

# Policy Document On Environment and Energy Usage



*The Environment and Energy Usage Policy of Nilambazar College, Nilambazar is to manage energy in such a systematic way so as to minimize its impact on the environment. The policy implies to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis.*

*This environment and energy policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution. It will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage. The Eco Club, an official platform devoted to the cause of environmental awareness, to undertake green initiatives, and to conduct green literacy programmes to save energy and to protect the environment.*

## **Policies:**

- *To assess our energy usage and measure its impact on the environment.*
- *To count CO<sub>2</sub> emissions generated by our means of transportations- vehicles.*
- *To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.*
- *To install photovoltaic solar panels for the generation of alternate energy.*
- *To install LED bulbs in the complete campus to save energy.*
- *To develop systematic waste management mechanism.*
- *To develop rain water harvesting unit.*
- *To undertake tree plantation drive.*
- *To take additional measures to continuously improve our energy consumption.*
- *To ensure the availability of necessary resources to achieve our objectives.*

- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from our vehicle fleets.
- To monitor and respond to emerging environmental and energy issues. To strengthen our employees' and students' environmental knowledge and skills in order to improve our own environmental performance.
- To provide information and training opportunities on energy saving measures.
- To offer opportunities for employees and students to engage in initiatives those contribute to environmental protection.
- To train our employees and students through our Eco Club to make them **'Go Green Save Earth'** and partners to plant trees each year.

*This policy will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website. The Environment and Energy Policy, objectives and targets will be reviewed on a regular basis by the Eco Club Convener and its members under the guidance of the Principal of the college.*



*[Signature]*  
23/5/22  
Principal

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## **E Waste and Plastic Waste Management Policy**

Campus of the college must be Green one. To achieve this aim, the college tries to ban all plastic items and E-Waste items on the campus by planting trees and saplings, gardening, and reducing energy consumption. The college has become able to make an effective system to dispose all the three kinds of waste- biodegradable, non-degradable, plastic waster and e-waste.

### **COLLEGE POLICY ON PLASTIC ITEMS:**

**Following steps are to be taken by the college to keep it up plastic free campus.**

1. A general meeting of the staff and students is conducted to sensitize the students about the campus policy on plastic treatment in the beginning of each academic year.
2. At the main gate of the college the plastic points is established which gives instruction for visitors and students to deposit plastic items to the container.
3. The small plastic items like water bottles, plastic packets, damaged pen, pencil etc are collected in non-degradable bans placed on different floors.

### **COLLEGE POLICY ON E-WASTE ITEMS:**

**Following are steps:**

1. A student's programme is conducted in the beginning of each academic year to aware them on the campus policy on e-Waste treatment.
2. The E-Waste collection point is the campus to give instruction for visitors and students to deposit the E-Waste items in the bin demarcated for e-Waste.
3. All the electronic damaged items like cell phones, CD, pen drive, chargers, UPS, CPU, Printers, and Key Boards etc. are collected in E-Waste collection bins which are fixed on the ground floor of the main building.



*Bahman*  
12/7/22  
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## POLICY DOCUMENTS ON GREEN CAMPUS

***“Green Campus is a Cleaner, Safer and Healthier Place to Live and Work”***


A Green Campus is a campus where environmental friendly practice and education combine to promote sustainable practices in the campus. The green campus concept redefines the environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

### **Aims and Objectives of the College regarding Green Campus :**

- To Protect and conserved ecological systems and resources within the college campus.
- To develop its campus as a green and clean campus.
- To restrict the entry of vehicles inside the campus.
- To build pedestrians friendly path ways.
- To ban on the use of plastic inside the campus.
- To contribute collectively to develop an eco-friendly sustainable campus.
- To make awareness about environmental issues among students and employees including local community.
- To undertake measures to reduce environmental emission etc.

The Principal of the college has circulated an order to introduce the concept of Green Campus in the college that can redefines the environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs.

