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POLICY DOCUMENTS

KHALSA COLLEGE AMRITSAR

"College with Potential for Excellence"

- Status Conferred by UGC

***NAAC Accreditation "A" Grade   *ISO Certified 9001-2000
*ISO Certified 14001-1996**

FACULTY DEVELOPMENT POLICY

Khalsa College Amritsar always encourages the teachers to keep them abreast with the latest developments. The professional training of the teachers is a crucial step for their professional development. This is necessary to ensure that faculty employ the skills needed to communicate with the students. To achieve this aim Khalsa College Amritsar has adopted the following measures:

- To organize Faculty Development programmes by IQAC.
- To send Faculty members for FDP- orientation, refresher and short-term courses etc.
- To organize Seminars, Conferences and Workshops.
- To provide Faculty members with financial support to attend conferences/workshops and towards membership fee of professional bodies.
- To encourage Faculty members to undertake Major and Minor Research Projects, research sponsored by DST, DBT, UGC and ICSSR etc.
- To provide Seed money for research to the faculty members based on the merit of the research proposals.
- To constitute Best Teacher and Best Researcher Awards.
- To inspire non-Ph.D. faculty members to carry out their doctorate and upon successful award of the degree, three increments are granted in the salary.
- To provide financial assistance to faculty members as travel fare for attending Conference/Workshops/Seminars etc.

QUALITY POLICY

The Quality Policy of the college reflects the mission and vision of the institution. It provides a strategic direction to the overall progress of the institution. It provides a framework for quality objectives and includes a commitment to meet applicable requirements. A quality assurance mechanism in force will lead the institution to grow and improve continuously.

Khalsa College Amritsar ensures and improvises quality in its mechanism through the following heads:

- **Internal Quality Assurance Cell**: Internal Quality Assurance Cell (IQAC) plays a vital role to build and ensure a quality culture at the institutional level. The IQAC monitors the planning, guiding and maintaining Quality Assurance and Quality Enhancement activities of the institution. The IQAC engages in introducing quality enhancement activities and continuously monitors all endeavours of the College, both academic and non-academic. It plays a catalytic role in the functioning of various committees, units, cells, and forums in the College.

- **Teaching and Learning:** Khalsa College Amritsar ensures a high quality teaching and learning mechanism through various strategies such as recruiting of highly qualified faculty, keeping the faculty updated with the latest developments, regularly updated quality curriculum, learning materials, conducive learning environments, and support services. The College has formal mechanisms for approval, and review of its programs and activities. There are mandatory committees like Governing Body, Academic Council, and Boards of Studies of various disciplines to take appropriate decisions.

- **Assessment of Students**: The College has formal mechanisms of internal and **external** assessments of students including examination rules and regulations. The College conducts remedial coaching for the academic improvement of students after analyzing the performance of students and identification of slow and fast learners.

- **Recruitment of Faculty Members:** The College follows procedures set by the Government and University for the recruitment of its faculty members. The performance of the staff is evaluated periodically using mechanisms that include feedback provided by students and performance-based appraisal system.

- **Student support:** The College provides scholarships, remedial education, and counselling to the students. The institution ensures day-to-day personal interaction with each student by the Tutor/Mentor.

- **E-governance system:** The College is committed to adopt ICT as a developmental, educational, and administrative tool. The college has implemented e-governance in most of its functioning that includes students' admission, administrative work, examination system, communication with departments, faculty, academics and library with a mission for the overall development of the institute by using latest IT techniques. The college provides all information regarding admission, courses, departments, syllabi, college rules, fee structure etc through the college website.

- **Research and Extension:** The College promotes research, collaborations, and extension activities with active involvement of students and research scholars and faculty members. The institution uses every opportunity to support its neighbourhood through need-based outreach activities.

- **Equity and Inclusion**: The institution responds to the diversity of needs among students and ensures support services to *divyangjan* students, and those who are vulnerable, at risk or hard to reach. The institution has mechanisms to eliminate all forms of discrimination, harassment, and exclusion. The college provides equal educational opportunity to women and has created Cell for Grievance Redressal and Dean Student Welfare (girls) is a senior member who takes care of the problems of girl students.

- **Commitment to the Nation**: Khalsa College Amritsar has always demonstrated its commitment to the Nation and contributing to national development has always been a priority for the institution. The College inculcates human values and social responsibilities among its academic community through various clubs, forums, cells and other community initiatives.

- **Policies and Procedures:** The College is committed to developing, implementing, reviewing, and disseminating policy documents for good governance. The institution ensures that all the policies remain current, are available for use and are well understood by the stakeholders.

RESEARCH PROMOTION POLICY

 Khalsa College Amritsar strives to be one amongst top colleges across the world in the shortest possible time. A number of major and minor research projects are being undertaken and completed by the faculty of the college. The College has received grants for research activities from various funding agencies such as UGC, SERB, DST and PSCST etc. All education, research and innovation of the college aim to be of a high standard. College had constituted Research Development and Ethics Committee with the following members contributing in a big way to prepare and implement the documents related to research and development activities within the College.

1. Dr. Taminder Singh, Dean Research (Convenor)
2. Dr. Manbir Singh, Head, Department of Food Technology
3. Dr. Jaswinder Singh, Department of Zoology
4. Dr. Amit Anand, Department of Chemistry
5. Dr. Balwinder Singh, Department of Botany

To achieve the high quality research ambience, the following policies have been in practice with continual efforts for revision and update. The research development and ethics committee is responsible for:

1. Encouraging and motivating faculty members of college to apply for research projects.
2. The development of infrastructure conducive for promoting the quality and quantity of research and development.
3. The development and enhancement of the research capacities in the college.

The review and monitoring of achievements under the research and development and ensuring the proper utilization of research funds.

5. Encouraging faculty members to publish research paper/review articles in the reputed journals.
6. Ensuring that the research article/paper or thesis submitted should accompany a self-declaration performa which establishes non plagiarism by the author.
7. The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other activities.
8. The protection and commercialization of the College's intellectual property.
9. The promotion of consultancy activities related to research and development.

10. Encouraging the development of multidisciplinary research endeavors across faculties and departments.

11. Monitor the research and development performance of individuals, groups and faculties to encourage excellence and productivity through maintaining a database of research and development activities.

12. Providing relaxation to major research project holders in teaching for a maximum of two periods in a week from his/her work schedule.

13. Honoring of faculty for their publication in referred journal with high impact factors (listed with scopus).

RESEARCH GRANT

The faculty is encouraged to apply for Research Grant by the college. The applicant must submit the application with the required supporting documents forwarded by the concerned Head of the department. The research grant will be sanctioned after recommendations from the Research Committee. The concerned faculty will be provided the seed money for carrying out his/her research project. The faculty member may involve post graduate students in the execution of the Committee. The concerned faculty will be provided the seed money for carrying out his/her research project. The faculty member may involve post graduate students in the execution of the research project. The teacher will have to submit the status report to the Research committee after the completion of the project and also at the end of the financial year. The amount sanctioned will be credited to the concerned faculty's account either as a Lump sum amount or in instalments.

RESEARCH INCENTIVES

The "Research Awards" are given to the faculty to encourage research output.

BEST RESEARCHER AWARD is given to a faculty who has made profound contributions to the research culture and output of the college. The award will be given annually in the form of research grant.

BEST TEACHER AWARD is given to a faculty who has made profound contributions to the teaching culture and research. The award will be given annually in the form of research grant.

RESEARCH ETHICS POLICY

The research ethics policy is aimed at prevention of malpractices and plagiarism in research activities carried out by the faculty members, scholars and students at Khalsa College Amritsar. This policy guides researchers to an ethical course of action enriched with the values and mission of the college. The principles mentioned below bind the researchers of the college to the strictest measure of integrity and the highest ethical standards:

- The faculty members, scholars and students must be committed to the pursuit of truth, honesty and integrity, to uphold the vision-mission of college, to safeguard and promote public interest during their research activities.

- The objectives of the research work must be well defined and free from bias in the designof methodology, data analysis and data interpretation. The objectives must be of fundamental interest as well as it may have a goal towards welfare of the society, community, nation and the nature.

- The researcher must act with sincerity and keep their promises, agreements as well as thought and action consistent.

- The researcher must disseminate the methods procedures of their research works and report data with honesty and shall not fabricate, falsify, or misrepresent data.

- The researcher must ensure that the research article submitted by him/her is entirely his/her own original works. The work/or words of others used by the researcher should be appropriately cited or quoted.

- The researcher must maintain high ethical standards while conducting the study/research and subscribe to the standards of expected ethical behaviour.

- The researcher must take requisite measures to avoid any risks whatsoever so that harm and/or damage arising from the research is avoided or minimized wherever possible. Statements of compliance are required if the work involves chemicals, procedures or equipment that has any unusual hazards inherent in their use, or if it involves the use of animal etc.

- The researcher must strive to protect confidential communications, such as manuscripts,projects, or grants submitted for publication, personnel records, deals or military secrets,and patient records used for requisite research.

- The researcher must acknowledge funding sources in publications. In all aspects of research, the contributions of formal collaborators and all others who have directly assisted or indirectly supported the research (including research students, research staff, and professional services staff) should be properly acknowledged with their permission.

POLICY FOR DIVYANGJAN STUDENTS

Khalsa College Amritsar is one of the few colleges in the region which has whole hearted support for education for differently abled students. The institution has disabled friendly barrier free environment. Over the years , the college has tried to establish the right approach for facilitating the education of the differently abled students.

POLICY DOCUMENT

1. To create barrier free access to all offices , classrooms, departments, hostels, library and other facilities.
2. To ensure that .there is no discrimination in the college on the ground of disability
3. To provide assistance devices to enhance independence.
4. To conduct workshops, conferences and seminars on disability.
5. To explore funding possibilities, scholarships and fellowships to foster academic engagement among students.
6. To fulfill all statutory requirements for persons with disabilities in the admission, teaching, learning and employment process.

FACILITIES

1. **Physical facilities**: -The College has created lift facilities for the students with disability. Similarly ramp facilities, wheel chairs and crutches have been made available for the students.
2. **Disabled- friendly washrooms** :- All the buildings have special lavatory facilities for the differently abled students.
3. **Human assistance**:-Scribes are arranged during the internal and end semester examination all the students who face difficulty in writing examination directly either due to the non functional eyesight or non functional limbs are permitted with reasonable restrictions, to employ scribes to take dictation from them and complete the written exam without hassle.
4. The differently abled students are also given additional time of 20 minutes per hour to complete the exam.
5. **Special skill development classes** are arranged for the differently abled students especially in the field of computers and music. The emphasis is on creating right kind of environment for the differently abled so that they are acquainted with the latest in the fields of knowledge and technology.

6. **Special input sessions** are arranged for the differently abled students like Career Guidance, personality development, guidance and counselling etc.

7. **Special room** has been created for Divyangjan students in the college library.

CONSULTANCY POLICY

Khalsa College Amritsar encourages consultancy with industries, other educational institutions, Government and Non-Government Organizations, community and individuals. Consultancy essentially means 'Knowledge Exchange' and it is helpful in developing mutually beneficial relationships of college faculty or staff with commercial, public and other organizations. The College has a strong faculty profile with vast expertise in different research areas that helps to share the knowledge and give valuable technical inputs in the interested areas of industries and organizations. The college provides their consultancy services to the upcoming institutions in terms of teaching-learning methodologies, research projects and infrastructural facilities. The institution acts as a morale booster to the entire faculty to extend their expertise to the other institutions as well as the industrial experts. This policy provides a clear framework to all stakeholders who prefer to carry out consultancy work in the college.

- The college inspires faculty members to extend consultancy services by transferring knowledge and technology to external engagements for the social and economic enhancement.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the academic and other administrative role in college.
- There should be demonstrable benefit to college in terms of revenue, enhanced reputation and in expanding the expertise of the faculty.
- The faculty or staff involved in consultancy service can avail on-duty leave for industrial visit and meeting Industry Persons for discussions related to consultancy work.
- Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledgement for the facilities used.
- Patents arising from consultancy work if applicable shall be jointly published on the name of the faculty member and the college.
- This policy applies to all faculty members and staff of the Khalsa College Amritsar

- The revenue generated out of consultancy services will be shared between the college and the faculty members as follow:

S. No.	Particulars	College	Faculty
1.	**Testing**: Use of college equipment/premises/ research facilities	80%	20%
2.	**Providing solutions**: For providing solutions using personal expertise of the faculty	40%	60%

ANTI-RAGGING POLICY

Khalsa College Amritsar has an effective Anti-Ragging Policy in force in line with the UGC regulations. The ragging is strictly prohibited in the campus. The following acts will be considered as ragging:

1. 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 any student with rudeness.

