

**KUNTALA KUMARI SABAT  
WOMEN'S COLLEGE  
BALASORE**



**POLICY DOCUMENTS**

**A NAAC-IQAC Initiative**

**2022-23**

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

Being a government college, this college solely depends on the funds sanctioned by the state government or central government agencies under various schemes, for the development of all areas- infrastructure buildings and maintenance –

**Laboratory-** Once the funds sanctioned is made available, the standard procedures and policies prescribed by the state government are followed to implement the policies. The laboratories of Physics, Chemistry, Botany, Zoology, Home science, Education and Psychology are well equipped and well managed by the staff.

**Library-** A well equipped and well managed college library is the glorious identity of an institution. Text Books, reference books, journals as well as periodicals, catering to the needs of the students, are procured with the sanctioned fund. Efforts are taken to streamline issue of books making the library of utmost use.

**Computers** – All the Departments having Practicals as a component are equipped with desktops or laptops, and some are provided with printers and copiers, projectors etc. That apart SAMS, Accounts Section, Administration Office, Examination Section, Income tax Section, Office of RUSA, OHEPEE, all are equipped with desktop computers, laptops, printers and copiers and scanners etc. They are highly of use and the maintenance is done out of college development fund.

**Classrooms** – On the College Campus are situated buildings that include libraries, lecture halls, laboratories, hostel and all other facilities. So far as the lecture halls or classrooms are concerned there are 26 of them in 8 buildings. Classrooms of some Departments are equipped with ICT facilities. There is also a virtual classroom, a smart room, and a language lab which are in proper use.



K. K. S. WOMEN'S COLLEGE, BALASORE  
P.O. -Motiganj, Dist. -BALASORE-756003  
Ph. No. 06782-262275, e mail id:  
kks\_wc@yahoo.co.in  
Website: www.kksgovwc.org



## ENERGY CONSERVATION POLICY

Wef 2020- 2021



*[Signature]*  
1.2.2021  
Principal  
K.K.S. Women's College  
Balasore

# ENERGY CONSERVATION POLICY

## **Preamble:**

To promote environmental consciousness and holistic development of students, KKS Women's College, has adopted Energy Conservation Policy for an "Environment of educational excellence." The institution aims to realistically and comprehensively reduce energy consumption, assure acceptable indoor air quality and improve energy efficiency on campus through methods that are consistent with a safe, secure, and Eco-conscious campus community. As outlined in this policy, energy conservation will be accomplished by developing a proactive and progressive approach to providing energy efficient, responsible, and cost-effective operations on campus.

## **Applies to:**

Faculty, staff, students and visitors.

## **Energy Conservation Practices:**

- KKS Women's College has developed a plan to save energy at the institution level with time-bound plan towards energy conservation.
- Annual Energy audit is to be made.
- Our Energy conservation practices include the College replacing all tube lights with LED tubes, LED bulbs being the most energy efficient lighting option. LED tubes use 75% less electricity than incandescent tubes (Energy Star). LED tubes last about 25 times longer than traditional incandescent tubes. 100 percent of lighting requirement is met through LED.
- Energy conservation practices and eco-friendly habits are inculcated among students and staff through cautioning them about simple things which are really effective to reduce Electricity Consumption like students and staff turning off all lights, appliances and electronics not in use.



## **Raising Awareness on Energy Conservation:**

Sustainability efforts, energy savings, and greenhouse gas inventory metrics are all high priorities to a college and more importantly, to our students. When engaging in a master energy plan or energy savings renovation project, there is an excellent opportunity to build student support around campus sustainability.

Energy improvements occur mostly out of sight so raising awareness of these projects can hold real benefits, including encouraging desired behavior on how a campus building can and should be used to contribute to a college's carbon footprint reduction goals.

Rising utility rates are generally a fact of life. Just like inflation, the cost of electricity, gas, and water will go up a few percentage points each year. Whether all at once or over time, utility rate increases can wreak havoc on the operations budgets for the college.

