



KHEJURI COLLEGE

INSTITUTIONAL POLICY OF KHEJURI COLLEGE

Khejuri College is a Government Aided General Degree College located at Khejuri in the Purba Medinipur District of West Bengal, India. The college had been established in 1999, propelled by the need for an institution of higher learning in the area. The philanthropic contributions of local residents and educationists enabled the construction of a one storey edifice. This humble beginning has eventually led to the development of separate multi-storeyed buildings for office, academic, vocational and residential purposes.

The College envisions providing a favourable ambience for outcome-based learning in light of NEP 2020 involving multidisciplinary/ inter-institutional activities. This would emphasise on imbibing inquisitiveness among students and develop skill-based abilities so that they may contribute fruitfully to Nation Building.

The College provides access to Higher Education for the students of a remote rural area and prepare them for various professional vocations.

The College envisions the idea “Unity in Diversity”, thereby inculcating values of social harmony and equity to encourage universal brotherhood taking into consideration local places and practices of socio-historical significance.

College’s Mission:

In order to achieve these objectives the College has outlined the following long term points as essential objectives of its institutional policy –

- The College aims at providing holistic education, inclusive of Indian Knowledge Systems, leading to the development of integrated individuals.
- The College endeavours to foster a sense of social responsibility, discipline and tolerance among the students.
- Keeping in view the objectives of higher education of the nation, the College tries to promote gender equality and ensure eradication of discrimination against women and marginalised gender identities.
- More than sixty percent of students of the college belong to SC/ ST communities and many belong to impoverished households. Taking into consideration their need, the college wants to provide education which would prepare the students for the job market and thus wants to upgrade and update its infrastructure continually.
- The College aims to spread awareness about ecological changes and challenges and encourages ecological preservation and sanitation drives. The College campus is maintained as a Plastic-Free and Tobacco-Free zone.



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- The College strives to provide an interactive educational set-up facilitated by multimedia and ICT presentations. It endeavours to build a bridge between teachers and the local community, including parents, which is of utmost importance for First Generation Learners.
- The College wants to develop itself as a repository of knowledge about the local area and wants to serve as a favourable platform for explorations in local history, culture, ecology, literary and social practices.

Administrative Policy:

The institution has adopted a participatory mode of governance with all stakeholders participating actively in its administrative and academic activities in consonance with vision and mission of the College. The Heads of Departments, the Convenors of various committees along with the staff representatives play an active role in implementing institutional policies. The HOI's Office is run by the Head Clerk with the assistance of other Non-Teaching Staff.

Governing Body: The Governing Body is the apex administrative and executive body of the College. It has representatives from stakeholders like the State Government, University, Department of Higher Education, Faculty Members, Non-Teaching Staff and Students. The Governing Body meets periodically and takes decisions about important administrative and academic issues. It delegates authority to the Principal/ Secretary who presides over various Administrative and Academic Committees.

In order to provide quality education, the College has several committees which function under the supervision of the Principal/ Teacher-in-Charge (Head of the Institution). The management aims to decentralize responsibility to various committees, appointed to look into specific subjects. Meetings are held regularly at all levels, not only to frame policies but also to implement them.

Teachers' Council: The Teachers' Council serves as an advisory body about academic matters. All the teachers in Substantive Posts as well as the Librarian are members of the Teachers' Council.

Internal Quality Assurance Cell: The Internal Quality Assurance Cell constitutes of diverse members from staff, alumni, principals of different colleges, Local Public Representatives and Senior Administrative Officers. It serves as the apex body for structuring proposals and strategies as well as for implementing academic, research



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and collaborative initiatives. For efficient functioning, different committees and cells have been constituted. IQAC coordinates between these committees and cells.

The IQAC is meant to keep track of the various changes in University Syllabus and conveys the same to the various Departments. It will supervise provision of educational and infrastructural resources, devise strategies for improvement of ICT Facilities and looks into suggestions for procurement of books as per syllabus. The IQAC supervises Student, Teacher and Alumni Feedback. The IQAC has the responsibility to arrange or collaborate with individual Departments for planning and implementation of Add-on Programmes/ Value Added Courses, Skill Enhancement/ Capacity Building Initiatives and Workshops. Further, it itself organize or collaborate with other institutions as well as assists individual departments in organizing various events.

The IQAC promotes enhancement of Teaching Skills of individual Faculty Members by supervising application for Orientation/ Refresher Courses as well as other Faculty Development Programmes. It will oversee collaborative linkages and Agreements with other institutions for further academic and administrative engagement. The Research Committee will coordinate with IQAC in matters concerning research initiatives.

