



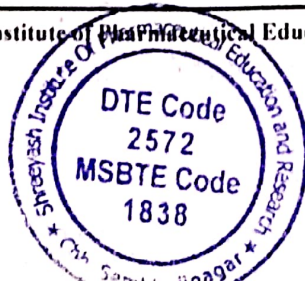
MISSION EDUCATION

Shreeyash Institute of Pharmaceutical Education and
Research, Aurangabad

Institute Policy Booklet



Shreeyash Institute of Pharmaceutical Education and Research, Aurangabad



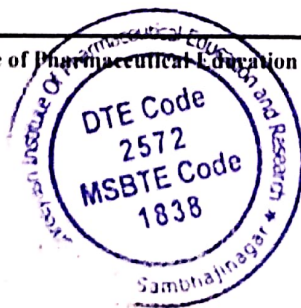
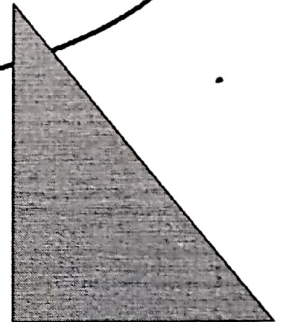
Principal

Shreeyash Institute Of Pharmaceutical
Education and Research
Sambhajinagar

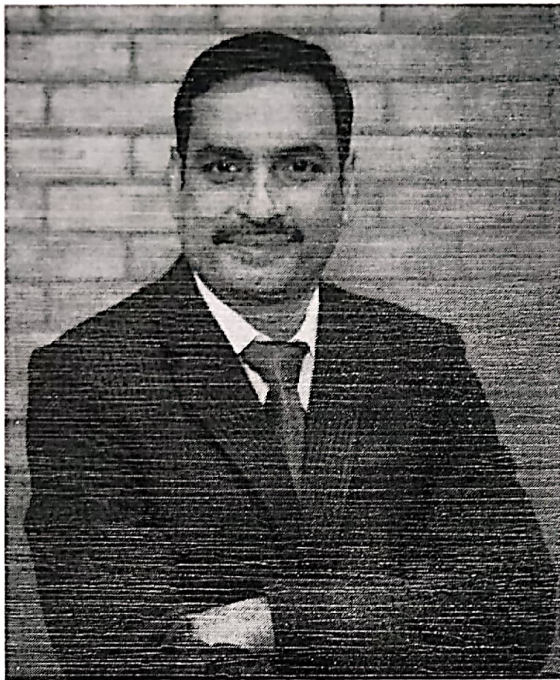
Institutional Policies are Guiding Principles for Cultivating Value Based Education Culture to achieve the Vision & Mission of the Institute



Institute Policy



Forwarded by Principal

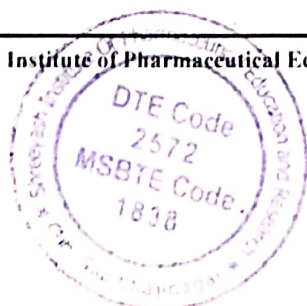


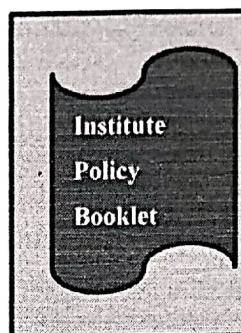
Welcome to the wonderful and exciting world of pharmacy. The pharmaceutical industry is one of the biggest human service industries, closely associated with the health of all living beings. Doctors can not help the patients without medicines. No health service including surgery, nursing, or Physiotherapy is possible without medical devices or other medicinal agents. But everywhere faculty and staff members are required. The very essential step by the management of the college is to put the policy. It defines the rules that staff have to abide by, the code of conduct, and their responsibilities toward the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential. I am sure this staff policy document will be useful to all staff. I acknowledge the policy documents are very essential and useful throughout the life of the faculty who work here. I assure that all the points are covered in this document.

Dr. Ganesh G. Tapadiya

Principal

Shreeyash Institute of Pharmaceutical Education
and Research, Aurangabad



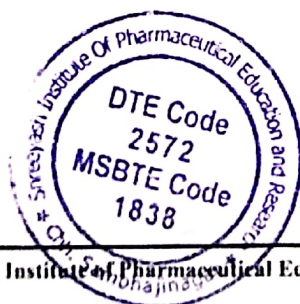


Institute Policy Booklet

The Policy Document is prepared to make all staff working at Shreeyash Institute of Pharmaceutical Education and Research, Aurangabad aware of the rules and regulations that governs their work in the institute. The policy is effective from January 2018. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies whenever necessary.

