

**Institutional Policies**  
**For**  
**Efficient Governance**



**Patron**

**Dr Amitabh Banerjee**

**Principal**

**Govt J.Yoganandam Chhattisgarh College**  
**Raipur (Chhattisgarh)**

## **Preface and Acknowledgement**

Despite the growth in student Enrolment Govt J.Yoganandam Chhattisgarh College, Raipur is concerned about how teaching, learning and administration can be promoted and enhanced for the benefit of all the stakeholders. There is also growing concern about the next-to-established institutional policies for efficient governance. Hence Govt J.Yoganandam Chhattisgarh College has formed the following policies:-

- 1. The Teaching and Learning Policy**
- 2. Research and Ethics Policy**
- 3. IT Policy**
- 4. Code of Conduct Policy**
- 5. The Management Policy**
- 6. Policy for the Disabled Persons**
- 7. Anti-Ragging Policy**
- 8. Policy on Sexual Harassment of women at workplace**
- 9. Consultancy Policy**
- 10. Environment and Sustainability Policy**
- 11. The Social Responsibility Policy**
- 12. The Community Services Policy**
- 13. Post Matric Scholarship Policy for ST Students**
- 14. Post Matric Scholarship Policy for SC Students**
- 15. Post Matric Scholarship Policy for OBC Students**

While the first three policies are directly related to teaching and learning the objectives of other policies in to create a congenial atmosphere and work culture for good governance.

The above policies have been formed at the initiative of IQAC. Several faculty members have contributed to framing and giving a final shape to the policies. IQAC, therefore, acknowledges the services of Dr Anita Juneja, Dr Vineeta Agrawal, Dr Kirti Tiwari, Dr Pushpa Kaushik, Dr D.K. Verma, Dr T. L. Verma, Dr Jharna Rani Nag, Dr Anil Ramteke, Dr Asha Choudhary, Dr Sunil Tiwari, Dr Aruna Sharma, Dr Bhoopendra Karwande, Dr Pratima Chandrakar, Dr Pratibha Buxy, Dr Anuradha Choudhary, Dr Swati Jain, Dr Hemlal Sahu, Dr Vaishali Sarde and Dr Neha Tikariha.

**Dr Amitabh Banerjee**  
**Chairman, IQAC**

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# **The Teaching and Learning Policy**



# Govt. J. Yoganandam Chhattisgarh College, Raipur (C.G.)

Email :- [gjycg.college@gmail.com](mailto:gjycg.college@gmail.com) Website : [www.cgcollege.org](http://www.cgcollege.org)

Tele.No. – 0771-2427126

## The Teaching and Learning Policy

### **I. Preamble**

As effective teaching and learning is the most vital aspect of any educational institution, it seeks to develop and expand its teaching and learning strategies in order to facilitate its students.

The oldest institution of the state known as the lighthouse of Chhattisgarh, Govt. J. Y. Chhattisgarh College has been disseminating knowledge among youth since its inception in 1938. In consonance with its vision and mission, the institution has perpetually been moving ahead shaping, nurturing and developing the individual strengths, talents and aptitudes of its students. The institution is fortunate enough to have a highly qualified and skilled teaching staff coming from a varied range of educational backgrounds and disciplines with their innovative style and effective teaching and learning tools. The institution has formed its policy of teaching and learning so that the best can be given to society.

### **II. Objectives :**

- To provide a guideline for teaching staff to polish their teaching and learning in the best possible way during the preparation of syllabi, its delivery, assessment and feedback.
- To provide guidelines for teaching staff in helping students to overcome their difficulties/problems during the session.
- To recognize the students' diversity and adopt the teaching-learning strategy accordingly.

### **III. Scope**

This policy shall be applicable to Faculty members, Researchers, PG and UG students of the institution.

### **IV. Custodian of the Policy**

The responsibility of implementing and updating of the teaching and learning policy shall be of IQAC of the institution under the supervision of the Principal who is also the chairman of IQAC.

### **V. Policy and Guideline :**

#### **Curriculum Preparation**

- The Institution shall offer programmes which are relevant to the local as well as regional, national and global needs.

- The institution shall impart education generating employability, entrepreneurship and skill development.
- In every subject the Board of Studies shall formulate the curriculum looking into the upcoming trends, need-based inputs, feedback from stakeholders and opinions of experts.
- It shall incorporate the cross-cutting issues into the curricula.
- The curriculum shall finally be approved by the Academic Council and the Governing Body.
- The curriculum shall reflect the attainment of POs, PSOs and COs of the respective programme offered by the institution.
- The curriculum shall inculcate general competence leading to the holistic development of the students.
- Gender sensitivity and gender sensitization shall be accomplished through the amalgamation of theory and practice.
- Environmental issues shall be addressed.
- Human values and ethics shall be taught and promoted.

### **Curriculum Delivery**

- Best professional conduct shall be expected from the faculty.
- Flipped classroom teaching and blended teaching shall be practised.
- Arriving on time to class & finishing class as per timetable.
- Relating in a respectful and supportive way to all students.
- Expected programme/course outcomes shall be explained at the beginning of the session in the Induction Programme/ the very first lecture of the session.
- The attendance record shall be maintained.
- A variety of teaching methods and resources shall be employed to make content more engaging.
- ICT tools shall be utilized in the classroom.
- Relevant guest lecturers shall be organized and the content of their proposed presentation shall be discussed beforehand.
- Classroom discussions, quizzes, and extempore shall be encouraged.
- Actual learning shall be assessed at the end of each class session by the teacher.

### **Curriculum Assessment and Feedback**

- All the students shall be given the opportunity to display their knowledge and skills.
- The dates of the internal assessment shall be informed to the students at the beginning of the session so that they can plan their work effectively.
- The teacher shall finish their proposed syllabi before the internal assessment.
- The teacher shall follow the policy of the institution on assignment submission and dealing with late assignments.
- The students may be shown exemplary materials as part of the assessment for the leaving process.

- Students should be given feedback on assignments in a constructive and sensitive manner.

#### **VI. Professional Values and Ethics Teachers should:**

- Be caring, fair, impartial and committed to motivating their students.
- Acknowledge and respect the individuality of students and promote their holistic development.
- Develop positive relationships with students, colleagues, parents, college administration and others in the college community.
- Avoid conflict between professional work and personal interests which can impact students negatively.
- Create an environment to develop students' lifelong learning skills.
- Develop and modify their teaching, learning and assessment strategies.
- Act in the best interest of students.
- Take personal responsibility for sustaining and improving the quality of their professional practice by availing themselves of the opportunities for professional development.
- Maintain the highest quality of educational experiences for students.
- Work in a collaborative and supportive manner to effectively meet the needs of students.
- Engage with planning, implementation and evaluation of curriculum at classroom and institutional level.

#### **VII Review and Modification of Policy**

Govt. J. Yoganandam Chhattisgarh College, Raipur will review/modify this policy every five years or earlier if required. The modified policy will be implemented after the approval and orders of the Principal.

Prepared and recommended by IQAC on 10 January 2023.

**(Dr Kirti Tiwari)**  
Head, Department of  
English

**(Dr Anita Juneja)**  
Coordinator, IQAC

**(Dr Amitabh Banerjee)**  
Principal

# **Research and Ethics Policy**





# Govt. J. Yoganandam Chhattisgarh College, Raipur (C.G.)

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## Research and Ethics Policy

### **I Preamble**

Research is a way of perceiving reality and systematically organising it. Since it promotes the attitude of free enquiry and rational thinking, it is necessary for the teachers as well as the students. S Radhakrishnan has once said, "Where there is no zeal for research, there is no zest for teaching". The same is true for learning as well.

Government J Yoganandam Chhattisgarh College is conscious of its responsibility of developing higher mind of the researcher, his conscience and ideals. This can be done in a proper research environment. Hence this Research and Ethics Policy has been formed to create a congenial atmosphere where the students are exposed to various influences and there is interaction and interchange of ideas, testing of opinions and growth of knowledge and human spirit.

### **II Objectives**

- To create an environment suitable for promoting research culture, ethics and integrity.
- Provide required help and support to active researchers.

**III Scope:** This Policy shall be applicable to Faculty, Researchers, PhD/PG and UG students of the College.

### **IV Custodian of the Policy**

The responsibility of implementing and updating of the Research and Ethics Policy shall be of the Research Committee and the research centres of the college under the guidance of the Principal who is also the Chairman of all DRCs.

### **V Policy and Guidelines**

#### **Promotion of Research**

Professors and Assistant Professors of the college are expected to carry out quality research leading to standard publications and presentations in National/International/Regional conferences and expert talks in conferences, seminars and training programs. They should engage in research activities generating intellectual property that are useful for society as well as the government's policies.

The research scholars pursuing doctoral research and the Postgraduate students should also be encouraged to engage in quality research.

### **Research Management**

Research activities in the college may be coordinated by the Research Committee, under the supervision of the Principal. The research activities of each centre will be coordinated by the Head of the Department of the concerned research centre.

