

INSTITUTIONAL POLICIES



SMT. P. N. DOSHI WOMEN'S COLLEGE OF ARTS,
KUM. U. R. SHAH WOMEN'S COLLEGE OF COMMERCE

&

DR. (SMT.) NANAVATI BHANUBEN MAHENDRA
WOMEN'S COLLEGE OF HOME SCIENCE

CAMA LANE, GHATKOPAR

MUMBAI - 400086

Managed by SPRJ Kanyashala Trust

VISION

To be recognized as a centre of excellence for women's education that empowers them to become self-reliant and responsible citizens who would contribute to building a healthy society.

MISSION

To provide quality multidisciplinary skill-based higher education, to strengthen scientific outlook among students, grooming them to acquire global competencies and catering to the diverse needs of students through an inclusive approach and holistic development by creating conducive eco-system.

OBJECTIVES

To offer equal opportunities to students from diverse backgrounds.

To instill a sense of responsibility towards self and society.

To emphasize student centric approach to inculcate self-efficacy.

To focus on comprehensive holistic development by creating a conducive eco-system.

To offer employability skills and entrepreneurship opportunities leading to economic independence.

INDEX

Sr. No.	Policy Title	Page No.
1.	Quality Policy	4
2.	Research Policy	6
3.	Financial Support Policy	14
4.	Placement Policy	17
5.	Scholarship Policy	24
6.	E-Governance Policy	27
7.	Student Mentoring Policy	32
8.	Consultancy Policy	36
9.	Green Campus Policy	39
10.	Staff Welfare Policy	42
11.	Policy for Helping Students with Disability	46

QUALITY POLICY

QUALITY POLICY

"To facilitate quality and excellent learning experience for a diverse range of learners that will support life-long learning and provide outcomes expected from graduates"

QUALITY OBJECTIVES

1. To uphold the vision and mission of this institution by pursuing quality.
2. To develop a system that is geared towards a culture of quality in all academic and non-academic endeavours of the institution.
3. To be accountable to all stakeholders and adhering to globally accepted standards.

RESEARCH POLICY

Introduction

Smt. P. N. Doshi Women's College, managed by SPRJ Kanyashala Trust, was established in 1960. The college started with five students in B.A and has grown into a multi-faculty institution with more than five thousand students under a variety of programmes. Our college has been accredited with 'A' Grade by National Assessment and Accreditation Council (NAAC) in three consecutive cycles. Being one of the "high performing institutes" in the country, we strive for a perfect blend of Teaching-Learning and Research, which is essential for sustainability and development.

The quest for knowledge is the basic principle behind research and it plays a vital role in achieving knowledge-driven growth based on innovation. The quality of research work always supports the quality of teaching and learning in the classroom, thereby benefiting the students, the society and the country. The promotion of research in a multi-faculty institution like us is a huge challenge. Yet, we strive to become an institution known for its students and faculty research and thereby enhancing the reputation of the college. As a Higher Education Institution, we want to be more committed and create an encouraging environment for academic research in higher learning. All this leads us to have the right policy framework to be able to develop an appropriate research environment.

Research committee

The main purpose of Research Committee is to initiate, co-ordinate and evaluate research, assist with infrastructure as well as to encourage the publication of results in accredited sources. The committee must ensure that the highest standards are maintained. Principal, senior teachers as well as lecturers having research experience nominated by the Principal are members of this committee. The committee must meet at least once in a semester.

Functions of the Research Committee

- To create a relevant research culture aimed at developing research skills and competence amongst students and staff
- To frame Research Policy and revise the same to accommodate contemporary needs
- To implement, review and update procedures mentioned in the research policy.
- To frame guidelines and make recommendations for sanctioning incentive / concessions / leaves for research
- To recognize research performance
- To promote ethical standards in research
- To guide researchers throughout the research and also help them avail facilities available on the campus as well off the campus for smooth conduction of research
- To spread awareness about IPR and plagiarism
- To encourage National as well as International collaborations
- To publicize college research work

Purpose of Research Policy

The research policy explicitly outlines a targeted system of well-defined procedures for assisting and motivating the stakeholders to venture into the research arena and thereby increase the research output of the institute. The Research policy intends to bring transparency and set standard procedures for carrying out research. It will help researcher to carry out research that meets approved national and international standards as determined by publication of accredited outputs, patents and peer evaluation.