### **Save Energy TIPS to be followed:**

1. Activate power management features on computer and monitor so that it will go into a low power "sleep" mode when the students and staff are not working on it.
2. Turn off the monitor when the students and staff leave the table.
3. Activate power management features on laser printer.
4. Whenever possible, shut down rather than logging off.
5. Turn off unnecessary lights and use daylight instead.
6. Avoid the use of decorative lighting.
7. Use LED or compact fluorescent bulbs.
8. Keep lights off in conference halls, classrooms, seminar halls when they are not in use.
9. Use the fans only when they are needed.
10. Unplug appliances not plugged into power strips  
(Like TVs, Refrigerators, ACs, tea/coffecpots, printers, and chargers etc.)

## **Policy Document Strengthening the implementation of e-governance Policy**

### **Statement of Aim**

The aim of the policy is to promote decentralized and participative management in all realms of administration, accounts and examinations. It also seeks to reinforce pre-existing physical governance infrastructure and bolster seamless information sharing among stakeholders of the institution.

### **Scope and Applicability**

The scope of the development and upgradation of e-governance structures is primarily to create greater synergy between the administration, non-teaching, teaching faculty and students.

### **Components/Elements of the Policy**

- KKS Women's college embrace Information technology (ICT) and computer-based management systems.
- The myriad wings of the college administration which include administrative and accounts section, laboratory, hostel office, library office, security, server and CCTV control rooms have excellent ICT access to dedicated equipment.
- In order to promote unhindered access to information regarding classes and college events, detailed timetables and bulletins are put up on the college website.
- Online surveys for management of student options under CBCS, online registration for events, online attendance and assessment, online feedback and use of social media for professional purposes was also instituted to augment the fully automated office administration and advanced e-governance processes for management of various facets of student life.
- Establishment of a Virtual Class Room to provide seamless access to online learning opportunities.

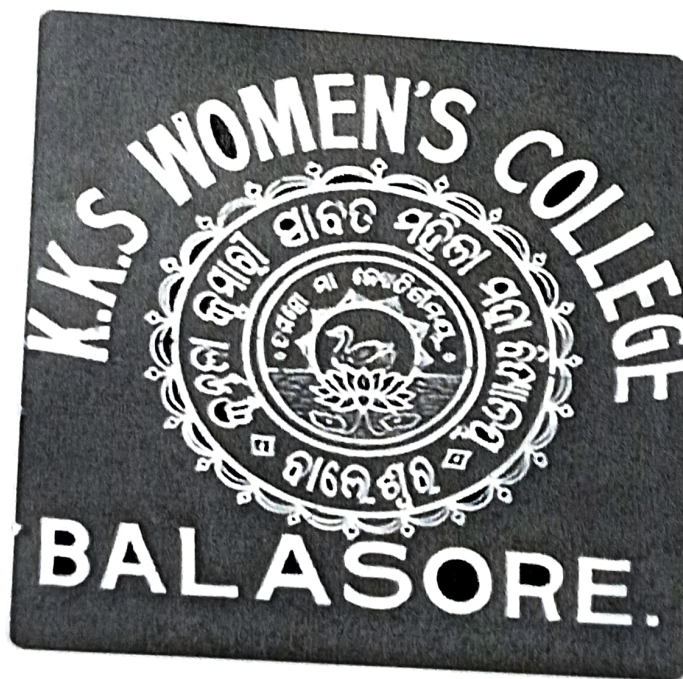
- The institution is also exploring possibility of 5G connectivity on the campus. 7. The college has acquired Internet Bandwidth for facility of radio frequency link of 90 mbps from BSNL.
- Some of the e-governance tools that the administration has wholeheartedly embraced are SAMS Student Admission portal by the Government of Odisha. The Finance wing of the college very efficiently uses Tally ERP9, Payroll Management System, Public Financial Management System (PFMS) and Easy Pay Portal.
- A digital repository of financial accounts is maintained along with provision of payments through National Electronics Fund Transfer (NEFT) for payment of fees.
- The Library automation process is going on and learning materials from NDL , E GYANAKOSH, SWAYAM, E PG PATHSALA and SODHSINDHU are being shared with the students.
- Through digitizing certificates and official approvals, the college intends to substantially reduce its use of paper.
- In important transit and access points, digital display boards have also been placed to provide critical information.
- Teaching faculty is also able to provide access and update regular attendance, study material and evaluation for students through WhatsApp.

