SARIYA COLLEGE, SURIYA

Registered Under 2(f) & 12(B) UGC Act. | ISO 21001:2018 Certified
Po: Suriya, Dist: Giridih, Jharkhand, India, PIN - 825320, Accredited with Grade 'C' by NAAC CGPA 1.96
(Permanently affiliated to Vinoba Bhave University, Hazaribagh)
(Run under Sariya Mahavidyalya Shikshan Vikas Samiti, Society Registration Act 1860)

Institutional POLICY

PREAMBLE

This policy document outlines the rules and regulations that must be followed by students, faculty, and staff alike. The policy document is designed to ensure that all members of the higher educational institution comply with the relevant laws and regulations, respect the rights of others, and provide a safe and secure environment for learning. It also outlines the expectations for student conduct, the requirements for faculty and staff, and the procedures for handling any violations of the policy.

This document is comprehensive in its scope, as it covers all areas of the institution's operations. It is included a thorough list of definitions, as well as a clear explanation of the consequences for violations.

This document will provide all members of the institution with the information they need to understand and adhere to the policies. I would be happy to discuss any questions or concerns you may have.

Principal

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Policy Name	Curriculum Planning and Implementation Policy		
Drafted by	IQAC & Academic Council	Policy No.	01
Approved by	Principal		

Approved by	Description of Change	Author
Principal	Pandemic Measures	IQAC & Academic Council

Title: Curriculum Planning and Implementation Policy

Introduction:

The implementation of curriculum is important and is quite a significant stage in the life cycle. The curriculum implementation is an integral part. Institutions are the great laboratories to plan, design, implement and test the impact of innovations in Competency Based Curriculum implementation.

The definition used in the policy:

Curriculum is a planned, purposeful, progressive, and systematic process in order to create positive improvements in the educational system. This policy supports Teaching and Learning Policy by providing strong structure for vibrant teaching and learning. This policy document is pursuant to the requirements of the Higher Education which states that the college must ensure that there is "a written policy on the curriculum, supported by suitable plans and schemes of work".

Scope:

The policy applies to the Curriculum of Four-Year Undergraduate Programmes of the College leading to the award of a Certificate/Diploma/Degree (Honours) or Degree with Research/Add-on Courses.

Objectives:
- Competency development of the teachers.
- Base for developing learning resources.
- Base for physical resources.
- Base for communication.
- Integration of learning.
- Monitoring of the progress.

- Formative assessment.
- Base for taking academic decisions.
- To match the objectives of the college with the aims and abilities of the student.
- To outline the College approach to the provisions of academic programs, the aims of those programs and the student for which they have been developed.
- The policy also includes outline information about each academic program.

General Principles Underlying the Policy:

- The Council of the College approves and upholds the values and principles set out in Teaching and Learning Policy.
- Faculty of the College receive guidance and support, enabling them to contribute to the provision of outstanding teaching and learning at college, as set out in the group of policies and procedures that support teaching and learning practices.

Support

- To support the students in their academic preparation for progression to higher education.
- To support students with learning difficulties, where/when identified, drawing on internal and external expertise to ensure that the students' learning needs are appropriately addressed.
- To provide a conducive learning ambience.

Development

- To provide Programme and Subject choices that support students' learning and general development, enabling them to progress and work towards achieving their goals.
- To develop communicative, professional and study skills required to access and succeed in their endeavors.
- To develop independent learning skills of the students and engender the resilience and independence required for further/higher education.
- To stretch and challenge the enquiring minds of our students and encourage them to strive for excellence.
- To enable the students to be creative, innovative and entrepreneurial.
- To support the students' spiritual, moral, intellectual and physical

development and to enrich their studies beyond teaching and learning around the core content.

Attitude and Outlook:

- To promote a positive attitude towards learning so that all students enjoy coming to college and participate in the college activities.
- To inculcate awareness among the students in promoting respect towards society and each other through curriculum, extra-curricular programs, enrichment and charity organizations.
- To promote inclusion and harmony among students of various cultures, and to engender respect for culture, heritage and spiritual beliefs and values, including the opportunities, responsibilities and experiences of life in the society.

College programs:

- College offers a wide range of educational programs to the students that enable them to acquire vital skills in literacy, numeracy, speaking, and presentation through a curriculum delivered in a variety of imaginative and inclusive ways (e.g. Quiz, Field study, Tour, Projects, Debates, etc.).

- The students follow a curriculum that gives them experience in the fields such as Human Values, Professional Ethics, and ICT, etc., which are not taught as discrete subjects.

- Students have access to accurate, up-to-date, and impartial career guidance for further education/career.

Process/ Procedure

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process

The institution, being affiliated college, follows the curriculum approved by the University of Vinoba Bhave university. For effective implementation thorough planning is done at the college and the delivery mechanism keeps vibrant all through. The curricular outcomes along with scheduled timetable and purposes are recorded in the lesson plan. Classroom activities, pedagogy and matters pertaining to subjectare recorded in work diary. As classes are conducting in online mode due to pandemic, a customized app named "ZOOM, GOOGLE

MEET" and e content developed by the Institution. And all the faculty members are informed to use the same App for online teaching. The function of each department is associated with vision and mission of the institution. The college follows a well-defined and planned process of academic delivery that ensures appropriate learning among stakeholders.

Policies for Effective Curriculum Delivery:

- Refer and analyses the latest updated syllabus at the beginning of every semester.
- As per the syllabus, workload for each faculty member is identified and intimated prior to the commencement of each semester.
- As per subject allotment, the time-table committee frames master time-table and department-wise time-table, and the same is updated on college website, displaying on Notice Board, sending through WhatsApp group and circulated to the teachers.
- Teachers should prepare lesson plan and maintain a work diary as per the scheduled timetable.
- The uploaded syllabus on website and overall structure of the curriculum planning and delivery for the semester can be intimated to students during the induction program.
- Before the commencement of semester, an action plan can be prepared for teaching pedagogy, invited lectures, special talks, field/ industry visits and student faculty program as per the subject allotment.
- Teachers can adopt ICT-enabled tools for effective curriculum delivery. Hands-on training can be provided in the practical sessions with well-equipped laboratories as per the curriculum which gives sufficient scope for individual learning.
- Teaching mode is shifted to Online classes, when any exam center is prevailed in our institution.
- For the effective teaching and learning process, the Institution has introduced a customized App named "ZOOM or GOOGLE MEET" where the classes can be recorded and students can view it later.
- WhatsApp groups for each class with all subject teachers can be more effective for communication among students and teachers.
- Assignment submission can be done through email to the respective subject teachers.
- Adopt supplement effective teaching-learning methodologies - Guest lectures, short documentary - films, Video lectures, Assignments and Projects.
- Utilization of the facility of ERP (Enterprise resource planning). Software to ensure the monitoring and domain of curriculum delivery – Time Table, Attendance, Parent- Teachers' Meeting, Tracking Attendance.
- An app named "Telegram and ERP" is introduced by the institution through

which, the stakeholders-Parents, Students, Staff, Alumni- can access informationrelated to attendance, general notifications etc.

- Conduct Bridge Courses for newly joined students in the first year and Remedial Classes as supplementary academic assistance for Slow Learners.

- Continuous Evaluation System - Assignment / Seminar/ Viva/ Role Play/ Case Study Analysis can be considered for Formative Assessment and the Internal Assessment Test and One Preparatory Examination can be considered for Summative Assessment.

- Advanced learners are encouraged to participate in various activities like Paper Presentations at Conferences, Workshops, Quiz Competitions, and IT – Management fest organized in other colleges, to inculcate leadership qualities. Motivate them to secure good marks during semester exams provided with extra reference books.
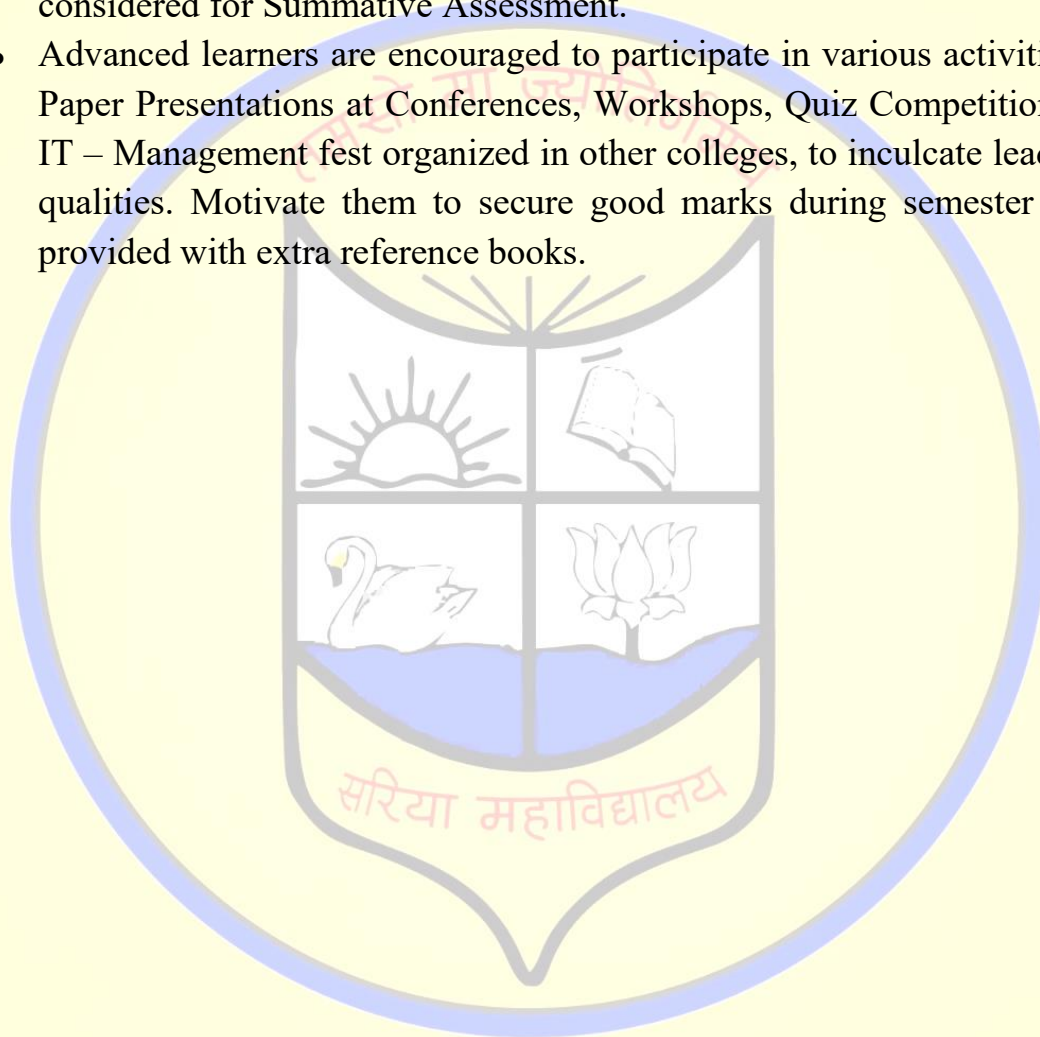
Policy Name	Library Policy		
Drafted by	IQAC & Library Committee	**Policy No.**	02
Approved by	Principal		

Approved by	Description of Change	Author
Principal	N-LIST	IQAC & Library Committee

Title: Library Policy

Introduction:

Library is considered as "Heart of college". Learning and Teaching systems provides support through reading materials, print material such as text books, reference book, journals, newspaper, magazine etc. The library was established in the year 1984. It is a computerized library housed in the 2nd floor with an area of 1444 sq. ft. with a seating capacity of 80. It is having more than 5400 books with barcode and subscribes to 9 Journals, 31 Magazines, 75 Encyclopedia. Library is under CCTV surveillance. The library has Library Management system (LMS). Working hours for library is college hours (Every college day). The library using SOUL software presently SOUL 3.0 2024 version. Previously using library management (MS Software) (2019-2023). The library is fully automated such as Catalogue and Accessing, Circulation. The library has subscribed the National Library and Information Infrastructure for Scholarly Content (N-LIST, INFLIBNET) was proposed to the Ministry of Human Resource Development(MHRD).

