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Administrative Policy

- The Principal of the college forms the nucleus of the academic and administrative setup and the Governing Body is the final authority. The Governing Body is responsible for the overall growth of the college at all levels, including the recruitment of teaching and non teaching staff.

- The Principal is responsible for the functioning of the college and its development including administration, academics, co-curricular, extra-curricular and extensional programs. The Principal functions with a team of IQAC, senior Administrative Officers and conveners/coordinators of sub committees along with Students' Cell. The members of G.B along with the said team, Alumni members and Staff of the college take up the responsibility for effective functioning of the college.

- The team IQAC of our college takes the responsibility of planning, formulating, monitoring and evaluating the policies and all activities that is related to various Departmental Committees, Clubs and Associations.

- The strategic plan is carefully designed by them in tune with the Vision and Mission of the college and it is discussed with the Principal, Heads of the Departments and various sub committees and is taken for the approval to the Governing Body. The Governing Body being responsible for apex level decision making, discusses and approves the process. After receiving its approval the plans are disseminated and executed to attain the desired goal.

- The Principal, IQAC along with Heads of Department and sub committees direct and ensure the implementation and execution of necessary changes in teaching-learning process that arrives as timely guidelines from the UGC and University.
  The Academic, Administrative, Financial and Maintenance Committees are involved in developing a quality system for conscious programmed action to improve the academic and administrative performance of the college.

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ESTD-2005

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R & D Policies

Preamble:

Research simplifies concept building and transforms new ideas into innovations in pursuance of a new era of passion for researches. Each finding gives immense pleasure and multiplies enthusiasm towards achieving target. The Research Sub-Committee aims to nurture research culture in the college by promoting research in newly emerging and challenging areas both in arts and science domain.

The Research Sub-Committee functioning with the following objectives –

- To create awareness and opportunities in Research and Development among the students & faculty.
- To create Research and Development in every department.
- To provide the infrastructure through the research centers in the campus.
- To create interest and atmosphere among the staff members to write effective research proposals of different funding agencies for Major and Minor research grants.
- To create awareness and promote faculty for publication, research contribution and patent.
- To assist for applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies.
- To encourage faculty to apply for recognition as research guides.
- To develop and coordinate strategies for maximizing the faculty's success in gaining external research funding.
- To maintain and disseminate current information about relevant research policy areas.
- To work with various departments to establish and develop faculty research priorities on interdisciplinary areas.
- To interact with industry, government, professions and the wider community on all research matters promote faculty research activities to external stakeholders.
- To coordinate faculty level workshops and staff development activities on research-related issues.

In order to promote research and development activities, the college extends its full support to faculty/students/staff. Partial support is given to all innovative research & development works taken up by the faculty and staff members. The college encourages students, faculty and staff to participate in National/international Conferences, Training programmes, organized by reputed institutes.

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Financial Policy

- One of the best practices of the college with regard to financial transaction of the college is that all types of receive-payments are made through online from 2021.
- All financial payments of the college are done jointly by the Principal, the DDO of the college with signature of the President.
- The institution's financial policy in case of payment is that firstly the bill/vouchers are submitted to the accounts section then, the accountant processes the same by verifying proper requisitions as supporting documents made by the section of Head Clerk. After that, the bills are processed in the SMART software (ERP) managed by the accountant only and then they are forwarded to the Bursar of the college for second verification. As soon as the clearance from Bursar is received the accountant sends them to the Principal for approval. After getting approval from the DDO (Principal) the grant is prepared to release through online mode, namely NEFT system of banking.
- The Government Grants are released as per the instructions of Finance Department of the State Government.
- The college has formed two sub committees namely, Finance and Purchase to disburse amount more than 10,000/- (ten thousand) by inviting tenders. The DDO of the college has been given power to sanction amount less than ten thousand.
- Yearly Budget is placed in the Governing Body by the Bursar and Accountant of the college.
- Govt. Audit is done as per the instruction of DPI, West Bengal. Over and above internal financial audit is also made as and when the Principal requires.

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Financial Audit Policy

- The college conducts audit in accordance with the auditing standards in order to obtain reasonable assurance about whether the financial statements are free of material misstatements or not. The audit of our college ensures proper verification of bills & vouchers with reference to the evidence supporting the amount and disclosures in the financial statements. It also includes assessing the accounting principles used and significant estimates made the by the management as well as evaluating the overall financial presentation.

- The college's accounts undergo regular auditing, both internally and externally. Internal audits are conducted by auditors appointed by the Governing Body, while external audits are performed by Government Auditors designated by the Department of Higher Education, Government of West Bengal. Subsequently, audit reports are presented to the Governing Body for thorough analysis and any required action.