2. Indulging in rowdy or undisciplined 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 other student;

3. Asking any student to do any act which such 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 a student;

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;

5. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

6. Any act of financial extortion or forceful expenditure burden put on a student by other students;

7. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student

9. Any act that affects the mental health and self-confidence of 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 other student.

An Anti-Ragging Committee is constituted with following faculty officers as members

a) Dean Academic Affairs, Convener
b) Registrar, Member
c) Dean, Student Welfare (Girls), Member
d) Dean Student Welfare (Boys), Member
e) Warden, Girls Hostel, Member
f) Warden Boys Hostel, Member

A student found guilty by the committee will attract severe punishment including suspension from attending classes and academic privileges, Withholding/Withdrawing scholarship / fellowship and other benefits, debarring from appearing in any test / examination or other evaluation process and withholding results etc.

POLICY ON AWARD OF SCHOLARSHIPS AND FREESHIPS

Khalsa College Amritsar provides Special Merit Scholarships/ Concessions/ Free ships to the students taking admission in various college courses as per decision of college authorities from time to time. Scholarships/Freeships are also provided to the students who excel in Sports at interzone/ university/national/international level. In addition, the college collaborates with alumni, retired faculty and non-government agencies to institute scholarships, freeships and endowments. Students are sensitized to avail governmental / non governmental endowments / scholarships. A standard procedure is followed for the same.

- The students who wish to avail this facility have to submit their application to the head of the department.
- The head of the department on the basis of the applicant's academic performance and the economic background scrutinizes the application and recommends it to the Registrar of the college.
- The recommendation of the Registrar is forwarded to the Principal.
- The principal presents the same in the Management Advisory Committee meeting for the final approval.

The following policy is designed with regard to scholarships/freeships for the deserving and meritorious students:

1. Any fee concession will be applicable on the remaining fee only after clearing the college fees and college security (refundable) liability of the concerned university/other affiliated institutions.
2. The student will not be considered for any concession in other categories after being given benefit in one concessional category.
3. One child of the members of the Governing Council, teachers working in institutions as regular employees or employees working on an ad-hoc basis for 05 years, will be given up to 25% fee concession.
4. Students of SC/ST/BC category will be given fee concession as per the instructions issued by the government from time to time. Such students will not be considered for concession in any other category.
5. Total fee of the University Topper and Topper of the autonomous college scoring marks equal to University Topper in the semester will be waived off for the ensuing semester and the year. The fee of up to 75% will be waived off for the student who gets the second position in the same category.

6. Up to 50% concession in the fees is given to the student, who scores above 95% marks in Board/University semester/annual exams, in the ensuing semester/year.

7. Up to 25% concession in the fees is given to the student, who scores 90-95% marks in Board/University semester/annual exams, in the ensuing semester/year.

8. Up to 10% fee concession in the first year will be given to the student who passes 10+2 or Bachelor's Degree from institutions governed under Khalsa College Charitable Society.

9. In case of real siblings, up to 10% fee concession will be given to the younger child. Only one child of the family is eligible for this concession.

10. Up to 20% fee concession will be given for the ensuing semester or for one year to the student who gets first position in the University exam of the college.

11. The student who gets first position in the entrance test of National/State/CET level under any institution will get Rs. 20000/- fee concession (Rs. 10000/- for first semester and Rs. 10000/- for second semester) and Rs. 15000/- concession in fees for the student who gets second position.

12. There will be up to 10% fee concession for the student who gets 1-100th position in the entrance test of National/State/CET level and up to 5% fee concession for the student who gets 101-200th position in the entrance test of National/State/CET level.

13. Up to 20% fee concession for the fatherless and other needy students.

14. Up to 50% fee concession in the first year/two semesters for students who are the National position holders of NSS/NCC/Scout activities.

15. Up to 30% fee concession in the first year/two semesters for students with Punjab State/Inter University position holders and 20% for the District/University position holders of cultural activities of the college.

16. 5-10% fee concession will be granted to the student on the basis of financial grounds/merit after the recommendation of the Principal concerned with the prior approval of the Honorary Secretary.

Scholarships related to Sports:

Category A: International/National medalists, AIIU medalists.

1. Full fee concession (except University examination fee).
2. Full fee concession on Hostel and mess charges.
3. Diet funding of Rs. 4500/- per month to International player and Rs. 3000/- per month to National and Intervarsity medalists (those players who are day scholars).
4. Free kit and accessories as per requirement.

Category B: National/AIIU participation

1. Full fee concession (except University examination fee).
2. Full fee concession on Hostel and mess charges.
3. Diet funding of Rs. 2500/- per month (those players who are day scholars)
4. Free kit and accessories as per requirement.

Category C: State/Inter-college medalist (A Division)

1. Full fee concession (except University examination fee).
2. Full fee concession on Hostel and mess charges.
3. Diet funding of Rs. 1850/- per month (those players who are day scholars).
4. Free kit and accessories as per requirement.
5. The diet money/cess for the students who appear in examinations will be funded till May 31.
6. The diet money/cess of the students who do not appear in examinations will be funded till March 31.

Category D: State participation/Inter-college medalist

1. Full fee concession (except University examination fee).
2. Full fee concession on Hostel and mess charges.
3. Free kit and accessories as per requirement.

Category E: District medalist/Inter-college participation (A Division)

1. 50% fee concession.
2. Free college hostel.
3. Free kit and accessories as per requirement.

Note:

1. Concessions regarding Sports are subject to the instructions issued by University/Board or the other concerned institutions from time to time.
2. Students will be given fee concession in sports/other activities on the basis of their previous year performance.
3. The sports students will be exempted from the university fee, who do not wish to appear in the university examination.
4. The sports students admitted on the basis of trials as per the requirement in any team, will get concession on college fees (other than university fees) only with the approval of the Principal.

5. Action will be taken on the recommendation of In-charges of sports, cultural and other activities. The college website and online notifications are used to notify the students on upcoming scholarships and the Scholarship Cell (Administrative Block) supports the students in availing the specific scholarships earmarked for specific group of students.

Medal and Prizes

1. **Macauliffe Memorial Medal:** For best essay on Sikh Religion/History.

2. **Bhai Dit Singh Medal:** 3 Medals for the best papers written on Sikh Religion/ Principles.

3. **S. Benode Singh Medal:** For first in B.Sc.-I in the University examination.

4. **Ratigan Memorial Medal:** For first among the college students in TDC-III examination.

5. **S. Sohan Singh Medal:** For first in B.Com-III examination.

6. **Bhai Gurdas Medal :** For first in B.Sc. Part-III.

7. **Cole Medal:** For first in TDC part-III (Arts) among college students.

8. **S. Sewa Singh Partap Singh Medal:** For the best student of TDC Part-II (Science or Arts)

9. **Sardar Bahadur Attar Singh Medal:** Awarded to the Gursikh student of +2 (Sci.)/TDC Part-II (Science or Arts)

10. **S. Ishar Singh Medal:** For first in TDC Part-III in (Compulsory) Punjabi.

11. **Bhai Mohan Singh Vaid Medal:** For first in Punjabi (Elective).

12. **Bhai Bishamber Das Sethi Medal (From Gurbax Rai Sethi):** 2 Medals for the best debators.

13. **Rai Bahadur Parkash Chand Mehra Medal:** For the best poet.

14. **Major Veer Singh:** Sir Cland Einchin Lock Medal (By Dr. Jagat Singh): Awarded to an Amritdhari student who visits the Gurudwara regularly.

15. **Bhai Narain Singh Granthi Medal:** Awarded to an Amritdhari student, who participates in religious activities and visits Gurudwara regularly.

16. **S. Mool Singh-Col. Mohinder Singh Medal:** Awarded to the Sikh student first in divinity.

17. **Late Major Jasbir Singh Medal:** For Sikh Student first in divinity.

18. **Late S. Kanwaljeet Singh Hoon Medal:** To student who stands 1st in B.Com. Part-III.

19. **Duncliff Medal:** For first in B.A./B.Sc. Part-I Punjabi (Compulsory)

20. **Koet Singh Sabha Medal:** For first in B.A./B.Sc. Part-I Punjabi (Compulsory)

21. **Dr. Jagat Singh Holly Medal:** For first student of B.Sc. (Agri.) Final Year.

22. **S. Sohan Singh Medal (By S. Jai Singh):** For first in B.Sc.-III (Med.)

23. **S. Ishar Singh Medal:** For Ist in B.A.-I Punjabi (Elective).

24. **Justice Teja Singh Medal:** For Ist in B.A.-III in the subject of Pol. Sc.

25. **Bhai Ajit Singh Medal:** For B.Sc.-III student who gets the highest marks in Physics & Chemistry.

26. **Bhai Mohan Singh Vaid Medal:** For first in BCA-III Year.

27. **Late Prof. Amarjeet Singh Batra Gold Medal:** For student of M.Sc.-I who stands first in Agronomy.

28. **Prof. Raghbir Singh Memorial Gold Medal:** For first in the M.A. Punjabi-II.

29. **Sardar Sabal Singh Gold Medals:** Two gold medals for best sportsman of the year and Topper in B.Sc. (Agriculture) in the University.

30. **Principal Dr. Mohinder Singh Dhariwal Gold Medal:** For first in M.A. Economics-I.

31. **Sri Guru Harkrishan Kripa Trust Gold Medals:** For each of Nine B.Sc. Students standing First in I, II, III year's annual examination respectively in Computer Science, Computer Application and Computer I.T.

32. **Bawa Kartar Singh Prize:** Awarded every year to the student who stands first in Chemistry in B.Sc.

33. **S. Jai Singh Jhabal Prize:** Awarded to the students who stand first and second respectively in B.Sc.-III Year.

34. **S. Sadhu Singh Jhabal Prize:** The students of B.A.-III (Arts) who stand first and second respectively in the subject of Political Science are awarded this prize. Two Prizes are awarded to the students of B.Sc. (Agri.) who secure first and second positions respectively.

35. **Mata Manjit Kaur Prize:** Rs. 1100/- to be awarded to the student who stands first in the College in B.Sc.-I(Med.).

1**. Scholarship Scheme** : The students are granted scholarship every year on the basis of the Matric/ +2 and Graduate examinations. The number of scholarships to be given is decided by the Indian Govt. There is no income limit fixed for the Graduates who are granted scholarships on merit. The scholarship once granted continues till the student gets the degree. It is renewed every year on the basis of the progress shown by the student.

2. **State Competence Scholarship Scheme :** Under the State Competence Scholarship Scheme, the Punjab Govt.Grants the scholarships for General Education to the students on the basis of Plus Two and Graduate Examinations on merit. The student must be a resident of Punjab and have passed the examination from the institution under Punjab State. The student must seek admission in Punjab State.

Note: The Student placed in merit under the National and State Scholarship schemes have to submit their forms to the Head of the institutions conducting examination and the Principal of

the educational institutions have to submit these forms after attestation to the Institutions conducting examination within a stipulated period.

3. **Scholarship to promote Hindi for Non-Hindi Speaking Students :** This is a center sponsored Scheme. Applications are invited from the colleges of the state and Scholarships are granted to students who are resident of Punjab State and have passed all examinations from Punjab

4. **Scholarship for the Teacher's Children :** The Scholarship is granted to the children of the teachers every year on Merit. An application form for this scholarship can be obtained from the DPI (Colleges) Office, Punjab.

5. **Scholarship for Students of 1984 Riot Affected Families :** The Punjab State Grants the Scholarship every year to the students who belong to riot affected families (1984). An attested copy of the Red Card by concerned D.C. must be submitted along with the scholarship form.

Government Scholarships for Financial Assistance to the Students of Backward Classes/Schedules

The details of the financial assistance given to the students belonging to Scheduled Castes, Backward Classes and Schedule Tribes to complete their College/University Education is as follows:

1. Post Matric Scheme of the Govt. of India: Students belonging to Scheduled Castes who are permanent resident of Punjab State and are getting education in any part of India will be sanctioned stipends under this scheme provided the family income from all sources is not more than Rs. 2,50,000 per annum. Students will be given scholarships as per notification of Punjab Government.

2. Special Grants for the Girls from Scheduled Castes : Girls belonging to scheduled castes, whose parents are permanent residents of Punjab State and who are studying in the Colleges of Punjab will be sanctioned a grant provided the annual family income doesn't exceed Rs. 60965/-.