Vision: The department strives for permeating different strands of knowledge. The department strives for the complete development of the learner.

Mission: We actively contribute to enhance the well-roundeddevelopment of the learner. The department respects the diverse and changing needs of our students, staff and faculty. We shape our collections, services and tocorroborate with the changing needs of academia.

Objectives: To lend support to users in terms of research, teaching and learning needs. To ease access to right information at the right time in the right manner as to produce productive citizens to this great nation in general and our community in particular. To implement technology to use innovatively for the flexible delivery of services and to reach resources within the location.

Services:

1. Circulation, Reference and Content addressed storage (CAS)/Software defined infrastructure (SDI), Reprographic, Alumni Depository System.

2. Borrowing facility

3. N-List (Inflibnet)

4. Online & Digital library

5. LMS System

6. SOUL 3.0 software

7. Computer

8. Students can avail photocopy of any reading material at minimum cost

9. Well-lit, well ventilated

10. Availability of competitive books.

11. Previous year questions are available.

Users: Library users are Students, Faculty, Staff, Research Scholars and Alumni.

Purpose of policy: This policy sets out the principles which guide the development of a quality Library collection that meets the information needs of users. The policy will ensure that the quality of the collection is maintained through consistency in selection and deselection processes and a process of continuous evaluation.

Library Committee: According to Sariya College,Suriya Education we formed a library committee. In this committee chairperson is Principal, Librarian is a convener and faculty members (nominated by the principal) and student council members.

Collection Policy: The library collection holds resources designed to support the learning, teaching and research needs of the Institute. The library committee scrutinized and approved for the requirement as per received indents from faculty members every semester.

Budget Policy: Library Books, furniture and hardware, software is included in capital expenditure and Library periodicals, Online Database which comes under Other Revenue Expenses.

Withdrawn Policy: We have a policy to withdraw books which are not in use for a long time. This may be due to obsolete content, change in syllabus and worn out of a book after usage for a long time. These all based on the recommendations of the faculty members.

GENERAL RULES, REGULATIONS & MEMBERSHIP:

Library Committee: 1. Chairman-Principal

2. Nodal Officer-Arun Kumar (Dept. of Pol. Sc.)

3. Member- Rajesh Kumar Mandal (Assistant librarian)

BORROWING PRIVILEGES / CONDITIONS

| No. of Books	Loan Period	Overdue Charges
1 - Issue Books	15 days	Rs.1/- per day
1- General Collection	6 days	
1 - Reference	15 days	

1. All registered students of the institute are eligible to become members of library.
2. To become a member of library, a student has to furnish 3 copies of stamp size photographs, his/her address proof, photocopy of college fee receipt to the library assistant who will further guide the student regarding membership procedure. Readers shall always notify any changes of their permanent address to the librarian in writing.
3. Membership to the library is not transferable.
4. Library membership card or other identity cards are to be shown, if demanded, at the time of entering into the library or whenever asked for inside the library.
5. While in the library, all persons shall observe all basic rules and procedures of the library and maintained discipline enforced by the librarian.
6. Dress code for students will be observed in the library even beyond class timing.
7. Conservation, gossiping, sleeping, smoking, sitting on top of the table and writing, speaking, use of mobile is strictly prohibited in the library premises.
8. The arrangement of chairs in the reading room should not be disturbed.

9. Users are not allowed to distort or deface any books, magazine, newspaper. If a student requires any article, it may be xeroxed with permission of the librarian.

10. No readers shall bring any non-member inside the library, nor shall lend, even temporarily, library books borrowed by his/her to others.

11. Without obtaining special permission from the librarian, nobody shall enter the stock-room or any part of the library, not ordinarily open to him.

12. Any official of the institute will have the authority to examine everything that passes into or out of the library.

13. Upon any infringement of the library rules, students may forfeit the privileges and membership.

14. Reader detected to be acting in contravention to the above shall be liable to be deprived of the facilities of the reading room temporarily or permanently.

15. Every member of the library shall be responsible for the safe custody of any library book borrowed by him for study in the library reading room or for use at home.

16. Library books issued for use in the reading room shall not be taken out of the section without prior permission of the librarian.

17. Overdue charges will be collected as per rules prevailing in case of delay in return. The current charges are General Stock Books Rs.1/- per day, per book.
    In case a user loses a book he /she would have to replace the book or deposit actual the price of the lost book.

18. The user entering the library shall sign in the Visitors Register kept at the entrance as a token of his/her acceptance to adhere to the rules of the library.

19. All kinds of personal belongings except notebooks are required to be kept at the property counter at the library entrance.

20. The physical condition of the book should be checked out. Mutilation of pages if found is to be brought to the notice of the library staff otherwise the borrower himself/herself shall be responsible for mutilation of the book if detected afterwards.

21. Underlining, marking, folding of pages etc., in the book is strictly prohibited and shall attract a penalty.

22. Library staff will not be responsible for personal things and belongings left and subsequently stolen or misplaced from the library

23. Watching movies or video on laptop/mobile, playing on laptop/mobile, and eating inside the library is strictly prohibited and shall be accordingly penalized.
24. Books of reference, illustrated and rare books, special books, multi-volume collections, serial publications, journal, magazine and periodical will not be issued.
25. Books/documents will be issued/returned to library members only.
26. The librarian shall have the discretion to recall any book even before the due date.

Library working hours

Library schedule   :   Time
Open   :   10:00 a.m.
Book issue   :   11:00 a.m. -02:30 p.m.
Study room   :   10:30 a.m.- 03:00 p.m.
Luch time   :   01:00 p.m.- 01:30 p.m.
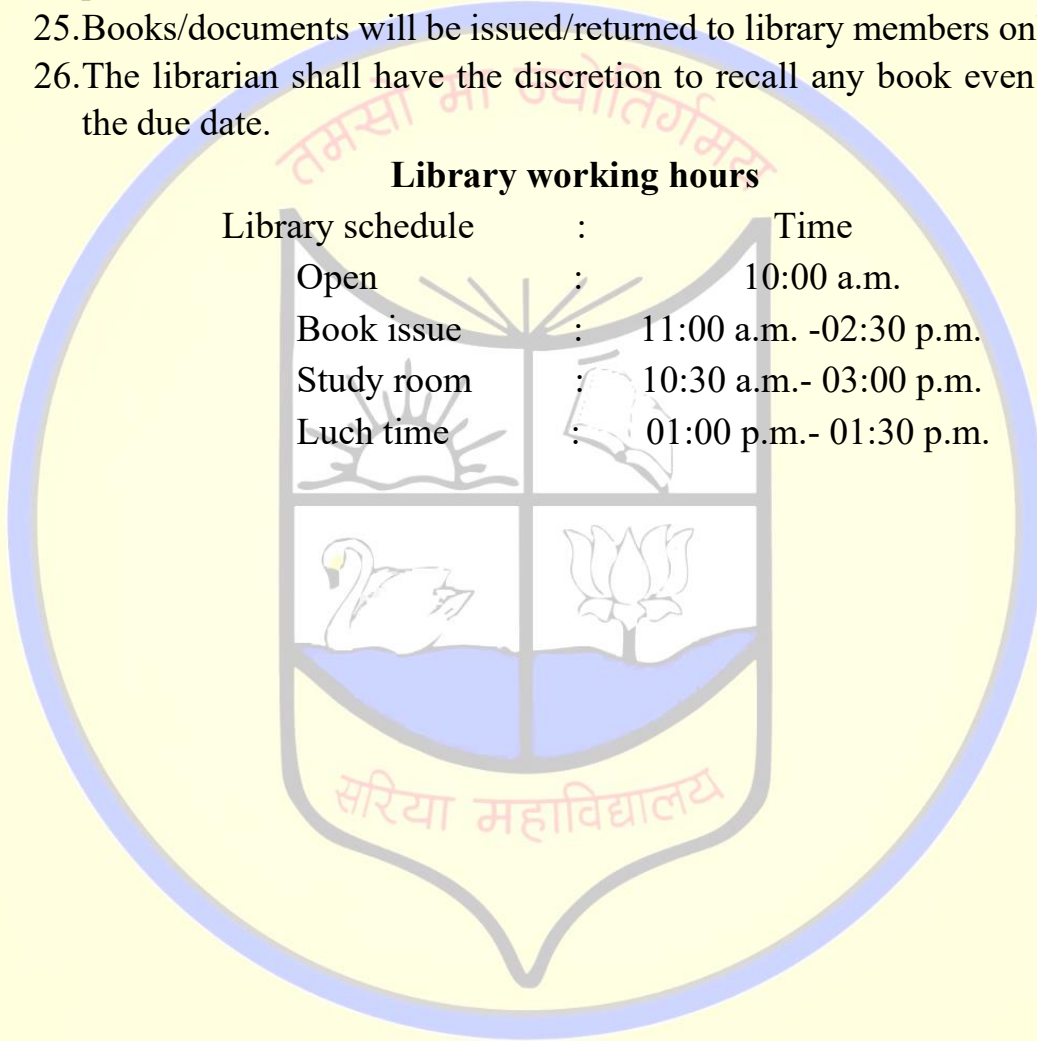
Policy Name	**Zero Tolerance Policy**		
Approved by	Principal	**Policy No.**	03

Title: Policy on Zero Tolerance

Introduction

Zero tolerance refers to discipline policies and practices that mandate predetermined consequences, typically severe, punitive, and exclusionary, in response to specific types of student misbehavior—regardless of the context or rationale for the behavior.

Zero Tolerance Policy is a form of deterrent form of punishment used by schools and countries to curb notoriety by the students and the citizens respectively. Laws relating to drugs and terrorism are zero tolerant in most countries e.g. India, Singapore, United States, China and Russia.

A zero-tolerance policy in educational institution is a strict enforcement of regulations and bans against behaviors or the possession of items deemed undesirable by said institutions. Public criticism against the enforcement of such policies has arisen due to potential negative consequences when acts deemed intolerable are done in ignorance, by accident, or under extenuating circumstances, in addition to its connection to educational inequality in educational institutions. The common zero-tolerance policies concern possession or use of illicit drugs or weapons. Students, and sometimes staff, parents, and other visitors, who possess a banned item for any reason are always to be punished.

These policies are promoted as preventing drug abuse and violence in educational institutions. Critics say zero-tolerance policies in educational institutions have resulted in punishments that have been criticized as egregiously unfair against students and teachers.

Meaning

A zero-tolerance policy is a code of conduct in place at educational institutions that set ground rules for student behavior on campus. Students who violate the terms of a zero-tolerance policy can face a variety of disciplinary measures, ranging from single day suspension to full-out expulsion.

Definition

A zero-tolerance policy refers to a set of rules or guidelines a student at an institution of learning must follow or risk facing punishment. In educational institutions, zero-tolerance policies typically pertain primarily to the prohibition of weapons and drugs or other illegal substances on college property. At colleges, zero-tolerance policies are expanded include a ban on any type of violence, sexism, racism, homophobia or general prejudice against another student or a member of staff. It will also institute a zero-tolerance policy for cheating or plagiarism committed by a student.

