

# N.V. Society’s , N.V. Arts, Sri Kanhayalal Malu Science & Dr.Pandurangrao Patki College of Commerce , Kalaburagi – 585103 – Karnataka

# Internal Quality Assurance Cell

Policy Documents

Policy Documents

### - A NAAC- IQAC Initiative

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### ACADEMIC POLICY :

* 1. **Policy Statement**

N.V Society’s , N.V. Arts, Sri Kanhayalal Malu Science & Dr.Pandurangrao Patki College of Commerce , Kalaburagi – 585103 – Karnatakastrives to achieve academic excellence, by providing quality education through excellent teaching - learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-disciplined by inculcating a sense of self- help and spirit of sacrifice which makes them responsible citizens of this democratic Bharat.

Objectives

The academic policy discloses the principles used for quality teaching at the college and defines the procedures for the multiple levels of accountability in teaching and learning.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.

The institute/department stands responsible for ensuring quality of its educational environment. This includes

* + 1. Academic accountability
    2. Ensuring the quality of education including
       1. Starting new courses offered by the Gulbarga University in accordance with the need of the society and the professional requirements.
       2. Preparation of the course materials with adequate standard
       3. Delivery of course contents adopting appropriate technologies
       4. Assessment to enable quality.
       5. Continuous improvement through quality assurance.

### Roles and Responsibilities

|  |  |
| --- | --- |
| Roles | Academic Responsibilities |
| Management | 1. Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions. |
| Principal/Vice Principal | 1. Developing and implementing quality assurance  policies and procedures. |
| Academic Body/ IQAC | 1. Carry out the academic auditing in each department of the college at the stipulated interval. |
| Head of the Department | 1. Preparation of Academic Calendar and Semester Plan 2. Coordinating Internal Examinations and publishing marks. 3. Coordinating with Departments to update the data in Automation Process |
| Head (PG) | 1. Preparation of Academic Calendar for PG. |

|  |  |
| --- | --- |
|  | 1. Coordinating Internal Examinations and publishing marks (PG). 2. Coordinating with Departments to update the data in Automation Process |
| Internal Exam Coordinator | 1. Conducting all internal Examination 2. Collecting of results after the Evaluations 3. Verification and Valuation of results. 4. Publication of Final Results. |
| Head of the Department | 1. Ensure that the courses promote the development of the department and the graduates. 2. Ensure proper redress of the concerns raised by students in all matters. 3. Take up initiatives to achieve the mission and vision of the department. 4. Subject allocation for faculty for every semester keeping in view various extraneous duties. 5. Approval of Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery. 6. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities. 7. Arranging student feedback of the faculty and initiating corrective measures. 8. Review of the progress of teaching- learning process and institution of remedial measures. 9. Verification of the computation of Continuous evaluation marks. |
| Lecturer | 1. Ensuring academic integrity of the course assigned. 2. Facilitating information sharing on best practice in teaching and learning. 3. Facilitating a learner centric environment. 4. Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same. 5. Impartial and proper assessment of the assigned course and computation of the sessional marks. 6. Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs). 7. Conduct of the remedial classes as and when required. 8. Preparation/modification of the course materials. 9. Responsible for completion of the syllabus. 10. Providing opportunities for students to develop the Graduate attributes (GAs) relevant to the course of study. |

|  |  |
| --- | --- |
|  | 11. Seek feedback from student for improvement in course delivery. |

* 1. **Action Plan**

Step by step process of the academic activities is listed.

* + 1. **Subject Allotment**- Before the commencement of the semester the subjects are allocated to the faculty members after collecting their preferences.
    2. **Publishing of the Academic Calendar**- An academic calendar is published which includes all the academic, co-curricular and extra- curricular activities.
    3. The **Lecture Plan and Course Information Sheet** is prepared by the faculty which is then verified by the Head of the Department.
    4. Review of the **attainment of COs** of the previous batches and devising techniques to improve the attainment by IQAC Coordinator.
    5. Preparation of the **course material and content delivery**. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more student centric. The IQAC of the College organizes various workshops at regular intervals to improve the effectiveness of teaching for the faculty.
    6. **Seminar** coordinator and the **project** coordinator ensures that all activities related to seminar and project take place in the stipulated time wherever applicable.
    7. Conduct of **assignments/tutorials** and class work according to the plan. Publishing of the attendance at regular intervals.
    8. Conduct of the **Internal Examination** and its assessment. The Question papers and the answer keys are verified by the module coordinator to ensure that the standard is maintained and that portions are covered appropriately.
    9. Publishing of the assessment marks.
    10. Conduct of **Mentor – Mentee meeting once in** semester and the minutes are reported to the Principal through Head of the Department
    11. Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes and the programme outcomes.
    12. Organizing various **skill development workshops** by the professional societies and the department associations.

### Academic Monitoring and Student Support

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

* + 1. IQAC Committee-The committee is responsible to monitor the conduct of all the courses, adherence to the course plan and the time schedule in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.
    2. Students Mentoring System: For every class there is a Mentor. Mentor will be nominated by IQAC. There will be one Staff as Mentor Advisor for every 15-20 students. The Mentor maintains all documents related to the academic and non- academic matters of the students under a group. They are the primary contact of students and parents for all kinds of advices, clarifications and permissions on academic matters. They are responsible to advice the students. The mentor coordinator makes arrangements for the meetings with students and parents as and when required to discuss any matters for the progress of the students. They also carry out the result analysis and arrange for remedial activities, if required. They are also responsible to carry out the consolidation of the activity points, attendance, internal marks in their advisory group.
    3. Various other committees like Student Welfare committee, Grievance Redress Committee, Disciplinary Action Committee are also formed for student support.

### Academic Auditing

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations. A subcommittee of the same termed as the Internal Audit Cell (IAC) is responsible for carrying out the academic audit in stipulated intervals as suggested by the University. The IAC has a coordinator and representatives from all departments to carry out the audit. The audit also covers the co- curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as NAAC and NBA and also periodical reporting to UGC. IQAC will also keep the relevant data on website up to date as required by the UGC.

### Learning Management System (LMS):

The LMS has been formed to inspire, support and strengthen new directions in pedagogy and learning at the college. The LMS facilitates the preparation of contents in the form of Video lectures and courses through structured workshops. It enables sharing of good teaching practices and Innovation in teaching methods among faculty. The LMS facilitates various Faculty Development programs on a regular basis to enable continuous learning and improvement for faculty and Staff.

### ADMISSION POLICY

* 1. **PURPOSE**
  2. The purpose of this procedure is to establish clear guidelines regarding admission to various Programs conducted by N.V Degree College.