3. It is mandatory for SC/ST/OBC students to fill the form online.

Instructions for filling the Stipend form: The Form is available on the site www.punjabscholarships.gov.in (failing to fill form and submitting with college will disentitle the students from the benefits under the scheme.

1. The students belonging to SC/BC category should regularly check on the notice board for the necessary information.

2. The complete/filled forms should be submitted within fifteen days of admission failing which the student will not have any claim to seek such scholarship.
3. The attested detailed marks sheet of the previous exams should be submitted with the form.
4. It is necessary to submit the Income, Residence Certificate and Scheduled Caste Certificate duly attested along with the form.
5. The scholarship form must be attested by the Village Sarpanch/ Nambardar / Patwari / Gazetted Officer / MLA/ MP/ Municipal Commissioner.

Note: The scholarship can be withheld or cancelled by the Principal on the basis of unsatisfactory academic progress or immoral character or undesirable/indisciplanary activities. In case the information given in the caste and income certificates is found false/incorrect, the Principal can withhold or cancel the scholarship as well as the admission from college. Student must attend 75% of lectures, other wise his/her scholarship form will not be forward to the Government.

Post Matric:

Govt. of India implemented Post Matric Scholarship Scheme for meritorious students belonging to economically weeker sections of minority communities so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability. The scheme is implemented through National scholarship Portal (NSP). It is mandatory for all students to apply online on the website www.punjabscholarships.gov.in

Stipends and Scholarships:

Deserving students are awarded stipends, scholarships and incentives on the basis of their achievements in various fields of academic activity. All public, national, state and university scholarships are tenable in this college. In addition, the college offers following scholarships:

1. **Macauliffe Scholarship:** A scholarship of Rs. 200/- per month sponsored by the Sikh Cultural Society of Great Britain and the Sikh courier, Mollison Way, Edgware, Middlesex, Greater London HA850QW, England through Mr. Amar Singh Chhatwal, General Secretary and Managing Editor, the main donors being Dr. Kirpal Singh Jassal of U.S.A., S. Gurdeep Singh Gujral and S. Gurcharan Singh Chhatwal of London. The Awardee must be a committed Gursikh, have a good academic career studying at the University level in Khalsa College, Amritsar and have a clear and definite interest in Sikh Theology and History.

1. **Principal G.A. Wathen Scholarship:** The scholarship of Rs. 150/- per month (for 10 months in a year) is awarded to a bright deserving student boy or girl who would otherwise be unable to have college education,

2. **S. Kartar Singh (Novelty Sweets) Scholarship:** The scholarship of Rs. 100/- per month (10 months in a year) includes 3 scholarships for the students who stand first in B.Sc. Food Technology Part-I/II/Ill respectively. S. Kartar Singh Scholarship is sponsored by his son S. Bhupinder Singh M.D. Novelty Sweets in the memory of his father.

3. **Sardar Joginder Singh Dhillon Scholarship:** Two scholarships of Rs. 100/- per month each to two deserving merit students, one of the scholarships is given preferably to a student belonging to Gumtala Village.

4. **Sardar Rajinder Singh Scholarship:** Dr. B.N.S. Walia, 58, Sector 5, Chadigarh has offered a scholarship of Rs. 100/- per month (for ten months) in the memory of his revered father S. Rajinder Singh to be awarded to a needy sikh student. The scholarship will be awarded preferably to the deserving students of M.A. (Pol. Science) and M. Sc. (Chem.) in alternate years.The student must have secured at least Ist class marks in the previous examination. The scholarship will be awarded at the discretion of the Principal.

5. **Sardar Sunder Singh Chhatwal Scholarship:** S. Sunder Singh Chhatwal Scholarship of Rs. 200/- per month is sponsored by his son, S. Amar Singh Chhatwal Honorary Managing Editor, Cultural Society of Great Britain, London) of 88, Mollisin way, Edgware, Middlesex Greator London, England. (The awardee must be committed GURSIKH and AMRITDHARI, have a good academic career preferably Ist class in B.A./M.A. and have a clear and definite interest in Sikh Theology and History). The Awardee must be a committed Gursikh, have a good academic career studying at the university level in Khalsa College, Amritsar and have a clear and definite interest in Sikh Theology and History.

6. **Bibi Sita Chhatwal (Satwant Kaur) Scholarship:** This Scholarship is sponsored by Amar Singh Chhatwal, Managing Editor, The Sikh Courier International and general secretary, the sikh cultural society of Great Britain, 88, Mollison way, Edgware, Greater London in memory of his wife. The Awardee must be a committed Gursikh, have a good academic career studying at the university level in Khalsa College, Amritsar and have a clear and definite interest in Sikh Theology and History.

7. **Sardar Santokh Singh Chawla Scholarship:** The scholarship of Rs. 100/- per month is awarded to student who stands first in B.Com. Ist year in the college (and it shall be payable for 10 months in year) provided he rejoins the next class in the college.

8. **Sardarni Bhagwanti, Sardar Santokh Singh Chawla Scholarship:** This Scholarship of Rs. 100/- per month for 10 months is awarded to the student standing first in plus two (Medical) in the college provided he/she joins the next class in this college.

9. **S. Narain Singh, Gurdip Kaur Hassan Scholarship:** Two Scholarships from the interest on FDR to be awarded annually to one each of the Science and Arts students on the basis of their merit and financial need. The students for the scholarship will be selected jointly by the Principal and Dr. Avtar Singh

10. **Dr. Bhagat Singh Thind Scholarship:** In honour of his wife Vivian Thind, out of interest on the endowment fund to be given two merit holder and economically poor Sikh students who got admission in B.A. and B.Sc. (Medical) or B.Sc. (Non-Medical).

11. **Late Sardar Kanwaljit Singh Arora Husband of Mrs. Chand Kaur Arora Scholarship/Gold Medal:** Four Scholarships of Rs. 450/- each i.e. Rs. 50/- per month for a period of 9 months. The scholarships are to be given completely on merit to needy but intelligent students with excellent performance in the past and with minimum 60% marks in aggregate in the classes which they have passed.

12. **S. Naunidh Singh Stipend:** This stipend, equivalent to tuition fee, is given to a fatherless and poor student in order of merit.

13. **Col. Bawa Jiwan Singh Stipends:** Diploma in Divinity class is being run by the Managing committee out of the annual Income accrued from these donations. It is recognised that an amount of Rs. 450/- (approx) could be spent per month out of this fund.

14. **S. Binode Singh Stipends:**

   I) A stipend of Rs. 25/- per month to the student standing Ist in B.Sc. Agri. Part-I and studying in B. Sc. Agri.II.

   ii) A stipend of Rs. 25/- per month to the student standing Ist in B. Sc. Agri. Part-II and studying in B.Sc. Agri. III.

   iii) A stipend of Rs. 25/- per month to the student standing Ist in B.Sc. Agri. Part-III and studying in B. Sc. Agri. Final.

15. **S. Mittar Singh Scholarship:** A stipend of Rs. 1000/- each to be paid to students standing first among the college students in M.A. English and M.A. Economics examination of Guru Nanak Dev University every year.

16. **S. Joginder Singh Chawla Scholarship:** Rs. 100/- per month (10 months in a year). This is awarded to a student who stands first in B.Sc. Part-I provided he/she is admitted to the next class.

17. **Sardarni Parsin Kaur Sarkaria, S. Inder Singh Tehsildar Scholarship:** Rs. 5000/- to be awarded to the Gursikh students boys/girls of the old inhabitants of Kot Khalsa by Major Mohinder Singh Sarkaria (Roop Mahal, Ajaibgarh, Dr. Surta Singh Road, Amritsar). This Scholarship will be awarded at the recommendation of Major Mohinder Singh Sarkaria to the eligible student of Khalsa College or Khalsa College for women.

18. **S. Narain Singh Chawla :** The stipend of Rs. 15/- per month (for one year) to be awarded to three Chawla students (Sikh/Hindu Chawla) or to a Sikh student of Agri Department in case both students are not found eligible.

19. **Guru Gobind Singh Stipends:** Rs. 20 per month. These stipends are reserved for students of B.A. II & III year at the rate of Rs. 10/- per month to be awarded to poor and needy students.

20. **Bhai Heera Sigh Stipends:** Rs. 50/- per month. These stipends are reserved for the Amritdhari student of TDC Part-II taking part in Kirtan. The other stipends of the same amount will be awarded to any student (except B.A.-II) fulfilling the above conditions. These stipends will be awarded to 10 students.

21. **Bawa Moot Singh Stipend:** Rs. 9/- per month for 7 month (October to April). These stipends are reserved for two Gursikh students of TDC Part-I and will be awarded on the basis of Plus Two results

22. **Macaulife Memorial Stipends:** 6 divinity stipends for - 8 months (Beginning from September) will be awarded every year by the Managing Committee.
    a) 2 Stipends of Rs. 10/- and Rs. 12/- per month for TDC Part-III.
    b) 2 Stipends of Rs. 10/- and Rs. 12/- per month for TDC Part-II.
    c) 2 Stipends of Rs. 10/- and Rs. 12/- per month for TDC Part-I.

23. **S. Maninder Singh Stipend:** Rs. 5/- per month for the student of B. Sc. Agriculture.

24. **S. Gurmukh Singh Chawla Socholarship:** This is to be awarded to the outstanding Athlete of Khalsa College, Amritsar who earns a berth in the State Athletic Team. In case no student qualifies, the scholarships may be awarded to the student of this College who is selected to represent Guru Nanak Dev University Athletic Team. Rs. 100/- per month will be given as scholarship to him for 10 months of one year.

25. **S. Manohar Singh and Sardarni Gursharan Kaur Stipend:** Two stipends of Rs. 1250/- each (in four installments) to be given to two very poor students to help them become graduates. The Principal to select the students.

26. **Late Sh. Ram Nath Mahendroo and Smt. Phoolan Rani Mahendroo Stipend:** This stipend to be awarded to the students : who stand first in M.Com. Part-I' and M.Se. Agriculture Part-I.

27. **S. Gurbhajan Singh Stipend:** Rs. 2000/- per annum for B.Sc. (Agri.) students. The students will be selected by the Principal and Prof. Kashmir Singh.

28. **Brig Mann Singh Oberoi Scholarship :** This scholarship is awarded to the student of B.Sc.-III (Medical/N.Medical) who secures maximum marks in the University examination amongst the college students every year.

29. **Sant Baba Sham Singh Ji, Sant Baba Sehaj Singh Ji Stipend:** Rs. 1500/- per annual to be given to two Agriculture Students, 2 Science Group students, 2 Computer Science students and 2 Arts students. The students should be Gursikh and brilliant in studies.

30. **Principal Bishan Singh Samundri Stipend:** Rs. 300/- per month to be givne to a student belonging to rural Sikh family who stands first in 10+2 and takes admission in B.Sc. (Agri.) Course. This stipend will be awarded for four years.

31. **Bibi Surjit Kaur Dhariwal Memorial Scholarship:** Rs. 1000/- given to the student who stands first in the University Examination of Physiotherapy.

32. **Late Sh. Khazan Singh Jolly Scholarship:** Two stipends of Rs. 1000/- each per annum to be awarded to the students who stand in the Merit of B.Sc.-I and B.Sc.-II Med. & Non-Medical University Examination or have got the maximum marks. The students will be selected by the representative of Jolly family. Prof. M.S. Garkhel and Principal Khalsa College, Amritsar.

33. **Sardarni Kirpal Kaur & Sardar Amar Singh Dua Scholarship:** This Scholarship will be granted to a student on the basis of merit and financial need.

34. **S. Sabdal Singh Scholarship:** One most needy student will be granted Rs. 200/- per month every year.

35. **S. Swarup Singh Marwah Scholarship:** Rs. 50/- per month for poor and needy students of 10+1 and 10+2 science group. In case, there is no suitable student from science group, the same will be awarded to a student of B. Com.

36. **Sh. Amar Nath Sharma Scholarship:** This scholarship will be awarded to the deserving students studying in this college preferably belonging to Village Nathu Chak, P.O. Kairon, Tarn Taran, Amritsar.

37. **Sant Sadhu Singh Dhariwal Memorial Scholarship:** This scholarship will be awarded to the student who stands first in M.Sc. Botany Part-I in the College at Rs. 750 per annum.

38. **Prof. M.S. Garkhel Scholarship:** This scholarship of Rs. 1500/- per annum will be awarded to the student who is placed in the merit list or secures maximum marks in the University Examination of M.Sc. (Chemistry) Part-I, subject to the condition that the student is admitted to M.Sc. (Chemistry) Part-II in Khalsa College, Amritsar.

