VIVEKANANDA COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS), PUTTUR-574203

POLICIES, REGULATIONS AND PROFESSIONAL ETHICS

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Forward
Institutional Policy

The purpose of this Hand book on Policy, Regulations and Professional Ethics is to ensure the smooth functioning of the institution through the establishment of appropriate system, embedded with specific policies, procedures to be adhered and to evolve an institutional practice based on Values, Ethics as guiding principles in managing the institutional resources for the benefit of all stake holders.

The enshrined policies are applicable to teaching, non-teaching staff members working in the institution and the students involved for the graduation, post graduation and such other courses.

These policies are formulated on the basis of U.G.C guidelines, Mangalore University regulations, Vidhya Vardhaka Sangha Manuals and provisions of the statutes relevant and applicable to the functioning of Autonomous Colleges.

From a holistic perspective, this policy hand book provides guidelines, policy frame work, set of procedures, assuring Quality in Teaching, Learning, Evaluation, Research, Consultancy, Extension Activities (Curricular, Co-curricular and Extracurricular activities) proposed and implemented in the institution.

VISION: *"A graduate of Vivekananda College will be civilized, principle-centered, endowed with a strong self–esteem and a concern for fellow beings and the environment, besides being confident, competent and employable".*

MISSION: *"Vivekananda College will strive to provide models of value practices, offer opportunities for learning and development, create infrastructure for interventions including those for preservation of environment and organize competence enhancement programmes through able management and committed members of the staff with the assistance of other stakeholders".*

CONTENT

1. CODE OF CONDUCT FOR STAFF AND STUDENTS

The Policies and Regulations of Vivekananda College of Arts, Science and Commerce (Autonomous) Puttur is to protect the rights and safeguard the interests of all the stakeholders, especially the staff and students' community. The regulations cover all the areas deemed essential for the sustenance of an environment conducive to carrying out all the educational goals of the institution. Within the framework established by these policies, the individual is free to conduct his professional life. However, the privileges of being free and making independent decisions involve the acceptance of responsibilities and respecting the binding rules and regulations. Therefore, the institution expects personal and social conduct at all times when they are associated with the institution, and assume that individual decisions will be accompanied by careful consideration of the standards maintained by the college.

1.A   Code of conduct for Students

1.A.1   The Rights and Expectations

The students have the right and freedom and are expected to know, learn and adhere to the standards of academic integrity.

1.A. 2   Students shall follow the following

1.A.2.1   Maintain ethical standards in all their endeavours and activities.

1.A.2.2   Greet the staff of the institution on seeing or meeting them.

1.A.2.3   Communicate courteously with everyone.

1.A.2.4   Avoid using any insulting, inciting threatening languages while talking with fellow students and totally avoid any kind of violence.

1.A.2.5   Avoid talk or act in any manner outside the institution in a way that would bring disrepute to the institution.

1.A.2.6   Behave with dignity at all places

1.A.2.7   Not to use mobile phones within the college premisesunless permitted

1.A.2.8   Read notices/circulars displayed on the college noticeboard and comply with the directions contained in it.

1.A.2.9   Pay all kinds of fees as stipulated by the college in time.

1.A.2.10   Adhere to the vehicle rules, vehicle speed limit within the campus and park the vehicles in the allotted place.

1.A.2.11   Maintain the decorum and conduct themselves well while attending college functions.

1.A.2.12   Promptly stand to solemn attention during NationalAnthem/Prayer

1.A.2.13   Leave the footwear neatly in the footwear stand beforeentering the laboratory and other A/C Rooms.

1.A.2.14   Use the Wet/Dry waste dustbin facilities to keep the classroom and the campus clean.

1.A.2.15   Maintain the beauty, serenity and greenery of the campus.

1.A.2.16   Preserve the infrastructure of the college.

1.A.2.17   Should be careful and responsible while posting their views about the institute on social media.

1.A.2.18   Should not engage themselves in any political activity or agitation or any movement against the institution.

1.A.2.19   Can Conduct meetings and activities in the college campus with the written permission of the Principal.

1.A.2.20   Can Circulate/display of any circulars /notices only with the permission of the Principal.

1.A.2.21   Can Share any information or report to press or broadcasting agencies only with the Written permission of the Principal.

1.A.2.22   Not permitted to stick wall posters, writing on walls and roads

1.A.2.23   Don't endanger the health or the Safety of others

1.A.2.24   Should avoid making false accusations against any member of the institution.

1.A.2.25   Should avoid giving false information to the college.

1.A.2.26   Should avoid forging, altering or misusing any document or record issued by the college.

1.A.2.27   Should avoid storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus.

1.A.2.28   Should avoid using, possessing or distributing liquor and illegaldrugs

1.A.2.29   Comply with the disciplinary measure imposed by the College.

I. A.2.30   Should maintain the cleanliness of washrooms and toilets and dispose the used sanitary pads in the burning machine.

1. A. 3   Identity card for Students

1.A.3.1   Shall possess an identity card with his/her photographaffixed on it duly attested by the Principal.

1.A.3.2   Shall wear the ID cards in the college campus and shall present when demanded by any Staff members/sections in the College while:

- Borrowing books from the library.
- Entering the office, multi-facility centers, Class room, Office etc.
- Appearing for examinations.
- Performing monetary transactions such as paying fees, receiving scholarships etc.
- Representing the college in any events hosted by other institutions.
- Availing ticket concession to travel by bus, rail or air.
- Using postal and bank services.

1.A.4   Academic- discipline to the students

1.A.4.1   Regular and punctual in attending classes and other activities of the college.

1.A.4.2   Seated in the lecture halls/ seminar halls/ auditorium much before the commencement of the class or any programme.

1.A.4.3   Observe silence in the class during working hours.

1.A.4.4   Stand up and greet when the faculty enters the class.

1.A.4.5   Don't leave the classroom during class hours.

1.A.4.6   Don't miss the classes under the pretexts like paying fees, taking books from libraries etc. Time fixed for such purposes during working hours must be strictly followed.

1.A.4.7   Visit the library/college office/staff rooms only during theworking hours.

1.A. 5   Dress code

1.A.5.1   Wear a clean and tidy uniform on prescribed days.

1.A.5.2   Avoid wearing T-shirts with print slogans and shall avoid wearing collarless shirts.

1.A.5.3   Avoid wearing short/ sleeveless/ transparent dresses.

I. A.5.4   Avoid Hair colouring and indecent hairstyles.

1.A. 6   **Grievance Redressal**

1.A.6.1   Representation of complaints and grievances shall be made individually to the grievance redressal Cell preferably in the written form.

1.A.6.2   The committee under directions of the Principal will dealwith students who are responsible for acts of indiscipline or strike.

1.A.6.3   The Principal's decision shall be the final in all the matters related to violation of any Rules and Regulations of the college by the students.

1.A.7   **Student Responsibilities**

1.A.7.1   Students shall display such qualities as sincerity, honesty, and commitment while pursuing education. They shall bear in mind that as higher education students their actions have a salutary effect in the community.

1.A.7.2   Students are liable to be held responsible for any actions in which they may be involved which are harmful to the reputation or property of the college or those connected with the college community. When a student is charged with violation of any law in a situation in which the college is not involved, the college has no obligation to assist.

1.A.7.3   The responsibilities set forth herein, and the conditions pertinent thereto, are relevant to the rights and privileges of individual students in an academic community. Therefore, the sanctions or punishments on the individual students who disregard these responsibilities or conditions or who, in her/ his discretion, have provided justifiable cause for such action, whether on or off the campus.

1.B.   **Code of conduct for staff (both Teaching and Non-teaching)**

- Every employee of the institution / establishment irrespective of his cadre, seniority or position, shall be governed by the code of conduct as specified.
- Every employee shall beliable for disciplinary action for breach of any provision of the code of conduct.

Every Employee of the Vivekananda College of Arts, Science and Commerce (Autonomous) irrespective of the rank and file shall swear to practice the following code of conduct

The Code of Conduct lays down values, principles and practices that establish standards for ethical conduct of all the rank and file of Vivekananda College of Arts, Science and Commerce (Autonomous) so as to uphold the trust of the general Public and all the

stakeholders in school/higher education and to ensure that Vivekananda College of Arts, Science and Commerce (Autonomous) conducts itself, and is seen to be doing so, in a manner that does not compromise its mandate.

The Employees, whichever position they are holding individually and collectively, respect and honour their office as a public trust and Strive to promote and maintain the highest standard of ethical and professional Conduct enunciated in the following values and principles:

a) **Impartiality:** Every employee shall perform her/his duties without favour, bias or Prejudices and shall not participate in a decision making process in which She/he is enable of reasonably appear to be unable, to decide the matter impartial.

b) **Integrity:** Every employeeshall observe integrity and abjure any correct or dishonest practices.

c) **Propriety**: A employeeshall not use her/his office or official position to advance his/her private interest or those of her/his family or anyone else.

d) **Equality:** A employeeshall ensure quality of treatment to all who she/he deals with and shall not entertain bias and prejudices towards any person or group in the performance of her/his duties.

e) **Competence and diligence:** Everyemployee shall carry out her/his duties with due diligence and maintains standards of professional competence.

Every employee shall take all steps necessary to ensure that any conflict of interest involving one or more employee does not affect, or reasonably appear to effect, any decision of the Vivekananda College of Arts, Science and Commerce (Autonomous). A Conflict of interest may occur in situations where the personal relationship, professional affiliation or financial interest of an employee may compromise or reasonably appear to compromise, the independence of judgment which the Vivekananda College of Arts, Science and Commerce (Autonomous) is expected to the exercise.

An Employee which ever position she/he represents shall practice the following and be a model to others especially the students of the campus:

1. Stick on to defined time schedule in all respects. Be Punctual and time conscious. Avoid wastage of time

2. Use appropriate manner of addressing colleagues while in office.

3. Institution and institutional work is the priority, and not individual interest.

4. Completion of work in hand rather than adjournment of assigned work on a daily basis.

5. Be careful and economical in spending institutional resources.

6. Work in harmony and avoid complicit or carrying grudges forward.

7. Shall not disrespect the management …..

These codes are meant to ensure the best, to both create resources and offer services to our multiple stakeholders.

1.B.1 Compliance with Law

1.B.1.1 Conscious of being part of the institution, employees shall comply with all applicable laws of land and Regulations, and conduct them as members of a law abiding trust in an ethical and responsible manner while maintaining a high level of personal and organizational ethics.

1.B.1.2 Employees shall not indulge knowingly or unknowingly in any act deemed to be contrary to the established laws of state and / or any other statutory bodies with regard to the rules and regulations, terms and conditions made for this purpose.

1.B.1.3 Employees shall not take active part in politics and/ orcontest without permission

1.B.1.4 Employees shall not demand dowry and get involved or support any act of domestic violence.

1.B.1.5 No employee shall indulge in or encourage any form of malpractice connected with any activity (academic or administrative) of the institution.

1.B.1.6 Employees shall not involve in any improper behavior including drugs and alcohol consumption or gambling.

1.B.1.7 No employee other than the one authorized by the management shall interact with the media in matters concerning the institution.

1.B.1.8 Employees shall not use instituitional property, assets including telephone, internet or information system for any purpose other than for official use.

1.B.1.9 Employees shall not, without the prior approval of the Management, be engaged in any other occupation, full/ part time provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, or participate in sports activities as amateur, subject to the condition that the same does not come in the way of discharging official duties effectively.

1.B.1.10   Employees are liable to maintain strict confidentiality of secrets, plans and policies, customer database information, software and hardware configuration and technology/ software used by the institution, its reverse engineering, etc., information which may affect the goodwill, rights, titles of the institution and personal information held by and pertaining to the institution and do not divulge such for any third party or use it for any purpose other than for the affairs of institution.

1.B.1.11   Employees shall treat any confidential information disclosed by a third party in the same manner as if it were the confidential information of the institution.

1.B.1.12   Employees shall be aware of the contents of the laws and regulations to the services for which they are responsible and shall comply with the prescribed procedures for obtaining permits and other procedures.

1.B.1.13   Employees shall properly manage the institution assets and funds and use them only for appropriate purposes. They shall not establish or maintain any of the balance sheet assets or funds.

1.B.1.14   Employees shall make timely and appropriate accounting reports by consistently ensuring the accuracy there of and shall not make any false or misleading entries in accounting books and records.

1.B.1.15   No employee shall indulge in or support communal violence and adopt a sectarian approach.

1.B.1.16   If an unreasonable demand is made by an anti-social group such as a corporate racketeer or an organized crime group, employeesshall steadfastly refuse such demands and shall not resort to an easy monetary settlement.

1.B.1.17   Employees shall give highest priority to stakeholders safety and protection, stakeholders data and trust, and shall seek to secure, in line with the related laws and regulations as well as related internal rules, etc., adequacy and safety at all stages.

1.B.2   Professional Ethics

1.B.2.1   Employees shall familiarize history of the institution while performing their duties for the institution and respect them.

1.B.2.2   Employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence and do nothing which is unbecoming of an employee or which is likely to tarnish the image of the institution.

1.B.2.3   Employees shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

1.B.2.4   Employees shall constantly strive and behave in good manner for upholding the good reputation of the institution amongst the public.

1.B.2.5   Employees shall not be guilty of any act or any conduct which involve immorality.

1.B.2.6   Employees shall be punctual in attendance in respect of thework assigned.

1.B.2.7   Employees shall possess valid identity card issued by theinstitution, while on duty.

1.B.2.8   Employees shall not remain absent from duty without the approval from the appropriate authority.

1.B.2.9   Employees shall not neglect the duties assigned,knowingly and/ or intentionally.

1.B.2.10 Employees shall not engage in any sexual harassment or any other behavior which may appear to be sexual harassment and others to feel uncomfortable. The institution re-affirms its policy of   sexual harassment and is committed to create an environment that respects and protects the rights of all its employees, irrespective of their gender.

1.B.2.11 Employees shall not disturb the discipline and the working environment and order of the office by his/her conduct which is contrary to public order/ good moral standards.

1.B.2.12 An employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any economic favors such as money, gifts or other favors in return for the performance of his duty, by virtue of his/her position in the institution.

1.B.2.13 As good corporate citizens, employees shall strive to maintain his / her with the local or global communities in which they perform and to improve organizational value on a sustainable basis by building trusting relationships with the stakeholders in the institution. At the same time, employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a reciprocal trust.

1.B.2.14 Employees shall comply with all laws and regulations concerning environmental Protection and actively engage in educational activities related to this and efficient use of resources and energy.

1.B.2.15   Employees shall contribute to the development and spread of environment friendly technologies and shall always consider safety issues.

1.B.2.16   Employees shall not enter into any transaction with any anti- social or anti-national group or anybody connected therewith.

1.B.2.17   Employees shall be sincerely willing to listen to the opinions of others, their grievances and this shall reflect clearly while carrying out actions.

1.B.2.18   With loyalty, sense of dedication and courteous behavior at all times, he\she should be an inspiration to the students under his\her care or mentorship.

1.B.2.19   A teacher is expected to be objective in his judgments and should not make any sustained neglect in evaluating the assignments or scripts.

1.B.2.20   He\she shall not be late to class and while in class, shall usethe entire time for teaching using varied techniques of learning.

1.B.2.21   "Off class" periods shall normally be spent in preparation evaluation of assignments by students, counseling the students and helping the authorities by taking up additional responsibilities as specified from time to time.

1.B.2.22   Employees shall promote and guide students for extensiveuse of library and technology.

1.B.3   Respect for the individual

1.B.3.1   Employees shall respect human rights and shall not discriminate against any person on the basis of caste, creed, sex, language, social status, age or physical/ mental disability.

1.B.3.2   Recognizing that all employees with their diverse abilities perform their duties towards the institution to the best of their ability, they shall respect the character and individuality of one another and make every effort to ensure that the office decorum is maintain thereby making it a conducive environment to work.

1.B.3.3   Employees should do and say all that is in his power to promote harmony and team spirit among members of the staff and encourage mental help and co-operation.

1.B.3.4   Complaints from the parents, if any, are to be properly address, by respecting their views while dealing with issues raised by them.

1.B.4   **Handling confidential information**

1.B.4.1   If an employee of the institution becomes acquainted with any important information pertaining to the institute thereof which may alternatively influence the interest of the institution and its activities, he/she will be bound by duty not to disclose such information in the interest of the institution, unless the Management makes it known to the public.

1.B.5   **Reporting route, sanctions and protection to the Reporter**

1.B.5.1   If employees find evidence or indication of any violation of these guidelines, they shall report it to or seek consultation with their direct superiors or competent authority of the institutions.

1.B.5.2   Employees shall cooperate in any investigation of such alleged violation. If, as a result of an investigation, it becomes clear that there was a violation of these guidelines, sanctions/ punishments will be imposed on the offender in accordance with the employment regulations and other rules of the institution.

1.B.5.3   Institution ensures that no vindictive action will be taken against employees for reporting an alleged violation, and the institution will undertake every effort to protect theses employee from suffering any loss or disadvantages in their respective workplaces.

1.B.5.4   For violation of any of the rules contained herein or any orders issued by the institution or for any other reason considered appropriate, an employee shall be liable for any sanctions/ penalties which refers to and follows disciplinary procedure.

1.B.6   **Act of Misconduct**

1.B.6.1   Notwithstanding the general meaning of the terms of misconduct, the following acts and/ or omissions, which are illustrative and not exhaustive shall be treated as minor or major misconduct within the meaning of these regulations. If these are found to have been committed, the employee who has violated shall face all disciplinary actions/ impositions as per the extent of regulations.

1.B.7   Minor Misconduct

1.B.7.1   Willful slowing down in performance of work or abetment or instigation thereof or foist with an explicit view to influence the decision of the Management.

1.B.7.2   Carrying institution's goods, files or home or any other place outside the work premises without prior permission in writing from the appropriate authority.

1.B.7.3   Use of any of the institution's facility/ equipment or anyother article for personal use without sanction from the authority

1.B.7.4   Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts, etc., or interference with safety devices or fire equipment or disobedience of a safety instruction by the superior.

1.B.7.5   Habitual late attendance and/ or absence without leave and/ or late reporting on more than three occasions in a month or similar omissions of leaving the office premises during the office time.

1.B.7.6   Assaulting, abusing or intimidating any employee of the institution within the premises, campus or at any other place.

1.B.7.7   Habitual neglect of work or negligence in work.

1.B.7.8   Obtaining or attempting to obtain leave of absence on false pretext.

1.B.7.9   Handling or attempting to handle any machine, equipvehicle not entrusted to the charge of the employee.

1.B.7.10   Interfering in the work of other employees and/ or themanagement.

1.B.7.11   Doing private or personal work within the work premises without the prior permission of the appropriate authority

1.B.7.12   Refusing to undergo training as and when instructed by the Management.

1.B.7.13   Drunkenness, fighting, riotous, indecent or disorderly behavior or such conduct which is likely to cause breach of peace or conduct endangering the life or safety of any other person.

1.B.7.14   Displaying or distributing hand banners in the institution premises employer/ management.

1.B.7.15   Sleeping or dozing whilst on duty

1.B.7.16   Absence from place of work without the permission from next higher authority/ HOD/ office manager/ Principal, as the case may be.

1.B.7.17   Interference, tampering with records, attendance registers,etc., either pertaining to himself or other employees

1.B.7.18 Willful non Cooperation with fellow employee for properd is charge of duty at any time.

1.B.7.19 Giving interview to press, radio and television without permission from Management/ authority.

1.B.7.20 Not wearing the complete uniform prescribed by the institution, if any during Working hours or wearing uniform improperly while on duty.

1.B.7.21 Not obliging for a security check by the security personnel at the gate or not possessing employee identity cards issued by the institution while on duty.

1.B.7.22 Riotous or disorderly behavior during working hours or any act subversive of discipline at the institution premises or within the campus.

1.B.7.23 Carrying concealed weapons, quarrelling, fighting, causing or attempting to cause bodily injury to another employee, drunkenness bootlegging or conduct which violates the common decency or morality of the community or threatening or intimidating any employee of the institution.

1.B.7.24 Creating nuisance in the institution premises.

1.B.7.25 Refusing to accept transfer order.

