ADITYA
DEGREE COLLEGE FOR WOMEN
Affiliated to Adikavi Nannaya University
Approved by APSCHE | Recognised by UGC under Section 2(f) & 12(B)

Sambamurthy Nagar, KAKINADA, A.P - 533001, INDIA.

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INSTITUTIONAL POLICIES

ADITYA DEGREE COLLEGE FOR WOMEN
Sambamurthy Nagar, kakinada-533003 - Ph: 0884-2376660

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LIST OF POLICIES

S. No	Title of the Policy
1	HR Policy
2	E-Governance Policy
3	Self-Appraisal Policy
4	Research Policy
5	Feedback Policy
6	Green Campus Policy
7	Management Scholarship Policy
8	Code of Ethics
9	Slow learners and Advanced learners Policy
10	IT Policy
11	Maintenance Policy
13	Divyangjan Policy

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HR POLICY

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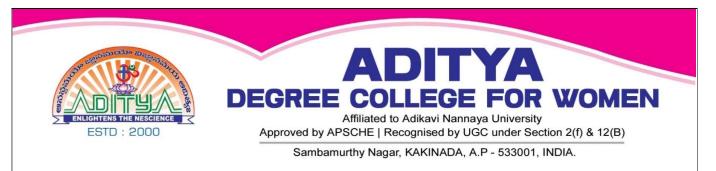ENLIGHTENS THE NESCIENCE
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VISION

To emerge as center of repute for inclusive skill-based education inculcating values, professionalism and innovation

MISSION

- Provide learner centric ambience for multifaceted development of local youth

- Adopt quality higher education and innovative practices for knowledge and skill development

- Offer programs with quality resources based on societal needs.

- Nurture social awareness and interpersonal skills with industry – academiainteractions

Goals - Short Term

- Achieving academic success by obtain a basing grade in all semesters of all programmesof the University Examination.

- Generating active research promotion among staff and students which results in national and international publications.

- Providing placement to all eligible students through the development of soft skills technical ability, and domain knowledge.

- Improving leadership quality of Staff members and Students by involving collegelevel committees, thereby grooming them to work autonomously.

- Memorandums of Understanding with prominent   industries to improve.

- Institution relations which help in student placements, internships, projects, inhouse trainings and knowledge transfer on current technologies.

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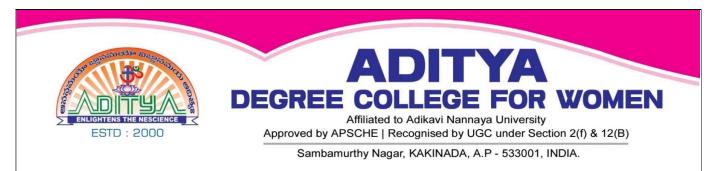ESTD : 2000

Goals - Long Term

To make all departments as research centre recognized by the university

Aiming towards getting accreditations from NAAC & achieve autonomous status

Quality Policy

1. The Institute is committed to create and improve the teaching learning processthrough the following quality initiatives.

2. Innovative methods in teaching and learning process.

3. Provide good academic and research environment to students and faculty for a complete real time learning experiences.

4. Industry collaborations.

5. Inculcating moral and ethical values among the students and staff.

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1. HUMAN RESOURCE PLANNING

6. Every year in the month of April there will be Man power planning and submission ofrequirement to the management for the next Academic year.

7. The principal will obtain the staff requirement lists from all the head of departments.

8. The principal will appoint a senior faculty of the department as Head of every discipline, along with other faculty members.

9. The principal should appoint a selection committee for each discipline's recruitment. The senior staff is made up of this group.

10. The principal will recommend the increments based on the Performance appraisalof the individual faculty HOD, members.

2. ELIGIBILITY CRITERIA

11. Faculty members are hired based on the qualifications required by the UGC & Universityfor various cadres time to time.

12. There will be only three teacher designations Assistant professors, Associate Professors,and professors.

13. No one may be appointed, promoted, or labelled as Professor unless he or she holds a PhD and meets other academic requirements as set forth by the UGC & University fromtime to time.
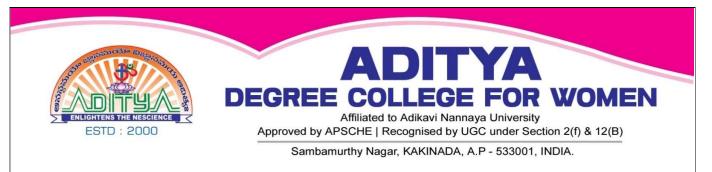
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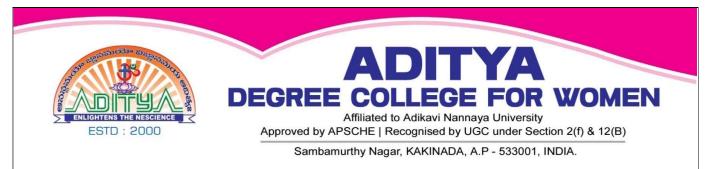Approved by APSCHE | Recognised by UGC under Section 2(f) & 12(B)

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SLNo	Cadre	Qualification	Experience
01	Assistant Professor	Good Academic record with at least first-class marks or an equivalent CGPA at the Master's degree level in the relevant subject from an equivalent degree	No minimum experience
02	Associate Professor	Qualification as above that as of the post of Asst. Prof as applicableand PhD or equivalent, in appropriate discipline	Minimum of 5 yrs experience in teaching/research/industry of which 2 years post PhD experience is desirable
03	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent in appropriate discipline, Post PhD publications and guiding PhD students is highly Desirable	Minimum of 10 years teaching/research/industrial experience of which at least 5 years should be at the level of associate professor Or Minimum of 13 years' experience in teaching and/or Industry In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the selection committee

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3. RECRUITMENT

- A job description and specification for the candidate to be hired must be prepared by the selection committee.

