

Rashtriya Shikshan Sanstha's



**Swami Vivekanand Night
College Of Arts &
Commerce, Dombivali (East)**

Policy Document

NAAC- IQAC Initiative

Academic Policy



Statement

Rashtriya Shikshan Sanstha's Swami Vivekanand Night College of Arts and Commerce strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens who would cater to the human welfare and sustainability and thereby noble cause of nation building.

Objectives

The academic policy discloses the principles used for quality teaching at college and defines the procedures for the multiple levels of accountability in teaching and learning. The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus. The institute stands responsible for ensuring quality of its educational environment.

Roles and Responsibilities

Roles	Academic Responsibilities
Management	1. Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions.
Principal	1. Developing and implementing quality assurance policies and procedures.
IQAC	1. Carry out the academic auditing in each department of the college at the stipulated interval.
Controller of Examination	1. Conducting all Examination 2. Collecting of results from the Evaluations 3. Verification and Valuation of results. 4. Publication of Final Results. 5. Issue of Grade Card and Certificates.
Professors in Departments	1. Ensure that the courses promote the development of the department and the graduates. 2. Ensure proper redress of the concerns raised by students in all matters. 3. Take up initiatives to achieve the mission and vision of the institute. 4. Subject allocation for faculty for every semester keeping in view various extraneous duties.

	<ol style="list-style-type: none"> 5. Undertake Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery. 6. Conduct of regular staff meetings for assessment of progress of teaching - learning process and otherdepartmental activities. 7. Arranging student feedback of the faculty and initiating corrective measures. 8. Review of the progress of teaching- learning process and institution of remedial measures. 9. Verification of the computation of Continuous evaluation marks. 10. Seek feedback from student for improvement incourse delivery.
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Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students. Academic Auditing is carried out in institute. The IQAC shall monitor all the academic activities including the internal evaluations and examinations. The audit also covers the co- curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as NAAC. The institute organizes various Faculty Development programs on a regular basis to enable continuous learning and improvement for faculty and Staff.

ADMINISTRATION POLICY

The purpose of this policy is to have efficient , effective , smooth and transparent procedure of day to day college administration. The college follows the policy and procedure and rules and regulation for administration given by University of Mumbai and Government of Maharashtra and UGC and Central Govt. of India from time to time. The Management, Principal and Staff are entrusted with the work of Administration.

INFRASTRUCTURE POLICY

The purpose of this policy is to maintain and augment the physical and academic infrastructure of the institute in order to provide the state of art infrastructure. The AMCs are given for the maintence of devices. The decision regarding augmentation of infrastructure is taken in the meetings of College Development Committee and Managing Committee meeting of parent management.



CODE OF CONDUCT POLICY

Statement

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

Objectives

The purpose of this document is to provide the code of conduct and ethics for students of the institute. All students are expected to be aware of this code and abide by it to enable the college to meet its own clearly stated objectives, standards and performance targets within a supportive environment. The Management, Principal and the faculty; related Committees are responsible for the above.

Rules and Guidelines

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

Breach of Code of Conduct

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

- a. Dismiss a complaint.
- b. Impose any penalty permitted by the rules of the College.



- c. Refer the complaint to the Principal/College Council accompanied by a written report for further decision.
- d. Issue a caution which shall not be recorded on the student's record.
- e. Issue a reprimand which shall be noted against the student's record in the registry and which shall include a formal written warning that treatment of any future misconduct within twelve months will take such reprimand into account.
- f. Refer the matter to the police or other authorities.

Prevention of Ragging

Ragging, in any form is prohibited by law. The Govt. of Maharashtra has banned ragging in Educational Institutions / Hostels which makes ragging punishable as follows:

- a. Imprisonment up to a term of 2 years
- b. A fine up to Rs. 10000/-
- c. Dismissal from the Institution. The students so dismissed shall not be admitted to any other Educational Institution for three years.