1.B.7.26 Notices/circulars of any kind shall be circulated ordisplayed with the written permission of the Principal.

1.B.7.27 Money lending or other private business without the written permission of the Management or having private finance dealing with persons or firms who have business relations with the institution, for the sale and purchase of any material or equipment or for any other purpose.

1.B.7.28 Holding meetings within the work premises or any other premises by the institution without prior written permission of the Management.

1.B.7.29 Publication of any article relating to the work of the institution without obtaining prior written permission of the Management.

1.B.7.30 Striking work or adopting go others, in contravention of these regulations or any statute, law, agreement, memorandum of settlement agreed from time to time and for the time being in force.

1.B.7.31 Inciting, whilst on the premises of the employer, anyemployee or employees to strike work or adopt go –slow methods.

1.B.7.32 Indiscipline or breach of any rules or instructions for the maintenance and/ or instructions for running of any department or maintaining its cleanliness.

1.B.7.33 Spitting, gossiping within the premises of the institution.

1.B.7.34 Loitering, idling or wasting time during working hours.

1.B.7.35 Proxy punching/ registering attendance or abetting in theact of punching/ registering attendance of another employee.

1.B.7.36 Smoking/ drinking alcohol/ consumption of drug in thepremises of the institution

1.B.8 Major Misconduct

1.B.8.1 Theft, fraud, breach of trust or dishonesty by misappropriation of funds in connection with or damage to the institution's property or of another employee within the work premises.

1.B.8.2 Disclosing to an unauthorized person or persons any confidential information with regard to work or any techniques used in the institution which comes into the possession of an employee during the course of his duty.

1.B.8.3 Giving false information regarding one's name, father's /husband's name, date of birth, qualification, details of previous employment/ salary particulars, address, etc., at the time of securing employment or thereafter.

1.B.8.4 Refusal to work on a job or a mission which does not call for any additional skill or experience can be done by the employee without adversely affecting his/her service conditions.

1.B.8.5 Attempting to obtain any benefit under false pretext or bymaking false statements.

1.B.8.6 Bringing, possessing or using alcoholic drinks, charas, bhang, ganja, etc. within the institution's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.

1.B.8.7 Refusal to accept a charge sheet, a lawful order from a higher authority or any other communication from the competent authority either in person by post by courier.

1.B.8.8 Habitual breach or gross and/ or deliberate violation of service regulations/ internal rules and regulations.

1.B.8.9 Photocopying or otherwise copying and taking the extracts of official documents with a view to keeping/ storing them at home or to maintain files at home.

1.B.8.10 Threatening or intimidating any employee within the premises/ campus of the institution or outside, on matters concerning the institutions.

1.B.8.11 Theft of property belonging to the institution or other employees within the institution premises.

1.B.8.12 Falsification of records and or defalisification/misappropriation of funds.

1.B.8.13 Any act of misconduct committed by employee outside the institution premises which are connected with the institution.

1.B.8.14 Forging the signature of a superior or that of any other person.

1.B.8.15 Conviction by a court of law for any offensive involving moral turpitude.

1.B.8.16 Sexual harassment to any female employee of the institution. For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:

- Physical contact and advances.
- Demand or request for sexual favors
- Sexually colored remarks.
- Showing pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

1.B.8.17 Striking work or inciting others to strike work in contravention of the provision of any law or rule having the force of law.

1.B.8.18 Demanding, taking or giving bribes/ gifts or any illegal gratification or including in any corrupt practice and/ or lending or borrowing money to and from subordinate employees.

1.B.8.19 Canvassing for a union or an association or party membership within the institution premises or collection of union dues or subscription within the premises without permission or except in accordance with the provision of any rules or law for the time being in force.

1.B.8.20 Not informing the management when the employers come to know about the breach of trust committed by another employee.

1.B.8.21 Writing of anonymous or pseudonymous letters, criticizing superiors or co-employees of the institution and making false reports against them.

1.B.8.22 Any act subversive of discipline and efficiency and any act involving moral turpitude committed within the premises of the institution, campus and outside, of the same has bearing on the services of the employee. Gambling or money lending or doing any other proved business within the premises/ campus of the institution.

1.B.8.23 Resorting to picketing, hunger strike with allegations against higher authority/ institution, whether within the premises of the institution or outside, on matters concerning the institution.

1.B.8.24 Indulging in political activities within the institution premises.

1.B.8.25 Spreading or giving false information, which may bring disrepute to the Management or its employees or willfully spreading panic among the employees.

2. SAFETY POLICIES

The institution is committed to provide and maintain a safe and healthy environment for its faculty, staff, students, visitors, and the general public. The Heads of Departments, laboratory in-charges, staff, principal investigators, instructors, attenders, maintenance staff etc, are responsible for the environmental health and safety of faculty, staff, students, and visitors engaged in activities under their direction or supervision. They must ensure that the faculty, staffs, students and subordinates comply with all relevant regulations and standards and that works / activities are performed in a safe and considerate manner.

2.1.   General: Care and Precaution

Faculty, staff and students are responsible for the following:

2.1.1   Performing their jobs in the safest prescribed manner.

2.1.2   Eliminating and/ or reporting workplace hazards.

2.1.3   Reporting accidents, incidents, and unsafe practices or conditions to the Head of Department.

2.1.4   Ensuring proper disposal of or transfer of all hazardousmaterials before leaving the place of work.

2.1.5   Including safety aspects as agenda at all regular meetings.

2.1.6   Ensuring that an appropriate alternate is appointed assupervisor when the laboratory supervisor is absent.

2.1.7   Ensuring that an appropriate cautionary signs are posted and maintained.

2.1.8   Someone should always be within calling distance when alaboratory procedure is being performed.

2.1.9   Ensuring the proper safety of power backing electrical equipmentin all seasons.

2.1.10   In case of any accidents in the campus the injured should be given first aid and if required, they should be taken to the college Health Center or nearby hospital.

2.2   Fire Prevention

2.2.1   No smoking in college campus.

2.2.2   Open flames should not be left unattended and no openflames should be used near flammable solvents.

2.2.3   Keep fire escape routes clear at all times.

2.2.4   Before starting work, all staff and students are to be familiar with location and use of fire-fighting equipment.

2.2.5   Note the location of the emergency exit and the use of a first aid kit.

2.3.   Laboratory Safety Policies

2.3.1   The Laboratory regulations are to be followed meticulously, for prevention of accidents and for organized and systematic working of the laboratory.

2.3.2   The lab users should keep floors tidy and dry and should keep benches clean and free from chemicals and apparatus that are not being used.

2.3.3   Children are not permitted inside the laboratories.

2.3.4   The lab users should be aware of emergency procedures.

2.3.5   The lab instructor/ attenders shall keep exits free from obstructions.

2.3.6   The lab users shall ensure clear access to emergency equipment (fire extinguishers, first aid kits, chemical spill kits, emergency shower and eye washes).

2.3.7   Appropriate personal protective clothing must be worn at all times in laboratories.

2.3.8   Wherever required, the lab users shall wear closed in footwear for protection of feet from corrosive or hot liquids, falling objects and other potential sources of injury. Bare feet, thongs, sandals are prohibited.

2.3.9   The lab users shall fasten loose clothing and tie back long hair

2.3.10   When using machinery, the lab users shall remove jewellery and rings.

2.3.11   The lab users shall not eat, drink and apply cosmetics in laboratories.

2.3.12   The students shall avoid lifting heavy objects, seek assistance if required.

2.3.13   The lab users shall not use any machines, equipment or laboratory apparatus without prior instruction/ training by the supervisor or technical staff on safe work procedures and practices.

2.3.14   While using any equipment, the lab users must adhere to the standard operating procedure.

2.3.15   While leaving the laboratory, the lab users shall turn off all equipment in use.

2.3.16   The relevant Material Safety Data Sheets (MSDS) and the chemical safety procedures shall be maintained and users to be made aware.

2.3.17   The lab instructor shall clearly label all equipments and containers in use within the laboratory.

2.3.18   Each laboratory shall have either on its entry door or adjacent to it, a prominent placard containing information about the equipment.

2.3.19   Offices, write-up and study areas shall be separated from areas where hazardous materials are used or potentially harmful processes undertaken to ensure that reading and writing materials do not become contaminated. These areas should not form part of laboratory benches.

2.3.20   The instructors/ supervisors\lab assistance shall know the safety procedures, potential hazards and precautions for each experiment before teaching or conducting a laboratory exercise and explain each experiment and alert others to possible hazards before they begin the laboratory exercise.

2.3.21   The lab users shall know the location and operation of emergency equipment, along with which emergency procedures are appropriate and how to summon assistance if needed.

2.3.22   The lab users shall understand the chemical hazards and precautions specified in the pertinent lab manuals.

2.3.23   Each person within the laboratory should have its own laboratory safety manual or set of manuals.

2.3.24   Each person within the laboratory needs to sign(with date) that they have read, understood and will abide by this manual before commencing their work. This should also be countersigned (and dated) by the laboratory manager or supervisor.

3. ACADEMIC POLICIES

3.1. **Attendance Policies**

The attendance policies are intended to develop a culture of regular attendance and punctuality among staff and students.

Rules to monitor the attendance by the Staff:

3.1.1. Staff shall be responsible for the maintenance of attendance record in the registers provided. The staff shall mark the attendance in the attendance register for each class in ascending numeral (1,2,3,4,5,…) and if the student is absent, he/she shall enter it as 'A'.

3.1.2. Staff shall handover the list of absentees to the concerned authority for each class to update

3.1.3. Staff shall preserve the attendance register as per the university guidelines.

3.1.4. Staff shall inform mentors and parents, if any student remains absent for continuous 3 classes.

3.1.5. Staff shall take written undertaking for shortage.

3.1.6. Staff shall maintain the supportive documents submitted by the students about their absenteeism.

3.1.7. Staff shall report the attendance status to HOD fortnightly

3.1.8. Staff shall deny the attendance if a student is late to the class by 15 minutes.

3.1.9. During crucial periods like Lock Down the staff shall record attendance as suggested by the authority .

3.1.10 However principal shall consider the attendance for the students if they are absent due to health related issues and if they produce the medical certificate.

3.1.11. Staff shall consider the attendance if the students have attended intercollegiate competitions, annual camps, RD parade, NCC/NSS/ ROVERS and RANGERS/ Youth Red Cross activities.

For Students

3.1.9. Students shall attend the class regularly

3.1.10. Students shall convey information/ seek prior permission regarding missing classes (relating to participation in sports/ cultural/ literary activities/ health issues etc.).

3.1.11.   Students shall submit supportive documents within four days for their absence.

3.1.12.   A minimum 75 percent of attendance in each subject is mandatory.

3.1.13.   Students shall be detained from writing the final examinations if they are unable to maintain 75 percent of attendance in each subject.

3.2.   Examination Policies

The Examination policies and procedures aim to achieve coordination, consistency and fairness in examination practices in the institution.

Procedures

3.2.1   The exam committee shall conduct two class tests of minimum one hour duration in each semester for continuous internal assessment (IA).

3.2.2   Two tests will be held every day with minimum one hour gap between two tests over three or four days.

3.2.3   The staff shall undertake proof reading in the Registrar's office at least three days prior to the test.

3.2.4   All staff members shall prepare question papers relevant to their subjects at least five days prior to the commencement of exam as per the instructions from exam section.

3.2.5   On the basis of marks obtained in these two tests, IA marksshall be calculated.

3.2.6   The student who has remained absent for the test for valid reasonshall write the re-exam at the end ofregular classes before the semester end exams.

3.2.7   Staff shall complete valuation within a week and submit the marks list to the Controller of Examination.

3.2.8   After the two tests the students shall get their marks card.

3.2.9   The student who has failed in any subject or who has attendance shortage shall bring his/her parents for interaction with the mentor. Such students, as per the existing regulations, shall give declaration signed by both students and parents. The mentor shall take the signature of the parent in cumulative record books.

3.2.10   Students shall pay the stipulated semester end examination fees in the office before the due date.

3.2.11   The committee shall put up a notice regarding payment date and details on the notice board at least a month earlier.

3.2.12. Generally, the committee shall issue Hall tickets one week prior to the commencement of exam.

3.2.13. In addition to the class tests, for PG students seminars, VIVA-VOCE marks are also considered. For UG students, Seminar and assignment marks are also considered.

3.2.14 The Department Heads/ examiners shall submit the practical answer scripts and marks list duly sealed and signed to the Registrar's office as soon as the exam is over.

3.2.15 There shall not be revaluation for practical examination.

3.2.16 The Heads of the concerned Department shall submit the Practical examination Time -Table duly signed to the Controller's office

3.2.17 Practical Examination Timetable shall be put up on the notice board of the concerned department a week prior to exam.

3.2.18 Semester end Theory Exam Time-table shall be put-up in the notice board normally 15 days prior to the exam.

3.2.19 Any grievances related to timetable shall be brought to the notice of Registrar. As per the provisions made and the exam section shall undertake proper measures if required.

3.2.20 The Registrar shall call a meeting of HOD's, one month prior to the exam to discuss the procedure of question paper setting by internal and external examiners. Writing materials, vouchers etc., shall be supplied during the meeting.

3.2.21 Proof reading of the question papers of internal and external shall be done by BOE Chairperson of the concerned Department.

3.2.22 Selection of question papers shall be done randomly by the Principal.

3.2.23 The Principal and Controller of Examination shall randomly select the question paper.

3.2.24 Flying squad and CCTV provisions shall be deployed during the exam to prevent malpractices.

3.2.25 Central valuation shall commence usual on the next day of the first examination under the custodianship of the faculty appointed by the Principal.

3.2.26 The Principal shall appoint a Chief Superintendent and an Office Superintendent for conducting semester end examination.

3.2.27 The students who require their marks card during the middle of the programme shall be provided with provisional marks card.

3.2.28   Instructions to the students regarding the examination rules shall be put up on the notice board much before the exam.

3.2.29   Instructions to the Invigilators and Paper Valuators shall be put up on the notice board in the examination centre.

3.2.30. Seating arrangements shall be displayed on the notice board by the Chief Superintendent.

3.2.31   The invigilation duty chart shall be displayed on Staff notice board much before exam.

3.2.32   Final semester marks card shall be issued to those students who have completed the semester end exam.

3.2.33   The students shall apply to get the marks card.

3.2.34   The students shall also be provide Mangalore University for Convocation Certificate on a request letter.

3.2.35   Notice concerning revaluation, shall be notified soon after the declaration of result.

3.2.36   Revaluation work shall be undertaken soon after the scrutiny of application. The results will be published within a week.

3.2.37   Xerox copies of answer papers shall be provided for personal seeing on the receipt of application.

3.2.38   Marks Cards and Provisional Marks Cards shall be issued to the students.

3.2.39   In case of the difference the fee shall be refunded to the applicant.

3.2.40   If there is a total mistake in the answer scripts, it will be recorded in a notebook and signature of the valuer will be taken with a note of warning.

3.2.41   Remuneration for valuers and invigilators shall be credited to their concerned bank accounts after the completion of examination process.

3.2.42   Enquiry of malpractice cases shall be separately held. Such candidates are informed to bring their parents and in front of their parents, the decision of the enquiry shall be announced.

3.2.43   In the case of emergency, a marks card will be given to the person authorized by the candidate provided, the candidate s requesting to issue marks card.

3.2.44   For Foundation courses, online examination shall be held at the semester end.

3.2.45   Semester examination results shall be made available on the student's space in the website within a week from the declaration of the results.

3.3   Staff

3.3.1   Staff shall make students aware of the portions for the Internal Assessment test in advance.

3.3.2   Staff shall inform the students about question paper patterns in advance.

3.3.3   Staff shall prepare the question papers as per the guidance from the examination section.

3.3.4   Staff shall submit question papers to internal coordinators within the stipulated time.

3.3.5   Staff shall report for examination duty on time.

3.3.6   Staff shall make alternate arrangement and official communication to the concerned authority, in case of inability to carry out exam duty assigned to them.

3.3.7   Staff shall follow code of conduct during the invigilation.

3.3.8   Staff shall evaluate answer scripts as per the scheme of evaluation.

3.3.9   Staff shall evaluate answer scripts within stipulated time.

3.3.10   Staff shall submit the marks to the office within stipulated time.

3.3.11   Staff shall discuss/ display scheme of evaluation for the benefits of students.

3.3.12   Staff/ concerned authority as per the provision shall communicate the marks to the parents.

3.4   Students

3.4.1   Students shall be seated in the exam hall 10 minutes earlier for Internal examination.

3.4.2   Students shall report for Semester end examination as per the exam statute

3.4.3   Students shall compulsorily wear identity cards during exams.

3.4.4   Students shall carry writing materials such as pen, pencil, scale, eraser, etc. to the examination hall.

3.4.5   Students shall desist from indulging in Malpractices

3.5   Policies Regarding Conducting Classes

These policies aim towards smooth and fruitful conduct of classes to ensure effective teaching and learning among the staff and students.

For Staff

3.5.1   Staff shall prepare well much before the conduct of classes

3.5.2   Staff shall conduct the classes regularly.

3.5.3   Staff shall make alternative arrangement and officially communicate to the concerned authority, in the case of inability to conduct the class.

3.5.4   Staff shall go to the classroom in time and engage the class throughout the period.

3.5.5   Staff shall prepare and follow the lesson/ session plan.

3.5.6   Staff shall engage class effectively for the entire duration.

3.5.7   Staff shall use legible, large and neat writing on blackboard.

3.5.8   Staff shall carry out con teaching pace according to the need of the class.

3.5.9   Staff shall be ready to go beyond the syllabus content if needed and relevant.

3.5.10   Staff shall address the queries and doubts raised by students.

3.5.11   Staff shall treat students impartially

3.5.12   Staff shall ensure that sufficient study material is made available to the students.

3.5.13   Staff shall use audio-Visual tools wherever possible and necessary.

3.5.14   Staff shall complete the entire syllabus in time satisfactorily.

3.5.15   Staff shall conduct additional classes if necessary to compensate for the lost classes.

3.5.16   Staff shall ensure that the blackboard is left blank before leaving the class.

3.6   Students (Policies regarding attending classes)

3.6.1   Students shall attend the classes regularly.

3.6.2   Students shall maintain the decorum of the classroom.

3.6.3   Students shall be attentive and enthusiastic in the class.

3.6.4   Students shall ensure that the concepts taught in the previous class are understood.

3.6.5   Students shall raise queries and doubts for better understanding of the subject

3.6.6   Students shall complete the assigned tasks by teacher in time.

3.6.7   Students shall use the classes for any creative mode of learning with the permission of the staff.

3.7   Class Monitoring

These policies govern the punctuality of staff and students with respect to the classes

3.7.1   The Head of the Department shall appoint / nominate class monitoring coordinator

3.7.2   The Head of the Department/ coordinator shall monitor the conduction of classes.

3.7.3   Staff shall get their Work Diary verified and signed by the head of thedepartment fortnightly.

3.7.4   Head of the Department shall discuss with respective staff in case there is any irregularity in conduction of classes.

3.7.5   The Head of the Department shall report to the higher authority in case of repeated irregularities

3.8   Mentorship

The Mentorship policies aim to enable the mentees to develop and enhance their own skills, strategies and capability in learning and other spheres of life so that they are enabled to tackle the challenges more effectively in their future life.

For Mentors

3.8.1   Mentor shall conduct mentorship meetings every fortnight and maintain minutes of the meetings.

3.8.2   Mentor shall give prior information to the mentees regarding the mentoring schedule.

3.8.4   Mentor shall guide and motivate the mentees to involve in academic and non-academic activities.

3.8.5   Mentor shall listen to the mentees patiently and prepare a report of the meeting.

3.8.6   Mentor shall maintain the profile of each mentee in the specified format.

3.8.7   All meetings shall contain general discussion with all mentees as well as one-to-one interaction.

3.8.8   Mentor shall submit a mentorship report to the Head of the Department

3.8.9   Head of the Department shall take care of the issues related to the department.

3.8.10   Head of the Department shall submit the consolidated report to the Dean.

3.8.11   The Dean shall be responsible for getting the issues solved.

3.8.12   Mentor shall update the mentees regarding the follow up of the issues.

3.8.13   Mentor shall update parents regarding the overall progress of all the respective mentees.

3.8.14   Mentees' profile shall be transferred to respective department soon after the admission

3.8.15   The mentor shall remain with the same mentees till the mentees complete the course.

For Mentees

3.8.16   Mentees shall attend the mentorship meetings as per schedule notified by the mentor.

3.8.17   Mentees shall communicate the factual information to the mentor

3.8.18   Mentees shall feel free to share any matter with the mentor.

4. GRIEVANCE REDRESSAL POLICY

The Grievance Redressal policies aim to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college campus. Keeping in view, the welfare of all the stakeholders of the college, the Grievance Redressal policies have been formulated.

