



## Balagarh Bijoy Krishna Mahavidyalaya

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229

Email.: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)

Website: [bbkm.ac.in](http://bbkm.ac.in)

---

### Student Aid Fund Policy Document

#### Introduction:

The Student Aid Fund (Merit cum Poverty Scholarship) at Balagarh Bijoy Krishna Mahavidyalaya aims to provide financial assistance to deserving students who demonstrate both academic merit and financial need. This fund is established to ensure that no student is deprived of quality education due to financial constraints.

#### Authority:

Student Aid Fund Committee will be empowered to oversee the effective utilization of funds. Their responsibilities include inviting applications, verifying applications, disbursing, managing, and reporting on the use of student aid funds.

#### Eligibility Criteria:

- The applicant must be a bonafide student of Balagarh Bijoy A Mahavidyalaya.
- The applicant must demonstrate financial need, as assessed by the designated committee.
- Priority will be given to students from economically disadvantaged backgrounds.
- Specially-abled students, as certified by a recognized medical authority, will be granted 100% freeship.

#### Application Process:

Interested students must submit a duly filled application form available at the college administrative office.

Along with the application form, the following documents must be submitted:

- Academic transcripts or mark sheets of the last qualifying examination.
- Income certificate or any other document supporting the financial need.
- Relevant certificate for Specially-abled students, as certified by a recognized medical authority.

**PRATAP  
BANERJEE**

Digitally signed by  
PRATAP BANERJEE  
Date: 2024.05.03  
12:04:08 +05'30'

- Any other relevant documents as deemed necessary.
- The deadline for submitting applications will be published in the website.
- Incomplete or late applications will not be considered.

### **Selection Procedure:**

- Student Aid Fund committee comprising faculty members and administrative staff will be constituted to review the applications.
- The committee will assess each application based on academic merit and financial need.
- Personal interviews or interactions may be conducted with shortlisted candidates.
- The decision of the selection committee will be final and binding.

### **Disbursement of Funds:**

The scholarship amount will cover tuition fees, examination fees, and other educational expenses.

The frequency of disbursement will be determined by the college authorities.

### **Terms and Conditions:**

- The recipient must maintain satisfactory academic progress to continue receiving the scholarship.
- Any misrepresentation of information in the application will lead to the cancellation of the scholarship.
- The scholarship is subject to the availability of funds and may be discontinued or modified at the discretion of the college authorities.
- Recipients are encouraged to contribute to the college community through academic excellence and participation in extracurricular activities.

### **Confidentiality:**

All information provided by the applicants will be treated with strict confidentiality and used solely for the purpose of scholarship selection.

**PRATAP**  
**BANERJEE**

Digitally signed by  
PRATAP BANERJEE  
Date: 2024.05.03  
12:04:34 +05'30'



## **Balagarh Bijoy Krishna Mahavidyalaya**

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229  
Email.: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)  
Website: [bbkm.ac.in](http://bbkm.ac.in)

---

---

### **Policy Document for student's welfare**

#### **Preface**

Balagarh Bijoy Krishna Mahavidyalaya is committed to providing excellent support and welfare to all students within a conducive learning environment. The college strives to ensure that students can achieve their goals by implementing effective support mechanisms. It is dedicated to creating a safe space for students, eliminating learning barriers, and fostering an environment where every student can reach their full potential through proper care, guidance, and support interventions.

The college meticulously records and monitors these procedures to ensure their effectiveness in benefiting the students. Recognizing the intrinsic connection between student welfare and learning outcomes, the institute upholds high standards of discipline and behavior among students. This is achieved through a code of conduct that promotes and maintains a positive image of the college.

A comprehensive policy has been formulated and implemented to guarantee the welfare of students and enhance their participation in learning activities. Balagarh Bijoy Krishna Mahavidyalaya is dedicated to creating a nurturing environment that prioritizes student well-being and facilitates their active engagement in the learning process.