We intend to pursue a programme of continuous improvement in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

  
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## TREE PLANTATION STRATEGY



The recent unprecedented urbanization and industrialization have made human life more luxurious and comfortable but simultaneously they have led to several environmental and ecological crises. Educational institutions nowadays are becoming more sensitive to environment factors and eco-campus concepts are being introduced to make them sustainable. Waste minimization plans for the academic institutes are now mandatory to maintain the cleanliness of the campus. To find out the environmental performance of the academic institutions and to analyze the possible solutions for converting the academic campus as eco campus, the college authority has adopted a strategically drive for tree plantation. Trees are indispensable resources for the survival of all living creatures. Trees offer food and shelter to diverse organism including animals, birds, insects, fungi etc. In other words it can be said that they ensure the stability of entire ecosystem. For attaining this target the college has planted 350 various plant saplings in the college campus to attain the following aim and objectives :

### **Aim and Objective of Tree Plantation:-**

- To create green belt and avenues for meeting aesthetic recreational needs to the people.
- To beautify the college campus for scenic beauty.
- To held in decreasing global warming.
- To reduce the surface run-off discharge and checking soil erosion of the campus.
- To reduce temperature and increase humidity.
- To reduce noise pollution to the campus.
- To reduce the impacts of air pollution and dust as trees and shrubs are known to be natural sink for air pollutants.
- To provide much needed shade on glaring hot roads during summer.
- Moderating the effect of wind and incoming radiation.
- To promote road development as eco friendly activity.
- Conserve Biodiversity.
- Improve water and Air quality.

*[Signature]*  
Principal 22

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## **Policy Document on Disabled Friendly, Barrier Free Environment**

Right of person with Disability Act 2016 prohibits any kind of discrimination against differently abled individuals. Nilambazar College is against all kind of discrimination including disability also. The college considers it as an honour to serve the differently abled persons of the locality. It formulated a specific policy to keep the campus disable friendly and it applies to all the college faculty and staff. It is mentioned as below:

- At the time of admission, special care and privilege would be given to differently abled students.
- A barrier free environment should be provided so that the differently abled students can move around without any obstacle atleast in the ground floor.
- The library should be made available with special provisions for them.
- Audio lesson should be provided for the differently abled students.
- Ramps to be set up in special places so that they can easily move around where ever necessary.
- Special toilets should be provided for the differently abled students.
- There should be no margin to discriminate the students with disability.

  
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**POLICY ON RESOURCE MOBILIZATION  
AND OPTIMUM UTILIZATION OF RESOURCES**  
**Nilambazar College, Nilambazar, Karimganj, Assam**

Nilambazar College has a transparent and well planned financial management system in which Student's admission, Government grants, UGC Grants, Alumni Contribution, Fishery of College are the main sources of funds. The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem.

It is very important to create resources and utilizing them properly to achieve the vision and mission of the institute. It has a well-defined resource mobilization policy framed by College Budget & Planning Committee and approved by the Governing Body. The resource mobilization includes financial resource, materialistic resource and human resource. It is the responsibility of the College to provide appropriate resources to the stakeholders to achieve the goal.

**Objective:**

The basic objective of the policy is:

- To guide towards building the strong financial system for the improvement of the teaching-learning quality.
- To review of the institute funding pattern, provides guidelines for mobilizing resources to support the implementation of the institute's perspective plan, and the fulfilment of its vision and mission.
- To identify the link between external funding challenges and the continued internal improvements necessary to achieve the objectives.
- To diverse and expand its resource base for the successful and effective achievement of the institutional objectives and overall growth and ensuring accountability and transparency.
- To analyze the resources available for program priorities, quality education, infrastructural upgradation and maintenance, in addition to efficient budget allocation.

**College Budget & Planning Committee :**

The College constitutes a budget & planning committee to look after all the requirements of the College. At the beginning of every academic session, the budget committee prepares a proposed budget for the session and submit it to the principal of the College. The Principal places the budget to the executive meeting of the College Governing Body. After proper scrutiny and verification, the G.B approves the budget and allows the principal to act as per the budget for the session.



### **Funds Mobilisation:**

On The basis of student intake capacity, faculty requirements, Laboratory, library, study material and infrastructural need, the sources of funds requirement are as follows...

1. UGC Grants
2. Grants from State Governments
3. MPLAD Fund
4. MLA Fund
5. Funds from Local panchayats.
6. Funds from Non-government agencies.
7. Student's Admission.
8. Donation from Alumni.
9. Donation from community.
10. College Fishery etc.

### **Optimum Utilization of Resources:**

Optimum utilization of resources basically involves the following steps:

- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, parent-teacher meetings.
- The infrastructure of the college is utilized as an examination centre for Government examinations/other competitive examination.
- Funds deposited are collected through various sources at centralized level and permitting their utilization after due audit process and within laid down restrictions.
- All the expenditures are allocated according to the sections namely Infrastructure maintenance, salaries of the staff, seed money, staff welfare, student welfare, budget for the various events such as annual day, Independence day, social week etc.
- Institution accounts are audited regularly, balance sheet and other financial statements drawn annually. The Governing Body reviews and passes the annual budget put forth in the committee meetings.
- Deputing various academic and non-academic human resources at various teaching departments and administrative office as per changing needs and structure of institute.