4.1. Grievance Submission

Everyone in the campus shall have the freedom to file complaint/application to the committee to redress his or her grievance. The grievance shall be registered in any of the following ways:

4.1.1. The complainant shall meet and discuss with the respective person who, according to him/her is causing the grievances. The victim or the complainant shall make attempts to resolve the issue upon discussion with the accused.

4.1.2. If unresolved, a formal grievance process shall be initiated in person by the victim by meeting the HOD/Mentor/Student Welfare Officer/Principal.

4.1.3. The Grievance Redressal Cell and its policies come into force as and when situations arise.

The following steps shall be followed to formally register the grievance: The formal grievance shall be in the form addressed to the coordinator of the Grievance Redressal Cell.

A formal grievance shall include the following information:

a) Complainant's signature and the date signed.

b) Name of the accused individual, his/ her position or contact information, if known.

c) Clear and concise description of the alleged incident(s), along with the details on when and where it occurred.

4.2   Constitution of Grievance hearing committee/ special team

4.2.1   Upon accepting the grievance, the Grievance Cell shall constitute a special team to handle the grievances within 48 hours.

4.2.2   The team shall comprise of a Chairperson and some members representing various departments of the institution.

4.2.3   The team shall include the Chairperson of the Grievance Redressal Cell either as a chairperson or as a member of the team.

4.2.4   The Principal and Grievance Redressal Cell shall be the final authority in the matters of composition of the grievance hearing special team.

4.2.5   The members in the hearing team shall be notified about their inclusion by Grievance Redressal Cell well in advance.

4.3 Hearing

4.3.1   The grievance hearing team shall start the hearing sessions within 48 hours from submission of the complaint.

4.3.2   The team shall decide the participation of complainant and the accused in the hearing sessions and notify the same to the complainant and the accused.

4.3.3   Equal opportunity shall be given to both parties to defend their arguments.

4.3.4   Supporting documents and evidences (if any) shall be examined as the team may deem appropriate.

4.3.5   The team shall decide upon closure of the session and related future sessions. The same shall be notified to the complainant and/ or accused.

4.4 Findings

4.4.1   A private session shall be conducted to decide upon the findings of the special team based on hearing.

4.4.2   The decision taking requires two -third majority among the members.

4.4.3   The Principal, in consultation with the members of the team, shall determine the appropriate remedial measures.

4.4.4   A written summary shall be prepared by the Chair of the special team/ person in-charge based on judgment after the deliberations have been completed.

4.4.5   The judgment shall be conveyed to both the complainant and the accused within three working days.

4.4.6   A written summary record shall be maintained in the files of Grievance Redressal Cell.

4.4.7   If the accused who has been found guilty is a member of the staff, a written record of the grievance and the opinion by the Grievance Hearing Team shall be retained in the personal file maintained by the institution.

4.4.8   False and malicious accusations of sexual or other harassment, which even if erroneous or made in good faith, may be the subject of appropriate disciplinary action.

5. SPORTS POLICIES

The Department of Physical Education is an integral part of the VVS institutions. The Department bears the responsibility of training and equipping sportspersons to enter the sporting world. The Central facilities available in the department are: Stadium with 400 meters track tional standard swimming pool Indoor and outdoor sports and games facilities Training and coaching facilities Free hostels for men and women Felicitating nationally/ internationally reputed sportspersons. Felicitating athletes and players who represent the University and win medals in inter university competitions. Reservation of seats for sportspersons in postgraduate and undergraduate Scholarships to upcoming sports persons. Financial assistance to those who are selected to represent the college in national and international competitions. Providing a Sports kit. Conducting sports programmes for staff. Conducting intercollegiate and interuniversity sports competitions. Conducting seminars, conferences/ workshops involving students. Conducting awareness programmes on sports as a means for the promotion of health and national integration and communal harmony. Promotion of traditional and folk games. Hand Book On Policies Professional Ethics integral part of the SDM institutions. The Department bears the responsibility of training and equipping sportspersons to enter the Felicitating nationally/ internationally reputed sportspersons. etes and players who represent the University and win Reservation of seats for sportspersons in postgraduate and undergraduate ance to those who are selected to represent the college in Conducting intercollegiate and interuniversity sports competitions. Conducting seminars, conferences/ workshops involving students. Conducting awareness programmes on sports as a means for the promotion of health and national integration and communal harmony.

5.1   Overview

The Department of Physical Education is an Department bears the responsibility of training and equipping sportspersons to enter the sporting world. The Central facilities available in the department are:

● Stadium with 400 meters track

● Fitness Centre

● International standard swimming pool

● Indoor and outdoor sports and games facilities

● Training and coaching facilities

● Free hostels for men and women

5.2   Best Practices

5.2.1   Felicitating nationally/ internationally reputed sportspersons.

5.2.2   Felicitating athl medals in inter university competitions.

5.2.3   Reservation of seats for sportspersons in postgraduate and undergraduate sections.

5.2.4   Scholarships to upcoming sports persons.

5.2.5   Financial assist national and international competitions.

5.2.6   Providing a Sports kit.

5.2.7   Conducting sports programmes for staff.

5.2.8   Conducting intercollegiate and interuniversity sports competitions.

5.2.9   Conducting seminars, conferences/ workshops involving students.

5.2.10 Conducting awareness programmes on sports as a means for the promotion of health and national integration and communal harmony.

5.2.11 Promotion of traditional and folk games

5.3   Objectives

5.3.1   To place the college among the best sporting institutions in India.

5.3.2   To enhance the image and prestige of the institution through sporting activities.

5.3.3   To use Sports as one of the socio development of youth.

5.3.4   To create greater opportunity for students/ sports persons of the region to participate in major national and international competitions.

5.3.5   To develop the capacity to host both national and international competitions.

5.3.6   To create awareness on general fitness, health and sporting activities amongst the members of all communities irrespective of age, gender, status and religion.

5.3.7   To make deliberate and conscious efforts to promote mass participation in sports programmes.

5.3.8   To arrange international, national, regional and state level conferences on physical education and sports.

5.3.9   To coordinate state initiatives related to the encouragement, promotion and development of physical activity, sports and the implementation and ant-doping measures, in cooperation with Mangalore University and Mangalore University authorities.

5.3.10 To encourage the private sector to contribute financially to the development of sports.

5.3.11 To encourage local bodies and institutions

5.4   Rules and Regulations

5.4.1   The tournaments/ competitions/ selection trials in various events (both men and women) will be conducted in the college for which the Physical Education Director shall be the convener.

5.4.2   The college, if selected by the University for hosting the event, shall form a subcommittee to conduct the tournaments. This sub consist of Principal, Convener, and Director of Physical Education / University representative and two st

5.4.3   Fixtures shall be drawn by the convener of the respective tournament in consultation with the Director of Physical Education. The fixtures drawn must be dispatched to all the participating colleges at least ten days in advance of the commencement of the tournament.

5.4.4   Documents needed for Inter-college competitions

Every participating college in the University shall submit the following documents signed by the Principal and Physical Education Director with seal:

    i.   Eligibility details neatly typed and printed in respect of students, in duplicate, using the prescribed proforma.

    ii.   No subsequent change/ addition/ replacement in the list of players once submitted to the organizing college shall be allowed. This also applies for the inter

    iii.   If the list of players of the participating teams contains more number of players than the maximum number permissible under the rules, such a team shall not be allowed to participate in the tournament till the strength of th under the rule.

    iv.   Eligibility forms without the seal of the college or bearing unauthorized overwriting shall not be accepted as valid by the organizing college. The overwriting, if any, must be duly initialed by the Physical Education Director or the Principal of the concerned college, as the case may be.

    v.   The organizing college/ institution, after the completion of the tournament shall send one copy of the eligibility details submitted to him by the partici pants

    vi.   Each member of the team participating in an intercollegiate tournament shall carry identity card issued by the college concerned, which shall bear the following:

        a) Photograph of the players and his/her signature

b) The signature of the Principal and Seal of the College

c) Authentication for the current year

    vii.   A team, not carrying identity cards as defined in the rules shall not be allowed to participate in the concerned tournaments.

    viii.   The SSLC and PUC original marks cards of the players produced.

5. 5.   Disqualification

Those sportspersons who are found/ tested positive on the basis of samples taken and analyzed by NADA, confirming the use of banned drugs (doping) for enhancing their athletic performance, shall be debarred from Intercollegiate/ University games for the period specified in the report of National Anti-Doping Agency (NADA) with a view to make sports drug free in institution. In this regard, if any disciplinary action is initiated by the concerned authorities against the sports person, the Principal and the Physical Education Director of the college shall be held responsible. The Institution shall not be responsible for any disciplinary action or any kind of punishment taken by the concerned authority.

Impersonation is strictly prohibited. If any athlete/ player is caught for impersonation, the college which the athlete/ player is representing shall be banned the Physical Education Director or the Principal of the college, as the case may be.

5.6   Officials

The college shall be responsible for selecting competent officials whose decision on all points of fact shall be final and binding. The panel of offic by the organizers, well in advance. A clinic for the officials shall be conducted by the convener a day prior to the tournament or before the commencement of the tournament in order to keep them abreast with the rules. Physical Educa the colleges of Mangalore University should be given first preference to officiate in the intercollegiate competitions.

5.7   Postponement

Under no circumstances shall the tournament/ competition be postponed. Only when the reasons are valid, i.e., natural causes like bad weather, failure of light, unforeseen circumstances, etc. the matches shall be replayed or postponed. A match abandoned owing to deliberate disruption such as invasion of the ground by the crowd for events like Hockey, Football, Basketball, Kabaddi, etc. shall be resumed from the point at which it had been abandoned. The previous score remains intact. If for any reason, the finals cannot be played,

the winner's place shall be shared. The spinning of a coin will be resorted to decide as to who shall keep the trophy for the first half of the year.

No team should claim 'Walk one of the two contesting teams failing to report within 30 minutes of commencement, the convener may decide on the merit of the case and instruct the officials to award a Walk-Over Victory to the contesting team that reports for the match. A team which has played earlier round matches, if it gives "Walk not be awarded any position/ points in the tournament.

5.8 Protests

5.8.1 Protests are normally discouraged. Protests on the decision of the officials shall not be entertained. However, protests on a point of rule or in connection with the tournament shall b convener of the sub Rs. 1000/- within an hour of the conclusion of the match. The protest fee shall be forfeited if the protest is not sustained..

5.8.2 The protest shall be considered by the sub particular tournament.

5.8.3 The team managers shall never argue on issues pertaining to the official's decisions in the presence of the players. Such matters should be discussed with the convener in the office room.

5.9 Discipline

5.9.1 Any violation of the rules either by an individual or by the team shall be liable for disciplinary action. The subcommittee in c decide on the nature of action to be taken after due enquiry and shall inform the Director of Physical Education who in turn, if needed, shall communicate the decision of the committee to the Principal of the concerned college necessary action.

5.9.2 The decision of the subcomitee be final and binding in all cases of disputes if any. If the violation requires the intervention of the institution, the subcommittee should submit report on it, to the Director of Physical Education, and the Principal. The same shall be forwarded to the concerned college for taking necessary action. The Principal in turn will inform the Director of Physical Education immediately on the action initiated in order to place it before the Sport Advisory Committee.

5.10 Disciplinary Committee

The disciplinary problems related to Player/ Athlete, Coach, Manager, Physical Education Director, Trainer, etc. that may occur due to eligibility norms in coaching camp,

participation in intercollegiate/ inter university tournaments/ meets etc. will be dealt by the Disciplinary Committee formed at the venue/ University for that purpose.

5.11   College level Disciplinary

The College level Disciplinary Committee consists of the following members: Principal of the host college Convener of the tournament Two staff members of the college Director of Physical Education

5.12   Deputation of Physical Education Directors

The Principal shall depute the Physical Education Directors of the college to conduct the interuniversity, intercollegiate sports programmes/ competitions and to accompany the University teams as manager/ coach to inter university competitions.

5.13   Convener's report

The conveners of the tournaments shall send the detailed report in the prescribed proforma pertaining to the tournament/ competition/ selection trials which they have organized, along with the bill of expenditure (including relevant vouchers in duplicate) duly signed by both the convener and the Chairman (Principal) of the organizing subcommittee, to the Director of Physical Education, within 25 days on the completion of the competition/ trials, in order to settle the tournament account as well as to compile the tournament results promptly.

5.14   Rules and Regulations for various Games and Events The competitions in various intercollegiate games/ events will be conducted in accordance with the guidelines for conduct of Mangalore University. Intercollegiate Tournament/ Competitions prepared by the Department of Physical Education and liable to be amended from time to time. For Coaching camp/ University team

5.14.1 If a player with good sports accomplishments fails to report for the selection trials for valid reasons such as

a) University Examination

b) Participation in the higher level competition

c) Participation in State/ National level coaching camp

d) Any other reason that the Director of Physical Education deems fit to be considered in the interest of the University team, in the list of those probable for the coaching/ selection camp. The list of such players duly certified by the

Principal shall be handed over to the Director of Physical Education before the selection trials.

5.14.2 In the case of individual events like Athletics, weight lifting, power lifting, Swimming etc, the University notifies the qualifying mark to select University team based on the performance of all India inter University Competitions of the previous years. (Previous three years' qualifying mark.)

Note: If an athlete/competitor fails to qualify in the University meet and shows better performance subsequently prior to the camp in a recognized competition conducted by

    i.   National/ State/ District units of the Association/Federationor I.O.A

    ii.   Rural Sports meet organized by the State or District Youth/ Sports Department or SAI/ NIS. Such a competitor, if he/she produces the original certificate showing the meet record, may be considered for the coaching camp. His/her inclusion in the team is subject to his/her performance in the trial held in the camp.

5.14.3 In the event of unforeseen incident, if a player of repute misses the tournament/ selection trials, such player may be considered by the Director of Physical Education for the selection/ coaching camp/ University team if he/she produces a certificate duly authenticated by the Principal.

5.14.4 If a college withdraws from the tournament or competition, for which the fixtures have been drawn and circulated, it shall (organizing college) of the tournament at least a week before the date of the commencement of the tournament, marking a copy to the college against which it is drawn to play the first match, to avoid unnecessary delay in the conduct of the match etc. The college which fails to comply with this rule of withdrawal, shall pay to the University a token penalty of Rs. 200/ which the team will not be allowed to compete in the following year unless the college gives justification in this regard.

5.14.5 Every team shall be accompanied by a full time staff member(preferably Physical education Director/Instructor)as its manager. A common Manager is permitted to colleges that function under the same Management (day and evening college) He/She shall be present at venue till his/her team finishes its matches. Under no circumstances, shall a team be allowed to participate in a tournament unless accompanied by a Manager as defined above. Women's team/ athlete should be accompanied preferably by a lady Manager/ lady Physical Education Director.

5.14.6 A college not having a full team may send players of competence for the University team selection trials along with eligibility details.

5.14.7 In the team events or games, the matches are played on k except in the case of chess.

5.14.8 In the tournaments/ competitions, the latest rules of the AIU and Federation shall be followed unless specified.

5.14.9 The grounds/ courts and equipment for the tournaments must conform to International specifications. for organizing the tournament to provide free lodging facilities and security to the participating teams by collecting caution deposit fee.

5.15 Selection criteria

The Director of Physical Education sh among the panel of Physical Education Directors/ coaches / former players. The DPE shall be the Chairman of the committee. The Chairman will also nominate the captain of the team based on the following criteria:

a) Seniority in the Mangalore University team (number of times he/she has participated/ has been selected to the University team in the particular game).

b) Achievement in the particular game.

c) Higher class in which he/she is studying. If all these conditions are f Education will decide on the captain, considering the performance and ability of the player to lead the team and safeguard the interests of the University.

5.16 Coaching camp and Inter University Participation:

The coaching camp for the University shall be probably conducted prior to participation in the inter university competitions. The duration of the camp shall depend on the time and funds at the disposal of the University. The camp shall normally be divided into two phases:

i) Preliminary camp at the end of which the team is finalized

ii) Final camp for the finalized team after which the team shall proceed to interuniversity participation. The teams qualifying for inter university competitions may be called for one more camp before proceeding to the inter-zonal competition. At the time of reporting for the camp, the players should sign an undertaking which shall lay the conditions pertaining to fitness, discipline and other requirements.

For Coach/ Manager

5.16.1   The services of the Director of Physical Education shall be utilized during the coaching camp as and when required.

5.16.2   The Manager/ Coach of the team is responsible for

a) Conducting coaching and trials during the coaching camp.

b) Helping the University in selecting the team

c) Payment of TA and DA (including reservation of tickets etc.) to the players right from the commencement of the coaching camp till the return of the team from the intervarsity competition.

d) General welfare and discipline of the team.

e) Preparing brief reports on the coaching and participation at the intervarsity level with a note on the follow up action to be initiated by the University.

f) On returning from the intervarsity venue, he is expected to settle t account at the office of the Director of Physical Education. Only on submission of accounts he will be given the attendance certificate which will enable his college/ institution to treat his absence as OOD.

5.17   Attendance

The college Principal must give attendance to the sports persons who attend University intercollegiate competitions, inter university competitions, University training programmes, University sports related programmes conducted in the campus.

5.18   International Participation

The Institution shall financially support a student of a constituent and affiliated college for participation in World University games/ International competitions representing Indian Universities/ India, the participation being approved by the AIU and t respective National Federations. The Director of Physical Education will recommend the amount of financial support that will be given depending upon the nature of the tournament as approved by AIU and Indian Olympic Committee.

5.19   Criteria for awarding

The criteria for awarding the scholarship are given below: The sportsperson should necessarily be a student of the college.

5.19.1 In addition to participation at the highest level in the country, it is mandatory for the sportsperson to contribute by representing it and/ or achieving any of the top three places (for individual events) at the inter university tournaments.

5.19.2 The sportsperson should have the potential to reach International level, the assessment of which shall be done by a panel of experts, on the following criteria:

I. Should be available to represent the university in the game/ event of his/her expertise.

II. Should have secured the first place in the State championships and any of the first three

III. For team events, in the absence of having achieved a place at the State level, he/she should have represented the State at the National championships conducted by the Federation and should have attended a least one National camp.

In addition to checking the records, the committee will assess the potential of the athlete through practical tests and interviews.

The sportsperson should submit the progress made by him/her periodically and keep the University informed about the tournaments in which he/she has participated and the performance in those tournaments.

The financial assistance will be in the form of paying the joining fees of any coaching institution/ club/ academy of National/ International repute, equipment and dietary allowance and travelling fare for National/ International tournaments/ competitions. The details of these expenses have to be substantiated by the relevant authorities concerned and the amount sanctioned will be subject discretion of University authorities.

If the sportsperson is not showing adequate progress in his/ her sports performances or not doing justice to the expenses incurred, to the satisfaction of the University authorities, and as recommended by a p purpose, such sportsperson may be deleted from the list of beneficiaries under the scheme.

If the amount sanctioned is misused/ misappropriated by the beneficiary or if he/she is involved in disciplinary incidents which would malign the reputation of the University, the scholarship will be immediately cancelled and he/she is liable to reimburse the amount spent on him/her by the University along with a nominal rate of interest as decided by the University authorities. An affidavit on this regard shall be signed by the sportsperson and by his parents/guardian (if the sportsperson is a minor) prior to getting the benefits of the sponsorship.

The institution, within the ambit of its rules and regulations, shall provide opportunities to the athlete to make up for whatever classes missed and to write the semester exams. The sportsperson shall not claim the permission to write the semester exams as a matter of right if the minimum conditions for appearing for the exam are not fulfilled.