### **Expected Outcomes**

The expected outcome of this policy is simplifying and streamlining the structure of administration. It also seeks to make the process of administration more transparent and efficient. By embracing e-governance tools, the institution intends to provide quick delivery of student-based services



K. K. S. WOMEN'S COLLEGE, BALASORE  
P.O. - Motiganj, Dist. - BALASORE-756003  
Ph. No. 06782-262275, e mail id:  
kks\_wc@yahoo.co.in  
Website: [www.kksgovwc.org](http://www.kksgovwc.org)



## Anti-Sexual Harassment Policy

w.e.f 2020-2021



*S. Selangha*  
1.2.2021  
Principal  
K.K.S. Women's College  
Balasore



## **Anti - Sexual Harassment Cell**

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guidelines in mind KKS Women's College has constituted a Committee against Sexual Harassment.

### **Vision:**

To provide congenial environment of gender equality and sexual harassment – free campus for the well-being of all the staff members and students.

### **Mission:**

To promote awareness among students about gender justice and harmonious coexistence through campaigns and other awareness programs.

To constitute committee for redressal of grievances relating to sexual harassment.

### **Objectives**

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term
- To organize gender sensitization awareness program.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized

The cell considers sexual harassment to include unwelcome sexually determined behavior whether directly or by implication such as

- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing of pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**The following issues also come under the purview of the committee**

- Eve-teasing.
- Unsavory remarks.
- Jokes causing or likely to cause discomfort or embarrassment.
- Innuendos and taunts.
- Gender-based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation.
- Physical confinement against one's will and any other act likely to violate one's privacy.

*S. Debnegara*  
1.2.2021

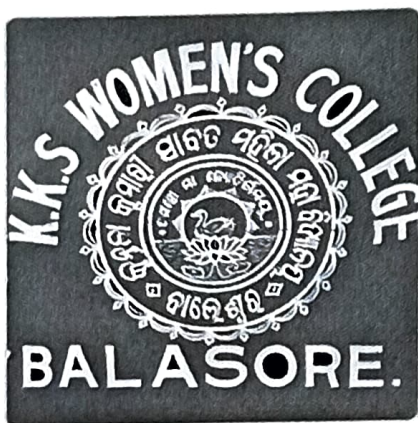
**K. K. S. WOMEN'S COLLEGE, BALASORE**

**P.O.-Motiganj, Dist.-BALASORE-756003**

**Ph. No. 06782-262275**

**e mail id: kks\_wc@yahoo.co.in**

**Website: [www.kksgovwc.org](http://www.kksgovwc.org)**



**POLICY FOR INCLUSION OF DIFFERENTLY ABLED  
PEOPLE ON CAMPUS**

**w.e.f. 2021- 2022**



*[Signature]*  
1.2.2021

**Principal  
K.K.S. Women's College  
Balasore**



## **SCOPE**

Promotion and inculcation of values of compassion, equality and justice through eliminating social exclusion and encouraging the students to be aware of the problems of the disadvantaged sections of society. Focusing on inclusion of differently abled people by promoting the rights and dignity of each individual.

## **OBJECTIVES**

The objective of the policy is to ensure that KKS Women's College becomes a differently abled-friendly institution that is chosen by people with disabilities for its suitable infrastructure, facilities of support and sensitised atmosphere that can help them grow and achieve their dreams.

## **POLICY**

Inclusion and Anti-Discrimination

Implementation of UGC Guidelines for Scheme of Equal Opportunity Centre for Colleges.

Ensuring admission of students from all social milieus and their empowerment through intensive mentoring and counseling.

Strict implementation of admission policies for people with disabilities in accordance with the updated guidelines for admission of the UGC.

## **Infrastructure support**

Our College is committed to provide equal educational opportunities for the disable students.

- Updating campus infrastructure to make it more accessible for people with disabilities
- Classrooms and Examination halls are arranged in the ground floor for the differently abled students.
- Scribe facility is provided to students with writing disability
- Ramp facility
- Railings
- Accessible washrooms for disabled students and staff
- Provision and upgradation of mechanical and technological support for physically challenged people.
- Wheelchairs are available

## **Sensitization and Awareness**

- Counselling and additional support
- Provision of counselling facilities for mental health needs of people with disabilities.
- Conducting remedial classes for students with disabilities.