### **Quality Publications**

High-quality research adhering to research ethics should be done. Publications in standard, CARE list, Scopus and Web of Science need to be encouraged by all the Research Centres and the Research Supervisors.

### **Incentives for Research**

- The college will provide duty leave to the faculty members to attend/participate in seminars/workshops/symposiums as per the norms of the state government.
- The application of the teachers/scholars seeking travel grants from other funding agencies will be duly forwarded.
- The achievements of the faculty members in the field of research will be entered in his/her service record.
- The college will forward the leave application of the teacher for fellowship/study leave/other leaves as per the norms of the state government to the competent authority without delay. The teacher will be relieved for the same after receiving permission from the Department of Higher Education.

### **Utilization of Research Fund**

The research fund of each centre should be utilised for the benefit of the research scholars and the upgradation of the Research centre.

## **VI Research Ethics**

- Highest research ethical standards, integrity and intellectual honesty are expected from all the researchers including faculty, scholars pursuing doctoral research and postgraduate students.
- Since the college is affiliated with Pt. Ravishankar Shukla University, the regulations of the university and UGC regarding Plagiarism and malpractices in research would be followed.
- A PhD thesis submitted from the Institution would be screened by Pt. Ravishankar Shukla University, for plagiarism and examined by the concerned DRC before it is submitted.
- Students submitting assignments and presentations shall also do plagiarism checking for their assignments and presentations and the upper similarity limit admissible to the students will be as per norms.
- The health and well-being of the research subjects should always be a priority.
- Confidentiality should be respected.
- Greater consideration should be shown for vulnerable subjects like tribal populations, illiterates, children and persons with cognitive deficits who may be unable to understand the objectives of the study and yet need to participate.

- Balanced research where benefits against harms to humans, animals and the environment are taken care of must be carried out.
- Publishing or submitting of the copyright material or the same paper in two journals is prohibited.
- Researcher should not include a colleague as a co-author who did not make a significant contribution to win a favour. Similarly, patents should not be filed without informing the collaborator, if any.
- Results should not be announced publicly bypassing the peer review process.
- Neglecting, exploiting research scholars or promising better grades for sexual favours are malpractices that are not allowed.
- Making derogatory comments and using racist epithets must be avoided.

## **VII Review and Modification of Policy**

Govt. J.Y. Chhattisgarh College will review/modify this policy after every five years or earlier if required. The modified policy will be implemented after the approval and orders of the Principal.

# IT Policy



Office of The Principal  
**Govt.J.Yoganandam Chhattisgarh College,**  
Raipur (C.G.)

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## I T Policy

1. Respect the rule “**That which is not expressively permitted is prohibited**”.
2. Keep use of the Internet to a minimum.
3. Check that any information you access on the Internet is accurate, complete and current.
4. Check the validity of the information found.
5. Respect the legal protections to data and software provided by copyright and licenses.
6. Use the internet only for professional purpose.
7. Clean the browser history and cache periodically in order to prevent speed bottleneck.
8. Remove any junk files (accidentally installed) immediately to prevent speed bottleneck.
9. Contact UGC & NRC, in case of any major dispute about internet problems.
10. Do not download the file(s)/images/videos/songs that bulk in size or which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
11. Do not download content(s) from Internet sites unless it is related to your work.
12. Do not download free unlicensed software from the Internet and install it upon the Organization’s computer equipment.
13. Do not use the organization’s computers to make unauthorized entry into any other computer or network.
14. Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime. Do not reset or power off any machine.
15. Do not represent yourself as another person. Do not share your password. Do not lock the screen unless you are sure to come back in 5 minutes. You should log out if you are leaving the screen for a longer period.
16. Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.
17. Do not forget to log out when left unattended for more than 5 minutes, to prevent any misuse.

18. Do not attach and transmit files (or programs) through email which contain illegal/unauthorized materials.
19. The student will not intrude on the privacy of anyone. In particular, the student will not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.
20. The student shall not attempt to deceive others about his/her identity in electronic communications or network traffic. He/she will also not use the Institution's IT resources to threaten, intimidate, or harass others.
21. The student shall maintain the provided computers on this network with current virus detection software and current updates of the operating system and shall attempt to keep the computer free from viruses, worms, Trojan horses, and other such applications/malware.
22. The student shall not be involved in any illegal file sharing through Internet/email.

## **Future Plan**

- **Establishment of Computer Centre**
- **Network Security**  
Firewall Installation
- **Disciplinary Action**

A penalty system will be implemented, in case someone is found violating the above guidelines mentioned.

### **Please note the following:**

All activities on the Internet is monitored and logged.

All material viewed is scanned for viruses.

All the content viewed is scanned for offensive material.

**Members**

**(Dr Anita Juneja)**  
**Coordinator,IQAC**

**(Dr Amitabh Banerjee)**  
**Principal**

**Dr Swati Jain -Convener**

**Dr Vineeta Agrawal**

**Dr Hemlal Sahu**

**Dr Vaishali Sarde**

**Dr Neha Tikariha**

# **Code of Conduct Policy**



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**आचरण संहिता के पालन हेतु निर्धारित नीतियाँ**

1. महाविद्यालय में पदस्थ कोई भी शासकीय सेवक चाहे वह किसी भी वेतनमान पर पदस्थ हो वह छ.ग. सिविल सेवा आचरण नियम 1965 से नियंत्रित होगा । छ.ग. सिविल सेवा आचरण नियम 1965 को महाविद्यालय में पदस्थ शासकीय सेवकों हेतु आचरण संहिता माना जायेगा ।
2. कार्यभारित तथा आकस्मिक व्यय से वेतन पाने वाले कर्मचारियों पर भी छ.ग. सिविल सेवा आचरण नियम 1965 प्रभावशील होंगे ।
3. महाविद्यालय में जैसे ही कोई सदस्य शासकीय सेवा में प्रवेश करेगा वह स्वेच्छा से इन नियमों एवं शर्तों को स्वीकार करेगा । इसके लिये पृथक से कोई अनुबंध या आदेश प्रसारित नहीं किया जायेगा ।
4. महाविद्यालय के सभी सदस्य पूर्ण निष्ठा के साथ अपने कर्तव्यों एवं कृत्यों का निर्वहन करेंगे तथा ऐसा कुछ भी नहीं करेंगे जो शासकीय सेवक के लिये अशोभनीय हो ।
5. महाविद्यालय का कोई भी सदस्य/शासकीय सेवक शासन एवं महाविद्यालय प्रशासन की नीतियों के विरुद्ध आचरण नहीं करेगा और न ही आलोचना करेगा ।
6. महाविद्यालय परिवार का कोई भी सदस्य ऐसा कोई कृत्य नहीं करेगा –
  - जो कि उसके परिवार के सदस्यों को लाभान्वित करें ।
  - कोई भूमि या कोई संपत्ति परिवार के लिये किसी लाभ के उद्देश्य से अवैध रूप से लाभ पहुंचाएं
  - कार्यालयीन कार्य की प्रक्रिया में परिवार के सदस्यों को अनुचित रूप से लाभ पहुंचाएं ।
7. महाविद्यालय परिवार का कोई भी सदस्य चाहे वह अवकाश पर हो या प्रतिनियुक्ति पर या विदेश सेवा में हो सभी स्थिति में उस पर यह आचरण संहिता लागू होगी ।
8. महाविद्यालय प्रशासन का कोई भी सदस्य जो शासकीय या कार्यालय काम से दूसरे देश की यात्रा कर रहा है चाहे वह शासन या महाविद्यालय प्रशासन की नीतियों की आलोचना नहीं करेगा ।
9. महाविद्यालय प्रशासन का कोई भी सदस्य बिना अनुमति के कोई प्रेस वार्ता या सामचार प्रसारित नहीं करेगा ।
10. महाविद्यालय प्रशासन का कोई भी सदस्य उसे सौंपे गये कार्य को निपटाने में जानबूझकर विलंब नहीं करेगा ।
11. अपने कृत्यों के पालन में अशिष्टता से कार्य नहीं करेंगे तथा पूर्ण रूप से ईमानदारी के साथ अपने कर्तव्यों का निर्वहन करेंगे ।
12. महाविद्यालय प्रशासन के कोई भी सदस्य उनको आबंटित शासकीय आवास को किसी अन्य को किराये पर या लाभ के उद्देश्य से नहीं देगा ।