- The committee will supplement candidates in a 1:3 ratio from any or all of the following sources for each position to be filled:

  - ✓ Advertisements in the Newspapers and in faculty plus
  - ✓ Direct applications
  - ✓ Employee referral

- If the committee believes it necessary, walk-in interviews may be conducted to supplement the requisite candidates;

- Recruitment process are

  - ✓ Scrutinization of Applications
  - ✓ Panel selection Committee Formation
  - ✓ Conducting Interview –

    (1) Class room Demonstration

    (2) Personal Interview

- The committee will finalize the short-listed applicants and submit their recommendations, along with the candidate's personal data sheets, to the principal.

- An order of appointment for selected candidates will be given.

- A joining report will be collected from the candidates.

- Staff members appointed in the institute will be given a brief introduction about the Institute by the Principal on the day of his/her joining.

- The principal forwards the joining letter along with credentials to the Head of the Department and to the office.

- The HOD will give a brief overview of the department and introduce the new staff member to the members of the department
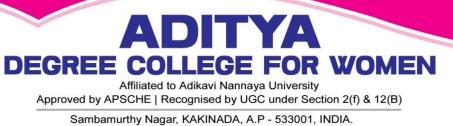
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4. POSITIONS

1. The Institute mainly consists of two working wings - Teaching & Administration.

The teaching wing comprises of following positions

1) Principal

2) Head of the department

3) Professor

4) Associate Professor

5) Assistant Professor

✓ In addition, each department is having supporting staff like Lab Technicians & Programmers

✓ The Administration wing consists of the following positions

a. Administrative officer

b. Office superintendent

c. Computer operator

d. Accountant

e. Office assistant

f. In addition to the above-mentioned positions, the institute also maintainsministerial staff.

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LEAVE & PERMISSIONS

1. PERMISSION

Maximum of two permissions per month can be availed by the faculty for the duration not exceeding one hour each without affecting the routine academic activities. Permission can be availed either at the beginning of the day or at the end of the day only. Each excess permission or late will be treated as half day casual leave

2. INTIMATION OF LEAVE

- Faculty member should make necessary ultimate arrangements of their classesbefore applying leave.

- Faculty should submit their leave application through HOD to the Principal

- Everyone who are taking more than one day should submit the leave application to the principal in person after getting signature from concern HOD
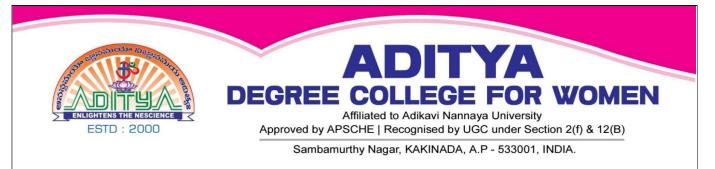
3. CASUAL LEAVE

Number of Casual Leave permitted is 12 days per year.

4. MATERNITY LEAVE

Six months maternity leave is permissible for female faculty members and this period will be accounted for service.
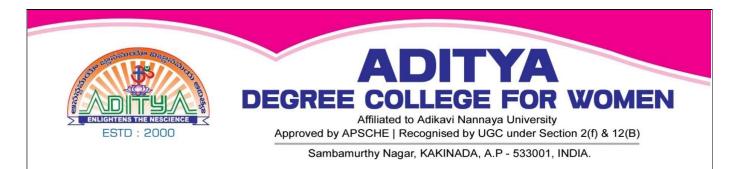
5. ON DUTY
- ✓ 5.1 The staff on Office Duty will be sanctioned as OD by the principal.
- ✓ 5-2 On the following grounds on duty can be sanctioned by the principal

  - University practical external examiner ship

  - University representative

  - University valuation

  - Attending conferences, training program

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SERVICE RULES

- While the faculty in the service of the institute the faculty shall not enter into any contract or agreement with any other institute.

- Staff members should not disclose any confidential information of the institute.

- Faculty has to strictly maintain discipline and dress code.

- Faculty should not misuse the position in the institute and involve any kind of unauthorized transactions.

- Faculty members are required to carry out all the duties that may be assigned by the principal or Head of the Department.

- Faculty members may be relieved from their duties at end of the academic year and will not be relieved in the middle of the academic year. This is exempted for thosewho get Government / University posting or marriage (Proof should be enclosed with resignation letter).

- You can refer all your work difficulties / grievances to the management through the principal.

- Faculty performance will be reviewed by the Principal and Head of the Department, as per performance appraisal submitted by the faculty at the end of the semester.

- During the employment the faculty will be governed by the rules & regulations of the institute that are enforced and as amended from time to time.

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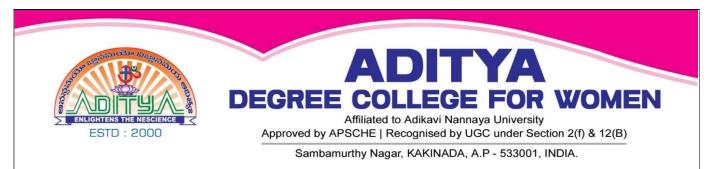
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6. Welfare Schemes

The teaching and non - teaching staff play a vital role in the growth of the institute and therefore the institute is recognizing their productiveness and acknowledges their needs and requirements. As a result, the institute is implementing various effective welfare schemes. These welfare measures enrichthe physical and mental health of the employees and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment towards the institute.