Definitions

We shall use the terms "Researcher" and "Research" in following context throughout this research policy

Researcher

Includes person/persons undertaking research activities

- Degree and post graduate students
- Aided and unaided teaching staff
- Nonteaching staff
- Industries we are collaborating with

Research

Includes activities undertaken for the creation of knowledge, reorganization, and application of knowledge

- Presentation / Reading of Research papers
- Publication of research findings
- Books / Book Chapters authored
- Research projects at individual and institutional level
- Research projects with industry
- Individual / Group Research Projects
- Consultation / Contractual Research Projects undertaken
- Research projects undertaken at undergraduate and post graduate level by students
- Research undertaken by staff members in order to obtain further academic qualifications (e.g. PhD/ Post-doctoral research)
- Obtaining Patents / IPR

Research Policy

In keeping with our vision 'To be recognized as center of excellence for women's education that empowers them to become self-reliant and responsible citizens who would contribute to build healthy society' our research policy as found below is framed.

1. Apart from their lecturing duties academic staff and students are expected to actively engage in research.

2. Though the college may not prescribe the nature of research, attention should be given to relevant, applied, problem solving and development aspects of research.
3. Faculty members are expected to strive towards meeting approved National and International Standards as determined by accredited and peer evaluated publications.
4. Departments should encourage students to further their studies and to become involved in the existing research projects.

Objectives of Research Policy

1. To create conducive environment to enhance the quality and quantity of research through informational assistance and support:

Strategies:

- a) "Research assistance System/Desk" (Offline / Online) which works as one stop help spot, gives all required help to aspiring researchers. This provides information about upcoming seminars/ Conferences/ sources of research grants / rules and regulation of different research bodies/ UGC listed Journals/ Journals included in SCOPUS and also such other important topics on regular basis through various channels of communications.
- b) Identifying, encouraging and motivating stakeholders to take up research by organizing workshops / seminars on topics like contemporary developments in research, applying for research grants, writing proposals, research methodology, lay-out of reports, compilation of articles etc., in order to improve the quality of research outputs.
- c) Mentoring facility for the staff members throughout the research, where staff members would be provided with a handholding wherever required.

- d) Encouraging staff members to attend workshops, seminars and conferences
- e) Provision of spaces and environment where there is free and healthy discussion of research work and ideas like creation of study circles

2. To provide infrastructural and financial assistance to undertake research work

Strategies:

- a) Budgetary provisions for assisting researchers where major funding is required
- b) Budgetary provisions for conducting workshops, seminars, conference
- c) Standard procedures / guidelines / creating a system to obtain financial support through Research Fund of the institution
- d) A Stable and strong internet facility
- e) Provision of research laboratory facility where ever required
- f) Provision of state-of-the-art research, computation and research writing tools.
- g) Library assistance for retrieving information through online as well as offline sources of information like data bases, books and Journals.

3. To strive for recognition of the research work

Strategies:

- a) Encouraging and helping staff member to apply for various research awards
- b) In-house recognition/award for outstanding performance in the area of research
- c) Incentives, recognition to students who present/publish papers

4. To make the research procedures and benefits accessible to all the researchers

Strategies

- a) Uploading policy document on the college website and the information should be passed onto the researcher through various channels of communication
- b) Helping researcher to avail facilities available on the campus for smooth conduction of research through "Research assistance System/Desk"

5. To create a research repository

Strategies

- a) Submission of copy of every published work/ research project undertaken by the researcher to the research repository
- b) Making Research Repository accessible for college staff and students

6. To explore avenues for industry institute research partnership on research projects

Strategies:

- a) Identifying departments and encouraging them to collaborate with industry, non-governmental organizations for research work
- b) Encourage National and International contact especially with experts conducting research in the same field.
- c) Encouraging collaborative, inter-disciplinary, multi-disciplinary and trans-disciplinary research

7. Research Code of Ethics

- a) Research must be carried out in a scientifically responsible manner at all times. The researcher (research team) accepts responsibility for the design, methodology and execution of the research; plans the

study in such a way as to optimal the validity of the findings; reports the limitations of the findings and indicates where applicable, possible alternative interpretations.

b) The right of fellow researchers from a variety of paradigms, methods and techniques is acknowledged.

c) In the communication of their findings, researchers subscribe to the principles of honesty, comprehensiveness and exposure to public scrutiny.

d) The authority of the professional codes of specific disciplines is recognized and honored.

d) Researchers must not misuse their positions as researchers for personal gain e.g. use student ideas and patent as your own idea.

e) The researcher/research team gives due acknowledgement (financial or resource support) to the Institution in any of its reports, publications or visual presentations.

f) Researcher / Team of researchers should follow the guidelines for plagiarism and check with a standard software.

g) Researcher / Team of researchers should follow SOPs and ethical committee guidelines of SNDT Women's University. (<https://sndt.ac.in/downloads/university-faculty/ethics-committee-of-sndtwu.pdf>)

8. Publication of Institutions own Research Journal

Strategies

a) Giving platform to publish research findings / paper by bringing out research publication

b) Appointing a separate committee for publications of Research Journal

c) Obtaining UGC recognition for the Research Journal

C) Taking efforts for getting Journal indexed and strive for Impact Factor

FINANCIAL SUPPORT POLICY

POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF TO ATTEND CONFERENCES, WORKSHOPS, SEMINARS, SYMPOSIA & PUBLISH RESEARCH PAPERS AND BOOKS

Smt. P.N Doshi Women's College believes that research and quality in the teaching and learning process contribute to classroom excellence. Faculty members can improve their academic knowledge through the Policy related to financial support with the funds specially ear-marked by the Management.