Recruitment and Service: In matters of recruitment and service, the College adheres to norms laid down by the UGC, State Government and the University. The promotion of eligible Staff Members takes place through Screening/ Selection Committee as per UGC norms and is supervised by the IQAC.

Bursar and Finance Committee: The Bursar/ Convenor of the Finance Committee would look after the overall Financial Position of the College and supervise the financial transactions. The Bursar will propose the budget for the relevant financial year in the meeting of the Finance Committee.

In every Governing Body meeting, the Bursar/ Convenor of the Finance Committee will submit a Report regarding the Present Financial Position of the College. The Statutory and Internal Audit of the College is to be regularly completed, as per set norms. The Internal Audit mechanism is crucial as it monitors the financial transactions in the college and makes a preliminary assessment of its various financial practices. It not only provides checks and balance to the financial activities of the College but assesses any possible flaw that may have crept into its financial mechanism.

The Bursar of the college adheres to expenditure discipline. In the meeting of the Finance Committee, various proposals for expenditure will be considered and resolutions for their implementation are to be adopted. The Bursar has to make



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efficient fixed deposit plans in order to strike balance between profitability and liquidity. Financial receipts must be made through banks. Collection of Fees from students is to be carried out through Online Student Management System. Payments above Rs.5000/- (Rupees Five Thousand only) are to be made through cheques.

Development and Purchase Committees: The Development Committee as well as the IQAC is to propose Infrastructural Development measures for improving academic excellence of the College. The Development Committee also reviews the process of infrastructural development. Once the recommendations for financial expenditure are decided upon by the Finance Committee, the Purchase Committee has the responsibility of carrying out necessary expenditure for the relevant infrastructural development or Purchase. The Purchase Committee has to conform to the normative purchase procedure.

Funds obtained from funding agencies, for specific purposes, are to be utilized in accordance with central/state finance rules. Whenever expenditure for procurement of more than Rs 100000/- (Rupees One Lakh only) is made, e-tendering is to be adopted.

Head Clerk and Principal's Office: The HOI, Head Clerk and the Finance and Purchase Committees are to function in order to execute the non-academic administrative as well as infrastructural work. The Principal's Office is to maintain liaison with the University and the Government in matters such as employment, examination, plea for introduction of new courses or for creation of new Teaching Posts. The Office carries out the day to day transactions of the College. It will not only supervise Fees Collection but also will facilitate Registration, Scholarship, Marksheet distribution and other activities in connection with University Examination Results. Freeships will be provided through the College Office. The Equal Opportunity Cell will coordinate with respective authorities to facilitate application for scholarships.

College Library: The College Library is to be headed by the Librarian and other Library Staff. It will oversee the procurement of new books, automation of its resources and preservation of its old collection. The Library staff will maintain proper ambience in the Reading Rooms and will help staff and students in searching books through OPAC. The Library Committee will take decisions about matters concerning Library infrastructure. Library Cards will be issued for newly registered students.

Students' Union and Alumni Association: The College has a democratically elected Students' Union (Students' Council) which would maintain cordial relation between the students and the administration. Students' Union will organise various



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programmes like Freshers' Welcome, Saraswati Puja, athletic competitions etc. throughout the year. Presently, it publishes the annual college magazine, *Bartika*.

Khejuri College Alumni Association was established in the year 2002. It will arrange health check-up camps, seminars, tournaments on various topics for the welfare of the college as well as for the students. Presently, it publishes a magazine called *Samsaptak*.

Cultural Committee and Innovation & Incubation Centre: The Cultural Committee will coordinate with the IQAC and other committees to organise for Cultural Programmes to observe and commemorate important dates as per the Academic Calendar, including Raksha Bandhan, College Foundation Day, Agamani Utsav, National Youth Day, International Mother Language Day, Basanta Utsav, Rabindra Jayanti and several other significant observances. Moreover, the College is to set up an Innovation and Incubation Centre. The Centre will make the students aware of the rich, syncretic heritage of Khejuri and will encourage them to develop skills rooted in indigenous cultural practices.

Academic Policy:

Academic Sub-Committee: The Teaching-Learning Process is to be looked after by the Academic Sub-Committee of the college. The Convenor of the committee convenes meetings involving Departmental Heads where all the issues related to teaching-learning are to be discussed in details. There is a rigorous system of monitoring student progress in which the HOI will be actively engaged along with the Teachers' Council Secretary, IQAC Co-ordinator and Convenors of various Committees.