13. सभी सदस्य वैवाहिक आयु की सीमा, पर्यावरण संरक्षण, वन्य प्राणियों का संरक्षण, सांस्कृतिक विरासत एवं महिलाओं के प्रति अपराधिक कृत्यों की रोकथाम हेतु शासन की नीतियों का पालन करेंगे ।
14. यदि किसी सदस्य के रहन-सहन का स्तर आय से अधिक प्रदर्शित होता है तो उससे स्पष्टीकरण मांगा जा सकता है तथा उसकी सनिष्ठा (Uprightness, Honesty and Purity) में संदेह उत्पन्न हो सकता है ।
15. महाविद्यालय प्रशासन के सभी सदस्य अपनी कर्तव्यपरायणता निम्नानुसार सुनिश्चित करें—
  - समय पर कार्यालय में उपस्थित होना ।
  - कार्यालयीन समयावधि में कार्यालयीन कार्य में संलग्न रहना ।
  - सौंपे गये कार्य अपनी योग्यता एवं क्षमता के साथ करना ।
  - कोई अवैधानिक कार्य न करना ।
  - बिना पक्षपात किये शासन के नियमानुसार कार्य करना ।
  - बिना अवकाश की स्वीकृति तथा बिना सूचना के कर्तव्य से अनुपस्थित रहना ।
  - महाविद्यालय के विरुद्ध प्रदर्शन में भाग लेना ।
  - अशोभनीय, अनुपयुक्त, अवांछनीय, अभद्र कृत्य एवं व्यवहार से बचना ।
  - असत्य वचन तथा अभद्र भाषा के प्रयोग से बचना ।
16. आचरण नियमों का उल्लंघन कदाचार (Misconduct) माना जायेगा ।
17. महाविद्यालय प्रशासन का कोई सदस्य आचरण संहिता का पालन न केवल कार्यालयीन कार्य करते समय वरन उसके बाहर भी करेगा ।

#### **(Misconduct) कदाचार का अर्थ :-**

- ✓ कार्यालयीन कर्तव्यों के संबंध में अवैधानिक व्यवहार करना ।
- ✓ आचरण में हठधर्मी
- ✓ अधिकार विहीन कार्य करना
- ✓ कार्यों में सकारात्मकता न लाना
- ✓ नियम के विपरीत कार्य करना
- ✓ कोई वर्जित कार्य करना
- ✓ अनुचित या त्रुटिपूर्ण व्यवहार
- ✓ निश्चित तथा सुस्थापित नियम की कार्यवाही का उल्लंघन ।
- ✓ कार्यालय की महिला कर्मचारी या अन्य महिला से छेड़छाड़ करना या अमर्यादित आचरण करना -
- ✓ कर्तव्य पर रहते हुए मादक पदार्थों का सेवन करना
- ✓ अवैध रूप से हड़ताल करना
- ✓ आय के ज्ञात स्रोतों के अनुपात से अधिक संपत्ति का अर्जन
- ✓ वरिष्ठ अधिकारियों की झूठी शिकायत करना
- ✓ अपनी संतानों की विहित निर्धारित आयु से कम में विवाह करना
- ✓ विभागीय निर्देशों के अनुसार कार्य न करना
- ✓ वरिष्ठ अधिकारी से बिना आदेश प्राप्त किए कार्य करना
- ✓ सार्वजनिक आलोचना एवं प्रकाशन
- ✓ किसी राजनैतिक दल की विचारधारा का वाहक बनना ।

18. महाविद्यालय प्रशासन के सभी सदस्य उचित माध्यम से ही अभ्यावेदन प्रस्तुत करेंगे ।
19. यदि कोई सदस्य अपने अधिकार क्षेत्र के अंतर्गत कोई न्यायिक/अर्द्धन्यायिक आदेश पारित करता है तो वह सुसंगत आधारों पर आधारित हो तथा निष्पक्ष हो ।
20. महाविद्यालय प्रशासन के सभी सदस्य उन्हें जिस कार्य के लिये पदस्थ किया गया है उस कार्य को निर्धारित अवधि के अंतर्गत संपादित करेंगे ।
21. महाविद्यालय प्रशासन के कोई भी अवकाश चाहे वह आकस्मिक हो, अर्जित हो या किसी अन्य प्रकार का अवकाश की स्वीकृति एवं पूर्व सूचना आवश्यक है । क्योंकि अवकाश पर जाना किसी भी सदस्य का अधिकार नहीं है ।
22. अवकाश की स्वीकृति के पश्चात प्रस्थान तथा अवकाश अवधि की समाप्ति के पश्चात कर्तव्य पर उपस्थित होना आवश्यक होगा ।
23. महाविद्यालय प्रशासन का यदि कोई सदस्य स्वीकृत अवधि के पश्चात भी अनुपस्थित रहता है तो उसे Over Stay of Leave माना जायेगा तथा अकार्य दिवस माना जायेगा ।
24. अवकाश समाप्ति के पश्चात कर्तव्य से जानबूझकर अनुपस्थित रहने वाला सदस्य अनुशासनात्मक कार्यवाही का भागी होगा ।
25. महाविद्यालय प्रशासन के सभी सदस्यों को आकस्मिक अवकाश तथा मुख्यालय छोड़ने की अनुमति लेना आवश्यक है ।

**उपरोक्त आचरण संहिता के नियमों का पालन न करने वाला महाविद्यालय परिवार का सदस्य अनुशासनहीता का दोषी माना जायेगा ।**

**विद्यार्थियों हेतु आचरण संहिता**

**सामान्य नियम :-**

प्रवेश लेने वाले प्रत्येक विद्यार्थी को महाविद्यालय के नियमों का अक्षरशः पालन करना होगा । इनका पालन न करने पर वह शासन द्वारा निर्धारित दण्डात्मक कार्यवाही का भागीदार होगा ।

1. विद्यार्थी शालीन वेशभूषा में महाविद्यालय में आयेगा । किसी भी स्थिति में उसकी वेशभूषा उत्तेजक नहीं होना चाहिए ।
2. प्रत्येक विद्यार्थी अपना पूर्ण ध्यान अध्ययन में लगायेगा, साथ ही महाविद्यालय द्वारा आयोजित पाठ्येत्तर गतिविधियों को भी पूरा सहयोग प्रदान करेगा ।
3. महाविद्यालय परिसर में वह शालीन व्यवहार करेगा, अभद्र व्यवहार असंसदीय भाषा का प्रयोग गाली गलौच, मारपीट या अस्त्रों-शस्त्रों का प्रयोग नहीं करेगा ।
4. प्रत्येक विद्यार्थी अपने शिक्षकों, अधिकारियों एवं कर्मचारियों से नम्रता एवं भद्रता का व्यवहार रखेगा ।
5. महाविद्यालय परिसर को स्वच्छ बनाये रखना प्रत्येक विद्यार्थी का नैतिक कर्तव्य है, वह सरल निर्व्यसन और मितव्ययी जीवन निर्वाह करेगा ।
6. महाविद्यालय तथा छात्रावास की सीमाओं में किसी भी प्रकार के मादक पदार्थों का सेवन सर्वथा वर्जित रहेगा ।
7. महाविद्यालय में झूठ-उधर थूकना, दीwalों को गंदा करना या गंदी बातें लिखना सख्त मना है । विद्यार्थी के असामाजिक तथा अपराधिक गतिविधियों में संलिप्त पाये जाने पर कठोर कार्यवाही की जायेगी ।

8. वह अपनी मांगों का प्रदर्शन, आंदोलन, हिंसा या आतंक फैलाकर नहीं करेगा । विद्यार्थी अपने आप को दलगत राजनीति से दूर रखेगा तथा अपनी मांगों को मनवाने के लिये राजनीतिक दलों, कार्यकर्ताओं अथवा समाचार पत्रों का सहारा नहीं लेगा ।
9. छात्र रैगिंग में लिप्त नहीं रहेंगे ।

#### **अध्ययन संबंधी नियम :-**

1. प्रत्येक विद्यार्थी की 75 प्रतिशत उपस्थिति अनिवार्य होगी तथा यह एनसीसी/एनएसएस में भी लागू होगी अन्यथा उसे वार्षिक परीक्षा में बैठने की पात्रना नहीं होगी ।
2. विद्यार्थी प्रयोगशाला में उपकरणों का उपयोग सावधानी पूर्वक करेगा । उनको स्वच्छ रखेगा एवं प्रयोगशाला को साफ-सुथरा रखेगा ।
3. ग्रंथालय द्वारा स्थापित नियमों का पूर्ण पालन करेगा । उसे निर्धारित संख्या में ही पुस्तकें प्राप्त होगी तथा समय से न लौटाने पर निर्धारित आर्थिक दण्ड देना होगा ।
4. अध्ययन से संबंधित किसी भी कठिनाई के लिये वह गुरुजनों के समक्ष अथवा प्राचार्य के समक्ष शांतिपूर्ण ढंग से अभ्यावेदन प्रस्तुत करेगा ।

#### **स्वशासी स्नातकोत्तर सेमेस्टर परीक्षाओं के लिये महत्वपूर्ण निर्देश :-**

स्नातकोत्तर स्तर की सेमेस्टर परीक्षाओं में सेमीनार का प्रावधान किया गया है । स्वशासी विभाग द्वारा प्रथम एवं तृतीय सेमेस्टर हेतु नवंबर माह में एवं द्वितीय एवं चतुर्थ सेमेस्टर हेतु अप्रैल माह में सेमिनार आयोजित किये जाते हैं सेमिनार आयोजन की तिथि एवं समय की सूचना संबंधित विभागाध्यक्ष द्वारा सूचना-पटल के माध्यम से दी जाती है । सेमिनार में अनुपस्थित रहने पर विद्यार्थी को अगले शिक्षा सत्र में संबंधित सेमेस्टर के सैद्धांतिक एवं सेमीनार दोनों में सम्मिलित होना होगा ।

**Members**

**(Dr Anita Juneja)  
Coordinator, IQAC**

**(Dr Amitabh Banerjee)  
Principal**

**Dr Asha Choudhary -Convener**

**Dr Vineeta Agrawal**

**Dr Anil Ramteke**

**Dr Sunil Tiwari**

**Dr Aruna Thakur**

**Dr Bhoopendra Karwande**

# **The Management Policy**



Office of The Principal  
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### The Management Policy

- 1. Preamble:** Management is the process of planning and organizing the resources and activities of an organization to achieve specific goals in the most effective and efficient manner possible. It is the administration of an organization, whether it is a business, a non-profit organization, or a govt body. It is the art and science of managing financial, natural, technological and human resources which also includes strategy development and deployment.