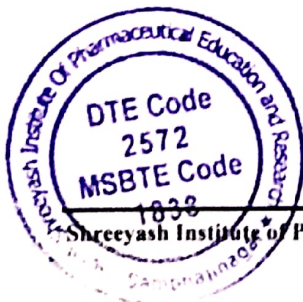
Sd/-

Shreeyash Pratishthan, Aurangabad



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1. About Shreeyash Pratishthan

All of us have the option of leading a meaningful and rewarding life full of excitement or an apprehensive one; the decision that we take at this juncture shall affect us forever. We at Shreeyash Pratishthan have chosen the former path through our "MISSION EDUCATION" slogan and in a spiritual sense we have decided to positively impact and improve the life of the less privileged in the society. It is very rewarding to see our graduates benefit not only from the career choices but also understand their own hidden talent that our competent staff has exposed. Quality education occupies the central stage to accelerate social progress and economic growth coupled with a cohesive industry academic interface through research. This ability of putting theory into practice makes our graduates an asset for employers the world over.

On behalf of all members of our staff and learned instructors, I welcome you to Shreeyash Pratishthan's technical campus where great learning is a regular feature. Come join us and be a part of it.

2. Vision & Mission

1. Vision

In pursuit of creating a competitive environment to produce ever evolving pharmacist.

2. Mission

To achieve highest standard of infrastructure in the practice of pharmacy.

To nurture students through innovative outcome based learning.

To Strive for excellence in research and collaboration.

To pay back society in meaningful services.



3. Institute's goals

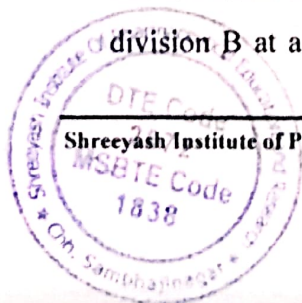
- To develop professional skills and competence with ethics in the students to become true professionals and to achieve success in life.
- To train the students to compete and excel in all competitive examinations and interviews and secure good footing in their desired career path.
- To create and manage progressive collaboration to the developmental activities of the institute.
- To organize referral labs and provide test facilities as per standards.
- To be involved in extensive research, design, consulting and related activities.
- To regularly publish articles, research papers, books and manuals, in the field of Pharmacy.

4. Academics Integrity and Examination Policy

i) Academics Integrity

The academic program provides honest, fair, and respectful knowledge. It means applying this knowledge in your own work, and also when you engage with the work and contributions of others. At the undergraduate level, a student studies the compulsory foundation courses in pharmacy and at postgraduate (PG) courses the student studies specialization course and the research work. At PG course the students undertake the research project work under the guidance of approved PG teacher by the Dr. Babasaheb Ambedkar Technological University (DBATU).

- Institute prepares guidelines for the effective delivery of curriculum for the UG and PG students. The institute follows the norms and standards of PCI and Dr. BATU for recruiting qualified faculty for Diploma, UG and PG courses.
- The institution organises orientation programs, guest lectures, seminars, and conferences for the students and takes well defined feedback for the evaluation of teachers. It is essential for the improvement of the quality of teaching-learning process.
- For effective delivery of academics there are two division i.e. division A and division B at all four years at undergraduate level. The postgraduate classes are



conducted as per the department viz. Pharmaceutics, Pharmaceutical Chemistry, Pharmacology and Quality Assurance.

- Academic feedback improves learner confidence and provides opportunities to faculty further improvement in their student-centric approach. At least two times in a year the academic feedback shall be taken.
- All the matters pertaining to the academics of college are executed and monitored by academic and planning monitoring committee.

Regular attendance in the college is mandatory for the students. Attendance records of students is maintained by the respective subject teacher and is submitted to academic In-charge at the end of the semester. As per the University and Pharmacy council of India, the student's attendance for undergraduate shall not be less 80% and for post graduate shall not be less than 80%. If the student fails to achieve the desired attendance during semester; he/she shall not be eligible for appearing internal and university examinations.

- If the attendance during the semester is not satisfactory due to major illness, then the medical leave shall be granted only if the valid medical leave application duly signed by parent shall reach to college office within two days of illness. The students shall also submit the medical certificate upon joining the college.