Benefits

- Zero tolerance policies work to create a safe learning environment.
- This type of policy prepares students for the real world.
- It is an approach that helps to reduce favoritism in the campus.
- Almost anything can be turned into a weapon with intent.
- It reduces the number of drugs that get brought to campus.
- Zero tolerance policies create clear guidelines to follow.
- These policies are continuing to evolve to protect students.
- A majority of parents support zero tolerance policies at the campus.
- Zero tolerance does not apply in most situations to socioeconomic issues.

Objectives

The main objective of following the Zero tolerance policies is to prepare the students to be good citizens for the real world. Also, it maintains education system with a safe and happy learning environment. It builds discipline, punctuality, honesty, responsibility and commitment among students.

Process/ procedure

- Please note down the below mentioned Zero Tolerance Policies in our Institution.
- Wearing noise-making sandals or shoes.
- Scratching walls or vehicles of others within the campus.
- Whistling during any events.
- Making abnormal sounds for disturbing the classes.
- Laughing in a sarcastic way during class hours.

- Indecent dressing including wearing ankle length and torn pants.
- Ragging and Bullying in the campus.
- Bunking classes.
- Damaging the properties of institutions, teachers, and other students.
- Academic dishonesty.
- Insubordination, which could be including arguments, talking back to a teacher or swearing in the principal's office.
- Physical fight in the Class Rooms and on Campus including Scuffles.
- Violation of College Rules.
- Bringing or making drugs to the College Campus.
- Threatening other students or teachers, or saying anything that could be perceived as a threat.
- Bringing weapon accessories, explosive devices, or other specified items to the college campus.
- Arriving to campus drunk and smoking.
- Any behavior considered disruptive.
- Spreading rumors on others.
- Spoiling the modality of a person.
- Misbehaving in the college campus.
- Usage of Mobile Phones in Campus and during class hours.
- Irregular to the classes.
- Tardiness in attending the classes.
- Irrespective behavior towards others.
- Groupism based on caste, creed, religion etc.
- Provoking Messages through social media or on the campus.
- Making Trolls on the institution, teachers and others.
- Staring at somebody in an uncomfortable way.
- Wheeling and Strong Noise of vehicles in a parking place.
- Improper Parking.
- Pasting sticky things under the desk or on the wall.
- Writing on walls by chalk, pen etc.
- Footprints on the walls.
- Making a crowd with noise in front of the Administrative Office or Principal's Chamber.

Conclusion

These rules can apply to various situations where a perceived threat takes place, more disruptions to the learning environment occur because of their enforcement sometimes.

That's not to say that there isn't a place for this approach in some situations. Students deserve to have a safe place to learn that is relatively free from disruptions. It is also important for us to remember that students will joke about things all of the time. They will make questionable decisions sometimes because of the way that their brains develop while growing up.

Zero tolerance makes sense when there is an intent to hurt someone else, whether that action occurs with a gun, a nail clipper, or a child's fists. It may not be the correct approach to take when that intent is missing.
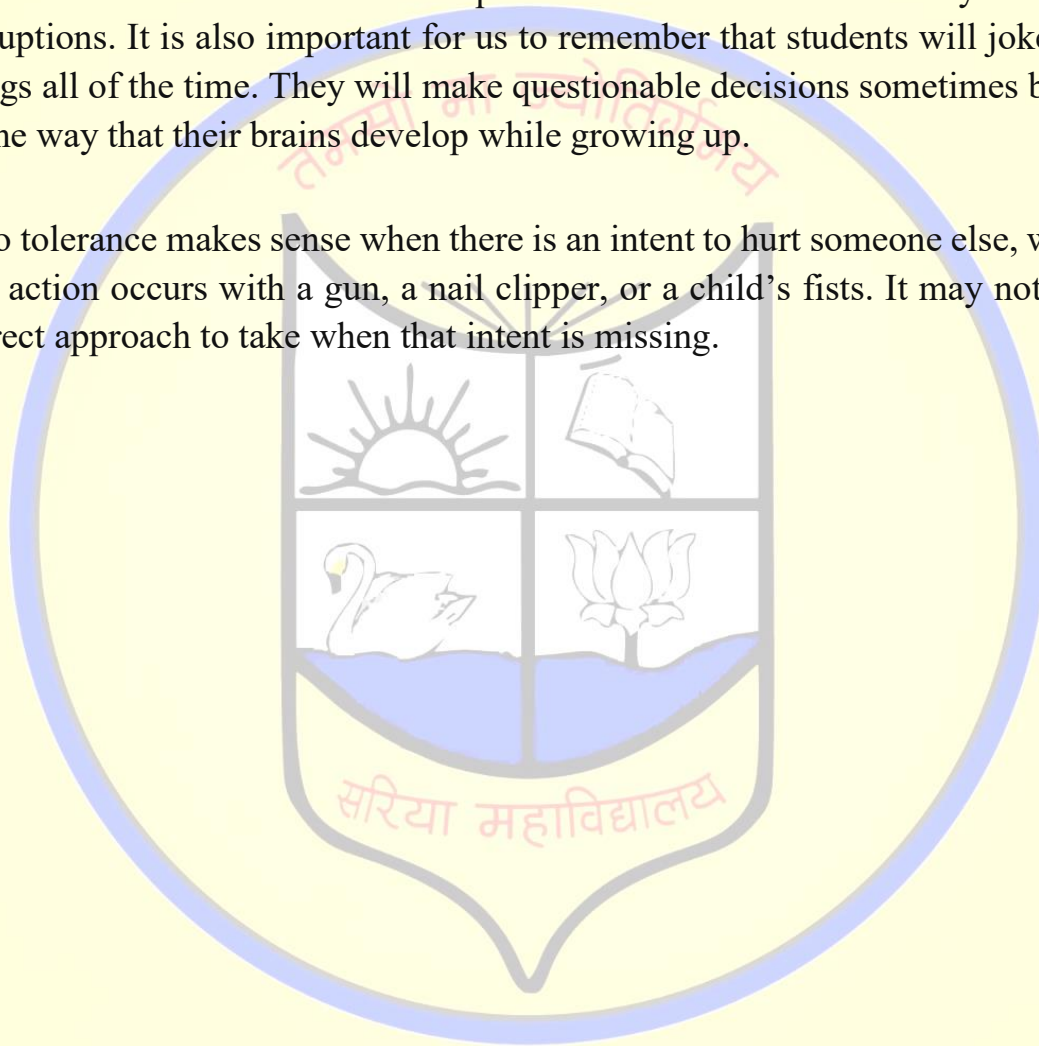
Policy Name	POLICY ON PROFESSIONAL ETHICS		
Approved by	Principal	Policy No.	04

Title: Policy on Professional Ethics

 Introduction

This policy document includes the prescribed set of rules and regulations of acceptable behavior by professionals and expected compliance of the rules or standards set in the discharge of their duties.

 1. Applicability

This policy document has been prepared by the College as per UGC guidelines and it is applicable to all the staff members directly or indirectly involved in serving the stakeholders of the college.

 2. Relevance of Professional Ethics

A professional code of ethics offers a set of guidelines to institutions which can be used to make appropriate and correct decisions at work place. Setting a professional code of ethics provide a road map to approach and deal with problems in a morally and socially acceptable manner thereby imbibing honesty and integrity in the institutional ethos and work culture leading to a healthier work environment.

 Teachers, as professionals, engaged in the teaching learning process are required to show impartiality, integrity and ethical behavior in the classroom and in their conduct with stakeholders and colleagues. Non-teaching staff members are required to abide by the general ethical standards in offering services to all stakeholders.

3. General Principles of Professional Ethics

- Engage in educational activities in keeping with the vision and mission of the institution. Practice the immemorial, virtues of respect and consideration towards all.
- Set high standards of professional conduct; insist on adherence and universal compliance of the same.
- Practice open, honest and inclusive communication strategies with colleagues.
- Maintain confidentiality in professional relationships and adopt professional approach.
- Be responsible, accountable and fulfil all commitments as promised or agreed upon.
- Be punctual and report for work on time.
- Display commitment towards discharging duties with competence.
- Maintain self- discipline, impartiality and objectivity while dealing with others without any preconceived notions or biases.
- Upgrading professional competencies – up skilling oneself to adapt to the changing educational scenario to deliver quality education.
- Appreciate, acknowledge and encourage merit at organizational levels.

Institutional Ethics:

Every organization must maintain a moral profile to gain credibility in the eyes of the stakeholders and build a good institutional image. Ethical conduct is to be practiced in all facets of the institutional operations and activities, policy decision making, implementation, and follow up. It is not only necessary to frame ethical standards but also to ensure that the standards and benchmarks set are followed in letter and spirit. In an educational institution, Ethical behavior and conduct are to be followed by all the participants in the teaching – learning- evaluation process. Ethical dimensions of an Educational Institution cannot be ignored and it has a significant impact on s society at large. Every profession has its own code of Ethics and Professional Ethics which encompasses the personal and corporate standards of behavior expected by professionals. The Ethics are the guidelines which can be referred to by the stakeholders of an educational institution – students, teachers, alumni, parents and society in general.

Following are the institutional ethics

Punctuality - All the members of the staff shall discharge their duties with
utmost punctuality.

Honesty - Teaching and Non-teaching staff are supposed to be honest in
them duties and organization.

'**Work is Worship**'

Strive for Excellence - In consonance with constitution of India, every
employee is expected to strive for excellence perpetually.

Following the principles of equity and equality in career and personal life.

Following the principles of decency and decorum in career and personal life.

4. **Ethical guidelines are applicable to**

- Principal
- Faculty Students
- Non-teaching staff

PROFESSIONAL ETHICS FOR TEACHING STAFF IN THE COLLEGE

- Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He /She shall be strictly honest and impartial in his official dealings.
- Every teacher shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- Every Full-time teacher of the College may be called upon to perform such duties as may be assigned to him/ her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
- Whenever leaving college, a teacher shall inform the Principal / Head of the Department, if he/she himself/herself the Head of the Department, the address where he/she would be available during the period of his/her absence from college.
- Every teacher shall devote himself/herself diligently to his/her work and utilize his/her time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

- Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academicexcellence. His/her academic duties shall include guidance and instructionto students in the form of Tutorial/Seminars/Practical and assessment/examination/valuation work assigned to him/her by the College authorities.

- Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extra-curricular work related to the College as may be assigned to him/her by the college authorities.

- No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies among his/her colleagues and students.

- Every teacher shall help the College authorities in enforcing and maintaining discipline among students.

- No teacher shall motivate students against other students, teacher or College authorities. This does not interfere with the right of a teacher to express his/her opinion on principles in seminars or other places where students are present.

- Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical, projects etc. He/she should not indulge in over-making, under making or other attempts at victimization on any ground.

- No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the College.

- No teachers shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or students of the College with the intention of interfering with the performance of his/her duties.

- No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College.

- No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.

- No teacher shall take active part in politics, so as to cause interference in the discharge of his/her duties nor shall in any manner associate himself/herself with any movement or organization which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.