39. **Sri Guru Harkrishan Kripa Turst Scholarship:** Rs. 150/-per month, for ten months, for each of Nine B.Sc. Students coming from economically weak under priviledged background on the basis of merit cum means, in I, II, III year's annual examination respectively in Computer Science, Computer Application and Computer I.T.

40. **S. Joginder Singh Scholarship:** This scholarship will be awarded out of interest earned from FDR of Rs. 36,500/- donated by S. Joginder Singh of U.K. as per discretion of the donor.

41. **Mandeep Kaur Memorial Scholarship:** To be paid out of the interest earned from FDR of Rs. 5000/- donated by her father for the topper of M.Sc. (Botany) Part-II

42. **S. Bela Singh Former Sarpanch Scholarship:** To be paid out of interest earned from FDR of Rs. 20, 000/- donated by his son S. Harbhajan Singh Gill. This scholarship will be awarded to a student who stand first in BA (Final) with Public Administration as one of the subject.

43. **Sardarni Harnam Kaur, daughter of S. Nand Singh Shaheed Saragarhi Scholarship:** This endowment has been created by her son Prof. Rajinder Singh Ranu, USA and village Jalan, Distt. Sangrur in her honor. Out of interest upon the endowment amount Rs. 10000 scholarship to be awarded to the needy , brilliant student of village origin (Information Technology i.e. B.Sc. (IT, Food Tech & Bio-Tech.). If above student maintains his result OK, his scholarship to be continued in IInd year and new student should be selected in Ist year and so on.

44. **S. Jagjit Singh Chawla Chief Khalsa Diwan Stipend:** Rs. 200/- per month quarterly for the needy sikh (boy)student.

45. **S. Wattan Singh Registar Scholarship:** This scholarship will be awarded to a student, who is from a rural background, whose parents have 4-5 acres of land and he cannot afford to go to the college. The scholarship will be paid out of interest to be earned from the amount of Rs. 47100/- donated by S. Sajjan Singh Bajwa of U.S.A.

46. **S. Gurcharan Singh, Prof. of Mathematics Scholarship:** Interest earned from the amount of Rs. 45, 200/-donated by Dr. Sajjan Singh Bajwa of U.S.A. to be given to student first in +2 class admission in B. Sc. (Non Medical).

47. **Sepoy Nand Singh Shaheed Saragarhi Scholarship:** This scholarship is donated by Sepoy Nand Singh's grandson, Prof. Rajinder Singh. Out of interest upon the endowment amount 95% of the interest to be awarded to the needy, brilliant student of village origin (Information Technology i.e. B.Sc. (IT, Food Tech. & Bio-Tech) to be awarded one student only. To be continued if the student maintain his result.

48. **Hawaldar Isher Singh Shaheed Saragarhi Scholarship:** To be paid by Prof. Rajinder Rana in honor of Hawaldar Isher Singh. Out of interest upon the endowment amount 95% of the interest to be awarded to the needy, brilliant student of village origin (Information Technology i.e. B.Sc. (IT, Food Tech. & Bio-Tech) to be awarded one student only. To be continued if the student maintain his result.

49. **Bibi Kanwaljit Kaur Memorial Scholarship:** To be awarded scholarship out of interest on endowment.

50. **S. Diwan Singh (Prof. of Punjabi) Scholarship:** To be paid from interest earned from the amount of Rs. 43000/- donated by S. Sajjan, S. Bajwa of U.S.A., for a student standing first in B.A. Punjabi, enrolled in M.A. Punjabi.

51. **S. Amarjit Singh (Prof. of Agriculture Scholarship):** To be paid from interest earned from the amount of Rs.4300/- donated by Dr. Sajjan and S. Bajwa of U.S.A., given to student standing first, or second in 10+2 admitted in B.Sc. (Agri.) Course.

52. **Grewal Students Scholarship:** S. Kirpal Singh & Smt. Tripat Kaur Grewal, U.S.A. have donated a sum of $ 1000 for distribution of scholarship among poor students.

53. **Marshal of Air Force Arjun Singh Trust:** A scholarship from the income from the trust fund will be given to poor needy students of Kohali village pursuing higher education at Khalsa College, Amritsar.

54. **Dhadi S. Sohan Singh Seetal Scholarship:** Three scholarships to be awarded to the Toppers in M.Sc.-I (Zoology), M.A.-I (Pbi.) and B.Sc.-I (Medical) in equal shares out of interest accrued on the amount deposited for the scholarship.

55. **Justice Teja Singh Scholarship:** Instituted by Justice Teja Singh Foundation for award of scholarship of Rs. 10,000/- per annum to student of B.Sc. (Bio-Tech) on need cum merit basis.

56. **S. Deep Singh Scholarship:** S. Deep Singh COLBERT WA. 9905, USA has donated a sum of Rs. 30,000/- for distribution of scholarships among needy meritorious Sikh students

57. **S. Makhan Singh Majithia Scholarship:** To be paid out of interest from the amount of Rs. 100,000/- donated by S. Makhan Singh Majithia for poor and needy student of the college.

58. **Dr. Bhag Singh Sidhu and Mrs. Bhagwan Kaur Sidhu Scholarship :** Four scholarships of Rs. 30,000/- each to be given to students (Two Boys and Two Girls) who belong to rural area, have good academic record and are National Level Players, out of 2000 $ donated by Dr. Jasjeet Sidhu (USA) in memory of his parents.

59. **S. Avtar Singh Gill Scholarship :** To be paid to a needy student out of interest earned from FDR Rs. 50,000/- donated by S. Avtar Singh Gill.

60. **Khalsa College 1961-67 B.Sc. Agri Batch Students Stipend :** To be paid to topper of B.Sc. Agriculture Ist Year student out of interest earned from FDR Rs. 51,000/- donated by Old Alumni of Agriculture.

61. **S. Bhagwant Singh Sandhu Scholarship :** To be paid to a needy, handicaped and brilliant student of B.Sc. Medical/Non-Medical/Agriculture out of interest earned from FDR Rs. 51,000/- donated by S. Harjit Singh IPS Old Alumni.

62. **Harmandeep Singh Bath Memorial Scholarship** to be paid to the students who stand first in B.Sc. Part I (Sem-I & II) Medical & takes admission in B.Sc. II (Sem-III) out of interest incurred on Rs. 8000/- every year.

63. **S. Kartar Singh Gandhi and Mrs. Surjit Kaur Gandhi Memorial Scholarship** to be paid to the students who bag first, second or third position in vocal classical music in intervarsity youth festival, out of interest incurred on the amount of Rs. 1,00,000 every year.

64. **Dr. Karnail Singh Thind scholarship** to parentless meritorious students seeking admission in the college for higher education after +2, out of interest incurred on Rs. 1,00,000/- every year.

65. **Khalsa Global Reach Foundation INC Scholarship** to be paid to 80 brilliant and needy students out of interest incurred on the amount of Rs. One Crore. This endowment is sent by S. Bakshish Singh Sandhu from USA , alumnus of Khalsa College.

66. **S. Surjit Singh Scholarship** to be paid every year to needy student for his/her fees out of interest earned from Rs. 25,000/- donated by S. Surjit Singh, Ram Nagar, Sultanwind Road, Amritsar

67. **Late S. Diwan Singh Scholarship:** This Scholarship is to be paid to three needy students of BA class from the interest earned from FDR every year.

68. **Mrs. Kiran Sodhi Scholarship:** This Scholarship is to be paid needy Sikh Girl Student from the interest earned from FDR every year.

69. **Sardarni Paramjit Kaur Nagoke Memorial Scholarship:** It is to be given out of intrest of FDR to needy student from Nagoke or Rasulpur Kalan (Mehta Road) or within 20 Km of these areas.

CHEMICAL AND BIOETHICS POLICY

Khalsa College Amritsar has constituted the following chemical and bioethics committee for reviewing and approving all teaching and research activities conducted by faculty members and students that involve the use of hazardous chemicals and materials in laboratories. The committee consists of Dean Sciences as Convener and Heads of Science Departments and senior faculty as members. The purpose of chemical and bioethics committee is to ensure that all the facilities that involve use of hazardous chemicals and materials to conduct practicals in laboratories are in compliance with the applicable college policies and approved regulations of the Government. The committee ensures that all science practicals and activities meet standards of good safety practice emphasizing protection of students, faculty members, laboratory staff, indoor and outdoor environment.

The chemical and bioethics committee assists science departments in meeting their responsibilities; imposing requirements, reviewing and approving policies, procedures, programs, and facilities pursuant to the safe use of biological agents, toxins, hazardous chemicals and materials in laboratories. All activities involving the use of hazardous materials, chemicals, toxins or biological agents are reviewed and approved by the chemical and bioethics committee either prior to the start of academic session depending on the classification of the agent or the containment level required. The guidelines and instructions of chemical and bioethics committee are as follow:

1. General Instructions:

- To ensure that during working in laboratories, the students are dressed appropriately: hair should be tied back and loose clothing that could potentially knock over the equipment or catch flame should be avoided.
- Students should know about the location of fire extinguishers in laboratory before performing scientific experiments
- Students should not bring food and drinks including water bottles in the laboratories.

2. Instructions for personal protection:

- Students, teachers and non-teaching staff must wash their hands and sanitize after handling infectious materials and biological samples and before they leave the laboratories.
- Safety glasses, face shields, or other protective devices must be worn when it is necessary to protect the eyes and face from splashes, impacting objects and sources of artificial ultraviolet radiation.
- Laboratory coats, gowns, or uniforms must be worn all the times during experimental work in the laboratory.

- Eating, drinking, applying cosmetics, and handling contact lenses are prohibited in the laboratory working areas

- Gloves must be worn for all procedures that may involve direct or accidental contact with potentially infectious materials. After use, gloves should be removed aseptically and hands must be washed properly.

- Any exposures to hazardous materials or chemicals must be reported to the head of the department. A record of such exposures should be maintained by laboratory staff.

- Contaminated liquids must be decontaminated (chemically or physically) before discharge to the sanitary sewer.

- Fume hood should be used while working with hazardous gases and chemicals.

- The proper and safe arrangement for decontamination and disposal of contaminated material after performing experiments should be made in laboratories.

- Students and laboratory staff should take care and follow standard procedures while pouring liquids or powders from one container to another.

- Students and laboratory staff should take care while using concentrated acids. A solution of sodium bicarbonate as a good safety precaution should be available in laboratory to quickly neutralize any spills.

- If any spillage occurs in laboratory, the information is to be given to the lab assistant immediately to assist in cleaning up the spillage.

- Students should always keep the mouth of the test tube or flask away from the face while heating a substance.

POLICY ON RESTRICTED ENTRY OF AUTOMOBILES AND PEDESTRIAN FRIENDLY PATHWAYS

Khalsa College Amritsar encourages and motivates the staff and students towards pollution free environment by using more and more bicycles, e-rickshaws and public transports. This initiative will help in less emission of carbon which in turn will help in maintaining pollution free environment. Following initiatives should be encouraged:

1. All the staff and students who are commuting by two wheelers and four wheelers are hereby advised to park their vehicles only in their respective allotted parking spaces.
2. The vehicles owned by faculty or students with pollution check stickers are permitted into the campus.
3. Visitor's vehicles are to be parked in allotted parking spaces only.
4. Visitor's vehicles are restricted entry beyond 150 meters from the entrance.
5. Visitors are allowed to enter only through Gate I of the Institute.
6. They should be encouraged to make use of the pedestrian pathways. Safety of the pedestrian must be ensured as vehicles have restricted entry.

POLICY ON BAN ON USE OF PLASTIC

1. The use of one-time use and throwaway plastics in the form of carry bags, plates, bottles, packets, cups, spoons, straws, sheets and any such items that may be categorized under plastic or plastic-coated products are banned from use in the College Campus.

2. The staff and students will use steel or copper water bottles instead of plastic bottles.

3. The College Canteen and Cafeterias are directed not to use plastic bags that are less than 40 microns. Students are also suggested to do the same at home.

4. Both faculty and students must pledge to keep the campus clean and green.

5. Use of eco-friendly products as alternates to ensure environmental safety in the campus is recommended.

6. Plastic crushing machines will be installed at different places in the college.

SPORTS POLICY

Khalsa College Amritsar has framed the Sports policy for admission and freeships provided to the sports persons.

Number of players admitted in the College should be as under (Separate for boys and girls):

A. **Inividual Games:** Athletics, archery, Swimming, Badminton, boxing, cycling, fencing, Gymnastics, Judo, Karate, Silat, Shooting, Taekwondo, Wrestling, Wushu, Water sports, Weight lifting, tennis, as per individual entry (two to three in an event/weight category).

