

# **NIRMALA COLLEGE**

# **RANCHI**

**Estd. 1969**

**A College with Potential for Excellence**  
**Accredited by NAAC with Grade 'A'**  
**Affiliated to Ranchi University, Ranchi**



## **POLICY MANUAL**

# **Our Motto**

**Cor Unam Anima Una**

**One Heart One Mind**

## Index

<b>Sl. No.</b>	<b>Context</b>	<b>Page No.</b>
1.	Freeship & Fee Concession	01
2.	Sr. Pricilla Memorial Award	02
3.	Reservation of seats for admission of students	03
4.	E- Governance	04
5.	Construction of metalled road leading to Parastoli	08
6.	Financial support for faculty enrichment programme	09
7.	Sponsored Memorial Award	10
8.	Grievance Redressal Policy	13
9.	Environmental Consciousness and sustainability	16
10.	Sports Policy	18
11.	Alumni Association	20
12.	Internal Organizational Structure	22
13.	Code of Conduct	23



# NIRMALA COLLEGE

Ranchi - 834002

(Affiliated to Ranchi University)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)

E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)

: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

(0651) 2411322 (O)  
(0651) 2410250 (R)  
(0651)2412963 Fax

An Extract of the minutes of the Governing Body meeting of Nirmala College held on 16.06.2014 at 4.30 p.m.

The following members were present.

Sr. Lilly (Provincial)	-	President
Dr. Sr. Bernadine	-	Secretary
Dr. Mrs. Saraswati Mishra	-	R.U. Representative
Dr. Ms. Jyoti Prasad	-	Staff Representative
Rev. Fr. Vinod S.J	-	Member
Dr. Ravindra Kumar	-	Member
Dr. Sr.Jyoti Kispotta	-	Member
Sr. Shobha Beck	-	Member
Sr. Sushila Xess	-	Member

## Relevant portion of Governing Body meeting.

### Item No. 05

#### Freeship and Fee Concession

The Principal placed before the Governing Body the increasing request from the students for Freeship and Free Concession.

The members of the Governing Body discussed and resolved to consider the following eligibility criterion for the award of freeship and fee concession to the deserving students:

- The recipient should be a bonafide student persuing her regular studies in the college during the current academic year,
- a meritorious student and willing to continue her studies from this institution,
- belonging to BPL/EWS category, and
- facing serious financial constrain.

The students are required to bring relevant documents.

The Principal was directed to do the needful.

*B. S. K.*  
Secretary G.B.  
Nirmala College  
Ranchi-834002  
Jharkhand



# NIRMALA COLLEGE

(0651) 2411322 (O)

(0651) 2410250 (R)

(0651)2412963 Fax

Ranchi - 834002

(Affiliated to Ranchi University)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)

E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)

[nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

An Extract of the minutes of the Governing Body meeting of Nirmala College held on 12.10.2015 at 4.30 p.m.

The following members were present.

Sr. Lilly (Provincial)	-	President
Sr. Lidwin Mary	-	Secretary
Dr. Sr.Jyoti Kispotta	-	Principal
Dr. (Mrs.) Saraswati Mishra	-	R.U. Representative
Dr. (Ms.) Rashmi Peters	-	Staff Representative
Rev. Fr. Vinod S.J	-	Member
Dr. Ravindra Kumar	-	Member
Sr. Shobha Beck	-	Member
Sr. Sushila Xess	-	Member

## Relevant portion of Governing Body meeting.

### Item No. 10

#### **Sr. Priscilla Memorial Award**

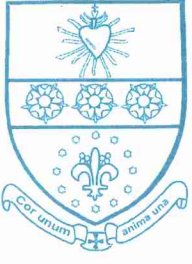
The members of the Governing Body were pleased to announce . Sr. Priscilla Memorial Award in memory of late Sr. Priscilla Lakra, Principal, Nirmala College, Ranchi to the College topper who obtains highest percentage in U.G. Part III University Examination.

It was resolved to award the College topper with a cash prize of Rs.1000/-, a trophy and a certificate.

The Principal was directed to do the needful.

*Sr. Lidwin Mary*  
Secretary G.B.  
Nirmala College  
Ranchi-834002  
Jharkhand





# NIRMALA COLLEGE

(0651) 2410082 (O)  
(0651) 2410250 (R)  
(0651) 2412963 Fax

Ranchi - 834002

Accredited by NAAC with Grade 'A'  
A College with Potential for Excellence  
(Affiliated to Ranchi University, Ranchi)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)  
E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)  
: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

## POLICY ON RESERVATION OF SEATS FOR ADMISSION OF STUDENTS

With reference to UGC letter no: F-1-5/2006(SCT) dated 5<sup>th</sup> March 2018, relating to exemption of minority institutions under Article 30 (1) of the Constitution, the College hereby adheres to the directives of the government.

Nirmala College is a Christian Minority institution situated in Jharkhand state which has high tribal population and the College is committed to providing higher education to women of all categories. To provide an inclusive environment by laying emphasis on social and academic inclusion within the Campus, students of all categories irrespective of caste, creed, region, religion, disability are admitted to the institution, thereby upholding the ideals of inclusiveness amongst diversity.