- No teacher shall without previous intimation to the College stand for election or accept nomination to any local body, legislature of the State or Parliament not shall be in any manner force his subordinates or students against their will for the canvassing of his/her election.
- No teacher shall engage himself/herself or participate in any demonstration or activity which is prejudicial to the sovereignty or integrity of India, the security of the State, the friendly relation with foreign Status, public order, decency or morality or which involves contempt of Court, deformation or incitement to an offence.
- No teacher shall in any radio broadcast or in any document publish anonymously or in his/her own name or in the name of any other person or in any communication to the press make any statement or public utterance or express an opinion.
  - Which is in the nature of character assassination reflection on the personal life of his superiors, or
  - Which is in the nature of criticism of individuals as distinct from policy decisions. Provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his/her official capacity or in the due performance of the duties assigned to him/her on academic matters.

- No teacher shall, except in accordance with any general or special orders of the College or in the performance in good faith or duties assigned to him/her, divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he is not authorized to divulge or communicate such document or information.
- No teacher shall, except with the previous permission of the College authorities, engage himself directly or indirectly in any business or private or accept any other employment.
- No teacher shall speculate in any business nor shall he make or permit their spouse or any members of his family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- No teacher shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official transactions beyond the financial ceilings.

- A teacher who gets involved in some criminal proceedings shall immediately inform the College irrespective of the fact whether he has been released on bail or not.
- Whenever a teacher wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him, he must forward his case through the proper channel.
- No teacher shall be a signatory to any joint representation addressed to the authorized for redressal of any grievance or any other matter.

Policy Name	POLICY ON DIVYANGJAN		
Approved by	Principal	Policy No.	05

Title: POLICY ON DIVYANGJAN

Introduction

Sariya college, Suriya follows the 2006 National Policy of the Government of India for Persons with Disabilities. The institution ensures the implementation of the teaching and learning policies for persons with disabilities.The college strictly prohibits any form of discrimination against persons with disabilities. In fact, persons with disabilities are to be treated as differently abledand considered for our college valuable resource. They are to be given opportunities on par with others. Their rights are to be fully protected. They are encouraged to participate fully in all academic and non-academic activities.

Divyang is a Hindi word which means **the one with a divine body part**. The Prime Minister said that persons with disabilities should no longer be referred to as disabled persons or *viklang*. The word *viklang* is Hindi for someone with non-functional body parts.

Objectives of the Policy
- To create Inclusive Culture to avoid discrimination, exploitation and exclusion of Disable Students and Staff from all spheres of work and education
- To create suitable regulatory mechanism for effective delivery of services to Disable Students and Staff.
- To ensure implementation of all legislations with respect to persons with disabilities.
- To provide accessible and inclusive education.
- To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.

The Process of the policy

1. The College will not reject any admission on basis of being differently abled.
2. To ensure that the design of the building such as ramp should be according to the needs of disabled persons.
3. To ensure the accessible, gender-sensitive, safe, usable and functional washroom facilities for disabled persons.
4. The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright color contrast.
5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials.
6. To provide accessible textbooks and study materials to all students with disabilities.
7. To ensure the awareness programs for all the teachers and non - teaching staff regarding the issues of accessibility.
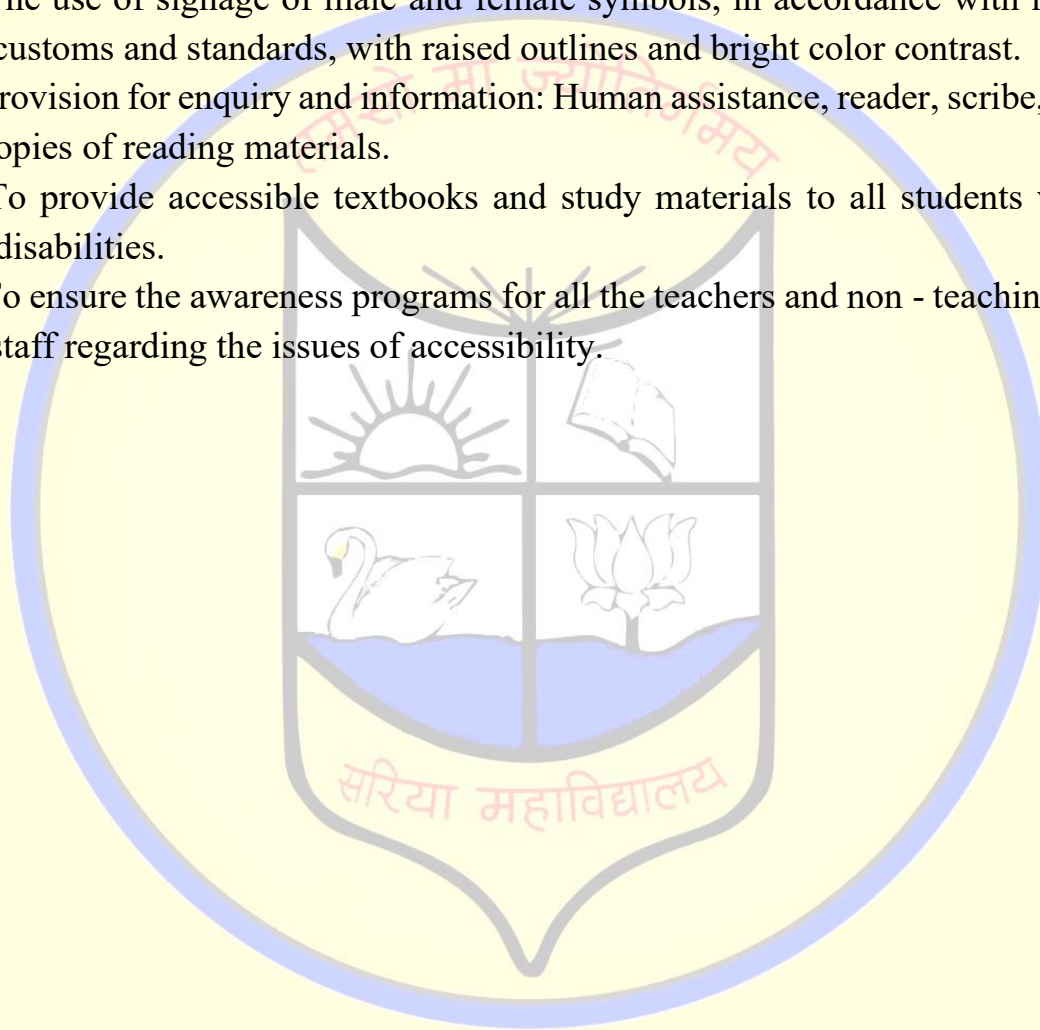
Policy Name	CODE OF CONDUCT		
Approved by	Principal	Policy No.	06

TITLE: CODE OF CONDUCT

1. CODE OF CONDUCT FOR PRINCIPAL

The principal of a college has got multifaceted roles to play and has to shoulder these multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his/her conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) as well as the set of prescripts enforced by the Government of Jharkhand as in the Jharkhand Service Rules. These codes of conduct are applicable, in general, for college teachers as well as for administrators of any organization.

- The principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
- The principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well as the general administration of the College has to be under the purview of the principal.
- As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
- The principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
- With regard to the disciplinary measures, the principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.

- The principal has the responsibility to deliver leadership, direction and co-ordination within the College.
- Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.

2. CODE OF CONDUCT FOR TEACHING STAFF

The teachers of this College are subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. Every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education must be his/her own ideals.

A definitive code for this Institution encompasses the following:

- Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- They shall not prevent any student from expressing his/her viewpoint although it may differ from that of his/her own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- The teacher should try to develop an educational environment. Equal treatment should be met out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- The teacher's aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- The teacher should instill a scientific and democratic outlook among his/her students, making them community oriented, patriotic and broad minded. This is a part of his/her social responsibility.
- The teacher should conform to the ethos of his/her profession and act in a dignified manner. She/he should keep in mind that society has entrusted their children.
- Every teacher or other person employed in a college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

- It shall be the duty of a teacher or other person employed in a private college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University / by the Principal of the College, as the case may be.
- No teacher or other person employed in a college shall absent himself from his duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No teacher or other person employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition, etc. specific sanction of the college authorities in writing shall be obtained.
- When a teacher or other person employed in a college seeks to accept honorary work without detriment to his/her duties, prior permission of the committee in writing shall be obtained.
- A teacher or other person employed in a college, when involved in criminal proceedings, shall inform the committee of such proceedings.
- No teacher or other person employed in a college shall engage himself in any political activity. He/she shall not associate with any political party or any organisation which takes part in politics or shall subscribe to, or assist in any other manner, any political movement. ·
- No teacher or other person employed in a college shall contest or participate in or canvas for any election. Such restriction will not, however, apply to the teachers in respect of elections to the teachers' constituencies.

3. CODE OF CONDUCT FOR STUDENTS

- Students, both boys and girls, should come to the College in Uniform. They should adhere to the cultural values and ethos of the College.
- Students are expected to be punctual to classes. Latecomers will be admitted only in exceptional cases and with the permission of the HOI.
- Loitering on verandas, corridors, staircase and other passages is discouraged as it disturbs the Academic Atmosphere in the campus.

Strict action will be initiated against students who are found unnecessarily near the canteens, playgrounds and other such places inside the college campus.

- While moving from one class to another, strict silence must be observed.
- Whenever students are free, they are expected to go to the library. During free periods, they are advised to collect sports goods from the Physical Director and play in the ground.
- While inside the class, students should avoid unnecessary gossip, as this would disturb their focus and attention, besides causing nuisance to the concerned teacher.
- Students are expected to read all the circulars put up on the Notice Board, and act accordingly.
- Use of cell phones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cell phones would be confiscated, if students are found using them inside the classroom.
- Possession of cell phones inside the examination hall is strictly banned. Bringing and keeping cell phones, cash and other valuables in their bags at the time of university examinations will be at students' own risk. College authorities cannot help in cases of theft and consequent loss. Students are advised not to bring cell phones and other valuables at the time of University Examinations.
- Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at any time is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.
- The principle of Ahimsa, which is one of the fundamental tenets of Mahatma Gandhi, prohibits the consumption of non-vegetarian food. Use of non-vegetarian food inside the College Campus is strictly banned.
- Students shall not involve in any form of ragging inside or outside the College Campus.
- The Institution does not take donations/capitation fees for admissions. All instances of demand for donations must be reported to the principal.
- Students should remit course fees in time. Names will be struck off the rolls who do not remit the fees even after the last date of payment of fees with fine.

- Those who bring vehicles to the College are advised not to indulge in rash driving inside the campus. Strict action will be taken against those involved in rash driving.
- Students should not make any payments to anybody without the knowledge and consent of the principal.
- Students are forbidden from organizing any meeting in the College or collecting money for any purpose without the prior permission of the principal.
- No student shall enter the College Office except on business and at the stipulated time.
- Students are expected to hand over to the College Office if any property found in any place inside the campus.
- Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the HOD.
- Every student should possess Identity Card with his/her photo affixed on it duly attested by the principal. Students are expected to wear their rope identity cards inside and outside the class. Identity Card shall be shown on demand while transacting business in the college office, library, and while applying for railway/bus concession, and while participating in inter-collegiate events. Identity Card shall be carried by students into the University Examination Hall, without which entry into the hall may be denied. Identity Card shall be shown to security staff manning the college gates.
- A grievance redressal mechanism exists in the Institution. Students are advised to approach the faculty-in-charge of Grievance Redressal Cell (as mentioned in Circular) for getting their grievances addressed.
- Trespassing to the Neighbor properties is strictly restricted.

CODE OF CONDUCT FOR NON-TEACHING STAFF

The code of conduct has been framed for non-teaching staff. It states a set of principles, professional and personal conduct expected of the staff by the institution. The code of conduct is to uphold the honor and dignity of the institution.