### SCOPE

* 1. The entry requirements for each course of the College are defined in terms of stated qualifications or their equivalents, and are intended to facilitate assessment of the candidate’s ability to meet the demands of the course. Where accreditation of prior learning is permitted as a route for entry, responsibility rests with the applicant for making the claim to relevant knowledge and skills and also for supporting the claim with appropriate evidence. Admission to an appropriate point in a course may be permitted where evidence exists that an applicant has fulfilled particular progression requirements of the course as defined by the Affiliating University and Approving Government Body.

### RESPONSIBILITY

* 1. Management, Principal.

### PROCEDURE FOR U.G. ADMISSION

* 1. General

Admissions to UG courses of the college were made following University and Government guidelines. College also follows reservation policy Strictly.

* + 1. This college is affiliated to Gulbarga University Kalaburagi and approved by Government of Karnataka.
    2. Number of seats

|  |  |  |  |
| --- | --- | --- | --- |
| Branch | B.A. | B.Com. | B.Sc. |
| Seats | 150 | 150 | 150 |

* 1. Fee Structure: The fee structure shall be decided by the management

based on the Govt. approved norms.

### PROCEDURE FOR P.G. ADMISSION

* 1. **ELIGIBILITY FOR ADMISSION:**

As per the norms of Govt. of Karnataka and Gulbarga University Kalaburagi

* + 1. The Post Graduate Degree are,

|  |  |  |
| --- | --- | --- |
| Sl.No. | PG Course | Eligibility |
| 1 | M.A. Music | As Prescribed Gulbarga University Kalaburagi |
| 2 | M.Com. | As Prescribed Gulbarga University Kalaburagi |

* 1. HOW TO APPLY
     1. a) Application forms can be submitted online on the website of the college or by hand in college office with in the last date as decided by the University .
     2. Qualifying Marks card or certificate
     3. Certificate of Standard X in proof of age
     4. Documents to prove claim for any sort of reservation or special consideration
     5. Certificate of good conduct from the Institution last attended
     6. Cash of Rs.100/ -
     7. Applications not accompanied by a proof for that claim will not be considered under that category.
     8. Late applications/ Incomplete applications/ Applications not accompanied by relevant certificates are liable to be rejected, without further intimation to the candidate.

### ALLOTMENT OF SEATS

As per government Norms.

### ADMISSION

* + 1. For genuine reasons, Management will have the right to deny admission to any candidate even if otherwise eligible. The reason for the same will be recorded and informed to the candidate on request.

# Code of Conduct Policy

### Policy Statement

N.V Degree College strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

### Objectives

The purpose of this document is to provide the code of conduct and ethics for students of N.V. Degree College Kalaburagi and All students are expected to be aware of this code and abide by it to enable N.V Degree College to meet its own clearly stated objectives, standards and performance targets within a supportive environment.

### Responsibility

Management, Principal , the faculty related Committees

### Code of Conduct

Discipline, both in personal and professional matters, is essential for the success of an Student. Orderly behavior on campus will improve one’s self-esteem and will help in having good inter-personal relations. The high level of discipline consistent with the superior standards of the Centers of Excellence in Higher Education shall be maintained on the campus. The following guidelines on conduct will help in maintaining discipline on campus and they shall be adhered to by all.

### Rules and guidelines

1. All students are expected to follow Courteous behaviour, an essential ingredient of Professional Competence. Dishonesty, obscenity in word or act or any other acts of misconduct will invite disciplinary action.
2. Students shall wear the prescribed uniform whenever on the campus.
3. Students shall wear the ID cards while on the campus.
4. Students should not loiter in the corridors or on the campus during class hours. They should make use of their free time by using the Library, Computer facilities or other facilities for extra-curricular activities.
5. Habitual negligence of College work, absence from internal examination, non- submission of assignments, frequent absence from classes, etc., will be reported to the parents and if not corrected, may lead to discontinuance from the program.
6. Students, if they have any grievance and personal problems shall bring them to the notice of the Principal or the College authorities individually; but should not have recourse to collective complaints or petitions to anybody within or outside the College.
7. Students are forbidden from attending or organizing any meeting in the College or in its premises or collecting money for any purpose without the permission of the Principal or Management.
8. Political activity in any form, under any banner is not permitted in the campus.
9. Willful damages to property and equipment will have to be compensated for. Pasting of posters and notices on walls or disfiguring the building and campus, in any form are forbidden.
10. Students organizing tours on their own accord without permission and teachers accompanying them is banned. Any act contrary to this rule will invite strict disciplinary action.

### Breach of Code of Conduct

Breaches of the rules relating to the conduct of students shall be subject to preliminary investigation by the Principal or a relevant Committee. Based on the preliminary investigation the following actions could be taken:

1. Dismiss a complaint.
2. Impose any penalty permitted by the rules of the College.
3. Refer the complaint to the Principal/College Council accompanied by a written report for further decision.
4. Issue a caution which shall not be recorded on the student’s record.
5. Issue a reprimand which shall be noted against the student’s record in the registry and which shall include a formal written warning that treatment of any future misconduct within twelve months will take such reprimand into account.
6. Refer the matter to the police or other authorities.

### Appeal

1. The student has a right of appeal against the decision of the nominee/Committee.
2. A student may appeal, in writing, to the Principal against the decision of the Committee.
3. The decision of the Principal will be final in this regard.

### Prevention of Ragging

* 1. **Prohibition by law.**
     1. Ragging is a Criminal Offence as per Karnataka Educational Act

1983 and Hon’ble Supreme Court of India

### Anti-ragging Committee and Anti-ragging Squad

In compliance with the DCE regulations Anti-ragging Committee and Anti-ragging Squad have been constituted to prevent the menace of ragging. The squad conducts frequent patrolling in the common areas of the campus and maintains vigil to prevent the occurrence of ragging. The squad will also have the responsibility to investigate incidence of ragging, if any.

### Rules and guidelines

Students shall not indulge in any of the following activities, which are treated as ragging:

1. Any act that prevents, disrupts or disturbs the regular academic activity of a student.
2. Exploiting the service of a junior student by a senior student or a group of senior students.
3. Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organizations.
4. Any act of physical abuse including all variants of it: annoying, playing, practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures.
5. Any act of abuse by spoken words, emails, SMS or any other means.
6. Any word or act that causes hurt to the dignity of the individual.
7. Entering without permission any class other than the one assigned to a student.
8. Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna, etc.

