and strive to lead by example in pioneering green and sustainable solutions within our institution.

9. Responsibility to Future Generations:

- We recognize our responsibility to future generations and are dedicated to creating a greener, more sustainable world for them.

Through the collective efforts of our college community, we will inspire and drive positive change in our quest for environmental responsibility, energy efficiency, and green initiatives.



Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)
H.K.M.V. Jind



Hindu Kanya Mahavidyalaya, Jind

Waste Management and Energy Conservation Policy

Preamble

Hindu Kanya Mahavidyalaya recognizes its responsibility to promote sustainability and environmental stewardship. We are committed to managing waste responsibly, conserving energy, and reducing our environmental footprint. This policy outlines our commitment to effective waste management and energy conservation within our institution.

Purpose

The purpose of this policy is to:

1. Minimize waste generation and promote recycling and reuse.
2. Reduce energy consumption and promote energy-efficient practices.
3. Raise awareness among staff, students, and stakeholders about our environmental responsibilities.
4. Comply with relevant environmental regulations and standards.

Waste Management

1. **Reduce, Reuse, Recycle:** We are dedicated to the principles of "Reduce, Reuse, and Recycle." All members of our institution are encouraged to minimize waste generation, reuse materials when possible, and actively participate in recycling programs.
2. **Waste Segregation:** We will establish a comprehensive waste segregation system across the campus, with separate bins for recyclables, organic waste, and non-recyclables. Properly labelled bins will be strategically placed.
3. **Hazardous Waste:** Hazardous waste will be managed in accordance with all relevant laws and regulations, ensuring safe handling, storage, and disposal practices.
4. **Education and Engagement:** We will organize regular educational programs, seminars, and awareness campaigns to engage and educate students, faculty, and staff in responsible waste management practices.
5. **Reduction of Single-Use Items:** We will actively promote the reduction of single-use items such as plastic bags, bottles, and disposable utensils, encouraging the use of reusable alternatives.

Energy Conservation:

- 1. Energy Efficiency:** We are committed to enhancing energy efficiency within our campus by installing and maintaining energy-efficient lighting, heating, ventilation, and air conditioning systems. Routine energy audits will be conducted to identify and address areas for improvement.
- 2. Renewable Energy:** We will explore opportunities to harness renewable energy sources, such as solar panels, wind turbines, and biomass energy, to reduce our reliance on non-renewable energy.
- 3. Behavioural Change:** All community members will be encouraged to adopt energy-saving behaviours, including turning off lights, computers, and equipment when not in use, and participating in energy-saving initiatives.
- 4. Technological Advancements:** We will invest in and promote the adoption of energy efficient technologies and explore research and innovation in the field of energy conservation.

Policy Implementation:

1. All students, faculty, and staff are expected to adhere to this policy.
2. A dedicated committee will be formed to oversee the implementation of this policy and monitor its effectiveness.
3. Regular assessments and reports will be conducted to track waste reduction, recycling rates, and energy consumption, ensuring our goals are met.

Compliance:

Non-compliance with this policy may result in disciplinary action, as per the college's rules and regulations.

Review and Revision:

This policy will be periodically reviewed and updated to ensure its continued effectiveness in achieving our waste management and energy conservation objectives.

Conclusion:

Hindu Kanya Mahavidyalaya is steadfast in its commitment to environmental responsibility. This comprehensive Waste Management and Energy Conservation Policy reflects our dedication to sustainability, and we encourage all members of our community to actively participate in these efforts, as together we strive to create a greener and more sustainable campus environment.



Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)



Hindu Kanya Mahavidyalaya, Jind

Grievance Redressal Policy

Hindu Kanya Mahavidyalaya is committed to providing an environment that fosters academic and personal growth. As part of our commitment to the welfare of students, staff, and stakeholders, this Grievance Redressal Policy has been established to address and resolve grievances in an efficient, fair, and transparent manner.

Constitution:

Chairperson: Dr. Punam Kajal (Principal)

Convenor: Dr. Upasana

Members:

1. Mrs. Rekha Saini
2. Dr. Geeta Gupta
3. Mrs. Anjali Gupta
4. Mrs. Anju
5. Mrs. Kranti

Objectives:

The objectives of this policy are to:

1. Provide a mechanism for individuals to express grievances and concerns.
2. Ensure the prompt and impartial resolution of grievances.
3. Promote transparency and accountability in the grievance redressal process.

Definition of Grievance:

A grievance includes dissatisfaction or disagreement with any aspect of the college's activities, services, or policies affecting students, parents, or other stakeholders. This may relate to academic matters, administrative services, faculty conduct, facilities, or other concerns.

Types of Grievances:

Grievances can relate to:

1. Academic Matters: Course content, class schedules, assessments, attendance etc.

2. Faculty Conduct: Teaching quality, regularity, harassment, discrimination etc.
3. Administrative Issues Fees, scholarships, refunds, hostel facilities, placements, and internships.
4. Health & Safety Concerns Issues affecting the well-being of students within the campus.

Grievance Redressal Procedure:

1. Resolution by Discussion:

- Grievant are encouraged to first attempt to resolve their concerns informally by discussing them with the relevant college faculty or staff members.

2. Mentor-Mentee System:

- The college has established a mentor-mentee system where students and staff have a designated mentor who can assist in resolving concerns and grievances.
- Mentors guide and support their mentees in addressing grievances informally.

3. Formal Complaint:

- If the grievance remains unresolved, a formal complaint can be submitted in writing to the Principal or Grievance Redressal Cell. The complaint should detail the nature of the issue and any supporting documents.

4. Grievance Redressal Form:

- The grievant may file a formal grievance using the Grievance Redressal Form available on the college website or from the college administrative office.
- The grievance should include details of the issue, the parties involved, and any supporting documents. The grievant should submit the form to the Grievance Redressal Committee (GRC)
- The grievance can also be registered through complaint management system in the ERP of the college.

5. Processing Complaints:

- The Grievance Redressal Cell will initiate the redressal process within two working days of receiving the complaint. The cell may seek additional information or clarification from the complainant if needed.

6. Resolution and Communication:

- The relevant department or office will address the grievance and report the outcome to the Grievance Redressal Cell. The complainant will be informed of the resolution.

Responsibilities of Grievance Redressal Committee

1. The GRC will be responsible for the impartial review and resolution of formal grievances.
2. The GRC will ensure that the grievance process is conducted confidentially and fairly.

3. The GRC will aim to resolve grievances within a reasonable timeframe, typically within 30 days from the date of receipt of the formal grievance.
4. The GRC may hold hearings or meetings as needed to gather information and seek resolution.
5. The GRC will communicate the outcome of the grievance to the grievant, including any recommended actions or remedies.
6. All grievance records and resolutions will be documented and kept confidentially. The college will maintain records of grievances and their outcomes for reference and accountability.

Exclusions:

Matters beyond the purview of the Grievance Redressal Cell.

1. Decisions rendered by the Academic Council, Board of Studies, and other academic/administrative committees established by the college.
2. Determinations related to scholarships, fee concessions, awards, or medals
3. Resolutions made by the college in accordance with its Discipline Rules and Misconduct policy
4. Choices made by the college regarding admissions to any course.
5. Verdicts issued by the competent authority in matters of assessment and examination results.



Principal
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