Responsibility and Accountability

- Responsibility to support the institution in its efforts to create an open and mutually supportive environment.
- Responsibility to share information and give willing assistance in furthering the goals and objectives of the institution.
- Responsibility to ensure that there is no misinterpretation of facts. Wherever a misunderstanding is thought to have taken place through unclear communications; this should be corrected promptly
- To be a person of integrity.
- To be honest and impartial in all acts.
- To be modest in the way of dressing.
- To be modest in behavior towards the students. Avoid using abusive language.
- To be diligent in work.
- To work collaboratively with faculty and other staff.
- To Practice mutual respect, trust and confidentiality.
- From each section one can avail the break time as per your convenience. You must see that your seat is not vacant.

Punctuality and Attendance

- To report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
- In case of exigencies, the management may decide to extend the work time and work week. You are expected to abide by the allotted timing. If the employee is coming 20 minutes late for three consecutive days it will be considered as 01-day leave. If more than half an hour full day leave will be marked.
- To arrive at work on time. If an employee anticipates late arrival, he or she must inform the office superintendent in advance to allow for schedule changes and to handle coverage of working hours. Repeated late arrivals will be recorded as misconduct in the employee's file. Lapses in punctuality will not be acceptable.

Leave

- Prior written permission is required from the principal (Administration) at least a day in advance while availing CL.
- Emergency leave as well as sudden delay in coming should be informed to the principal (Administration).
- 16 days leave can be availed from June to May in an academic year as casual leave.

Mobile phones and Internet

- Use of mobile phones during office hours is strictly prohibited.
- Mobile phones must be used only to make urgent calls during the office hours.
- Use of Internet is solely for official purpose.
- Staff should be formal in dealing with WhatsApp messages, Telegram messages.
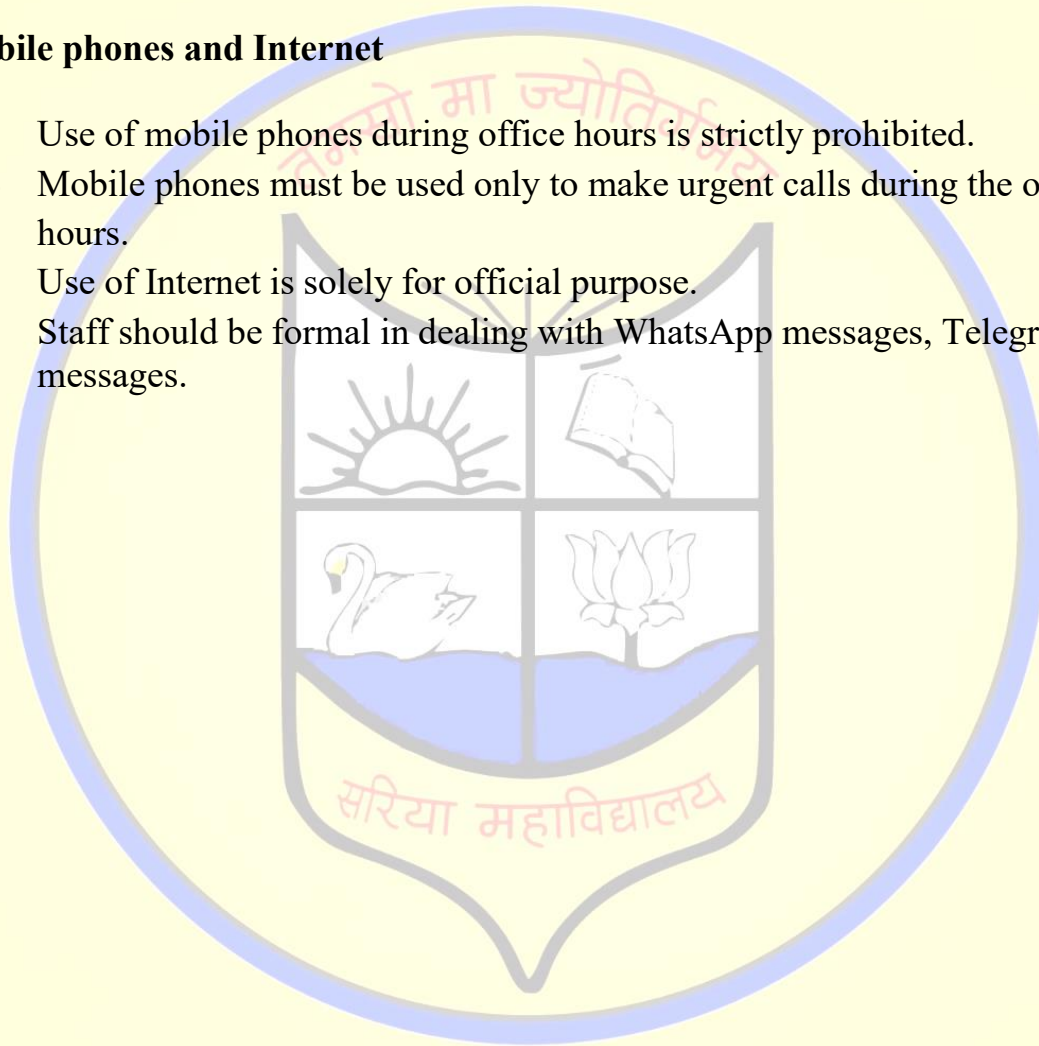
Policy Name	EXAMINATION POLICY		
Drafted by	IQAC, Examination Committee	**Policy No.**	07
Approved by	Principal		

Title: EXAMINATION POLICY

Introduction

Procedure: The Examination Policies and procedures aim to achieve coordination, consistency, timeliness, confidentiality and fairness in examination practices in the institution.

Each semester the institution conducts one Internal Assessment Test and Mid. Sem./semester examination will be conducted as per university norms.

The procedure for conducting test and Mid sem. exam is mentioned below:

1. Declaration of Exam Schedule and Registration

- The test and exam schedule for all semesters shall be notified in the college academic calendar at the beginning of each semester.
- Examination notifications shall be uploaded 10 days prior to the date of exam on the College website.
- The exam committee thereafter shall plan, organise and conduct the exams, get the answer books valued, prepare the tabulation report.
- Semester examination notification from VBU will be displayed on the notice board and the college website.

2. Preparation of Question Papers

- Examination committee informs faculty members to set the question papers for the respective subjects.
- Question papers shall usually be printed a day before the exam to be held.
- The exam committee shall pack the question papers in different packets with exact number of question papers required for each exam hall/ room in accordance with the seating plan given in advance and keep them in the strong room.

3. Conducting of Exams

- Examination committee informs faculty members about their invigilation duty allotment in advance.
- The invigilators shall report to the exam room and receive the answer books and other documentation papers 10 minutes before the commencement of the exam and proceed to their respective class rooms.
- The exam committee shall hand over the question papers to each room 5 minutes prior to the commencement of the exam.
- Frisking will be carried out prior to the commencement of the examination.
- A squad of designated members from VBU shall make surprise visits to exam halls/rooms occasionally during semester examinations.
- After the completion of the exam, invigilators shall report back to the superintendent of exams in order to account for the Question Papers/Answer Books they had received.
- The superintendent of exams shall complete the documentation process and the answer books shall be handed over to the Custodians after having bundled subject/paper wise and the exam committee shall dispatch the answer books for valuation to the faculty members on the same day in case of exams conducted at college level and during the semester examination, the bundled answer scripts will be dispatched to the university.

4. Valuation of Answer Books

- An evaluation process should be finished on or before the deadline decided by the exam committee.
- The evaluator should enter the marks in the marks sheet and in ERP onor before the deadline decided by the exam committee.

5. Declaration of internal assessment marks

- The declaration of result shall be latest by 10 days from the last date of exams.
- The studentscan view their answer scripts during the respective subject classes in presence of the subject teachers.

6. Complaints/Grievances regarding exams

Grievances/Complaints if any regarding examinations may be brought to the notice of the Chief Superintendent in writing on the same day or latest by the following office working day and they shall be referred to the concerned exam committee/person for studying, investigating and deciding on the matter and it shall be communicated to the aggrieved and redress them at the earliest but not later than ten working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.

In case of any grievance or complaints regarding semester examination also will be solved by the examination committee in consultation with the VBU through the Principal.

6. Conducting of Exams During Pandemic

- Examination committee informs faculty members to set the question papers for the respective subjects.
- The question papers are uploaded on the college website as per the timetable on the respective exam dates.
- Students are instructed to answer the question and they have to send the answers through mail to the respective subject teachers.
- Teachers can do the evaluation process.
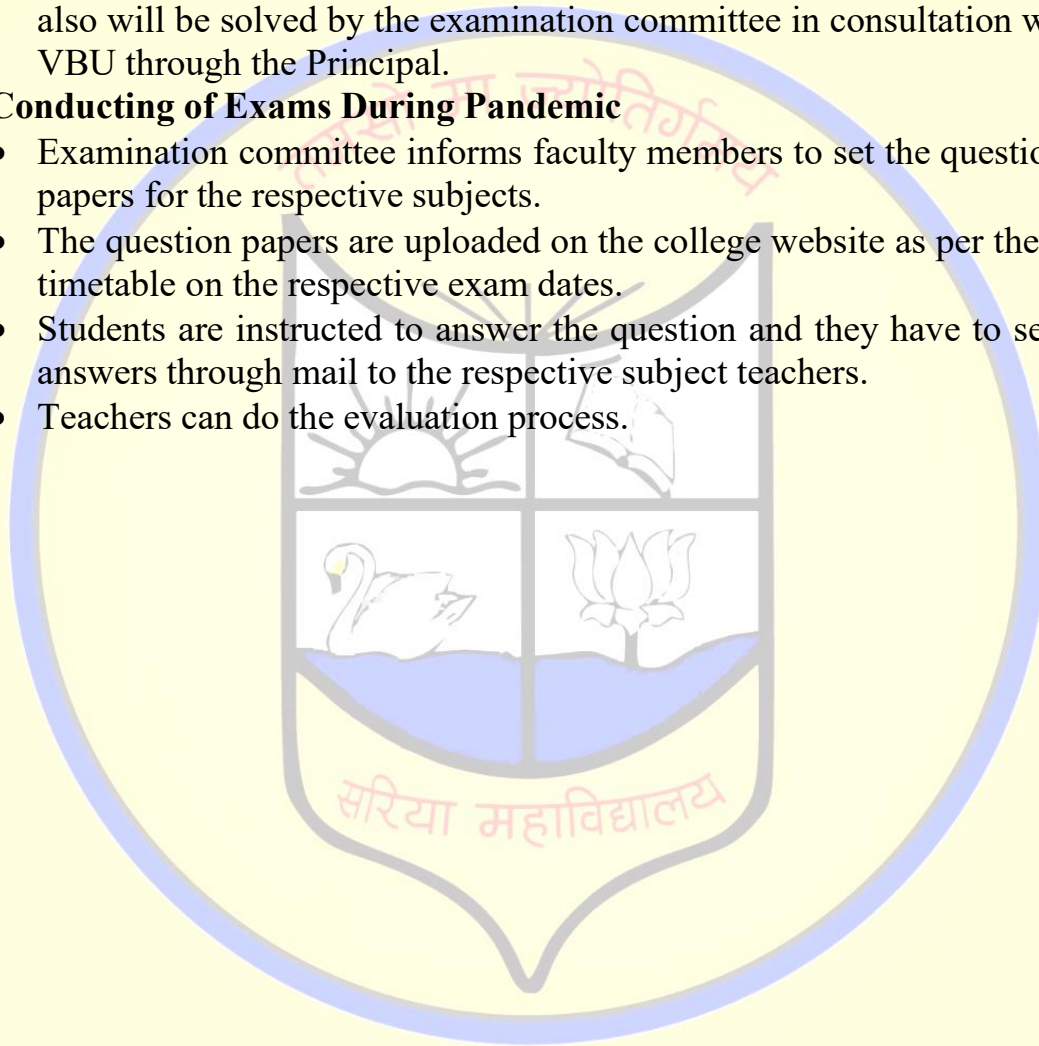
Policy Name	IT Policy		
Drafted by	IQAC	Policy No.	08
Approved by	Principal		

Version	Approved by	Description of Change	Author
02	Principal	Procedure for Online Class	IQAC

Title: IT Policy

Introduction:

The institute's IT Policy applies to technology administered by the institute centrally or by the individual departments. This IT policy also applies to the resources administered by the central Administrative Departments such as Library, Laboratories, Classrooms, Seminar Hall, Faculty Lounge, Sports Room, and the Offices of the institution.

