





INSTITUTE FOR EDUCATION

Recognized by NCTE, ERC, Bhubaneswar under Kolhan University,
Chaibasa, Jharkhand

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The Institute for Education has been running since 2014 with a vision of providing highest level of quality education to its students. But, like any other successful academic institution it also has various committees and cells that take care of running the institution smoothly.

E-Governance: E-Governance is the process of managing an institution or an organization through information technology. E-governance in our college **Institute for Education** uses communication technology (ICT) to improve efficiency and performance. It has helped our college in a number of ways, including:

- a. **Communication:** E-governance can help colleges communicate with students and staff through portals, apps, email, push notifications, and SMS.
- b. **Knowledge enrichment:** Online teacher training can help improve teaching quality.
- c. **Workflow automation:** Automating workflows within different departments can help ensure efficient governance.
- d. **Database management:** All databases and information should be in electronic form.

The administrative Set-up of Institute for Education, Seraikella has below mentioned committees and cells.

1. **Maintenance Committee**
2. **Internal Complaint Cell**
3. **SC / ST / OBC Cell**
4. **Anti Ragging Cell**
5. **Grievance Redressal Cell**
6. **IQAC**
7. **NSS Department**
8. **Women's Cell**
9. **Cultural Cell**
10. **Alumni Association**
11. **Minority Cell**

1. **The Maintenance Committee**

The Maintenance Committee of **Institute for Education** performs the main function of ensuring that a facility runs smoothly by maintaining and repairing equipment and facilities, and by addressing other areas such as **cleaning, security, and space allocation**. Some of the **responsibilities** of the Maintenance Committee include:

- a. **Maintenance:** Scheduled maintenance of equipment to reduce the chance of it failing before the end of its life expectancy.
- b. **Repair:** Repairing or replacing equipment that has broken down, malfunctioned, or worn out.
- c. **Preventive maintenance:** Identifying potential issues and taking action to prevent them.
- d. **Predictive maintenance:** Using IoT devices and predictive analytics software to assess the condition of equipment in real time.
- e. **Cleaning:** Keeping the facility clean.
- f. **Safety:** Ensuring the facility is safe.
- g. **Security:** Ensuring the facility is secure.
- h. **Space allocation:** Managing space allocation.
- i. **Building structure:** Maintaining the building structure.
- j. **Plumbing and drainage:** Maintaining plumbing and drainage systems.
- k. **HVAC:** Maintaining HVAC systems (High Voltage Alternating Current)
- l. **Lighting:** Maintaining lighting across the college premises.
- m. **Waste disposal:** Managing waste disposal of the college with precision.
- n. **Grounds maintenance:** Maintaining the grounds and fields so that gardening facilities are done properly.

Objectives of the Maintenance Committee of IFE, Seraikella

A. Control Facility and operational Costs

- One of the most obvious objectives of our Maintenance Committee is controlling the costs of operating a facility. This can be done by combining multiple styles of maintenance, such as **predictive and preventive** maintenance, to **optimize** the efficiency of each asset.
- Preventive maintenance is an especially important effort in controlling costs given that it reduces unexpected breakdowns and costly emergency repairs.
- The Committee also ensures that costs can be reduced by optimizing spare parts inventories and maintaining accurate budget forecasts. It's also important to estimate future maintenance expenditures and develop proactive plans to care for equipment.
- Facility decisions are based on a review of local data and insights learned over time. Any efforts to improve operations ultimately have an impact on controlling costs and are prioritized when possible.

B. Reduce Equipment Failures and Downtime

With proper maintenance, common equipment issues can be prevented by taking proactive steps to monitor component wear and regularly replace consumable parts. The Maintenance committee ensures that the management of equipment can reduce equipment failures and unplanned downtime while

ensuring that equipment utilization is maximized. Work stoppages can be extremely disruptive to productivity and should be avoided at all costs.

C. Ensure Equipment is Ready and Available

The Maintenance Committee ensures that the equipment is readily available and is at disposal of the staff and the students. At the same time every equipment available should benefit every employee as and when required.