The following list shows the various welfare schemes:

- Children of our employees who are all studying in our group of institutions are eligible for a 50% concession tuition fee.

- The institute provides subsidized lunch for both teaching and non-teaching staff members.

- The institute provides three sets of uniform per year for non-teaching staff and also other safety gadgets for non-teaching staff like security, attenders, scavengers, etc.

- To the teaching and non-teaching staff the institute provides health insurance policy by contributing 50% of the premium amount.

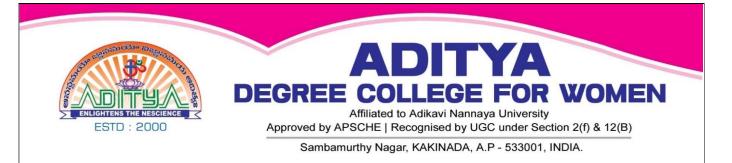- Provision of free exclusive transport facility for teaching and non-teaching staff from

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various parts of the district.

- Extension of ESI benefits to non-teaching staff.

- The institute has assisted the COVID-l9 effected faculty with a financial support of

  Rs 10,000/- to meet their medical requirements.

- Employee Provident Fund (EPF) is applicable to some of the staff of our college.

7. Financial Assistance through Head of the Department.

The faculty members of the institute will be given financial assistance to attend

conference, faculty development programs or short-term training programs, the

registration fee to attend the above-mentioned program can be reimbursed by

producing the payment receipt & participation certificate. The application has to be

forwarded to the principal for approval through Head of the Department

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STAFF LEAVE APPLICATION

From

Name   : _____

Employee I.D. :_____

Department   :_____

Designation :_____

Madam,

    I request you to kindly sanction leave as, I have to _____

_____ (Purpose), as detailed below.

To,

The Principal,

Aditya Degree College for Women

Kakinada

E.G.Dist

Nature	From	To	Session	No. of Days
Casual Leave			FN / AN / FULL DAY	

Thanking you,   Yours faithfully,

Tot. No. of CLs at credit in this Academic Year : _____

No. of CLs used in this month till now   : _____

No. of CLs used in this Academic Year   : _____

Signature : _____

Place   : _____

Date   : _____

Signature of the Granting Authority:_____

E-GOVERNANCE POLICY

Electronic governance or E-Governance is defined as application of information and communication technology (ICT) in order to enable an organization to provide and facilitate the required service, to exchange information, to communicate effectively, to carry out the transaction effectively and to integrate various services and systems to create transparent, paperless and automated data system.

Scope of the Policy:

1. General administration
2. Student admission
3. Examination
4. Accounts and Finance
5. library

Objectives of the Policy:

1. To implement E-Governance in all the functioning units of the college.
2. To provide simple, transparent and effective system to handle the data in one roof.
3. To make paperless campus
4. To establish a fully automated Library
5. To monitor all the activities of the college
6. To formulate complete, transparent and fully documented data

Administration:

1. To indicate the names of the employees and their Id No.s
2. To indicate the names of the students and their Roll No.s

![Aditya Degree College for Women logo and header]

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3. To indicate the department wise list of faculty members

4. To indicate group wise and year wise student details

5. To provide details about the employee leaves, recruitment applications of employees and applications of admissions of students to different groups

6. To automate the attendance of the staff

7. To use bio metric attendance management software

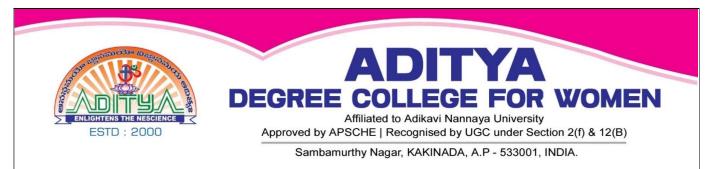8. To generate monthly reports of the attendance of staff

Student admission:

1. To devise an effective policy to admit a student to the college

2. To draw the attention of the students and parents through advertisements

3. To publicise the achievements of the college

4. To provide complete details to students and parents about the college

5. To provide an application form and ask the student to fill it

6. To record all the details of the student and the parent

7. To provide the broucher of the college

8. To encourage the students and the parents to apply for online admission process of APSCHE and submit a separate online application form for admission

Finance and Accounts:

1. To make use of our college software to maintain accounts

2. To update the software regularly to meet the requirements of the college

3. To generate profit and loss and Balance sheet through software

4. To provide proper training to accounts staff

Library:

1. To provide digital library facility to the students and the staff of the college

2. To keep the record of books handy through the library software

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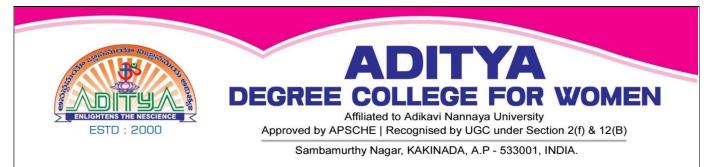3. To maintain the catalogue of books through library software

Examination:

1. To enter Mid-1 examination marks and Mid-2 examination marks of students,

2. To assess the performance of students

3. To inform the performance of students to teachers and parents

4. To provide information about the backlog examinations of students

5. To provide progress report of students

Self-Appraisal Policy

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PERFORMANCE APPRAISAL FOR TEACHING STAFF

OBJECTIVES:

1. To help faculties in their professional development.

2. Allow feedback to staff about their conduct, skills and subject expertise.

3. To acknowledge the attainment of faculties and assist them to recognize the ways to enhance their knowledge, skills, attitude and overall performance.