The college encourages the students to participate in the activities in the college and at other places. Absenteeism on account of participation in the activities shall be considered if the students seek prior permission from class teacher/mentor and Principal and submit the certificate of participation in the activity.

- Academic integrity is violated by any dishonest act which is committed in an academic context including but not limited to the following:

- a. **Cheating** is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to the use or attempted use of unauthorized materials in examinations or other academic exercises submitted for evaluation or otherwise.

All major acts of cheating shall be handled by Academic Planning and Monitoring Committee (APMC) and Examination Planning and Monitoring Committee (APMC) and as per university rules & regulations.



- b. **Misbehave** is any activity that compromises the integrity of an institution or subverts the education process. Misbehaviour can take many forms such as disruptive behaviour, Cheating, Aggression, Physical violence, Lesson disruption, Rudeness, Disrespecting teachers, Bullying, Daydreaming, and Talking in class.

ii) **Examination Planning**

a. **Examination committee**

The In-charges of duly constituted examination committee shall be responsible for smooth conduct of the examination. Any matter pertaining to examination shall be solved through In-charges of exam committee.

b. **Examination structure**

The examinations (internal and external examinations) rules and structure are applicable as provided by Dr. Babasaheb Ambedkar Technological University & Pharmacy Council of India, New Delhi. Moreover, the continuous evaluation and assessment is an integral part of teaching learning process.

c. **Internal examination**

The internal examination also called sessional examination shall be conducted periodically for both divisions of classes. The internal examination paper shall be same for both division A and B. Teachers of both division shall mutually discuss and formulate the question paper. Internal examinations are conducted as per the question paper pattern of DBATU and PCI. The evaluated internal answer books shall be shown to the students take their signature on the answer paper and submit to the examination section. The attendance 75% and above in each course is eligible for appearing in examination.

d. **University semester examination**

The affiliating University conducts the examination at the end of each semester at the designated examination center. The students appearing for the examination shall be bonafied students and completed attendance in each course as mentioned in the University ordinance. The affiliating University provides the time table of the examination of theoretical and practical courses. Before appearing for the examination the students shall



possess the valid admit card. University provide the admit card to college and same shall be handed over to appearing students only if he/she has:

- a) Paid fees and dues (if any) of the semester.
- b) Not been debarred from appearing in the examination as a result of disciplinary proceedings.
- c) Attendance at lecture/tutorial/laboratory classes has been satisfactory during the period.
- d) Performance in the assignment works/tutorials during the semester has been satisfactory.

e. Malpractices in examination

Cases of malpractices and unfair means during sessional examination shall be handled by duly constituted committee. Invigilator reporting the case and head of the department/senior staff of the concern paper in which malpractice took place. The necessary action shall be taken against the defaulter as per the rules and regulation of Dr. BATU for conduct of examination. Institute has an effective grievances redressal mechanism through grievances redressal committee.

f. Continuous assessment in theory courses

Continuous Assessment in Theory Courses at UG level shall be conducted through tutorial which is the instructional activity provides step by step information in presenting a concept or learning unit. Tutorials are intended to help students to gain a deep understanding of the subject matter, basic academic skills such as identification and evaluation of relevant resources, effective communication both orally and in writing, effective time-management, critical self-assessment. The subject teacher shall conduct the tutorial activity by providing the instructions to students during the beginning of semester. The various activities viz. assignment, class test, group discussion, seminar, puzzles, etc. can be organized. There shall be minimum two tutorials conducted during semester in each subject and shall be written in tutorial book. The other parameters of continuous assessment include attendance of student, interaction with subject teachers. After completion of course the students need to submit the certified copy of tutorial book to respective department.



5. Employee welfare policy

Shreeyash Institute of Pharmaceutical Education and Research, Aurangabad is one of the best institutes in the region. The college runs as per the norms of Government, PCI, and DBATU. Employee welfare encompasses a broad range of benefits and services that an employer may offer to its employees. The college considers its employee as a most valuable resource and their welfare is an important aspect of vision and mission of the college. The welfare policy for staff covers the following benefits:

a. Financial benefits:

- a. Employee provident fund scheme for teaching and non-teaching staff as per the provision of Government of India EPF and Miscellaneous Act 1952.
- b. Payment of Gratuity benefits to all the employees as per the Government rule.
- c. Festival Advance: The staff (Class-III and IV) are provided festival advance to enjoy their festival with happiness and joy.
- d. Institute offers the advances against salary for the needy employee.