5.20   Awarding Points

For the purpose of awarding points, the following guidelines should be followed: Approved World competitions are the competitions organized by the International Apex Bodies in concerned discipline and in which the National teams are sponsored by the National Apex Bodies and cleared by Sports Authority of India/ Government of India. Only those International competitions which are being held at the time of preparation of the norms are included in the priority list.

The National Champion is the championship conducted by the national Apex Body of the concerned discipline.

Individual games/ events are the games/ events in which an individual performs alone. (Note that relay is considered as a team event.)

When a candidate has a number o his/her best achievements will be taken into consideration.

The achievements in two financial years (1st April to 31 the year of admission shall alone be considered. However, in the case of comp which are not organized annually, the immediate previous edition of competitions shall be deemed as the previous two financial years for the purpose of this list.

All competitions where an upper age limit is fixed (youth/ junior/ sub would be treated as junior event, provided it is not classified as senior event by the concerned National Federation.

If a candidate represents the Indian University team in the National championships, he/she will be considered for the benefit of the norms only if he/she was a student in one of the Universities in Karnataka during the year of representation.

When there is a tie (if any) in the achievements, the following criteria as per the priority list given below will be applied to break the tie:

a) Those with a higher number of achievements will be placed above the others. If the tie still remains, the next best achievement as per the order of priority will be considered.

b) If the tie is not resolved by the above method, the person having the achievement during the year closer to the selection will be given priority.

c) Individual achievements will be ranked above team achievements.

d) If a new record is created, he/she will be given priority.

e) If the participant has achievements in two age, group competitions will be given priority.

f) Capacity (Best Athlete/ Best Player) in the games will be given priority.

g) If a tie cannot be broken by any of the above mentioned sports achievements, the marks obtained in the subjects of the qualifying examination will be considered for re

5.21 Awards

The Winning team for each game will be awarded with certificates, medals and wherever rolling trophies are available, they will also be awarded with a Rolling Trophy for that particular year. The trophies so awarded shall be the tournament in the succeeding year. The damages, if any, to the trophy shall be made good by the concerned winning team. It is the duty of the convener of the tournament to receive the trophy in good condition and award it to the w is any damage, it must be reported to the Director of Physical Education. The Runner up team and Third place team will also be awarded certificates.

Merit certificates will be awarded to the members of the winning team, runner-up team and the team winning third place in each event/ game (only to those sportspersons who actually participated in the match).

The first three/ four places in the preliminary round of the tournament may be awarded certificates/ medals and prizes by the organizers themselves.

Third place certificates shall be awarded only if a competition is conducted for third place (between the semifinalist losers). In the absence of a competition for third place, the semifinalist team which loses to the winning team shall be place place and the other semifinalist team will be placed in the fourth place. This placing shall not warrant a merit certificate and shall only be considered for the purpose of awarding points for the overall team championship.

5.21 Sports Promotion

This policy reiterates the critical importance of sports and games in educational institutions and seeks to achieve the policy's objectives:

5.22.1 Physical education and sports shall be an integral part of the curriculum at college level.

5.22.2 Make available an adequ teachers through a time playfields.

5.22.3 Encourage the Managements of educational institutions in both the public and private sectors to optimally utilize their sports facilistiesby making them available on commercial terms, during off-hours or week-ends or vacations, to local communities/ youth/ sports clubs for regular practice, or reputed players to run coaching academies, or reputed organizations to conduct and other competitions.

5.23   Annual Physical Education department meeting

Annual Physical Education Department Meeting will be held every year in the month of July/August to chalk out the annual programme and evaluate the performance of the college.

5.24   Ethics

The Department of Physical Education shall promote fairness and ethics in sports. It will make every attempt to check malpractices such as underreporting of age, doping, fake identity, dilution of standards etc. Colleges found indulging in any malpractice shall be debarred for one year from intercollegiate competitions.

5.25   Publicity and media

Publicity and media play an important role in dissemination of information, popularization and promotion of sports amongst the masses. Efforts shall be see that proper coverage is given in printed and electronic media on important sports events and performances. No Physical Education Director, team coach, manager shall give any information regarding institutional performance at inter university tournaments which is detrimental to the interests of the institution. Official press release shall only be given from the office of the Director of Physical Education.

5.26   Summer/ holiday camp

Office of the Director of Physical Education may arrange summe the degree college students on need basis. Summer camp would be held during summer holidays. Even the PUC students may be given an opportunity to participate in the camp along with the degree students.

Holiday camps are arranged only on government holidays, Saturday afternoons and Sundays for the benefit of upcoming players.

5.27 Staff tournament

Staff tournaments shall be organized for the members of the staff.

5.28 Duties of a Physical Education Director

The nature of duties of a Physi related to physical education and sports in the college, conduct University inter college competitions, conduct inter university competitions if possible, and also conduct workshops or seminars related to phy He/she is also required to look after the administrative functions related to the above. Therefore, all the Physical Education Directors are not only duty bound to perform the various tasks related to physical education towards promotion of sports.

The following are the duties of a Physical Education Director:

1. Shall field teams in at least 10 events each in men and women sections of University intercollegiate competitions during th

2. Shall attend the intercollegiate competitions as a selector/ observer allotted to him.

3. Shall accompany the teams for inter university competitions.

In case of unavoidable circumstances to perform the above duties, the Physical rector shall justify his/her absence with appropriate reasons which shall be forwarded to the Principal of the college.

"Every human being has a fundamental right of access to physical education and sport, which are essential for the overall development of his/her personality. The freedom to develop physical, intellectual, and moral powers through physical education and sport must be guaranteed both within the educational system and in other aspects of social life". (The International Charter of Physical E and Sport, UNESCO, 1978)

6. POLICY FOR CULTURAL LITERARY ACTIVITIES

(Policy for Dramatics, Yakshagana, other Fine Arts and Literary events)

Non-academic activity in the form of co-curricular one provides support to students to venture into professional fields like Yakshagana, dance, drama, music, painting, art, acting, photography, printing and many more. The new National Education Policy 2020 encourages to explore the additional talents of the students. In this regard, co-curricular activities help in enhancing many skill developments. Importance of co-curricular activities have increased manifold in modern life. However, co-curricular meaning varies to little bit as per place, time and space.

The cultural competitions are held to bring out the various talents embedded in the students. They are able to showcase their skills in various activities and compete to improve their ability.

6.1 Preparation of Action Plan

6.1.1 The annual action plan shall be prepared in the beginning of the academic year by the committee coordinator in consultation with the members, drama teacher or Yakshagana teacher.

6.1.2 The sub-committees shall prepare action plans in consultation with the committee coordinator, drama teacher or Yakshagana teacher or staff of the Cultural Center.

6.1.3 The committee coordinator shall discuss the plan, review and approve the same.

6.2 Selection Procedure

6.2.1 The students are admitted through proper screening procedures while focusing on their interest, present artistic skills and enthusiasm.

6.2.2 A maximum number of 25 to 30 students shall be selected for drama, Yakshagana and music.

6.2.3 The number of students to be selected for other fine arts and literary events is need-based.

6.2.4 The well performing teams/individuals will be selected for participation in intercollegiate competitions.

6.3 Attendance

6.3.1 The systematic monitoring of attendance and details of practice shall be maintained by the drama teacher in the drama center/Yakshagana/music/ dance.

6.3.2   A minimum of 75% attendance is required for the students who are in cultural centers for any form of fine arts.

6.3.3   The attendance credit is given on a weekly basis to the academic section, only when they practice during the activity class hours.

6.3.4   The students are sent to different university level, intercollegiate level competitions and for other performances only after obtaining thorough practice and rehearsals.

6.4   Training Procedure

6.4.1   An extensive training is given every day from 4:15pm to 5:15pm on all working days and special training is given based on the necessity.

6.4.2   Students can practice on Saturdays afternoon and Sundays, if there is need for the practice on the suggestions of the trainer.

6.5   Procedure for Budget Proposal and Settlement

6.5.1   The budget proposal is prepared for each academic year by the committee in consultation with the drama/Yakshagana teacher or staff in committee.

6.5.2   The consumable stationeries and properties for each academic year are purchased or hired based on the necessity.

6.5.3   For every competition, fresh budget estimation shall be submitted by the committee coordinator to the Principal.

6.5.4   The budget expenses must be submitted with relevant documents to the sanctioning authority within one to two weeks after the competitions are over.

6.6   Procedure for Participation

6.6.1   The coordinator shall plan forcompetitions in normal course. However, the committee follows the directions and guidelines given by the Management, Principal or University.

6.6.2   Based on the necessity, proper communication has to be made to the participants/institutions until the competition or programme finishes.

6.6.3   The extent of practice, facilities made for travelling, refreshment, accommodation (if necessary), safety of students and their discipline must be verified by the concerned staff.

6.6.4   The participating team is sent for participation along with the drama/ Yakshagana trainer or with deputed staff in- charge.

7. HOSTEL POLICIES

The hostel has separate sets of policies for students and warden:

7.1   Students

7.1.1   Students shall maintain discipline, decency, etiquette and conduct.

7.1.2   Students shall adhere to the hostel timings.

7.1.3   Students shall help to keep the hostel, mess and surroundings clean.

7.1.4   Students shall take food in the respective mess.

7.1.5   Students shall take care of their belongings.

7.1.6   Students shall read the notice board regularly for menu, schedule, etc.

7.1.7   Students shall utilize the facilities with utmost care.

7.1.8   Students shall be in their respective rooms during study hours.

7.1.9   Students shall avoid wastage of food, water and electricity.

7.1.10   Students shall submit leave applications in specified format approved by HOD while going home.

7.1.10   Students shall inform warden and enter the details in the 'movement register' while going out.

7.1.11   Students shall take care of their health, and in case of illness, they shall bring it to the notice of the warden.

7.1.12   Students shall pay the hostel fees and mess bill in time.

7.1.13   Students shall not indulge in ragging.

7.1.14   Students shall avoid usage of electrical stove, heater, coils in their rooms.

7.1.15   Students shall meet visitors in specified time only at the visitor's lobby.

7.1.16   Students shall avoid arranging parties and birthday celebrations in hostel.

7.1.17   Students shall respect every one's privacy and avoid disturbing others.

7.1.18   Students shall not have vehicles.

7.1.19   Running of hostel facilities in the institution is not incidental to any profit.

7.1.20.   Monthly mess bill involving food (vegetables, milk, groceries, etc.) expenses is equal divided among the hostel students on the basis of their attendance.

7.1.21.   Hostel maintenance bill (involving the charges of newspaper, generator usage, household utensils, etc.) is equally divided among the students on the basis of students admitted.

7.1.22.   Students are expected to pay their mess bill before the prescribed time.

7.1.23 If the student fails to pay the mess bill timely, they will be charged penalty.

7.1.24 Drugs

7.2   Responsibility of Hostel Warden

7.2.1.   At least one hostel warden is expected to be compulsorily present in the office from 6:00am to 10:00 p.m.

7.2.2.   Study hour, prayer hour, breakfast/ lunch/ dinner hour needs to be monitored.

7.2.3.   Ensuring the quality of food supplied and looking after the overall maintenance of hostel facilities.

7.2.4.   Informing the students to pay the monthly mess bill in time.

7.2.5.   Conduct monthly meeting of employees/kitchen staff and submit its report to the Secrotary.

7.2.6   Report on hostel rules and discipline needs to be submitted to the principal every month

7.2.7.   Various committees to monitor on food, cultural, sports, and discipline need to be formed.

7.2.8.   Special attention must be given to the cleanliness of the hostel.

7.2.9.   Report on problems related to hostel must be forwarded to the Secretary through the Principal.

7.2.10. Ensuring that electricity, water and food should not bewasted and used in an economic manner.

7.2.11. Special attention should be given to the well and proper documents related to it must

7.2.12. Regular visits to be made in all the floors of the hostel.

7.2.13. Rooms of all the hostel students need to be inspected.

7.2.14. All the hostel records must be maintained properly.

7.2.15. Verifying the college attendance of these students regularly.

7.2.16. Confirming the allotment of room and bed facilities to the students.

7.2.17. Students' movement registers need to be maintained.

7.2.18 Supportive documents need to be provided to prepare a mess bill.

7.2.19 Medical

7.3   Rules for going out of Hostel premises

7.3.1. In order to allow students, go home, parents are expected to make a request to the hostel warden through phone/ mail, or else, parents themselves must approach the hostel and take their son/ daughter.

7.3.2. Students are expected to visit the town in the presence of their parents or the hostel warden. They aren't allowed to go on their own or with their friends.

7.4   Hostel time table

SL.No	Timings	Details
1.	5:30 am: 6:00 am	Daily chores
2.	6:00 am: 7:00 am	Study hour
3.	7:00 am: 7:45 am	Leisure
4.	7.45 am: 8.30 am	Breakfast
5.	8.30 am: 12.30 pm	College
6.	12.30 pm: 2.00 pm	Lunch
7.	2.00 pm: 4.30 pm	College
8.	4.30 pm: 6.00 pm	Evening snack
9.	6.00 pm:6.15 pm	Attendance
10.	6.30 pm: 8.30 pm	Study hour
11.	8.30 pm: 8.45 pm	Study hour in Library
12.	8.45 pm.: 9.30 pm	Dinner
13.	9.30 pm.: 10.30 pm	Study hour/other works
14.	10.30 pm onwards	Sleep Hours

8. ADMISSION POLICY

The college adopts all guidelines stipulated by the Govts/UGC/University transparency has evolved fair procedures.

The college has developed several strategies to improve the quality of the admission process as it is the prime window for students to get admitted to the institution. The process is made easy and hassle free.

8.1. Procedure

8.1.1 Prospectus is issued to the students along with the Application on payment of nominal fee, containing a brief summary of achievements of the institution, details of programmes, subjects offered, fee structure, documents, other things required and the cut off dates.

8.1.2 To avoid confusion and to answer the queries of the students, a professional/ institutional mechanism has been developed by opening a helpdesk near the entrance.

8.1.3 To avoid all sorts of confusions and communication gaps, proper orientation\training is given to all staff members who are involved in the admission process.

8.1.4 Sign-boards are fixed at several points to guide the students/ parents to reach a particular section/ required destination.

8.1.5 Rooms with all facilities are provided to the students to fill up the applications leisurely and cautiously and they can avail assistance of the staff in filling the applications.

8.1.6 For the smooth flow of the process, committees are constituted which look after the entire process. The committee members in batches complete the formalities of the admission process by verifying the documents, interviewing the students and allotting him/ her to a particular programme with specified subjects.

8.1.7 After the announcement of the merit list, studentswill be informed through an email/message/call to join on a particular date.

8.1.8 During the admission process parents/ guardians are required to accompany the ward to fulfill the required formalities. Proper guidance, discipline, do's and don'ts, rules relating to use of mobile and dress code will be instructed at the time of admission.

8.1.9 Students can also get admitted through partial payment of fees.

8.1.10 Provision is made for online payment of fees.

8.1.11 Online admission process is also implemented through which the students can apply online on payment of necessary fees.

8.1.12 The entire admission process is being monitored by the Special Officer(Admin) and the Deans.

9. HUMAN RESOURCE DEVELOPMENT POLICY

9.1 Human Resource Management to manage the staff and develop the work culture

9.1.1. An efficient human resource management enables the workforce of an institution to contribute efficiently and effectively towards the overall achievement of goals and objectives of the institutions.

9.1.2. For the proper resource management, the responsibility is shared between the Principal, Controller of Examination, SpecialOfficers, Deans, HODs/ Chairman and Staff members. Different committees areconstituted for the purposes with defined objectives and outcomes.

9.1.3. Frequent review meetings are arranged to review the activities and to follow up processes. The Chairman of the committee has to submit a compliance report in every meeting along with the details of follow up actions.

9.1.4. In view of getting the information or complete the task on time, frequent reminders are sent through WhatsApp group/ SMS or emails.

9.1.5. The best initiatives developed in HRM are mentioned below:

a) Training and Development: Programmes are organized to orient them in their respective areas. This enables the freshers to understand the processes here and makes it easy for them to get on with their jobs with much ease.

b) Performance Appraisal: The employees of the institution are evaluated by the management as per the performance. This helps the management in finding out whether the employee is moving towards the goals and objectives of the management or not. It also helps to evaluate employees' need for improvement in other areas. For low performers, direct training is organized.

10. RESEARCH POLICY

Preamble:

The institution aims to provide a healthy research ambience, creation and sustenance of arch culture, and to motivate the staff and students to engage in research activities. The aim is to inspire, guide and coordinate the initiatives of the staff and students towards research studies, research projects, and publications of articles/ papers in reputed journals in sciences and humanities, organizing national and international conferences, and presentation of research papers. The Research committee monitors all activities connected with research. This research policy undertakes to provide a broad framework to guide scholarly researchers. The policy has the following provisions:

- Individual research scholars shall be free to select the subject matter of their research, seek financial sources for their work, and explore new findings and Conclusions.

- Research scholars shall not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

- The committee shall create a suitable ambience to research by providing infrastructure-space, library, and laboratory facilities.

- The research scholar shall continue in service at least five years after a research programme such as Ph.D.

- Any staff desirous of doing research shall seek support from the Management and once the approval is granted, he shall register or undertake the project.

- The Management on the suggestions made by the research committee shall support the scholar by sanctioning incentives, study leaves, and by exempting from other duties.

- The Management shall decide on granting a maximum of one year leave in the final stages of the research work on the recommendation of the Research Committee.

- The researcher shall be bound by the Undertaking given in the beginning, and in normal circumstance research ethics.

- The researcher shall report the progress of the research once in every three months and also make presentations before the committee.

- The researcher shall reimburse to the institute received during the period of leave if he/she takes up employment in other organizations.

- The researcher shall publish two research articles in a peer reviewed journal, attend at least a few national or international confer paper presentations.

- The Management desires that every staff takes up research projects Major funded by UGC, DST, DBT, BRNS, RBI, etc.

- The Management shall provide infrastructural support to such projects and assist in applying to the funding agencies.

- The Management shall provide TA and DA to those who are presenting papers in the national and international conferences.

1. **Policy for Student Research Project**

   This is a unique academic exercise of the institutions which aims at introducing the students to the scientific methods of research and analysis. It provides a platform for students to pursue a systematic study of topics of his/ her interest under the guidance of teachers. The Student Research Projects (SRPs) have awakened the spirit of enquiry among students to a great extent.

   Methodology

   - Students are expected to complete one research project per year. The committee will make the students' groups and the same will be intimated to the departments.

   - A student should complete 3 research project in 3 years of his/her degree,

   - Each staff is allotted batches of students for guidance during the first month of each academic year.

   - Research activity begins in the month of July and ends in the month of January of the academic year.

   - At the end of the term, the research projects which are thoroughly scrutinized by the guide, are submitted both in the form of soft and hard copies to the committee.

   - The committee prepares department wise students research project report and the same will be kept in the concerned departments. The hard copies are maintained in the college library.

   - Best student research projects will be rewarded.

   Staff Responsibility

   - Distribution of the SRPs among the staff members of the department.

   - Each guide is requested to interact with the students' group and brief about the SRPs.

   - Deciding the SRP topics with the consultation of the student groups.

- Conduct SRP group meetings frequently, encourage and guide the students to complete the SRPs within stipulated time.
- Inform the progress of your SRPs to the staff in –charge of your deoartment.
- Guide your students to take up their SRPs based on research methodology.
- Finalizing the SRP's DTP in Microsoft Word, font size 12 with Times New Roman/ Nudi/ Baraha font, in A4 size page.
- Cover page, Inner Page, Certificate by Research Guide, Acknowledgement and Preface to the SRPs is compulsory in each report.
- Clearly mention the student roll no., name, class and combination in the inner page of SRPs.
- Table of Contents and Bibliography should be included in the respective page
- Signature of each student and guide in SRP is expected.