D. Maintenance technicians wearing safety gear

- Another important objective of Maintenance Committee is ensuring that all equipment on site is available and ready for use. Certain hardware, such as personal protective equipment (PPE) and safety gear, is often used only when there is a specific situation that requires action.
- Reliability-Centered Maintenance (RCM) is a systematic approach that helps identify the most effective and efficient preventive maintenance tasks to maintain the inherent reliability of equipment. By using RCM to develop a preventive maintenance schedule, companies can help ensure their critical assets are available when needed
- It's important for companies to develop strong training protocols to keep employees informed while preparing the proper maintenance checks and inspections to review equipment performance and ensure the availability of inventory and assets.

E. Conform to Safety and Regulatory Requirements

- Most organizations operating today must conform to some level of local, state, or federal regulatory guidelines. In some industries, such as aerospace and defense, the requirements can be extensive and require a high degree of diligence to remain in compliance. Similarly, this applies to the education industry as well.
- Maintenance Planning can include the use of regular inspections, audit preparations, documentation, and asset inventories. These preparations ultimately help reduce the likelihood of accidents and situations that may jeopardize an organization's compliance standing.

F. Maximize Facility Performance

Most colleges and universities today track a series of metrics, or key performance indicators (KPIs), to ensure that everything is running according to the plan. If maintenance management is performed correctly, it should have a positive impact on many of these measurements including equipment utilization and inventory accuracy.

Thus, in Institute for Education's facility managers responsible for multiple locations also take care to align local maintenance priorities with the objectives of each site

S.NO	NAME OF COMMITTEES	NAME OF THE MEMBERS	DESIGNATION
01	College Cleaning Committee	Dr.Om Prakash	College Coordinator
		Surbhi Kumari	NSS Volunteer
		Raj Madheshiya	NSS Volunteer
		Himanshu Das	NSS Volunteer
		Bharti Kumari	NSS Volunteer
		Shivani Das	Non-Teaching Staff
02	Maintenance Committee	Dr.Sweety Sinha	Principal
		Mrs. Indu Kumari	Member
		Mr. Ashit Kumar Mahapatro	Member
		Dr. Kashyap Ojha	Member
		Dr. Ajay Kumar Sharma	Member

2. Grievance Redressal Cell

The College is committed to provide a congenial, fair and harmonious learning and working environment in the institution for the students. Grievance redressal Cell was set up at **IFE, Seraikella** for providing Mechanisms for receiving, processing and addressing dissatisfaction expressed, complaints received and other formal requests made by students, staff and other stakeholders in the institutional provisions promised and perceived.

- Grievance Redressal Cell facilitates resolving grievances in a fair and impartial manner involving the respective Department (which deals with the substantive function connected with the grievance), maintaining necessary confidentiality as the case may be.
- Any stakeholder with a genuine grievance may approach Grievance Redressal Cell by submitting his/her grievance in writing.
- The function of the cell is to look into the complaints and judge on its merits. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the GRC in person.
- In case the person is unwilling to appear in person, written grievances can be dropped in the box of the Grievance Cell, provided for the purpose.

Objectives:

- a) To ensure a fair, impartial and consistent way of redressal of various grievances encountered by the stakeholders.
- b) To uphold the dignity of the college by promoting cordial Student-Student relationship, Student-faculty relationship, and relationship among the members of the faculty.
- c) To develop a prompt and accountable attitude among the stakeholders, thereby maintaining a congenial atmosphere in the college campus.
- d) To ensure that grievances are resolved in a complete confidential manner.
- e) To ensure that the views of aggrieved and respondent are respected and that neither party to a grievance is discriminated or victimized.
- f) To ensure that the stakeholders respect the rights and dignity of one another.

STANDARD OPERATING PROCEDURE (SOP)

It is a right way to air a grievance rather than to keep it bottled up. Protection of human rights is essential for all round development of an individual's personality and to realize the primary needs of the students and staff to secure civil liberties for everyone; keeping these in view, our grievance Redressal cell has been constituted. The cell is intended to find solutions for problems like:

- a. Sexual harassment
- b. Every kind of physical or mental harassment
- c. Complaints regarding class room teaching
- d. Class room management
- e. Incompletion of syllabus
- f. Improper teaching methods, staff grievance etc, as and when they arise.

The grievance Redressal cell convenes meetings periodically and takes steps to redress the grievances received.

The Grievances may broadly categorize as under, include the following complaints:

- a. Academic
- b. Non-Academic
- c. Related to performance Assessment
- d. Grievance related to Victimization
- e. Grievance related to Attendance
- f. Grievance related to charging of fees
- g. Grievance related conducting of Examinations
- h. Harassment by colleague students or the members of staff.

i. Staff complaints regarding various issues related to Students etc.