The Governing Body thus, in its resolution dated 09.03.2022 has decided to earmark up to 50% of the sanctioned seats for the reservation of SC/ST/OBC/Minority students.

*Sr. Sushma Beck*  
Secretary G.B.  
Nirmala College  
Ranchi-834002  
Jharkhand



# NIRMALA COLLEGE

(0651) 2410082 (O)  
(0651) 2410250 (R)  
(0651) 2412963 Fax

Ranchi - 834002

Accredited by NAAC with Grade 'A'  
A College with Potential for Excellence  
(Affiliated to Ranchi University, Ranchi)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)  
E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)  
: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

## Policy on e-Governance

e - Governance is understood as a set of activities involving the effective contribution of information and communication technology (ICT) for strengthening administration and management in higher education system in India. E-Governance in higher education system enables various stakeholders to control the improved operational efficiency in various key processes like admission, administration, finance, feedback mechanism etc. Nirmala College, by adhering to the mandate of UGC and thereafter NEP 2020 has adopted and put into practise the policy of e governance to bring about more transparency and accountability in the day to day functioning of the institution. The Policy is framed by the management and is subject to amendment as per requirement.

### Objective of e governance

The objective of e-governance is to enhance good governance within the institution that is generally characterized by participation, transparency and accountability.

E-Governance in Nirmala College incorporates the technology to bring an e-governance system that is necessary to successfully handle all of the challenges of running an educational institution. The e-governance system is designed to make the system user-friendly, time saving and cost saving also.

Implementation of e-governance in all functioning of the institution is based on following objectives:

- To provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.

- To ensure utilisation of ICT facilities for efficient management and administration.
- To establish a fully automated Library with introduction of e-resources of learning

### **Scope:**

The scope of this policy extends to the following areas:

- College Administration
- College Website
- Student Admission
- Accounts and Finance
- College Library

### **Policy:**

The College will implement e-governance in all aspects of functioning like administration, finance and accounts, admissions, library, teaching, etc. The policy is designed and framed to make functioning of college activities transparent and accountable. The following procedures reflect the functioning of the policy.

### **College Administration:**

1. The College administration shall communicate with Governing Body members as well as the teaching and non-teaching staff through email.
2. All important administrative information including notices to be regularly published on the website or shared through social media.
3. To achieve the target of paperless communication use of social media (Whatsapp) and e-mails to be implemented.
4. Indigenously developed Feedback forms to get online feedbacks of Students, Parents and other stakeholders to be shared at regular intervals.
5. Indigenously developed You Tube channel for uploading recorded lectures and all other Online activities of the institution to be practised.
6. The official YouTube page of the College would host ICT-enabled classes and co-curricular activities conducted by the teachers
7. The college campus to be equipped with CCTV Cameras installed at various places of need.



8. WhatsApp Group to be created to circulate brief notices either internal or from Parent University.
9. Examinations to be conducted through Online mode (Google forms)/ official email, as and when needed.

### **College Website:**

1. The website will act as an information centre which will present an overview of the college including the courses and programmes, facilities, research projects, schemes, awards and achievements, annual newsletter, NAAC & NIRF information, etc.
2. Events and activities with all important notices to be displayed regularly.
3. The website would also host the links to social media pages of the College on YouTube, Instagram, Twitter and Facebook.
4. A Website Committee would be formed for the management of the content on college website. The Committee will look after the process of regular updating of the content and information on the website. For the development and maintenance of the website, the college would ensure an AMC with a certified web developer.

### **Student Admission:**

1. An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Ranchi University.
2. The College brings out its application form which is displayed on the website that has guidelines for the admission process.
3. An Admission Portal linked to the College Website would be used to manage the admission process.
4. Payment gateway for facilitating fee collection would be linked with the admission portal.
5. The website would be maintained by a certified web developer through AMC. Students are required to submit a separate Online Application Form for taking admission to the college.

### **Finance and Accounts:**

1. The office shall continue to maintain its financial account on Tally.
2. The college will ensure regular upgradation of Software versions through AMC to manage Profit and loss, Balance Sheet, analysis reports etc efficiently using advanced features. Appropriate security measures should be taken for maintaining confidentiality in transactions.
3. Public Financial Management System (PFMS) is used for managing and tracking funds released under all Plan schemes of Government of India, and real time reporting of expenditure at all levels of Programme implementation. This system also ensures direct payment to beneficiaries under all Schemes.
4. Payroll Management System helps to automatically calculate the salary, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

### **College Library:**

1. The College continues to maintain its academic excellence through an enriched library. The library advisory committee would monitor the functioning of the library.
2. The College would ensure addition of e-learning resources for the benefit of the teachers and the students.
3. The College would continue to be a member of INFLIBNET N-LIST and would subscribe to new journals and books regularly.
4. The fully automated College Library with ILMS Koha would continue to function with an easy to use- Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports. The software would be upgraded to the latest version as required.
5. The use of Online Public Access Catalogue module of the software would allow library database searching by entering preferred terms for information retrieval.
6. The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
7. The Database Maintenance module should cover all operations of database creation and maintenance.