2. Policy for Junior Research Project

With the intention to give proper ideas about research and involve the students in research activities at a young age and encourage new ideas, curiosity and confidence in them, the concept of Junior Research Project (JRP) has been introduced with the following methodology:

- In the month of August, a proposal on the Junior Research Project Programme will be given to the School Heads (specifically nearby schools), in which the role and functions of JRP are mentioned and a request will be made to send the 8 th and 9th standard students for the same. Simultaneously, all the Department HODs will be informed to
- In the month of September, a list of interested students and their interested disciplines for research will be made. Also, an orientation on JRP will be given to the students by Deans or senior most faculties of the
- The junior research project work will begin in the month of October, where the concerned staff will be guiding the allotted students to complete their research. By the end of December, the junior research project reports will be completed by the students.
- In the month of January, the participation certificate will be provided to each student by the committee.

- By the end of January, all the departments should submit both hard and soft copies of JRPs to the concerned committee.

3. **Policy for Short Term Certificate Course**

Short term certificate course is designed for providing an additional input of trans disciplinary knowledge to the students.

Objectives

- To enhance the personal satisfaction of the learner.
- To enable the students to acquire practical knowledge/ skill along with theoretical classes.
- To add value to the discipline specific domain of knowledge.
- Regular intervention through group discussions and seminars within the courses.

Methodology

- Certificate courses are offered to students both in odd and even semester.
- Collection of the titles of certificate courses offered by each department for the respective academic year.
- Display of notice for the students about the different certificate courses offered and its initiation.
- Enrollment of first year and second year students for certificate courses in their respective classes.
- Display of notice for the students who have not enrolled their names for the certificate courses.
- Allotment of classrooms and giving the details to the respective department
- Commencement of the classes.
- Collecting the attendance sheet for finding the shortage of attendance in their respective certificate courses.
- Conducting certificate course exam and collecting attendance –cum-marks list.
- Class-wise entry of marks and its submission to the examination section.

4. **Policy for Promotion of Research**

Any educational Institution has two major responsibilities. One is Knowledge sharing and the other is knowledge creation. As a part of knowledge creation activity to bring in a research culture within the institution and create necessary facility this policy is made.

It aims at motivating the staff and students to engage in research activities, provide necessary guidance and facilities, enable them to submit research proj reputed journals.

1. **Title of the policy**: This policy shall be called ' Research Policy of Vivekananda college of Arts, Science and Commerce (Autonomous)

2. **Extent of the policy:** The policy aims at

   - Creation of a suitable ambience to research b learning resources, and laboratory facilities

   - Conduct needs based training facilities and workshops for staff as well as the students.

   - Providing information regarding the funding agencies

   - Providing inputs on project writing

   - Giving due recognition to the staff for publication of papers and getting research funding

   - Promoting MOUs with reputed research organizations

   - Recommending for financial assistance for the deserving proposals

   - Providing guidance for patenting

   - Inviting experts from different streams to promote the idea of interdisciplinary research

   - Promotion of study on local traditional knowledge, culture, etc.

   - Documentation of ancient wisdom in the areas of medicine, food, weather science, agriculture etc. and its validation

3. **Implementation:** Implementation of the policy shall be ensured through a committee constituted for the purpose.

4. **Committee structure:** The research committee shall have 5 members . The Structure shall be

   - President – The Principal of the Institution.

   - Members – Two teaching staff from UG and two teaching staff from PG

   - One of the members is to be nominated by the committee as Member secretary who will be responsible for arranging for the meetings, preparing the agenda, recording and circulation of the minutes

   - Basic criteria for selection of members shall be the research aptitude and research contribution.

5. **Meetings:** The committee shall meet at least 4 times in a year and review the progress and propose activities for intensifying research Culture.

5. Seed Money Policy for Research

Preamble:

Teaching and Research are the integral parts of academics. It is proven that the teaching quality improves when teachers are research Orientated. Research gives a new dimension to teaching by making the teacher more inquisitive, creative and able to look at the subject with different perspectives, than being a mere transferor of knowledge

Objectives of Seed Money Policy

- To kindle interest amongst staff in research
- To enable them to look for different ares of research and new sources of information
- To introduce them to the practice of retrieving information from different sources than mere text books
- To introduce them to funding agencies and to the procedure of applying for funds
- To help them acquire the skill of writing a project proposal
- To help them to publish research papers

Method of implementation

- Inviting research proposals
- Screening by expert committee
- Selection of the proposals and finalization of incentive amount
- Communication to the selected candidates
- Proposals not selected will be returned to the applicants with short comment for improvement
- Whole project is to be of one year duration
- On completion of the project the recipient of the incentive is obliged to publish minimum of one paper in UGC listed journals.

Funding pattern

- A total of Rs 5,00,000/ will be set aside for incentive in the annual budget
- Extent of funding will be to the maximum of Rs.50,000/
- Project duration is one year
- Two projects with Maximum funding of Rs. 50,000/ studies of 'Tulu" language, culture, cuisine, traditions, monuments, etc. with other languages

- The funding is only for the recurring expenditure such as chemicals/travel/stationary/and any such other expenditures
- The beneficiary will be permitted to uses any facility of any department but with the permission of the Principal

Annexure A

Project Proposal Format

1. Department:

2. Name and address of Investigator:

3. Title of the Project:

4. Summary of the project: (in 1000 words):

5. Brief write up on preliminary review:

6. Summary of the Budget:

6. **Policy on Code of Ethics and Plagiarism**

Vivekananda College aims to provide a healthy research ambience, creation and sustenance of a research culture, to motivate the staff and students research activities and uphold the highest integrity and honesty in all the academic work. The Research committee monitors all activities connected with research.

Objectives

- To Bring scattered research activities under one roof and to and collaborative research
- To develop research culture among the staff and students
- To create awareness among the researchers on plagiarism in academic writing
- To develop systems to detect plagiarism and to prevent plagiarism

Composition of the Ethics Committee

The Principal	
Dean PG Studies	
Dean of Science	
Dean of Commerce	
Dean of Arts	
Member	
Member	
Member	

Role of the Committee

- The committee monitors all activities connected with research guides and the scholarly researchers to conduct quality research

- The committee members, Heads of departments along with staff members will promote a transparent academic environment and ensure ethics in academic research.

- The committee will guide the researchers to follow the intentionally or unintentionally

- The committee shall create a suitable ambience to resear infrastructure-space, library, and laboratory facilities.

- The committee will ensure that the research scholars will not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

- The committee will provide guidance and academic support to scholars on ethical issues with respect to teaching, research and other academic activities

11. GREEN POLICY

11.1.   Policy

The institution emphasizes on maintaining an absolutely clean and green campus with lush green vegetation. The College ensures that its normal functioning does not impact the environment. For this purpose, the college strives to minimize the solid, liquid and E-Wastes through proper management in this regard and a sincere attempt to move towards zero-waste.

11.2   Role and Responsibility

11.2.1   Green Policy aims to eliminate or reduce all forms of environmental pollution and encourage all faculty members, staff, students and others to do the same. Green Policy is concerned with the environmental issues like air and water pollution, eco-system management, maintenance of biodiversity, protecting natural resources, judicious usage of energy resources and conservation of energy and also effective waste management and ecosystem sustainability.

11.2.2   Managing that the environment is a high priority for the institution.

11.2.3   The staff and students shall use energy resources and conserve energy judiciously.

11.2.4   Environmentally harmful practices are prohibited and more ecofriendly working culture is encouraged.

11.2.5   Various initiatives directed at creating awareness about environmental issues and personal responsibilities among staff/ students/ visitors are to be undertaken leading towards a clean environment.

11.2.6   Effective waste management by promoting the 3 R's (Reduce, Recycle and Reuse) for waste management shall be encouraged.

11.3   Scope

This policy applies to all stakeholders-Students, Staff and Visitors.

11.4   Strategy / Initiatives

The commitment towards protection, conservation and enrichment of the environment is being achieved through the following mission:

11.4.1   Green Campus: Green Cover and Growing Trees.

11.4.2   Nature Club

11.4.3   Periodical Green Audit and Energy Audit.

11.4.4   Promotion of the 3 R's in Waste Management.

11.4.5   Encouraging judicious use of Water, Energy and other resources.

11.4.6   Community awareness through NSS, NCC, Ranger & Rovers, Red Cross and different organization/student wings.

11.4.7   Awareness Promotion Campaigns: Rallies, campaigns and activities/competitions are organised to create awareness among the youth.

11.4.8   Linking learning with community service: Students and teachers are called upon to apply their knowledge and skills in a chosen community to improve the quality of lives.

11.4.9   Linking research with community knowledge: Faculty and students are encouraged to take up local issues for research benefiting the local people and environment.

11.4.10 Knowledge relating to the environment in various disciplines will be made available to the local community through outreach/extension activities.

11.4.11 Energy conservation and alternative energy use

11.4.12 Maintaining Botanical Gardens

11.4.13 Conservation of water

11.4.14 Reduction in the use of plastic products

11.4.15 Rain-Water Harvesting

11.4.16 Solar Energy Use

11.4.17 Clean Campus Programme

11.4.18. The evaluation of the implementation and review of the policy should be done periodically.

12. POLICY FOR SOCIAL RESPONSIBILITY

12.1 Preamble

The motto of the college is 'Nationality and Hindhuthwa, Jnana, right perception, right knowledge and right conduct'. Since its inception, the institution has focused its efforts in creating awareness about the need for quality higher education in PutturTaluk, an otherwise educationally backward rural region of the State. Taking into consideration the changing needs of the society, the institution redefines its vision and mission, without compromising on the original motto. The redefined institutional vision is **Empowerment through Competency Building with Ethical Foundation.**

In tune with the avowed motto, the institution provides ample opportunity for the students to learn about the subjects they have chosen to study and imbibe a sense of Social responsibility.

It is presumed that young students who enter the college are energetic, keen and interested to make some useful contributions. Proper guidance and support by the institution at this juncture can reinforce their ethical and social responsibilities. Adequate and proper institutional mechanism for promoting the e responsibilities is earnestly undertaken.

The prime focus of fostering social responsibility and advancing higher education is for national development. The objectives are:

- To promote social belongingness sensibility for challenges in society.
- To develop a strong work ethic through striving for excellence
- To develop a sense of personnel and academic integrity
- To contribute to a larger community, both the educational community (classroom, campus life, etc.) and the wider community.
- To take seriously the perspectives of others to form once's own judgments
- To develop competence in ethical and moral reasoning and to spread awareness bout social responsibility.

12.2 Scope

This policy applies to all stakeholders of the institution.

12.3 Policy

Social Responsibility development with ethical foundation working with students, staff, the local community and society at large to improve quality of for the community and for the social development

12.4 Strategy/ Programmes

The commitment towards social responsibility is being achieved through the following strategies:

12.4.1 **Community service** organizations/wings extending their expert services to the community at large.

12.4.2 **Awareness Promotion Campaigns:** participate and conduct Awareness promotion rallies, Campaigns and activities.

12.4.3 **Promotion of art and culture:** directed toward the promotion of arts and culture. In compliance with these objectives, the college has set Art.

12.4.4 **Linking learning with Community Service:**Students and teachers apply their knowledge and skills in a chosen community to improve the lives of people in that community. Under 'Village Adoption' scheme, the NSS units adopt a specific village and then provide opportunities to students from various disciplines to apply their knowledge to address the challenges of that specific community.

12.4.5 **Linking research with community knowledge:** Faculties and students are encouraged to take-up local issues for research.

12.4.6 **Knowledge sharing & knowledge generation:** The knowledge available with students and teachers in various disciplines is made available to the local community to realize its developmental aspirations. These can take the forms of enumerations, surveys, camps, trainings, study reports, teaching and health services in poor communities, share lectures, and faculty as resource persons at the community level etc.

12.4.7 **Devising new curriculum and courses:** communities, local community agencies and Alumni, the institution develops new curricula in existing courses besides designing new courses.

12.4.8 **Inviting practitioners and local experts to deliver guest talks:** community elders, leaders, and civil society practitioners have enormous practical knowledge on a wide variety of issues from agriculture and forestry to child expertise is tapped by inviting such practitioners to address students.

12.5 Besides these initiatives, the institution also fulfils social responsibility through the following change-making practices:

12.5.1 Solar energy generation for heating and lighting purposes.

12.5.2 Rainwater harvesting.

12.5.3 E-waste and hazardous waste management.

12.5.4 An active Green Audit Committee that monitors and takes initiatives to support energy conservation, carbon neutrality etc.

12.6 Activities

Following are the important activities evolved from time to time by the comply with its institutional, personal and social responsibility:

12.6.1 Value Speak

12.6.2 Learning Corners

12.6.3 Guest lectures

12.6.4 Faculty as Resource Persons at Community level programmes

12.6.5 Share lectures

12.6.6 Student Research Projects

12.6.7 Junior Research Projects

12.6.8 Village Adoption

12.6.9 Vanamahotsava

12.6.10 Celebration of National Days

12.6.11 Student Activities such as Quiz, Class Seminars, Debates, Panel Discussions, etc.

12.6.12 Vivekananda cultural fest

12.6.13 Centre for Performing Arts

13. STAFF WELFARE POLICY

13.1   Preamble

For sustainable growth, the institution is imperative to have a sound set of staff welfare policies which are dynamic and accommodative in creating a conducive working environment. The Staff Welfare Policy is to ensure the benefits, facilities given to create a better work environment. These policies are promoted and sustained so that maintains proper productivity.

13.2   Staff Welfare Policy

The college is committed to provide all facilities and benefits to its staff as it believes in 'Happy Staff, Happy Institution'. Financial support and other service-related supports are to be extended without any discrimination to all.

13.3   Objectives of Staff Welfare

13.3.1   To facilitate a conducive work place for professional growth to all the staff.

13.3.2   To foster healthy relationships and ambience among the staff.

13.3.4   To foster healthy relations between the students and the staff.

13.3.5   To look after the needs of the staff to maintain their high morale.

13.3.6   To ensure a favorable working environment for members of staff.

13.3.7   To plan for the general welfare activities of the staff.

13.3.8   To provide a platform to the staff for expressing their ideas and interests.

 13.3.9   To develop mutual cooperation among the staff.

13.3.10   To create opportunities for exchange of interdisciplinary knowledge.

13.3.11   To provide opportunities for updating their knowledge.

13.4   Scope

Staff Welfare Policy of Vivekananda College of Arts, Science & Commerce (Autonomous) is applicable to all the teaching and non-teaching staff of the college.

13.5   Schemes

13.5.1   Compensation and Benefits

13.5.2   Staff Association/ Staff Club

13.5.3   Monthly meeting

13.5.4   Vivekananda College Employees Cooperative Society

13.5.5   Staff Welfare Fund

13.5.6   Staff Vehicle Parking

13.5.7   Financial support, for attending seminars and conferences.

13.5.8   Health Insurance to those who doesn't avail ESI benefits.

13.5.9   PF for eligible staff

13.5.10   College Canteen

13.5.11   Health Centre

13.5.12   Sports & Games

14. STUDENT WELFARE POLICY

14.1   Preamble

Student Welfare Policy seeks to provide support to the educational process to advance the student's academic and personal abilities. It aims at resolving problems that hinder their academic success or the academic process, with the intention of qualifying them professionally at regional, national and inter-national levels.

14.2   Policy

The policy seeks to nurture students' mental, physical, cultural activities for their overall personality development and to make them civilized Indian citizens to compete in the globalized world.

The Student Welfare Policy abides by the programmes set by the college to provide anunique academic environment based on positive interaction among the students and to help the students to overcome all personal, social and academic hindrances.

14.3   Objectives

The Student Welfare Policy aims at achieving numerous objectives for improving the academic process:

14.3.1   To help the students to understand their unique personal abilities.

14.3.2   To overcome educational difficulties in language and suggest appropriate solutions.

14.3.3   To develop the life skills and interactive skills such as translation, communication, and teaching skills among the students.

14.3.4   To give maximum benefits to the students through various welfare activities organized by the college.

14.3.5   To analyze and solve the problems of students related to academic and institutional activities.

14.3.6   To create awareness about higher education among rural students and make them confident to face challenges.

14.3.7   To facilitate the development of personality among students.

14.3.8   To foster by discovering and boosting the student skills through the proper social, sports and cultural activities.

14.3.9   To facilitate the academic and personality development of rural students through special attention.

14.4   Scope : This policy is applicable to all students

14.5   Strategies/Initiatives

14.5.1   Mentorship

14.5.2   Mid-day meal Scheme

14.5.3   The Counseling Cell

14.5.4   Women Development Cell

14.5.5   Hostel Supervision Committee

14.5.6   Student Welfare Committee

14.5.7   Orientation Programmes

14.5.8   Remedial Coaching

14.5.9   Add-on Courses –Certificate Courses

14.5.10 Scholarship Committee and Career Guidance

14.5.11 Training Programme in Spoken English

14.5.12 Student-related seminar/Conferences/Workshops/Camps

14.5.13 Student Union , Student Forum

14.5.14 HRD Cell

14.5.15 SC/ST and Backward Community Cell

14.5.16 Language Lab

14.5.17 The Centre for Performing Arts

14.5.18 The Departmental Associations

14.5.19 Health Centre, Health Insurance

14.5.20 Skill Development (Spoken English/Computer literacy)

14.5.21 Performance Enhancement initiatives for Slow Learners/ students who are at risk of failure and drop-out.

14.5.22 Exposure of Students to other Institutions of Higher Learning/ Corporate/ Business Houses

14.5.23 Publication of Students

14.5.24 Sports, Hostel facilities for Sportspersons

14.5.25 Extra-Curricular and Co-curricular activities

14.5.26 Grievance Redressal Cell, Sexual Harassment Prevention Cell

14.5.27 Parent Teachers Association

14.5.28   Alumni Association

14.5.29   Hostel facilities

14.5.30   Training and Placement Cell

14.5.31   Publication of college magazine, departmental magazine, Newsletter, etc. and display of wall magazine

14.5.32   Extension activities through Community Radio Station and *Vikasana* YouTube channel & other social media

14.5.33   Extension activities through NCC, NSS, Rovers & Rangers, Youth Red Cross and Village Adoption Scheme.

14.5.34   Research Cell

15. INFRASTRUCTURE AND LEARNING RESOURCES POLICY

15.1   Definition

Infrastructure includes buildings, furnished class rooms, labs with equipment and materials, computer lab with internet facilities, library, playground etc.

Learning Resources includes, books, journals, e-contents etc.

15.2   Policy

The institution is committed to provide infrastructure facilities to ensure the holistic development of the students, in the form of well-furnishedICT enabled classroom, lab facilities, computer centers, sports facilities, health and wellness facilities, counselling center, good library and computer centers as a part support system to learning.

15.3   Objective

15.3.1 To enhance learning of the students and facilitate learning in both material and digital referencing.

15.3.2 To provide adequate learning space and ambience for the students to pursue higher studies, employment and self-learning.

15.3.3 To ensure the holistic development of the students by providing enough facilities for academic, physical, emotional, health, placement and training and Research facilities.

15.4   Scope

The policy is applicable to all the courses introduced in the college.

15. 5   Responsibility

The Principal/ Management and staff, individually and collectively, have overall responsibility of carrying out this policy.

16. INFORMATION TECHNOLOGY POLICY

16.1   Overview

Information Technology plays a dominant role in effective classroom communication as well as systemic automation today. Consequently, many associated areas are defined and relevant policies are formulated. Information technology policies articulate the institution's vision, strategy, and principles as they relate to the use of IT resources. The IT policies interpret applicable laws and regulations and ensure that the policies are consistent with legal and contractual requirements. In addition, specify requirements and standards for the consistent use of IT resources within the institution.

16.2   Software Policies

16.2.1 The institution shall use only authentic and licensed software in all major software requirements.

16.2.2 Software required for the institution shall be developed by the IT cell of the college.

16.2.3 Data and software are protected using authentic, paid antivirus package and firewalls.

16.2.4 The institution reserves the right to limit, control, restrict institutional data and information sharing.

16.2.5 Occasionally, verified free software may be used for specific requirements.

16.2.6 The hardware as well as software resources shall be managed by a team of trained professionals.

16.3   Acceptable use Policy

Since inappropriate use of institutional systems exposes the institution to risk, it is important to specify exactly what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of corporate for the protection of all parties involved. The scope of this policy includes allinstitutional IT resources, including the computer systems, email, network, and internet connection. For example, policy outlines things like email use, confidentiality, social media and web browsing, personal use, and how to report security incidents. Acceptable use policy should be the only one policy which everyone in the organization acknowledges via signatures that they have read and understand.