There will a Grievance Redressal Cell at the Department/Institution/central level to deal with the various grievances of the students and staff.

Procedure for Redressal of Grievances:

I. An aggrieved student/staff who has the Grievance or Grievances at the Department level shall make an application first to the HOD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time, If the student/staff is not satisfied with the verdict or solution provided by the HOD, then the same should be placed before the Department level committee.

II. If the student/staff is not satisfied with the decision of Department level committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.

III. The convener of Institute grievance cell, after verifying the facts and the papers concerned and having discussed within the Convener of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass an appropriate order in the best possible manner within a reasonable time.

IV. If the student/staff, is not satisfied with the Redressal offered by the Institute level committee and feel that his/her Grievance is not redressed in a proper manner, he/she can submit an appeal to the central grievance redressal cell within a week from the date of receipt of decision with the relevant details.

V. While dealing with the appeal, the central level committee will observe law of natural justice and hear the complainant and other concerned people.

While passing an order on any Grievance at central level the relevant provisions of Acts/Regulations should be kept in mind and no such order should be passed in contradiction of the relevant acts or regulations.

VI. The student has to submit the Grievance or appeal to the Institute level committee or central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institution depending on the nature.

Follow up and monitoring

Grievance Redressal Cell shall coordinate and monitor to ensure redressal of grievance within the stipulated time. Depending on the seriousness of grievance the Grievance Redressal Cell has to follow up the appeal regularly till the final disposal, through reminders.

Scrutiny

Grievance Redressal Cell has to make a thorough review of the redressal process. In case the committee feels satisfied with the solution provided by the respective department/individual, then it will intimate the same to the aggrieved student/staff. Once the aggrieved intimate acceptance of the solution, then the matter is considered closed.

Call for hearing

If the Grievance Redressal Committee is not satisfied with the solution provided by the respective department/individual or upon the aggrieved written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the aggrieved via e-mail. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to arrive at a decision, it may request the parties to submit such additional information, as it may find necessary. In such an event, the hearing will remain open until receipt of the requested documents(s).

Investigation

If a solution is not arrived through hearing, then it will take necessary steps to conduct in to an investigation (fair and impartial investigation) of the facts giving rise to the grievance as may determine necessary to reach at a conclusion on the merits of the grievance. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and/or find it helpful to the investigation including those recommended by a party to the grievance.

Final decision

After the hearing or investigation, the Grievance Redressal Committee shall make its best efforts to work out a solution of the issues involved with the parties named in the grievance application. pass an order indicating the reasons for such decision/order, as it may it deem fit.

Communicating the decision

Upon completion of the proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties through email, which shall be binding on both the parties.

Closure of complaint

The complaint shall be considered as disposed off and closed when:

- a) The aggrieved party has indicated his/her acceptance of the solution; or
- b) In case the aggrieved does not respond within four weeks from the date of receipt of information on the solution

The proceedings concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

FUNCTIONS:

- The grievances will be attended promptly on receipt of written grievances from the students/ staff
- The cell formally reviews all cases and acts accordingly as per the policy of the management.
- The cell gives report to the authority on the cases attended to and the number of pending cases, if any, requiring direction and guidance from the higher authorities.

PROCEDURE FOR LODGING COMPLAINT:

- The students/staff may feel free to submit a grievance in writing/or in the format available and drop it in boxes provided for the purpose.
- The Grievance Cell acts on those cases which are forwarded along with the necessary documents.
- The Grievance Cell will ensure that the grievance is properly redressed in stipulated time limit.

RESPONSIBILITY FOR REDRESSAL:

1. The final responsibility for grievance Redressal rests with the principal of the college.
2. The college expects that grievance Redressal is time bound and result oriented. Every grievance is expected to be resolved within a reasonably period.
3. The grievance Redressal cell of the college shall monitor status and progress of

Redressal of grievance and submits report on grievance Redressal position to the principal.

POWERS:

In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students/staff.

In case the members fail to find out solution then the matter is referred to the director for final decision in the matter.