Purpose

Students of Sariya college, Suriya have access to the Internet, as per the college requirements which varies across staff and students. This policy is designed to help parents and students better understand their obligations with respect to using associated IT systems and equipment.

Usage

Incidents: All known or suspected security incidents related to IT must be reported to IT Helpdesk.

Applications: All general-purpose Personal Computer (PC-including desktops, laptops or other such devices) are installed with a standard set of applications. Self-installation of unauthorized software is prohibited.

Data Storage: All data stored on college devices are considered as college property. All such data may be considered temporary data and is subject to being deleted at any time

Copyright Laws: Any copying without permission, including electronic copying, is prohibited.

Computer Hacking: Any hacking is strictly prohibited and can be a criminal offence. Computers, Internet, email, social media etc. should be used appropriately. Inappropriate use includes the following (this is not an exhaustive list):

- Visiting pornographic sites
- Sending untrue/malicious statements
- Receiving, sending or downloading pornographic information
- Breaches of copyright
- Sending offensive/obscene statements/attachments
- Cyberbullying/harassment
- Anything that may damage the reputation or interests of OIS
- Discriminatory or illegal religious, gender and preferences materials, including visiting sites which contain extremist materials or views, or promoting or disseminating the same
- Making potentially libelous statements

Internet

At college premises, internet access provisions are primarily for educational purposes. Hence the usage for the purpose of storage of, access to, or downloading of material that is illegal, obscene, abusive, racist sexist, libelous, breach of copyright, defamatory, playing computer games, access to chat rooms and personal entertainment are forbidden. At college, all internet users will be logged, subject to local regulations and subject to disciplinary actions if required.

Email

College provides an email id and access to all the staff. Email system is to be used for college purposes only. Any staff receiving any inappropriate content should inform their respective IT Helpdesk immediately. Staff are responsible for the safety and security of their email login credentials and in case of incident the audit trail login credentials will be used for authentication. In case of staff forgetting the login credential or suspect theft please reach out to College IT helpdesk for recovery.

Viruses

The spreading of viruses is subject to prosecution under the relevant governing law of the country. If you have an infected PC or file, or think you may have, do not use the PC or file. Notify IT Helpdesk at your respective college immediately.

Social Media

Social media for the purpose of this policy refers to social networking sites (e.g. Facebook, Telegram, Twitter etc.), online forums, chat rooms, blogs, wikis or electronic newsletters and other technologies that allow creating and sharing of information via virtual communities and networks. Only social media sites authorized by the college can be accessed via the college information system and infrastructure while at college premises or when using college devices. Use of social media shall not affect college reputation through offensive, inappropriate or deregulatory remarks.

Instant Messaging

Our Institute encourages the staff and students to use WhatsApp communication for the purpose of academics and non-academic activities.

Implications

If a student is found to be using the IT systems, Internet, Email or other related mediums mentioned above inappropriately, in breach of this policy, then the student may be subject to disciplinary action. Any inappropriate use will be considered a disciplinary offence which may result in exclusion, and/or referral to law enforcement agencies. If a college is found to be liable because of an act by a student, it reserves the right to pursue legal action against the individual involved.

Resources

- Network Devices

- Internet Access

- Official Websites, Web applications

- Official Email services

- Data Storage

- Mobile/ Desktop

- Documentation facility (Printers/Scanners)

- Multimedia Contents

Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institute's

information technology infrastructure, must comply with the Guidelines. Certain violations of IT policy laid down by the institute by any institute member may even result in disciplinary action against the offender by the institute authorities. If the matter involves illegal action, law enforcement agencies may become involved.

Application of IT Policy

Stakeholders on campus

· Students

. Employees

· Faculty

· Administrative Staff (Non-Technical / Technical)

· Higher Authorities and Officers

· Guests

IT Hardware Installation Policy

Institute's network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

a) Primary User

An individual in whose room the computer is installed and is primarily used by him/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user.

b) Power Connection to Computers and Peripherals

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that areprovided with proper earthing and have properly laid electrical wiring.

c) Network Cable Connection

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with

the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

d) File and Print Sharing Facilities

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through the network, they should be protected with password and also with read only access rules.

e) Maintenance of Computer Systems provided by the Institute

For all the computers that were purchased by the institute centrally will attend the complaints related to any maintenance related problems.

Software Installation and Licensing Policy

Any computer purchases made by the individual departments/cells should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

a) Operating System and its Updating

Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through the Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by Microsoft for which it provides patches/service packs to fix them.

b) Antivirus Software and its updating

Computer systems used in the institute should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

c) Backups of Data

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically C, D and so on. OS and other software should be on C drive and user's data files on the other drives (e.g., D, E). In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume will protect the data loss. However, it is not a fool proof solution. Apart from this, users should keep their valuable data on storage devices such as pen drives, external hard drives.

Network (Intranet & Internet) Use Policy

Network connectivity provided through an authenticated network access connection or Wi-Fi is governed under the Institute IT Policy. IT Helpdesk is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Institute's network should be reported to the IT Helpdesk.

Web Site Hosting Policy

a) Official Pages

Information about Departments, Cells, central facilities are available on the college official website.

As on date, the Website committee is responsible for maintaining the official web site of the institute

b) Responsibilities for updating Web Pages

Departments, cells, and individuals are responsible to send updated information time to time about their Web pages to the Website committee through the principal of the institution.

Video Surveillance Policy

1) The system comprises: Fixed position cameras, public informationsigns.
2) Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.
3) Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV Camera installation is in use. Although every effort has been made to ensure maximum effectiveness of the system it

is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Purpose of the system

The system has been installed by the institute with the primary purpose of reducing the threat of crime generally, protecting institutes premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

• Deter those having criminal intent.

• Assist in the prevention and detection of crime.

• Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.

• Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.

• CCTV footage provided by the institute upon receiving the requests from the individuals.

The code of Conduct for the students for online classes

1) Students should login within the specified time allotted to every class.
2) They can log out only after their class time is over.
3) Everyone should login with their official names only.
4) Link or number should not be shared with others, if shared; he/she will be barred from classes henceforth.
5) Candidate alone should login, if anybody else logs in the name of the candidate, such person will not be allowed to login again.
6) All should attend classes with proper dress.
7) If there is any network error or poor connection, they should avail their connections or make sure their connectivity wherever it is available.
8) All should mute their audio and switch on their videos.
9) Choose a place where there is no distraction.
10) Attendance will be marked at the end of every class.
11) Adhere to the instructions of the subject teachers.
12) Don't interrupt in the middle of the class.

13) Use a chat box to Post your questions.
14) Action would be initiated against the students who do not adhere to the rules and regulations.
15) Each teacher will be providing a link to the class.
16) All the classes will be recorded and saved for future reference.

Policy Name	GRIEVANCE REDRESSAL POLICY		
Drafted by	Grievance Redressal Cell	**Policy No.**	09
Approved by	Principal		

Title: Grievance Redressal Policy

The Grievance Redressal Cell was constituted to formally look into the grievances and suggestions of students. The Cell has representatives from both staff and students. The staff representatives are the IQAC Core Committee and the student representatives are the Student Council President and General Secretary. A Suggestions Box has been put up in near principal chamber and students can write and drop in their grievances and suggestions. However, oral grievances and suggestions are also accepted and looked into.

Primary Objective:

- To address the grievances of the students
- To maintain accountability and encourage responsibility
- To take note of and consider the suggestions made.
- To ensure that the students have as positive experience in college as possible.

Secondary Objectives:

- To provide a forum for students to voice their grievances and suggestions.
- To make the students feel that they are important stakeholders in the Institution.
- To create awareness of the empowerment that is available and that they can be the agents of change.
- To encourage students to become active members of the college and society, not just passive onlookers.

Standard Operating Procedure:

Certain guidelines have been drawn up governing the working of the Cell to ensure that the grievance redressal mechanism is not misused.

1. Grievances and suggestions can be represented:
   - In writing through the suggestions box.
   - Orally by contacting any of the Cell members or the principal either directly or indirectly, through the Mentor, Class Teacher, any other lecturer, or Class representatives.

2. When using the Suggestions Box, the class should be mentioned when necessary to facilitate the redressal of grievances.

3. It is optional to write the name but students are made aware that the matter will be kept confidential even if they do write their names. There will be no repercussions.

4. The Cell meets at regular intervals to consider these grievances and suggestions.

5. Grievances will be redressed in the best possible way within the shortest period of time possible, within the framework of the institution's rules and regulations.

6. If the matter cannot be redressed according to the expectations, an explanation is given for the same.

7. In certain cases, where the grievances are related to matters pertaining to another committee of the Cell, the grievance is taken to the concerned party for redressal.

8. Frivolous grievances and suggestions will not be entertained.

Grievance Redressal Mechanism

A grievance can be any type of i.e. unjust behavior, stalking, use of pretext to do wrong things, dissatisfaction, displeasure, the bad perception among the employee and the students. The institution believes that grievances led by the employees and students should be addressed with a proper mechanism. The institution has accepted it as a policy to redress every form of grievance with great sensitivity. The institution envisions comprehensive development of the organization by addressing all sorts of complaints. Any complaint or grievance related to sexual harassment, the outrage of modesty of women and ragging is

handled with extra sensitivity. For that organization frame several committees to solve every sort of complexity with utmost care.

Sariya college has created a **Grievance redressal procedure** to resolve individualand group grievances of a general character, as well as those linked to ragging and sexual harassment of the college's students and employees. As per the UGC'sand University of VBU norms and regulations, Sariya College Grievance Redressal Committee has been formed with the representations of various stakeholders to deliver justice to complainers.

Policy Name	**POLICY ON E-GOVERNANCE**		
Approved by	Principal	Policy No.	10

Title: Policy on E-Governance

Objectives:

- Implementation of E-governance in various functioning of the institution.
- Achieving efficiency in our functioning.
- Promoting transparency and accountability.
- Achieving paperless administration of the institution.
- Facilitating online internal and external communication between various entities of the institution.
- Providing easy access to information.

Policy

- In order to provide simple and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities. The institution has already started with e-governance in some aspects of functioning like library, accounts, student support and examination. It is resolved to implement e-governance in other areas and with this aim in view drafted policy framework is hereunder.

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

1. Website:

The website of the college needs revamp taking into account the new changes. The website should act as a mirror of the college activities and information about all activities. Important notices should be made easily available to the outsiders. For this purpose, internal expertise shall be optimally used. Besides, training should be given to the existing staff members who could be identified and delegated with the responsibility of website administration and updating at

the college levels.