- The college follows hybrid system of accounting i.e. both cash & mercantile books of accounts and various registers/ledgers which are being maintained properly.

- The internal and external financial audits of all types of income and expenditure of the college are regularly done from the very beginning of its establishment.

- Since, it is a Govt. Aided college hence, by rule the external financial audit is done on behalf of the Govt. of West Bengal.

- In case delay in Govt. audit the college has practice to conduct its financial audit by a Chartered Accountant (CA) in each fiscal year.

- The audit of Government grants by an authorized auditor appointed by the Governing Body is done as soon as its utilization for which it is sanctioned is over.

- In order to conduct the audit transparently the college has introduced ERP system by purchasing a software from SMART company from the year 2010.

- Moreover, the audit process has been made easier by implementation of online receive-payment system of the college from the year 2022.

- The internal audit of library, stock & asset registers etc. which are involved with financial matter is done by the Bursar, Accountant and the Convener of Lab Sub Committee at the end of every year.

- The grants of research projects are audited by a CA and the UC of the same is submitted as soon as the project is over. However, a project which is continuous in nature the audit of its yearly installment is also made by CA appointed by the college.

- The external govt. audit of the college is up-to-date. (https://www.sbssmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=72&Itemid=0)

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Academic Audit Policy

- Academic audit in all subjects is a normal practice of the college. It ascertains whether the departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, applicability, that ensures quality inputs and consequently quality outputs.

- As per the policy a Departmental Committee (DC) for each subject under the chairmanship of Principal the audit is organized almost at the end of each academic session. The benefit of the policy is that it ascertains:
  - o whether curriculum is completed as per lesson plan given by each department in the beginning of semesters,
  - o whether the result of internal examinations are analyzed and necessary actions are taken by the concerned department,
  - o whether the academic calendar is maintained or not,
  - o whether the teachers are engaged in research and publication or not,
  - o whether the skills enhancement initiatives are taken by the department or not.

- The audit endures as an essential element for maintaining the standard of excellence in Higher Education.

- IQAC has a separate team to scrutinize the internal audit comprising of senior teachers of the college. Academic audit is understood as a scientific periodic and systematic method of reviewing the quality of the academic process of the institution. It is related to quality assurance and enhancing the quality of academic activities of Higher Education Institutions.

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e-Governance Policy

- The concept of effective governance is the ability to confront the new changes and adapt to the needs of the present situation. With the college developing into a well-reputed institute of higher learning, the management understands the need to have an e- governance system in place to co-ordinate the administration of the college. The e-governance helps to automate various functionalities of the institution and brings an element of transparency into the system.

- Santal Bidroha Sardha Satabarshiki Mahavidyalaya has improved the e-governing system in the area of (i) Accounts, (ii) Library and (ii) students' admission from the year 2010 with up-to-date version from the company.

- The college has been trying to introduce ERP to include all the systems under a single management. The centrally management system is the dream project of college, which is to be effective from the year 2024. The policy of e-governance will incorporate the followings:
  - To implement e-governance in various administrative and academic operations of the institution.
  - To promote transparency in the operations of the institution.
  - To achieve effectiveness in the teaching and learning process.
  - To promote accountability.
  - To unite various stakeholders facilitating online communication between the different entities of the institution, both internally and externally.
  - Facilitating easy access to information.
  - To maintain the Data on a secure environment.
  - Making the institution visible globally.

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Admission Policy

- The students admission is held through online by the college since the year 2017. As the student admission process is organized through online mode the e-governance in the area is introduced. This process helps immensely to both students and college very transparently and access data digitally. The online admission provides support to the college for the student providing their personal details.
- As per the policy the notification of admission is published in the college website as per the instruction of the affiliating university.
- There is an Online Admission Sub Committee to execute the whole admission process.
- The committee formulates and executes admission criteria and publish the same in the college website.
- It ensures filling up seats according to merit list, intake capacity and reservation policy and maintain transparency in admission.
- It screens applicants for admission to various courses.
- It regulates subject bunching and shifts changing of subjects after admission of students.
- After admission the names are processed for registration from the university.
- The college sends admission report to the Higher Education Department of Govt of West Bengal.
- It shall periodically update the information posted on the website.