In compliance with Government regulations Anti-ragging Committee have been constituted to prevent the menace of ragging. The said committee investigate such incidences.

Sexual Harassment

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

Professional Ethics and Academic integrity

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



ENVIRONMENT POLICY

Preamble

Environment being the basis of life its conservation is an indispensable aspect of education. Future Technologies should emphasize the dependence between technology and nature. Proper Environment Management is essential for sustainable development and the Environment Policy is designed in tune with the United Nation's Sustainable Development Goals 2030, realizing that protection of Environment is part of the Institution at social Responsibility for the survival of humanity. This document through the policy Statement makes clear the Institution's approach to Environment protection which will be ensured through the Environment Audit which is defined by the ICC as a tool comprising a systematic, documented, periodic and objective evaluation of how well environmental organization, management and equipment are performing with the aim of safeguarding the environment and natural resources" in the functioning of the Institution and dissemination of Knowledge. Besides initiatives for Environment Protection, the Environment Policy includes Energy Management, Waste Management and Water Management which are dealt with separately taking into account the importance of each, and policies and procedures have been formulated for these topics.

Objectives

- Promoting & Benchmarking for environmental protection initiatives
- To encourage projects on environmental assessment
- To impart awareness about green clean campus
- To initiate sustainability practices in the campus and among stakeholders
- To maintain and monitor the sustainability and eco f
- Friendly initiatives (clean fuel, renewable resources etc.)
- Reduction in resource use
- Financial savings through a reduction in resource use
- Curriculum enrichment through practical experience
- Development of ownership, personal and social responsibility for the college campus and its environment
- Enhancement/updating of Institution profile
- Developing an environmental ethic and value systems in young people
- Conduct audits for recommendations and continuous improvement
- Teach sustainable development across all disciplines of study,
- Encourage research and dissemination of sustainable development knowledge,
- Green campuses and support local sustainability efforts, and
- Water Meter should be installed at the institute for monitoring of water consumption percapita.
- Increase in Environmental promotional activities for spreading awareness in the campus.
- Environment/Green committee formation for regulating eco-friendly initiatives in the campus premises and periphery.



Action plan

1. Observation of various days of importance ozone day, environment day, earth day etc
2. Conduct awareness campaign on pollution and preventive measures
3. Ensure regular follow up and updates for clean campus practices like proper waste disposal, e-waste campaigning among stakeholders, rain water harvesting and monitoring judicious water usage
4. Activities encouraging recycling, reuse, repair and refurbishing etc
5. Conduct invited talk (dept/college level on various updates policies and various dimensions of environment studies)

GENDER EQUITY POLICY

Preamble

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

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

Gender Equity Policy

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

Objectives

- Equal career opportunities for women and men.
- Fair distribution of unpaid and paid work among women and men, wages and salaries that women and men can live on independently.
- Equality of women and men with regard to political representation and participation.



Roles and Responsibilities

- Promote communications that represent unbiased representations of gender equity. Conduct workshops that promote diversity and gender-sensitive communication for members and employees
- Conduct regular awareness-raising activities among students and staff
- In classes, faculty members could promote working together, fair representations for leadership roles, facilitate impartial participation, gender balance in team projects when possible, promote students meeting with faculty, having open and closed sessions with faculty members of the appropriate gender for related scenarios, complaints and counseling during class hours and at hostels.
- Ensure balanced gender quota in hiring committees
- Our student code of conduct promotes gender parity at the governance level.
- Conduct gender sensitization programmes
- women- related themes and topics taken up for discussion and debates
- Leadership camps organized for the personality development of women students.
- Conduct women Empowerment programs for women who needs help
- Conduct programs at orphanages (women and children) for their up liftment
- Formation of women's study cell - Women cell and Anti-sexual harassment committee continuously offer various programs on gender sensitisation.
- Take initiatives to check the functioning of vending machines, inspect sanitary napkin incinerators.
- Implement measures to evaluate the student's confidence as a result of gender equity awareness initiatives.