# NIRMALA COLLEGE

(0651) 2410082 (O)  
(0651) 2410250 (R)  
(0651)2412963 Fax

Ranchi - 834002

Accredited by NAAC with Grade 'A'  
A College with Potential for Excellence  
( Affiliated to Ranchi University, Ranchi)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)

E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)

: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

Extract of the minutes of the Governing Body meeting held on 16.05.2019 at 4.30p.m.

The following members <sup>were</sup> present –

Sr. Mary Joseph (Provincial)	President
Sr. Lidwin Mary	Secretary
Dr. Sr. Jyoti	Principal
Mrs. N.D. Ekka	Staff Representative
Rev. Fr. Binod Bilung S.J.	Member
Dr. Ravindra Kumar	Member
Sr. Shobha Beck	Member
Sr. Sushila Xess	Member

## Item No. 08

### Construction of metalled road leading to Parastoli (Old gate)

Principal placed before the Governing Body the need to construct the road leading to Parastoli (Old gate)

The members of the Governing Body discussed and resolved to construct the metalled Road leading to Parastoli.

Principal was directed to do the needful.

Action taken report:

The construction of metalled road (181' X 30') completed successfully by 30<sup>th</sup> June 2019, was for the benefit of community as part of community inclusiveness.

*Sr. Lidwin Mary*  
Secretary G.B.  
Nirmala College  
Ranchi-834002  
Jharkhand



# NIRMALA COLLEGE

Ranchi - 834002

Accredited by NAAC with Grade 'A'  
A College with Potential for Excellence  
(Affiliated to Ranchi University, Ranchi)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)  
E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)  
: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

Extract of the minutes of the Governing Body meeting held on 16.05.2019  
at 4.30 p.m.

The following members were present –

Sr. Mary Joseph (Provincial)	President
Sr. Lidwin Mary	Secretary
Dr. Sr. Jyoti	Principal
Mrs. N.D. Ekka	Staff Representative
Rev. Fr. Binod Bilung S.J.	Member
Dr. Ravindra Kumar	Member
Sr. Shobha Beck	Member
Sr. Sushila Xess	Member


Relevant portion of Governing Body meeting

## Item No. 08

### Financial Support for the Faculty Enrichment Programme

It was resolved that Faculty Enrichment be encouraged by providing with financial support to attend Conferences/Workshops and towards membership fee of professional bodies.

The Principal was directed to do the needful.

  
Secretary G.B.  
Nirmala College  
Ranchi-834002  
Jharkhand





# NIRMALA COLLEGE

DORANDA, RANCHI - 834002, JHARKHAND

(Affiliated to Ranchi University, Ranchi)

A Unit of The Institute of Sisters of Charity, Hinoo

Accredited by NAAC with Grade 'A'

A College with Potential for Excellence

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)

E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)

[nirmaia.college@rediffmail.com](mailto:nirmaia.college@rediffmail.com)

(0651) 2410032 (O)

(0651) 2410082 (O)

(0651) 2410250 (R)

(0651) 2412963 Fax

## POLICY FOR SPONSORED MEMORIAL AWARDS

Nirmala College, Ranchi has provision of granting Sponsored Memorial Awards to deserving students based on merit or exemplary conduct. This Policy does not preclude Governmental Sponsored Awards/University Awards to be designated as charitable grants.

### Scope

The identification of Sponsored Memorial Awards Policy that applies to all students, is based on the principle of encouraging meritorious students with sound character.

### Objectives

1. Providing institutional recognition and honour for outstanding student performance.
2. To encourage and motivate student to unleash their potential and excel.
3. To nurture and sustain potential talents.

### The Policy

1. Scholarships are awarded to students based on their good conduct and academic performance. College makes all kinds of efforts to identify deserving students who are excluded from any kind of scholarship or freeship offered by the Government and bring them under the umbrella of the Sponsored Memorial Awards.
2. The Sponsor of an award should do so for a period of not less than five years. All financial encumbrances relating to the award shall be borne by the sponsoring person.
3. The eligibility of the awardee will be decided by the college. No interference of the sponsoring person will be entertained. The category of the award will be determined by the college.

4. The college reserves the right to continue or discontinue any kind of sponsored award. Students also receive memorial awards from various Departments for their academic excellence and performance in co-curricular and extra-curricular activities.
5. The college/sponsor maintains proper records of all sponsored awards.

### **SCREENING PROCESS**

The award shall be given to Nirmala College students for their outstanding contribution to academics, sound conduct and overall excellence. The nomination of the Awardee shall be made by the HOD in consultation with the Departmental faculty members. The right to designate the category of the award shall be the sole prerogative of the Sponsoring person. The Screening Committee will review and scrutinize the eligibility of the Awardee. The Principal shall have the sole authority for final approval of the recipients of various awards of different departments. The Policy is framed by the College and is subject to amendment as per requirement.

### **AWARD SCREENING COMMITTEE**

The Screening Committee shall consist of the following 5 members.

