



# **MORIGAON COLLEGE**

## **MORIGAON, ASSAM, PIN- 782105**

### **CRITERIA – 7**

### **Institutional Values and Best Practices**

#### **7.1.2**

#### **Policy Documents for Sustainable Green Campus**

Submitted to



THE NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL

NAAC ACCREDITED 'B' GRADE

অধ্যক্ষৰ কাৰ্যালয় : মৰিগাঁও মহাবিদ্যালয়

Permanently Affiliated to Gauhati University

Recognised by UGC under section 2(f) and 12(B) of UGC Act, 1956

OFFICE OF THE PRINCIPAL



MORIGAON COLLEGE

Morigaon : Assam

Estd. 1964

From:

Dr. Lila Kanta Borthakur, M.Sc.Ph.D  
Principal, Morigaon College

P.O. & Dist. Morigaon PIN 782105(Assam)

Ph. 03678/240268(O)

9435479207(M)

Website. [www.morigaoncollege.edu.in](http://www.morigaoncollege.edu.in)

E-mail- [morigaoncollege@hotmail.com](mailto:morigaoncollege@hotmail.com).

\*\*\*\*\*

## POLICY DOCUMENT

**POLICY TITLE: Barrier-Free and Comprehensive  
Campus for Persons with Special Need**

**POLICY NUMBER: MC/IQAC/2020/0005**

### INTRODUCTION:

After India signed and ratified the UNCRDP IN 2007, the process of enacting a new legislation in place of persons with Disabilities Act, 1995 (PWD Act, 1995) began in 2010 to make it complaint with UNCRPD. After a series of meetings and drafting process, the Rights of PWD Act, 2016(RPWD Act, 2016) was passed by both houses of the Parliament. It was notified on December 28, 2016 after receiving the Presidential assent. The Act provides for the access to inclusive education, vocational training and self-employment of disable persons without discrimination and building, campuses and various facilities are to be made accessible to the PWD and their special needs are to be addressed. The University Grant Commission (UGC) enjoins higher educational institutions, Colleges and Universities to support and empower the Differently Able persons. The UGC started the scheme of assistance to Universities/Colleges for higher education for the persons with Special Needs (HEPSN). This policy is being prepared in pursuance with the 2016 Act and the UGC scheme to make Morigaon College as an institution for Persons with Special Need friendly.

### POLICY STATEMENT:

Morigaon College is doing its best effort to enable Specially Able students, teaching and non-teaching staff to equally participate in the academic, social and cultural life of the college by providing infrastructural facilities and creating non-discrimination environment.

*Dr. Lila Kanta Borthakur*  
03/03/2020  
Coordinator  
IQAC  
Morigaon College  
Date



*[Signature]*  
03/03/2020  
PRINCIPAL  
MORIGAON COLLEGE  
DATE:.....

## OBJECTIVES OF THE POLICY

1. To make Special Abled & friendly environment to choose to study and work at Morigaon College without any hesitance.
2. To support differently-abled students and teachers to participate on an equal basis in the teaching- learning process.
3. To eradicate barriers, discriminatory practices and social exclusion.
4. To promote the rights, dignity and self-worth of all individuals.

## FEATURES OF THE POLICY

1. Strict implementation of Admission reservation policy for the Pwd framed by Government of Assam.
2. Inclusion of Specially Abled Students and Teacher in the organization of academic and co-curricular and facilitating their participation in the same.

## Infrastructural Support

### ❖ Making the College campus friendly for Specially Abled:

- Ramps.
- Accessible washrooms.
- Rest Room.
- Railings

### ❖ Making provision to physically and technologically support the Specially Abled:

- Wheel chairs
- Writers during the examination
- Digitized audio books.

## PROCESS AND PROCEDURE

1. The identification and classification of the Disability will be done through the Government of Assam rules and regulations.
2. Circular and notification will be issued, wherever required.

**NB:**\*The policy is subject to periodic review.

*Kalish*  
03/03/2020  
Coordinator  
IQAC  
Morigaon College  
Date .....



*[Signature]*  
03/03/2020  
PRINCIPAL  
MORIGAON COLLEGE  
DATE: .....