16.4   Wireless Network and Wireless Access Policy:

Wireless access shall be done securely through certain steps to mitigate known risks. Guests/ Authority/ Regulators/ Assessment Bodies access to the institutional network is often necessary for students, customers, consultants, or vendors who are visiting the institution. This may require access to specific resources on the network by the guest. Therefore, guest accessshall be properly controlled. These policies would cover anyone who accesses the network via a wireless connection, including the guest.

16.5   Network Security Policy

16.5.1 Every institution needs a security policyfor its data that mitigates the risk of security. The purpose of a specific network infrastructure security policy is to establish the technical guidelines for IT security and to communicate its infrastructure.

16.5.2 This policy might include specific procedures around device passwords, logs, firewalls, networked hardwares, and security testing.

16.5.3 Institutional personnel may not broaden ac authorization from the Management. This limitation applies to all means of copying, replicating, or otherwise propagating institutional data. Authorization to access institutional data varies according to its sensitivity understand that overall sensitivity of institutional data encompasses not only its confidentiality but also the need for integrity and availability. Integrity or trustworthiness of institutional data should be considered aligned with institutional standards. Unauthorized use/modification of institutional data invites disciplinary/ legal action. The institution is committed to provide quality IT services by constant upgrading of facilities and introduction of latest updated software.

16.6   E-governance policy

16.6.1 Policy for E-Governance: As per the Information Technology Act of 2000, the institution is gradually transitioning to paperless communication to the greatest degree practicable. The campus's goal is to have paperless communication by 2025, boosting accountability, openness, and efficiency in service delivery, also moving toward eco-friendly practices.

16.6.2 Need for E Governance: (a). Through the internet, students and faculty may access and disseminate information at any time and from any location. (b). To increase the institution's productivity and efficiency in service delivery.

16.6.3 Policy:?

16.6.4 The college campus is Wi-Fi enabled and allows simultaneous usage by its staff. College strives to maintain good bandwidth to enable all e Governance IT applications to function effectively and efficiently to provide services. Periodically instructions and training are being provided to the faculty, non-teaching staff, and students.

16.6.5 Payment gateway established with the cooperation of Canara Bank for online fee payments. The institution understands the importance of adopting mobile technology to provide better access to services that benefits its stakeholders.

16.6.6 Certain e-services are implemented and others are in different stages of implementation. These e-services are facilitating information availability, online submission of forms, online processing, payments, verification, status and online availability of services to all college stakeholders. The college website shall be leveraged to increase awareness of the delivery of services to netizens.

17. QUALITY ASSURANCE POLICY

17.1 Definition

Quality is defined as 'apt for the purpose of performance/learning by the learner undergoing the course of study in various programmes'.

17.2 Policy

The institution is committed to assure the quality in syllabus, teaching methods and valuation as well as services, in both UG and PG programmes for the fulfillment of societal expectations.

17.3 Objective

In the era of ever changing social and economic environments, survival and growth depends on the quality assurance of the services (academic) offered and its impact on the learner's performance in the real life situations.

As per the requirements by NAAC, the policy is aimed at the following.

(i)   Quality enhancement in curricular aspects.

(ii)   Improved teaching, learning and evaluation process.

(iii)   Enhanced research, innovation and extension activities.

(iv)   Having more infrastructure and learning resources.

(v)   Maintaining student support and progression.

(vi)   Better quality in governance, leadership and management.

(vii)   Having increased institutional values and including best practices in the campus.

17.4 Scope

This policy is applicable to all courses in sciences, social sciences, languages, commerce and management.

17.5 Responsibility

The management and staff are responsible for the generally accepted Quality Assurance Standards and strategies adopted practiced in the institution.

18. EXTENSION AND CONSULTANCY POLICY

18.1   Policy

The institution is dedicated to share its knowledge and expertise for the needy section of the society through outreach, extension activities and in specialized areas like insurance, tax and other consultancy services.

18.2   Objective

18.2.1 To fulfill the institutional obligation towards dissemination of knowledge and access to in-house facilities for specialized consultancy services to the needy members of the society.

18.2.2 To share the accumulated experience and contemporary knowledge useful to the society.

8.3   Scope

This policy is applicable to all UG and PG employees working in the institution.

18.4   Responsibility

The Principal/ Management is accountable for the implementation of this policy in the institution by providing proper financial support to carry out the policy.

18.5   Definition

18.5.1 Extension activity: Sharing knowledge in the catchments institutions.

18.5.2 Consultancy services: Sharing specialized knowledge approach to avail the facility.

18.5.3 Extension activity: Sharing knowledge in the catchments institutions.

18.5.4 Consultancy services: Sharing specialized knowledge for such people who approach to avail the facility.

19. FUNDS MOBILIZATION POLICY

19.1   Policy

The institution is a charity institution and hence mobilizing funds to meet both fixed and operational expenditures (to manage the institution) does not arise. The funding agencies such as UGC/ DBT/VGST/ and others are approached for grants under development schemes, research projects etc. The management provides funds required for the entire additional infrastructure and other facilities. However, on special occasions such as mega events like national level athletic meets and tournaments, seminars or workshops, festivals and summits, funds are mobilized to meet the extra expenses.

19.2   Objective

19.2.1 To provide additional facilities, high to meet the contemporary needs of the students.

19.2.2 To establish research centers and instrumentation centers to promote research culture within the institution.

19.2.3 To organize national or international events in befitting manner

19.3   Scope

This policy is applicable to all employees working in the institution.

19.4   Responsibility

The management is accountable for the judicious utilization of funds for institutional growth

19.5   Definition

Fund means finance generated for short t institution.

20. ALUMNI INCLUSION POLICY

20.1 Policy

The institution is committed to include and involve alumni for knowledge sharing, placement support and sponsorship for quality enhancement, improve the quality of student welfare (mid-day meal) by accommodating them in BOS and Academic Council.

20.2 Definition

Alumni are those who have studied undergraduate or postgraduate courses in the institution.

20.3 Objectives

20.3.1 To bring in the expertise of senior students working in the corporate/IT sector or those involved in consultancy services to share the contemporary progress in industry.

20.3.2 To blend professional experience of both the teacher and the student.

20.3.3 To upgrade and adapt the institution to the modern requirements.

20.3.4 To modify the current policies by bringing in their creative ideas.

20.4 Scope

The policy applies to all the functional departments of the college.

20.5 Responsibility

The Principal/ Management/ staff are accountable to promote and to organize and carry out the Programmes under Alumni Inclusion.

21. RECRUITMENT POLICY

The appointment of the teaching faculty/office staff/other assistant staff in the college is undertaken by the HR Department of the VVS Society. The Society has well defined policy for appointment, and service regulations. (The entire systems of procedures are available in the **VV Society's Handbook of HR Regulations**)

The document has the following regulations:

21.1   Preliminary

21.2.   Categorization of Posts and Classification of Employees

21.3.   Appointment and Probation

21.4.   Performance Appraisal and Promotion

21.5.   Transfer and Job Rotation

21.6.   Rules on Travel Expenses and Halting Allowance

21.7.   Working Hours, Attendance and Punctuality

21.8   Leaves

21.9   Exit regulation

21.10   Code of conduct

21.11.   Disciplinary Actions

21.12.   Certification of service

The college is to abide by all the regulations of the VV Society. The Society stipulates institutional procedures for the smooth selection process, the service guidelines and other code of conduct and disciplinary regulations.

21.2   Selection Process:

21.2.1   The HOI is expected to send a list of Staff requirement in the beginning of the academic year or as and when the vacancy arises to the society

21.2.2.   According to the requirement, the Society notifies the staff requirement in the leading News papers.

21.2.3.   The applications are addressed to the Principal/the Secretary and pooled at the Secretary's office.

21.2.4.   The HRD Cell in the Society scrutinizes the received applications and selects 10 eligible applications for interview

21.2.5. The Cell constitutes a through HoI/Head of the Unit/HoD, Subject Expert, and Management representative

21.2.6. The Cell also sends the interview letters to all shortlisted candidates or communicates the date and time of interview over the phone.

21.2.7. The Cell fixes the date for interview and intimates the Panel members through an e-mail.

21.2.8. The Screening committee shall interview each candidate and evaluate the teaching ability for teaching posts or the ability and the skill for instructors or lab assistant post. The candidate is asked to introduce himself or herself initially and interviewed on the knowledge in the required area.

21.2.9. Each member of the screening panel shall record his/her evaluation in terms of scores in the score list provided. It has provision for awarding scores on experience, qualification, computer skills, hobbies, creativity, communication and ability to work as a team.(the form is attached below)

21.2.10. After the interview is over the Panel will consolidate this course and prepare the merit list of the candidates in the serial order

21.2.11. The selection (merit wise) list duly signed by all the members of the panel is submitted to the HOI for scrutiny.

21.2.12. The HoI will call the selected candidates and interact with them before finalizing the list for submission to the Management.

21.2.13. HoI will submit the list of candidates selected to the Management with a cover letter requesting to issue appointment letters to them.

21.2.14. The Secretary of the Society before issuing the appointment orders shall personally hold another round of interactions and share some of the professional ethics that each employee is required to follow. The interaction by the Secretary is considered a significant phase in the process of selection as it gives not only orientation to the selected candidates but also the precautionary note if the candidate turns out to be a failure.

21.2.15. The intimation letters to report are sent to the candidates

21.2.16. The Management issues Appointment orders to individual candidates on the day of joining.

21.3   Monitoring Services:

21.3.1   Soon after the candidate joins the organisation, the institution is expected to hold an orientation session by the senior faculty. A do's and don'ts, the job requirements, time to check in and time to check out, the etiquettes, the team behavior and attitude and finally the contribution for the growth of the institution are shared.

21.3.2   The services of the Appraisal, Evaluation by the higher authority, submission of plan of action (lesson plan, other activities like extension, research, other curricular activities) and work done statement.

21.3.3   The confidential report submitted by the HoI based on the PBAS shall form the criteria for service continuation and promotions.

21.3.4   The institution is expected to maintain the documents like credential certificates, leaves, details, salary details, service registers etc.

21.3.5   As per policies and employee welfare measures of the management, the institution is directed to give every facility and benefits to its employees. (Policy on staff welfare has reference to all the benefits and facilities)

(Note: The policy document of the Society is available in IQAC office of the college)

22. POLICY FOR COLLABORATIONS

22.1   Preamble

To strengthen the areas of research, publications and extension activities, the institution is desirous to collaborate with eminent academic institutions, industry (manufacturing, trading and service sectors) and research institutions for sharing expertise and exposure to staff and students and also to undertake collaborative research for publications and awards.

22.2 Policy:

It is the policy of the institution to have Collaboration and M.O.U. with the academic/research institutions and industries of national or international reputation and recognition, in the areas related to Academic/Research and industry (manufacturing, trading and service sectors). It is in view of sharing knowledge/expertise and exposure to staff and students and to undertake collaborative activities for publications and awards.

22.3   Objectives:

22.3.1. Formal collaboration and M.O.U.s with institutions and industries for enhancing research, publication and extension activities for the mutual benefit of the institutions through mutual consent.

22.3.2. Expertise sharing through study exchange, faculty exchange and student exchange programmes.

22.3.3. Organizing Conferences, Workshops and Seminars, jointly.

22.3.4. Upskilling programmes for staff and students by arranging institutional visits/industry visits and also student internship with associating institutions.

22.3.5. Developing the guidelines for collaborations and M.O.U.s and reviewing them periodically.

22.4   Methodology:

22.4.1. Identify the need based areas of collaboration to collaborate.

22.4.2. Discussions on mutual areas of collaboration and arriving at common consensus.

22.4.3. Executing the formal M.O.U. by involving the concerned head of the institution.

22.5. Comprehensive Format of M.O.U:

1. First Party:

2. Second Party:

3. Area:

4. Objectives:

5. Responsibilities and obligations of the parties:

Format of M.O.U by involving the concerned head of the M.O.U:

Vivekananda College of Arts, Science and Commerce (Autonomous), Puttur

…………………………………. (About the College) and ………………………………

(About the Institute) regarding Research/Publication/Extension/Exchange Activity/….

The Parties shall work together in the areas beneficial to both parties on the mutual consent

on-

1) _____

2) _____

3) _____

4) _____

5) _____

Responsibilities and obligations: The aforesaid parties to this M.O.U. agreement shall adhere to the objectives specified on mutual consent and not to deviate and dilute the specified objectives and in extreme cases, with mutual discussion objectives can be modified or changed or redrafted.

6) General Provisions:

a) The parties acknowledge and understand their responsibilities and obligations and need to resolve issues which are inconsistent with the laws of the land and the public interest. Such clauses should be changed/modified before signing the document.

b) If at any time, the parties are not in a position to execute the specific objectives, in such cases, with mutual consent of the parties, this agreement can be cancelled.

c) Periodical review and renewal of the M.O.U.s and Collaborative activities.

23. RESPONSIBILITIES OF ALL THE STAKEHOLDERS

23.1   Responsibilities of Principal

23.1.1   Overall administration of the college

23.1.2   Conducting core committee meeting

23.1.3   Conducting meetings for coordination among committees

23.1.4   Conducting periodical review meetings

23.1.5   Developing/revising college policies orientations, values, welfare of staff

23.1.6   Forming committees both ad hoc as well as long term committees

23.1.7   Granting special leaves/ medical leaves/ earned leaves/ OOD/ maternity Leaves

23.1.8   Discipline Rounds

23.1.9   Reporting the activities and s

23.1.10   Conducting staff meeting every quarter

23.2.1   Conducting frequent meetings with Deans to follow

23.2.2   Follow-up of the activities of the college

23.2.3   Monitoring overall discipline

23.2.4   Attending to students' grievances

23.2.5   Taking steps to implement new initiative and innovations

23.2.6   Arranging for Internal Academic Audit of the college

23.2.7   Reviewing the Compliance Reports of committees and department

23.2.8   Quick intimations to the concerned in emergency cases regarding project proposals, information to the UGC/ University/ Collegiate Education Department

23.2.9   Discipline rounds

23.2.10   Granting casual leaves

23.3   Responsibilities of Deans

23.3.1   Ensuring departmental documentation

23.3.2   Implementation of plans and schemes decided in the core committee/ IQAC meetings

23.3.3   Periodic departmental visits to review departmental activities curricular and extension

23.3.4   Conducting the HOD meetings and function

23.3.5   Monitoring of admissions mess admissions

23.3.6   Planning for faculty improvement training and programmes

23.3.7   Motivating the staff to involve in research and publications

23.3.8   Guiding and a Proposals, AQAR, Autonomy Review Proposals, Block Grant Proposals, and Star College Proposals

23.3.9   Supervising the academic progression of the concerned disciplines

23.3.10   Verification of work diaries

23.3.11   Coordinating for finalizing the time table/ practical examinations

23.3.12   Supervision during practical examinations/ term

23.3.13   Discipline related matters

23.3.14   Assisting the Principal in developing institutional policies, bringing out handbooks on policies, professional

23.4   Responsibilities of Special Officer (Administration)

23.4.1   Regulations of the Autonomous College date): Development and maintenance.

23.4.2   Maintenance of the Governing body and Academic Council and other statutory bodies.

23.4.3   Planning and selecting the members of statutory committees, memos/ letters of invitations.

23.4.4   Keeping healthy Rapport with University/UGC/ Department of Collegiate Education.

23.4.5   Maintenance of correspondence of both inward/ outward correspondences

23.4.6   Arranging and conducting the meetings of GB, AC and all other statutory bodies.

23.4.7   Identifying the funding agencies and arranging to apply for grants.

23.4.8   Arranging for BOS meetings.

23.4.9   Keeping a copy of all syllabi of all subjects.

23.4.10   Maintaining a book of all BOS members.

23.4.11   Maintaining a list of all examiners of departments.

23.5   Responsibilities of Registrar (Evaluation)

23.5.1   All examination related works.

23.5.2   Preparation of exam schedules in the beginning of the

23.5.3   Conducting the exams and arranging for central evaluation and final announcement of the result.

23.5.4   Attending grievances, giving chances for re seeing as per the regulations.

23.5.5   Conducting meetings of the exam committee peri the minutes.

23.5.6   Bringing innovation and reforms in assessment wherever it is possible.

23.5.7   Planning/ evolving strategy to save paper answer papers.

23.6   Responsibilities of Coordinator of IQAC

23.6.1   Formation of IQAC.

23.6.2   Conducting IQAC meetings and maintaining minute's books.

23.6.3   Communication of all the decisions to the concerned chairperson/ Heads for implementation.

23.6.4   Regular interactions with NAAC Criteria Chairperson.

23.6.5   Working as a nodal agency between NAAC and the college .

23.6.6   Preparation and submission of yearly reports AQAR to NAAC.

23.6.7   Convening meetings with Criteria Chairmen.

23.6.8   Analysis of NAAC reports and suggestion of corrective steps.

23.6.9   Functioning as a think

23.7   Responsibilities of NIRF Coordinator

23.7.1   Arranging a meeting of Core committee members.

23.7.2   Discussion of the criteria

23.7.3   Proposing a plan of action for the improvement of NIRF score.

23.7.4   Reporting to higher authorities.

23.7.5   Getting details for NIRF inputs.

23.7.6   Getting placement details/ profression details from concerned commit departments.

23.7.7   Getting inputs from the office admin section/ account section.

23.7.8   Uploading the date in NIRF portal.

23.7.9   Keeping a record of office documents.

23.7.10 Uploading the data to the college website.

23.7.11 Keeping in touch with NIRF office.

23.7.12 Coordination with IQAC Coordinator.

23.8 Responsibilities of Heads of the Departments

23.8.1   Executing the decisions taken in the HOD meeting and Core Committee meeting.

23.8.2   Taking steps to maintain departmental documents paper pattern, question bank, minutes, notice, annual reports, student research projects, publications of the staff, and activity reports.

23.8.3   Conducting departmental meetings regularly for the preparation of annual plan of action, review, innovations and smo

23.8.4   Maintaining a healthy and cordial relationship with all the members in the department and involving everyone in the activities.

23.8.5   Distribution of workload and department responsibilities.

23.8.6   Departmental budget allocation and planning.

23.8.7   Organizing departmental activities extension, subject association, wall magazine, guest lectures, community oriented programmes like school visits, share lectures, lab in cab, seminars, workshops, and academic activity

23.8.8   Periodical review of the activities.

23.8.9   Introducing new programmes/ bringing innovations.

23.8.10   Initiating learner participation and innovative teaching methods.

23.8.11   Motivating the staff to do research and publication.

23.8.12   To develop a proper structured feedback system.

23.8.13   Taking the feedback.

23.8.14   Restructuring of syllabus.

23.8.15   Preparation of annual report.

23.8.16   Recording lectures, popular lecture series, certificate courses, and student research projects.

23.8.17   Extension activities

23.8.18   Deputing students for intercollegiate comp

23.8.19   Interdisciplinary guest lectures and programs.

23.8.20   Observing important days.

23.9   Responsibilities of Functional Committee Chairmen

23.9.1   Executing the decisions taken in the Functional committee/ Core committee/ IQAC meetings.

23.9.2   Preparing annual plan of action with objectives and responsibilities

23.9.3   Proper distribution of work among the members of the committee.

23.9.4   Conducting meetings regularly.

23.9.5   Maintaining a Minutes book duly signed by all the members after every meeting.

23.9.6   Organizing/ implementing activities of the respective committees.

23.9.7   Documentation of committee activities.

23.9.8   Arranging to send fortnightly reports in the specified format.

23.9.9   Involving all the members of the committee in all the programmes.

23.10   Responsibilities of Documentation Committee

23.10.1   Maintaining data of all the activities of the college in word file or PDF including Minor and major research projects, publication by the staff, seminars conducted, prizes won in sports, cultural and literary activities (University, State and National)

23.10.1   Bringing out the fortnightly departmental and committee reports, and annual report of the college in bound book form

23.10.1   Maintaining hard copy of fortnightly departmental and committee reports, and annual report of the college in bound book form.

23.11   Responsibilities of NAAC Criteria- I Committee

23.11.1   Reading the key points in the NAAC revised guidelines.

23.11.2   Preparing a checklist for further action and preparation.

23.11.3   Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.