Policy Statement

This policy aims to support faculty members in advancing in their academic careers. The goal is to offer financial assistance to teachers and supporting them to attend seminars, symposia, conferences, workshops, publish research papers and books which helps in sharing knowledge, encouraging academic growth, increasing collaborations and networking. The outcomes of such interactions would result in institutional, individual, and student academic achievements.

Objectives

To provide financial assistance to all teaching faculty for the following:

1. Attending or participating in seminars, symposia, conference workshops, research paper & book publications
2. Encouraging faculty members to apply for partial international travel grant funds.
3. Providing financial assistance to faculty members in the form of reimbursement of partial registration fee to encourage their participation in various conferences/workshops/ publication of research papers/books for professional development.
4. Provide and facilitate training programmes for faculty members by corporate partners/collaborators.
5. To promote and motivate faculty members to avail funding assistance from UGC/ISSR and various funding organizations for research, outreach/extension/ paper & book publication activities.
6. To provide funds at the departmental level for guest lectures, seminars, and field visits, as well as performing association events, joint activities, and outreach programmes.
7. Organizing staff training and development programmes to enhance professional competency.

Scope of the Policy

The policy extends to all levels of academic/research/ publication activities.

Policy Guidelines

The following guidelines have to be followed by the teaching staff members who are on a permanent basis will be eligible for grants under the following circumstances:

1. Financial support to attend workshops, FDPs, and conferences, research paper and book publication.
2. Seed money for research projects, particularly those with a social impact.
3. Faculty members are encouraged to apply for UGC/ICSSR grants and other funding agencies with the Principal's approval.

Procedure of Availing the Research Grant

1. In case of national conferences/seminars, applications should be sent to the Principal/Research Cell at least a month in advance.
2. For international events, the application must be submitted to the Principal/ Research Cell at least 3 months in advance, with an alternate teaching plan authorized by the corresponding Head of Department. The faculty member should also make sure that students' teaching hours are not affected.
3. The Research Committee will scrutinize the applications for their relevance and need.
4. If there are multiple applicants from the same department, the principal's decision is final.
5. In the event of research paper presentation funding, if the paper is co-authored, the first author will be given preference. However, the application should include No Objection Certificates from the second author(s).
6. Within a week of returning, the staff member must submit a detailed report together with the travel bills for reimbursement.
7. On submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the travel fund will be refunded.
8. Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Research Department and IQAC, with a soft copy uploaded on the personal MIS.

PLACEMENT POLICY

POLICY, RESPONSIBILITIES AND GUIDELINES OF THE PLACEMENT CELL

The placement policy is to define the structures and process of the training and placement. The role of the cell is as a facilitator and counselor for placement and progression related activities. Placement need to be student-driven. The mission of the cell will be to raise the knowledge and skills of students to match present day needs.

Objectives:

1. To provide guidance and training to students to enable them to gain competitive edge in the recruitment process, grow their confidence and develop their personalities.
2. Making students aware about career options / further scope for studies after completion of the course
3. To provide placement / progression opportunities to students and to maintain quality standards of the jobs offered
4. Documentation of placement / progression records
5. To bridge the gap between industries and the institution.

Functions:

1. To make a plan at the beginning of the year and may design a placement brochure.
2. To organise training for students related to soft skills, employability requirements and entrepreneurship skills (excluding domain related training).
3. To interact with students and organize programmes for guidance of students to make informed career choices and help them find suitable employment avenues during or after completing their courses, in the form of internships, full-time or part time jobs (including compulsory internships as part of course requirements).
4. To encourage students to take up online courses to supplement the course

5. To motivate students to pursue higher qualifications
6. To document placement and progression records
7. To maintain data of recruiters and build rapport with them
8. To contact training and placement agencies
9. To organize placement drives
10. To establish cordial relationship with industries, inviting them campus recruitment drives, collaborate with them for live projects, research work, workshops and industrial visits.

Constitution:

- One member from each faculty will be as nominated by Vice Principals, Coordinators and Principal.
- The members will elect one person among themselves as the Head of the Cell.
- The cell will function under the guidance of the Principal.