Considering the nature and gravity of the grievance, inquiry as may be necessary, is carried by the members of the cell and through personal discussion the matter is resolved. If anybody is found to be guilty for any kind of nuisance/misconduct he or she is given punishment as deemed fit by the director. The nature of punishment can be, informing to the police (if situation demands so) and even expelling from the college as per the rule of the institute.

EXCLUSIONS:

The grievance Redressal cell shall not entertain the following issues:

- **Decisions of the executive council, academic council, board of studies and other**
- **administrative or academic committees constituted by the university.**
- **Decisions with regard to award of scholarship, fee concessions, medals etc;**
- **Decisions made by the university with regard to disciplinary matters and misconduct.**
- **Decisions of the university about admissions in any courses offered by the institute.**
- **Decisions by competent authority on assessment and examination result.**

This committee will deal with all the Grievances directly which are related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

1	Chairperson	Dr. Sweety Sinha (Principal)
2	Senior Teacher	a. Mrs. Archana b. Mrs. Shrabani Mukherjee c. Mrs. Sikee Kumari d. Dr. Om Prakash
3	One Member form the Management	Mr. Kinshuk Mahanty
4	One Member from the local society	Mr. Kashyap Ojha
5	Two Current Student	a) Ms. Sima Mahato b.) Ms. Doly Pradhan
6	Once Alumni	Mass. Shekhar Tudu
7	Coordinator of the cell	Mrs. Shrabani Mukherjee (IQAC)
8	College Representative	Mrs. Archana & Dr. Om Prakash
9	Senior Member from College Administration	Ashit Kumar Mahapatro

3. Anti Ragging Cell

The Anti-Ragging Cell of IFE, Seraikella's functions include:

A. Preventing ragging

The cell monitors and stops ragging in places where students gather, such as classrooms, hostels, canteens, and grounds.

B. Educating students

The cell educates students about the dangers of ragging and the consequences of participating in it.

C. Conducting awareness programs

The cell organizes awareness programs to educate students about ragging, its consequences, and the available redressal mechanisms.

D. Enquiring into complaints

The cell investigates complaints of ragging and submits a report to the Anti-Ragging Committee, along with recommended punishments for offenders.

E. Publicizing directives

The cell informs students about prevalent directives and the actions that can be taken against those who engage in ragging.

F. Obtaining undertakings

The cell oversees the process of obtaining undertakings from students.

G. Orienting students

The cell uses positive reinforcement activities to orient students and help them develop better personalities.

1	Chairperson	Dr. Sweety Sinha (Principal)
2	Senior Teacher	a. Mrs. Archana b. Mrs. Indu Kumari c. Ms. Suman Kumari d. Dr. Om Prakash
3	One Member form the Management	Mr. Kinshuk Mahanty
4	One Member from the local society	Mr. Kashyap Ojha
5	Two Current Student	a) Ms. Sima Mahato b) Ms. Doly Pradhan
6	Once Alumni	Mass. Shekhar Tudu
7	Coordinator of the cell	Miss. Madhuri Kumari
8	College Representative	Mrs. Shrabani Mukherjee & Ms. Nisha Rani Burh
9	Senior Member from College Administration	Ashit Kumar Mahapatro

4. IQAC

What is IQAC?

As the name reflects IQAC - **Internal Quality Assurance Cell** is a structure that helps the **Institute for Education, Seraikella** to improve its work processes and achieve learning outcomes & objectives. However, IQAC is not just a committee for us.

It is a **“participative” and “facilitative”** unit that would closely work with the faculty members to plan out the best possible strategies!

Vision of IQAC

Speaking of the vision, IQAC primarily focuses on quality enhancement.

Its aim is to introduce a consistent plan of action that would lead the organization towards progress. It involves preparing strategies for –

- **Efficient & timely work processes**
- **Academic research & programs**
- **Affordable & innovative approaches**
- **Use of ICT for modernization of education**
- **Best assessment process for maintaining quality**
- **Ensuring the best infrastructure to achieve goals**

Thus, IQAC at **IFE, Seraikella**, considers all the possible aspects that hold the power to bring positive impact of teaching-learning on the students as well as institutions. **Assessment, evaluation & improvement** may seem simple steps but can turn the game around when performed consistently.

Functions of IQAC

Let us now understand the various functions that our IQAC cell performs.