b. Leave benefits:

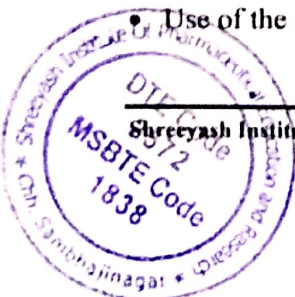
All the leave benefits as applicable to all the staff as per the Government norms and Dr. Babasaheb Ambedkar Technological University are provided which include

- a. Casual leave
- b. Medical leave
- c. Maternity leave benefits
- d. Paternity leave benefits

c. Professional development benefits:

All the staff can take the benefit of following leave and resources for their professional development viz.

- Duty leave
- Ph. D. course leave
- Study leave
- Use of the resources of the college for professional development



d. Employee accommodation policy

The Employee Accommodation policy are applicable to all the employees of Shreeyash Pratishthan. The details of employee accommodation policy are given below.

An employee accommodation policy applies for Shreeyash Pratishthan which is committed to ensuring that all employees, regardless of their abilities, have equal access to employment opportunities and a supportive work environment. In accordance with this policy, and other relevant laws, the organization will provide reasonable and minimum paid accommodations to employees.

Reasonable or minimum paid accommodations may include, less charges than the market rate. This policy contains a clear statement of the organization's commitment to providing reasonable accommodations for employees.

This policy contains a clear description of the process for requesting and determining reasonable accommodations, including the responsibilities of the employee and the organization.

This policy contains a list of reasonable accommodations for different rooms or flat that the organization may provide.

e. Transportation policy

Transport policies were implemented by the management for the faculty members who are willing to travel by college bus based on minimum charges. Transport policies for employees can help ensure safe, reliable, and efficient commuting.

Some things to consider include:

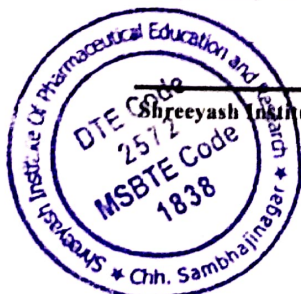
- Employees should be seated safely on the bus.
- Employees should maintain cleanliness and personal hygiene on the bus.
- The transport team should inform employees of any route changes at least one hour before pickup or drop time.

f. Group insurance policy

Objective

To provide employee welfare through basic assurance of healthcare to employees and help them to meet unforeseen personal expenses arising from medical emergencies.

Eligibility & applicability



All regular and contractual employees of the Institute, including probationers will be covered.

Policy & procedure

A General Group Insurance policy and Personal Accidental Policy is mandatory for all the employee. The policy covers all the guidelines for reimbursement of expenses on hospitalizations.

The Mediclaim policy usually covers: Room and board as provided by the Hospital Nursing home. Nursing care Surgeon, Anesthetists, Medical practitioner, Consultants and Specialists' fee. Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances. Medicines and Drugs, Diagnostic Materials and X-Ray, Dialysis, Chemotherapy, Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses. The details of the policy are governed strictly by the terms and conditions of the Mediclaim Policy.

The following are not covered under the Mediclaim Policy (the list is not exhaustive): Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc. Dental treatment or surgery, unless requires hospitalization in case of an accident General Medical Check-up (without any illness) General debility, rest cure, congenital external deformity/defects or anomalies Sterility Intentional self-injury, use of intoxicating drugs/alcohol, VD, AIDS, etc. Naturopathy Treatment. Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the eligibility limit, shall be settled by the employee with the hospital directly and make an application in the Claim Form along with the original supporting documents to the institute. The Institute shall, in turn, submit the claim to Third Party Administrator (TPA) for processing and settlement of the claim.

Employees not opting for the cash-less provision may file their claim in the claim form to the institute along with the original documents such as, Discharge summary certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, Lab reports, ECG, X-ray, reports etc. The claim form along with supporting



documents/Bills as indicated above should be submitted to Institute within 7 days from the date of discharge.

The institute shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim. The Insurance Company's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured.

All claims are governed by the terms & conditions agreed between the Insurance Company and the institute group under the Group Mediclaim Insurance Policy.

6. Recruitment policy

Objective

The objective of this policy is to ensure a recruitment process in identifying and hiring best and qualified candidates for the given positions.