### **Financial Audit of Grants:**

All accounts are audited internally as well as externally. All the bills/ invoices/ vouchers and purchase orders of expenses against sanctioned budget for particular head are scrutinized by the auditor and prepare the audit report accordingly.



1. **Chartered Accountant:-** The accounts for all the grants and funds of the College sanctioned by the Government and UGC are initially submitted to Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.
2. **Director of Local Audit:-** At the times of annual audits by the Director of Local audit, the audit team verifies all the financial documents related to the specific funds utilized by College. After hearing the clarifications and corrections, the final accounts are settled.



  
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## Research Policy

### **Aims of the Research Policy:**

Nilambazar College, Nilambazar aims to create and support a research culture for developing and promoting scientific temper and research aptitudes among its teachers, staff and students. It helps to realize the vision and missions of the college and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities. It also ensures that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

### **Objectives of the Research Policy**

- Creating and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students.
- Developing rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities.
- Preparing and updating the research agenda of the college outlining the preferred focus areas and priorities of research activities to be supported.
- Promoting interdisciplinary research and establishing modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving extremely agencies/experts in such projects.
- Encouraging and facilitating the publication of the research work projects in reputed academic journals.
- Adopting research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research.
- Preparing and implementing research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications.

### **Research Policy Implementation Mechanism**

The Research and Development Cell of the college shall be responsible for implementing this research policy of the college by working closely with the college administration. The specific functions of the Research and development cell are as follows-


1. Facilitate the faculty in undertaking research and will work with the College administration to set up a research fund for providing seed money.
2. Provide research facilities in terms of research journals and research awards, honorarium etc. required by the faculty.

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3. Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organization/industry.
5. Create suitable procedures for giving due recognition for doing research.
6. Facilitate the establishment of specific research units/ centres by funding agencies / College.
7. Organize workshops/ training programmes/ sensitization programmes are conducted by the institution to promote a research culture on campus.
8. Prepare budgets for supporting students' research projects, field work, surveys.
9. Approach National and International organizations such as UGC, CSIR, DST-SERB, DST, ICMR, DBT, NATO, DRDO and BARC to fund major and minor research projects undertaken by the faculty and students.
10. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
11. Research and development Cell shall develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
12. Facilitate Interdepartmental / interdisciplinary research projects.
13. Encourage each publication/research grants/ patents/memberships of faculties/students in coming days and announce awards for annual best outcomes.
14. Create minimal incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
15. Encourage and promote the publication of research articles by the faculty only in reputed/ refereed/Scopus-indexed/SCI indexed journals.
16. Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
17. Publicize the research expertise and consultancy capabilities available in the college.
18. Facilitate the provision consultancy services to industries / Government / Non Government organizations / community/ public.
19. Prepare Rules & Guidelines for Grant of Research related leave and other remissions.
20. Prepare Guidelines for design and evaluation of curriculum oriented research projects / field works / survey works.
21. Prepare annual research agenda with relative priorities.
22. Encouraging collaborative research with neighbouring college/Universities/International/National reputed institutes.

  
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## **E-Governance Policy** **Nilambazar College, Nilambazar, Karimganj**

Nilambazar College E-Governance designed to make administration user- friendly, time saving and cost saving. The College has developed a well structured E-Governance Policy in the field of administration, finance & accounts, library, student admission and examinations for better efficiency and transparency from 2017-18. This policy is designed to resolve a paperless administration as a green initiative.

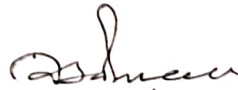
### **Objective of the Policy**

1. To provide transparency and efficiency in all functions of the institution.
2. To make a paperless administration.
3. To make cashless transaction.
4. To provide quick and easy access of information.
5. To promote easy and quick communication.
6. To make globally visible.
7. To reduce duplication.

### **Action Plan**

To achieve these objectives the institution has developed an action plan in phased manner.

- Modifying a user-friendly college website
- E-governance in admission and student support.
- E-Governance in administration.
- E-governance in finance and accounts.
- E-governance in Examination.
- Developing ICT enabled Classroom.
- Wi-fi Free Campus.
- Library Automation.

  
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