4. To enhance the quality of education for students.

Infact it is nothing but a tool to estimate or confess to facilitate growth, development, efficiency and effectiveness of the teaching learning process in the institutions.

Name, qualification, experience, subject tought, results, feedback of the students, pass percentage, mentoring, discipline, workshops attended, books published, research publications in conferences and journals, administrative responsibilities taken along with the remarks of HOD and the Principle will be considered for the appraisal of teaching staff.

The Process of Appraisal Comprises of two Parts:

1. Self- appraisal format to be filled by every faculty.

2. Appraisal by HOD & Principal: This would also involve a review of the self-appraisal documents submitted by the faculty.

PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF:

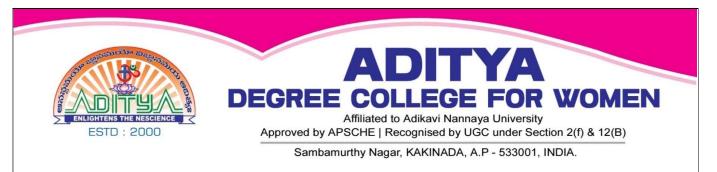The following appraisal is undertaken with following objectives:

1. To help employees to reflect about their capacity and to carry out their duties more effectively.

2. To acknowledge the attainments of employees and help them to recognize ways of improving their knowledge, skills, attitudes and overall performance.

Research Policy

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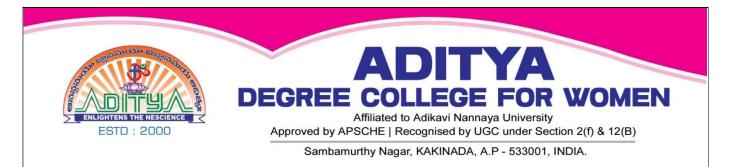ENLIGHTENS THE NESCIENCE
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RESEARCH POLICY

Aditya Degree College for Women (AWDC) was established with a vision, 'Lead the transformation of Science and management learning experience to educate the next generation of innovators and entrepreneurs who want to make the world a better place". The Institute has developed excellent facilities, both in terms of infrastructure and scholastics. Aditya Degree College For Women (AWDC) encourages faculty members and students to undertake sponsored research projects with a commitment to serve the society. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these considerations, Aditya Degree College For Women (AWDC) framed and implemented its Research Policy.

1. Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students. The policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplementing the vision and mission of the college. The Research policy also emphasizes contribution towards society and to the nation at large.

2. Scope

This Research Policy forms the basics of the research ethics of the college and is implemented in all the departments and it serve as the guidelines for the functioning of the Research council of the college.

3. Objectives of the Research Policy

- The main objectives of the Research Policy are as follows:
- To develop desired awareness regarding research in the students and faculty of AWDC. To establish a right kind of research culture through various research initiatives and programs.
- To encourage students and faculty members to publish research papers and undertake various research projects of social and academic importance.
- To create awareness in the society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the college. Conduction of Research Meetings at least once in a semester and whenever required.
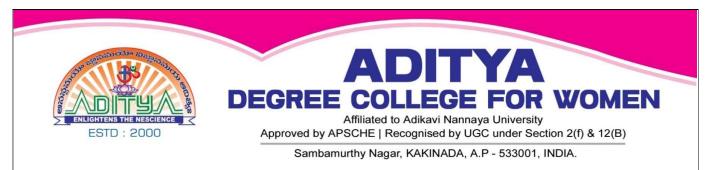
4. Incentives for Publication

In order to motivate the students and faculty members towards research and publishing their research findings in reputed journals with impact factor, incentives are given to students and faculty members.

5. Sponsored Research

- Full autonomy has been given to the faculty members to carry out the research as per terms and conditions given by funding agencies.
- The tenure of appointment of a project staff will be for the duration of the project.
- The selection of project staff shall normally be made as per the guidelines provided by the sponsoring agency and with the approval of Principal through the Coordinator.

6. Faculty Development & Research Interactions

To get expertise in specific domain and promote the research interest, AWDC is providing financial help (Registration/course Fee and TADA) to faculty members attending

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Conference/Seminar/Research Workshop in India. A faculty can avail these benefits once in an academic year. TADA and Honorarium is allowed for the experts coming to AWDC for Research Interactions and Collaborative Research works.
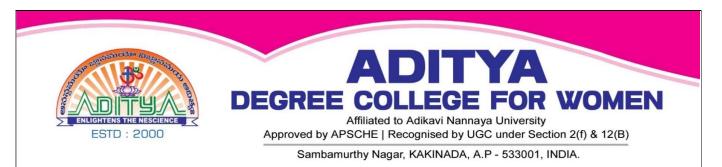
7. IPR Policy

The goal of this Policy is to ensure that Intellectual Property created by Members is utilized in ways most likely to benefit AWDC and the public. AWDC seeks to assist its members in properly disclosing all Intellectual Property that they create, in complying with applicable laws and formal agreements, and in gaining the protection available under laws governing patents, copyrights and other intellectual property rights.

Likewise, AWDC seeks to ensure that commercial benefits are distributed in a fair and equitable manner that recognizes both the contributions of the Members and the interests of AWDC.