### Reporting Cases of Ragging

The complaints or information with regard to ragging could be oral or written and even from third parties. The burden/responsibility of proving his/her innocence rests with the accused. Complaints can be lodged with the Principal, HoDs, Class Advisor or any of the members of the Anti-Ragging Committee. All complaints/information received shall be kept strictly confidential. In the event of a student being booked in a

criminal offence and being suspended from the College, he/she will be re-instated only after his/her obtaining clearance certificate from the Police Officer concerned.

### Sexual Harassment

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

### Professional Ethics and Academic integrity

As an institution with a vision to mould professionals as epitomes of noble values, the Institute gives importance to professional ethics and is committed to fostering a vibrant learning environment based on the principles of social commitment. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of academic work. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. It is expected that the students adhere to the ethical standards.

### Rules and guidelines:

1. The student properly acknowledges and cites use of the ideas, results, material or words of others.
2. Makes sure that all work submitted in a course or other academic activity, as his or her own, is produced without the aid of impermissible materials or means.
3. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
4. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

### Related Records

1. Investigation Report
2. Minutes of Meeting

# Cultural Policy

### POLICY STATEMENT

The College’s Cultural Advisory Committee which is a strong team leads and controls all the cultural, arts, literary and sports activities conducted in the college. The CAC addresses the student community problems and ensures the betterment of overall academia. The CAC ensures in providing a better campus experience by conducting various extracurricular actives in the campus.

### Objectives

The main objectives of the Cultural Advisory Committee are

* Addresses the student community problems
* Ensures the betterment of overall academia
* Providing a better campus experience

### Roles and Responsibilities

CAC is a team of 5 Senior Staff members and Activities of Senate are supported by the two Management members . The roles and responsibilities of each member of the CAC is stated in its bylaws. Some of the major responsibilities

* The major activities of the CAC is headed by the Chairperson who is by default Principal
* Arts Fest is headed by the Fine Arts Dept.
* All sports activities are headed by the Physical Instructor.

# Action Plan

The CAC undertakes many recreational activities over the year. Some of the main activities of the senate include

* Independence Day Celebration
* Ganesh Chaturthi Celebration
* Saraswati Pooja
* Republic Day Celebration
* Teachers Day Celebration
* Hobby Club Activities
* Women’s Cell Activities
* NSS
* Ed-Ribbon Cell Activity
* Arts Fest
* Cultural Meet
* Annual Athletic Meet

### ENVIRONMENT POLICY DOCUMENT

**Preamble**

Environment being the basis of life its conservation is an indispensable aspect of education. Future Technologies should emphasize the dependence between technology and nature. Proper Environment Management is essential for sustainable development and the Environment Policy is designed in tune with the United Nation’s Sustainable Development Goals 2030, realizing that protection of Environment is part of the Institution at social Responsibility for the survival of humanity. This document through the policy Statement makes clear the Institution’s approach to Environment protection which will be ensured through the Environment Audit which is defined by the ICC as a tool comprising a systematic, documented, periodic and objective evaluation of how well environmental organization, management and equipment are performing with the aim of safeguarding the environment and natural resources” in the functioning of the Institution and dissemination of Knowledge

Besides initiatives for Environment Protection, the Environment Policy includes Energy Management, Waste Management and Water Management which are dealt with separately taking into account the importance of each, and policies and procedures have been formulated for these topics.

Policy statement

N.V. Degree College avows to protect the Environment by maintaining a Green, Eco-friendly campus, and by creating an awareness among it’s stakeholders both as individuals and members of the society, so as to contribute to making the earth, our common home, a sure haven and a comfortable abode for the posterity.

Objectives

* Promoting & Benchmarking for environmental protection initiatives
* To encourage projects on environmental assessment
* To impart awareness about green clean campus
* To initiate sustainability practices in the campus and among stakeholders
* To maintain and monitor the sustainability and eco f
* Friendly initiatives (clean fuel,renewable resources etc.)
* Reduction in resource use
* Financial savings through a reduction in resource use
* Curriculum enrichment through practical experience
* Development of ownership, personal and social responsibility for the MBCETcampus and its environment
* Enhancement/updating of Institution profile
* Developing an environmental ethic and value systems in young people
* Conduct audits for recommendations and continuous improvement
* Teach sustainable development across all disciplines of study,
* Encourage research and dissemination of sustainable development knowledge,
* Green campuses and support local sustainability efforts, and
* Engage and share information with international networks.
* Introduce carbon neutrality measures

### Procedure / Organization structure

NSS Officer and 2 faculty members and ALL NSS students will lead the team.

### Roles

Suggested mode of Implementation: Each floor in every block will be assigned to a team of 20 students so that quantification of reusable resources (plastic wastes pen/pencils etc., papers/assignment books...) can be done. Then on weekly basis the same will ensure smooth execution of resource management within the campus.

* Environment Protection and awareness
* Environment Policy to be implemented in the Campus.
* Water Meter should be installed and maintain the inventory of water resource
* Storage of chemicals like; paints, gums resins, oils, lubricants, acids etc. in designated place and display of safety/warning signs.
* Internal inspection system should be developed for various equipments available in campus.
* Waste Management plan should be prepared for the campus.
* Environmental drills for response against spillage and leakage of chemicals in the campus
* Plastic usage can be reduced in college campus.
* The monthly inventory of e-waste is required to be maintained in formats on regular basis.
* Implement measures for carbon neutrality.
* Communicate the Environment Policy to all faculties members and staff.
* Form of interest group of students and faculty to follow on nature friendly pursuits and sustainable awareness.
* E-waste monthly inventory be maintained in the campus as per E waste rules 2016.
* Increase in Environmental promotional activities for spreading awareness in the campus.
* Environment/Green committee formation for regulating eco-friendly initiatives in the campus premises and periphery.

### Action plan

1. Observation of various days of importance ozone day, environment day, earth day etc
2. Conduct awareness campaign on pollution and preventive measures
3. Conduct regular green/environment audit and follow up corrective measures
4. Ensure regular follow up and updates for clean campus practices like proper waste disposal, e-waste campaigning among stakeholders, rain water harvesting and monitoring judicious water usage
5. Activities encouraging recycling, reuse, repair and refurbishing etc
6. Conduct invited talk (dept/college level on various updates policies and various dimensions of environment studies)
7. Monitor Green/renewable Energy initiatives and audits on its maintenance records once in a Year.

### GENDER EQUITY POLICY

**Preamble**

UNICEF says **gender equality** "means that **women** and men, and girls and boys, enjoy the same rights, resources, opportunities and protections. It does not require that girls and boys, or **women** and men, be the same, or that they be treated exactly alike."