Responsibilities:

Part A) Long term or ongoing programmes:

This will include activities under Technoserve, TCS, Tata Strive, Light Bulb, Brightwayz and similar other programmes that continue beyond one academic year.

1. Entering into MOU/ Contracts with third party training/ placement facilitators.
2. Allocating one or two SPOCs, from among committee members for each such third-party organization, to consolidate and coordinate all activities on behalf of the college.
3. Liaising with above partner, to facilitate their services to students, as deemed fit by the committee.
4. Liaising with other teachers, vice-principals and coordinators to facilitate programmes for availability of classrooms and lecture schedules.

5. Organising orientation sessions, planning training/ placement schedules, tracking enrollment data, seeking/ maintaining attendance records, speaker details, photographs of sessions, students' feedback, certificates, reports of the programme and any other records/ documents required as per audit committees or under NAAC.
6. SPOC to prepare college level report of the programme for the full year based on department wise inputs and reports from the training/ placement partner.
7. Evaluation of activities under the contracts and timely renewal or cancellation, as decided by the committee.

Part B) One-time activities for training or workshops:

1. Disseminating information about the proposed workshop using posters, WhatsApp messages, circulars, etc. and organizing orientation sessions for students, if required.
2. Liaising internally and externally to conduct the training sessions.
3. Maintaining records of registrations, attendance, photographs, trainer profiles, certificates, feedback, etc.
4. Preparing report for the activity.
5. Members need to coordinate with the concerned departments and with each other about students' attendance, place etc. before organizing any event.

Part C) Campus placements including online and offline fairs:

1. Tying up with external partners and/ or colleges to conduct a job fair.
2. Making arrangements for the event by liaising with teaching and non-teaching staff for availability of rooms, equipment, refreshments, etc.
3. Enlisting help of volunteers and assigning tasks and roles for volunteers and support staff.

4. Orientation of students about various profiles and opportunities, process of the campus fair and training students for group discussions, interviews, etc.
5. Enabling student applications for different opportunities, slotting students for different stages of recruitment
6. Setting up of a registration desk to track attendance and offers.
7. Coordinating with recruiters to facilitate various processes and making arrangements for their refreshments
8. Maintaining records of registrations, attendance at each process, photographs, offers, feedback, etc.
9. Obtaining necessary budget approvals and keeping records of expenses in liaison with accounts department of college and the member of this cell who is assigned to handle finances.
10. Preparing report for the activity.
11. Internships that may lead to a job will be considered as placement.

Part D) MIS Requirements:

1. Each member must track the placements of their course and career choices of final year students of their course.
2. The member must annually collate data of all final year students of their course in a prescribed format which will include data of career choice, contact details, trainings undertaken and job-related information or higher students related information.
3. The member must also collect necessary documents like
 - a. Offer letter/ Letter of Intent/ appointment letters in case of placements
 - b. Identity cards/ admission details of higher studies
 - c. Hall tickets/ certificates in case of students appearing for competitive exams
4. The member must facilitate uploading of the data into the MIS system of the college.

5. Any one member must collate data across courses, tally it with overall report of the cell and keep the data ready for onward submissions for purposes like NIRF, NAAC, etc.

Part E) Overall Responsibilities

1. Each member will be responsible for guiding students related to career requirements specific to their course.
2. Each member is responsible for updating their department heads and/ or Vice Principals about the activities of the cell.
3. One member will be annually assigned the task of preparing a report of all the activities of the cell, which will further be part of the college magazine.
4. Maintaining correspondence records of students' placements, which are facilitated by any staff of the college (including non-members of this cell)
5. Contacting and coordinating with alumni students for motivational or career guidance talks with current students.
6. Addressing grievances of students with respect to any training or placement process.
7. Creating a repository of recruiters and building rapport with them
8. Preparing brochures that highlight the placements and progressions of students
9. Providing content to keep the placement cell page and events calendar of the college website updated regularly.
10. Updation of processes and activities of the cell in line with recommendations of Audit committees, Quality Circle, IQAC or under guidelines of NAAC.
11. All correspondence with any party outside the organization must necessarily be routed through the common email id of this cell (spndplacementcell@gmail.com)

Exclusions:

1. This cell will only track students' placements and progress until six months after a student completes a course or programme i.e. six months after the final semester exam. Thereafter, Alumni Committee will develop connect with the student.
2. This cell will only facilitate opportunities for students in their career. Choice of career rests with the student. Work performance, appraisals, expectations of employers, ensuing grievances are outside the purview of this cell.
3. While the cell will involve parents in orientations and guidance sessions from time to time, students must pass on detailed information of activities to family members and seek permissions, etc. from time to time. The members of the cell will not be responsible for any lapses on the part of the student in informing family members and any hurdles or complaints that ensue.