1. Principal
2. Vice Principal
3. Sponsor(s)
4. IQAC Co-Ordinator
5. HOD of the concerned department.

### **PRESENTATION OF THE AWARD**

The nominee shall be given prior intimation of her selection for the Award. The Award shall be presented to the Awardee on Annual College Day programme/Annual Departmental programme by the Principal & the Sponsored Person.

### **SPECIAL PRIZES, CERTIFICATES AND MEDALS INSTITUTED BY THE COLLEGE**

- **Sr. Priscilla Memorial Award for the College Topper with highest percentage in Part III Final Examination**

A cash prize of Rs. 1000/-, a Trophy and Certificate to the College Topper for obtaining highest percentage in Part III Final Examination.



➤ **K.N. Roy Memorial Award for the best all-rounder in Geography**

A cash prize of Rs. 1000/-, a trophy and a certificate to the best all-rounder in Geography for good conduct, diligence and consistent work. (Sponsored by Dr. Mrs. D. Roy H.O.D. Dept. of Geography)

➤ **Shri Gopal Chandra Banerjee Memorial Award for the College Topper of B.A. I Political Science**

Memento to the College topper of B.A.I Political Science Honours. (Sponsored by Dr. Geeta Mukherjee former H.O.D. Pol. Science in memory of her father, Late Shri Gopal Chandra Banerjee)

➤ **Smt. Gayatri Banerjee Memorial Award for the College Topper of B.A. II Political Science**

Memento to the College topper of B.A.II Political Science Honours. (Sponsored by Dr. Geeta Mukherjee former H.O.D. Pol. Science in memory of her mother, Late Smt. Gayatri Banerjee)

➤ **Smt. Rekha Padhi Memorial Award for overall excellence in Political Science**

Running Trophy to the student of Political Science Honours for overall excellence (Sponsored by Dr. Rashmimala Sahu, H.O.D. Dept. of Pol. Sc., in memory of her mother, Late Smt. Rekha Padhi)

➤ **Bal Krishna Choudhary Memorial Award for the winner of Inter Class Talent Contest**

A Trophy to the student of Psychology for Inter Class Talent Contest. (Sponsored by Dr. D. R. Choudhary Former H.O.D. Dept. of Psychology in memory of her father Late Bal Krishna Choudhary)

➤ **The Archbishop B.J. Osta Memorial Award for Zoology Honors student with good conduct**

Rs.1000/-, a memento and certificate to the student of Dept. of Zoology for good conduct. (Sponsored by Dr. Mrs. Emma Rani H.O.D. Dept. of Zoology)

➤ **Prof. N. S. Sen Memorial Award for academic excellence**

Rs. 2500/-, Trophy and a book to a student for Academic Excellence (Sponsored by Dr. Veenapani, Dr. Anjali Smita and Dr. Manisha Kumari, Dept. of Zoology)

➤ **Pretti Kumar Ekka Memorial Award for College Topper of B.A. III in Economics**

Rs. 1000/-, a memento to the College Topper of B.A. III Economics Honours (Sponsored by Mrs. N.D. Ekka, H.O.D. Dept. of Economics).



# NIRMALA COLLEGE

DORANDA, RANCHI - 834002, JHARKHAND  
(Affiliated to Ranchi University, Ranchi )  
A Unit of The Institute of Sisters of Charity, Hinoo  
Accredited by NAAC with Grade 'A'  
A College with Potential for Excellence

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)  
E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)  
: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

## Nirmala College, Ranchi

### Grievance Redressal Policy

The Grievance Redressal Cell of Nirmala College aims at the timely redressal of students' grievances including sexual harassment, ragging cases and any other matter, regarding academic and non-academic issues within the campus. The students can state their grievances both online (through email) and offline (through application).

### Objective

The following are the broad objectives of the cell for handling the students' grievances:

1. To provide fair and equal treatment to all the students without bias/prejudice.
2. To ensure that all issues raised by the students are resolved in stipulated timelines.
3. To develop an adequate mechanism/procedure to promptly address and resolve students' grievances fairly and equitably.
4. To provide enhanced level of students' satisfaction for the maintenance and enhancement of quality in the teaching-learning program in the institution.

### Composition of the Grievance Redressal Cell

S.No.	Member	Designation
1	Dr. Sr. Jyoti	Principal
2	Sr. Shobha Beck	Vice Principal
3	Mrs. N.D. Ekka	GB Representative

*Handwritten signature*  
04.03.2021  
Principal  
Nirmala College  
Ranchi

### Procedure

- The students can state their grievances online through email.
- The students can state their grievances offline through application.
- Post receipt of the complaint/application, the cell decides on the merit of the case regarding scope of further discussion/investigation/redressal.
- Grievance Redressal Cell considers only individual grievances of specific nature of students.
- The Grievance Redressal Cell acts upon those cases which have been forwarded along with the necessary documents.
- The Grievance Redressal Cell timely redresses the grievances of the students.