General criteria for recruitment of right candidate

The minimum age for recruitment is 18 years. The institute does not permit child labour in the institutions. Service of retirement for faculty members is recommended 60 for teaching staff and 65 for non-teaching staff. Persons selected for appointment in institute should possess sound mental and physical health.

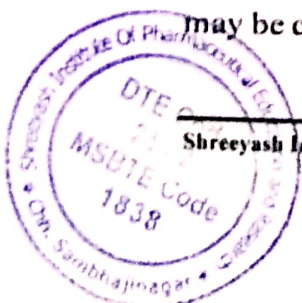
Advertisement

For the recruitment of teaching and non-teaching staff, Institute will publish the advertisement for the appointment and vacancy. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or on Institute's website.

There should be a minimum of 7 days between the date of publication of the advertisement and interview.

Shortlisting

All applications are scrutinized to ensure that they have the minimum requirements of the position. Persons given as references in the application may be contacted to further refine the short list.



Intimation for the interview is sent to the suitable candidate.

Assessment process

The assessment process for non-teaching and administrative staff recruitment should be through written test, skill test and interview.

Non-teaching staff shall be recruited based on the assessment of their skills and references.

Assessment and interview panel

The interview panel as per university rules must meet in advance in order to prepare and agree questions, tests etc. to be asked to be covered for each candidate for the same position.

For the test and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

Demonstration of lecture

Before the actual interview, the candidates should deliver a demo lecture before the HOD or Principal. The interview committee can observe the teaching skill and based on that skill, the committee invites the candidate for an actual interview.

Interview rating form

The Interviewer's marking form is aimed to achieve two things. To map the process through which the candidate passes, and To create a comprehensive document, with all the interviewers' ratings along with the remarks. This format is very important and needs to be filled immediately before the interview. The interview panel then gives its recommendations in the prescribed form.

Conduct of interview

Detailed conduct of the interview will be carried out in front of CEO and interview committee. The CEO makes the final decision about the interview, selection and joining date.

Medical fitness

Before issuance of offer letter, selected candidates at their own cost have to undergo a pre-employment medical examination.

Letter of appointment



The selected candidate must bring the relieving order and experience certificate from the previous organization before joining duty.

An appointment letter duly signed by the CEO is issued to the candidate.

Joining report

On joining, the candidate should give the joining report duly filled and signed before the Principal.

Probation period

- All new employees will be on probation for 12 months from the date of joining.
- While the formal probation appraisal shall be at the end of 12 months, the Principal will review the performance of the probationer as needed. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation will be communicated to governing body or management for approval.

7. Purchase policy

The staff members have to follow the defined purchase procedure of material as below:

1. Annual requirement for the items / consumables / material / maintenance / repairing should be raised by the staff/lab in charge and submitted to the Head of the Department for scrutiny and approval from the Principal.
2. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by management.
3. The approved requirement will be sent to store department through head of the department (HoD) and Principal for calling quotations from various vendors/suppliers.
4. The indenter will select best from three quotations with the help of store department and will prepare a comparison price statement and forward the same to the Head of the Department and Principal.
5. The indent or requirement, three quotations, comparative price statement will be forwarded to the Principal for approval and signature. After getting the approval from



Principal, the same documents or purchase file will be sent for approval of purchase committee.

6. Purchase order will be prepared and forwarded to supplier or vendor after the approval from purchase committee.

7. Once the material is received at stores, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the invoice from the supplier will be submitted to the Stores for passing and forwarded to the Accounts Dept. for payment.

8. In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and Stores and then follow all the above procedures.

8. Research & development policy

The institute believes in a judicious combination of teaching and research for the benefit of the student community at large. The institute envisages innovation and technological development through its Research and Development committee.

A research and development committee has been established that will prepare policies for the development of research and development activities within the institute.

Constitution of Research & Development Committee: The committee consists of faculties from various departments of the institute.

Functions of Research and Development Committee

To encourage faculty members to prepare research proposals, interdisciplinary research, product design and development, publications in reputed journals and conferences.

To initiate and promote MOU with industries and Research & Development organizations; for consultancy, collaborative research, sponsored projects, Industry Institute interaction etc.



To arrange talks and interactions by eminent personalities from Industry, Research & Development organization and institutions of repute; for the better understanding of research methodology and practices currently followed.