The College realizes the importance of setting up a transparent and effective mechanism for Internal Assessment. To achieve this end, the Examination Committee and the Academic Committee will work in close co-operation with each other. In order to ensure curriculum delivery, Academic Calendar is to be customarily prepared at the beginning of the Academic Session by the Academic Sub-Committee. The Calendar is made in sync with the Academic Calendar of affiliating university and the dates of assessment are planned accordingly. Moreover, the Master Routine is customarily prepared each semester to ensure well-planned Teaching-Learning process. The Departments are to lay out Distribution of Syllabus via a well-structured Plan in Departmental Meetings. Notifications are to be made by the College administration regarding academic activities like admission, commencement of classes, internal assessment and final end-semester University examinations. The University



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introduced Choice Based Credit System (CBCS) in the Academic year of 2017-18 for Science Stream and 2018-19 for Arts Stream. This system focuses on continuous Internal Evaluation and Assignments.

A student attending at least 75% of the total number of classes held shall be allowed to sit for the concerned Semester Examination, as per CBCS Regulations, subject to the fulfillment of other conditions as laid down in the regulations. Such attendance will be calculated from the date of first appearance of the classes of the student.

Rules regarding Uniform: The College students must wear designated uniform while attending the college. The uniform of the male students consists of sky blue shirts and black trousers. The uniform of the female students consist of sky blue saris and black blouses or alternately sky blue kurtas with navy blue salwars.

Programmes taught at the College:

At present, following programmes are taught at the College:

Sl No.	Name of the Programme	Programme Duration
1.	B.A. (Hons.) in Bengali	3 Years CBCS
2.	B.A. (Hons.) in Education	3 Years CBCS
3.	B.A. (Hons.) in English	3 Years CBCS
4.	B.A. (Hons.) in History	3 Years CBCS
5.	B.A. (Hons.) in Sanskrit	3 Years CBCS
6.	B.A. (Hons.) in Sociology	3 Years CBCS
7.	B.Sc (Hons.) in Aquaculture Management	3 Years CBCS
8.	B.Sc (Hons.) in Geography	3 Years CBCS
9.	B.Sc (Hons.) in Zoology	3 Years CBCS
10.	B.A. (General)	3 Years CBCS
11.	B.Sc (General)	3 Years CBCS
12.	B.A. (Hons. or Hons with Research) in Bengali	4 Years CCFUP



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13.	B.A. (Hons. or Hons with Research) in Education	4 Years CCFUP
14.	B.A. (Hons. or Hons with Research) in English	4 Years CCFUP
15.	B.A. (Hons. or Hons with Research) in History	4 Years CCFUP
16.	B.A. (Hons. or Hons with Research) in Sanskrit	4 Years CCFUP
17.	B.A. (Hons. or Hons with Research) in Sociology	4 Years CCFUP
18.	B.Sc (Hons. or Hons with Research) in Aquaculture Management	4 Years CCFUP
19.	B.Sc(Hons. or Hons with Research) in Geography	4 Years CCFUP
20.	B.Sc (Hons. or Hons with Research) in Zoology	4 Years CCFUP
21.	B.A. (Multidisciplinary Studies) in Humanities	3 Years CCFUP
22.	B.A. (Multidisciplinary Studies) in Social Sciences	3 Years CCFUP
23.	B.Sc (Multidisciplinary Studies) in Life Science	3 Years CCFUP

While CBCS Courses were introduced in 2017-18 and 2018-19, CCFUP was introduced in 2023-24 Academic Session. The Subjects taught for General/ Multidisciplinary Studies include: (1) **B.A. General/ Multidisciplinary Studies:** Bengali, Defence Studies, Education, English, History, Music, NSS, Sanskrit, Sociology, Physical Education, Political Science. (2) **B.Sc General/ Multidisciplinary Studies:** Anthropology, Botany, Zoology.

Details regarding Semester: Each semester will consist of 15-18 weeks of Academic Year equivalent to 90 actual teaching days. Odd Semester (i.e. 1st, 3rd and 5th semesters) is from July to December and Even Semester (i.e. 2nd , 4th and 6th semesters) is from January to June.

A candidate (Honours/ General) shall have to complete each semester examination within 3 (Three) consecutive chances including his / her first appearance in the concerned End Semester Examination



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All arrear papers from 1st semester to 5th semester must be cleared before being promoted to 6th semester.

Continuous Internal Assessment and Remedial Classes: Internal Assessments are integral constituents of the process of Continuous Internal Assessment (CIA). These Assessments are to be conducted twice in every Semester in well-planned manner, according to the Academic Calendar. Questions for these Assessments are customarily prepared by individual Departments who also oversee the Examination and Evaluation process. Moreover, along with mandated Internal Assessments, other Internal Revision Assessments and Assignments will also be held at individual Departments to assure curriculum delivery. A Mentor-Mentee system has to be introduced in order to assess the academic and developmental needs of individual students are arrange for Remedial Classes for weaker students.