*S. Debenque*  
1.2.2021

**K. K. S. WOMEN'S COLLEGE, BALASORE**

**P.O.-Motiganj, Dist.-BALASORE-756003**

**Ph. No. 06782-262275**

**e mail id: kks\_wc@yahoo.co.in**

**Website: www.kksgovwc.org**



**MENTOR-MENTEE POLICY**

**w.e.f. 2022- 2023**



## **Preamble**

Mentor Mentee Scheme is an essential component for a successful career as it bridges the gap between the faculties and students. Mentoring provides students emotional and instrumental support, guidance, encouragement and better environment in college. Thus, the student mentorship programme will incorporate the support of faculty members as "Mentors" to all the students in the college. Each student shall be assigned a "Mentor" to overcome their hurdles to achieve the goals desired by them in their academic and non academic development.

## **Objectives of Student Mentoring Policy**

The target of this Mentoring Programme is to identify fundamental mechanisms that will

- Provide students with career and non-academic counseling.
- Provide students with information on preparatory courses for their academic prosperity.
- Focus and motivate students to achieve learning goals and thereby improve their academic performance.
- Guide, encourage, and advice the students about their upcoming student life, student health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.
- Generate curiosity and interest in academics and other institutional activities amongst the students.
- Identify special talents, skills, slow learners & passing this information on, to the relevant committees.

## **Guidelines for the Mentor – Mentee Program**

- Students shall be assigned to Mentors (Teaching faculty)
- A mentor shall have a batch of 15-20 students (Mentees)
- The mentor shall meet the mentees once in the month and record the outcome of the meeting.
- The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institute / department for providing further motivation to advanced / gifted learners.
- The mentor shall also identify the students whose performance / attendance is below par.
- The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior.
- If required mentor shall refer the student to the Counselor.
- Mentors should provide holistic services and help students to become self-reliant and confident.



- Effectiveness of mentor-mentee relationship will be assessed periodically.

### **Areas of Review**

- Attendance: The mentor shall observe and monitor the attendance of the mentee.
- Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counseling or by arranging remedial teaching, if necessary.
- Behavioral and discipline matters
- Physical and mental well being
- Achievements, talents and co-curricular activities

### **Responsibilities of Mentor**

- Introduce and discuss the concept of mentor-mentee system with the assigned mentees
- Call a meeting of all mentees and records their necessary details in the designated form, note any specific requirements of a student and discuss with them the complete schedule of future meetings.
- Keep a track of the attendance, academic performance and behavioral aspects of the student
- Support students academically and emotionally
- Contact parents to inform the progress of their ward, whenever required
- Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required
- Guide students and also arrange remedial teaching and advance learning, if required.

### **Responsibilities of Mentee**

- Attend meetings regularly
- Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for
- Repose confidence in the mentor and seek his / her advice whenever required

### **Responsibility towards Slow learners**

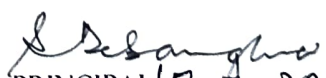
The following strategies of more may be adopted by the faculty to motivate and guide slow learners.

- Making provisions of easy lecture notes/study materials.

- Recording of lectures and providing the same to the students so that the students can listen to the class content at their pace.
- Arranging special classes in the form of remedial classes.
- Peer education strategies can be used by following buddy system or peer mentors.
- Provide academic and personal counseling.
- Encourage group learning activities.
- Encouraging the students to join or participate in Co-Curricular activities
- Teaching Learning through examples and case studies related to their social background.
- Encouraging students to be more inquisitive and to join the skill development courses on life communication skills.

### **Responsibility towards advanced learners**

- Providing extra facilities and academic input for better career growth.
- Encouragement to join research projects to inculcate research orientation.
- Encouragement to write and publish research/popular/review papers or book chapters under the guidance of faculty members.
- Encourage to read research papers and make presentations before the class.
- Encourage to participate in National/International Conferences, Seminar and workshop so that they can present their works as well as interact with renowned academician.
- Provide scholarships/Awards to acknowledge their efforts and to enhance their performance.
- Encourage to join Online Courses offered by Swayam or other platforms for enhancing the knowledge horizon.
- Offer a range of textbooks
- Offer deeper questions with moving from factual to conceptual thoughts.
- Honour and support innovative thinking. Help nurture their innovative ideas into products or models.
- Consider the general principles of teaching and learning of explore, create, envision, support, improve and exhibit.

  
 PRINCIPAL 15.7.2022  
 KKS Women's College, Balasore  
 Principal  
 K.K.S. Women's College  
 Balasore