To develop research proposals for up-gradation of laboratories through AICTE/UGC/MHRD/NMU funding opportunities.

To encourage students and faculty to apply for patent or other intellectual Property Rights.

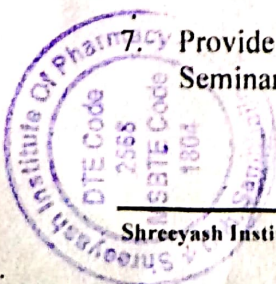
To conduct national conferences/seminar/symposium/workshop etc.

To allocate budget for conducting workshops, training programs, seminars, conferences and Faculty Development Program also for the staff who are attending workshops, conferences and paper presentations outside the institute.

To motivate faculty and students to design, fabricate and implement viable functional projects for the benefit of institute and society.

Policy includes following guideline for the staff members

1. Motivate the faculty for PhD program and provide the study leave for their course work.
2. Provide financial assistance (50 %) for publication and grant of patent.
3. Provide facility for research work and financial assistance 50 % from management for research.
4. Motivate the faculty to publish books in good publishers at national or international level.
5. Provide incentive for publishing Technical Paper in National/International journals.
6. Provide article publishing charges (APC) for publication of papers in paid journals.



7. Provide registration fees (50 %) for presenting papers at National and International Seminars/Conferences/Workshop.

(To claim for registration fees (50 %), it is mandatory to submit original copy of bills/registration receipts to departmental coordinator and one Xerox copy to Account Office with attachments like hard copy of paper, brochure, acceptance letter, and certificate.)

9. Student mentoring policy

As per the vision and mission statement of the college, the college ensures that students who complete its programs are well-trained and possess the fundamental skills and values that will enable them to attain professional competency. Institute also focus on the academic, personal and professional and holistic development of the student. The mentoring mechanisms at our institute ensure the holistic and professional development of students. As a part of policy decision, mentoring is carried out in the college as mentioned below:

1. Mentoring records of each graduate mentee (student) shall be updated and maintained till the completion of his/her course by mentor (faculty members).
2. The mentor allotment is carried out every year after admission of the B. Pharm. first and direct second year students.
3. The female students shall be mentored by female staff and male students shall be mentored by male staff.
4. The meeting of mentor and mentee is the key in the success of mentoring program.

10. Training and Placement policy

Industry Institute Interaction Cell (Training and Placement Cell) guide students in choosing right career and to give knowledge, skill and aptitude and meet the manpower requirements of the Industry and Academia. To achieve the objective of Industry Institute Interaction Cell following mechanism are established.

- a) Maintaining a database of companies and establishing strategic links for campus recruitments.
- b) Maintaining, regularly updating, and publishing the database of students.



- c) Organizing the technical talk and soft skill activities.
- d) Seminars/Guest lectures on careers and opportunities in pharma and allied field.
- e) Assisting the students for industrial training
- f) MOU, collaboration and consultancy work with industry or academic institutions.
- g) Development of entrepreneurship skills through workshop and training sessions.

11. Grievance redressal policy

To deal with grievances, a Grievance Redressal Mechanism is established as a part of the administration. No administration can claim to be accountable, responsive and user-friendly unless it has established an efficient and effective grievance redressal mechanism. The grievance redressal mechanism of an organization is the gauge to measure its efficiency and effectiveness as it provides important feedback on the working of the administration.

Following two important mechanisms in the college for addressing the grievances:

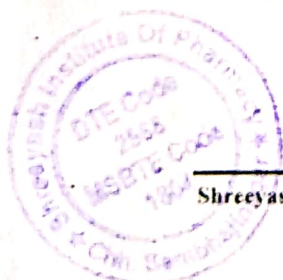
a. The grievance redressal committee: The committee is formed as per norms AICTE, New Delhi. It addresses the grievances of staff and students.

The guidelines shall be formulated by committee for effective redressal of mechanism.

b. Internal Complaint Committee (Women's grievance redressal committee):

The committee is formed as per directives of Hon'ble Supreme Court, New Delhi and National Women's Cell, Delhi as well as the Government of Maharashtra.

The major objective of committee is to address the issues of women's regarding sexual harassments at work place.



12. Recognition and award policy

Recognition helps staff and students to be motivated to continue great work. It inculcates values of appreciation in them. Recognition is the key for the organization growth. It helps students and employees to build a sense of security in the organization. The colleges recognize the meritorious students by awarding the medal and prizes. The awards (in the form of medal/memento/cash prize and certificate) are instituted by companies/alumni will be awarded to those who are selected as per the guidelines given below. The awardees shall be felicitated in the function organized by college.