CONSULTANCY POLICY

1. A consultancy project/work is one where faculty and research staff provides knowledge and intellectual inputs to industry, primarily for their purposes.

2. All payments for consultancy work must come in the name of the Principal, ADITYA Degree College For Women

3. The requirement originates from the industry concerned.

4. When industry person approaches with any problem to head of the institution.

5. The head of the institution will convene the meeting of the college consultancy committee and direct the work to the concerned department heads for further action.

6. HODs will analyses the technical nature of the consultancy work and identify suitable investigator from the faculty members based on the specialization, experience etc.

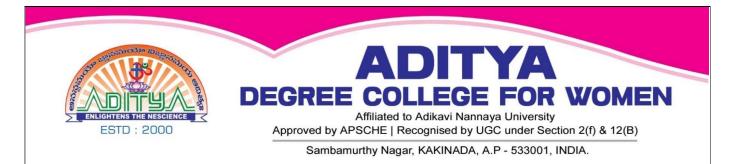7. Departments may also approach the industry through proper channel for carrying out the consultancy work.

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8. The faculty is expected to estimate the time and cost required to accomplish the task.

9. Based on the needs of the client and circumstances, the college may permit commencement of work with payment to be mad as per agreed upon milestones.

10. After completion of the project, final report should be submitted to the industry.

11. Consultancy assignments may be taken up and implemented provided they do not have any adverse impact on the ongoing academic, research and related activities.

12. The services of employees of the college may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the College. Such work by employees may be compensated by suitable honoraria.

13. Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Head of the Department.

14. Publication arising from consultancy work shall include the faculty affiliation of the institute and acknowledge for the facilities used.

Feed Back Policy

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STAKEHOLDERS FEEDBACK POLICY

The college regularly takes feedback from its stakeholders on different aspects including curriculum. The objectives behind this are to evaluate the functioning of the college, to find out areas to be improved and to understand stakeholder's expectations and their level of satisfaction. Feedbacks are taken from the students, teachers, employers and alumni.

➢ These feedbacks are collected through the offline mode based on the feasibility of the respondents.

➢ Different feedback forms are designed for the stakeholders according to their roles. Students feedback is collected at the end of each semester on teaching and learning process.

➢ Exit feedback is taken online, from the final year students at the end of last semester on their experiences in the college regarding curriculum implementation, placements and other facilities.

➢ Feedbacks from alumni are collected during the alumni meet to know how learning in the college helped them in their success, what are the industry requirements and accordingly suggestions are communicated to the respective authorities.

➢ Teacher's feedback is taken online, to understand their views on the curriculum up gradation, facilities and support received from the college.

➢ Employers' feedback is collected during the placement drives on the campus, to study their views on the facilities provided and quality of the students.
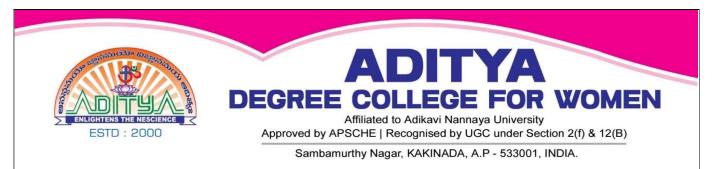
Questionnaire of Stakeholders

STUDENT FEEDBACK

1. The content of syllabus and the design pattern of each course in relation to the competencies expected out of the course.

2. Relation between the units of each course.

3. Credit allocation of each course.

4. Offering of Elective courses in terms of relevance to the specialization stream and technological advancement.

5. Size of the syllabus in terms of load on student.

6. Relevance of the courses to the laboratory experiments.

7. Accessibility to select and apply appropriate techniques for innovations.

ALUMNI FEEDBACK

1. Rate your ability to create, select and apply appropriate techniques, resources and modern Engineering tools obtained through your curriculum design.

2. Design of each course pattern and components of syllabus framed.

3. Courses in the program are appropriate in moulding the student into professional and ethical way.

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4. Course designed to reduce the gap between industry and academia.

5. Rate your ability in applying engineering and management principles as a member and leader in a team to manage projects in multi-disciplinary environments.

6. Rate the overall quality of curriculum and syllabi.

TEACHERS FEEDBACK

1. Rate the course in relevance to the program.

2. Syllabus suitability to the course.

3. Design of course outcomes.

4. Ability to attain the course outcomes through the syllabus of the course.

5. The course or syllabus has good balance between theory and lab.

6. The course or syllabus of the subject increased knowledge and perspective in subject area.

7. The course or program of studies carries sufficient number of optional papers.

8. The books prescribed are listed as a reference material is relevant, updated and appropriate.

EMPLOYERS FEEDBACK

1   Coordination of the recruiting schedule

2   Staff was friendly, helpful and Knowledgeable

3   Interviewing room was comfortable

4   Computer Labs were comfortable

5   Internet Speed

6   No of Students on the schedule

7   Student skills met my expectation

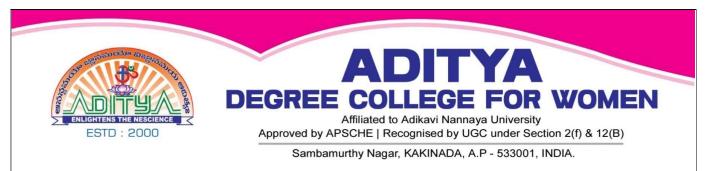| 8	Students communication skills were
9	Students researched the company
10	Students were interactive in interview
11	Students were professionally dressed
12	Overall student preparedness
13	Hospitality and stay were
14	Overall experience.