#### **Purpose of the Policy**

The primary aim of this policy is to establish a framework for addressing the individual and collective welfare needs of students. It aims to create a college environment where everyone can coexist, work, and learn in peace and harmony. The policy is crafted to offer assistance and guidance that fosters the development of students into upright and honest citizens, while also addressing any behavior or actions that may go against the rules and regulations of the institute.

Through this policy, the institute aims to cultivate an environment in which students can:

1. Experience a hassle-free learning environment and enhance their intellectual abilities.
2. Express themselves freely.
3. Feel that their rights and responsibilities are respected, and their needs are met.

#### **Thrust Area**

- Student Mentoring
- Students Career Guidance
- Grievance Redressal Mechanism
- Anti-ragging cell
- Students Development Workshop
- Financial Aid & Scholarship
- Sports & Games
- Safety & Security
  
- Health care Services
- Facilities for Differently abled
  
- Cultural activities

## **Student Mentoring**

The Institute recognizes that a student may experience problems in coping with issues in their personal lives and in the environment where they live and learn. Mentoring is aimed at helping students use their existing problem-solving skills more effectively or to develop new or better coping skills. Mentoring also promotes and facilitates positive mental, psychological health and emotional wellbeing of students and enhances the students' academic and personal functioning. Counseling sessions provide an opportunity for the student to describe their feelings and problems for themselves and then to reach decisions and actions that are based on informed choices. Regular mentoring sessions are held for the students in the college campus.

## **Students Career Guidance**

The institute is dedicated to providing career guidance for every student, aiming to equip them for the transition to employment or higher education courses. The college places a strong emphasis on prioritizing students in its strategic development and planning.

Career guidance involves assisting students in:

- a) Selecting a suitable course within the college.
- b) Realistically assessing their potential achievements at the university and their possible progression after college.
- c) Exploring various career opportunities.
- d) Exploring employment opportunities

**Grievance Redressal Mechanism** The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non-academic matter within the campus through the online and grievance/suggestion box.

## **Anti-ragging cell**

The Anti-Ragging Cell at Balagarh Bijoy Krishna Mahavidyalaya is dedicated to ensuring a safe and welcoming environment for all students. Committed to eradicating any form of harassment or bullying, the cell actively promotes awareness campaigns and enforces strict measures to prevent ragging incidents, fostering a culture of respect and inclusivity.

## **Students Development Workshop**

Academic workshops for college students have emerged as vital platforms to support, engage, and enhance the learning experience. The institute is dedicated to providing facilities for every student, aiming to equip them for the transition to employment or higher education courses.

## **Financial Aid & Scholarship**

We at Balagarh Bijoy Krishna Mahavidyalaya believe that every student deserves to get the best of education irrespective of the financial condition of his family. The college has a Students Aid Fund which provides financial assistance to needy students enrolled in the college who find it difficult to continue their studies due to financial difficulties. Such students are advised to apply for the same on a prescribed format at the time of admissions and/or by the date decided and notified by the Students Aid Fund Committee every year.

## **Sports & Games**

The institute provides a variety of recreational sports facilities conveniently located throughout the integrated campus. To oversee these activities, the college has a Sports Committee, actively involved in the following:

- Organizing sports and games practices for our students.
- Arranging both Inter College and Intramural sports competitions.
- Procuring necessary sports and games items and ensuring their maintenance.
- Keeping records of sports events attended by our students.

### **Safety & Security**

The safety of students and staff is a top priority for the college. The college authority, led by the principal, is dedicated to safeguarding the lives and property of the college community. Security personnel conduct 24-hour patrols across the campus. Any reported offenses are promptly forwarded to the authorities for investigation and necessary action. Additionally, the campus is equipped with CCTV cameras, and fire safety measures are in place to ensure a secure environment.

### **Health care Services**

The Institute provides the following facilities as part of health care services.