The main goal is to ensure equal opportunities for women and men by encouraging a more **gender**-competent management in research, innovation and scientific decision-making bodies, with a particular focus on universities.

Gender Equity POLICY

N.V. Degree College, rooted in the Indian tradition and culture is committed to uphold the principle of gender Equity as enshrined in the Indian Constitution, in its Preamble, Fundamental Rights, Fundamental Duties, respecting the dignity of the human individual and the centrality of human person in the scheme of things, without any discrimination to any gender, providing equal opportunity to all.

### Objectives

* Equal career opportunities for women and men.
* Fair distribution of unpaid and paid work among women and men, wages and salaries that women and men can live on independently.
* Equality of women and men with regard to political representation and participation.
* To positively strengthen selection processes relating to equality in recruitment, promotion and progression of, and support for, researchers, in the partner institutions
* To develop processes to strengthen the presence of women in academic/research leadership positions and senior academic research positions in the partner institutions
* To raise gender equality awareness in academic research and scientific structures
* To provide sustainability of the culture change which will support gender equality and needs of women academics in the organizations
* To implement a locally specific Gender Equality Action Plan in each core partner institution
* To strengthen research excellence frameworks and policies in the context of gender equality with the key objective of developing a 'code of practice' for assessing research excellence
* To promote the benefits of gender and diversity in enhancing excellence in research and innovation systems and strengthen the systems in the context of gender equality and diversity.

### Procedure/ Organization structure

Women’ s cell of the college will lead the team.

### Roles and Responsibilities

* + Promote communications that represent unbiased representations of gender equity.
  + Conduct workshops that promote diversity and gender-sensitive communication for members and employees
  + Conduct regular awareness-raising activities among students and staff
  + In classes, faculty members could promote working together, fair representations for leadership roles, facilitate impartial participation, gender balance in team projects when possible, promote students meeting with faculty, having open and closed sessions with faculty members of the appropriate gender for related scenarios, complaints and counseling during class hours and at hostels where ever applicable.
  + Ensure balanced gender quota in hiring committees
  + Our student code of conduct promotes gender parity at the governance level.
  + Conduct gender sensitization programmes
  + women- related themes and topics taken up for discussion and debates
  + Leadership camps organized for the personality development of women students.
  + Conduct women Empowerment programs for women who needs help
  + Conduct programs at orphanages (women and children) for their upliftment
  + Formation of women’s study cell - Women cell and Anti-sexual harassment committee continuously offer various programs on gender sensitisation.
  + Take initiatives to check the functioning of vending machines, inspect sanitary napkin incinerators.
  + Implement measures t evaluate the student’s confidence as a result of gender equity awareness initiatives.

### Action Plan

**Encourage -**The celebration of international women’s day every year with a message for women safety and etiquettes.

* + The women cell should interact with students on various gender problems and personal distress, so as to develop the sensitization of students and solve the social issues.
  + Ladies common room facility made available in college , should be inspected and monitored periodically.
  + Maintenance and housekeeping - for the health and hygiene maintenance for the girls.
  + An awareness program on the rights of women and rules under the prevention of workplace harassment act, notified by the Government to the student community.
  + Poster competition in connection with the International Girl Child Day
  + Slogan writing competition on women’s day and Group discussion
  + Seminar on Womens Safety and Security along with sister institutes.
  + Mechanism to identify ‘problems’ of students in this area and suing the service of counselors

### GRIEVANCE REDRESSAL POLICY DOCUMENT

**Policy Statement**

Grievance redressal policy has been formed in order to quicken the redressed of grievances. The policy aims to resolve the grievances of the students and staff within the framework of the college guidelines, so as to ensure the highest standards of integrity and transparency among the staffs and students and a proactive work culture.

### Objectives

1. To develop a protocol to resolve grievances of students and staff
2. To provide the Students and staff access to immediate recourse to have their Grievances redressed
3. To make the Students and staff aware of their duties and responsibilities
4. To constitute a Grievance Redressal cell to oversee the execution of the Grievance Redressal Policy

### Roles

* 1. **Grievance Redressal Committee (Staff)** Will be constituted to have FIVE senior professors selected in rotation basis. Committee will be appointed by the Principal with concurrence from the Management.
  2. **Grievance and Appeals Committee (Students)** will address the grievances of the students which include leave, examinations, internal assessment and so on.

The Vice Principal will be the Chairman, Other members will be nominated in rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

* 1. **Women’s Grievance Redresssal Committee** will address grievance regarding Sexual Harassment contemplated under Sexual Harassment of Women at work places (prevention, provision and Redressal Act, 2013).

Committee will be constituted as per the directions of the govt. The term of office of the committee will be 2 years rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

### Responsibility

1. Grievances

Grievances for the purpose of this procedure would only mean a grievance relating to any staff member or student arising out of the implementation of policies/ rules or decisions of the Organization. It includes matters relating to leave, examinations, internal assessments, increment, work- arrangements, non-extension of benefits under rules, interpretation of Service Rules, etc. of an individual nature.

### PROCEDURE

**Handling of Grievance**

Subject to the above provisions, individual grievance of Staff Members and Students shall henceforth be processed and dealt with in the following manner:

* 1. An aggrieved Staff Member or student shall take up his grievance(s) orally with his immediate superior who will give a personal hearing and try to resolve the grievance(s) at his level within a week. The superior officer for this purpose will be:

Head of the Department - in case of staff members Lecturer - in case of student

Principal - in case of HoDs /Administrative staff

* 1. If the grievance is not satisfactorily redressed, the aggrieved staff member/student may submit his grievance in writing to Superior Officer or a nominated officer for this purpose by the College. The superior Officer or such nominated person will record his comments on the representation within seven days, and will be referred to the Grievance Redressal Committee, in case the grievance is not resolved or settled amicably. The GRC make a thorough analysis of the case and makes a decision either unanimously or by vote. The recommendation of the Grievance Redressal Committee will be conveyed within one month to the College management and the decision of the Deciding Authority will be final, subject to the provisions contained in paragraph below.
  2. In exceptional case, with the concurrence of the Grievance Redressal Committee, the aggrieved staff member or student whose grievance has been considered and is not satisfied with the decision of the Deciding Authority, will have an option to appeal to the Bursar. A decision on such appeals will be taken within one month of the receipt of the appeal. The decision of the Bursar will be final and binding on the aggrieved staff member or student and the management. All grievances referred to the Grievance Redressal Committee shall be properly documented. Grievance Redressal Record should be kept (Eg. Minutes, copies of complaints etc).