# **Morigaon College**

Affiliated to Gauhati University

## **e-Governance Policy Document**



### **Prepared by-**

Mr. Bulbul Das

Dr. Pranab Jyoti Sarmah

Dr. Hemanta Kr. Nath

N. I. Ali Ahmed

Dr. Simarekha Bhagawoti

Mr. Alakesh Roy

Dr. Murshid Iman

Mr. Amar Jyoti Nath

## **e-Governance Policy Document**

Morigaon College takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner.

### **Policy Purpose and Objectives:**

The aim of this policy document is:

- To ensure effective implementation of e-governance across all the functions within the college.
- To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college.

### **Scope of the Policy:**

The scope of this policy covers day-to-day operations of various functions and processes within the college, namely, General Administration, Accounts and Finance management, purchases, establishment of ICT Infrastructures, e-Waste management, Library, Student Administration, Admission, Online classes and Examination, etc. facilitating all the stakeholders in the college viz. the administrative staff, teaching faculty, non-teaching staff and students.

### **Elements of Policy:**

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at Morigaon College are enumerated below:

- **e-Governance in Administration:**
  - All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
  - The college administration shall be equipped with a customized user-friendly.
  - Enterprise Resource Planning (ERP) solution to manage students' attendance, annual fee submission and internal assessment etc.
- All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.

  
Principal  
MORIGAON COLLEGE

- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The college shall develop and maintain 11 user-friendly interactive websites to disseminate general information as well as updates to its students, teaching and non-teaching staff and to the public, in general.
- The website shall be periodically reviewed by the ICT enabling unit of the college. In addition, all official communications and notices shall also be sent via e-mail and other available online platforms.
- The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- The college shall also subscribe to online platforms to support online teaching-learning process, training, lectures, webinars and other official interactions etc.

• **e-Governance in Finance and Accounts:**

- The accounts section shall operate and manage their entire accounting operations on ERP software including pension and payroll related processing.
- The college shall perform all the financial transactions through the Public Financial Management System (PFMS) in line with the extant guidelines by the Government of India.
- The college shall perform all TDS related functions on "web e-TDS".
- The college shall utilize the Government e-Marketing (GeM) portal for procurement of all goods and services available on GeM to enhance transparency and efficiency in public procurement.
- All financial transactions and tendering processes shall use digital signatures for enhancing efficiency in processing.
- The college shall develop a customized portal to enable students to pay their annual fee, examination fee etc through online mode.

• **e-Governance in Student Admission and Support:**

- The college shall adopt an online mode of admission process as mandated by university from time to time.
- The college shall automate and digitize its Library functions to not only support contactless procurement, accession and issue/return of books from the library but also provide e-resources for remote access of the content from other sources also.

  
 Principal  
 MORIGAON COLLEGE

● **e-Governance in Examination:**

- The college shall adopt online mode of performing exam related processing e.g., generating of admit card, conducting the examination etc as mandated by university from time to time.

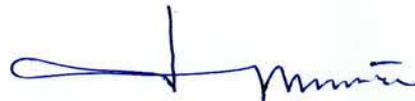
**Expected Outcomes:**

The outcomes expected from this policy include:

- The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in all the functioning bodies of the college.
- Providing speedy response to student centric queries or problems.

Signature of Committee Members:

1. Bulbul Dan
2. Aia
3. Jany
4. N.I. Ali Ahmed
5. Bhagwati
6. Alakesh Roy
7. Manshid Inam
8. Anuraj Nath

  
Signature of Approval Authority: 16/05/22  
Principal  
MORIGAON COLLEGE

**NAAC ACCREDITED 'B' GRADE**  
**অধ্যক্ষৰ কাৰ্যালয় : মৰিগাঁও মহাবিদ্যালয়**  
*Permanently Affiliated to Gauhati University*  
Recognised by UGC under section 2(f) and 12(B) of UGC Act, 1956  
**OFFICE OF THE PRINCIPAL**