Guidelines for students:

1. At the beginning of the final academic year, students will be counseled about placement and progression to higher studies. A prescribed undertaking is taken from the students and parents.
2. Dress code: Students must be formally dressed either in salwar – kameez or trousers and formal shirt, whenever they participate in any interaction with a company.
3. Once a student is placed in a company, she has to submit the photocopy of the offer letter with placement officer for further reference.
4. Students will be given two chances for placement. If they do not accept or fail to join for whatever reason, they will go out of placement pool.
5. The students who wish to apply for a particular training / company / organization are required to submit their willingness to the concerned placement committee member.

SCHOLARSHIP POLICY

Introduction:

The college was established in 1960 with the main aim of empowering women through education. Our college is one of its kind, which takes pride in caring for the underprivileged and nurturing good human beings. The vision of our Institution is to Educate, Enlighten and Empower girls. In order that no student is denied the opportunity due to financial inadequacy, scholarships are provided by the institution, Government and non-government bodies and philanthropists. Scholarships are given to students on need basis and also to meritorious students.

The procedure of grant of scholarship by the management is clearly defined in the scholarship policy of the institution. The scholarship provided by our Management is in lieu of the University fees and Examination fees. A few scholarships are directly credited to the bank accounts of students by the granting authority or in case where the amount is credited to the institution, the same is immediately credited to the bank accounts of students or adjusted against the balance fees.

Management Scholarship

I. Mission Statement

The Management of the college through the provision of scholarship enable deserving students to complete their higher education.

II. Coverage

The candidates are eligible to avail the following concessions:

1. A concession in/complete waiver of tuition fees
2. A concession in/complete waiver of University Examination fees

III. Eligibility

- Has taken admission in our college
- Has maintained the minimum attendance as specified by the college rules and regulations (SY & TY students)
- Must not be a beneficiary of any other scholarship award provided by any party.
- The award of scholarships will be made based on one or more of the following prerequisites:
 1. Academic Performance in the preceding academic year (SY & TY students) and for FY students marks obtained in Boards for the economically deserving
 2. Academic merit for differently abled
 3. Excellence in sports/ Cultural/ NCC/NSS activities

IV. Application Process

The candidates are required to fill in the application form on the website, and upload scanned self-attested copies of required documents as mentioned in the circular each year, within the time limit prescribed.

Candidates will be required to produce these documents in original for verification by the Student Welfare Centre office whenever requested. Any application found incomplete or incorrect will not be considered.

V. Selection

A Selection Committee constituted by the management, comprising of the Principal as Chairperson, Vice Principals, Coordinators and the senior staff in-charge of scholarships from student welfare centre will do the needful. The selection committee will be responsible for development of criteria, appraisal of applications, and final award of scholarships. The decision of the committee will be final and binding.

Only one scholarship will be awarded per student, per academic year.

VI. Conditions for Termination of Scholarship Award

The scholarship may be terminated at any given point in time, if it is found that the student has furnished incorrect details/particulars in their application, or is found guilty of malpractice, misconduct, and violation of college policies, rules and regulations.

VII. Program Schedule

- Applications are to be submitted by 01 August every year.
- Every application will be processed within a time period of 2-3 weeks, and the details of progress can be derived from the student welfare office on any working day.

E-GOVERNANCE POLICY

Vision

“To provide easier and efficient system of governance within the college.”

Mission:

1. To provide all the services of the college through e-Governance modules thus enabling the users to access these services online
2. To provide easy access to information
3. To aim for green campus.

Objectives

1. Implementation of E-governance in all functioning of the college so as to provide easier and efficient system of governance within the college.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To maintain Data on a secure platform.
6. To make campus Wi-Fi enabled
7. To establish a fully automated Library.
8. To make Classrooms ICT Enabled having Desktops, Laptops, Smart-boards, Projectors, recording facilities etc.

Applicability

The policy shall be applicable to all the teaching faculty members, academic administrators, staff, students and any other stakeholder who use the services provided by the college.