- Health awareness camp
- Sanitizer vending machines
- vaccination camp
- Sanitary napkin dispenser

### **Facilities for Differently- abled**

- Toilet for differently abled persons
- Ramp
- Wheelchair

### **Cultural activities**

Balagarh Bijoy Krishna Mahavidyalaya thrives on vibrant cultural activities, fostering creativity and talent among its students. The college hosts diverse events such as music concerts, dance performances, drama competitions, and literary festivals. These activities not only enrich the cultural landscape of the campus but also promote unity and harmony among students.

**PRATAP**  
**BANERJ**  
**EE**

Digitally signed  
by PRATAP  
BANERJEE  
Date:  
2024.04.29  
11:38:32 +05'30'



## **Balagarh Bijoy Krishna Mahavidyalaya**

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229  
Email.: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)  
Website: [bbkm.ac.in](http://bbkm.ac.in)

---

---

### **Policy Document: Anti Ragging Committee**

#### **Introduction:**

Ragging is a social menace which has no place in Academic environment of the University and concerted efforts required to be in place to prevent its occurrence at any point of time. The Policy of the Institute is to make the campus fully “Anti-ragging campus” in line with UGC/AICTE guidelines.

#### **Functions of University Anti-Ragging Committee**

- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.
- To publicize to all students' prevalent directives and the actions that can be taken against those indulging in ragging.
- To consider the complaints received from the students and conduct enquiry and submit report along with recommendation on punishment for the offenders.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshops against ragging menace and orient the students.
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- To offer services of counselling and create awareness to the students.
- To take all necessary measures for prevention of Ragging inside the Campus/Hostels.

#### **Committee Composition:**

The following is the composition of Anti Ragging Committee.

- a) One Senior Faculty appointed by the Principal as Convener.
- b) 3 Faculty members as members.
- c) A student representative as member
- d) BDO, Balagarh as member
- e) OIC, Balagarh Police station as member

#### **Procedure for handling issues of ragging is as follows:**

The information on ragging can be received in the following manner:

- Through the notified contact details of the Committee members,
- Through national help-line number of UGC on ragging for necessary relief.
- Through any other member of the Institute.
- From any external source.

Follow up actions on complaints:

- In the event of receipt of information of ragging by any of the officers mentioned at (i) above, he/she will promptly alert/inform the Chair of the Anti-Ragging

Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hours of receipt of this information.

- The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect prima facie details of the incident as available. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Committee. The activity shall be completed, at the most, within twenty-four hours of receipt of information.
- The Anti-Ragging Committee of the Institute shall promptly conduct enquiry into the incidents.
- The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Chairman of the AntiRagging Committee of the Institute within fifteen days of the incident.
- Thereafter, the said report and recommendations shall be considered by the Anti-Ragging Committee for recommending the punishment on the erring students.

### **Empowering Anti-Ragging Committee by the University:**

The Institute will constitute, empower and support the work of Anti-ragging committee in all respects.

### **Initiatives to prevent the menace of ragging:**

- Anti-ragging committee members are encouraged to attend meetings/ seminars on Anti ragging to keep abreast of recent issues and solutions.
- Posters on Anti ragging received from UGC put up on prominent places in the institute.
- Conduct competitions like essay/slogan writing, posters and paintings etc. on menace of ragging to create awareness among students on the issues and derive solutions from the student quarter.
- Organizing rallies within and outside the campus as an awareness generation measure.

PRATAP  
BANERJ  
EE

Digitally signed  
by PRATAP  
BANERJEE  
Date:  
2024.04.29  
11:39:24  
+05'30'



## Balagarh Bijoy Krishna Mahavidyalaya

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229  
Email: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)  
Website: [bbkm.ac.in](http://bbkm.ac.in)

---

### Policy Document for Infrastructure Maintenance

**I. Allocation of Resources for Infrastructure Development:** The institute is committed to allocating maximum resources for infrastructure development, enhancing effective teaching and learning based on a comprehensive master plan. These funds are primarily utilized for the development of physical infrastructure, including new classrooms, faculty rooms, laboratories, auditoriums, seminar halls, sports facilities, etc.