**Nirmala College, Ranchi**  
**Grievance Redressal Policy**

**Amendment 2022**

The UGC has notified through UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on 23<sup>rd</sup> March 2013. These regulations were aimed at addressing and effectively resolving grievances of students in Higher Educational Institutions. The Grievance Redressal Cell of Nirmala College aims at the timely redressal of students' grievances including sexual harassment, and any other matter, regarding academic and non-academic issues within the campus. The students can state their grievances both online (through email) and offline (through application). The functions of the Committee is to look into the complaints lodged by any student, and judge its merit. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person.

The Policy is framed by the management and is subject to amendment as per requirement.

**Objective**

The following are the broad objectives of the cell for handling the students' grievances:

1. The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.
2. To redress the problems reported by the students without any bias/prejudice.
3. To uphold the dignity of the College through promoting cordial Student-Student relationship and Student-Teacher relationship and by ensuring strike free atmosphere within the campus.
4. To encourage the students to express their grievances / problems freely and frankly, without any fear of being victimized.
5. To develop an adequate mechanism/procedure to promptly address and resolve students' grievances fairly and equitably within stipulated timelines.
6. To advise all the students to refrain from inciting students against other students, teachers and College administration.
7. To provide enhanced level of students' satisfaction for the maintenance and enhancement of quality in the teaching-learning program in the institution.

**Responsibilities of Grievance Redressal Cell**

1. Comply with the UGC Regulations and Ranchi University to provide an avenue for aggrieved students to redress their individual grievances.

2. Discuss and resolve the grievances, if any received in writing from the concerned students.

### **Composition of the Grievance Redressal Cell**

The Grievance Redressal Cell is composed of the following members:

- 1) Principal of the College- Chairperson
- 2) Two senior faculty members nominated by the Principal of the institution.
- 3) One non -teaching staff appointed by the Principal of the institution.

### **Procedure**

- The setting of the Grievance Redressal Committee for students is widely published on the website and mentioned in the Handbook of the College.
- The student may feel free to address their grievance through email or written application to the Head of the institution.
- Post receipt of the complaint/application, the cell decides on the merit of the case regarding scope of further discussion/investigation/redressal.
- The Grievance Redressal Committee will act upon those cases which have been forwarded along with the necessary documents
- The Grievance Redressal Committee will take up only those matters which have not been solved by the different departments.
- The Grievance Redressal Cell will act upon grievance related to fees, examination or any other activity pertaining to indiscipline within the campus and shall follow the principles of natural justice while considering the grievance of students.

*Hynd*  
15.04.2021  
Principal  
Nirmala College  
Ranchi





# NIRMALA COLLEGE

Ranchi - 834002

Accredited by NAAC with Grade 'A'  
A College with Potential for Excellence  
(Affiliated to Ranchi University, Ranchi)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)

E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)

: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

(0651) 2410082 (O)  
(0651) 2410250 (R)  
(0651) 2412963 Fax

## Policy on Environmental Consciousness and Sustainability

Article 48A and 51(g) of the Indian Constitution gives mandate to a clean and green environment which is reflected in India's National Environment Policy with the key objectives of conservation of critical environmental resources, intrageneration and intergeneration equity and integration of environmental concern in economic and social development, environmental governance and enhancement of resources for environmental conservation. The policy recognizes that maintaining a healthy environment is not the state's responsibility alone but that of every citizen thus encouraging individual and institutional participation. Management of Nirmala College acknowledges its responsibility towards protection and enhancement of local and global environment along with sustainable development. Institution also recognizes its social responsibility of providing a barrier free environment to all its stakeholders. Therefore, environmental development and sustainability policy is made by the management which is subject to amendment as per needs.

### Objectives

1. To systematically identify, monitor, quantify, record, report and analyze the components of environmental diversity of the institution.
2. Increasing awareness towards protecting environment
3. To keep the campus and surroundings green and clean.
4. To protect the local flora & fauna and work towards sustainable development
5. To provide a barrier free environment for Divyangjan.
6. To develop innovative practices for environmental management and conservation
7. To ensure safe and environment friendly waste management and negligible waste production.
8. To ensure optimal and efficient use of resources

### Statuary body for the policy execution

Statuary body for the policy execution has following members:

1. Principal of the Institution --- Chairperson
2. Four faculty members nominated by the Principal of the Institution.
3. Two non-teaching staff appointed by the Principal of the Institution.

## Policy:

Nirmala College, Ranchi is committed to keep environment clean and to provide a barrier free environment to its stakeholders. For this the Institution ensures following measures:

1. Institution will manage organic degradable waste by using it to make Compost in the Compost pit while Non-degradable and Inorganic degradable wastes will be handed over to municipality for Recycling. Institution is committed to phase out single use plastic in its Campus.
2. Institution will ensure active recharge Pits and Tanks for rain water harvesting and will keep a check on wastage of water by sensitizing students about Water Conservation.
3. Institution will have Plantation drive and awareness programmes on Commemorative days of Earth and Environment Days to keep campus green. Guest visitors will be honoured with plant saplings.
4. Institution will ensure disabled friendly, barrier free environment by providing support systems like Wheel chair, Scribe for writing exams, infrastructural support like Ramp etc.
5. Institutional Infrastructure promoting ample sunlight to its Classroom and Laboratories is the means to save energy. Use of energy saving equipment/ devices and switching off of equipment and lab apparatus after use will be another means of energy conservation. Paperless mode of administrative communication to be encouraged.
6. Institution will promote awareness activities like hosting seminars, webinars, workshops and tours etc. for environment protection.
7. The Statutory body will meet biannually and submit its report to the Chairperson.
8. Institution will conduct Green Audit annually and report will be submitted to Chairperson, IQAC.