### ACTION PLAN

**Overall guidance and conditions**

* + 1. The Staff Member or the student shall bring up his grievance immediately and in any case within a period of one week of its occurrence.
    2. If the grievance arises out of an Order given by the Management, the said Order shall be complied with before the staff member or the student concerned invokes the procedure laid down herein for redressal of his grievance.
    3. Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure.
       1. Annual performance appraisals/confidential reports;
       2. Promotions including DPC’s minutes and decisions;
       3. Where the grievance does not relate to an individual employee or student;
       4. In case of any grievance arising out of discharge or dismissal of a staff member or student.
    4. Grievance pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Service Rules of the organization and in such cases the grievance redressal procedure will not apply.

# Information Technology (IT) Policy

### Policy statement

1. N.V Degree College views IT as the medium for ensuring optimum dissemination of knowledge through its academic, non-academic pursuits and administrative service to all the stakeholders for the criterion of a knowledge society by moulding the builders of future.
2. IT policy exists to create, maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established in the college campus. This policy establishes Institution-wide strategies and responsibilities for protecting the **C**onfidentiality, **I**ntegrity, and **A**vailability of the information assets that are accessed, created, managed, and/or controlled by the college. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.
3. IT security involves the protection of information assets from accidental or intentional disclosure, modification, or denial at a reasonable cost.
4. Computer Science Department at N V Degree College aims at identifying, providing and maintaining reliable computing facilities, computing network environment, communication facilities and related infrastructure to facilitate education and research.

### Objectives

1. CSD reserves the right to monitor the usage of the facilities provided therein to maintain a secure computing environment and to abide by the legal norms that exist.
2. In this document, the term “users” shall mean individuals, staff, students, faculty, departments, offices or any other entity which fall under the management of N.V Society and require any services aforesaid.
3. Users are bound by all the rules and regulations formulated by the Institution from time to time on use of computing facilities provided to them or owned by them.
4. This document is meant for internal circulation and all users shall have access to this document.

### I Acceptable IT Devices

1. Any computer, peripheral or network capable device connected to campus network must belong to, or be formally registered, or be hosted by N.V Society.
2. CSD reserves the right to restrict access otherwise. II **Responsibilities of users and user groups**
3. All users shall comply to existing federal, state and, other applicable laws.
4. Following copyright laws regarding protected commercial software or intellectual property.
5. Abiding government, telecommunications and networking laws and regulations.
6. Honouring acceptable computer use policy of computer networks accessed through N.V Society.
7. Sensitive to resource utilization and help to provide fair distribution of computer resources by minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of campus network resources.

### Data network responsibilities of end users

* 1. Individual department, users or user groups may develop their own local area networks or local communications environment within, only if those facilities are approved by College and meets developed network standards. College shall also reserve the rights to monitor such networks.
  2. Any user group or department intending to establish connectivity to external data communications network directly should do so after coordinating with CS dept.CS dept. shall extend all necessary technical support to user groups or departments who intend to establish such connections to external data communications. All such direct communication networks shall be routed physically or logically through the central network operations centre of CS dept. to maintain security to the campus network.

### Computing facility provisioning and maintenance.

1. CS dept. is responsible for provision and maintenance of computing facilities provided to users. The facilities are provided after the user secure approvals from the management.
2. The user shall ensure physical safety of the equipment and produce the same as and when required for stock verification by College. If any peripheral or components of the equipment assigned is found missing, the user shall report the same to CS dept.for further action.
3. The user shall obtain prior approval from CS dept. before plugging in any additional peripherals to the local area network (LAN). This is also applicable to connect peripherals to external ports like USB, RS232, IEEE1394 etc.
4. College shall not be responsible for any failure to personal peripherals connected to institute equipment by the user.
5. Users shall ensure data availability and security by taking regular backups of the data stored on their systems.
6. The individual or the department shall be responsible to report any hardware or software related faults to CS Dept. through facilities provided for reporting. CS dept. shall take all necessary steps to resolve the issue at the earliest. However, faults that require substantial additional financial expense may need to be approved by competent authorities.
7. All support calls attended by support personnel shall be documented and the user or department shall insist to get a written service report from the service personnel regarding the support offered. The individual or the department shall ensure that the service report is complete in all respect including components that have been removed or replaced by the service personnel.
8. The ownership of the equipment assigned to the individual or the department shall remain with the College.
9. Possession of computing equipments by students within the campus shall be governed by the rules and regulations formulated by the College separately. However, students shall be bound by all the provisions of the IT policy with respect to the usage of such equipments with the campus.

### Provision of computing software and maintenance

1. College shall provide all necessary software for operating the devices allocated to the user.
2. College reserves the right to secure the administrative passwords for all the devices owned by the Institute.
3. Users may install any software on the equipments allotted to them after obtaining prior approval from Cs dept.. All such software that may be installed on the equipment shall be used for the purposes as mentioned in Para 1.2. However, CS dept. shall reserve the right to restrict users from installing any software that may pose a risk to the security and integrity of the equipment and the campus network.
4. All software installed on the user machines shall be legal copies from the original vendors. Users are encouraged not to use any illegal or unlicensed versions of copyrighted software.
5. CS dept.shall ensure reinstallation of system and application software if required. Users shall request for the same through facilities provided for making such support requests.
6. Users shall not copy, duplicate or distribute any software owned by the College or downloaded by them to their PCs.

### Revision

* 1. Proposed revisions of this policy should be reviewed by a committee which shall include: Principal

Vice Principal Head – CS

One external expert

# ENERGY POLICY

### Preamble

Energy is now a vital part of everyday life. With a population of 1.4 billion and one of the world’s fastest-growing major economies, India will be a bulk consumer the global energy markets. Based on current policies, India’s energy demand could double by 2040, with electricity demand potentially tripling as a result of increased appliance ownership and cooling needs. (*India 2020 – IEA Analysis-Energy Policy Review*).As per the Environment Policy 2020 of AICTE, that sets long

term goals for educational institutes to conserve natural environment, develop sustainable solutions and control energy consumption, an educational institution has to evolve programs and policies that turns the institute into a carbon-negative institute and promote in educating students and employees on environmental concerns and sustainability, be responsive to the emerging challenges in the Energy sector and Sustainable development of the State and Country. So, it is essential for the educational community to practice sustainable energy that will provide favorable effect on the eco-system.

The Energy Policy of the Institution will thus be effective in organizing structured programs to promote awareness on the proper management and conservation of energy those models resource- efficient and low-carbon campuses that demonstrate practice for sustainability.