#### II. Policies on Maintenance of Infrastructure:

**1) Constitution of Committee:** An Infrastructure and Maintenance Policy Formulation Committee will be formed, consisting of the following members:

- President of GB
- Principal & Secretary
- Coordinator of IQAC
- Government Nominee of GB
- Associated Professor(at least one)

The committee is responsible for ensuring compliance with this policy, developing new policies aligned with developments, and advising the university on relevant matters.

**2) Maintenance of Campus Facilities:** The Maintenance committee examines the infrastructural facilities on the campus, including maintenance of buildings, power, and water supply systems. General maintenance works encompass painting, repairs to doors and windows, renovation of toilet facilities, leak-proofing, and other necessary tasks.

**3) Boards and Maps:** Provisions will be made for:

- Campus map near the entrance gate
- Installation of indication boards, name boards for various buildings and individuals
- Facilities suitable for specially abled students

#### 4) Campus Cleaning:

- a) Proper disposal of waste materials
- b) Ensuring a plastic-free campus and erecting boards indicating directions
- c) Beautification of campus

**5) Facilities for Differently Aabled:** Provision of facilities like ramps, railing and special toilet and portable ramps will be ensured.

**6) Campus Security:** Security measures at entry points will be strengthened, and roads will be renovated.

#### III. Waste Management:



a) Organized and monitored work of sweepers

b) Proper disposal and treatment of biological and plastic wastes through strategic arrangements and tie-ups with local authorities.

**IV. Rainwater Harvesting:** Implementation of rainwater harvesting systems, including underground rainwater harvesting in storage tanks, to promote self-sufficiency in water resources.

PRATAP Digitally signed  
by PRATAP  
BANERJEE BANERJEE  
EE Date:  
2024.04.29  
11:40:07 +05'30'



## **Balagarh Bijoy Krishna Mahavidyalaya**

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229  
Email: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)  
Website: [bbkm.ac.in](http://bbkm.ac.in)

---

### **BALAGARH BIJOY KRISHNA MAHAVIDYALAYA**

#### **Policy Document on E-Governance**

##### **Introduction:**

This policy document outlines the guidelines and protocols for implementing e-governance in Balagarh Bijoy Krishna Mahavidyalaya. The objective is to enhance the efficiency, transparency, and accountability of College's governance practices by adopting technological tools and digital platforms. This policy is applicable to all stakeholders, including the administration, faculty, staff, students, and parents.

##### **Goals:**

The goals of e-governance in Balagarh Bijoy Krishna Mahavidyalaya are as follows:

1. To enhance transparency and accountability in the governance practices.
2. To automate administrative processes and reduce paperwork.
3. To ensure the safety and security of sensitive information and data.

##### **Guidelines:**

The following guidelines must be followed while implementing e-governance in the Balagarh Bijoy Krishna Mahavidyalaya

2. The college must identify and procure appropriate software and hardware to support the e-governance system.
3. The College must ensure that all stakeholders have access to the e-governance system and are adequately trained to use it.
4. The College must ensure the privacy and security of all sensitive information and data by adopting appropriate security measures.
5. The College must regularly evaluate the e-governance system and make necessary improvements to enhance its effectiveness.

##### **Implementation:**

The following steps must be taken to implement e-governance in the Balagarh Bijoy Krishna Mahavidyalaya:

1. The College must appoint ICT committee consisting of representatives from the administration, faculty, and staff to oversee the implementation process. The Bursar, Convenor of Admission Committee, Convenor of Library committee may assist the ICT Committee in this regard.
2. The committee must conduct a thorough assessment of the Balagarh Bijoy Krishna Mahavidyalaya's current governance practices and identify areas where e-governance can be implemented.
3. The committee must identify and procure appropriate software and hardware to support the e-governance system. This may include enterprise resource planning (ERP) software

including student information systems and Learning management systems, Admission Software, Library Software, Accounting software etc.

4. The committee must ensure that all stakeholders have access to the e-governance system and are adequately trained to use it. This may involve conducting training sessions and workshops for faculty, staff and students.