**MORIGAON COLLEGE**  
**Morigaon : Assam**  
**Estd. 1964**

**From:**  
**Dr. Lila Kanta Borthakur, M.Sc.Ph.D**  
**Principal, Morigaon College**

**P.O. & Dist. Morigaon PIN 782105(Assam)**  
**Ph. 03678/240268(O)**  
**9435479207(M)**

**Website. [www.morigaoncollege.edu.in](http://www.morigaoncollege.edu.in)**

**E-mail- [morigaoncollege@hotmail.com](mailto:morigaoncollege@hotmail.com).**

\*\*\*\*\*

**POLICY DOCUMENT**

**POLICY TITLE: Sustainable Green Campus**

**POLICY NUMBER: MC/ 2022/ SGC/ 0001**

**INTRODUCTION**

The need for protection and conservation of environment has increased due to depletion of nature in recent time. Rapid industrialization and urbanization, population explosion, etc. have put pressure on environment. The Government of India has enacted several legislations and notified many laws, rules and regulations pertaining to sustainable environment. Institutionally, there is also need to view the issues of environment and ecology in a holistic manner. Morigaon College is situated in the heart of Morigaon town with high levels of pollution due to adjacent to Nagaon-Morigaon highway. To make the college campus environmentally sustainable, clean and green, the institution joins in the mass cleanliness campaign of the Government of India, the Swachh Bharat Abhiyan, and adopts other practices. This policy pledges the commitment of the college to ecological wellbeing and sustainable environment.

**POLICY STATEMENT**

Morigaon College is dedicated to protect and enrich the ecology of the campus through water conservation, proper waste management systems, eco-friendly practices, thoughtful landscaping, sensitizing and making aware all stakeholders regarding responsibility and perception towards the environment, and undertaking audit procedures.

**POLICY PURPOSE AND OBJECTIVE**

- To sensitize the students, teaching and non-teaching staff of the college about the importance of environmental protection and encourage them to maintain a clean and green campus.
- To reduce, recycle and reuse.
- To make the campus smoke and plastic free.
- To ensure judicious use of all resources and save for future generations.
- To work with all the stakeholders and local community to raise awareness related to environment friendly practices.
- To undertake auditing procedures to assess environmental performance and adopt strategies for improvement.

*RKali*  
*19-01-2022*  
Coordinator  
IQAC  
Morigaon College  
Date .....

*[Signature]*  
*19/01/22*  
PRINCIPAL  
MORIGAON COLLEGE  
DATE: .....

NAAC ACCREDITED 'B' GRADE

অধ্যক্ষৰ কাৰ্যালয় : মৰিগাঁও মহাবিদ্যালয়

Permanently Affiliated to Gauhati University

Recognised by UGC under section 2(f) and 12(B) of UGC Act, 1956

OFFICE OF THE PRINCIPAL



MORIGAON COLLEGE

Morigaon : Assam

Estd. 1964

From:

Dr. Lila Kanta Borthakur, M.Sc.Ph.D  
Principal, Morigaon College

P.O. & Dist. Morigaon PIN 782105(Assam)

Ph. 03678/240268(O)  
9435479207(M)

Website. www.morigaoncollege.edu.in

E-mail- [morigaoncollege@hotmail.com](mailto:morigaoncollege@hotmail.com).

## FEATURES OF THE POLICY

*Clean and Green Campus Initiatives:*

Eco-Friendly Practices:

- Waste segregated dustbins to be placed in all prominent places on the campus including canteen and hostels.
- Organizing regular cleanliness drives.
- Organizing tree plantation drives.
- Energy conservation by using LED lights.
- Environment friendly electronic appliances.
- Switching off electrical appliances when not in use.
- Increased used of daylighting.
- Campus to be transformed into no smoke zone.
- Campus to be plastic free zone.
- Prevent food wastage and ensure proper disposal in the college canteen.
- Composting biodegradable waste and use the same for organic gardening.
- Restrict entry of automobiles.
- Pedestrian friendly pathways.

Water Conservation:

- Installation of rainwater harvesting plant.
- Ensure leak-proof fixtures.
- Install water saving devices in taps and toilet flushes.

Waste Management System: Degradable and non-degradable waste

- Solid Waste Management
  - Segregation into degradable and non-degradable
  - Use the manure for the college gardening.
- E-Waste Management
  - E-Waste collection drives.
  - Collaboration for proper disposal of e-waste.
- Liquid Waste
  - Set up a sewage treatment plant.
  - Installation of Bio-toilets.

*Rkaly*  
*19-01-2022*  
Coordinator  
IQAC  
Morigaon College  
Date .....