B. **Team Games:** Archery: 20, Baseball: 30, Basketball: 24, Cricket 30, Football: 40, Handball 24, Hockey: 30, Kabaddi: 24, Kho-Kho: 24, Rugby: 24, Volleyball: 30, Water polo: 24.

Financial benefits provided to player for taking part in University tournaments/trials.

Category I. International/National medalist, AIIU Medalist

- Full concession in fee except admission fee and University exam fee.
- Free hostel accommodation and mess at college or university.*
- Diet money upto Rs.4500/- per month, for International and 3000/- for National/Intervarsity medalist. (If not staying in the hostel).
- Free equipment and kit as per requirement.

Category II. International/National AIIU Participation

- Full concession in fee except admission fee and Board/University exam fee.
- Free hostel accommodation and mess at college or university.*
- Diet money upto Rs.2500/- per month. (If not staying in the hostel)
- Free equipment and kit as per requirement.

Category III. State/ Inter College medalist

- Full concession in fee except admission fee, Board/University exam fee and University fee.
- Free hostel accommodation and mess at college or university.*
- Diet money upto Rs.1850/- per month. (If not staying in the hostel).
- Free equipment and kit as per requirement.
- For players who will appear in the exam may be allowed diet money/mess upto 31st may.
- For players who do not wish to appear in the exam may be allowed diet money/mess upto 31st march.

Category IV. State participation

- Full concession in fee except admission fee, Board/University exam fee and University fee.
- Free hostel accommodation and mess at College or University.*
- Free equipment and kit as per requirement.

Category V. District medalist/ Inter College participation

- 50 % concession in fee except admission fee, Board/University exam fee and University fee.
- Free hostel accommodation at college.
- Free equipment and kit as per requirement.

*(As per rates approved by College committee from time to time for College mess, and as per rates approved by Dean Students Welfare, GNDU, or any other competent authority for GNDU mess)

Note 1: The participant's application should be certified by the HOD Physical education.

Note 2: All the incentives will be based on previous performance, and player must be a bona fide student of the College.

Note 3: Besides the above mentioned criteria, a deserving player can be awarded free ship on sports trial basis, as recommended by the sub-committee comprising of Principal, Khalsa College, Dr. Kanwaljit Singh, Principal, Khalsa College of Physical Education and Dr. Daljeet Singh \,Hesd Department of Physical education, Khalsa College Amritsar.

Note 4: All the financial benefits are subject to the approval of the committee constituted for this purpose.

Note 5: The facilities will only be provided to the players participating in the games in which Inter College tournaments are being organized by the affiliating Universities, to which the College is affiliated.

Note 6: It is, however, made clear that, incentive is not a matter of right for the student, but to give incentive is a sole prerogative of the management and management keeps the right reserved to give or not to give incentives.

Furthermore, if College needs and admits a player who doesn't wish to appear in exam, such admission shall be considered as playing basis and he/she will have to pay only admission fee of Rs.15/-, and the University charges of such players shall be borne by the College.

All these financial benefits and concessions will be forfeited if a player does not attend his game regularly.

<div align="center">

Other Financial Benefits

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1. The players will be provided Refreshment during Inter College tournament @ Rs.75/- each per day plus Rs. 50/- each per day as nourishment during inter College tournament (Total Rs. 125/- each per day) **for local tournaments.**

2. The players will be provided DA during Inter College tournament @ Rs.150/- each per day plus Rs. 50/- each per day as refreshment during inter College tournament (Total Rs. 200/- each per day) **for outstation tournaments** (As per decision of GNDU), plus one day extra DA only for journey.

3. In case of camp or Inter College water sports (Rowing, Canoeing, Kayaking etc.) the rate of daily will be Rs.500/ as decided by the GNDU. In case the camp is organized on 50:50 sharing basis by the GNDU, half expenses will be borne by the College, however if the camp is organized by College and during Inter College, the full amount will be borne by the College (As per decision of GNDU), plus one day extra DA will be provided as per rule number 2 (Rs150) each/day.

4. Nourishment worth Rs. 50/- each will be provided to each member of the team up to 10 days before the inter College tournament.

5. Officials accompanying the teams for Inter College shall be provided refreshment @ Rs.100/- each per day and TA @ Rs.100/- each per day during local tournaments and Rs.300/- each per day as honorarium and actual paid fair during outstation visits for tournament/trials.

6. Travel by Taxi/car will be allowed to accompanying official only having the designation of Associate Professor or above (As per decision of GNDU) travel by car/taxi by any other official not be accepted unless advance sanction has obtained from the Principal.

7. The final examination fee of the outstanding players who have participated at the All India Inter University Championship/Senior National Championships/ position holder in Jr. National may be waived off for respective year (both semester) with the recommendation of committee. (As per decision of GNDUSC approved by Syndicate in its meeting on 25/02/2020) i.e. the College will only waive the examination fee of those students, whose fee is not submitted to the University (in case of College affiliated with GNDU). In case of Khalsa College, being an autonomous College, the

examination fee of such students will be waived off on the recommendation of local committee.

It is also decided that the above stated facilities and benefits will be disbursed on the recommendation of local committee constituted by the respective principal.

Cash prize for International tournaments: (**Attached as annex VI**).

Position	Existing rates	Proposed Rates
Winner	50000+20000	**Olympic games (4 years cycle)**
Runner up	30000+20000	Winner 500000
Third	25000+20000	Runner up 300000
Participation	20000	Third 250000
		Participation 150000
		World Cups/World Championships/ Asian Games/Commonwealth Games (4 years cycle)
		Winner 300000
		Runner up 250000
		Third 200000
		Participation 100000
Paralympic games/ World University Games /Championship/Asian Championship/Asia Cup/Commonwealth Championship/SAF Games or any other recognized Championships. **(Held every year or after two year)** Winner 100000 Runner up 75000 Third 50000 Participation 25000		

E-GOVERNANCE POLICY

Khalsa College Amritsar has implemented e-governance in most of its functioning that includes students admission, administrative work, examination system, communications with departments, faculty, academics and library with a mission to enhance the system of governance for the overall development of the institute by leveraging technologies

Objectives

- To improve management/governance by helping exchange of information and communication transaction between management, faculty and students i.e. better coordination.

- To make administrative work systematic, quick and transparent by exchange of information among all stake holders.

- To provide information regarding inventory of all the departments and labs, number of students, number of faculty members (department wise), annual budget (department wise) and other relevant information for effective management and planning.

- To help in effective communication transaction from departments to the administrative wing and vice versa as all official as well as unofficial letters andinformation is exchanged via e-governance.

- To provide information to students regarding their lecture statements, award lists, information about holidays, online lectures for them and results.

- To help reduce cost of stationery and other costs. To achieve paperless administration of the institution.

- To reduce data redundancy and data inconsistency

- To facilitate online internal and external communication between various entities of the institution

- To maintain the data on a secure environment.

Policy

Khalsa College Amritsar has introduced e-governance policy for the better performance of the institutions in the areas of general Administration of the college, Student Admission, Examination system, Accounts and Finance, Inventory Management, Hostel Management, day to day operations of departments, academics, placements, management information systems and stake holder's inclusion.

Administration:

- To establish a centralized e-governance office in the administrative block of the college with two full time employees for uploading of information.
- To establish e-governance cells in every department of the college with a teacher in charge of e-governance and facilities like one computer systemalong with Wi-Fi internet facility.
- To enable regular uploads regarding inventory of the department, student strength, budget, future expansion plans and e-lectures for students.
- To train all faculty members, teaching and non-teaching for usage of e-governance for administrative services.
- To provide an access to e-governance account to all the employees for sharing information via e-governance with the administration or students, to provide information regarding their salary, increment, leave and other matters .

Student Admission:

The policy aims to provide

- An open and transparent strategy for the admission process.
- To provide detailed information regarding available courses, admission criteria, course
- contents, admission process, fee structure etc to students/parents through College Prospectus uploaded on the college website.
- To create an online admission portal for students for remote access.
- To make available online forms related to the admission process.
- To provide e-governance user ID to all the students for downloading information regarding e-lectures, fee slips, lecture statements and award lists.

Examination:

- To adopt an online system where examination branch uploads students results, Internal Assessments, E-transcripts. Students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard
- To provide an online access to all faculty members for filling up the data pertaining to the awards of house tests, lectures attended, internal assessment etc.

Accounts and Finance:

- To provide accounts office an account Software to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet and the analysis reports will be generated through this software only.

- Appropriate security measures to be taken for maintaining confidentiality of the transactions.

- Payroll Management module in E-Governance software to help to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. Through this module, reports of TDS, Provident Fund, Allowances, etc. can be generated for all Staff members.

- Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Inventory:

Inventory module of E-Governance software to be used by departments to record purchase of consumable and non-consumable products. All bills to be uploaded on software to maintain stock and annual verification is to be done.

Hostel Management:

To provide a Hostel module of E-Governance software to hostels for maintaining occupancy, room allotment, inventory etc

Goods and Services:

Goods and Services module of E-Governance software is to be used to maintain record of different services provided by college to students or outsiders like physiotherapy patients visit record, Dispensary record , generator usage and room bookings of guest house.

Library: To allow access of library books, e-resources and e-journals to all its users through library management software.

LIBRARY POLICY

Library plays a very vital role in supporting the academic programmes of the institution. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments.

Membership and Circulation

For the effective functioning of the library the following general rules are practiced.

1. It is obligatory on all the students, research scholars and staff to become members of the college library.
2. The different sections of the library will remain open on working days during 8:00 am to 5:00pm
3. The library is closed on Sundays, Second Saturdays and other public holidays.
4. Books from the reference section are not allowed to take outside the library. They will be issued for use in library during working hours. The use and issue of other books from the library shall be governed by the following rules:
   a) A library user requiring the library books may approach the staff in circulation desk to get them issued. The staff will issue the same through the automated system.
   b) On receiving the books, users are expected to examine them and report to the library staff if any damage found therein. If they fail to do so, they will be held responsible for the damage found on returning the book.
   c) Undergraduate students are allowed to take four books and postgraduate students may take six books at a time. Research scholars can borrow six books at a time. Teaching staff are allowed to take ten books at a time while non-teaching staff can borrow five at a time.
   d) Books can be kept for a period of 15 days and may be reissued at the discretion of the librarian for another fortnight, but not exceeding a month in any case. Teaching staff can retain the books upto one month.
   e) A fine of Rs. one per day per volume will be charged for each book kept beyond the specified date. Absence from college will not be accepted as an excuse for not returning the books in time.
   f) Sub-lending and transferring of books to another person's name are not allowed.
   g) If a book is damaged, lost or spoiled, the member will have either to pay two times the price of the latest edition of the book or supply the library with a new copy along with

thefines accrued, if any. If the lost book is not available for replacement, the value of the lostbook will be realized at rates regulated by the Government.

h) Issue of books may at any time be suspended by order of the Principal, for instance, at the time of annual stocktaking.

i) Books may be issued on loan for a longer period than a fortnight when the college closes for the summer vacation or winter vacation. The loan in that case will be for the entire vacation period.

j) College leaving or migration certificate shall not be given to a pupil and the pay for the last month shall not be given to a teacher or non- teaching staff until he/ she has returned all the books and the membership card and has paid the dues outstanding against him and obtained a "clearance certificate" from the librarian.

Discipline

a) Strict silence shall be observed.

b) Spitting, smoking and striking a light in any part of the library are strictly prohibited.

c) No person shall commit any nuisance and partake of refreshment inside the library.

d) No waste paper shall be thrown on the floor of the library.

e) No tracing or mechanical reproduction of any picture or map in library book or journal shall made without express permission of the principal or the librarian.

f) All books or maps taken by the reader for consultation in the library shall be returned to the librarian or counter assistant before the user leaves the library.

g) The loan of books, if not in demand, may be renewed at the discretion of the librarian.

h) Membership card is non- transferable.

i) If the membership card is lost by a member, he or she shall make a written report to the librarian and wait for a month before a duplicate card is issued. During this period the member shall attempt to recover the lost card and if he does not succeed he should at the end of the period request for a duplicate.

j) Any misuse of the library privilege would be considered a serious breach of discipline and the librarian is empowered to take such action as it is necessary after consulting the principal.

Library Advisory Committee (LAC)

The function of the Library Advisory Committee is to support the functioning of the Library so that it can facilitate the Library development plans by advocating the Library development activities with the management. The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users. The Committee's main objective is to act as a bridge between the Library and the academic fraternity and the institute management. The Library Advisory Committee (LAC) is constituted by the Principal of the Institution and it also has students' representation.