5. The committee must ensure the privacy and security of all sensitive information and data by adopting appropriate security measures such as firewalls, encryption, and access controls. system and its benefits. This may involve creating user manuals, FAQs, and other resources to help stakeholders use the system effectively.

7. The committee must monitor the e-governance system's performance and regularly evaluate its effectiveness to identify areas for improvement.

### **Roles and Responsibilities:**

The following are the roles and responsibilities of stakeholders in the e-governance system:

1. The administration is responsible for overseeing the implementation and maintenance of the e-governance system and ensuring its compliance with legal and regulatory requirements.
2. The faculty is responsible for using the e-governance system to manage academic processes such as attendance, assessments, and grading.
3. The staff is responsible for using the e-governance system to manage administrative processes such as inventory management, and procurement.
4. The students are responsible for using the e-governance system to access academic information such as course schedules, grades, and assignments.

### **Conclusion:**

E-governance in Balagarh Bijoy Krishna Mahavidyalaya is crucial for enhancing efficiency, transparency, and accountability. This policy document outlines the guidelines and protocols for implementing e-governance in the College. The successful implementation of e-governance requires the collaboration and participation of all stakeholders.

**PRATAP**  
**BANERJ**  
**EE**

Digitally signed  
by PRATAP  
BANERJEE  
Date:  
2024.04.29  
11:40:44 +05'30'



## **Balagarh Bijoy Krishna Mahavidyalaya**

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229

Email: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)

Website: [bbkm.ac.in](http://bbkm.ac.in)

---

---

### **Balagarh Bijoy Krishna Mahavidyalaya**

#### **Policy Document: Grievance Redressal Cell**

#### **Introduction:**

The Cell looks into the grievances lodged by any student, and judges its merit, and take appropriate actions for redressal. Anyone with a grievance may approach any member of the Grievance Redressal Cell, or any faculty member of the department. The complaint can be in writing, or oral.

#### **Facilities of Student Grievance Redressal Cell :**

Required infrastructure and network facilities will be provided for the smooth functioning of the cell.

#### **Functions of Student Grievance Redressal Cell:**

- Provide platform to express their complaints / grievances freely and frankly.
- Make the students to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Enable students to participate in the Student Redressal Grievance Cell as members.
- Recommend the actions to be taken for redressal of the Grievance.
- Recommend the actions to be taken for non-recurrence of the similar grievances in future.

#### **Committee Composition:**

The following is the composition of Student Grievance and Redressal cell.

- a. Principal as Chairperson
- b. 2 faculty members as Conveners
- c. 4 faculty members as members
- d. A student representative as a student member.

#### **Roles and responsibilities of Student Grievance Redressal Cell committee members.**

##### **a) Chairperson:**

1. He / She heads the meeting and presides the meeting.
2. Appoints the committee for solving grievances.
3. Takes part in the case investigation and finalizes the judgments per the Management policy.

##### **b) Faculty Member**

1. Takes part in making of year planner and events to be organized for every academic year.
2. Conduct awareness camps about grievance and redressal cell functionalities among students.
3. If requires, provides the counseling to the students who are being identified with behavioral problems.

4. Studies the suggestions received from suggestion box through convener and report to chairman of the cell.

d) Convener

1. He receives the email immediately upon the complaints registered through web portal and reports the same to chairperson.
2. Opens the suggestion box for every week and suggestions will be brought to the notice of faculty member.
3. Organizes the meeting and provides intimation to the members of committee and students who registered complaints about case investigation.
4. Convener of the cell works on the actions given by chairperson.
5. Makes the feedback form, collects the feedback at the end of event, analyses it and makes a report.