Scope

E -governance envisages with the sole vision of enhancing the system of governance for seamless access of data, for better decision making at various levels of the institution and development of the college. The broad areas of e-governance are in the areas of examinations, admissions, day to day operations of college office, academics, placements, management information systems and stake holder’s inclusion in a staged manner. The scope of this policy broadens to the following areas:

1. Staff Administration

- **Teaching Staff**
 - Personal Information
 - Teaching Plans/ Records
 - Leave Records

➤ **Non-Teaching Staff**

- Personal Information
- Leave Records

2. Students Administration

- Admission
- Examination
- Placement
- Alumni
- Feedback

3. Accounts and Finance

- Fee collection
- Financial Transactions
- Daily Accounts
- Auditing
- Report Generation

Areas of Implementation:

1. Website & Social Media
2. Student Administration
3. Staff Details
4. Communication System
5. Finance & Accounts- Receipts & Payments
6. Library
7. Placements
8. Alumni
9. Feedback
10. Online Video Lectures and E Content
11. E-Waste Management:

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the Management/College reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Website & Social Media: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. Website is hosted & deployed by a third party on a secure platform. Along with it, training is given to the existing staff who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted in the Social Media. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of

updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. The website of the college to be continuously updated taking into account the new changes.

2. Student Administration: The College brings out its notice which is displayed on the website as well as on notice board for the admission process. Website has to be used to manage the admissions in the college. Students can apply to each course by registering on this website. Students are also required to submit a separate Online Application Form for taking admission to the college.

3. Academics: Admin Staff (Teaching as well as non-teaching Staff) to be provided with adequate training and development to keep them abreast with the new technology at regular intervals.

4. Communication: Regular updates about students to be communicated with respect to Student on Fees, college updates & other academic matters by uploading notices on website and whatsapp group made by the teachers.

5. Finance & Accounts: For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented. The College also uses Public Financial Management System (PFMS) which is used to manage the funds received from the Government. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. Parents & Students to make fee payments using Debit/Credit Card & UPI Platforms.

6. Library: The College maintains its academic excellence through maintaining a well-stocked library and through an updated ILMS. The Library should provide access to a fully automated software for plagiarism check. The library need to be linked with NLIST consortiums for online books and journals.

7. Placements

Placement cell to maintain student information & provide access to placement information. All information's related with placement cell is uploaded on the college MIS and also circulated in Whatsapp & Telegram Group.

8. Alumni

Our College Alumni Association is named 'SAANIDHYA'. In order to strengthen our alumni relationships, we have a separate alumni page on the website providing facilities like registration, and many other aspects. Alumni association should be consulted for regular updates and database management.

9. Feedback

Feedback from students, parents, alumni and other stake holders of our college is taken online.

10. Online Video Lectures and E Content

During the Pandemic period our college faculty members have developed online video lectures and e content. All lectures and contents should uploaded on the college official YouTube channel.

11. E-Waste Management

Our college ensures that usage of technology and generation of e waste does not impact the environment. The college has signed a MOU with Stree Mukti Sangathana for disposal of E-waste.

STUDENT MENTORING POLICY

Introduction

Our college recognizes mentoring as a strategy required by the students to achieve learning goals with emotional and instrumental support. The student mentorship program will incorporate the support of faculty members as mentors to all the students in the college. Depending on the teacher student ratio of the faculty/department, a group of students shall be assigned a mentor to overcome the hurdles to achieve the goals desired by them in their academic career.

Objectives of Student Mentoring Policy:

The target of this mentorship program is to identify fundamental mechanism that will:

1. Provide students with career and non-academic counselling.
2. Provide students with information on preparatory courses such as skill courses, bridge courses etc for their academic prosperity.
3. Focus and motivate students to achieve learning goals and there by improve their academic performance.
4. Guide, encourage and inform the students about their upcoming students' life, student health, mental and emotional well-being and listen to their issues with patience and help them solve their concern with appropriate resources, support and referral available.
5. Generate curiosity and interest in academics and other institutional activities amongst the students.

Elements of Student Mentoring Policy:

- The student mentorship program will help identify
- Under achiever students/ Slow Learners
- Realization of desired outcome post mentoring
- Mentors and student's mentees will meet according to a pre-planned calendar, as well as per need of the student. They will be introduced to each other in the first few weeks after admission.

- Mentor and mentees should meet initially at least once a month. They are encouraged to meet socially periodically to build support within the team.
- Mentees are encouraged to initiate meetings with mentors.

Role and Responsibility of the Mentor:

For effective mentoring the mentor should have the ability and willingness to:

- Coach and advise the mentors on how to accomplish their goals
- Provide guidance and help to increase the mentees exposure to new experiences.
- Teach to provide learning opportunities.
- Counsel to enhance the mentees self-esteem through supporting, non-judgmental discussions.
- Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
- Share experiences and be open to sharing mistakes, failures and lessons learned.
- Maintain strict confidentiality of the information shared by the mentee.
- Be a role model to walk the talk and exhibit the behaviour essential for success.
- If at any time the mentor feels that the mentees need special counselling, the mentor may encourage the students to seek counselling with the college counsellor and/or professional expert.
- If any student needs special academic tutoring the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area.