- Setting quality benchmarks with consistent work
- Creating parameters to reach academic as well as non-academic learning goals
- Creating a student-centric teaching-learning environment
- Enabling faculty to efficiently use edTech tools for innovation in education
- Considering the feedback of students, faculty & parents for the best practices
- Organizing various workshops & seminars for the quality education environment

- Documenting all the activities in chronological order & keeping a tab on improvements

Operational-Features-of-IQAC

a. Composition of the IQAC

To ensure the above-mentioned functions are performed accurately, IQAC works by following the given hierarchy-

- ❖ Head of the Educational Institution - Chairperson
- ❖ Representatives from the Faculty Members
- ❖ Management Authority
- ❖ Senior Administrative Staff Members
- ❖ Senior Teacher Representing as the Coordinator or the Director of the IQAC
- ❖ The Role of the IQAC Coordinator
- ❖ IQAC co-coordinator would be the “**captain of the ship**”!
- ❖ **Coordinator:** Mrs. Sharaboni Mukherjee

b. Key Duties of IQAC

Here are the key duties of IQAC that helps “**The Institute for Education**” to improve its processes.

- ❖ Effective Leadership
- ❖ Practice Decentralization and Participate Management
- ❖ Perspective/Strategic Plan
- ❖ Organizational Structure
- ❖ Administrative Setup and E-governance
- ❖ Effectiveness of various bodies/ Cells/Committees
- ❖ Financial Support
- ❖ Professional Development
- ❖ Co-curricular and Extra-curricular Activities

5. SC/ ST/OBC Cell

The SC/ST/OBC cell in the **Institute for Education** has he below mentioned functions:

A. Reservation policies

The cell ensures that reservation policies are implemented for SC/ST/OBC students and employees. This includes maintaining reservation rosters and registers, and ensuring compliance with reservation orders.

B. Grievances

The cell addresses grievances from SC/ST/OBC students and employees, and helps them solve academic and administrative problems.

C. Monitoring

The cell monitors the implementation of reservation policies and other programs for SC/ST/OBC students and employees.

D. Counselling

The cell provides counselling for SC/ST/OBC students on academic and career options, and for emotional crises.

E. Scholarships

The cell informs SC/ST/OBC students about scholarships available from the state and UGC/Central.

F. Data collection

The cell collects data on the implementation of policies for admissions, appointments, and promotions.

G. Follow-up

The cell takes follow-up measures to achieve the objectives set by the state government and UGC.

6. The Cultural Cell

The **Institute for Education's Cultural Cell** organizes and participates in cultural activities to help students develop their skills and personalities. Some of the functions of **IFE, Seraikella's Cultural Cell** include:

- ✓ **Planning and organizing events:** The cultural cell plans and organizes cultural events, such as festivals, competitions, and other activities.
- ✓ **Supporting student-led initiatives:** The cultural cell supports student-led initiatives, such as starting clubs and providing resources.
- ✓ **Developing students' artistic talents:** The cultural cell provides opportunities for students to exhibit their artistic talents through intra and inter-college cultural festivals.
- ✓ **Developing social and national values:** The cultural cell helps students develop social and national values.
- ✓ **Boosting interpersonal skills:** The cultural cell helps students boost their interpersonal skills.
- ✓ **Creating a stimulating atmosphere:** The cultural cell creates an intellectually and aesthetically stimulating atmosphere for the community on campus.
- ✓ **Sensitizing the academic world:** The cultural cell sensitizes the academic world to other dimensions of human experience and knowledge.

7. NSS (National Service Scheme)

History of N.S.S: National Service Scheme (Under the Ministry of Youth Affairs and Sports, Government of India and NSS cell, Higher and technical education, Govt. of Maharashtra.)

NSS has been introduced at Arts, Science & Commerce College, Kolhar. Since 1999 as a part of the academic program.

National Service Scheme (NSS) has been playing a vital role in enriching the souls and minds of the students of the College since long time. The overall objective of the scheme is 'Education and Service' to the community and by the community. It is a programme for students to regal the needs of the community, when required. It also helps the students to communicate with the society. The students joining this scheme develop many behavioral interactive skills. They visit the rural areas as volunteers during the camps organized by the concerned college. The NSS volunteers take initiative in developing a Technocratic Environment and also help the underprivileged people to develop themselves. The scheme promotes the ability to present them in a better way. Thus, the ultimate goal of the scheme is to strive to inculcate the bond of patriotism, national integration, brotherhood, communal harmony among the volunteers