PRATAP  
BANERJ  
EE

Digitally signed  
by PRATAP  
BANERJEE  
Date:  
2024.04.29  
11:41:25 +05'30'



## Balagarh Bijoy Krishna Mahavidyalaya

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229  
Email.: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)  
Website: [bbkm.ac.in](http://bbkm.ac.in)

---

## Balagarh Bijoy Krishna Mahavidyalaya

### **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

Infrastructure is an essential part of an educational institution. Without appropriate and adequate infrastructure, no academic institution can fulfill its avowed aims. An educational institute can perform properly only when there is healthy synergy between its students, its faculty and its staff. An apt and adequate infrastructure is one of the major factors to ensure this. With this realization in mind, this institution works towards maintaining an infrastructure that successfully facilitates the teaching-learning process. One of the prime ingredients of infrastructure of an institution is the learning resources it provides to its students. Hence, this institution accords premium value to provide the best possible and learner-friendly learning resources to its students. There is a Infrastructure Committee to look after any infrastructural need and repairs. Annual contracts are made for maintenance of equipments like Generator, Computers with LAN, Students Data base management System, Accounting Management System, Library Management System, FA & EPBX, photocopy Machines, Aqua Guard, Fire Extinguisher etc. The big ground in the College campus is utilized for sports, games and physical education classes, NSS activities and NCC is well maintained. The Chemistry, Physics and Geography labs are well maintained by teachers and non-teaching staff. The College authority pays special attention to the cleanliness of the campus. Any damage to furniture in classrooms is immediately repaired and electrical equipments are maintained with proper care. Any non-functioning equipment or damaged furniture is immediately brought to the attention of the Infrastructure committee or the Principal.

PRATAP Digitally signed  
by PRATAP  
BANERJEE  
Date:  
2024.04.29  
11:42:27 +05'30'



# Balagarh Bijoy Krishna Mahavidyalaya

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229

Email: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)

Website: [bbkm.ac.in](http://bbkm.ac.in)

---

---

## Balagarh Bijoy Krishna Mahavidyalaya

### Policy Document:

### Financial Support for Teachers to Attend Conferences/Workshops/Membership of Professional Bodies

#### 1. Introduction

Balagarh Bijoy Krishna Mahavidyalaya recognizes the importance of professional development for its teachers in order to enhance their knowledge, skills, and professional growth. This policy aims to provide financial support to teachers who wish to attend conferences, workshops, and become members of professional bodies relevant to their respective fields. The purpose of this policy is to encourage continuous learning, networking, and the exchange of ideas among our teaching faculty.

#### 2. Eligibility

2.1 Full-time teachers: All full-time teachers, including permanent and contractual staff, of Balagarh Bijoy Krishna Mahavidyalaya are eligible to apply for financial support under this policy.

2.2 Minimum service requirement: Teachers must have completed a minimum of one year of service at the college to be eligible to apply for financial support.

2.3 Prior approval: Financial support will be granted only to teachers who receive prior approval from the competent authority. Teachers must submit a formal application for financial support, providing details of the conference, workshop, or professional body membership they wish to attend.

#### 3. Financial Support

##### 3.1 Conferences and Workshops:

a. Registration Fees: The college will provide financial support to cover the registration fees for conferences and workshops up to a maximum limit specified by the college.

b. Travel Expenses: Teachers will be eligible for reimbursement of travel expenses incurred for attending conferences and workshops, subject to actual expenses and a maximum limit determined by the college.

c. Accommodation: In case of outstation conferences or workshops, the college will reimburse a portion of the accommodation expenses, up to a predetermined limit.

##### 3.2 Membership of Professional Bodies:

a. Annual Membership Fees: The college will provide financial support to cover the annual membership fees for teachers joining professional bodies relevant to their field of expertise. The maximum limit for reimbursement will be specified by the college.

#### 4. Application Process

4.1 Teachers interested in availing financial support to attend conferences, workshops, or join professional bodies must complete the designated application form, available at the college administration office or through the college's official website.

4.2 The application must include details such as the name and description of the conference/workshop, dates, location, expected benefits, and estimated costs.

4.3 Teachers must submit the application to their respective Heads of Department (HoD) for initial review and recommendation.

4.4 The HoD will forward the application, along with their recommendation, to the Principal for final approval.

4.5 The Principal will review the application, considering factors such as the relevance of the event to the teacher's subject area, budget availability, and the overall benefit to the college and its students.