*M. K. Borthakur*  
19/01/2022  
PRINCIPAL  
MORIGAON COLLEGE  
DATE: .....

NAAC ACCREDITED 'B' GRADE

অধ্যক্ষৰ কাৰ্যালয় : মৰিগাঁও মহাবিদ্যালয়

Permanently Affiliated to Gauhati University

Recognised by UGC under section 2(f) and 12(B) of UGC Act, 1956

OFFICE OF THE PRINCIPAL



MORIGAON COLLEGE

Morigaon : Assam

Estd. 1964

From:

Dr. Lila Kanta Borthakur, M.Sc.Ph.D

Principal, Morigaon College

P.O. & Dist. Morigaon PIN 782105(Assam)

Ph. 03678/240268(O)

9435479207(M)

Website. www.morigaoncollege.edu.in

E-mail- [morigaoncollege@hotmail.com](mailto:morigaoncollege@hotmail.com).

\*\*\*\*\*

- Waste recycling system
  - Systematic collection of waste paper produced on campus.
  - Collaboration for recycling waste paper.
  - Reduce use of paper by digitalization of attendance and internal assessment records.
  - Reduce use of paper in administrative functioning; implement double-sided printing.
- Landscaping and Infrastructural Initiatives
  - Maintain and increase the green cover of the campus and surrounding areas.
  - Environment friendly new building.
  - Installation of rooftop solar power panels.
  - Initiate an herbal park project.
- Sensitisation and awareness
  - Establish an environmental club/student society.
  - Periodically organize workshops and awareness campaigns on environment related issues in the College campus and surrounding areas of the College.
  - Organise anti-cracker campaigns.
  - Administer oath to students, teaching and non-teaching staff to maintain cleanliness on campus.
  - Organise competitions (poster making, slogan writing, easy/creative writing, poetry, street play) on pressing environmental concerns.
  - Undertake activities under 'Swachh Bharat Abhiyan' by environment society, NSS and NCC of the College.
- Audits
  - Energy Audit: The College will regularly conduct Energy Audit to review its energy consumption, identify wastage of energy and take measures to reduce carbon footprint.
  - Green Audit: The College will regularly conduct Green Audit to Examine the environmental conditions in the campus, ascertain that the rules and regulations are being followed and maintain sustainability of the institution.
  - Environment Audit: The College will regularly undertake environmental audit to assess the College's environmental performance and take measures to improve the same.

*Alakiz*  
19-01-2022

Coordinator  
IQAC

Morigaon College  
Date .....



*[Signature]*  
19/01/22

PRINCIPAL  
MORIGAON COLLEGE  
DATE: .....

NAAC ACCREDITED 'B' GRADE

অধ্যক্ষৰ কাৰ্যালয় : মৰিগাঁও মহাবিদ্যালয়

Permanently Affiliated to Gauhati University  
Recognised by UGC under section 2(f) and 12(B) of UGC Act, 1956

# OFFICE OF THE PRINCIPAL



MORIGAON COLLEGE

Morigaon : Assam

Estd. 1964

From:

Dr. Lila Kanta Borthakur, M.Sc.Ph.D  
Principal, Morigaon College

P.O. & Dist. Morigaon PIN 782105(Assam)

Ph. 03678/240268(O)

9435479207(M)

Website. [www.morigaoncollege.edu.in](http://www.morigaoncollege.edu.in)

E-mail- [morigaoncollege@hotmail.com](mailto:morigaoncollege@hotmail.com).

\*\*\*\*\*

## PROCESS AND PROCEDURE

1. A detailed action plan will be drawn to implement the areas identified in the policy.
2. Circulars and notifications will be issued, wherever required.
3. Display posters and signages in the campus for awareness and implementation.
4. External agencies may be engaged, wherever necessary, through formal MoUs for waste management, recycling and other requirements for environmental sustainability.
5. Various plantation drives and collection drives will be evenly integrated for their smooth handing over to the external agencies, wherever involved.

The Cells and Committees related to Environmental Issues under supervision of IQAC will take the lead in implementation of this policy and conduct the audits

\*The policy is subject to periodic review.



Rkalis  
19-01-2022

Coordinator  
IQAC  
Morigaon College  
Date .....

19/01/22

PRINCIPAL  
MORIGAON COLLEGE  
DATE: .....