23.11.4   Follow-up till the programme/ activity is complete.

23.11.5   Keeping a good contact with IQAC for coordination and follow

23.11.6   Participation and contribution in the deliberations of the meetings.

23.11.7   Assisting the IQAC in the preparation of NAAC SSR.

23.12   Responsibilities of NAAC Criteria –II Committee

23.12.1   Reading the key points in the NAAC revised guidelines.

23.12.2   Preparing a checklist for further action and preparation.

23.12.3   Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.

23.12.4   Follow-up till the programme/ activity is complete.

23.12.5   Keeping a good contact with IQAC for coordination and follow

23.12.6   Participation and contribution in the deliberations of the meetings.

23.12.7   Assisting the IQAC in the preparation of NAAC SSR.

23.13   Responsibilities of NAAC Criteria-III Committee

23.13.1   Reading the key points in the NAAC revised guidelines.

23.13.2   Preparing a checklist for further action and preparation.

23.13.3   Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.

23.13.4   Follow-up till the programme/ activity is complete.

23.13.5   Keeping a good contact with IQAC for coordination and follow

23.13.6   Participation and contribution in the deliberations of the meetings.

23.13.7   Assisting the IQAC in the preparation of NAAC SSR.

23.14   Responsibilities of NAAC Criteria –IV Committee

23.14.1   Reading the key points in the NAAC revised guidelines.

23.14.2   Preparing a checklist for further action and preparation.

23.14.3   Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.

23.14.4   Follow-up till the programme/ activity is complete.

23.14.5   Keeping a good contact with IQAC for coordination and follow

23.14.6   Participation and contribution in the deliberations of the meetings.

23.14.7   Assisting the IQAC in the preparation of NAAC SSR.

23.15   Responsibilities of NAAC Criteria-V Committee

23.15.1   Reading the key points in the NAAC revised guidelines.

23.15.2   Preparing a checklist for further action and preparation.

23.15.3   Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.

23.15.4   Follow-up till the programme/ activity is complete.

23.15.5   Keeping a good contact with IQAC for coordination and follow

23.15.6   Participation and contribution in the deliberations of the meetings.

23.15.7   Assisting the IQAC in the preparation of NAAC SSR.

23.16   Responsibilities of NAAC Criteria -VI Committee

23.16.1   Reading the key points in the NAAC revised guidelines.

23.16.2   Preparing a checklist for further action and preparation.

23.16.3   Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.

23.16.4   Follow-up till the programme/ activity is complete.

23.16.5   Keeping a good contact with IQAC for coordination and follow

23.16.6   Participation and contribution in the deliberations of the meetings.

23.16.7   Assisting the IQAC in the preparation of NAAC SSR.

23.17   **Responsibilities of NAAC Criteria-VII Committee**

23.17.1   Reading the key points in the NAAC revised guidelines.

23.17.2   Preparing a checklist for further action and preparation.

23.17.3   Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.

23.17.4   Follow-up till the programme/ activity is complete.

23.17.5   Keeping a good contact with IQAC for coordination and follow

23.17.6   Participation and contribution in the deliberations of the meetings.

23.17.7   Assisting the IQAC in the preparation of NAAC SSR.

23.18   **Responsibilities of Members of various committees**

23.18.1   Compulsory participation in committee meetings.

23.18.2   Conducting the assigned activity and reporting to the chairperson.

23.18.3   Involving students in every activity of the committee.

23.18.4   Ensuring discipline and punctuality.

23.18.5   Arranging training/ workshops for the benefit of students.

23.18.6   Arranging rehearsal and proper preparations especially for inter-collegiate events.

23.18.7   Accompanying students whenever they are representing the

23.18.8   To be aware of quality and meaningfulness of the activity when organized.

23.19   **Responsibilities of Faculty Members:**

23.19.1   Preparation for classes is mandatory.

23.19.2   The lectures may be recorded and kept for students' access after the class hours.

23.19.3   Planning for student-oriented class

23.19.4   Conducting student seminars, quizzes, rural visits, group Discussions, and current affairs

23.19.5   Maintaining a healthy relationship with the learners.

23.19.6   Undertaking the role of a facilitator

23.19.7   Engaging all the classes allotted.

23.19.8   Engaging extra classes to compensate for lost classes due to leave or holiday.

23.19.9   Conducting periodical

23.19.10   Evaluating answer papers in time and discussing the answers with students compulsorily soon after evaluation

23.19.11   Conducting diagnostic survey and remedial classes

23.19.12   Maintaining teachers diary compulsorily day-wise lesson plan with objectives and outcomes.

23.19.13   Ensuring that the diary is personally verified and signed by the higher authority.

23.19.14   Undertaking the departmental responsibility and conducting innovative activities

23.19.15   Assisting the Heads of the Department in all the activities of the department.

23.19.16   Attendance and participation in the department meeting and other activities is compulsory.

23.19.17   Taking leaves in consultation with other faculty for ensuring that the department has 75 percent staff to conduct classes.

23.19.18   Being professional and punctual.

23.20   Responsibilities of Maintenance, Gardening and Cleaning Staff

23.20.1   Keeping the entire campus clean and tidy.

23.20.2   Supervisor has to monitor every task undertaken refurbishment/ cleaning/ watering/ mature

23.20.3   Distribution of daily tasks to floor cleaners.

23.20.4   Following dress code strictly.

23.20.5   Maintaining dignity in talk and in work.

24. PURCHASE, MAINTENANCE, REPAIRS AND STORES POLICY

The institution abides by the policies of the Management for purchase and stock verification. The institution is directed by the management to constitute a Committee for the year. As and when required the committee shall discuss the issues concerning purchase, maintenance, stock etc twice a year and strictly follow the following procedures in tune with the policy of the Management.

24.1   Purchase Procedures:

24.1.1   Departmental Heads/section in explaining the budget allotment for the given year

24.1.2.   HODs or section in cost and justification for purchase and the hard copy of the list is submitted to the principal

24.1.3   Stock section of the college invites three quotations from the suppliers

24.1.4   Most suitable quotation is selected by the HOD or Section in the details are placed before the purchase committee meeting

24.1.5   After scrutiny of the quotations, the requirement lists are finalised by the purchase committee

24.1.6   Stock section of the college places the order with the supplier

24.1.7   After receiving the items, HOD or section in of the items purchased and he approves the bill

24.1.8   Payment is done by the college accounts section based o recommendation of the HOD or section in charge

24.1.9   Details are entered in the day book and stock register

24.1.10 Stock register is updated

24.1.11 Every year physical stock verification is done by the Campus audit committee

24.1.12 Items to be details of actual cost

24.1.13 A separate committee verifies the scrapped and damaged items

24.1.14 The committee recommends for scrap of the items

24.1.15 HOD prepares the list of repairable repair

24.1.16 Finally, the items are repaired for departmental use

25. GOVERNANCE POLICY

Governance is the exercise of authority, direction and control in an organisation to ensure the organizational objectives and the founder's perceptions are achieved without any bias or prejudices or exclusion. It clearly specifies who is in charge of what, who and the parameters within which the decisions are made and implemented. The whole process is governed by the core principles of Accountability, Transparency, Open and Structured Communication, Participatory and Consensus driven decision of all stakeholders. Governance practices in SDM College include the formal organizational structure marked with authority and responsibility process. These procedures and systems assure the smooth functioning of the college to achieve the desirable results and outcomes.

25.1   Policy:

Ensuring that the governance principles adopted in the institution bring fairness and integrity, accountability and transparency into the decision making process, and the decision taken is in the interest of

25.2   Objectives:

25.2.1 To assure inclusive development of the primary stakeholders. i.e students and staff in providing equal facilities and opportunities.

25.2.2 To honour the directions and guidelines issued by t regulatory authorities and to submit the timely compliance reports to the higher authorities (Management) and regulatory bodies (University State Government and Central Government)

25.2.3 To confirm that the organisational objectives are

25.3   Methodology:

25.3.1 For effective and efficient governance within the institution a decentralised system of statutory committees, functional committees and ad hoc committees are formed. The Departments and other units such Centres, NSS, NCC, Rovers & Rangers, Red Cross, Sports Club take part in all the activities.

25.3.2 Each committee comprises a chairperson, who possesses both efficiency and expertise, and a few other faculty working in the college as members.

25.3.3 Statutory committees are constituted as per the guidelines issued by the regulatory bodies (UGC, University, State Government) and functional committees formed with the consent as well as the approval of the management.

25.3.4 The committees a every year and compliance reports at the end of the year

25.3.5 Regular meetings of the committees will be conducted as per the schedule and the action taken report will be submitted to the principal action.

25.3.6 Along with the principal, core committee members, chairpersons of functional committees involve in monitoring the curricular, co extracurricular activities in the campus.

26. SCHOLARSHIPS AND FREESHIPS AWARD POLICY

26.1   Preamble:

The University Grants Commission envisions increasing the number of students pursuing higher education. The number of students pursuing higher education in our country is less compared to developed countries. In the National Education Policy 2020, the government has decided to increase the ratio of percentage to 50% by the end of 2030. A student should not be discouraged from pursuing higher education due to financial reasons. In this regard, the Central and State governments, various associations, research institutions, NGOs, and private individuals provide various scholarships for the economically, socially disadvantaged and academically advanced students. This facility, ensures providing information regarding scholarships available to the eligible students to make use of the scholarship. The Committee should collect information on scholarships offered by Central, state associations, and research organizations, NGOs and disseminating appropriate information to the students about the incentives.

26.2   Objectives:

26.2.1 Providing financial support to the higher education of deserving and needy students.

26.2.2 Proving information regarding scholarships to the students available in various government departments as well as in various sources.

26.2.3 Motivating each and every eligible student to avail the scholarships

26.3   Implementation Methodology:

26.3.1 Creating a separate committee for the college.

26.3.2 The Committee should collect information on scholarships offered by Central, State Government, various private individuals and prepare an extensive list and bring them to the notice of eligible students.

26.3.3 Giving appropriate information to the students about the incentives

26.3.4 Providing assistance to the eligible students to apply for the same.

26.4   Monitoring Progress:

26.4.1 The Committee obtains a list of the scholarships available in previous years and compares the percentage of students who have benefited from the scholarship in the previous year with the achievement of the current academic year.

26.4.2 The Committee meets to review and revise the progress list and compares the progress at the end of the year.

26.4.3 Preparing for plan of action of the next year.

27. FACULTY / STAFF EMPOWERMENT POLICY

27.1   Preamble:

Empowered staff members contribute for the growth and sustenance of the organization. In this scenario, all the organizations initiate training and development interventions to upgrade the domain knowledge and skill sets to take up the emerging challenges in teaching, research, consultancy and extension.

27.2   Policy:

Institution provides all support to empower the staff through internal and external faculty development Programmes and in-house skill up - gradation training / programme.

27.3   Objectives:

27.3.1   To make the staff competent to face the challenges emerging from the changes in the domain of knowledge, skill sets, driven by the market forces.

27.3.2   To provide hands on experience to staff to adopt technology in teaching, learning evaluation, documentation reporting process.

27.3.3   To keep all staff abreast of the developments in the subjects and properly oriented and refreshed

27.3.4   To provide an opportunity to the staff to excel in the chosen field of teaching, learning evaluation, documentation reporting process.

27.4   Methodology:

27.4.1   Newly recruited staff shall compulsorily undergo the orientation programme scheduled within the campus by the IQAC and the team of senior staff members on the code of conduct and organizational structure and related issues.

27.4.2   Those staff members who have completed the institutional orientation programme are eligible to undergo faculty development programmes either organized internally or external faculty development programmes.

27.4.3   On completion of orientation programme and probessionary period, they are allowed to register for PhD and such other facilities.

28. VIVEKANANDA COLLEGE DISASTER / CRISIS MANAGEMENT POLICY

28.1   Preamble:

"Disaster management" is a continuous and integrated process of planning, organizing, coordination and implementation measures, which are necessary to deal with the disasters in the present times. Disaster preparedness with appropriate measures at Vivekananda College ensures a timely support system to safeguard lives, protect assets and reduce big lo actions.

28.2   Policy:

The policy of Vivekananda College Disaster Management is to reduce or avoid the potential losses from hazards, and assure prompt and appropriate assistance to victims of disaster, and achieve rapid and effective recovery.

28.3   Main objectives of VC-DMP are

28.3.1   To establish an emergency response system in the college

28.3.2   To prepare the college community for any emergency response

28.3.3   To define roles and responsibility

28.3.4   To create awareness and build the capacity of college community

28.3.5   To implement mitigation measures in the college/surrounding areas

28.3.6   To promote partnership among various stakeholders

28.4   Methodology:

28.4.1   Formation of Task Force Teams: The institution has formed cross functional teams to facilitate the timely delivery of critical assistance required during the time of disaster. Formation of VC Disaster

28.4.2   Training to the Disaster Management Teams:

28.4.2.1 Conduct awareness generation activities systematically targeting different classes and also staff and teachers.

28.4.2.2 Organize demonstration on Fire Safety, First through appropriate agencies.

28.4.2.3 Assist in organization of the evacuation drills for various hazards.

28.3.2.4 Work with the warning and information dissemination team in making students aware about the different warning levels and the colours and locations of flags signs that will be used. 28.5 Implement routine checks to ensure the different units in the institution adheres to minimum standards and safety measures:

28.5.1 Mandatory safety audits of all existing college buildings with respect to their location, design and quality of construction and prioritizing them for demolition, or repair.

28.5.2 Inspection of Electric Connection: Make sure that there is facility to disconnect elect 28.5.3 Fire Fighting Equipments/First Aid Box : Keep First Aid Boxes in the college

28.5.4 Ensure that the doors of Classrooms are wide enough to facilitate evacuation of students. The doors should not have hindrances of any kind.

28.5.5 Plan for two doors in each Class Room while constructing new rooms

Management Committee with Principal (Chairman), Registrars & Deans of the College, two representatives from PTA, two representatives from Alumni Association, five students representing each stream, Ujire Gram Panchayath President, Medical Officer of PHC, Ujire, Officers of NCC/NSS/R&R of the college Representatives from Police Department and Fire Station.

28.4.2 Training to the Disaster Management Teams: Conduct awareness generation activities systematically targeting different classes and also staff and teachers. Demonstration on Fire Safety, First-Aid and search and rescue through appropriate agencies. Assist in organization of the evacuation drills for various hazards. Work with the warning and information dissemination team in making students aware about the different warning levels and the colors and locations of flags signs that will be used.

28.5 Implement routine checks to ensure the different units in the institution adheres to minimum standards and safety measures:

28.5.1 Mandatory safety audits of all existing college buildings with respect to their location, design and quality of construction and prioritizing them for demolition, or repair.

28.5.2 Inspection of Electric Connection: Make sure that there is facility to disconnect electricity if the situation calls for.

28.5.3   Fire Fighting Equipments/First Aid Box :Installing   First Aid Boxes and fire extinguishers in the College

28.5.4   Ensure that the doors of Classrooms are wide enough to facilitate evacuation of students. The doors should not have hindrances of any kind.

28.5.5   Plan for two doors in each Class Room while constructing new rooms

28.6   **Promoting disaster risk reduction**:

28.6.1   Promoting sustainable environmental education and life skills by engaging students and staff in disaster management skills

28.6.2   Include disaster risk reduction in the formal curriculum

28.6.3   Promote disaster risk reduction through co acknowledging that students in colleges need to develop "survival/life skills" first along with 'academic inputs', together with regular drill practices

28.6.4   Mobilize parents, students, local community and college staff to spread knowledge on safety practices through different public events

28.6.5   College shall prepare and implement college safety plans including measures to be taken both within college premises and in the immediate neighborhood.

28.6.6   Promote active dialogue and exchange between college and local leaders including police, civil defense, fire safety, search and rescue, medical and other emergency service

29. NEED BASED POLICY

29.1.   **Vivekananda College Online Class Policy**

Course Delivery Policy

Course is a set of contents to be learnt in the academic program. Course delivery is the process of o units/modules, duration of teaching and mode of teaching The course or the subjects of study will be divided into small units or modules A module is the course content to be completed in one period Schedule of course delivery will be provided through Google Class at least one week in advance

29.1.1   A module will contain introduction, key words, expected learning outcomes, reference materials and assessment strategies as quizzes, assignments

29.1.2   Reference materials will be ma website.

29.1.3   Categories of reference materials be provided will be:

1. Teachers notes

2. Web links

3. Video links

4. E-Books

29.1.4   Course delivery will be of 'Flipped classroom' model where the teacher the facilitator and course delivery will be through discussion mode

29.1.5   Students are required to go through the learning contents thoroughly before attending the class

29.1.6   Students are required to participate in the discussion through answering the questions, clearing their doubts and adding new information to knowledge pool

29.1.7   Students are required to be involved in all the three learning opportunities such as 1. Pre class preparations 2. Classroom discussions 3.Post class assignments

29.1.8   It is desired that through active participation students develop listening skill, thinking skill, questioning skill and speaking skill

29.1.9   Important: to get fullest benefit of the course ensure

1. Attending all classes

2. Preparing well in all academic activities

3. Participating actively in the discussion

29.2. **Online Exam Policy**

29.2.1 An assessment is the process of evaluating candidates' knowledge and understanding of the subject

29.2.2 All assessments will be done in the digital form for online courses

29.2.3 Assessment will be done

1. Assignments

2. Multiple choice exams

3. Independent or group projects

4. Open book exams answering questions by referring books.)

5. Class visit (where a teacher will conduct viva, individual student)

29.2.4 Assessment will be done on a continuous basis

29.2.5 The extent of involvement in classroom discussion will also be an assessment criterion for which marks will be allotted

29.3. **Assignment policy**

29.3.1 Assignment is a given by the teacher and within the stipulated time

29.3.2 Assignments help the student to develop professionalism and prepare them for the job market through development of skills like

1. Learning skills

2. Writing skill,

3. Increases knowledge of the subject,

4. Time management skills.

5. Enhance research traits,

6. Analytical skill

29.3.3 Assignment may be either from the syllabus or beyond the syllabus

29.3.4 Assignments fall under two categories

1. Long assignment with 2000 and

2. Short assignments with 750 to 1000 words

29.3.5 Type of assignments and the time of submission will be communicated to the students by the class teacher

29.3.6 There will be minimum of 2 short and one long assignments for one semester

29.3.7 The criteria f components:

1. Introduction

2. Organization and style (of the contents in the main body)

3. Conclusions/Summary 10%

4. Language /Grammar/Spelling

5. Bibliographic information Plagiarism check of assignment will be done and for every 10 percent plagiarism beyond the specified limit 5 % marks will be deducted.