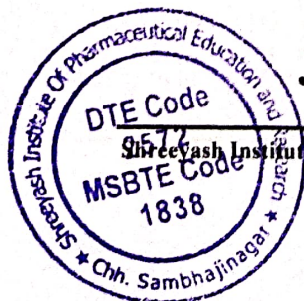
1. He/she has not been punished under examination malpractice and involved in violation of code of conduct in the Institute.

2. In the event of a tie between two or more students, the prize money shall be divided.

13. Environmental policy

Environment policy highlights environmentally healthy working practices related to waste, energy, air, transport and water issues considering environmental aspects and impacts. Identify the elements of the organization that can interact with the environment produces adverse or beneficial, wholly or partially resulting from various organization (College) activities and take necessary action which include reducing the environmental pollution and promoting good environmental practices viz. Use of bicycles, restriction of vehicles in campus, pedestrian-friendly pathways, maintaining the old trees, landscaping.

The objective of the policy to aware the staff member and students regarding the issues of the environment and implement them as per the guidelines of regulatory bodies. Perform the Quality audit on environment and energy initiative viz. Energy audit, Environment audit, Green audit. Initiatives for alternate sources of energy, energy conservation measures, management of waste, water conservation, green campus. The policy shall be implemented through the environment awareness committee.



14. Policy for disabled–friendly barrier-free environment

All the initiatives of the Government of India for promoting disabled–friendly and barrier-free environment for teaching and learning are implemented at our college. The our institute recognizes that persons with disabilities are valuable human resource for the institution and seeks to create an environment that provides equal opportunities, protection of their rights, and full participation in the academic environment.

The focus of the policy is to ensure

1. Ramp/ lift installed according to the disabled persons' need.
2. Accessible, gender-sensitive, safe, usable and functional washroom facilities for disabled persons.
3. Barrier-free environment aims to make services, activities, and benefits available to students with disabilities
4. Proper text and pictogram signage such as tactile path, lights, display boards, and signposts are necessary, located to be visible and touchable
5. Signage of male and female symbols for persons with visual impairments.
6. Learners with disabilities need to be adequately and appropriately supported viz. assistive technology, mechanized equipment
7. Teaching staff and college committee are responsive to the need of disabled persons.
8. Human assistance, reader, scribe, soft copies of reading material, screen reading are provided to disabled persons.

15. Policy for Gender Sensitization

Gender Sensitization means addressing issues of gender inequality. Gender sensitization is the basic requirement to understand the sensitive needs of a particular gender. Education enables the development of a more democratic society which can be crucial to changing attitudes into accepting gender equality as a fundamental social value. The College proactively works to sensitize students in gender issues through courses and outreach programs. The policy supports an environment of justice, fair and unbiased environment; create an inclusive gender diverse work place with fair practices, awareness of gender equality concerns, creation of an open minded society, familiarizing constitutional rights, safeguards and mentoring. The gender sensitization plan creates



awareness through lectures seminars, talks, workshops and debates. The gender sensitization issues and awareness activities are facilitated by Internal Complaint Committee (Women's grievance redressal committee) and equal opportunity cell.

16. e-Governance policy

- E-Governance policy of the college is focused on improving the effectiveness and efficiency in the services provided to stakeholders.
- Automation of various operation viz. teaching learning (Academic), administration, examinations, finance-accounting, admissions and student support shall be integrated to enable the authorities to monitor the activities in transparent manner.
- Information and communication technology (ICT) committee shall provide suggestions for better e-governance and look after the functioning of ICT tools for continuity in services. The ICT committee shall organize awareness activities for staff regarding e-governance and ICT-related aspects.
- Every year at the end of the academic year the e-governance report shall be place in CDC/IQAC meeting for review and further improvement.
- Website of the college is put in to full use as a vital information source to all the stakeholders. All important communications/circulars notices are made available on website/WhatsApp group to ensure the reaching of information to the needy anytime anywhere. WhatsApp group/SMS feature has been put in to maximum use to stay connected with parents, students, and staff for the purpose of intimating absentees, academic performance, holidays and other required information.
- The procedure for the purchase ICT tools is based on the recommendation of ICT committee followed by execution by the store and purchase committee.