After independence the University Grants Commission, headed by S. Radhakrishnan, recommended the introduction of voluntary National Service Scheme in academic institutions. This idea was again considered by the Central Advisory Board of Education (CABE) at its meeting in January, 1950; after examining the idea and the experiences of other countries in this field, the board recommended that students and teachers should devote time to voluntary manual work. In the draft first Five-Year Plan adopted by the government in 1952, the need for social and labor service by Indian students for one year was stressed. In 1958 Jawaharlal Nehru, in a letter to the chief ministers, considered the idea of social service as a prerequisite for graduation. He directed the Ministry of Education to formulate a suitable scheme for the introduction of national service into academic institutions. In May 1969, a conference of student representatives (of universities and institutions of higher education) convened by the Ministry of Education and the University Grants Commission also unanimously agreed that a national-service scheme could be an instrument for national integration. The details were soon worked out and orientation camp was organized at Rajghat. This camp was concluded on 7 June 1969. K.K. Gupta from DU was declared first volunteer. The Planning Commission sanctioned an outlay of ₹5 crores for the NSS during the Fourth Five-Year Plan, stipulating that the NSS be a pilot project in selected institutions and universities. On 24 September 1969, the then Union Education Minister V.K.R.V. Rao launched the NSS at 37 universities all states. The scheme has been extended to all states and universities in the country, and also +2 level institutes in many states.

Aims and objectives

The programme aims to instilling the idea of social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living

and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite a scarcity of resources. It also provides help in natural and man-made disasters by providing food, clothing and first aid to the disaster's victims

- To understand the community in which they work
- To understand themselves in relation to their community
- To identify the needs and problems of the community and involve them in problem solving process
- To develop among themselves a sense of social and civic responsibility.
- To utilize their knowledge in finding practical solution to individual and community problems
- To develop competence required for group-living and sharing of responsibilities
- To acquire leadership qualities and democratic
- To gain skills in mobilizing community participation

About National Service Scheme

Coverage:

Started initially in 37 universities involving 40,000 volunteers, the scheme has grown over the years and it is implemented today with an involvement of more than 3.8 million volunteers spread over in 396 Universities, Polytechnics and 47 Councils of +2 level. The efforts of NSS volunteers have been widely acclaimed by the community, universities, colleges and general public as the NSS volunteers have been rendering selfless service to the community.

Motto:

The Motto of NSS "Not Me But You", reflects the essence of democratic living and upholds the need for selfless service. NSS helps the students development & appreciation to other person's point of view and also show consideration towards other living beings. The philosophy of the NSS is a good doctrine in this motto, which underlines on the belief that the welfare of an individual is ultimately dependent on the welfare of the society as a whole and therefore, the NSS volunteers shall strive for the well-being of the society.

NSS Logo:

The logo for the NSS has been based on the giant Rath Wheel of the world famous Konark Sun Temple (The Black Pagoda) situated in Orissa, India. The Red & Blue colors contained in the logo motivate the NSS Volunteers to be active & energetic for the nation-building social activities. The wheel portrays the cycle of creation, preservation and release and signifies the movement in life across time and space, The wheel thus stands for continuity as well as change and implies the continuous striving of NSS for social change.



NSS Badge:

The NSS logo is embossed on the badge of NSS. The eight bars in the wheel of NSS logo represent the 24 hours of a day. The red colour indicates that the volunteer is full of young blood that is lively, active, energetic and full of high spirit. The navy blue colour indicates the cosmos of which the NSS is tiny part, ready to contribute its share for the welfare of the mankind.

Financial Arrangements:

The scheme is now a central sector scheme to organize Regular Activities (RA) and special Camping Programmes (SCPs). An amount of Rs.250/- per volunteer per annum is released towards Regular Activities (RAs) and Rs.450/- per volunteer per Special Camping Programme (SCP) which is of 7-days duration to be organized in the adopted villages/urban slums. In addition, the Government of India provides 100% financial assistance to run NSS Regional Directorates, State NSS Cells and Empanelled Training Institute (ETI).