Clean and Green Policies

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Clean and Green Policies

- To inculcate the habit of keeping the surroundings clean.

- To promote eco-friendly practices in the campus.

- To provide the college with an excellent opportunity to redefine the environmental culture.

- To inculcate the habit of environmental ethics among the staff and the students.

- To promote environmental consciousness among the staff and the students.

- To devise the necessary strategies to reduce the increasing levels of pollution

- To put forth our assiduous, indefatigable, incessant and stringent efforts to conciliate the adverse effects of environmental pollution.

- To create awareness about various environmental issues.

- To create awareness about the significance of the conservation of environment.

- To raise awareness about the detrimental effects of spoiling the nature through our heedless activities.

- To remind everyone of his individual responsibility to converse the environment.

- To encourage the students to initiate small steps for environmental protection.

- To encourage the students and the staff to minimize the use of the products leading to environmental pollution.

- To motivate the students to adopt environmentally friendly practices.

- To have a strong commitment to promote sustainable environment.

- To create consciousness about waste management to achieve the task of environmental conservation.

- To ensure that effective water management to reduce the wastage of water and to preserve most valuable water resources for future generations.

- To implement the necessary measures to reduce the use of paper by implementing paperless administration.
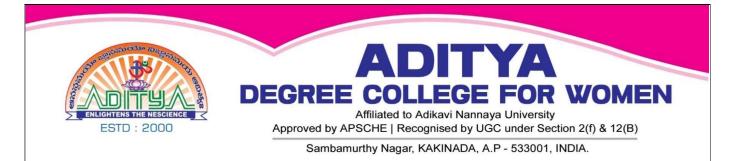
- To reduce the use of energy and to devise appropriate strategies for the conservation of energy.

- To follow a slogan that energy saved is energy produced.

- To reduce the noise levels in the environment to reduce health problems.

- To devise appropriate strategies to reduce air pollution to ensure the protection of ozone layer.

- To initiate the necessary measures to reduce the use of automobiles to reduce the emission of carbon monoxide leading to the protection of ozone layer and the conservation of environment.

- To impose a strict ban on use of plastic bags leading to environmental degradation and degradation of soil leading to many hazardous effects.

- To display circulars in the notice board of the college.

- To enforce the students and the staff to keep the surroundings clean.

- To impose strict punishment to those who violate the instructions of the college.

- To display several banners with the quotations related to clean and green policy.

- To handle electronic waste properly.

- To plant more number of trees and plants to ensure fresh air on the campus.

- To conduct many environmental protection activities in collaboration with the municipal corporation of Kakinada.

- To celebrate world environmental day on June 5th every year.

- To encourage all NSS volunteers to take the initiative to plant more number of trees and to water them regularly to ensure fresh air.

- To incorporate all the necessary strategies which aim at developing a clean and green campus.

- To have a strong penchant to involve the students and the staff to become a part of green campus initiative.

Scholarship Policy

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POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO STUDENTS

Policy Statement: Aditya Degree college for women, provides scholarships to meritorious and economically weaker students throughout their course to support their education based on certain criteria formulated by the management

Purpose:

The primary purpose of this policy is to ensure that all students who have scored good marks in the qualifying examination and are economically backward will be with fee concession for tuition fees, transport fees etc.,

Scope:

Academic Grade	Amount in Rupees
>9 and <= 10	1250
>8 and <=9	750

Aditya Degree college for women is committed to provide quality education to all and this policy outlines our social responsibility of heling the needy students to fulfill their dream of pursuing the higher education without bothering about the financial constraints. Aditya Degree college for women gives not only fee concession in tuition fees but also free transportation facility to day scholar students

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Code of Ethics

POLICY FOR CODE OF CONDUCT

Introduction:

The basic purpose of education is to create knowledge, skill and awareness of our national heritage and the achievements of human civilization, possessing a scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism, peace and the principles enunciated int eh preamble of our constitution.

Objective:

To define, implement and monitor the code of ethics among staff and students
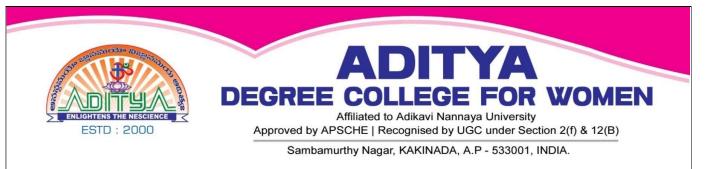
Scope:

This policy covers code of conduct to be adopted by students and staff

Implementation:

Code of Conduct for Students

The students:

- Should maintain discipline in the college
- Should put a minimum of 75% of attendance to appear for the examination as per the university norm.
- Should participate in curricular, co-curricular and extra-curricular activities organized by the college.
- Should prepare thoroughly for examination and should not indulge in any kind of malpractice.
- Not allowed to use mobiles in the classroom and library
- Should not involve in any Ragging and indisciplinary activities that violate the rules

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of the college

- Should not involve in any unofficial activities outside the college

- Should maintain cleanliness in the campus

- Should utilize property of the college properly

- Should foster ideals and doctrines of the college

- Should adhere to human, ethical and moral values in and outside the college
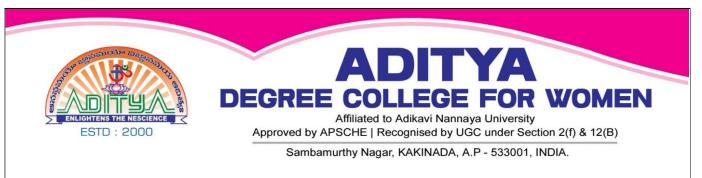
Code of Conduct for Teachers