Stock Verification

Stock verification is conducted once in a year by stock verification committee consisting of teachers. Loss of three volumes from the library per thousand books issued and consulted in a year may be taken as reasonable.

Weeding out of books

Reasonable loss of books can be weeded out at the end of the year on the recommendation of the LibraryAdvisory Committee. Mutilated and damaged books and obsolete books can be disposed of by the Principal every year on recommendation of the Library Advisory Committee to give space for current materials of relevance and importance and to maintain quality and serviceability of the collection.

Collection Development and Management

The collection of books and journals of the library are developed in a participatory manner. The booksin specific disciplines are selected by the concerned departments and the general books are suggested by the library advisory committee. Any user of the library can suggest books for purchase through the library catalogue or email.

Preservation

Library tries to preserve its documents especially which are rare. Brittle and damaged books are removed from the active collection and kept as a separate collection. They will be issued only for the research purposes. Digital preservation will be introduced soon to access such books by everyone.

ENVIRONMENT AND ENERGY POLICY

Khalsa College Amritsar is committed to maximize energy efficiency and conservation especially during the time of rampant climate issues and increased awareness for environmental awareness. This policy will help theinstitution to navigate and develop an environmentally sustainable and economically feasible campus that will reflect our core values of engagement and accountability.

Strategies & Principles for use of Environment & Energy

- Strategizing the environmental impact of the institution's development, communications,procurement, curriculum, research, and campus activities.

- Broadening its obligation to environmental education by introducing/enhancing relevantenvironmental content to curriculum material.

- Minimizing environmental impacts through the promotion of best practices to reduce, reuse andrecycle.

- Boosting the conservation of native ecosystems on campus, where possible.

- Minimizing damage to non-target biological organisms through the elimination of pesticides inlawn, garden and cultivation applications, with limited exception.

- To promote the use of environmentally conscious transportation, including use of public transit and car-pooling.

- To partner with other educational institutions and government agencies to improve best energyconservation practices in its operations

- Personal computers, other office equipment, lighted, window air conditioners and personal heaters should be turned off when not in use.

- To maximize the use of solar energy by categorically increasing the production of solar energythrough the increased installation of solar panels by 2030.

- To conduct Green audit to verify compliance, identify problems, formulating environmental policy, measuring environmental impact, measuring performance, measuring performance, confirming environmental management system effectiveness, providing a database, developing the organization's environmental strategy, and communicating its environmental performanceto its stakeholders.

New Renovation and Construction

- All new renovations and construction to be designed to minimize energy use with highefficiency lighting and minimum incandescent lighting.

- Alternative energy sources such as biomass to be considered

- To start waste segregation and recycling stations across campus.

- Maintenance and operational procedures will incorporate sound, resource conservationpractices so as to reduce waste and minimize energy expenditure to the extent possible.

WATER CONSERVATION POLICY

The aim of the policy is to minimize water usage and conserve water. The National Water Policy guidelines in the campus are followed by adopting water conservation measures.

- In the campus water conservation is mainly done by rainwater harvesting. During rainy season rainwater is collected and directed to the wells for percolation.
- Sensitization on Water conservation is promoted by pasting posters, planting trees, by conducting green campus promotion activities and by organizing seminars and workshops.
- Reusing and recycling water is done to reduce the usage of water. Recycled water is used for irrigation purposes inside the campus.
- Waste water of R.O. is used for irrigation purposes inside the campus.
- Extension activities are organized to sensitize and educate the local community about the importance of water and the methods to conserve it.
- Improving water quality by cleaning the water bodies and by controlling garbage disposalsin the water bodies.

WASTE MANAGEMENT POLICY

This Policy underlines our commitment with regard to sustainable waste management. It outlines a setof agreed aims and deliverables for all aspects of sustainability, including recycling and wastemanagement.

The college adheres to the following principles of the waste management:

- Prevent – avoid creating waste
- Reduce – minimising the amount of waste produced
- Reuse – repair, refurbish or relocate items
- Recycle – promote segregation of waste to increase the quantity of waste recycled
- Recovery – send non-recyclable waste to energy recovery
- Disposal – this will only be used as a last resort if all other options are exhausted.

Solid Waste Management

- Measures shall be taken for minimal or optimal use of papers: Instead of taking hard copies of documents, communication must be through e-governance.
- Strategies to lessen the generation of paper waste are adopted: double-sided printing,printing in reduced font size, printing in "fast draft" mode etc.
- e-billing is promoted to reduce use of paper.
- Use of paperclips (over staples) is encouraged.
- Color coded dustbin system is employed for segregation of solid waste: green dustbins for biodegradable wastes like food; blue dustbins for disposal of plastic wrappers and non- biodegradable wastes; yellow dustbins for papers and glass bottles.
- Bio-waste from laboratories are disposed with agencies approved by the government.
- Cleaning or emptying of dustbins is ensured at regular intervals daily.
- Sanitary napkins are disposed in incinerators installed in the campus.

Chemical Waste Management

- Implement Lab Pack Service: The lab pack disposal process involves first identifying, categorizing, and segregating each chemical by type (solvent, acid, or base), re-packaging them, then depositing the packaged chemicals into a drum or a tank. These wastages are then handed over to Government authorized vendors.
- Academic strategies are taken to reduce the amount of chemical waste generated in the laboratories.
- Minimum usage of water is suggested for lab glassware cleaning.
- Recycling of water is recommended through water recyclers where continuous water supply is needed.
- Promote existing reuse schemes and develop additional recycling schemes to stream more waste at source.
- Communicate effectively with our employees, students, and residences to increase engagement and participation in the recycling initiatives across campus.

E-Waste Management

- Obsolete electronic devices are disposed through approved agencies.
- Purchasing of devices with increased life time is encouraged.
- The buyback policy of the retailers will be utilized to purchase new computers and batteries for out-dated computers and laptops.
- MoUs with relevant agencies are renewed time to time.

MENTORING POLICY

Mentoring delivers an all-round guidance and support to the students. The objective is to deliver a reliable and inclusive support system, to motivate students to excel in both academic and non-academicfields.

The objective of Mentoring System: -

- To offer mentees a support system during the decisive phases of their academic,professional, intellectual development.
- To offer an emotional support for the students.
- To assist students in building life skills through value-based education and service-orientedprograms.
- To provide opportunities for the teaching staff to understand the perspectives and attitudesof students.

Role of Mentors

- Mentors must meet their mentees regularly.
- The mentor should maintain a record of mentoring and do follow up. The printed registerbook for recording details of mentoring is provided by IQAC to each mentor.
- All meetings held between mentor and mentee will be kept confidential.
- Mentors provide information and advice to the mentee and encourage the mentee toproactively make decisions and set objectives according to their development.
- Mentors will help the students to grasp the challenges and opportunities present in collegeand society and develop a smooth transition in life.
- Mentors should take efforts to motivate mentees, build their self-assurance, stimulate theircreativity, recognize their contributions, and navigate their path toward independence.
- Mentors should treat mentees with self-esteem and admiration.
- Mentors will counsel academically backward students and play an important role in helping troubled students cope with academic, extra-academic and personal problems.

- These reports should be periodically evaluated by a team of teachers and their effectivenessshould be monitored by a committee consisting of the Principal, Academic Deans and thentherefore the IQAC.

Role of Mentee

- Each mentee is anticipated to be consistent and prompt for his/her sessions with the mentor.
- The mentee should establish clear objectives along with the mentor and work diligently toachieve targets.
- Mentees shall extend total cooperation to the Mentoring Programme procedure anticipatingself-growth and progression.

POLICY ON PREVENTION OF SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex)that has the purpose or effect of either unreasonably interfering with an individual's dignity, work or academic performance or creates an intimidating, hostile, or offensive working on educational environment.

Assistance by College

In order to foster a fearless environment, Khalsa College Amritsar shall take following proactive steps in preventing sexual harassment and resolving disputes of the above said nature:

- To provide counselling services to the complainant
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying thesame at conspicuous place
- Provide necessary facilities to the Internal Complaints Committee as the case may be,for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the InternalComplaints Committee or the Grievance Redressal Cell, as the case may be;
- Make available such information to the Internal Complaints Committee as the case maybe, as it may require

Redressal Process

- Any student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee in writing with her/his signature within 10 days of

occurrence of incident.

- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

- The Committee will hold a meeting with the complainant within five days of the receiptof the complaint, but not later than a week in any case.

- At the first meeting, the Committee members shall hear the complainant and record herallegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her/his complaint.

- Thereafter, the person against whom complaint is made may be called for a depositionbefore the Committee and an opportunity will be given to him/her to give an explanation, thereafter, an "Enquiry" shall be conducted.

- In the event, the complaint does not fall under the purview of Sexual Harassment or thecomplaint does not mean an offence of Sexual Harassment, the same would be droppedafter recording the reasons thereof.

- In case the complaint is found to be false, the complainant shall, if deemed fit, be liablefor appropriate disciplinary action by the Management.

IT-CYBER SECURITY POLICY

IT policy of the College is aimed to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure in the campus. This policy applies to all of institution's students, faculties, administrative staff, other employees, contractors, volunteers, vendors, collaborators and anyone else who may have any type of access to institution's systems, software and hardware.

Purchase and Compliance

The purchase of new technological equipment, services or software for official purpose is as per procedures and guidelines. All approved equipment, services and software will be purchased through the Purchase Committees, unless informed/permitted otherwise, complying with government regulations.

Any employee who notices misuse or improper use of equipment or software within the organization must inform the immediate superior or the principal immediately. Inappropriate use of equipment and software by an employee will be subjected to disciplinary action as deemed fit by the Management Committee of the Institute.

Training

Basic IT training and guidance is provided to all new employees about using and maintaining their Personal Computer (PC), peripheral devices and equipment in the organization, accessing the organization network and using application software.

System Maintenance

Employees, who are in need of hardware/software installations or face technical issues, it shall be reported to the IT section. Upon receipt of the service request, the team will respond to resolve the issue. Any questions or status checks can also be initiated using the same procedure. For tracking purposes, all supported computer/peripheral equipment must be assigned an inventory number. Technical issues will be resolved on a First-Come-First-Serve basis. However, the priority can be changed on request on the basis of the merit. The college has an ample budget allocation for IT infrastructure maintenance. With this amount, it assures and provides regular maintenance and necessary upgradation. While, the college will take all reasonable precautions to keep its systems and servers in good working order, it accepts no responsibility for any loss or damage, whether direct or indirect, or for data loss

resulting from its use, which rests on the users of the data.

Hardware Decommissioning Policy

- Near-obsolete devices and computers are reused internally after the typical replacement cycle of four years, for up to four more years.

- Any hard drive or other storage device in equipment being decommissioned is wiped to prevent the reading, copying, or reconstruction of the data stored, or otherwise physically destroyed to prevent the same.

- Alternatively, the hard drives or storage media must be physically destroyed so as to render any data inaccessible.

- The Service Provider must also ensure compliance with any licensing requirements in respect of the equipment.

- Measures are taken so that assets are not unnecessarily wasted or placed in the wrong hands.

- Data stored on this hardware will be preserved as needed (or securely purged), and all ancillary information regarding hardware (asset tags, location, status, etc.) will be updated.

Inventory Management

An accurate inventory of all technological assets, software and tangible equipment purchased by the organization is neatly kept. All technological assets of the organization must be physically tagged/marked with codes for identification. Periodic inventory audits will be carried out to validate the inventory and make sure all assets are up-to-date and in proper working condition as required for maximum efficiency and productivity

Confidential Data

Some of the common examples of confidential data include:

- Student personal data

- Faculty personal data

- Classified Data pertained to Controller of Examinations

- Data about partners

- Data about vendors

- Patents, formulas or new technologies

- Classified financial information

Device Security- Using personal devices

Logging in to any of institution's accounts for personal devices such as mobile phones, tablets or laptops,can put our institution's data at risk. The college does not recommend accessing any institutional data from personal devices. If it is inevitable, stakeholders are obligated to keep their devices in a safe place, not exposed to anyone else.

We recommend stakeholders to follow these best practices:

- Keep all electronic devices' password secured and protected
- Logging into institution's accounts should be done only through safe networks
- Install security updates on a regular basis
- Upgrade antivirus software on a regular basis
- Don't ever leave your devices unprotected and exposed
- Lock your computers when leaving the desk

Email Security

Emails can carry scams or malevolent software (for example worms, bugs etc.). In order to avoid virus infection or data theft, our policy is always to inform stakeholders to:

- Abstain from opening attachments or clicking any links in the situations when its content is notwell explained
- Make sure to always check email addresses and names of senders.
- Search for inconsistencies
- Be careful with malwares, clickbait titles (for example offering prizes, advice, etc.)
- Change all account passwords at once when a device is stolen.