29.4.   Attendance Policy

29.4.1   Attendance is the mandatory component of online classes

29.4.2   Schedule of classes will be notified in advance

29.4.3   Students attendance will be marked based in their logging on to the online class

29.4.4   Their presence during the ensured through discussion

29.4.5   If there is no response from any student during the course discussion it will be treated as physically not present and he/she will be marked as absent

29.4.6   Participation considered for attendance credit

29.4.7   Attendance will be one of the important components of final grading also

29.4.8   Mere logging in will not entitle for attendance. Engaging in academica related activity is an important requirement

29.4.9   No attendance will be given for the students for watching records of online classes (asynchronous learning)

29.5   Technology Policy

29.5.1   As a policy the institution will be using Google Class

29.5.2   All the students are required to be well acquainted with the tool

29.5.3   Lack of knowledge of technology cannot be an excuse for poor performance in any task

29.5.4   Those of the students having network problem are advised to nearest place with network coverage for attending the live classes

29.5.5   Recording of all classes will be made available. However, students are advised to attend maximum number of live classes

29.5.6   Learning materials in digital form are mad through student learning space in the website

29.5.7   Vivekananda College library has initiated cataloguing of digital books and related videos. Students may make use of these resources

29.5.8   All questions pertaining to the technology **Mr. Praksh Kumar**, Department of Computer Science Department

29.6.   Communication Policy

29.6.1   In the absence of opportunity for direct meeting with the teachers, students are encouraged to get their doubts clarify through online mode

29.6.2   Use Google chat (dashboard) for posting the questions

1. Never be afraid to communicate with your teachers. They are your mentors and guides
2. Make the subject lines clear and to the point.
3. Begin the query with sir and end with
4. Use correct spelling and grammar.
5. Do not hesitate to repeat your query if you fail to understand
6. Connect with other students to enrich your learning experience

29.6.3   Staff members will also be available for live discussion during specified time which will be indicated in the timetable

29.6.4   Schedule of lectures will also be indicated in Google calendar /time table

29.6.5   Communication through E –mail will not be entertained

29.6.6   Avoid posting queries through WhatsApp or other modes

29.6.7   Only academic dialogues are to be posted to Chat box

29.6.8   As a policy every teacher will reply to all queries within 24 hours

29.6.9   If you fail to get reply within 48hrs send reminder

29.7. Learner Support Policy

29.7.1   Learner support learning (ODL) system

29.7.2   It includes a wide range of academic and other related support provided to students.

29.7.3   As a policy Vivekananda college is determined to help the students

1. Go beyond the of the subject, Achieve a higher level of competency, skills (writing, numeracy, reading, speaking), Acquire skills like time management, exam preparation, reading, note taking, get c service when needed, Provide access to learning resources through

2. Students are to be given access to the college hours 3. Providing students with online Contents in four categories notes 2.Web links

3.Video links

4.E.Books through student space in VC website

4. Enabling Asynchronous learning by providing proceedings of class room through Google drive

Expectation from Students

- Understand course expectations

- Remember, online course is self be more responsible

- Set realistic goals and deadlines for yourself

- Prepare a perfect study schedule /maintain a calendar to set reminders

- Stay in touch with concerned staff

- Plan your time wisely

- Ensure adequate preparation for test and quizzes

- Connect with class productive academic discussion

- Forming learning group helps you to come out of the problem of isolation

- Be thorough with technology. For any support on technology contact the technology support wing of the college

- Try to buy a laptop as most of the functions cannot be done with mobile phones. Having a laptop will significantly improve your learning

- If needed enquire with local banks regarding loan facility for purchase of laptops

- If there are more buyers group reduction in price for which institution can assist

- Follow basic etiquettes during the lecture such as

  a) Attending the class with formal dress

  b) Avoiding distractions during the lecture

  c) Avoiding e

  d) Keeping the audio mute all the time except during discussion

  e) Following the instruction given by the teachers

- Self-discipline is the key to success. Expectation from Faculty

- Ensure that you have acquired skills necessary f

- Ensure that you have adequate technical knowledge

- Ensure that classes are held regularly

- Ensure that the contents are shared well in advance to students and properly communicated

- Make the class room meaningful by inviting intellectual
- Review the feedback report regularly and take corrective measures immediately
- Take steps to cater to the needs of slow learners
- Reply to the queries of the students with in the stipulated time.
- Ensure clarity in answers, language,
- Encourage us Be a teacher, Mentor and a Counselor

29.8 Procedures for Online Classes

29.8.1 Preamble

In view of the rapid and unprecedented worldwide in all walks of methodology and adoption of new techniques in teaching ha most desirable. In the backdrop online teaching using digital technology has become mandatory. Hence broad Guidelines and procedure are framed for developing an online teaching learning evaluation policy.

29.8.2 Conceptualization

Online learning is the newest and most popular form of distance education today. Online learning is catalyzing a pedagogical shift away from top-down lecturing collaborative approach in which students and instructors co process.

Students study the content individually at in the classroom to put it into practice. In this way, class time is more productive, since it is used to deepen the contents, clarify doubts and encourage collaborative work.

Since students begin on a different b acquire the same knowledge. In traditional teaching, all students have to follow the same rhythm in the classroom, but, in the inverted classroom, students can spend as much time as they want on each lesson. to spend more or less time on each lesson and thus ensure that they have understood everything correctly.

29.9 Policy for 'conducting MCQ Quiz

29.9.1 Purpose and Context

Frequent quizzing is a proven technique that helps learner to retain information already learnt. The technique (in the oral form) is regularly used in traditional classrooms also. In the current situation where, online classes have become the new normal, the importance of quizzing is even more. Conducting daily short quizzes during the class will help the teacher not only to retain the attention of the

class but also to gauge the level of understanding by the learners. **To Note the Presence**

29.9.2   Merits

29.9.2.1   Teachers can quickly assess the level understanding by learners in the topics discussed.

29.9.2.2   Class performance can be shown to class immediately after the class in the graphical form.

29.9.2.3   Discussion on the answers in a quick time will strengthen already gained and common mistakes done by learners can be easily fixed.

29.9.2.4   Students aiming at competitive exams get benefitted greatly by this approach.

29.9.3   Guidelines/ Methodology

29.9.3.1   One MCQ quiz test (using Google form) choices (options) is to be conducted in every class. The options like 'all the above' and 'none of these' are to be avoided as they support the guessing process rather than analyzing the questions.

29.9.3.2   Questions are to be the class. The Google quiz form is to be created and kept ready before the commencement of the class.

29.9.3.3   Normal duration for answering the quiz is 3 minutes. Link to be pasted in chat box

29.9.3.4   The quiz is to be administered any time during the class duration. Student responses are to be accepted only during the quiz duration.

29.9.3.5   Merit of student answers is to be discussed in the class (when the quiz is conducted in the middle of the class (when the quiz is conducted at the end of the class). Additional discussion may be carried out on the questions for which more than 40% of the students answered wrongly.

29.9.3.6   The student performance in each quiz (excel file or google sheet) and marks scored by each student (session week-wise and unit consideration in continuous internal evaluation. 29.9.3.6 Subject-wise average marks (of the entire class) are to be sent on weekly basis to the Dean/ Exam Committee/ HOI (as applicable).

29.9.3.6   Prior approval from HOD/ HOI/ Exam Committee is necessary for any deviation from the above guidelines while preparing and con quiz.

(Note: For details about how to prepare and run the quiz, refer Enclosed Annexure preparing and conducting quizzes using Google Forms in Online classes)

29.9.4   Orientation

It is expected that Google Forms has sufficient exposure and ease of comfort in the use of Google Forms and Google Sheets. Initial orientation will be given regarding the general procedures to be followed. If the faculty requires additional training request for the same well in advance through HOI.

29.9.5   Remarks: Nil

Annexure -I

1: Step-by Google Forms Before the class

1) Prepare necessary number of MC the topics to be covered in the class.

2) Open Google Form, create a new Form and give appropriate name (for easy identification).

3) Add preliminary enquiry questions like Name of the student, roll number, dat of quiz conduction, etc. (the questions can be of short answer type and validation to the answers may be added to reduce errors during entering basic information by respondents).

4) Go to 'settings' and make the form as quiz. Select ' and uncheck all the options available for respondents. Save the form (See the figure given below).

5) Now add a new section for MCQ questions. Give appropriate name and description for the section (Topic or date, etc.).

6) Add necessary number each of the questions.

7) Go to 'Responses' tab (see figure given below)

8) Disable 'accepting responses' button.

9) Click on 'Google spreadsheet' link, select 'create a new spreadsheet' button and create. This will open a new spreadsheet with the same name as that of the Google form with additional tag '(Responses)'.

10) The opened spreadsheet will contain a sheet titled 'Form Responses 1' which contains fields/ entries like 'Timestamp', 'Email created by the teacher in the first row. The responses given by respondents will be updated in subsequent rows.

11) Close the Google sheet and return to Google Form (which is already open).

12) Go to 'Send' tab, uncheck 'automati

13) Go to 'link' sub tab. Copy full link, paste it on some document for future reference. Also document the shortened link also). These links are required while running the quiz.

14) Close the form.

29.9.6.   During the class

29.9.6.1   Open the Google form, open the created quiz form and enable 'accepting responses' button

29.9.6.2   Start the quiz by pasting the quiz link on the chat window of online class (The link can also be shared with students prior to the class. But 'accepting responses' sh

29.9.6.3   Stop the quiz by disabling the 'accepting responses' button after the stipulated time.

29.9.6.4   Close the Google form and continue the class.

29.9.7.   After the class

29.9.7.1   Open the Google sheet containing respons

29.9.7.2   Transfer the scores to separate master list document.

29.9.7.3   Analyze the responses and document the same.

29.9.8.   Preparing quizzes for the subsequent sessions

29.9.8.1.   Open the Google Quiz Form (already administered) and delete the section containing MCQ questions.

29.9.8.2.   Make a new section and give appropriate name and description for the section.

29.9.8.3.   Add necessary number of MCQ questions, include answer key and points for each of the questions.

29.9.8.4.   Run the quiz using the procedure al The participant responses and scores will be stored in the same Google sheet but below the rows which have already filled (during the previous session's quiz). As the response date and time are also recorded in the Google sheet, it can be easily categorized based on the date of quiz conduction.

29.9.8.5.   The procedure may be repeated for any number of quizzes.

(Note: Teacher need not share the quiz links in every class. The quiz link of first day will work for all other days' quizzes also)

30. POLICIES ON E-CONTENT DEVELOPMENT

30.1   Purpose and Context

With the advent of technology and availability of ample learning resources the teaching, learning and evaluation process has necessitated a major shift in pedagogical practices. One of the greatest challenges for the learner to find appropriate learning resources. While plenty of open access resources are available, the faculty at Vivekananda College of Arts, Science & Commerce (Autonomous) thought it is their responsibility to add its own E pool. In this context two kinds of resources are planned in the initial Phase.

1. Studio recorded lectures

2. Class room recorded lectures

30.2   Advantages

30.2.1   Students can learn at their own pace

30.2.2   Can replay any number of times

30.2.3   Can be taken in short duration

30.2.4   Fast learners can learn in advance

30.3   Methodology Studio recorded lectures

30.3.1   Each lecture to be less than 30 minutes

30.3.2   Topics to be pertaining to the syllabus

30.3.3   Larger topics to be split into smaller

30.3.5   Presenters are expected to maintain professional attire and etiquettes

30.3.6   Scheduling the recording to be done in consultation with the studio incharge

30.3.7   Edited lectures are to be reviewed

30.3.8   Code number to be given to the lecture for easy access

30.3.9   All edited lectures to be made available in YouTube, department wise.

30.3.10   Students are to be informed to watch this recording and make use of this

30.3.11   Best lectures are to be uploaded to YouTube after approval by the review committee.

30.4   Recording of live classes

30.4.1   Class lectures are to be recorded in Google Meet

30.4.2   Discussion and other interactions are to be deleted unless they are relevant for oriented and complete finished product

30.4.3   Recording of lectures is to be done by the staff themselves

30.4.4   During online lectures it is expected to maintain professional attire and etiquettes

30.4.5   Recording gets downloaded automatically to the drive

30.4.6   After trimming/editing using relevant apps, the file is to be renamed appropriately

30.4.7   The link of the recorded lecture is to be made available to students.

30.4.8   Students are to be informed to watchthose videos.

30.4.9   In case, two or more faculty members handle the same topic for different sections, common lesson plan is to be uploaded. In such cases, all should record their classes and all links are to be shared and Google classroom.

30.5   Orientation

30.5.1   Necessary training/orientation is to be given to faculty about recording and editing procedures

31. POLICY FOR 'ATTENDANCE MONITORING'

31.1   Purpose and Context Attendance is an important component in the teaching learning process. Usual method may not be effective in online class function of several factors such as network availability, device compatibility, interest/ motivation to attend the class, absence of direct supervision by teachers, etc. Hence, indirect methods for mo technologies are to be considered. In this context, attendance monitoring policy highlights the general guidelines to be followed for monitoring, recording and processing the attendance during online classes

31.2   Merits

31.2.1 Use of automatic attendance monitoring extensions in the online classes will ease the teacher's work by relieving him/ her from the tedious task of manually marking the attendance.

31.2.2 Even if the student loses the cl extension promptly records the total duration for which he/she is present in the class which makes it easier for the teacher to award the attendance.

31.2.3 The attendance records can be downloaded and stored

31.2.4 It also monitors starting time and ending time of the class

31.3   Guidelines/ Methodology

31.3.1 Student attendance and period of login are to be monitored properly in online classes (Chrome extension app 'Google Meet for the same which automatically records the attendance and can be downloaded in excel format).

31.3.2 The attendance sheet after proper indexing is to be uploaded to a separate folder in drive named as google attendance.

31. 3.3 The link is to be pasted to online diary at the appropriate column

31. 3.4 Permission is to be given to the reviewer

31.3.5 Attendance is to be awarded to those students who are in the class (logged in) for at least 80% of the class duration.

31.3.6 The attendance details are to be updated in EERPMS software before end of the day.

31.3.7 Weekly report containing the list of students with attendance less than 75% is to be submitted to HOD/ Coordinator.

31.3.8 Weekly consolidated report of stud necessary steps taken for mentoring and motivating students to attend the class.

31.4   Orientation

Initial orientation/ demonstration may be provided for installing and using the extensions during online classes.

31.5   Remarks

Link to the Chrome extension 'Google Meet Attendance list: https://chrome.google. com/webstore/detail/googleli/appcnhiefcidclcdjeahgklghghihfok?hl=en

32. CAMPUS MAINTENANCE POLICY

32.1   Preamble

A Clean and Tidy Campus always is a Coveted place for staff, students. The VVS Institutions have a long tradition of Swachch campuses. The mission of the institution is to infrastructure, the best of clean surrounding, the best of discipline and culture, the commitment and ethical values. Therefore the policy for maintenance of campus is embedded in the day to day functioning of the college.

32.2   Policy

Maintenance is done through repair, partial replacement and total replacement. Institution is committed to provide a beautiful and congenial place for learners in the campus. The Maintenance committee appointed for maintenance is responsible for managing all the infrastructure and property of the institution through the most cost effective manner possible by maximizing the useful life of the entire infrastructure and for providing the best service to the stakeholders especially.

32.3   Objectives

32.3.1   To provide a clean and learner friendly hygienic surrounding to all stakeholders

32.3.2   To undertake the most effective waste disposal system

32.3.3   To provide hundred percent securities in laboratories where chemicals and machines are used

32.3.4   To provide the best quality furniture and other instruments.

32.3.5   To prevent minor/ major breakdowns leading to the loss of inventory or other significant equipment

32.3.6   To keep the entire infrastructure safe and intact.

32.3.7   To have a control over unnecessary expenditures over the expensive machines/ gadgets.

32.4   Methodology

32.4.1   A system of priorities for work requests online/oral work order/complaint has to be registered with the Maintenance committee

32.4.2   The committee shall direct the specific person to attend the work and ensure that it is set right either by replacing/repairing. In case repair of a computer requires a few days for repair, the committee should see that alternative computer is provided during the repair work.

32.4.3   Based on the complaints received,The committee identifies the equipment for maintenance and technique for maintenance, Categorizes maintenance into routine, priority and emergency, Plans maintenance considering cost, time, space etc, Material planning for maintenance requirements, Budgets time and money requirements.

32.4.4   The committee shall seek prior permission from the Head of the institution if any instrument is to be replaced and place order through proper channels to take up the steps to maintenance.

33. DISABLE FRIENDLY CELL POLICY

For Inclusion of Person with Disability, the Cell facilitates to Persons with Disabilities under UGC Scheme it was chosen to outline Institutional Policy for them. The Disable Friendly Cell is framed for this purpose where the principal is the Chairperson with advisory committee. The policy is prepared to meet both students and UGC requirements.

33.1   Role of Institution

- Sensitization of Teaching and non-empathy.
- Access Audits of the entire college campus especially areas frequented by students and staff and ensure accessibility for all in the College campus.
- Sensitization camp; Aware raising among fellow students on disability equality.
- Ensuring provisions of accessible ICT such as accessible Websites, Apps, (for print disabled) etc.
- Making provisions for accessible accommodation / hostel facilities
- Ensuring accessible transportation system to enable all studentsto be able to attend the classes.

33.2   Objectives

- To create suitable regulatory mechanism for effective delivery of services to Disable Students
- To ensure implementation of all legislations with respect to persons withdisabilities.
- To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
- To create Inclusive Culture to avoid discrimination, exploitation and exclusion of Disable Students and Staff.

33.3   Disable Friendly Cell

Chairperson: Principal

Coordinator: Student Welfare Officer.

Members: Faculties.

33.4   Functions of the Cell:

- To determine and address the major grievances pertaining to any matter of persons with disabilities.

- To ensure overall accessibility for students with disability in the institution.

- To address all disability related issues in the Institution.

- Providing counseling for the students with disabilities.

- Collection of orders dealing with fee concessions, examination procedures, reservation policies, etc., referring to students with disabilities as per the government policies from time to time.

- Conducting awareness programmes for teachers about the approaches to teaching, evaluation procedures.

34. VIVEKANANDA COLLEGE PROFESSIONAL ETHICS POLICY

34.1 **Preamble**

The governing institutional ethics are framed for all the employees of the institution to ensure obeisance to the motto '*Nationality, Hinduthwa, and Jnana,*' are the Foundation and guiding spirit in the institution.

34.2 **General ethical practices applicable to all in the institution**

Integrity

- Being honest and responsible in all the duties,
- Being incorrupt.
- Being confidential regarding official matters
- Being committed and sincere to the assigned task.

Honesty

- Being fair in all academic and non academic duties of the institution that is assigned
- Being open minded and truthful.
- Being regular to the duty.
- Being concerned to inform in case of inability to attend the duty
- Contributing to the best of one's ability and coming forward with new ideas and suggestions for institutional development
- Being a strong pillar of the institution

Positivity

- Being positive and showing positive emotions and attitudes
- Being motivational to all the colleagues and students
- Being supportive enabling others to perform at a higher level and achieve individual and institutional progress
- Contributing in the meetings with positive tone point of discussion.
- Being appreciative of even small achievements of colleagues and students and encouraging to perform still better Cooperation
- Being a team builder, hand holding when ever needed
- Being a guide, educating and sharing the knowledge
- Willingness to join hands in any task of the institution Respect
- Being respectful

- Being humble.

- Treating colleagues and students, with respect

- Being polite and gentle in all dealings Collaboration

- Being a contributor- Fin /Dept by academic partnering with other departments or other institutions

- Being considerable contributor in all assigned responsibilities assigned

Quality

- Aiming at highest level of performance

- Exceeding the expectation of the stake holders.

- Not being stagnant.

- Inculcating the same amongst the students.

- Being neat, tidy and presentable

- Being quality conscious

- Being highly resourceful

Governing Ethical values of teaching fraternity in the institution

- To attend learners first problem, disinterest in learning

- To be caring - Guidance, moral values, models to imbibe, moral support

- To understand their needs both academic and emotional

- To accept the learners without biases development, so duty of the teachers is to give full support without any prejudices

- To instill the curiosity among learners the teachers are required to be inspiring and motivating

- To provide greater momentum in learning study projects for taking the study curve moving upward rather than allowing it go downward.

- To give challenging tasks to the students to enable them to be competitive in the larger world

Governing Ethical values of office staff in the institution

- To give a smiling service

- To be polite

- To provide information regarding scholarships and other benefits the students and extend all the support to avail it.
- To be prompt in completion of the routine Jobs

- To be conscious of neatness in the work
- To being punctual
- To be willing to take additional responsibilities
- To bring oneness in the office
- To adhere to the Governing Ethical values of the institution
- To be humble, polite, open
- To learn all the necessary skills for improving the job with quality
- To be always in work place unless assigned with some other duty
- To ensure security and confidentiality of the section in which posted
- To be courteous with parents and visitors
- To maintain neatness, cleanliness and tidiness in work place Governing Ethical values of support staff in the institution
- To be hospitable to all others in the campus
- To assist teaching faculty, office staff, students and visitors
- To create a homely atmosphere for all those who visit the institution
- To maintain neatness, cleanliness and tidiness in the campus
- To treat every individual with smile and curtsey
- To be available at any needy situation.
- To be punctual and honest in all the work

Vivekananda College - Institutional Values

- Not to take success for granted and not to be complacent
- Not to rest on laurels
- Not to slow down or give up
- To add values to the work and try to be creative
- To keep the learning curve moving vertically

PRINCIPAL
Vivekananda College of Arts, Science & Commerce (Autonomous) Puttur - 574201

IQAC COORDINATOR
Vivekananda College of Arts, Science & Commerce (Autonomous) Puttur - 574201

SECRETARY
Vivekananda Vidyavardhaka Society Puttur-574201