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Discipline Policy

The policy is reflected through the 'Code of Conduct' of the college as follows:

Code of Conduct for the Students:

- Every student must show his/her identity card at college gate while entering into the College Premises.
- Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus. They shall abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.
- Students has to keep the campus neat and clean, not to put any waste anywhere in the campus except the dustbins available in the campus. Any violation of this shall invite a minimum fine of Rs.100/-.
- Consumption of intoxicants/psychotropic substances in any form or smoking or using chewing of paan, paan masala, gutka or any other tobacco products is strictly prohibited.
- Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
- Use of cell phones without permission is strictly prohibited during class hours.
- During leisure hours students are advised to use the library as maximum as possible.
- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability or sexual orientation, marital or family status, physical or mental disability, gender identity etc. is strictly prohibited.
- Students are strictly instructed to handle assets namely, furniture, equipment, fixtures, appliances etc. of the college and lab very carefully. If someone damages the above-mentioned property the student will be responsible and will have to bear the cost of replacement/repair charges with fine.
- Political activity in any form is not permitted in the college campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the college, hostels, and outside the college.
- Students are not permitted to either audio or video recordings of lectures in the classrooms or actions of other students, faculty members or staff without prior permission.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Harassing juniors, ill treatment to other fellow students or any such form of ragging are objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of the Hon'ble Supreme Court of India.

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- Misbehavior towards girl students, threatening and violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- Pay fees, mess bills etc. in advance or in time, which will avoid fines.
- A student should maintain at least 75% class attendance in every subject. Otherwise, he or she will be debarred from the University Examination.
- Students are required to check the Digital Notice Board and also college website for important announcements.
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostel are strongly prohibited as well as punishable.
- Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- Latecomers will not be entertained to enter into the classroom. Student can't leave the classroom when the session is on without the permission of the class teacher.
- Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- In the events of Student Seminars/project presentations etc. it is compulsory that all the students of the concerned class be present for the entire session.
- All students shall leave the classes immediately after all classes over. No student shall wander or gather in verandah, corridor and staircase etc. Do not spend much time in canteen, coffee shops etc.
- All the students are expected to attend all college functions.
- All the students shall wear their identity cards well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to pursue it. Denial of that alone invites disciplinary action.
- Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- For independent study, students are expected to use the classrooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- Students are encouraged to make use of the library, common computing facilities and to use gymnasiums or any program authorized by the college beyond class hours.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

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Recruitment and Promotional Policy

Preface:

The college is affiliated to Vidyasagar University, Midnapore, Paschim Medinipur. The HOI is the chairman of IQAC, Teachers' Council, Academic Committee, Finance Committee, Purchase Committee and such other sub-committees. The Governing Body is the apex body of the college. The college administration is run in accordance with the West Bengal Universities and Colleges (Administration and Regulation) Act,2017, Vidyasagar University statutes and also UGC. The Governing Body consists of Government nominated President. The HOI acts as the Ex-officio Secretary and DDO of the college. Two Government nominees, two Vidyasagar University nominees, three elected Teachers' Representatives, one elected non-Teaching Staff Representative also represent the Governing Body. There is provision for a Nominee of the Higher Education Department of the Govt. of West Bengal to the same body.

Key Highlights

- The functioning of the various bodies of the college in policy making, administrative setup, appointment, service rules and procedures is effective and efficient.
- The Governing Body approves the planning and development plans approved by the IQAC and the Finance Committee.
- The college administration runs as per the policies and direction of the State Government, Vidyasagar University and UGC.
- The website displays notices before admission and reports of recent events written by students.
- Most of the Accounts documentation is digitally maintained Administrative feedback from students is taken online separately.
- Taking the help of e-transactions, online salary of the staff, arrear bills, PF etc., are done through HRMS and IFMS portal.
- The cash books, daily collection registers and other registers like stock registers are maintained, updated and made audited on regular basis.
- The college expenditures are audited by the authorized audit team of the Govt. of West Bengal.

Recruitment and Promotional Policies

- The teachers are recruited through the West Bengal College Service Commission. The Commission recommends the names of the Teacher to appoint in the college and the Governing Body follows the recommendation. The probationary period is one year for them. Their promotion

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is based on the period of service and the API score as per UGC norms under the Higher Education Department of West Bengal.

- The State-aided College Teachers (SACT) are appointed by the college through interviews by the Expert Committees and duly approved by the Governing Body of the college. The State Govt. after being satisfied with the transparency of the recruitment process approves of their status SACT. On completion of M.Phil, Ph.D. or qualifying in the NET/SET examinations there are rewards for them in the form of an incremental increase in their remunerations. The yearly increment for their service is also in place.

- The non-Teaching staff are recruited by the college authority. The posts that have prior sanction and clearance from the Govt. of West Bengal are filled up transparently by the Governing Body through an expert committee. Then the State Government after being satisfied with the transparency of the process of recruitment approves the selected candidates and makes pay fixation. The probationary period for them is two years.

- The college also recruits casual staff considering the increase in workload. These staff are recruited on a temporary basis. Although they do not enjoy the benefits of yearly increments in remunerations, but their remunerations have been increased several times during the last five years.