In case that a student/faculty/employee/office is not sure if the email received, or any type of data is safe, they can always contact our IT specialist.

Managing Passwords

To ensure avoiding that your institution account password gets hacked, use these best practices for setting up passwords:

- At least 8 characters (must contain capital and lower-case letters, numbers and symbols)
- Do not write down password and leave it unprotected

- Do not exchange credentials when not requested or approved by supervisor
- Change passwords every 2 months

Transferring Data

Data transfer is one of the most common ways cybercrimes happen. Follow these best practices whentransferring data:

- Avoid transferring personal data such as student and employee confidential data
- Adhere to personal data protection law
- Data can only be shared over institution's

networkOur Network Administrators / Security Specialists should:

- Install firewalls, anti-malware software and access authentication systems.
- Arrange for security training to all faculties and students.
- Inform stakeholders regularly about new scam emails or viruses and ways to combat them.
- Investigate security breaches thoroughly.
- Follow the provisions of this policy as other stakeholders do.

Even when working remotely, all the cyber security policies and procedures must be followed.

Disciplinary Action

We expect all our stakeholders to abide by this policy and those who cause security breaches may facedisciplinary action:

Some of the examples of disciplinary actions include:

- First-time, unintentional, small-scale security breach: A verbal warning will be issued and train the employee on security.
- Intentional, repeated or large-scale breaches (which cause any sort of damage): More severe disciplinary action up to and including termination.
- Each case and incidence will be assessed on a case-by-case basis.

INFRASTRUCTURE MAINTENANCE
AND UTILIZATION POLICY

Khalsa College Amritsar has its established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Objective:

- To ensure latest infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.

- To ensure optimal utilization of the infrastructural facilities for all stakeholders.

- To coordinate between the allocation and utilization of Resources like Classrooms, Seminar halls, Conference halls, Auditorium, Library, Laboratories, and Sports complex.

- To discourage mismanagement and misconduct of college amenities and services.

Scope of the Policy:

The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution (HEI). Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college. The policy has both physical and virtual assets in its purview and it aims to adhere to the Vision and Mission of the College.

General Infrastructure

- The new infrastructure requirement, raised by various stakeholders, shall be discussed at various levels of authority, such as College Advisory Committee and Khalsa College Charitable Society. Once approved, it will execute through the office of the Principal.

- The departmental requests for new purchases duly signed by the Head have to be submitted to the College Purchase Committee for endorsement.

- Every department has to keep a stock register of the departmental infrastructure facilities and an annual stock verification has to be done.

- The upkeep of college infrastructural facilities will be performed by Technicians, Masons, Plumbers, Carpenters and Painter deputed by the Management.

- The fixation and revision of the rental amount of infrastructural facilities is made by the Management in consultation with the Advisory Committee.

Class Rooms, Seminar/Conference Hall and Auditorium

- The Management has assigned an office staff with the responsibility of the Classrooms, furniture and other materials and to ensure safety and security of the entire campus.

- The Department Heads have to carry out a periodic inspection of the academic facilities to assess the repair and maintenance requirements of their respective Departments.

- A Maintenance Complaints Register is maintained in the College office to register the grievances of the staff and students related to infrastructural cleanliness and maintenance. The complaints can also be raised through the College Grievance Redressal Cell.

- The cleaning of the campus is done by the house keeping staff.

- The utilization of the campus for campus drives, Central and State competitive exams such as NET, SET, IAS, PCS and Bank examinations in the evenings.

- Restricted use of the College infrastructural facilities like Auditorium and Seminar halls are allowed for the outsiders on daily rental basis without disturbing the academic activities. The applicant has to submit their application elaborating the nature, purpose and time of the event, attached with the brochure, to the Principal/ management for the permission.

IT Infrastructure

- IT Infrastructure facilities are open to all the staffs and students. IT Hardware Installation and Maintenance is performed by Technical Assistant and team in College on request of HOD.

- The everyday procedures of the allotment and maintenance of computer systems have to be intimated to the Head of the Department by the lab assistants.

- The requirement of the repair of the systems has to be reported to the Technical Assistant appointed by the Principal through the Head of the Department and the Department Head has to check whether the timely action is taken.

- A stock register and a complaint register have to be kept in the Computer Labs and have to be regularly inspected by the Head.

- The technical Assistant will be in charge of the maintenance and repair of the Internet and Wi-Fi facility for the entire campus.

Laboratories

- The laboratory assistants take care of the laboratories. Maintenance works, when needed, are to be reported to the office by the Head of the Department.

- Students are not permitted to remain in the laboratory without the supervision of a teacher or the laboratory staff and should adhere to Laboratory Rules and Regulations prepared by the department.

- All injuries, accidents, spills, and breakages should be reported to laboratory personnel as soon as possible.

- All faculty, students, staff and visiting scholars shall adhere to a standard laboratory dress code and use personal protective equipment (PPE) when working in potentially hazardous situations or around potentially hazardous materials and/or equipment.

Sports Infrastructure

- The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Head of the Physical Education Department.

- A Stock Register of the Sports materials has to be kept in the department and an annual stock verification has to be performed.

- The Ground Marker has to take care of the maintenance of the play Ground and supply of the play kits.

- A prior written permission from the Principal is required for the use of the College sports facilities by the personnel other than Khalsa College sports students.

Library

- The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.

- The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal in written by the librarian.

- The librarian has to confirm the entry of the new books to the stock register.

Hostel infrastructure

- Hostel Committee consisting of the Principal, Warden and the Finance officer of Khalsa College will carry out the administration by framing rules and regulations for the discipline and mess administration of the hostel.

- The Hostel warden has to be vigilant in maintaining the discipline of the hostel.

- The periodic repair of the hostel infrastructure is to be carried out by the Warden.

- An admission register, Complaint book and movement register have to be kept in the hostel office and entries to be reviewed.

SKILL DEVELOPMENT POLICY

The college is following the National Policy on Skill Development devised by the Government of India to develop employable skills among the youth of the country through learning and producing workers adequately skilled to meet the requirements of industry. Skill Development centre of the college aims at generating skilled manpower through its long term and short term courses. Skill development courses help the students to build confidence, prepare them for upcoming challenges, to get expertise in the same or the other fields of choice, to seek better jobs on the basis of acquired skills and to find new opportunities in the job/business sectors. Skill development is important in the overall development of a student.

 Implementation

• The Skill Development Centre has been established to provide specialized skill development courses for students, which enable them to explore their potentials on various skills and get better placements in the job sector or become an entrepreneur.

• The students enrolled under any course in Skill Development Centre are given both theory and practical training necessary for that course.

• After completion of the course, the students get a certificate of completion.

• All courses are being taught by well trained and experienced faculty members.

 • These courses help the students to learn new skills and also to get expertise in various skills. The students enrolled in different skill courses learn new skills in accordance with the demand of work.

1. UGC-NSQF APPROVED B.VOC COURSES

The college is running the following four B.Voc courses by UGC under National Skill Qualification Framework.

1. B.Voc. (Food Processing)
2. B.Voc. (Theatre and Stage Craft)
3. B. Voc. (Software Development)
4. B.Voc. (Textile Design & Apparel Tech)

The main focus of these courses is on integrating knowledge acquisition with practical training so as to make the students skilled and employable in industries. The college has MOU's with several industries to provide internships and on-job-trainings and help in Job procurements. The college through its Board of Studies and Academic Council is continuously working on making the curriculum designing for these courses industry relevant as per requirements of

National Skills Qualification Framework levels. These B.Voc courses offer multiple entry and exit options as per NSQF specifications.

2. SKILL HUB UNDER PRADHAN MANTRI KAUSHAL VIKAS YOJNA: The college has been awarded Skill Hub by National Skill Development Corporation to impart skill training under Pradhan Mantri Kaushal Vikas Yojna 4.0.

3. **SHORT TERM SKILL DEVELOPMENT PROGRAMMES:** Skill Development centre of the college offers a number of short term (three to six months) courses for the training of students. Any student can take admission in these courses, the classes are held in the afternoon students so that the regular college students can also attend. The main thrust of these courses is to impart training, hands-on training sessions for skill updation of the students.

 4**. TRAINING PROGRAMMES**: The centre is providing specialized training on the subject for the students of Food Science and Technology, Agriculture, Biotechnology and Computer Science departments. Short Term Faculty Development Programmes Short term faculty training programme in Bakery, Dry Cakes, Cookies and Chocolates etc are being organized every year Life-long learning programme The centre through its life-long learning programme is providing training to Needy women/Girls. With this training, while working from home they can earn more money to support their families.

INFORMATION TECHNOLOGY POLICY

The college has IT committee, which frames the IT policy. This committee reviews and takes decisions on the following matters:

- Regular network management and administration.
- Regular future facing review.
- Conduct the necessary check and fix any minor problems that may have arisen during intervening period.
- Regular review of the general I.T. requirement and ensure the network fits with the longer term I.T. strategy.
- Identifying any potential future problems, which need to be managed in advance.

Policy Measures

- Information technology resources are central to the educational mission of Khalsa College Amritsar. Students, faculty, and staff must respect the rights of others, abide by all college policies and applicable state and UGC rules, and assume shared responsibility for safeguarding the college's information technology environment.
- Khalsa College computing resources may not be used for any activity that is illegal, unethical, or contrary to the educational goals of the college
- To enable the appropriate educational and administrative use of information technology resources, the college provides a secure network. Without connectivity standards, our campus community is at risk to damage from hardware or software that has not been appropriately configured or maintained. These damages could include financial losses, interruption of network services, and the loss of data. To minimize exposure to such damages, this policy also defines standards for connecting computers, servers, or other devices to the college's network.

ICT enabled Classrooms

College allocates budget for allowing classrooms of the college to be equipped with ICT infrastructure like smart boards and projectors. Conference rooms and seminar halls are also fully equipped with necessary ICT
infrastructure to conduct seminars and guest lectures.

Account/System Access

Unauthorized Account or System Use Users may not access data or other information technology resources without proper authorization, regardless of whether any damage is done or whether the college owns the data or other information technology resource in question.

- Users may not access or use, or attempt to accss or use, any network accounts other than their own assigned accounts or any system for which they have not been granted access.
- Passwords should not be revealed to anyone else and should be changed according to published password standards.
- Users may not attempt to determine the password of another person through any means.
- Impersonation of another person by sending forged information (e.g., sending email with an erroneous "sender") is prohibited.

Appropriate Connection Methods

- Devices may only be connected to the college's network at appropriate connectivity points via authorized methods.
- Users may not make modifications or extensions to the network, such as installing a personal wireless access point that rebroadcasts the College's network.
- Users should consult college administration if they discover a need to modify or extend the network. These include monitoring for external attacks, scanning the network for anomalies, and proactively blocking harmful traffic.

Network Registration

Those using the college's network may be required to authenticate when connecting a device. College maintains a database containing machine identification, network addresses, and ownership information. This data is used to contact the registered users of the equipment in the event their devices are compromised.

Hardware and Software

College has composed a purchase committee, which is responsible for any purchase related to IT hardware and software products. The technical team of college provide training to teaching and non-teaching staff from time to time.

- License and Agreement for Windows OS are upgraded.
- Data transfer is secured by https for https://www.khalsacollege.edu.in .
- NEBERO firewall is installed for security of networks and data.

Budget Allocation

The governing body allocates budget for the purchase of IT equipment every year. IT equipment Purchase committee of college utilizes the budget and provide all IT equipment as required by various departments of the college.

E-Waste Management

College IT policy covers e-waste management in secure and safe manner in collaboration with **"Attero Recycling",** approved government registered company.

Protection of the Network

College uses multiple methods to protect the college's network. These include monitoring for external attacks, scanning the network for anomalies, and proactively blocking harmful traffic. There may be times where procedures that are more extensive are required to address potential security exposures or to contain actual security exposures.

College uses **NEBERO UTM** to ensure the following:

- **Web Protection**: Comprehensive protection from the latest web threats and powerful policy tools ensures users are secure and productive online.
- **Email Protection:** Full SMTP and POP message protection from spam, phishing and data loss with our unique all-in-one protection that combines policy-based email encryption with DLP and anti-spam.
- **Network Protection** : To stop sophisticated attacks and advanced threats while providing secure network access
- By connecting to the college's network, users acknowledge that network traffic to and from their devices may be scanned.
- By connecting to the college's network, users acknowledge that if a device exhibits behavior that believes to be a risk, the device will be removed from the network.