Action Plan

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

- The women cell should interact with students on various gender problems and personal distress, so as to develop the sensitization of students and solve the social issues.
- Ladies common room facility made available in every block / departments, should be inspected and monitored periodically.
- Maintenance and housekeeping - The sanitary napkin incinerators, sanitary napkin vending machines are installed for the health and hygiene maintenance for the girls.
- An awareness program on the rights of women and rules under the prevention of workplace harassment act, notified by the Government to the student community.
- Poster competition in connection with the International Girl Child Day
- Slogan writing competition on women's day and Group discussion
- Seminar on Womens' Safety and Security
- Survey on gender equity awareness to be held



GRIEVANCE REDRESSAL POLICY

Policy Statement

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

Objectives

- a) To develop a protocol to resolve grievances of students and staff.
- b) To provide the Students and staff access to immediate recourse to have their Grievances redressed.
- c) To make the Students and staff aware of their duties and responsibilities.
- d) To constitute a Grievance Redressal cell to oversee the execution of the Grievance Redressal Policy

Roles

- **Grievance Redressal Committee (Staff)** Will be constituted as per provisions given in Maharashtra University Act of 2016.
- **Grievance and Appeals Committee (Students)** will address the grievances of the students which include leave, examinations, internal assessment and so on. The committee will be constituted as per provisions given in Maharashtra University Act of 2016.
- **Women's Grievance Redressal Committee** will address grievance regarding Sexual Harassment contemplated under Sexual Harassment of Women at work places (prevention, provision and Redressal Act, 2013). The committee will be constituted as per provisions given in Maharashtra University Act of 2016

Grievances for the purpose of this procedure would only mean a grievance relating to any staff member or student arising out of the implementation of policies/ rules or decisions of the Organization. It includes matters relating to leave, examinations, internal assessments, increment, work- arrangements, non-extension of benefits under rules, interpretation of Service Rules, etc. of an individual nature. Grievance pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Maharashtra University Act of 2016 Service Rules of the organization and in such cases the grievance redressal procedure will not apply.



ENERGY POLICY

Preamble

Energy is now a vital part of everyday life. With a population of 1.4 billion and one of the world's fastest-growing major economies, India will be a bulk consumer the global energy markets. Based on current policies, India's energy demand could double by 2040, with electricity demand potentially tripling as a result of increased appliance ownership and cooling needs. (*India 2020 – IEA Analysis-Energy Policy Review*). As per the Environment Policy 2020 of AICTE, that sets long term goals for educational institutes to conserve natural environment, develop sustainable solutions and control energy consumption, an educational institution has to evolve programs and policies that turns the institute into a carbon-negative institute and promote in educating students and employees on environmental concerns and sustainability, be responsive to the emerging challenges in the Energy sector and Sustainable development of the State and Country. So, it is essential for the educational community to practice sustainable energy that will provide favorable effect on the eco-system.

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

Features in the Campus:

1. Grid connected Solar Plant
2. 100% Power Backup – DG Set and Solar Plant
3. Effective peak load management
4. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
5. Effective maintenances through annual maintenance contracts to increase reliability.

Energy Policy Statement

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



Objectives

- Utilize energy resources efficiently by introducing innovative technologies
- Use of renewable energy.
- Optimize the Energy consumption and cost.
- Reduce, Reuse and Recycle.
- Regular monitoring and follow up procedures managed by the Institution.
- Train faculty, non-teaching staff, students and housekeeping staff to make the Institute role model in the area of Energy conservation.
- Promote awareness related with Energy conservation among various sections of society.
- Review the Policy on a regular basis.

The Management, Staff and students should carry out the action plan and ensure the energy resources are made available and utilized optimally.

Action Plan

Energy Optimization Plan

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




PRINCIPAL
SWAMI VIVEKANAND NIGHT COLLEGE
OF ARTS & COMMERCE DOMBIVLI (E)