2.Student Admission:

The College has a provision to process all admissions in online mode through Chancellor portal. For thispurpose, an arrangement can be entered into with parental university and a nationalized banking company with whom the college maintains its accounts.

3.Accounts:

For ease of maintaining accounts, the college is already using ERP. Appropriate security measures should be taken for maintaining confidentiality of the transactions.

4.Library:

The College has the privilege of having good library. There is a need to add advanced e- learning resources for the benefit of the teachers and students. Library is presently using SOUL software for its internal working. It needs to update timely. Similarly, newer e-learning resources should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

5.Examination:

The online mode of examination is becoming the order of the day. The college is in the process of transitioning from offline mode to online mode. Filling of examination forms, Revaluation forms, Photocopy forms, obtaining hall tickets has to be done in an online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. The Controller of Examination needs to supervise the entire process of examination under the guidance of the principal of the college.

6. Alumni:

In order to strengthen alumni interaction, a separate alumni portal is available on the website. For this purpose, a separate alumni coordinator at the college level be appointed to take care of the entire activity.

7. Administration:

Software named ERP to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically forattendance. Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database. Students must be able to obtain maximum services in online mode. The college will look intoopportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.
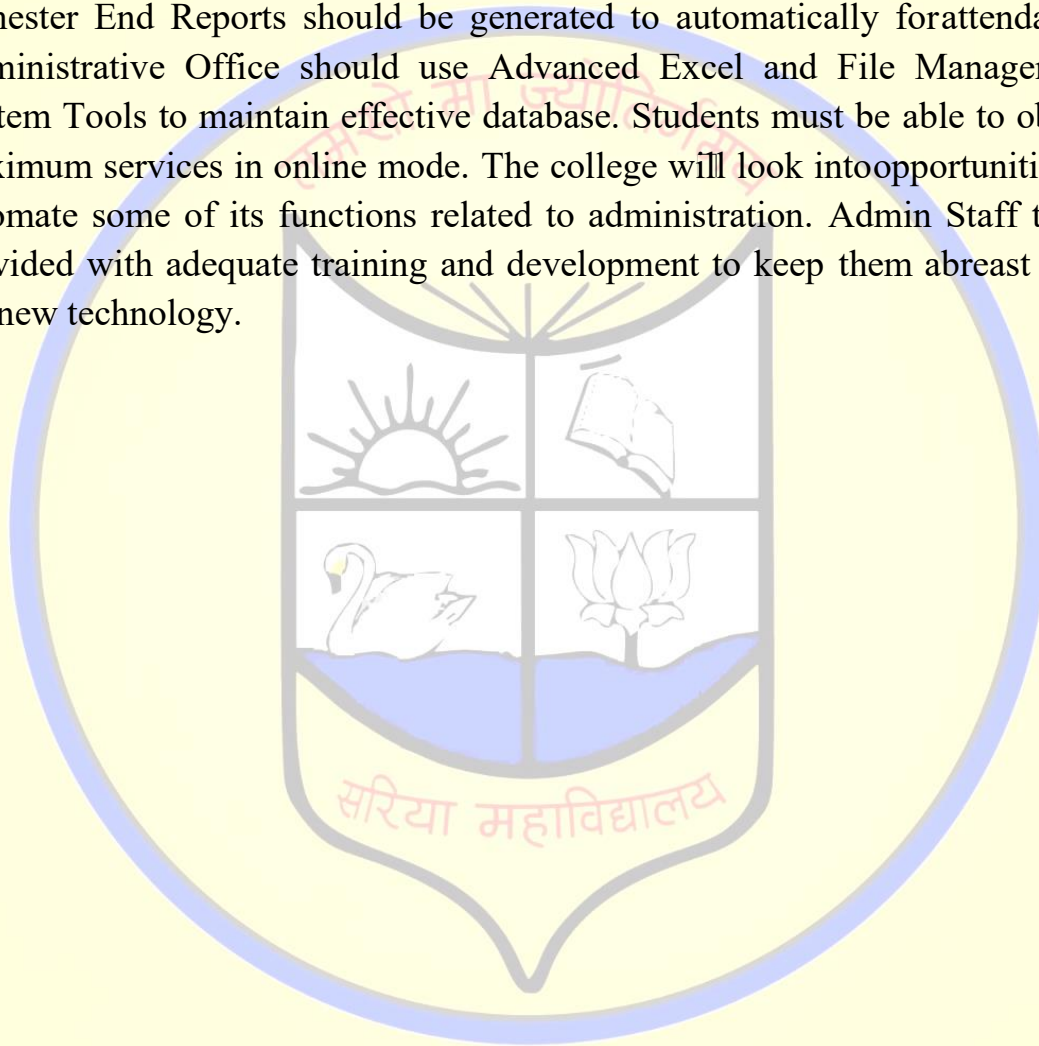
Policy Name	POLICY ON ANTI SEXUAL HARASSMENT		
Approved by	Principal	Policy No.	11

POLICY:

As per the guidelines of UGC and Supreme Court an Anti-Sexual Harassment Committee has been established by the College to provide a healthy atmosphere to the students of the College.

This committee deals with the issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes on girl students.

Goal:

Ensure safe environment for girl students for the studies through prevention of sexual harassment.

Objectives:

- To develop guidelines ad norms for policies against sexual harassment.
- To develop principles and procedures to combat sexual harassment.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To provide an environment free of gender-based discrimination.
- To ensure equal access of all facilities and participation in activities of the college
- To create a secure physical and social environment which will deter acts of sexual harassment
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Definition of sexual harassment

For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favors;

3. Sexually colored remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Functions of the committee

Preventive steps

It will be the endeavor of the committee:

1. To facilitate a safe environment that is free of sexual harassment;
2. To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities

Remedial steps

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support (in form of counselling, security and other assistance) to the victim if so desires.

Procedure to be followed by the committee

1. The Committee shall meet as and when any complaint is received by it. Complaints may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required

particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.

3. The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.

4. Each party shall be provided with a copy of the written statement(s) submitted by the other.

5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties a reasonable opportunity of presenting their case.

6. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

7. The Committee shall make all endeavors to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.

8. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

9. If, in the course of the proceedings before it, the Committee is satisfied that *a prima facie* case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of: -

   1. Warning
   2. Written apology
   3. Bond of good behavior
   4. Adverse remarks in the confidential report
   5. Debarring from supervisory duties
   6. Denial of membership of statutory bodies
   7. Denial of re-employment/re - admission
   8. Stopping of increments / promotion/denying admission ticket
   9. Reverting, demotion

10. Suspension

11. Dismissal

12. Any other relevant mechanism

10. If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

11. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.
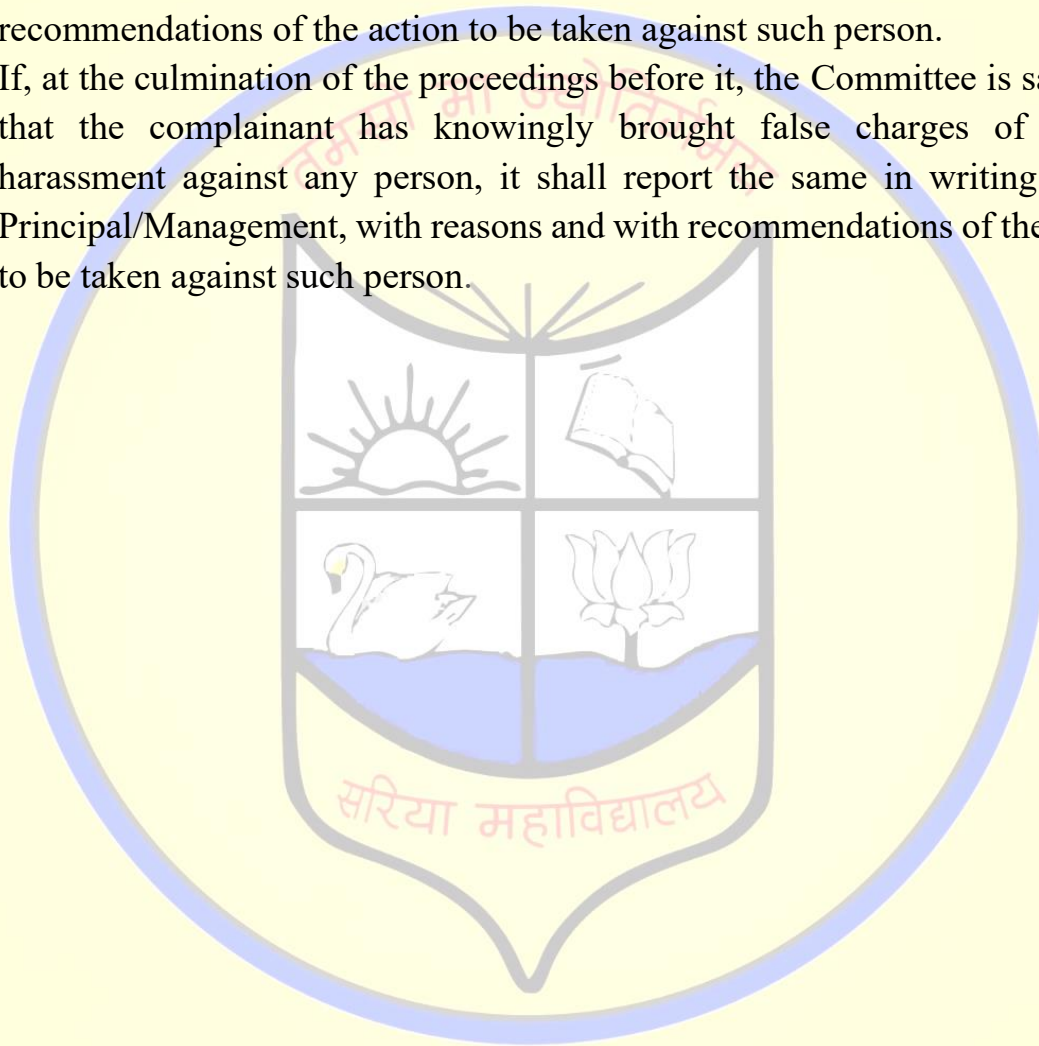
Policy Name	SPORTS POLICY		
Approved by	Principal	Policy No.	12

Title: Sports Policy

Sports is considered as an important component for the overall personality development of the students at Sariya College, Suriya. It has been the College's constant effort to produce all-round development in the students, including sports. As sports and games have a direct bearing on the physical and mental health of young people, good sportsmanship and competitive spirit is encouraged every time they step onto the field/court.

The objectives of the college sports policy are:

1. To motivate students to become part of the ongoing recreational and competitive sports programmer.

2. To inform the students about the benefits of being involved in an active lifestyle.

3. To involve faculty members to assist the college and Sports Committee in promoting and organizing the college sports programme.

4. To feature 'Sports Hours' in the academic calendar and to assign a faculty member to monitor the students' presence in the activities conducted during sport hours/week.

The College will endeavor to:

1. Give priorities to sports and shall consider it as an integral part of the college academic programme.

2. Make available necessary funds and infrastructure to implement the policy to its fullest.

3. Encourage/invite talented sports persons to join the college.

4. Make provision in the college's academic calendar so as to involve students in competitive as well as recreational sports.

For the successful implementation of the sports policies:

1. Free Admission will be provided to the winners of national level players for First Year Degree

2. Organize, supervise and administrate competitive, recreational and leisure time sports activities like college week celebration, inter college completion etc.

3. Maintain a stock register for issuing and returning of sport items.

4.Assigned to be the caretaker of all the sport items.