Role and Responsibility of the Mentees:

- Mentee is responsible for initiating all contact with the mentor and should be prepared and punctual for the mentoring sessions.
- Mentee is responsible for establishing the agenda for the conversation. The student might even email topics to the mentor ahead of time. At the beginning of each session the mentee should provide a brief update on progress since the last conversation.
- Mentee should share her ideas, concerns and professional goals so, that the mentor is able to place the situation in perspective.
- Mentee should establish a mutually agreeable plan for mentoring sessions. She should schedule the session on her calendar and build enough time around the sessions to prepare by ensuring that conversation start and end on time. The mentee will demonstrate respect and responsibility.
- Mentee should focus on the relationship rather than outcome. Mentor's role is to share valuable experience with the mentee.

CONSULTANCY POLICY

1. INTRODUCTION

Consultancy is an effective way for higher education institutions to disseminate knowledge and make an immediate and direct impact on society. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the institution's strategic and operational objectives and the costs are sustainable. Our college is committed to making its expertise available through service to industry, government, professions, and other educational and research organizations.

2. THE POLICY

All Research and Non-research consultancies presented in this Policy are governed by the following guiding principles:

- (a) There should be demonstrable benefit to the Institution from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (b) The Consultancy must not be in conflict with the policies, functions, objectives or interests of the Institution or damage the Institution's reputation.
- (d) At a minimum, the salary and on-cost charges set by the Institution must be applied to all project budgets. All Consultancies are required to include overheads.

2.1. Institutional Research Consultancy

A Research Consultancy will be possible where an academic staff member provides research skills or expertise in return for some remuneration from an external funder. A Research Consultancy may be through an individual negotiation.

2.2. Institutional Non-research Consultancy

Non-research Consultancies include non-research activities taken up under contract for a third party. Non-research Consultancy includes the provision of professional services to external agencies for a prescribed fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys etc. The provision of professional service such as training, designing modules, and conducting workshops undertaken by members of faculty and staff.

2.3. Private Consultancy

In Principle a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by Principal, Vice Principal and the HOD. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to the Institution.

None of the benefits set out for Institutional Consultancy are available to faculty and staff undertaking a Private Consultancy.

It is the responsibility of the staff member who undertakes a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the Institution who is carrying out the work, and that the Institution has no responsibility or liability what so ever in the matter.

A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position;
- (b) The use of Institution letterheads, etc. or the Institutional intellectual property is strictly prohibited in Private Consultancies;
- (c) No Institution facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy
- (d) The Private Consultancy is not within an area in which the Institution might be contracting to provide a service on a commercial basis, possibly utilising the skills of the staff member involved;
- (e) The staff member agrees to indemnify the college and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and

3. STAFF ENTITLEMENTS

The Institution allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not interfere with the discharge their duties. Consultancies shall be undertaken only with the approval of the Principal.

Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment require the approval by the Vice Principal and HOD concerned. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

3.1. Staff must obtain written permission from the Principal and the Vice Principal to undertake Consultancies.

3.3 The revenue generated from the consultancy project is shared by the member and the Institution in a 70:30 ratio after deducting the overheads and all other expenses met by the Institution in case of Institutional Consultancy, where the Institution provides necessary infrastructure.

3.4 In case of Individual Consultancy 80:20 ratio of share should be followed. The shared amount with the institution must be credited to the college account and should be audited periodically.

All Institutional Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other Institutional policies.

GREEN CAMPUS POLICY

Our college aims to provide environmental friendly practices and education combined to promote sustainable and eco-friendly practices in the campus thereby creating sustainable solutions to environmental problems.

Aim: To redefine environmental culture by instilling environmental ethics among the students and staff.

Objectives:

1. To increase the green cover in the campus and adopted villages.
2. To contribute collectively to develop an eco- friendly sustainable campus.
3. To disseminate the concept of eco-friendly culture to the nearby community and our adopted villages.
4. To create awareness about environmental issues among students and staff
5. To find measures to reduce environmental emissions/ footprints.
6. To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.

We focus on the following major areas:

- **Waste Management**
- **Water Management**
- **Energy conservation**
- **Climate Change**

1. Waste Management

- To adopt methods for waste segregation
- To take appropriate actions to reduce waste inside the campus.
- To use Incinerator for the disposal of sanitary pads in the wash-rooms.
- To manage, collect and dispose e-waste appropriately
- To reduce use of plastic in the campus.
- To encourage paperless work culture and recycling/ reuse of paper.

2. Water Management

- To adopt Rain water harvesting
- To change taps which are either more water efficient or sensor based taps
- To use of recycled water for watering plants, trees etc.
- To display water management instructions/alerts at prominent/relevant locations in the campus.