The Teachers:

- Should maintain dignity and decorum of the post

- Should prepare teaching plan of the allotted courses

- Should motivate the students to participate in co-curricular and extracurricular activities

- Should perform his/her duty honestly

- Should be available for consultation to students

- Should inculcate patriotism and discipline among students

- Should not indulge in any prejudice of caste, creed or religion

- Should work towards betterment and growth of the institution

- Should not engage in any unofficial activities in and outside the college

Code of Conduct for Administrative Staff

The Administrative Staff:

- Should look after student's admission and examination

- Should be well versed n e-administration

- Should perform all professional activities through proper channels

- Should develop co-operative and friendly relationship with faculty members, parents/guardians.

- Should not involve in unethical practices

- Should not involve directly or indirectly in any activities that will bring down the

fame of the college

Code of Conduct for Supporting Staff

The Supporting Staff:

- Should give importance to cleanliness of the institution

- Should not involve in unethical practices

- Should not involve directly or indirectly in any trade of business

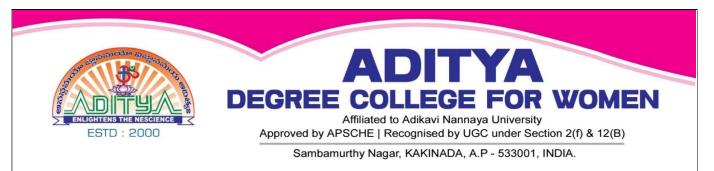# Slow Learners and Advanced Learners Policy

POLICY FOR ADVANCED AND SLOW LEARNERS

Process of Identification Within the classrooms, the faculty have to deal with different types of students; some are very intelligent who learn very fast and some are quite weak who learn very slowly. Advanced Learners are students who perform very much better than the class averages and slow learners are students who perform very less than the class averages (NAAC- RAF Manual, 2020). Therefore, it is required to determine the abilities of the students in the class. Based on the ability determined, some students need only guidance and some students need a hard work and regular attention. On the basis of their preceding exam performance, current subject performance and class observation, learning speed students can be classified in two groups; advanced learners and slow learners. Each type of students has different learning attitudes and learning habits.

A faculty has to adapt a teaching methodology such that he/she may not lose the attention of the slow learners and turn off the advanced learners. The purpose of assessment of the learning levels of the students and conduction of activities for them is

Identification of the slow learners and advanced learners in the class

- The students who got less than 50 percent marks in Mid 1 Examination will be considered as slow learners
- The students who got more than 60 percent marks in Mid 1 Examination will be considered as Advanced learners

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This manual describes the constituent parts of the slow learner and advanced learner identification process and activates for them and includes guidance on process.

Process Input: To start identification of slow and advanced learner process following inputs is needed.

Initiatives for Slow learners: Special care and additional effortfor slow learners to enhance performance

- Remedial Classes
- Easy notes
- FAQ and
- Counselling

Initiatives for Advanced learners: Motivation and proper guidance for advanced learners for career advancement.
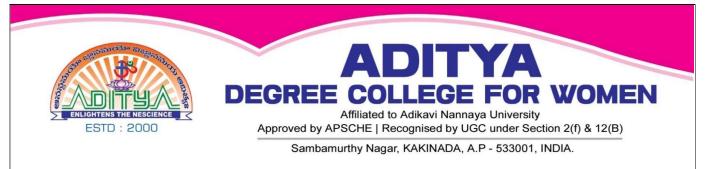
- Technical events
- Certification courses, and
- Placements activities
- PG CET, ICET and CAT Coaching

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IT Policy

IT POLICY

Objectives of IT Policy:

- To provide the best state of the art IT resources to its stake holders on campus.

- To maintain Information system for all day today activities of campus.

- To provide continuous availability of data

- To encourage only genuine and licensed Aditya Analysis applications
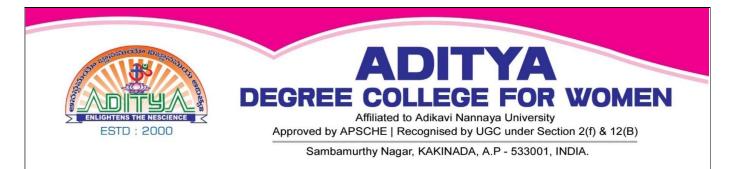
Scope of IT Policy:

- The institute has created a policy which covers:

- Procurement and augmentation of required IT infrastructure as per the need

- Utilization of computer facilities including hardware, software, information resources, intranet and internet access facilities

- Strategies and responsibilities for protecting the availability, confidentiality, and integrity of information

Implementation of IT Policy:

As per the policy, the following facilities are to be created:

- Computer lab facility

- Network Devices wired/ wireless

- Internet access

- Official websites and web applications

- Official Email services

- Data storage and access

- Server computing facility

- Printers/ Scanners/ Photocopier machines

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The IT policy is applicable to the following stakeholders

- The institute centrally

- The individual departments

- Information services provided by the institute

- Individuals of the organization

- Authorized resident or non-resident visitors on their own hardware connected to the institute's network.

The institute should augment new IT infrastructure resources, Internet bandwidth, Fire wall and software needs to be upgraded as and when required.