Examination System (E-Transcripts generation)

College Examination system has become more time efficient, effective and economical as all results are available online.

Suspension or Revocation of Access

Use of college information technology resources is a privilege. If a person is found to be in violation of these policies, this privilege may be revoked through temporary or permanent denial of access to such resources. People suspected of violating these policies may be

temporarily denied access to college information technology resources during investigation of the alleged abuse.

E-Governance for management of college

The governing body of college has implemented e-governance system for effective and smooth functioning of administrative, academic and examination system. Bio-Metric System is used in college for faculty attendance as a part of e-governance module. Leave   management   of faculty is also governed under E-governance. In order to keep the records related to admission and fee collection, E-governance software is utilised. In addition, Library, Inventory management and hostel management are accomplished using this software.

Online Teaching

Khalsa College is using Google suite for online teaching. College has made an agreement to use Google   Workspace for Education higher institutions, which is available for only non-profit, government recognized, formally accredited organizations. During COVID period, Google suite highly benefitted the teachers and students by utilizing its advantageous tools like Google Classroom, Google Meet, Google Forms etc.

Internal Assessment and Student record Software

College utilizes an internal assessment software run by college faculty that helps in computing the internal assessment of students in an easy manner. The internal assessment is based on student's performance in house Examinations; class Attendance, Participation in co-curricular activities and classroom conduct/behavior. Faculty has their personal login in the software so they are banded to its privacy. Users may not attempt to determine the password of another person through any means.

Confidentiality and Privacy

Khalsa College has both an ethical and legal responsibility to protect the confidential information of users. Confidential data is defined by local, state, and UGC law. To promote confidentiality users must not:

- Perpetrate, cause, or in any way enable security breaches, including but not limited to accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access.
- Facilitate use or access by unauthorized users, including sharing their password or other login credentials with anyone, including other users, family members, or friends.

- Share private, financial, or personally identifiable information even in the case when users are accidentally granted permissions to files or folders they should not access by means not approved for transmission of college information.
- Attempt to gain access to files and resources to which they have not been granted permission, whether or not such access is technically possible, including attempting to obtain, obtaining, and/ or using another user's password.

Violation of Privacy

- Information, data files, external devices, email, and programs owned by individual people are considered private, whether or not the information is accessible by others.
- Access to private, financial, or personally identifiable information is restricted to authorized users, even in the case when users are accidentally granted permissions to files or folders they should not see.
- Tampering with email, interfering with or intercepting its delivery, and using email for criminal purposes may be a felony offence.

Web Application Filter

Application	Management	Staff	Student	Guest
Captive portal Session	2 concurrent sessions / user			
Sites Blocked	Porn, torrents, Proxy & Hacking, Gambling, Marijuana, Criminal Activity			
YouTube	Allow	Allow	Time based	Allow
YouTube Educational	Mandatory Certificate needs to be purchased			
What's App	Allow	Allow	Time based	Allow
Facebook	Allow	Allow	Time based	Allow
Skype or Video calling	Allow	Allow	Time based	Allow
Entertainment	Allow	Time based	Time based	Allow
TV news Channel	Allow	Allow	Time based	Allow
Online Games	Deny	Deny	Deny	Deny
Windows Update	Allow	Allow	Allow	Allow

POLICY ON RED RIBBON CLUB

Khalsa College Amritsar has established a Red Ribbon Club in the college as per guidelines of Government of India and University Grants Commission, New Delhi. This Club aims at harnessing the potential of the youth by equipping them with correct information on HIV/AIDS Prevention, Care, Support and Treatment. It is a voluntary on-campus intervention program for students in educational institutions. It also aims in building their capacities as peer educators, in spreading messages on maintaining positive health behavior and involving more students in voluntary blood donation. The aim of this programme is to address the knowledge, attitude and behavior of youth in the interrelated areas of both HIV/AIDS and sexuality.

Objectives

- To make students aware about HIV/AIDS and reduce new HIV infection among the youth through proper education on sex, sexuality and HIV/AIDS.
- To induce among youth the spirit to help and support people living with HIV/AIDS (PHLA) thereby reducing stigma and discrimination against PHLAs.
- To motivate youth and build their capacity as peer educators and agents of change by developing their skill on Leadership, negotiation and team building.
- To promote voluntary non-remunerated blood donation among youth.

Functioning of Red Ribbon Club

- The Red Ribbon Club of the college will chose President and Secretary of the club from among the enrolled members. Its functioning will be facilitated by a Teacher Incharge nominated by the Principal from the faculty.
- Active RRC members will be selected as leaders and representatives for planning and implementing out-reach activities in their surroundings.
  The club will organize the following events.
    • Awareness campaigns for the students through debates, workshops and Seminars
    • Leadership Training through group discussions, team work.
    • Intra- and Inter- University Competitions
    • Cultural programmes (Folk art, street play, etc) on the issues.
    • Poster exhibitions

POLICY ON GENDER EQUITY
GENDER CHAMPIONS CLUB

Khalsa College Amritsar, in order to promote gender equality, envisages engagement of Gender Champions in the college. Gender Champions can be any student enrolled in Khalsa College Amritsar.

Gender Champions are envisaged as responsible leaders who will facilitate an enabling environment within the college where girls are treated with dignity and respect. They will strengthen the potential of these young people to advocate for gender equality and monitor progress towards gender justice.

1. Objective

The broad mandate of a Gender Champion is to provide an integrated and interdisciplinary approach to understanding the social and cultural constructions of gender that shape the experiences of women and men in society. The aim is to make the young boys and girls gender sensitive and create positive social norms that value the girls and their rights.

2. Roles and Responsibilities of a Gender Champion

The responsibilities of the Gender Champion will include the following:

i. Provide overall guidance to the peer group in integrating /mainstreaming gender in all activities of the Institution in the form of focused group discussions, debates, poster competitions etc.

ii. Engage a variety of stakeholders from the college, civil society organizations, women's groups and media in gender mainstreaming activities.

iii. Promote Gender Champion Club by undertaking various innovative activities.

iv. Organize awareness programmes on various gender issues. This could be facilitated through workshops, theme-based plays, films, painting competition, etc.

v. Arrange for providing necessary life skill education and information/guidance aboutexisting public services to their fellow students.

vi. Demonstrate knowledge of important Government schemes, events, legislation, andcourt rulings which has a major impact on the treatment and experiences of diverse groups.

vii. Document best practices to measure the extent of behavior change and display thesame through exhibitions, fests, annual magazines etc.

3. Eligibility Criteria

A Gender Champion should fulfill the following eligibility criteria –

i.   Gender Champions can be any student above 16 years of age

ii. Should be enrolled in Khalsa College Amritsar.

iii. She/he must have secured minimum of 50% marks or equivalent grade in the annualexamination/school leaving certificate.

iv. Excellent oral, written, and presentation skills.

v.   Should have demonstrated leadership qualities

vi. Excellent understanding of the socio-cultural issues and prevailing gender norms andpractices

4. Selection

The students shall be selected by the Head of the Department as Gender Champions on the basis of their intelligence, decisiveness and honesty, which are absolutely essential qualities of a leader. The selection decision will also be based on whether the candidate

i.   engages him/her in visible and hands-on initiatives to reduce gender disparities and has organizational skills, including the ability to manage priorities,

ii. makes continuous and substantive time investments in mentoring his/her peers,

iii. is easily recognizable by students/peers as a supporter of gender equality and

iv. has experience in the field of gender equality, and an in-depth understanding of key issues and debates.

5. Appointment of Nodal Teachers

Two Senior faculty members (One Female and One Male) will bea ssigned to function as nodal teachers to facilitate the activities of the Gender Champions.

6. Duties and Responsibilities of Nodal Teachers

i.   Provide overall guidance to the Gender Champions on various aspects of activityimplementation

ii. Participate in all meetings organized by the Gender Champions

iii. Motivate and influence the Gender Champions to constantly pursue their activities

iv. Communicate with a wide range of stakeholders to facilitate the work of the GenderChampions

v. Facilitate Gender Champions to organize training programmes and other events

vi. Collect quarterly reports of the Gender Champions, assess them and send it to theHead of the Institution.

7. Activities:

To promote Gender Equality from time to time, Gender Champions Club organizes various lectures, workshops, debates, seminars, nukar nataks in rural areas, poster competitions, Poem Competitions, Declamation Contests, Audio-Visual films etc. for students.

EQUAL OPPORTUNITY POLICY

Khalsa College Amritsar is committed to provide equal opportunity to the students including-

- Persons with Disabilities,
- Scheduled Caste
- Scheduled Tribe
- OBC
- Transgender
- Minorities etc.

Aims and objectives

The following are the aims and objectives of the policy:

a) To implement, monitor, and evaluate continuously the Reservation Policies of the States, Central Governments in consonance with the University Grants Commission regulations.

b) To provide counselling to students on the types of courses they could study at the higher education institutions.

c) To ensure admission so that all get opportunity to higher education, through awareness regarding the open quota and through various reservation policies.

d) To gather and get implemented the orders dealing with fee concessions, examination procedures, reservation policies, etc.

e) To assess the educational needs of students enrolled in the higher education programmes.

f) To conduct awareness programmes for teachers of the college about the approaches to teaching, evaluation procedures etc. that they should address in the case of PwD students.

g) To study the aptitude of PWD/SC/ST/OBC students and assist them in getting appropriate employment, when desired by them after their studies.

h) To provide information regarding the various available fellowship / scholarship schemes for all minority students and to provide guidance for availing them.

i) To provide infrastructural needs to enable them to easily access classrooms, laboratories, toilets, etc. for barrier free learning environment as per the guidelines of Ministry of Urban Development.

j) To organize training programs, cultural & sports activity, conferences, lectures seminars, workshops, symposia etc. for differently abled people.

k) To promote and strengthen voluntary effort; for the guidance and assistance of differently abled people, for providing voluntary service to them in their study related problems like providing writers for writing the exams, recording and scanning of the books, notes etc.

Cultural Policy

Khalsa College has always yearned to provide an environment in which students can explore the world beyond textbooks with freedom of speech, dissent and discussion of significant social issues being considered vital for change and well-being of the society . The holistic development of the students is strongly related to their exposure to art and culture. It encourages in the development of critical and creative thinking skills of the students. The rich cultural heritage can only be preserved if the students experience the charisma of art and literature, resulting in boosting the imagination, creativity and innovation.

The cultural and literary activities of the college are being supervised by the Department of Youth Welfare. The Department of Youth Welfare works under its Director, who is responsible for making the calendar of cultural activities, searching young talent and providing every opportunity for the students to exhibit their individuality, creativity, and talents. The Department of Youth Welfare conducts competitions and workshops in various arenas usually in the month of September/October and March every year to shortlist the students who will represent the institution at university, zonal and national levels.

The objective of the Department of Youth Welfare is reviving Indian and Punjabi folk culture, showcasing contemporary trends, and promoting artistic innovations.

Objectives

- To provide a platform for the students wherein they can display their unexplored abilities, profound talents, and unexpressed dreams
- To inculcate and sustain the social and national values along with the development of various artistic skills among them
- To develop a secular attitude among them towards the pluralistic fabric of Indian society
- To guide them to develop their personalities so that they become the future cultural custodians
- To increase public consciousness about the diverse cultural traditions, traditional expressions, intangible cultural heritage of India
- To conduct community performances on national days, for social cause and for preserving culture.

Incentives:

- The position holders at State/Interuniversity level will be given a fee concession up to 50%.
- The position holders at District/University level will be given a fee concession of 20%.

LIFE LONG LEARNING POLICY

Khalsa College always believes in that empowering woman is essential to the health and social development of families, communities and countries. When women are living safe, fulfilled and productive lives, they can reach their full potential. contributing their skills to the workforce and can raise happier and healthier children.

In order to empower women of weaker section of society especially from the remote rural areas Khalsa College has established Lifelong Learning Centre. The Centre provides Free of Cost Three Month Certificate Course in Tailoring, Embroidery, Knitting, and Food Preservation. Information regarding commencement of the course is advertised in the newspaper. No fee is charged from the participants. The group consists of 40 candidates. Over the years many women have successfully started their own ventures. The Centre conducts exhibitions of their artefacts every year in the college.

Objectives:

1. To make the economically poor women self employed and financially independent through skill enhancement.
2. To nurture talent and creativity among the underprivileged women of society.
3. Alleviation of poverty through well designed and well-coordinated skill programs.