Government J. Yoganandam Chhattisgarh College which had been founded in 1938 as a private educational institution in Madhya Pradesh, later in 1984 had been overtaken by the Govt., and since its inception, it has been serving as a lighthouse to the youth of the State. In order to run the institution with effective management, the institution has formed its management policy so that the best can be performed.

- 2. Objectives :**

- To make a productive contribution to society
- To maintain its brand image

- 3. Scope :**

This policy shall be applicable to the teaching and the non-teaching staff of the institution.

- 4. Custodian of the policy :**

The responsibility of implementing and updating the Management Policy shall be of IQAC under the supervision of the Principal, who is also the Chairman of IQAC.

- 5. Policy and Guidelines:** As the Govt. of Chhattisgarh is the supreme authority, the academic and administrative decisions taken by the Directorate of Higher Education shall be carried out by the Principal. The ordinance of Pt. Ravishankar Shukla University, Raipur and UGC shall be followed.

The governance of the institution shall be reflective of effective leadership in consonance with the vision and mission of the institution.

- The teachers shall be the members of significant bodies of the institution and shall help in making decisions regarding the perspective plan of the institution.
- The Registrar, the Head Clerk, the Accountant, the technical and the non-technical staff and the supporting staff, the librarian and the sports officer shall assist the Principal in administration.

- In academics the head of the Department shall supervise the activities of the Department and cater to the needs of the students.
- The examination cell shall conduct the examination and all other related peripheral activities.
- Every year supporting services shall be upgraded for maximum utilization.
- The automation of the office and central library shall be given priority.
- Human values and ethics, discipline and social commitment shall be inculcated through the NSS and NCC Units of the Institution.
- The students shall be provided with State and Central scholarships.
- The students shall be provided with free scholarships also.
- For smooth conduct of functioning the Institution shall implement e-governance in administration, finance and accounts, student admission and examination.
- The institution shall facilitate effective welfare measures for teaching and non-teaching staff as per the rules of Govt.
- The Institution shall help the teaching and non-teaching staff in their career development and progression.
- The institution shall conduct internal and external audits regularly.
- Every month the monthly expenditure shall be prepared and sent to the Directorate of Higher Education.
- Govt. fund shall be audited by the Directorate of Higher Education/Accountant General.
- Non-Govt amalgamated funds shall be audited by a Chartered Accountant, Directorate of Higher Education and Accountant General.
- *Janbhagidari*, RUSA and exam fund shall be audited by the chartered accountant of the Institution.
- Various types of funds received by the institution shall be utilized following the rules of *BhandarKraya Niyam* (State Rule 1998).
- The record of every transaction shall be maintained in the stock registers by the storekeepers, the librarian and the Heads of the Department.
- Annual Magazine *Prachi* shall be released/published annually through funds collected from the students.
- Overall the Principal shall monitor and control the financial procedures.
- Technological resources shall be utilized as per the IT policy of the institution.
- To maintain institutional brand image the institution shall facilitate blogging in the website, generate institutional mail IDs for the faculty members as well as students, shall establish MIS, Data centre, Central Instrumentation Lab, and Centralised computer lab and increase ICT facility and digital resources.

#### **6.Review the Modification of Policy :**

Govt. J. Yoganandam Chhattisgarh College, Raipur will review/modify this policy after five years or earlier if required. The modified policy will be implemented after the approval and orders of the Principal.

Prepared and recommended by IQAC on 10 January 2023.

**(Dr Kirti Tiwari)**  
Head, Department of English

**(Dr Anita Juneja)**  
Coordinator, IQAC

**(Dr Amitabh Banerjee)**  
Principal

# **Policy for the Disabled Persons**



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## POLICY FOR THE DISABLED PERSONS

### **1.Preamble :-**

Govt. J. Yoganandam Chhattisgarh College, Raipur is against all kinds of discrimination on any ground including disability and intends to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students and employees are not distraught or treated unfavourably. The College aims to design its programmes, administration, and activities accessible to the students. All the authorities of the College are striving to extend a helping hand towards the differently abled so as to make sure about the benefits of grounds programmes, administration, and activities. These guidelines apply to all teaching and non-teaching members of the College.

Rights of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities.

This Policy is formed to give effect to the United Nations Convention on the Rights of Persons with Disabilities and for matters connected therewith or incidental thereto. The following are the principles for the empowerment of persons with disabilities— (a) respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons; (b) non-discrimination; (c) full and effective participation and inclusion in College. (d) respect for difference and acceptance of persons with disabilities as part of human diversity and humanity; (e) equality of opportunity; (f) accessibility; (g) equality between men and women; (h) respect for the evolving capacities of disabled persons.

### **2.Objectives:-**

#### **•To Ensure Equality and non-discrimination —**

1. The College shall ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect for his or her integrity equally with others.
2. The College shall take steps to utilise the capacity of persons with disabilities by providing an appropriate environment.
3. Any Student shall not be deprived of his or her personal liberty only on the grounds of disability.



- **To ensure Community life**— The College shall endeavour to Give access to community support services.
- **To ensure Protection from cruelty and inhuman treatment**— The College shall take measures to protect persons with disabilities from being subjected to torture, cruel, inhuman or degrading treatment.
- **To ensure Protection from abuse, violence and exploitation.**—The College shall take measures to protect persons with disabilities from all forms of abuse, violence and exploitation and to prevent the same, shall—
  - a. take cognizance of incidents of abuse, violence and exploitation and provide legal remedies available against such incidents;
  - b. take steps to avoid such incidents and prescribe the procedure for its reporting;
  - c. take steps to rescue, protect and rehabilitate victims of such incidents; and
  - d. create awareness and make available information among the public.
- **To ensure Protection and safety**—The persons with disabilities shall have equal protection and safety in situations of risk,
- **To ensure Access to justice**—The College shall ensure that persons with disabilities can access justice without discrimination on the basis of disability.
- **To ensure admission and opportunities** —The College shall admit them without discrimination and provide education and opportunities for sports and recreation activities equally with others.
- **To ensure skill development** —The College shall formulate schemes and programmes for persons with disabilities for their vocational training and self-employment and inclusion in all mainstream formal and non-formal vocational and skill training schemes and programmes.
- **To ensure Social security**— The College shall within the limit of its economic capacity and development formulate necessary schemes and programmes to safeguard and promote the right of persons with disabilities to an adequate standard of living to enable them to live independently or in the community. Under such schemes and programmes provide access to safe drinking water and appropriate and accessible sanitation facilities.
- **To ensure healthcare.**—The College shall take necessary measures for the persons with disabilities to provide healthcare and Counselling.
- **To ensure research and development** —The College shall initiate research and development through individuals and institutions on issues which shall enhance habilitation and rehabilitation and on such other issues which are necessary for the empowerment of persons with disabilities.
- **To ensure culture and recreation**—The College shall take measures to promote and protect the rights of all persons with disabilities to have a cultural life and to participate in recreational activities equally with others.
- **To ensure sporting activities**—
  1. The College shall take measures to ensure effective participation in sporting activities of the persons with disabilities.
  2. The sports authorities shall accord due recognition to the right of persons with disabilities to participate in sports and shall make due provisions for the

inclusion of persons with disabilities in their schemes and programmes for the promotion and development of sporting talents.