Types of Activities

There are two types of activities: Regular Activities (120 hours) and Annual Special Camp (120 hours). All the NSS Volunteers who have served NSS for at least 2 years and have performed 240 hours of work under NSS are entitled to a certificate from the university under the signature of the Vice-Chancellor and the Programme Coordinator. The Annual camps are known as Special Camps. Camps are held annually, funded by the government of India, and are usually located in a rural village or a city suburb. Volunteers may be involved in such activities as:

- Cleaning
- Afforestation
- Stage shows or a procession creating awareness of such issues as social problems, education and cleanliness
- Awareness Rallies
- Inviting doctors for health camps

➤ Community Survey

There are no predefined or pre assigned tasks; it is left up to the volunteers to provide service in any way that is feasible. Camps typically last between a week and 10 days, although camps for shorter periods are also conducted by NSS

Benefits of Being a NSS Volunteer:

A NSS volunteer who takes part in the community service programme would either be a college level or a senior secondary level student. Being an active member these student volunteers would have the exposure and experience to be the following:

- An accomplished social leader
- An efficient administrator
- A person who understands human nature

“NSS Programme Officer cum District Nodal Officer,” Seraikella-Kharsawan, Jharkhand:

Dr. Om Prakash

8. Women’s cell

The Women’s cell of **Institute for Education** aims at empowering and orienting women to recognize their true potential and to help them attain their own stand in a competing world. Its goal is the overall development in all spheres of their life. The women's cell in the Institute for Education has several functions, including:

A. Promoting equality

A women's cell works to promote a culture of respect and equality for women.

B. Enhancing self-esteem

A women's cell works to enhance the self-esteem and self-confidence of women students, faculty, and staff.

C. Resolving issues

A women's cell provides a platform for listening to complaints and resolving issues pertaining to grievances filed by students or staff.

D. Developing critical thinking

A women's cell works to develop critical thinking ability in women students so that it enhances their decision-making ability.

E. Inculcating entrepreneurship

A women's cell works to inculcate an entrepreneurial attitude in young girls so that they can be "job givers" rather than "job takers".

F. Providing career guidance

A women's cell provides career guidance to women students.

G. Conducting awareness classes

A women's cell conducts health awareness classes and classes about community living.

H. Creating legal awareness

A women's cell creates legal awareness among women by informing them about Women Welfare Laws.

I. Encouraging NGOs

A women's cell encourages participation of NGOs working in the area of women's development in the activities of the Cell.

The Members of the Women's Cell:

A. Ms. Suman Kumari: Chairperson

B. Mrs. Sharaboni Mukherjee: Member

C. Mrs. Archana: Member

D. Mrs. Rashmi Sharma: Member

9. Internal Complaint cell

The Internal Complaints Cell (ICC) in **Institute for Education** performs many functions, including:

- ❖ **Preventing sexual harassment:** The ICC works to prevent sexual harassment of students and employees in the college.
- ❖ **Creating a safe environment:** The ICC aims to create a safe environment for women on campus.
- ❖ **Raising awareness:** The ICC conducts workshops, lectures, and activities to educate students and staff about sexual harassment, the POSH Act, and how to file a complaint.
- ❖ **Implementing policies:** The ICC implements policies to prevent sexual harassment, ragging, narcotics, and grievances.
- ❖ **Maintaining confidentiality:** The ICC maintains confidentiality.
- ❖ **Recommending action:** The ICC recommends redressal and punitive action.
- ❖ **Submitting an annual report:** The ICC submits an annual report

10. The Alumni Association Trust

The Alumni Association Trust has been established in IFE to ensure that the Alumni of the Institute for Education can guide and mentor the students of their Alma Mater.

The Aims and Objectives of the Alumni Association Trust

1. To foster holistic academic growth of the alma mater, Institute for Education through regular conduction of co-curricular and extracurricular activities in it as the constitution aims to promote complete development of students in the realm of education, sports activities, debates, extempore and so on.
2. To establish, function and sustain socially dynamic activities meant to benefit the rural people, especially the underprivileged and the downtrodden around the area of the college.
3. To extend a helping hand to children / students who wish to move ahead in life but cannot considering their poor financial background.
4. The Alumni Association Trust plans to implement liberalized social activities despite adverse circumstances whatsoever in order to sensitize, educate, and empower the tribal students and people of Seraikella and its surroundings.
5. Considering the fact that not many students are from the east zone of the Singhbhum district, the Association Trust has decided to empower as many people from this belt as possible.
6. The Alumni Association Trust will be thoroughly banking upon its final objectives of building strong foundations of integrity in the youth of both the college and around the area of Seraikella-Kharsawan for inculcating in them a sense of value-based education and nation building.
7. The Alumni Association Trust will strive to maintain its abstract of promoting strong initiatives of developing a sense of understanding amongst the youth to instill in them the urge to learn, imbibe and grow.
8. To provide access to arduously accessible resources like e-books, e-journals, digital library facilities etc. to the alma mater as well as interested students around the college.
9. To help meritorious candidates in research and development through ample support by whatever means available.
10. The Alumni Association Trust will also impart Training and Development programmes under its initiatives of Learning & Development (L & D) Wing. Under this wing students, or the unemployed youth will get the opportunity to get trained in the area of their choice and find a job based on his / her own merit.
11. The Alumni Association Trust will distribute prizes like books, medals, trophies to those candidates who will come out with flying colours in the competitions conducted