*HyoB*  
05.04.2021  
Principal  
Nirmala College  
Ranchi





# NIRMALA COLLEGE

Ranchi - 834002

Accredited by NAAC with Grade 'A'  
A College with Potential for Excellence  
(Affiliated to Ranchi University, Ranchi)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)

E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)

: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

## NIRMALA COLLEGE SPORTS POLICY

Sport is an integral part of social development. Along with physical development it helps in maintaining mental fitness too. The participation in sports makes a nation fitter and also reduces the burden of morbidity and mortality in the population. Keeping in view the fact that a fitter nation is better the University Grants Commission (UGC) supports the development of sports at all HEIs. Nirmala College Ranchi considers sports and a physically active life style an important component of overall personality development. The College encourages staff and students to participate in physical activities and sports, as it firmly believe in its benefits. The aim is to produce young women who are physically active and who play with good sportsmanship and are competitive every time they step onto the field. Since Jharkhand has a long a copious history in sports, the College takes active interest to keep up the tradition. In order to bring the awareness amongst the students the College has drafted a "College Sports Policy".

### AIM

To lay down guidelines and policy for conduct of games and sports at class, College and University level and also to formulate procedures for selection of university teams for participation at National University Games conducted by the Association of Indian Universities.

### THE OBJECTIVES OF THE COLLEGE SPORTS POLICY

- a. To motivate students to become part of recreational and competitive sports programme.
- b. To inform the students about the benefits of being involved in an active lifestyle.
- c. To involve faculty members to assist in promoting, organizing and supervising the college Sports and 'Active Life' programme.
- d. To feature Sports Hour in the Time Table and Sports Day in the Academic Calendar and to assign a faculty member to monitor the students' presence in the activities conducted during sports hour and sports day.

### APPROACH

1. The College shall work to substantially improve the quality of access to basic sports facility as playing grounds and stadium.
2. The College shall prepare time bound and target oriented action plan for promotion of sports.

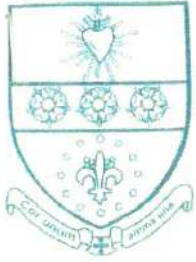
3. Adequate opportunities shall be provided to students to improve their competitiveness by organizing Championship and Tournaments at various levels right from College level to University level.

#### **THE ROLES AND THE RESPONSIBILITIES OF THE COLLEGE:**

- a. The College will give priority to Sports and shall consider it as an integral part of the academic programme.
- b. The College shall make available necessary funds and infrastructure to implement the policy to its fullest.
- c. The College will encourage/invite talented sportsmen to join the college and coach the students in various sports.
- d. The College will make provision in the college time table so as to involve students in competitive as well as recreational sports.
- e. The College shall encourage sports during free time and make available sports equipment to students. A non teaching staff will take care of the same and maintain an issue register.
- e. The College shall take suitable action against faculty or students not abiding the Sports Policy.
- f. The College shall observe International Yoga Day, abiding with the norms of the Government.
- g. The College will encourage participation by awarding prizes and awards to those who fare well in sports.

*Shyam*  
04.08.2022  
Principal  
Nirmala College  
Ranchi





# NIRMALA COLLEGE

(0651) 2410082 (O)  
(0651) 2410250 (R)  
(0651) 2412963 Fax

Ranchi - 834002

Accredited by NAAC with Grade 'A'  
A College with Potential for Excellence  
(Affiliated to Ranchi University, Ranchi)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)

E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)

: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

## ALUMNI ASSOCIATION OF NIRMALA COLLEGE

### POLICY

#### Overview

Nirmala College Alumni Association is a non-profit organization dedicated to furthering the excellence of the institution by fostering an enduring and mutually beneficial relationship between the College and its alumni. The goals of the Association and its governing body, are in accordance with the vision and mission of the College.

The Policy is framed by the management and is subject to amendment as per requirement.

#### Body of the Association

The Association will be formed of a structured body headed by the Principal (Chairperson of the Association) of the institution. Other office bearers will be President, Secretary, Joint Secretary, Treasurer and Joint Treasurer (Details enclosed in trust deed of memorial trust).

The Office bearers may be nominated / elected as per the requirement of the day.

All Office bearers will continue for a term of 3 years after which there can be an election/nomination.

The treasurer/treasurers will be a joint signatory with the Secretary and Chairperson. A current bank account will be created for maintaining documentation of funds. The Treasurer will present the audited financial statement before the Governing Body.