- **To ensure awareness campaigns**—The College shall conduct, encourage, support or promote awareness campaigns and sensitisation programmes to ensure that the rights of persons with disabilities are protected. The programmes and campaigns—
    - a. promote values of inclusion, tolerance, empathy and respect for diversity;
    - b. advance recognition of the skills, merits and abilities of persons with disabilities and of their contributions to the workforce, labour market and professional fee;
    - c. foster respect for the decisions made by persons with disabilities on all matters related to family life, relationships, bearing and raising children;
    - d. provide orientation and sensitisation on the human condition of disability and the rights of persons with disabilities;
    - e. Provide orientation and sensitisation on disabling conditions and rights of persons with disabilities
    - f. ensure that the rights of persons with disabilities are included in the curriculum.
  - **To ensure social audit**—The College shall undertake a social audit of all general schemes and programmes involving persons with disabilities to ensure that the scheme and programmes do not have an adverse impact on the persons with disabilities and meet the requirements and concerns of persons with disabilities.
  - To celebrate important days pertaining to disability such as World Disabled Day, White Cane Day, etc., in the institute and also in the neighbourhood in order to create awareness about the capabilities of differently-abled persons.
  - To ensure maintenance of special assistive devices procured by the higher education institute under the HEPSN (HIGHER EDUCATION FOR PERSONS WITH SPECIAL NEEDS )scheme and encourage differently-abled persons to use them to enrich their learning experiences.
- To prepare annual reports with case histories of differently-abled persons who benefit from the HEPSN scheme sanctioned to the higher education institute.

### 3. Meaning of Disability:-

1. “person with disability” means a person with long-term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others;
2. person with disability” means as certified by the certifying authority;

### 4. Jurisdiction:-

The rules and regulations outlined in this policy shall be applicable to all complaints made:

1. By a member of the College against any other member within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider is alleged to have taken place within the campus.

3. By a member of the college against an outsider if is alleged to have taken place outside the campus. In such cases, the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

#### **5. Custodian of the Policy:-**

The responsibility of implementing and updating of Policy for the Disabled Persons shall be of IQAC under the supervision of the Principal, who is also the chairman of IQAC. The Institution has an Equal Opportunity Cell for the welfare of Divyang Stakeholders which will be renamed as Divyang Committee/Grievance Redressal Committee.

#### **6. Divyang Committee/Grievance Redressal Committee:-**

Composition- 1.Co-

- ordinator
2. Members
3. One Sports Officer
4. One Counselling Officer
5. One member from a Non-Governmental Organization working for the cause of persons with disabilities.
6. One member from a Health or Rehabilitation Institution educating for the cause of a person with disabilities.

#### **7. Working of the Committee:-**

Subject to the objective of this policy on disability matters Divyang committee shall facilitate the continuous evolution of a comprehensive policy for the empowerment of persons with disabilities and the full enjoyment of rights.

#### **8. Review and Modification of Policy:-**

Government J.Yoganandam Chhattisgarh College, Raipur (C.G.) will review/modify this policy as per the amendment in the Rights of Persons with Disabilities Act, 2016. The modified policy will be implemented after the approval and order of the Principal.

Prepared and recommended by IQAC on 10<sup>th</sup> January 2023.

**(Dr Vineeta Agrawal)**  
Head, Dept of Law

**(Dr Anita Juneja)**  
Coordinator, IQAC

**(Dr Amitabh Banerjee)**  
Principal

**(Dr T.L.Verma)**  
**Convener, Equal**  
**Opportunity Cell**

**(Dr Jharna Rani Nag)**  
**Member, Equal**  
**Opportunity Cell**

**(Dr Anil Ramteke)**  
**Member, Equal**  
**Opportunity Cell**

# **Anti-Ragging**

# **Policy**



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### Anti-Ragging Policy

#### **1.Preamble**

Government/University Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at Govt. J. Yoganandam Chhattisgarh College, Raipur.

#### **2.Objectives**

The anti-ragging policy encourages socialization of students to the academic environment of the college, simultaneously discouraging and Preventing any negative act on the part of senior students, which goes against the basic purpose of socio-academic integration.

#### **3.Meaning of Ragging and Jurisdiction**

According to the Hon'ble Supreme Court of India Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
- b. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which that student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, posts, or public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### **4.Custodian of the Policy**

The responsibility of implementing and updating of Anti-Ragging Policy shall be of IQAC under the supervision of the Principal, who is also the Chairman of IQAC.

#### **Anti-Ragging Committee**

1. Coordinator
2. Members

#### **5.Measures to Prevent Ragging**

- a. Students and parents submit anti-ragging-related affidavits to the institution at the time of admission.
- b. Awareness programs are conducted and the Anti-ragging Act is read out in the class during the Induction and Orientation Programmes for fresher and senior students.
- c. Anti-ragging regulations are displayed in the prime locations on the campus and hostels and on the college website.
- d. Anti-Ragging Committee is constituted to ensure compliance with the provisions of the Regulations as well as the provisions of any law for the time being in force concerning ragging. It will also nominate, monitor/ class representatives and oversee the performance of the Anti-Ragging Squad in the prevention of ragging in the college.
- e. Anti-Ragging Squad will be called upon to make surprise raids in college premises vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- f. Anti-Ragging Squad is empowered to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Principal or any concerned complainant and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

## 6. Punishments

Students are encouraged to report any ragging act witnessed or experienced by them to an anti-ragging committee or squad/ grievance redressal committee/any staff member with whom the student may feel comfortable. The Institution will ensure the confidentiality of such a disclosure by the student.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the college shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for periods ranging from 1 to 4 semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine ranging between Rupees 25000/- and Rupees 1 lakh.
11. Collective punishment: When the person committing or abetting the crime of ragging is not identified, the institution shall resort to collective punishment.

## 7. Review and Modification of Policy

Govt. J. Yoganandam Chhattisgarh College, Raipur will review/modify this policy as per the amendment in the Anti-Ragging Act. The modified policy will be implemented after the approval and orders of the Principal.

Prepared and recommended by IQAC on 29 December 2021.

**(Dr Vineeta Agrawal) Head,  
Department of Law**

**(Dr D K Verma)  
Convener, Anti-Ragging Committee (Dr Anita  
Juneja) (Dr. Amitabh Banerjee) Coordinator,  
IQACPrincipal**

**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (*full name of student with admission/registration/enrolment number*)  
s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having  
been admitted to \_\_\_\_\_ (*name of the institution*), have  
received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher  
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and  
fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to  
what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and  
am fully aware of the penal and administrative action that is liable to be taken against  
me in case I am found guilty of or abetting ragging, actively or passively, or being part  
of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as  
ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of  
commission or omission that may be constituted as ragging under clause  
3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment  
according to clause 9.1 of the Regulations, without prejudice to any other criminal action  
that may be taken against me under any penal law or any law for the time being in  
force.

6) I hereby declare that I have not been expelled or debarred from admission in  
any institution in the country on account of being found guilty of, abetting or being part  
of a conspiracy to promote, ragging; and further affirm that, in case the declaration is  
found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent  
Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no  
part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at  (place)  on this the  (day)  of  (month) ,  (year) .

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the  (day)  of  (month) ,  
 (year)  after reading the contents of this affidavit.

OATH COMMISSIONER



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# **Policy on Sexual Harassment of Women at Workplace**

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Office of The Principal  
**Govt.J.Yoganandam Chhattisgarh  
College,**  
Raipur (C.G.)

Email :- [gjycq.college@gmail.com](mailto:gjycq.college@gmail.com) Website : [www.cgcollege.org](http://www.cgcollege.org)  
Tele.No. – 0771-2427126

## Policy on Sexual Harassment of Women at Workplace

- 1. Preamble:-**Govt. J. Yoganandam Chhattisgarh College is committed to providing a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; it strongly supports gender equality and opposes any form of gender discrimination and violence.

The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka&others vs. the State of Rajasthan & others*) stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council vs. Chopra*) stated that sexually harassing behaviour “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”.

The Policy of Sexual Harassment of women at workplace has been formed by Govt. J. Yoganandam Chhattisgarh College, which shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensure the full enforcement of “Fundamental Rights” under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful. The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013 is implemented in its entirety.

## **2. OBJECTIVES**

1. To fulfil the directive of the Supreme Court, the sexual harassment of Women at Workplace Act 2013 and implement a policy against sexual harassment in the institution.

2. To take steps for the prevention and redressal of sexual harassment cases in the college.
3. To ensure the implementation of the policy by reporting and action for the complaints made for harassment.
4. To provide an environment free of gender-based discrimination.
5. To encourage and protect the equal participation of girls.
6. To create a secure physical and social environment which will deter acts of sexual harassment
7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

### **3. Meaning of Sexual Harassment:-**

The acts that are direct or indirect constitute the definition of sexual harassment.

1. **Physical contact and advances;**
2. **A demand or request for sexual favours;**
3. **Sexually coloured remarks;**
4. **Showing pornography;**
5. **Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature**

### **4. Jurisdiction:-**

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the College against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
3. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases, the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

### **5. Custodian of the Policy:-**

The responsibility of implementing and updating of policy on sexual harassment of women at the workplace shall be of IQAC under the supervision of the Principal, who is also the chairman of IQAC

### **6. Composition of the Committee against Sexual Harassment (CASH):-**

Under section 4 of the Prevention of Sexual Harassment, (POSH) Act, 2013 College is required to constitute an Internal Complaints Committee [ICC]/ Committee against the Sexual Harassment (CASH) to hear and redress complaints pertaining to sexual harassment.