All staff members, students, visitors and others who are granted permission to use the institute's infrastructure, should comply with the guidelines. Violation of IT policy by any stake holder will be liable for disciplinary action.
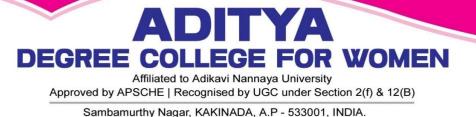
Maintenance Policy

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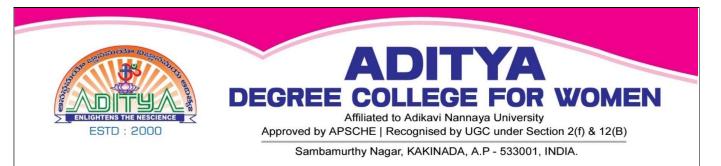ENLIGHTENS THE NESCIENCE

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MAINTENANCE POLICY

POLICY FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, COMPUTERS, CLASSROOMS

The institution has a well-defined mechanism for the upkeep and management of its infrastructure and facilities. The college has its own staff of gardeners to take care of all horticultural spaces on the campus. The library is digitized and all books are managed using bar codes and an online inventory catalogue for tracking available books and reserving them is available for all. Technical staff is appointed in the lab and faculty members keep a check on the facility and its usage. Any intentional or unintentional damage caused by the students is taken strictly by the College Authorities. The Campus Code of Conduct sensitizes the students towards taking care of the college and its infrastructure. The college strongly believes in the importance of safeguarding and managing excellent infrastructure. The college also ensures the holistic development of every student through freedom with responsibility. The institution systematically monitors to ensure optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities. Regular meetings of various committees constituted for this purpose are conducted to review the resources and augment the facilities at the best interest of student's welfare.

Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the respective departments.

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Maintenance of laboratories: The calibration, repairing and maintenance of sophisticated lab equipment (Computer, Language, Chemistry and Physics) are done by the technicians of related owner enterprises as per need.
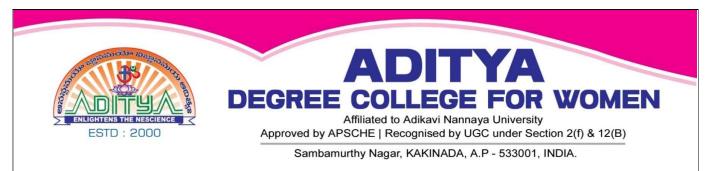
Library:

1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the principal.

2. Users' feedback is taken every year by the feedback Review Committee. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

3. To ensure the return of books, 'no dues' from the library is mandatory for students before appearing in the exam.

4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

5. Open access journals facilities are available.

6. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

Sports: The maintenance of sports equipment and sports facilities are entrusted to the faculty members of the Physical Education Department.

Computers:

1. A centralized computer laboratory and four computer labs are established to enrich the students.

2. AA (Aditya Analysis) ERP software is used for maintaining faculty and students' details.

3. Each Department has appropriate number of computers for their requirements.

4. Internet and WIFI Enabled campus.

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Classrooms:

1. The college has various committees for the maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom furniture and other requirements.

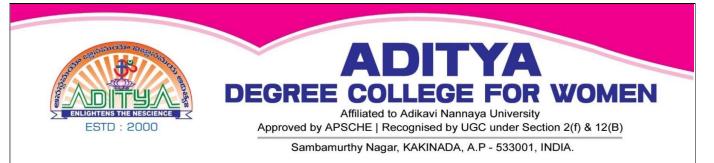2. Administrative officers will take charge of students' academic requirements.

Additionally:

1. Department wise annual stock verification is done by the concerned Head of the Department.

2. Regular maintenance of Computer Laboratory equipment is done by the Technical In-Charge, Laboratory Assistant with a Laboratory attendant.

3. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.

4. College campus maintenance is monitored through regular inspection

5. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

6. Development and updating of software are done by the in-house IT team.

7. Maintenance of wooden furniture, electrification, and plumbing are taken care in the campus by the employees appointed for the same.

8. Regular maintenance of the water purifier and water cooler is ensured by the concerned authority

Divyangjan Policy

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Policies for disabled

- To have a strong commitment from the college side to provide disabled people with equal opportunities along with other students.

- To respect the disabled people to ensure that they are able to lead their life without any difficulty.

- To promote the culture of respecting disabled people.

- To encourage the disabled people to mingle with other students easily and comfortably without any difference.

- To make the necessary arrangements to admit the disabled people to various courses offered by the college.

- To follow the rules and regulations and guidelines of APSCHE with regard to the admission of the disabled people to various courses offered by the college.

- To have the moral responsibility to see that the disabled people do not get any disrespect in the college.

- To promote a congenial atmosphere that helps them to uphold their dignity.

- To provide necessary infrastructural facilities in the college to ensure comfortable life to the disabled people.

- To provide lift facility for the disabled people to reach the classrooms safely without having to climb the staircase.

- To provide ramp facility to enable them to go to classes comfortably without using the steps.

- To provide railings so that the disabled people do not slip while walking on the ramps.

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- To provide wheelchair facility to the disabled people to take them to classrooms without creating any inconvenience for them to pursue education.

- To provide separate washrooms for disabled people.

- To provide the VH people with screen reading software in order to enable them to recognize the letters and the words displayed on the monitor.

- To provide the scribe facility to the disabled people to enable them to attend the examinations and fulfill their objective of pursuing higher education to realize their dreams and aspirations.

  - To initiate the necessary steps to ensure that a disabled person has every opportunity to complete his course through the provision all the facilities.