#### SCOPE & PURPOSE

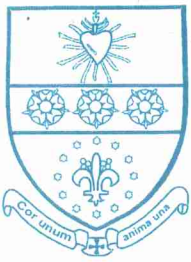
As per the UGC Quality Mandate, 'Student Career Progression and Alumni Network' are an integral part of an institution's development and growth. This document provides a short note on alumni relations in the context of UGC requirements.


1. Nirmala College Alumni Association is a duly constituted non-profit, volunteer organization governed by the Management of the institution. All graduates/Post graduates of the College automatically become life members of the Nirmala College Alumni Association against a nominal membership fee.
2. The most visible involvement of the alumni is by contributing their time to participate in activities of the College, mentoring students, leveraging their contacts to support the College administration, faculty and students in their various endeavours.



3. Another major visible activity of the alumni is by providing donations to the College. The donations can be of any size and can be either directed towards a specific activity or to support a range of activities. Donations will have tax deduction under Section 80G of Income Tax Act.
4. The alumni must be able to provide opportunities to the students and also leverage their contacts to provide placement opportunity to the students in order to help with their mid-career transitions, which could be traced for adding to data regarding career progression
5. The alumni should also provide long-term vision for growth and help to nurture and sustain pursuit of excellence over a long time-horizon.
6. A very critical requirement is to be able to contact the alumni in various ways (by phone, email, physical mail, social media etc.). It is also very important to have information regarding the career progress of the alumni. This information is of the nature of privileged personal information of the alumni and creating database.
7. The alumni will meet atleast twice a year with its external members and apprise them about the development of the institution. This will help in bridging the gap between the present and the past. Activities both cultural and academic will be conducted by the alumni with the consent of the Chairperson.

*Hy-E*  
1608.2022  
Principal  
Nirmala College  
Ranchi



 (0651) 2410082 (O)  
 (0651) 2410250 (R)  
 (0651) 2412963 Fax

# NIRMALA COLLEGE

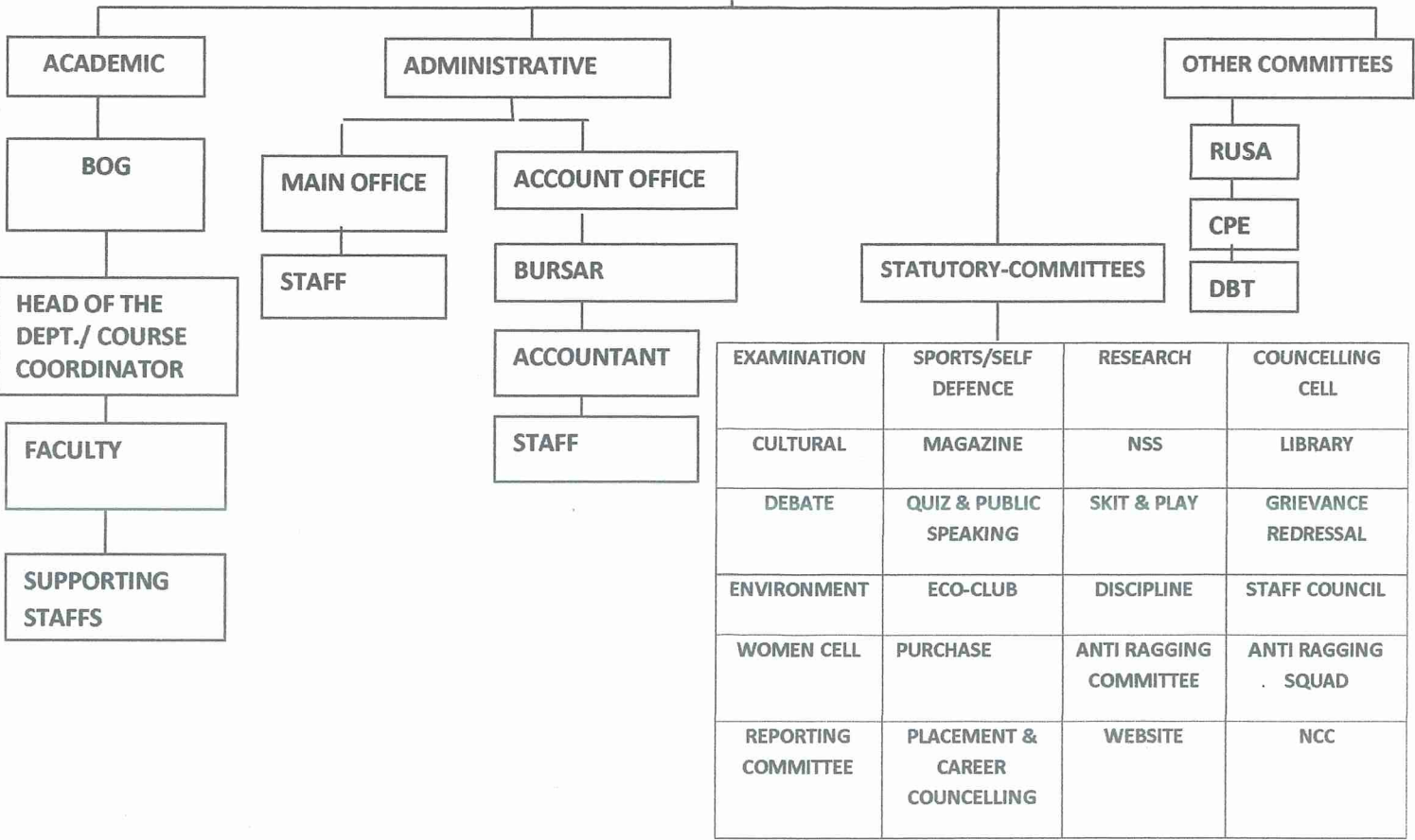
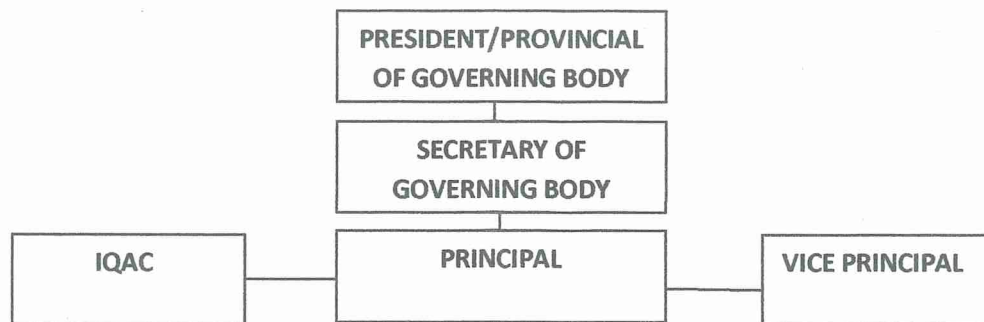
Ranchi - 834002  
 Accredited by NAAC with Grade 'A'  
 A College with Potential for Excellence  
 (Affiliated to Ranchi University, Ranchi)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)  
 E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)  
 : [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