When University Examinations are held in the College Premises, it is to be supervised by the Examination Committee. The Career Counselling Cell will guide students regarding future career opportunities.

Admission Policy:

The Admission Process is kept fair and transparent through Online Admission Portal. Each Academic Session, applications are to be invited from higher secondary passouts for entrance in the various programmes taught by the College. The Intake Capacity for various Programmes is conveyed by the affiliating University. The Online Admission Committee has to lay out a Schedule for the entire Admission Process, in consonance with the directions of the University and the State Government. It also has to fix the Eligibility Criteria as well as fix rules for the preparation of Merit List. After receiving the application a Merit List is to be prepared and admission is made accordingly. Seats are reserved for Scheduled Caste, Scheduled Tribe, Other Backward Caste and Physically Handicapped applicants as per Vidyasagar University and Government rules. Subsequent Merit Lists may be published and if reserved seats are not filled, due application may be made for dereservation of seats. Application for admission is to be supported by the following documents:

- 1) H.S. or equivalent pass certificate and character certificate from the Head of the Institution studied last.
- 2) Original Admit Card and Mark Sheet of the Madhyamik Board/Council to be produced for verification at the time of admission.
- 3) Recent Passport size photograph and Specimen Signature.



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A student who has taken admission in new classes but does not attend any class for consecutive 15 days from the date of commencement of classes, may not be allowed to attend

Student Support Mechanisms:

To render the promises to practice, this institution offers freedom of expression irrespective of gender, but firm on strict rules and regulations for maintaining decorum within the college premises. Several committees have been constituted to maintain rules and regulation which further prohibit any kind of unwanted situation or environment within this institution.

Anti-Ragging Cell: The Anti-Ragging Cell strictly abides by the regulations laid down by the Government and UGC and takes steps to spread awareness, prevent and penalize any instance of ragging in the campus. In compliance with the UGC Guidelines and Ragging Prohibition Act 1999, the institution has formed an Anti-Ragging Cell to foster a safe learning environment where the students can realize their highest potential. Anti-Ragging Squads are also to be set up. The aim of the Anti-Ragging Cell is to maintain a strict vigil and to prohibit incidents of ragging, if any, happening inside the college campus. In order to implement a zero tolerance to any incident of ragging, the institution makes it clear if anyone is found guilty of involving in such crimes, he/she would be liable for strict disciplinary actions in accordance with the UGC Regulations on Curbing the Menace of Ragging in Educational Institutions. The college thoroughly sensitizes the students on the darker aspects of ragging and the legal proceedings associated with it. Newly registered students are made to sign the Anti-Ragging Undertaking. During Orientation/ Induction Programmes, students are made aware of the menace of ragging and the redressal measures that are available to them. A student who has faced an issue related to ragging, can complain through submission of an application to any member of Anti-Ragging Cell. The Cell is meant to meet periodically to discuss such complaints and decide upon the merits of the Complaint. If the respondent is found guilty by the committee, he/she will attract one or more of the following punishments:

- Suspension from attending classes and academic privileges.
- Debarring from appearing in any examination or other evaluation process.
- Withholding results.
- Cancellation of admission.

The Anti-Ragging Cell shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging. An Appeal against the any of the punitive measures taken by the Cell will have to be addressed to the HOI.



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Sexual Harassment Redressal Cell (Internal Complaints Committee): The Sexual Harassment Redressal Cell (Internal Complaints Committee) will function in accordance with in accordance to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the subsequent UGC (Prevention, Prohibition, and Redress of Sexual Harassment of Women Workers and Students in Higher Education Institutions) Regulation, 2015.

The Internal Complaints Committee will have to be constituted as per above mentioned Rules and Regulations. It will be responsible for the redressal of complaints regarding sexual harassment made by female teaching as well as non-teaching staff members and girl students to ensure time- bound and completely confidential treatment of the complaints as provided in the Act.

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

The Internal Complaints Committee will not only strive to redress instances of sexual harassment within the campus but also to sensitize students about the menace of sexual harassment through various awareness raising programmes like seminars, talks, poster competitions, debates and similar events. The Committee will present the “zero tolerance” policy through banners, flexes, posters or similar devices within the Campus.

Students' Grievance Cell: Students' Grievance is addressed through both online as well as offline modes. A robust mechanism for addressing Grievance is put into place.