Its composition shall be as follows:-

1. The Principal of the College shall, by an order in writing, constitute a Committee to be known as the “Internal Complaints Committee (ICC)/ Committee against Sexual Harassment (CASH).
2. The “Internal Complaints Committee (ICC)/ Committee against Sexual Harassment (CASH) shall consist of the following members to be nominated by the Principal of the College, namely:—
  - (a) A co-ordinator who shall be a woman employed at a senior level.
  - (b) The committee shall have senior women teaching faculty members, at least one male teaching faculty member.
  - (c) The committee shall have one nominated person from the management.
  - (d) The committee shall include, subject to acceptance, the Inspector of Police of the jurisdictional police station, namely the Police Station.
3. The Co-ordinator and every Member of the “Internal Complaints Committee (ICC)/ Committee against Sexual Harassment (CASH) hold office for such period, not exceeding One year, from the date of their nomination as may be specified by the Principal.
4. The Member appointed from amongst the management and jurisdictional police station shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Principal, as may be prescribed.

Where the Co-ordinator or any Member of the Internal Committee,—

- (a) contravenes the provisions of the Act; or
- (b) has been convicted for an offence or an inquiry into an offence under any law  
for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to  
the public interest

Such Co-ordinator or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

#### **7. Working of the Committee against Sexual Harassment:-**

##### **a.PREVENTIVE STEPS.**

1. To create a safe environment free from sexual harassment.
2. To promote gender equality and equal opportunities.

##### **b.REMEDIAL STEPS.**

1. To ensure the easy and sensible step for registration of complaints.

2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if so desired.

**8. Review and Modification of Policy:-**

Government J.Yoganandam Chhattisgarh College, Raipur (C.G.) will review/modify this policy as per the amendment in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The modified policy will be implemented after the approval and orders of the Principal.

Prepared and recommended by IQAC on 10<sup>th</sup> January 2023.

**(Dr Vineeta Agrawal)      (Dr Anita Juneja)      (Dr Amitabh Banerjee) Head, Dept of  
Law      Co-ordinator, IQAC      Principal**

# **Consultancy Policy**



Office of The Principal  
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**Tele.No. – 0771-2427126**

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### Consultancy Policy

**Preamble:-** The vision of the College is to ensure the development of the region by coordinating different external activities. The faculties of the College are engaged in consultancy through which their expertise/knowledge is disseminated in different areas and capacities. Consultancy is in the work culture of the College which gives it a unique identity in the region.

**Objective:-** The Objective of the policy is to prepare a structured consultancy framework where the faculty members who are engaged in consultancy and those who wish to engage themselves in consultancy may be involved in it through the College or in a personal capacity.

**Purpose of the Policy:-**The purpose of the policy is to provide opportunities to the faculty members / a team of faculty members involved in consultancy and encourage the transfer of knowledge, service and sharing of their expertise.

**Areas/Subject of Consultancy:-**

The faculties of the Institution may engage themselves in –

- Assessment/Moderation activities.
- Preparation of e-content.
- Production of Scholarly works such as books, articles and papers.
- Editing of Academic Journals.
- Psychological Counselling
- Tax Advisor (Income Tax/GST)
- Legal Aid and Legal Advice
- Sports-related consultancy
- Consultancy on environmental issues
- Consultancy for teaching prisoners in jail

The College reserves the right to veto any consultancy and also to include any other aspect of consultancy.

**Rules for Consultancy:**

- All types of consultancy will be governed by the rules as per the norms of the State Government/UGC/ College.
- Consultancy Cell constituted under the Chairmanship of the Principal and one senior Professor/Asst. Professor from each faculty member, one of the members will coordinate and direct the consultancy-related activities.
- Work or duty assigned/allotted by the State Govt./Judiciary/University will not be the part of consultancy.
- The Consultancy Cell may frame new rules and make amendments to the existing rules.
- Consultancy services provided at the College level for society or related to academics will be free of cost. Personal consultancy related to Government/Official work will also be free of cost.
- The Consultancy services should not interfere in the discharge of primary duties of the faculty members of the College.
- If any faculty member wishes to carry out personal consultancy, prior approval must be obtained from the Consultancy Cell/Principal.
- All Consultancy activities should be acknowledged and approved by the Consultancy Cell.
- Consultancy Cell will maintain a proper record of all Consultancy activities within the institute.

#### **Consultancy Fees:**

1. The Consultancy cell will classify the field of consultancy into those for which fees may be charged and those which are free of cost. Generally, Consultancy given for the benefit of society/students and other stakeholders will be free of cost but fees will be charged for others such as consultancy to business organizations, corporations etc. The Fee structure will be prepared and proposed by the Consultancy Cell and approved by the Finance Committee and Academic Council/Governing Body.
2. The revenue generated will be shared as per the rules of State Govt./UGC/University and fairly utilised for the development of the college.
3. Honorarium/Remuneration will not be part of the revenue generated through Consultancy

#### **Review and Modification of Policy:**

Government J.Yoganandam Chhattisgarh College, Raipur will review/modify this policy after every five years or earlier, if required The modified policy will be implemented after the approval and orders of the Principal.

**(Dr Pushpa Kaushik)**  
Coordinator, Consultancy  
Cell

**(Dr Anita Juneja)**  
Coordinator, IQAC

**(Dr Amitabh Banerjee)**  
Principal



**Environment  
&  
Sustainability  
Policy**



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## Environment Sustainability Policy

### STATEMENT OF POLICY:

- The policy is to conserve the natural environment, develop sustainable solutions, innovations and start-ups, promote rural technologies and control energy consumption in the following order:
- Build awareness among students about the conservation of natural resources and the development of a sustainable environment for national prosperity.
- Incorporate everything to adopt a fair, ethical environment-friendly approach and training provided to the students for its implementation.

### PREAMBLE

Government J Yoganandam Chhattisgarh, Raipur is fully committed to adhering to the principles of protection of the environment and sustainability. The institution also ensures that its functions and routine acts do affect the environment positively. Since its inception, the institution has shown its commitment and liability towards the protection of the environment at the level best and that is why the campus is green and clean with beautiful landscapes and a variety of trees. To enhance the need for rational environmental lex, the institution is also entrusted to its compliance and improvement and to achieve this, it has the following objectives:

1. Try to affix environmental concerns into all accordant dimensions of the teaching as well as research in the institution.
2. To collaborate with regional, national and other agencies, encourage and elongate consciousness of benign environmental disposition policies and customs among teachers, students, and the staff as well as among other stakeholders of the college.
3. To encourage buying up policy which approbates that goods and services which lead to less damage to the environment.
4. To extenuate the consumption of basic natural resources like petroleum products, water and energy as well as to insist more on the use of energy saving, low carbon measures, recyclable products and renewable (Solar energy, use of LED bulbs, power-efficient equipment).
5. To execute good protracted waste management strategies to extenuate gross waste generation and to increase recycling and reuse of waste products (paper and stationary waste).
6. To restrict the emission of carbon dioxide and control pollution, restricted entry of automobiles on the campus is allowed.

7. To ensure maintenance of the lush green campus. For this, the institution encourages the use of bicycles, battery-powered vehicles, pedestrian pathways, a ban on the use of plastic in the campus, and landscaping with trees and plants.
8. To develop and maintain water conservation facilities in the institution through rainwater harvesting, bore-well/ open well recharge, and maintenance of water bodies.
9. To formulate and ensure effective implementation of E-Waste management policy.

### **ENVIRONMENT PROTECTION BOARD/COMMITTEE**

For effective implementation of environmental policy, the institution has formulated clear lines of responsibility at the administrative level. The environmental protection board/committee is responsible for the management of waste and the protection of the environment throughout the College premises. Its functions are:

1. To formulate environmental policy for the institution.
2. Ban on cutting of trees, exceptions allowed only after approval of board/committee in writing.
3. Effective implementation of environmental policy by means of audit and monitoring.
4. Initiation of appropriate actions in case of non-adherence to environmental norms.
5. Continuous review of the effectiveness of existing environmental policy.

### **CONSTITUTION OF ENVIRONMENT PROTECTION BOARD/COMMITTEE**

1. The Principal shall have the overall responsibility to the council for environmental affairs at the institution. In this position, the Principal or his nominee acts as chair of the environment protection board/committee.
2. The board shall constitute of five members nominated by the Principal.
3. The term of the members shall be three years. The previous Committee will continue till the new Committee is constituted. If any member of the committee retires or resigns, the Principal may nominate the new member. The college should ensure that the new Committee is constituted as per the term.

### **REVIEW POLICY**

The policy shall be reviewed after every five years or earlier, as per the need.