### Features in the Campus:

* + 1. Grid connected Solar Plant
    2. 100% Power Backup – DG Set
    3. LED Light fixtures.
    4. Sensor controlled lights and fan.
    5. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
    6. Effective maintenances through annual maintenance. Contracts to increase reliability.

### Energy Policy Statement

The N V Degree College energy policy articulates commitment of the Institution to the conservation of energy by defining energy management protocol for thermal and electrical energy systems of the institution, focusing on sustainable practices in reducing carbon footprint and other environmental impacts as per the norms of Energy Conservation and Management, for maintaining an eco- friendly green campus.

### Objectives

* + Utilize energy resources efficiently by introducing innovative technologies
  + Use of renewable energy.
  + Optimize the Energy consumption and cost.
  + Reduce, Reuse and Recycle.
  + Carry out regular internal energy audits to identify energy conservation opportunities.
  + Regular monitoring and follow up procedures managed by the Institution Energy Audit/Management Cell for effective implementation at department levels.
  + Train faculty, non-teaching staff, students and housekeeping staff to make the Institute a role model in the area of Energy conservation.
  + Encourage faculty members to obtain certification as Certified Energy Auditors and Managers.
  + Establish ties with Industries and conduct a complete Energy Audit.
  + Promote awareness related with Energy conservation among various sections of society.
  + Review the Policy on a regular basis.

### Responsibilities and Roles

The Energy Management Team comprises of:

1. Secretary
2. Principal
3. NAAC Coordinators
4. Criteria 7 Coordinators from all Departments
5. Faculty familiar with Energy auditing
6. Technical Sub- taff
7. Advisory team from N.V Board of Trust

The team should carry out the action plan and ensure the energy resources are made available and utilized optimally.

### Action Plan

**Energy Optimization Plan**

1. Restructuring the Energy Management Cell with representatives from all Departments, for effective implementation of Energy management program.
2. Regular Monitoring and benchmarking resource use and waste generation.
3. Monitor and evaluate the energy performance levels
4. Setting short term and long term targets and conservation strategies, to achieve and surpass goals for zero-carbon Campus.
5. Use of energy efficient, star labeled equipment.
6. Periodic maintenance and replacement of other lights/lighting fixtures to LED.
7. Maintaining a sustainable approach by use of existing equipment efficiently till its life cycle ends, and replacing with more efficient equipment when necessary.
8. Reduce e-waste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
9. Maximum use of Daylight for Indoor illumination and natural ventilation.
10. Use of occupancy sensors for classrooms, halls, administrative offices, restrooms and sensor-based switches for streetlights, corridor lighting to optimize energy use.
11. Fine tuning of optimum temperature setting of Air Conditioners and Water coolers.
12. Maximize use of Renewable Energy – Grid Interactive Solar PV System installed in the Campus.
13. Maximum demand optimization by adequate reactive power management
14. Encourage students to undertake UG and PG projects on Energy Management, Energy optimization techniques, Renewable Energy Harvesting thereby promoting a sense of awareness towards Energy use and its cost.
15. Provide training for faculty and students about Energy Management, Energy Auditing.
16. Include Project learning strategies for Energy Conservation and Energy management courses in the curriculum in tie up with Industries.

### Mechanism of Action Plan

The Energy Management Cell should lay down well-defined procedures as mentioned below, that follows the indicated stages.

* 1. Create Energy Baseline Assessment
  2. Define the Energy Agenda of the Academic year
  3. Create Implementation guidelines
  4. Review: Monitoring and follow-up

A worksheet or checklist to be maintained for the Energy Management Action Plan so as to meet the short term and long-term goals.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No. | Action | Measured Outcome | Accountability | Resource Needs | Start date | End date |
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### PHYSICAL EDUCATION POLICY

**POLICY STATEMENT**

The N.V Degree College Physical Education Policy aims to provide adequate Physical Education facilities and opportunities that are wholesome so as to ensure a sound mind in a sound body, in order to equip the students to cope with the pressures of studying making them both emotionally, physically and healthy.

**OBJECTIVES**

* + 1. **To Ensure the Physical Development of the students and staff** namely the advancements of motor skills, or, in other words, one’s ability to use and control their bodies. Gross- motor skills involve the use of large muscles in the legs or arms, as well as general strength and stamina.
    2. **To Achieve the Social Development of students and staff** through a balanced set of **social** skills and learned adaptive behavior that enable an individual to interact well with other people, react positively and avoid behavior that has negative consequences.
    3. **To Make sure the Emotional Development of e students and staff** by achieving the ability to recognize, express, and manage feelings at different stages.
    4. **To Improve the Mental Development of students and staff** by enhancing the Brain power and Cognitive Ability through **physical activity**, which increases the flow of blood to the brain. It enhances the brain function, concentration, memory, thinking and cognitive skills.

**Roles and Responsibilities**

1. Director of Physical Education
2. College Sports Committee.
3. Society’s Sports Committee

**Major Responsibilities**

1. To advice on the development of a physical education program.
2. To supervise and coordinate all physical education activities.
3. Prepare, as required, the specifications for the purchase of physical education equipments.
4. Make all claims for damaged goods to the appropriate office.
5. Responsible for the distribution and storage of all physical education supplies and equipment’s.
6. Keep departmental reports as required.
7. Participate in entire in-service training
8. Plan different recreational activities important for growth of students
9. Prepare teams for the University competitions.
10. Responsible for conducting Intra-Mural and inter club competitions such as Football, Cricket, Volleyball, Shuttle Badminton, Chess, Caroms and the Annual Athletic Meet.
11. Responsible for conducting Inter- Collegiate Tournaments hosted by MBCET such as South India Inter- Collegiate Mar Baselios Basketball Tournament, Mar Baselios All Kerala Inter- Collegiate Volleyball Championship.
12. Responsible to give names of the students for Kayikaprathiba and Kalaprathibha award to the senate.

**ACTION PLAN**

* 1. Introduction of virtual classes for health and fitness
  2. Planning to conduct online competitions such as chess.
  3. More Inter-Collegiate competitions will be conducted.
  4. Live Health and Fitness classes will be conducted for the staff.
  5. Classes for diet related classes will be conducted for all.
  6. Classes related to the job opportunity in the field of Sports.
  7. Will submit a Proposal for multi- gymnasium for ladies.