3. Energy conservation

- Installing Solar panels.
- To use LED bulbs in the classrooms and offices
- To replace regular fans with BEE rated fans and Brushless Direct Current (BLDC) Fans.
- To optimize outdoor lights operation based on Astronomical timer.
- To activate Power management features when electronic devices (printers, computer, monitors etc.) are not in use to avoid energy consumption.
- To keep Air Conditioners at 24°C to reduce energy consumption.

4. Climate Change

- To use energy efficient lamps/sensor based lamps where ever possible like corridors, toilets etc.
- To use of energy efficient equipment in laboratories/ classrooms/ canteen,
- To promote use of public transport.
- To establish a system for preparing college environmental inventory.
- To create awareness by organizing seminars, debates, activities related to climate change, environmental protection, and environmental issues.
- To take actions to reduce Greenhouse Gas (GHG) emissions.

STAFF WELFARE POLICY

Introduction

The welfare of our staff is of utmost importance to us, and we recognize that our success as an institution depends on the well-being and job satisfaction of our staff. As part of our commitment to our Staff, we have implemented a range of staff welfare measures.

Objectives

The objectives of this policy are:

- To ensure that our staffs have a safe, healthy and comfortable working environment.
- To enhance the quality of life of our staffs.
- To create a positive workplace culture that promotes staff well-being and job satisfaction.

Staff Welfare Measures

1. Health and Safety

a. We are committed to providing a safe and healthy working environment for our staffs. We will comply with all relevant health and safety laws and regulations and will take all reasonable measures to protect our staffs from injury and illness.

b. We will provide our staffs with the necessary training, protective equipment, and support to perform their jobs safely and effectively.

2. Staff Benefits

a. We offer a comprehensive benefits package to all staffs, including health insurance, life insurance, disability insurance, retirement plans, and paid time off.

b. We will regularly review our benefits package to ensure that it meets the needs of our staffs.

3. Work-Life Balance

a. We recognize the importance of work-life balance and will strive to provide our staffs with flexible work arrangements whenever possible.

b. We will encourage our staffs to take breaks and use their paid time off to rest and recharge.

4. Professional Development

- a. We are committed to providing our staffs with opportunities for professional development, training, and career growth.
- b. We will offer regular training and development programs to help our staffs develop new skills and advance in their careers.

5. Staff Support

- a. We will provide our staffs with access to counseling and support services to help them deal with personal or work-related issues.
- b. We will maintain an open-door policy and encourage our staffs to communicate any concerns or issues to their supervisors or HR.

6. Staff Assistance Programs

- a. We will offer staff assistance programs to support staff members with personal and work-related challenges.
- b. We will provide resources and referrals to external services as needed.
- c. We will maintain confidentiality and respect the privacy of staff members who use these services.

7. Communication and Feedback

- a. We will maintain open and transparent communication channels between management and staff members.
- b. We will encourage staff members to provide feedback on their work experience and suggestions for improvement.
- c. We will take steps to address staff concerns and complaints in a timely and effective manner.

8. Recognition and Appreciation

- a. We will recognize and appreciate the contributions and achievements of our staff members.
- b. We will provide opportunities for professional growth and career advancement.
- c. We will celebrate staff milestones, such as length of service or completion of advanced degrees.

Implementation:

This policy will be implemented by the heads of the institution in collaboration with management. All staff members will receive a copy of this policy and will be expected to comply with it. Any violations of this policy may result in disciplinary action.

Conclusion

We believe that our staff welfare measures will contribute to the well-being and job satisfaction of our staffs and will help us to attract and retain talented and dedicated staff. We will regularly review and update our policies to ensure that they continue to meet the needs of our staffs.

POLICY FOR
HELPING
STUDENTS
WITH
DISABILITY

The Indian Constitution provides the equality, freedom, justice, and dignity of the individual while also implicitly requiring an inclusive society that includes everyone, including people with disabilities.

The 1995 Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act offers provisions for social security, employment, education, and the establishment of barrier-free environments. The primary approach to social and economic empowerment will be through education. Therefore, we provide students with disability to continue with their education in our college.

We ensure that every child with a disability who comes to our institution has access to appropriate education and facility and help is provided whenever necessary.

Our College abide by the following principles:

- No Discrimination
- Providing Equal Opportunities
- Protection of Rights of the Disabled
- Encouraging Full Participation in Curricular and Extra-Curricular Activities

Special care has been taken to see that students are comfortable in the college environment by providing the following facilities:

- With ramps/lifts for easy access to classrooms.
- Disabled-friendly washrooms.
- Human assistance while writing exams according to University rules.