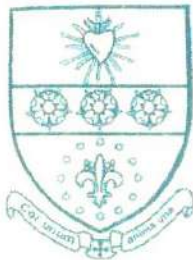
## NIRMALA COLLEGE, RANCHI

### THE INTERNAL ORGANISATIONAL STRUCTURE

Institute of Sisters of Charity



18.08.2022  
 Principal  
 Nirmala College  
 Ranchi



# NIRMALA COLLEGE

(0651) 2410082 (O)  
(0651) 2410250 (R)  
(0651) 2412963 Fax

Ranchi - 834002

Accredited by NAAC with Grade 'A'  
A College with Potential for Excellence  
(Affiliated to Ranchi University, Ranchi)

Website : [www.nirmalacollegeranchi.com](http://www.nirmalacollegeranchi.com)

E-mail : [nirmala\\_college@yahoo.co.in](mailto:nirmala_college@yahoo.co.in)

: [nirmala.college@rediffmail.com](mailto:nirmala.college@rediffmail.com)

## Code of Conduct Policy

Nirmala College, Ranchi is pleased to declare its policy on Code of Conduct to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the Students who have enrolled in this Institute for various programs. It is binding on them to strictly adhere to and follow the Code of Conduct and know their rights and responsibilities. This policy document lays down guidelines to be followed to ensure good conduct and ethical practices in the Institute. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the Institute. The Institute's endeavor by means of enforcing this Code is to pioneer and administer the student and staff discipline process and providing a system which promotes their growth through individual and collective responsibility. Any breach of code of conduct policy will be assessed by **committee concerned**.

### Objectives

This Code of conduct shall apply to all kinds of conduct of the students that occurs on the Institute premises including in university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interest of the Institute or its sustainability.

The following are the main objectives of the Code of Conduct Policy for all its stakeholders. The policy deters its stakeholders from :

1. Organizing meetings and processions without permission of the Institute
2. Accepting membership of terrorist groups banned by the Government.
3. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy.
4. Use of harmful chemicals and banned drugs
5. Smoking on the campus of the Institute
6. Possessing, Consuming, distributing, selling of alcohol and drugs in the Institute and/or throwing empty bottles on the campus.



7. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles or rash driving on the campus that may cause any inconvenience to others

9. Theft or unauthorized access to others resources

10. Misbehavior at the time of during any activity of the Institute.

11. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

12. Intentionally damaging or destroying the property of the Institute or property of other students and/or of faculty members.

13. Any disruptive activity in a class room or in an event sponsored by the Institute.

14. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards, teachers and the staff.

15. Any ragging or sexual harassment.

#### **Composition of the Committee.**

The committee is composed of the following members:

1. Principal of the College will be the Chairperson.

2. Two senior faculty members nominated by the Principal of the Institution.

3. Two non-teaching staff appointed by the Principal of the Institution.

All the grievances regarding breach of code of conduct will be redressed by Grievance Redressal cell. Anti- ragging committee, discipline committee all will work under this umbrella.

The Policy is framed by the management and is subject to amendment as per requirement

*fly-b*  
12.09.2022  
Principal  
Nirmala College  
Ranchi