### RESEARCH POLICY

**STATEMENT**

N.V. Degree College is established with a mission , “To create Public interest and to mould Public opinion on Educational matters after making due Experiments and thus contributing our mite to the educational advancement ”. The institute is committed to serve the society by conducting state of the art research to address the grand challenges and opportunities of the future.

### OBJECTIVES

* Provide proactive research culture and state-of-the-art infrastructure
* Create the culture for inter-departmental and inter-institution/ university collaborations for inter – disciplinary/ multi-disciplinary research
* Publish research papers in high-quality journals of national and international repute, file patents and transfer technologies to relevant industries
* Create and promote quality human resources (UG and PG students, research scholars and faculty members) for scientific research
* Promote academic and industrial collaborations involving active and mutually beneficial R&D projects
* Raise the standards of the institution to stand among the premium institution in India

### PROCEDURE

1. To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards.
2. A Department Level Proposal Review Committee / Project Review Committee (PRC) shall be constituted that comprises of Principal Investigator, Co Investigators, Subject Expert, Dean, HODs for the project proposal assessment, for the possible submission to Govt. / Industries for the funding support to do Sponsored/ Collaborative research based on the call for proposals from the agencies.
3. Faculty promotion schemes may develop for those who significantly contribute high quality research and keep high ethics in research undertaken.
4. Provision for Institutional grants or incentives for faculties for publishing research in journals, presenting research papers in conferences. Institution should provide grants honorarium for the faculties for sponsored projects. All incentives/Honorarium under Research Promotion Scheme will be based on the recommendations of the Research Council of the Institute.
5. Recognize the faculty/student for excellent performance in research related activities such as fetching research grants or having consultancy projects etc.
6. Proper norms for reimbursement of travel, accommodation and registration should be prepared for faculty members for participating in Conferences or Faculty Development

Programs organized by National/International level institutes/organizations (IITs/ NITs/ Selected Deemed Universities) and institutes outside India.

1. Information should be given to the faculty and students for applying grants from various national and international agency.
2. The plagiarism should be checked for the final report prepared by Research Scholar/ Post Graduate Student/ Graduate student before submitting to the Institution/Journal/Conference.
3. Disciplinary actions will be taken if the plagiarism is detected in the Publications / Thesis

### ROLES

To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Promotion Committee (RPC) is constituted. It consists of

1. Secretary of the Society
2. Principal
3. HoD of all department
4. Nominee of the Academic body of the Society – Member
5. Principal Investigator of the project funded by external agency

### RESPONSIBILITIES

* The R&D activities in the individual departments are monitored by Department level RPCs headed by the Head of the respective Department.
* To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
* To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
* To prepare and regularly update the research agenda of the University outlining the preferred focus areas and priorities of research activities to be supported
* To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
* To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
* To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
* To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project
* To encourage and facilitate the publication of the research work/projects in reputed academic journals
* To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media
* To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year
* To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the Institution mission
* To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
* To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the Institution conform to standard quality specifications

### WATER MANAGEMENT POLICY

**STATEMENT**

Water is the fundamental requirement of life. It touches all life activities such as agriculture, domestic and all socio-economic activities. The water management policy of N.V Degree College includes all the water related field activities. A water management policy is required to assure the optimum use of water at the college campus.

### OBJECTIVES

* + To provide adequate water supplies to meet demands of the campus.
  + To provide clean, safe, reliable drinking water at all times.
  + To enable water storage and propose conjunctive management of surface and groundwater
  + To provide for groundwater recharge while protecting groundwater resources from overdraft
  + To protect the groundwater resources from contamination
  + To control excessive erosion and manage sedimentation/ situation
  + To minimize point-source and non-point-source pollution including Chemical efficient.
  + To maintain health of watershed vegetation, land cover, natural stream buffers and floodplains, to improve filtration of point and non-point-source pollutants
  + To protect, restore, and rehabilitate watershed and bay processes
  + To protect, restore and rehabilitate the habitat for species protection
  + To undertake activities to sensitize people about Climate change.
  + To enhance monitoring network and information sharing to support proper management of watersheds through community outreach.
  + Increase water resources related recreational opportunities

### PROCEDURE

1. A team is formed to create and implement the water management policy in the N.V Degree College campus. The team should visually inspect all the water conservation system in the campus periodically. This team ensures primarily on the regular monitoring of quality of drinking water, maintenance of water distribution system and effective utilization of the waste water.
2. The water demand, wastage of water and the quantity of the water in the reservoirs should be quantified periodically
3. The layout of water distribution system should be developed. This map will help the team to identify potential hazard condition of the water distribution system. The up-to-date plumbing drawings should be available to assess the performance of plumbing components.
4. New technologies should be developed to protect and restore the water in the reservoirs and to improve the facilities for ground water recharging and waste water recycling. Various information is to be collected from the experts who is working in the area of water conservation system. The collected information should be presented in the meeting and it should open for discussions.
5. Productive and efficient methods should be implemented to improve the reservoir capacity and drinking water quality and these methods should be monitored and the efficiency should be evaluated.
6. The standard operating procedures should be developed and documented

### ROLES

The Water Management Team comprises of

1. Secretary of the Society
2. Principal
3. NAAC Coordinators
4. Office Suptd.
5. Interested Faculties and Technical Staff .
6. Engineer at N.V Board of Trust
7. Advisory team which includes the experts of water resource engineering from various prestigious organizations and national water mission.

### RESPONSIBILITIES

1. Conduct meeting regularly and review the policy
2. Update the maintenance register
3. Conduct the water audit
4. Monitor the water levels of all conservation system
5. Verify the water quality periodically
6. Measures to be taken to improve the water quality
7. Conduct workshops and seminars for providing the awareness for saving the natural resource and reduce the wastage of water to students and public.

### WASTE MANAGEMENT POLICY

**Preamble**

The educational institutions represent the main components of sustainability promotion in our society. Waste Management is one of the challenges that educational institutions have to face in accomplishing the sustainability goals. In 2016 the Union Ministry of Environment, Forests and Climate Change (MoEF&CC) released the updated Solid Waste Management (SWM) Rules which applies to every Solid Waste generator contributing to Waste generation in the premises. In recent

years, technologies have been developed that not only help in generating substantial quantities of decentralized energy but also in reducing the quantity of Waste for its safe disposal.

### Features in the Campus:

1. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
2. E Waste Recycling and management.
3. Student Projects on Waste management
4. Awareness programs for Waste management through Swachcha Barat Mission, Govt. of India.

### Waste Management Policy Statement

The N.V. Degree College Waste Management Policy articulates commitment to reducing its environmental impacts through effective Waste Management and sustainable practices in converting Waste to resource. The Campus strives to work for obtaining a Zero Waste plan thus obtaining its Eco- friendly status through the policy of “reduce, reuse and recycle”.