by the Association Trust or in their academic pursuits.

12. The Association Trust may think over supporting a highly meritorious student by supporting him / her in higher education or by offering him / her a scholarship in the form of discount in the fee at the college.
13. The Alumni Association Trust will never differentiate students based on their caste / creed or religion. It would rather promote harmony by conducting programmes that sensitize them against discrimination.
14. The Association Trust will have provisions of providing food and clothing in case of a natural disaster or a social upheaval.
15. The Alumni Association Trust will donate medical aid in terms of medicines, first aid kits, bandages, Dettol etc. in case of medical exigencies around the area in the vicinity of the college. This will be administered by its representatives.
16. The Alumni Association Trust aims to provide support to the students for the for preparation of various competitive examination pertaining to their course. It may be Jharkhand Public Service Commission, Union Public Service Commission, Central Teacher Eligibility Test, Jharkhand teacher eligibility test or others. This support maybe in the form of financial aid / for the purchase of books and coaching for the same. This may also include providing ambient study environment to the students for studies.
17. The Alumni Association Trust also aims to provide placement opportunities to the students who pass out from the college. This includes assistance in getting interviews scheduled or filling the skill gaps by providing proper training and development through our L & D Wing.
18. The aims and objective also include promotion of career guidance, interaction with industry, and continuing education.

Sl. No	Name of the Member	Designation
1.	Dr. Chhagan Lal Agarwal	President
2.	Sangita Mahapatra	Vice President
3.	Rajeev Sao	Secretary
4.	Suman Kumari	Treasurer
5.	Bhawani Shankar Satpathy	Member
6.	Prakash Kuri	Member
7.	Samir Kumar	Member
8.	Narayan Kumar Mahato	Invitee Member
9.	Mohan Satpathy	Invitee Member
10.	Swati Kumari	Invitee Member
11.	Rose Satpathy	Invitee Member
12.	Nikita Sarangi	Invitee Member

11. Minority Cell

The minority cell at Institute for Education performs several functions, including:

A. Promoting equal opportunities

The minority cell works to ensure that minority students have equal opportunities for education.

B. Providing financial support

The minority cell helps students from minority communities secure financial aid from governmental agencies and other sources.

C. Encouraging participation

The minority cell encourages students to participate in courses, workshops, and programs that can help them develop skills for their careers.

D. Providing counseling

The minority cell offers counseling for students who are experiencing emotional emergencies.

E. Addressing grievances

The minority cell acts as a grievance redressal mechanism for minority students.

F. Creating a safe environment

The minority cell works to ensure that minority students feel safe and secure.

G. Keeping students informed

The minority cell keeps students informed about government scholarship programs.

H. Ensuring constitutional protections

The minority cell ensures that students receive the protection and reservation provided by the constitution of India.

1	Chairperson	Dr. Sweety Sinha (Principal)
2	Senior Teacher	a. Mrs. Indu Kumari b. Mrs. Madhuri Kumari c. Ms. Suman Kumari d. Mr. Sharbani Mukherjee
3	One Member from the Management	Mr. Kinshuk Mahanty
4	One Member from the local society	Mr. Kashyap Ojha
5	Two Current Student	a) Mass. Kasif Omar b.) Ms. Tansmeen parween
6	Once Alumni	Mass. Shekhar Tudu
7	Coordinator of the cell	Miss. Nisha Rani Burh
8	College Representative	Mrs. Bandana Kumari & Mrs. Indu Kumari
9	Senior Member from College Administration	Dr. Om Prakash