**Members**

**(Dr Anita Juneja)**  
**Coordinator,IQAC**

**(Dr Amitabh Banerjee)**  
**Principal**

**Dr P. Chandrakar-Convener**

**Dr Vineeta Agrawal**

**Dr Pratibha Buxy**

**Dr Anuradha Chowdhary**

# **The Social Responsibility Policy**



Office of The Principal  
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### The Social Responsibility Policy

1. **Preamble:** As per the declaration of the second UNESCO conference on Higher Education held in Paris in July 2009 “Higher Education has the social responsibility to advance our understanding of multifaceted issues...and our ability to respond to them...through its core missions of teaching research and service, it should lead society in generating global knowledge to address global challenges, inter alia food security, climate change, water management, intercultural dialogue, renewable energy and public health.” Social responsibility should be taken as a duty to be performed by every organization or individual to maintain a balance in society between the economy and the environment.

Since its inception during the freedom movement in India, Govt. J. Yoganandam Chhattisgarh College, Raipur is bent upon shouldering its social responsibility and has been disseminating knowledge and the spirit of patriotism among youth.

A Social responsibility policy has been formed so that all the stakeholders of the institution must respond through teaching, learning, research and participation in public affairs enabling the institution to become a ray of hope for social upliftment.

2. **Objectives :**
  - To create an environment suitable for promoting the concept of social responsibility among all stakeholders by interacting with social workers, collaborating with NGOs and participating in Govt. projects.
  - Foster real-time experiential learning to leverage individual skills.
  - Provide required help and support to the Volunteers.
3. **Scope :**

This policy shall be applicable to the faculty, the researchers, PG and UG Students and non-teaching staff of the Institution.

4. **Custodian of the policy:**

The responsibility of implementing and updating the Social responsibility policy shall be of IQAC under the supervision of the Principal, who is also the Chairman of IQAC.

5. **Policy and Guidelines:**

Inculcating the culture of Social Responsibility, faculty members, researchers and UG and PG Students are expected to show their sense of social responsibility and commitment to facilitate a positive impact on society.

**Management of Social Responsibility:**

- Through Awareness rallies/campaigns
- Through Nukkad Natak
- Through research in social interest
- Through free legal aid
- Neki ki Diwar
- Through free coaching for competitive exams
- Through free career guidance
- Through Blood Donation camps health check-up camps etc
- Through awareness programmes for women's empowerment
- Through Happiness cell
- Through Psychological counselling cell

**Payment for services provided**

No monetary compensation or academic credit can be received by the faculty or staff.

6. **Review and Modification of Policy :**

Govt. J. Yoganandam Chhattisgarh College, Raipur will review/modify this policy every five years or earlier if required. The modified policy will be implemented after the approval and orders of the Principal.

Prepared and recommended by IQAC on 10 January 2023.

**(Dr Kirti Tiwari)**  
Head, Department of English

**(Dr Anita Juneja)**  
Coordinator, IQAC

**(Dr Amitabh Banerjee)**  
Principal

# **The Community Services Policy**



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### TheCommunity Services Policy

#### 1. Preamble:

The three roles of a higher education institution are teaching, research and community service. Due to the advancement in science and technology, the world has shrunk and a close connection between community, service industry and knowledge-based production has been established. The need of the hour is that HEIs should build a closer connection to their environment, and try to meet the expectations of their community. Although community service has taken its place next to study and research activities, it is closely integrated with them. In fact, it improves study and R&D activities. It helps in enhancing, transferring and adapting knowledge according to the community's needs. Govt J. Yoganandam Chhattisgarh College, Raipur, therefore, encourages its teachers and students to take part in community service activities.

#### 2. Objectives :

- To promote the personal, social and civic development of the students, faculty and staff of the college.
- To provide opportunities to the privileged ones to empathize with the needy persons of the community, understand the harsh realities of life and intermingle with them, help them and most importantly, treat them with respect and dignity.
- To provide practical experience working with community-based organizations and individuals and foster real-time experiential learning to leverage individual skills and expertise in a service capacity.

With this understanding, Govt J.Y. Chhattisgarh College has designed a policy to enable the college to accept volunteers, reduce volunteer risk and protect the interests of the college, its volunteers and the community it serves.



### **3. Scope :**

The policy shall be applicable to all the volunteers of the college. A “college volunteer” is any uncompensated individual whose services are offered freely and without pressure or coercion to support the college's humanitarian, charitable, civic or public service activities. Those individuals working in an unpaid internship capacity will fall under the volunteer category.

### **4. Custodian of the policy :**

The responsibility of implementing and updating the Management Policy shall be of IQAC under the supervision of the Principal, who is also the Chairman of IQAC.

### **5. Policy and Guidelines:**

- Any activity or service planned by any department of the college should be linked or related to the departmental or college strategic plan or action plan in achieving their vision and mission.
- All the activities shall be planned according to the policies and procedures of the college at all levels.
- A department of the college may identify the community services activities and after getting its approval from the Principal, can proceed with detailed planning.
- Once the approval is received, the Institution should allocate the resources required and faculty members students or staff who will be participating in the activities.  
The activities should be reviewed regularly on the basis of their output.
- The Department shall prepare the Community Services Report in each academic year so that it can be used to improve the processes by incorporating the best practices learned in community engagement.
- The student-faculty or staff can receive no monetary compensation or academic credit for the service.
- College volunteers are expected to abide by all college policies, procedures and external laws and regulations that govern their actions. These may include but not be limited to those relating to ethical behaviour, safety, confidentiality, protected health and student information, computer use, financial responsibility, and drug use.
- Students have to volunteer for services and promote the same for other students in the institution.

**Suggested Activities for community services are-**

- ☐ Volunteer with local organizations
- ☐ Participate in trash cleanup
- ☐ Offer free support to juniors for study material etc.
- ☐ Make hygiene, first-aid and food kits for donation
- ☐ Encouraging society- rally or awareness activities
- ☐ Volunteer as a peer counsellor
- ☐ Help build local infrastructure
- ☐ Petition for community improvements
- ☐ Hold a donation drive for winter clothing
- ☐ Organize a social media awareness campaign
- ☐ Help facilitate mutual aid
- ☐ Free legal aid
- ☐ Organize Blood Donation camps
- ☐ Organize Health Camps
- ☐ Provide direct and indirect help in managing disasters

**6.Review the Modification of Policy:**

Govt. J. Yoganandam Chhattisgarh College, Raipur will review/modify this policy after five years or earlier if required. The modified policy will be implemented after the approval and orders of the Principal.

Prepared and recommended by IQAC on 10 January 2023.

**(Dr Kirti Tiwari) (Dr Anita Juneja)**  
**English Coordinator, IQAC      Principal**

**(Dr Amitabh Banerjee) Head, Department of**

**POST MATRIC  
SCHOLARSHIP  
POLICY  
FOR (ST) SCHEDULE  
TRIBE STUDENTS**



Office of The Principal  
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POST MATRIC SCHOLARSHIP POLICY FOR (ST) SCHEDULE

TRIBESTUDENTS

**1.Preamble -**

All the ST students with annual income of up to Rs 2.50 lakh per annum would be eligible under the Post Matric Scholarship Policy.

The scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grades in the previous final examination and the annual income of those whose parents/guardians from all sources does not exceed Rs. 2.00Lakh.

The Government of India and other state governments run a number of post-matric scholarships for students belonging to the Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC), Economically Backward Classes (EBC) and Minority community.

**2.Scope –**

Post Matric Scholarship scheme is implemented through the State Government. The Scheme provides financial assistance to students studying at post matriculation or post-secondary stage to enable them to complete their education. These scholarships are available for studies in Chhattisgarh only and are awarded by the government of Chhattisgarh State.

**3.Objective-**

The Objective of the policy is to provide financial assistance to students studying at post matriculation or post-secondary stage to enable them to complete their education.

**4.Eligibility –**

- Scholarships will be paid to the students whose parents/guardians' income from all sources does not exceed Rs. 2,50,000/- per annum.

- The scholarships are open to those students who are studying in Chhattisgarh.
- These scholarships will be given for the study of all recognized post-matriculation or post-secondary courses pursued in recognized institutions.
- These Scholarships are not awarded for training courses.
- All children of the same parents/guardians will be entitled to receive the benefits of the scheme.
- A scholarship holder under this scheme will not hold any other scholarship/stipends.

### **5.Benefits -**

The value of the scholarship includes the following for the complete duration of the course:-

1. Maintenance allowance amounting to Rs.380/- to 1200/- per month for hostellers and Rs. 230/- to Rs. 550/- per month for day scholars
2. Reimbursement of compulsory non-refundable fees
3. Study tour charges
4. Thesis typing/printing charges for Research Scholars
5. Book allowance for students pursuing correspondence courses
6. Book bank facility for specified courses
7. Additional allowance for students with disabilities for the complete duration of the course.