The College has a Grievance Redressal Cell (Students' Grievance Cell) which is meant to probe into any possible Grievance from the students and takes steps towards resolution. It also provides an appropriate counselling to students in the process of resolving the grievance. Through Online Student Grievance Submission System, the student can convey their Grievance. Further, there is Complaint Box for submission of Grievance. Moreover, students can approach Faculty Members to voice their Grievances.

If the Grievance is placed Online or in the Complaint Box, the Students' Grievance Cell would aim to resolve the grievance with highest standards of integrity, fairness and confidentiality. It will attend the grievance promptly and effectively, segregate the complaint, discuss with the concerned committee and thereafter direct the said complaint to the respective committee. The concerned committee shall investigate the



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cases directed accordingly. If the complaint is directed towards respondent/s, a hearing with the complainant or clarification from the concerned may be taken and appropriate penal actions may be taken. If the complaint / grievance is found invalid, the complainant and the person against whom the complaint is made, will be informed accordingly and penal action may be taken.

Policy regarding Extension Activities:

Khejuri College upholds an ideal of holistic education. In order to emphasize this ideal, the College has adopted a Policy towards social extension activities. In this connection, the College urges its students to participate in activities of the National Service Scheme (NSS) and National Cadet Corps (NCC). Moreover, the College will take steps in spreading Electoral Literacy and spreading awareness about environmental conservation.

National Service Scheme: The College encourages its students to be committed to their social and ecological environment. Keeping this aim in mind, the college presently runs its three NSS Units, under the auspices of NSS Cell, Vidyasagar University. The students of the college are encouraged to join as NSS volunteers and participate in various extension activities. Under the supervision of the NSS Programme Officers, the volunteers will plant trees, spread awareness about sanitation in nearby villages and localities, organize cleaning drives blood donation camps and organize medical camps. Besides, the NSS volunteers are to celebrate Aranya Saptaha, World Aids Day, Independence Day, Republic Day and International Women's Day and several other important commemorations. Every year, the NSS Units participate in Special Camping Programme to facilitate social welfare activities. The three NSS Units will each adopt one local village in order to bring out the success of their motto "Not me but You".

National Cadet Corps: The College has an NCC Unit (Coy No 7/46) under 46 Bengal Battalion. It has a Firing Range for shooting and Obstacle Range. The NCC Unit will participate in various NCC activities like participating in NIC, TSC, IGC and Army Attachment Camps. The college hosts NCC Camps. The cadets of the college are to organize Republic Day, Independence Day, National voters' Day, World Yoga Day etc. The College NCC Unit will facilitate opportunities for the Cadets to prepare for joining the Army, the Navy and the CRPF.

Bratachari: Bratachari is a comprehensive programme of physical, mental, and intellectual culture based on folk traditions through physical exercise, art, dance, drama, music, singing and social service. Khejuri College periodically organizes



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Bratachari Camp at the Campus which is held for about ten days. Moreover, the College will encourage students to practice Bratachari and inculcate discipline, nationalism and universal brotherhood through its practice.

Sports and Games: The College firmly believes in the maxim “a sound mind in a sound body”. Hence, the College encourages the organization of Annual Sports as well as other Tournaments. The Department of Physical Education and the Sports Committee will supervise the organization of these events. Besides organizing Football Tournament, the College also aims at encouraging Kabaddi, Volleyball, Badminton and other games among the students.

Electoral Literacy: The College strives to undertake various efforts to sensitize students and staff about constitutional obligation. They are made aware of the values, rights, duties and responsibilities as citizens. An Electoral Literacy Club has been set up is a platform to engage students through interesting activities and hands-on experience to sensitize them on their electoral rights and familiarise them with the electoral process of registration and voting. The College will collaborate at the Block and District Level for successful participation of students in Cultural Competitions and SVEEP Activities to sensitise students about electoral literacy.

Environmental Awareness Drive and Spread of Scientific Inquisitiveness: The college deems it to be its social responsibility to promote environmental awareness, scientific temper and love for nature amongst its students. The Biological Diversity Committee will plan initiatives concerning environment. In order to achieve this aim, the college frequently organizes seminars, webinars and special talks which focus on environmental and ecological issues. The College will endeavour to include several local schools to be part of programmes conducted by the college related to environmental awareness and promotion of scientific temper.

The College is committed to its objective of providing student welfare. It has a Girls' Hostel in its premises. It maintains a Girls' Common Room, a Students' Canteen, a Sick Room and Sanitary Napkin Incinerator. Students are provided clean drinking water from RO Filters. The College is determined to provide inclusive education and will maintain wheelchair with assistance, specially constructed ramp with railing and toilet with specially constructed railing for the Physically Challenged students and staff.

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