4.6 The decision of the Principal regarding the approval or rejection of the application will be final.

#### 5. Reimbursement Process

5.1 Approved teachers must retain all original receipts and relevant documents for expenses incurred, such as registration fees, travel, and accommodation.

5.2 Teachers must submit their reimbursement claims within 15 days of returning from the conference, workshop, or upon receiving their membership confirmation.

5.3 Reimbursement claims must be submitted to the college administration office along with a duly filled reimbursement form and supporting documents.

5.4 The college administration office will verify the claim and process the reimbursement as per the policy guidelines.

## 6. Responsibilities

6.1 Teachers: It is the responsibility of teachers to submit their applications for financial support well in advance of the conference, workshop, or professional body membership deadline. They must comply with the reimbursement process and provide all necessary supporting documents.

6.2 Heads of Department (HoD): HoDs are responsible for reviewing and recommending the applications of teachers under their department. They should assess the relevance and potential benefits of the event or membership to the teacher's professional growth and the college's academic objectives.

6.3 Principal: The Principal is responsible for the final approval of the applications and ensuring that the financial support provided aligns with the college's budgetary constraints. They should consider the overall benefit to the college and its students while making decisions.

6.4 College Administration Office: The college administration office is responsible for facilitating the application and reimbursement processes. They should verify the reimbursement claims, process the reimbursements, and maintain proper records of the financial transactions.

## 7. Confidentiality and Accountability

All information provided by the teachers in their applications and reimbursement claims will be treated as confidential and used solely for the purpose of evaluating eligibility and processing financial support. The college administration office will maintain appropriate documentation and ensure transparency in financial transactions.

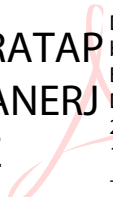
## 8. Policy Review

This policy will be subject to periodic review to ensure its effectiveness and relevance. Any necessary updates or amendments will be made in consultation with the relevant stakeholders, including the teaching faculty, Heads of Department, and college administration.

## 9. Conclusion

The financial support policy for attending conferences, workshops, and joining professional bodies aims to encourage and support the professional development of teachers at Balagarh Bijoy Krishna Mahavidyalaya. By providing assistance in participating in such activities, the college aims to enhance the knowledge, skills, and overall academic excellence of its teaching faculty. This policy is designed to ensure fair and transparent access to financial support while aligning with the college's budgetary constraints and strategic objectives.

Digitally signed  
by PRATAP  
BANERJEE  
Date:  
2024.04.29  
11:42:56  
+05'30'







## Balagarh Bijoy Krishna Mahavidyalaya

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229

Email: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)

Website: [bbkm.ac.in](http://bbkm.ac.in)

Gender equality stand as paramount concerns for **Balagarh Bijoy Krishna Mahavidyalaya**. To address these issues comprehensively, an **Annual Gender Sensitization Action Plan** has been devised, aimed at conducting various gender sensitization activities regularly. The primary objective is to foster an environment of inclusivity, tolerance, and harmony among both students and staff, ultimately leading to women's empowerment.

The key components of the Annual Gender Sensitization Action Plan are as follows:

- 1. Creating a Safe Environment:** Propagating a culture of safety, security, and health to achieve gender equality, ensuring respectful and dignified behavior at all levels within the institution.
- 2. Induction and Orientation Programs:** Conducting orientation programs for students to promote gender sensitization from the outset of their academic journey.
- 3. Awareness Programs:** Organizing awareness programs for female students on topics such as self-defense, AIDS awareness, female feticide, etc.
- 4. Promoting Health and Hygiene:** Undertaking activities focused on health, cleanliness, personal hygiene, and nutrition to empower students with knowledge and practices for a healthy lifestyle.
- 5. Workshops on Critical Situations:** Organizing workshops aimed at equipping students with the skills and mindset to handle critical situations courageously and with presence of mind.
- 6. Entrepreneurship and Career Development:** Conducting activities and workshops to foster entrepreneurship development and enhance career prospects among students.
- 7. Counseling Sessions:** Addressing issues like depression and frustration arising from failures through expert counseling sessions.
- 8. Cybercrime Awareness:** Organizing workshops on cybercrime, safety, and security, particularly targeted towards female students, across various departments and accommodations.
- 9. Financial Guidance:** Providing guidance on financial investments for both students and staff to empower them economically.
- 10. Committee Oversight:** Reviewing the minutes and action taken reports of various committees related to women empowerment, ensuring timely redressal of grievances.
- 11. Student Code of Conduct:** Developing and implementing a student code of conduct that promotes gender equality at the governance level.
- 12. Guardian Teacher Scheme:** Offering regular problem-solving, counseling, and encouragement through the Guardian Teacher Scheme.
- 13. Encouraging Participation:** Encouraging female students to participate in organizations like NCC and NSS, as well as ensuring their equal rights and participation in regular cultural activities.
- 14. No Discrimination Policy:** Enforcing a "No Discrimination Policy" across all academic and administrative domains.
- 15. Representation in Committees:** Ensuring adequate representation of women employees in all college committees.

By implementing these initiatives, Balagarh Bijoy Krishna Mahavidyalaya aims to foster an environment conducive to gender equality, inclusiveness, and women's empowerment, thereby contributing to the holistic development of its students and staff.

**PRATAP BANERJEE** Digitally signed by  
PRATAP BANERJEE  
Date: 2024.04.29  
11:43:22 +05'30'



## **Balagarh Bijoy Krishna Mahavidyalaya**

Hasimpur, Balagarh  
Hooghly – 712501  
West Bengal

Mobile: +918670272229  
Email.: [bbkm.hooghly@gmail.com](mailto:bbkm.hooghly@gmail.com)  
Website: [bbkm.ac.in](http://bbkm.ac.in)

---

---

### **Policy Document: Internal Complaints Committee (ICC)**

#### **Introduction:**

Internal Complaints Committee (ICC) functions include handling Sexual Harassment cases also. In compliance with the instructions of National Commission for women, Vignans Foundation for Science Technology and Research has established Internal Complaints Committee (ICC) to prevent sexual harassment of girl students and women, and to create harmonious environment for the benefit of women

#### **Objectives:**

The primary objective of the Internal Complaint Committee of VFSTR is to Prevent Sexual Harassment of Women and girl students at the workplace. The detailed objectives are given below:

- To develop a policy against sexual harassment of women and girl students at the Institute.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

#### **Functions:**

The ICC's twin functions are:

- To hear and address complaints regarding sexual harassment within the campus.
- To spread awareness about gender-related issues and functioning of the ICC.

#### **Committee Composition:**

The following is the composition of Internal Complaints Committee (ICC).

- a. A senior female Professor as the Chairperson.
- b. 3 faculty members as members.
- c. A student representative as member.
- d. A Non-Teaching female staff as member.

#### **Roles & Responsibilities of ICC members:**

- ICC members should create confidence among women employees and girl students, and be accessible to them.
- ICC should not consider the socio-economic profile as well as position of individuals in the organization, while dealing the complaints.
- All ICC members should be objective in dealing and investigating the complaints.

### **Procedure for Filing Complaints and Initiating Inquiry:**

- An aggrieved woman or female student may complain against a male student /employee /faculty /administrative staff / research staff / to any of the members of the ICC.
- All complaints must be in writing.
- After receiving the complaint, Chairperson convenes the meeting of ICC and constitutes the enquiry committee if prima facie case exists.
- The Committee is required to complete the inquiry within a time period of 90 days from the date of receiving the complaint.
- On completion of the inquiry, the report will be submitted to the Vice-Chancellor with recommendations.

The institute constitutes, empowers and support the work of the committee in all respects.

PRATA  
P  
BANERJ  
EE

Digitally signed  
by PRATAP  
BANERJEE  
Date: 2024.04.29  
11:43:44 +05'30'