### Objectives

* + Minimising the consumption of natural resources.
  + Avoiding and minimising the generation of Waste.
  + Reducing, re-using, recycling and recovering Waste.
  + Ensure segregation of Waste at the source
  + Treating and safely disposing of Waste to reduce the pollution.
  + Promoting and ensuring the effective delivery of Waste services.
  + Achieving integrated Waste Management reporting and planning.
  + Ensure that the stakeholders are aware of the impact of Waste on their health, wellbeing and the environment through Awareness programs
  + Increase consumer awareness of Waste minimization issues
  + Ensure the protection of the environment through effective Waste Management measures.
  + Encourage Waste to energy options through projects and research work
  + Carry out regular internal Waste Managing Audits to continuous monitoring and assessments of various Waste management systems in the college.
  + Regular monitoring and follow up procedures managed by the Institution Waste Management Cell for effective implementation at department levels.
  + Train faculty, non-teaching staff, students and housekeeping staff to make the Institute a role model in the area of Energy conservation.
  + Promote Collaborations with Govt. Bodies/Industries/NGOs to promote sustainable practices in the Campus
  + Review the Policy on a regular basis.
  + Bench mark the Campus using the green norms.

### Responsibilities and Roles

The Waste Management Team comprises of:

1. Secretary of the Society
2. Principal
3. NAAC Coordinators
4. NSS officer
5. Office suptd.
6. 1 sub-staff
7. Housekeeping Staff Coordinator from N.V. Board of Trust
8. Advisory team from the associated professional bodies/clubs.

The team should carry out the action plan and ensure the Waste Management strategy is organized and implemented optimally.

### Action Plan

**Waste Management Plan**

1. Constitute the Waste Management Cell with representatives from all Departments, for effective implementation.
2. Regular Monitoring and benchmarking resource use and Waste generation.
3. Quantify, Monitor and Evaluate the Waste generation, disposal and collection system in the Campus, regularly.
4. Setting short term and long term targets and conservation strategies pertaining to the UN Sustainable Goals.
5. Initiate sustainable practices like Composting for Waste, generated from the Canteen.
6. Reduce eWaste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
7. Continue to introduce innovative strategies to reduce paper Waste and plastic Waste in the Campus
8. Ensure effective disposal methods for Laboratory and Hazardous Wastes generated in the campus.
9. Provide training for faculty, students and staff about Waste Management and practicing Sustainable habits.
10. Include Sustainable Project learning strategies for Waste Management in the curriculum with Industry tie up.
11. Conduct awareness programs on Fire Safety, Occupational Safety and Work Ethics.

### Mechanism of Action Plan

The Waste Management Cell should lay down well-defined procedures as mentioned below, that follows the indicated stages.

* 1. Define the Sustainable Goal Agenda of the Academic year pertaining to Waste Management
  2. Create Implementation guidelines
  3. Review: Monitoring and follow-up

# ASSISTIVE TECHNOLOGY POLICY

*“Rights of Persons with Disabilities Act, 2016 states that the appropriate Government and the local authorities shall endeavor that all educational institutions funded or recognized by them provide inclusive education to the Children with disabilities and towards that end shall make building, campus and various facilities accessible.”*

### Objectives

Assistive Technology (AT) group N.V. Society , aims at

* + Enhancing the lives of the differently abled community and thus ensuring their participation in the society and in educational systems.
  + Assisting the differently abled students in the college by helping them overcome the issues with learning, writing, reading and communicating effectively with the help of assistive technology related tools, software support and services, thereby fostering their inclusion and participation in the learning process.
  + Providing appropriate training to the staffs in the college on how to support students with special needs and how to use the technology effectively with their students.

### Who can benefit from Assistive Technology in the college?

* + Students and Staff with Disability.
  + Students who are slow learners and having issues with memorizing concepts/tasks.
  + Aged people / Persons with disabilities attending the workshops/seminars/conferences etc. organized by the college.

### Policy Statements

* + N V. Degree Collge against all forms of discrimination, on any grounds, including disability.
  + To ensure the inclusion and participation, and for enriching the educational experience of the different abled students, NVDC ensures equal access to all educational equipments, visual and auditory information provided as a part of the teaching learning process.
  + The institute ensures that the differently abled can access/avail the Assistive Technology related support and services provided to them, any time during the college working hours.

### AT related facilities in the campus

* + **Conveyance facilities**
    - Wheel chair is available for mobility purposes within the campus.
    - Ramps for accessibility in the main entrances are available.

### Campus facilities

* + - Institute ensures that the Classrooms, Laboratories, Library, Canteens, Restrooms, etc, are easily accessible to persons with special needs.

### Teaching – Learning facilities

* + - Institute ensures the conduct of remedial classes /special classes to help students with special needs and students who are slow learners.
    - Scribe assistance or additional time is provided for writing the exams, on written request. Provision to allot separate rooms, which are easily accessible, by such students, is available.
    - An AT group has been formed in the college, which focuses on conveying the importance of technology in enhancing the lives of the differently abled community.
    - Recorded sessions of classes with captions, are made available, on request, to the students with learning disabilities.

### Roles and Responsibilities

The Assistive Technology Team consists of

* + Secretary
  + Principal
  + AT Group Head
  + Faculty in AT group
  + Technical Staff

The AT team will carry out the action plan and will ensure that equal access is provided to all and that the quality of education is improved by incorporating inclusion in educational system.

### Action Plan

1. Define strategies to incorporate more inclusiveness in education and to ensure the proper functioning of the AT group.
2. Install more ramps for easy access to the different blocks in the buildings.
3. Allocate space and budget to build toilets for persons with disabilities in each campus block.
4. Provide training to staffs and students, to create awareness and to enable them to effectively communicate with differently abled students.
5. Encourage students to undertake projects related to AT
6. Initiate voice recording of textbooks and study materials to make audio textbooks available to students with visual impairment
7. Incorporate AR and VR based educational tools to enhance the teaching – learning experience
8. Budget allocation for AT group
9. Provision for scholarships encourage differently-abled students to pursue their interest in the field of engineering.

### 7. Mechanism of Action Plan

The AT group should lay down well-defined procedures as mentioned below, that follows the indicated stages.

1. Define the AT-related activities for the Academic year
2. Create Implementation guidelines to make the campus more accessible
3. Review: Monitoring and follow-up

A worksheet or checklist to be maintained for the AT implementation strategy.