### **6.Mode of Application**

- Chhattisgarh State Governments will announce the details of the scheme and invite applications by issuing an advertisement in the leading newspapers of the State and through their respective websites and other media outfits in May-June.
- All requests for application forms and other particulars should be addressed to the Commissioner of Higher Education.
- The applicant should submit the completed application to the prescribed authority before the last date prescribed for receipt of applications.
- The application can also be submitted online when the scheme is available on the Post Matric Scholarship Portal.
- Necessary documents-
  1. One copy of the passport-size photograph with the signature of the students.
  2. One Attested copy of Certificates in respect of all examination periods.
  3. Caste Certificate.

4. Income declaration Certificate.

- Complete application shall be submitted to the head of the Institutions.
- Students will receive the payment directly into their bank account via a direct bank transfer method.

**7. Selection of Candidate -**

All the eligible candidates will be given scholarships subject to the application of the means test prescribed.

**8. Jurisdiction -**

The rules and regulations outlined in this policy shall be applicable to all students belonging to Schedule Tribe (ST) Class.

**9. Custodian of the Policy -**

The responsibility of implementing and updating of the policy of Post Matric Scholarship policy shall be of IQAC under the supervision of the Principal, who is also the chairman of IQAC

**10. Composition of the Committee – As per the Orders of the Principal.**

**11. Review and Modification of Policy:-**

Government J.Yoganandam Chhattisgarh College, Raipur (C.G.) will review/modify this policy. The modified policy will be implemented after the approval and orders of the Principal.

Prepared and recommended by IQAC on 10<sup>th</sup> January 2023.

(Dr Vineeta Agrawal)      (Dr Anita Juneja)      (Dr Amitabh Banerjee) Head, Dept of  
Law      Co-ordinator, IQAC      Principal

**POST MATRIC  
SCHOLARSHIP POLICY  
FOR (SC) SCHEDULE  
CASTE STUDENTS**



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POST MATRIC SCHOLARSHIP POLICY FOR (SC) SCHEDULE

CASTESTUDENTS

**12.Preamble -**

All the SC students with an annual income of up to Rs 2.50 lakh per annum would be eligible under the Post Matric Scholarship Policy.

The scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grades in the previous final examination and the annual income of those whose parents/guardians from all sources does not exceed Rs. 2.00Lakh.

The Government of India and other state governments run a number of post-matric scholarships for students belonging to the Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC), Economically Backward Classes (EBC) and Minority community.

**13.Scope –**

Post Matric Scholarship scheme is implemented through the State Government. The Scheme provides financial assistance to students studying at post matriculation or post-secondary stage to enable them to complete their education. These scholarships are available for studies in Chhattisgarh only and are awarded by the government of Chhattisgarh State.

**14.Objective-**

The Objective of the policy is to provide financial assistance to students studying at post matriculation or post-secondary stage to enable them to complete their education.

**15.Eligibility –**

- Scholarships will be paid to the students whose parents/guardians' income from all sources does not exceed Rs. 2,50,000/- per annum.



- The scholarships are open to those students who are studying in Chhattisgarh.
- These scholarships will be given for the study of all recognized post-matriculation or post-secondary courses pursued in recognized institutions.
- These Scholarships are not awarded for training courses.
- All children of the same parents/guardians will be entitled to receive the benefits of the scheme.
- A scholarship holder under this scheme will not hold any other scholarship/stipends.

### **16.Benefits -**

The value of the scholarship includes the following for the complete duration of the course:-

1. Maintenance allowance amounting to Rs.380/- to 1200/- per month for hostellers and Rs. 230/- to Rs. 550/- per month for day scholars
2. Reimbursement of compulsory non-refundable fees
3. Study tour charges
4. Thesis typing/printing charges for Research Scholars
5. Book allowance for students pursuing correspondence courses
6. Book bank facility for specified courses
7. Additional allowance for students with disabilities for the complete duration of the course.

### **8.Mode of Application**

- Chhattisgarh State Governments will announce the details of the scheme and invite applications by issuing an advertisement in the leading newspapers of the State and through their respective websites and other media outfits in May-June.
- All requests for application forms and other particulars should be addressed to the Commissioner of Higher Education.
- The applicant should submit the completed application to the prescribed authority before the last date prescribed for receipt of applications.
- The application can also be submitted online when the scheme is available on the Post Matric Scholarship Portal.
- Necessary documents-
  1. One copy of the passport-size photograph with the signature of the students.
  2. One Attested copy of Certificates in respect of all examination periods.
  3. Caste Certificate.

4. Income declaration Certificate.

- Complete application shall be submitted to the head of the Institutions.
- Students will receive the payment directly into their bank account via a direct bank transfer method.

**5.Selection of Candidate -**

All the eligible candidates will be given scholarships subject to the application of the means test prescribed.

**6.Jurisdiction -**

The rules and regulations outlined in this policy shall be applicable to all students belonging to Schedule Caste (SC) Class.

**7.Custodian of the Policy -**

The responsibility of implementing and updating the policy of Post Matric Scholarship policy shall be of IQAC under the supervision of the Principal, who is also the chairman of IQAC

**8. Composition of the Committee – As per the Orders of the Principal.**

**9. Review and Modification of Policy:-**

Government J.Yoganandam Chhattisgarh College, Raipur (C.G.) will review/modify this policy. The modified policy will be implemented after the approval and orders of the Principal.

Prepared and recommended by IQAC on 10<sup>th</sup> January 2023.

(Dr Vineeta Agrawal)      (Dr Anita Juneja)      (Dr Amitabh Banerjee) Head, Dept of  
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**POST MATRIC  
SCHOLARSHIP  
POLICY FOR (OBC) OTHER  
BACKWARD CLASS  
STUDENTS**



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POST MATRIC SCHOLARSHIP POLICY FOR (OBC) OTHER  
BACKWARDCLASS STUDENTS

**1.Preamble -**

All the OBC students with an annual income of up to Rs 2.5 lakh per annum would be eligible under the Post Matric Scholarship Policy.

The scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grades in the previous final examination and the annual income of those whose parents/guardians from all sources does not exceed Rs. 2.5 Lakh.

The Government of India and other state governments run a number of post-matric scholarships for students belonging to the Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC), Economically Backward Classes (EBC) and Minority community.

**2.Scope –**

Post Matric Scholarship scheme is implemented through the State Government. The Scheme provides financial assistance to students studying at post matriculation or post-secondary stage to enable them to complete their education. These scholarships are available for studies in Chhattisgarh only and are awarded by the government of Chhattisgarh State.

**3.Objective-**

The Objective of the policy is to provide financial assistance to students studying at post matriculation or post-secondary stage to enable them to complete their education.

**4.Eligibility –**

- Scholarships will be paid to the students whose parents/guardians' income from all sources does not exceed Rs. 800,000/- per annum.

- The scholarships are open to those students who are studying in Chhattisgarh.
- These scholarships will be given for the study of all recognized post-matriculation or post-secondary courses pursued in recognized institutions.
- These Scholarships are not awarded for training courses.
- All children of the same parents/guardians will be entitled to receive the benefits of the scheme.
- A scholarship holder under this scheme will not hold any other scholarship/stipends.

### **5.Benefits -**

The value of the scholarship includes the following for the complete duration of the course:-

1. Maintenance allowance amounting to Rs.380/- to 1200/- per month for hostellers and Rs. 230/- to Rs. 550/- per month for day scholars
2. Reimbursement of compulsory non-refundable fees
3. Study tour charges
4. Thesis typing/printing charges for Research Scholars
5. Book allowance for students pursuing correspondence courses
6. Book bank facility for specified courses
7. Additional allowance for students with disabilities for the complete duration of the course.

### **8.Mode of Application**

- Chhattisgarh State Governments will announce the details of the scheme and invite applications by issuing an advertisement in the leading newspapers of the State and through their respective websites and other media outfits in May-June.
- All requests for application forms and other particulars should be addressed to the Commissioner of Higher Education.
- The applicant should submit the completed application to the prescribed authority before the last date prescribed for receipt of applications.
- The application can also be submitted online when the scheme is available on the Post Matric Scholarship Portal.
- Necessary documents-
  1. One copy of the passport-size photograph with the signature of the students.
  2. One Attested copy of Certificates in respect of all examination periods.
  3. Caste Certificate.

4. Income declaration Certificate.

- Complete application shall be submitted to the head of the Institutions.
- Students will receive the payment directly into their bank account via a direct bank transfer method.

**5.Selection of Candidate -**

All the eligible candidates will be given scholarships subject to the application of means test prescribed.

**6.Jurisdiction -**

The rules and regulations outlined in this policy shall be applicable to all students belonging to Other Backward Class (OBC).

**7.Custodian of the Policy -**

The responsibility of implementing and updating of the policy of Post Matric Scholarship policy shall be of IQAC under the supervision of the Principal, who is also the chairman of IQAC

**8. Composition of the Committee – As per the Orders of the Principal.**

**9. Review and Modification of Policy:-**

Government J.Yoganandam Chhattisgarh College, Raipur (C.G.) will review/modify this policy. The modified policy will be implemented after the approval and orders of the Principal.

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