5. Arrange for professionals in the field of sports to coach the students.

6.Motivate the students to participate in intercollege- university, state, national or international level sports activities by providing TA and DA, sports dress.

7.Cash award will be provided to the winners at National Level.

8. Relaxation in attendance will be provided to the students who are attending sports practice in the morning session and who are representing our college for the various level sports activities.

9.Give instructions to the students who are participating in inter-class competitions (indoor and outdoor) and motivate all the students to participate for recreation, for physical fitness and for mind relaxation.

10. Special guest lectures and motivational speeches will be organized on various topics related to health and wellness by inviting well known sports achievers, experts in different fields related to health and wellness from the department of physical education.

Policy Name	**ANTI-RAGGING POLICY**		
Approved by	Principal	**Policy No.**	13

Introduction

Anti-Ragging Cell (ARC) Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. The Anti-Ragging Squad- office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Buses, Canteens, Classrooms and other places of student congregation. The Anti-Ragging Committee will be involved in designing strategies and action plans for curbing the Menace of Ragging in the college by adopting an array of activities.

Objectives: Ragging is a humiliating social crime. The foremost objectives of ARC are

- To prevent and protect the student community from being ragged or indulging in the act of ragging.
- To bring awareness among the students about the ill effects of ragging, its impact on human life and consequences of involvement in the act of ragging. To set up a monitoring system consisting of Anti Ragging Squad (ARS) to vigil the on campus and off campus situations to eliminate the chances of ragging cases.
- To receive the complaints and resolve them through the ARC.
- To initiate legal actions when required considering the intensity of ragging instances.

GOALS AND OBJECTIVES:

Anti-Ragging Committee will be the Supervisory and Advisory Committee on matters of Planning Action for Building and Preserving a Culture of Ragging Free Environment in the Campus. The Anti-Ragging Squad will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Buses, Canteens, Classrooms and other places of student congregation, for any incidents of Ragging, and shall educate the students at largein the college about Menace of Ragging and related Punishment Provisions. TheAnti-Ragging Committee will be involved in designing strategies and action plans for curbing the Menace of Ragging in the campus by adopting an array of activities.

RESPONSIBILITIES OF ANTI RAGGING COMMITTEE

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made outand if so, either on his own or through a member of the Anti-Ragging Committeeauthorized by him in this behalf, proceed to file a First Information Report (FIR),within 24 hours of receipt of such information or recommendation, with the policeand local

Authorities under the appropriate penal provisions relating to one or more of the

following, namely:

- Criminal conspiracy to ragging.
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging Injury to body, causing hurt or grievous hurt
- Wrongful confinement Use of criminal force
- Assault as well as sexual offences or unnatural offences Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempts to commit any or all of the above-mentioned offences against the victim(s)
- Threat to commit any or all of the above-mentioned offences against the victim(s)
- Physical or psychological humiliation
- Other offences following from the definition of "Ragging".

Squad's In-charge will be Responsible for the following in their areas:

- They will form duty charts & carry out regular checks for any Ragging activity in their areas.
- They will carry out surprise checks in probable areas of ragging
- In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa.
- Ensure anti ragging instructions are displayed at prominent places in their areas of control.
- Each squad in-charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
- Every squad in-charge will brief all members of his squad about their duties/action regarding anti ragging
- In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the in-charge of anti-ragging committee.
- The squad in-charge will collect the updated list of students including their latest address and phone numbers in respect of the classes run in their blocks of their areas.
- Any member of the squad not performing his duty properly will also be communicated to the control room as per the pro-forma given.
- Squad In-charge will maintain the proper duty attendance register in respect of the members of the squad and their duties.
- For communication with the in-charge of anti-ragging committee and control room following telephone no's furnished at the end.

Policy Name	POLICY ON ADVANCED AND SLOW LEARNERS
Policy No.	14
Approved by	Principal

Title: Policy on Advanced and Slow Learners

Introduction

Sariya College,Suriya has established itself as a premiere institution by providing quality teaching-learning to students under parental university. The college offers learner centric teaching-learning, which comprises a good numberof co-curricular and extra-curricular activities for learners from diverse background for their holistic development. The college recognizes that the learning interest and pace of every pupil are different. The college considers that some learners are not so gifted (Slow Learners) andwhereas some are gifted learners (Advanced Learners). In such a situation, it is crucial to recognize the learning levels of learners and plan accordingly to deliver learner-centric teaching and learning.

Definition:
Advanced and Slow Learners

Advanced Learners are the students who grasp a taught topic relatively faster than the other students in the class and score high marks. They have more capabilities than the others in the class. These students are with better academic understanding, as well. Whereas, Slow Learners mostly fall behind in their academic aspirations and find difficulty in grasping the subject. The impoverished performance may not be a sign of poor capacity or talent but due to socio-economic background, lack of motivation support, unorganized learning practices or even the inability to converse in the devised medium of instructions.

Objectives

- To develop strategies for the benefit of both advanced and slow learners.
- To encourage the advanced learners to be stupendous achievers.
- To boost up the confidence of slow learners and to minimize the barriers.
- To enhance the skills in respect of learning processes.

- To minimize the gap between slow learners and advanced learners.
- To motivate for innovative and creative mindset.
- To organize the workshop/seminar/guidance program for slow learners.
- Help to understand question paper pattern.
- To serve as morale booster to slow learners and shed psychological stress.
- To encourage advanced learners in peer teaching.
- To make all the students' leaders in socio-economic and political spheres.

Methods of Assessment

- The students can be assessed to identify their learning levels by different mechanisms.
- At the entry level:

    o Through interaction.

    o Through class tests.

- Involvement in classroom teaching-learning and learning pace of students.
- The remedial classes should be conducted in every semester for the identified slow learners, as per the schedule.

- During class hours, teachers are expected to provide additional study materials and notes to the students to bridge the knowledge gap & enable them to cope with the academic course in which they are enrolled.

**Specific steps to be taken for Advanced Learners**

- Advanced Learners are motivated to strive for higher goals.

- Encouraging Advanced Learners to take part in activities like group discussions, elocution, debate, quiz, presentations etc.

- Motivating them to involve in research projects to inculcate research orientation and higher studies aspirations.

- Motivating and guiding them to take competitive examinations for better career.
- Allowing the Advanced Learners to represent college in Inter collegiate level competitions.
- Encourage them to attend the seminar/ workshops and other important

programmes.

- Organizing activities to promote their interactions with the subject experts and develop critical thinking abilities.

- Involving them in teaching slow learners (Peer Learning).

- Providing suitable platform to manage the events organized inside the campus and off the campus.

Specific steps to be taken for Slow Learners

- Personal attention/ counselling.
- Remedial Class.
- Bridge classes.
- Group discussions.
- Concept clarification and problem-solving.
- Bilingual explanations and discussions.
- Revision of topics and practical.
- Enhancement of communication skills and art of reading and writing skills.
- Provision of simple and standard lecture notes/course materials.
- Academic and personal counselling are given to the slow learners by the mentor and the counselling cell.
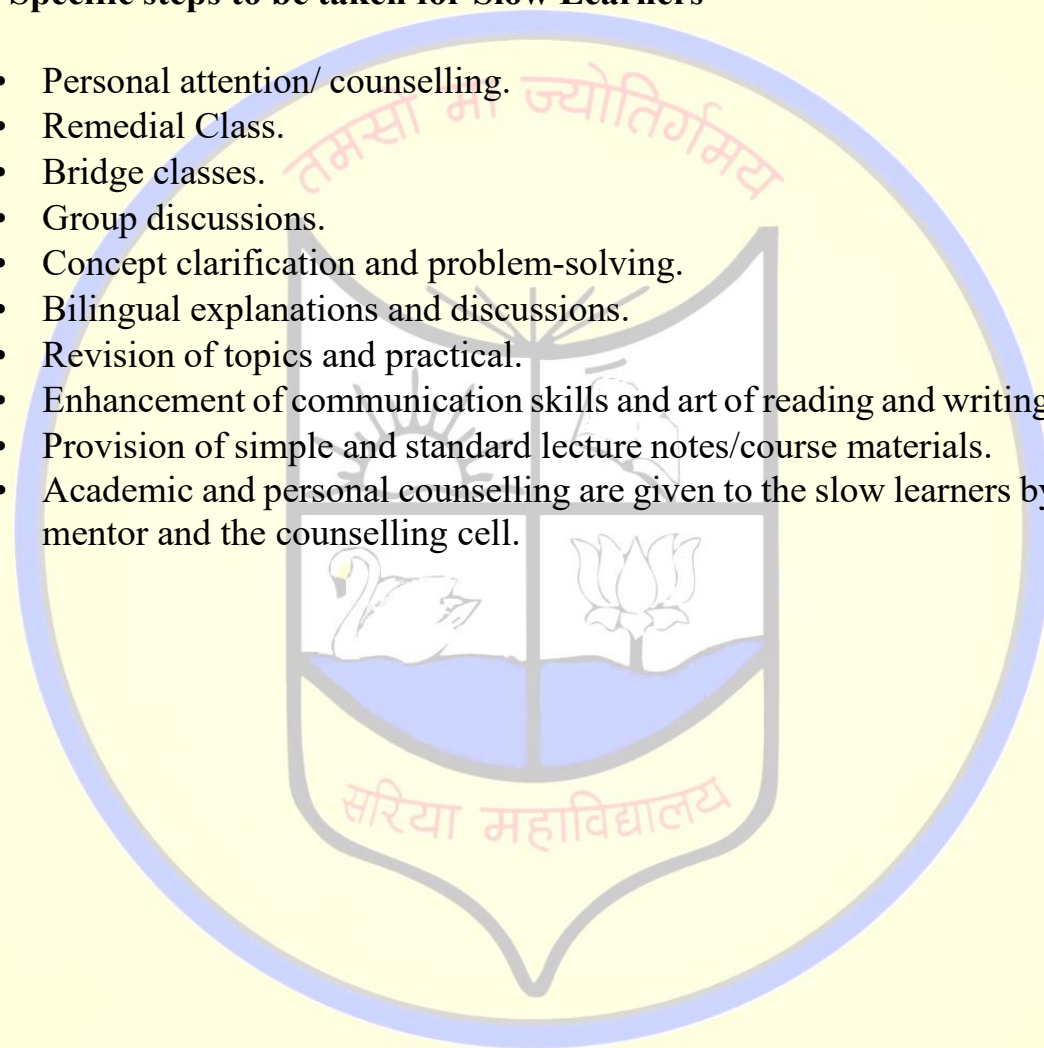
Policy Name	CLEAN AND GREEN CAMPUS POLICY		
Drafted by	IQAC	Policy No.	15
Approved by	Principal		

Title: CLEAN AND GREEN CAMPUS POLICY

Introduction

The Green Campus Policy of the college foresees a Clean and Green Campus where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices in the campus and beyond the campus. It also offers the institution an opportunity to take the lead in redefining its environmental culture by imparting environmental ethics among the students and staff.

Objectives

To sensitize the students and the staff to minimize the use of polluting products and use environment-friendly products and services.

- To encourage the importance of cleanliness for a healthy life.
- To create awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Workshops, presentations, Tree Plantation Drives, Photography Competitions, Rangoli Competitions, Essay Competitions, Excursions, Study Tours, Guest Lectures, Talks, etc.
- To make students and staff aware about raising voices against the harmful practices destroying Nature and promote environment-friendly practices among society.

Process/ procedure

The Institution is committed to managing its campus in accordance with its Clean and Green Campus Policy by establishing the following infrastructure and carrying out the following activities:

- Ban on use of single use of Plastic:

The college has been dedicated to achieve a plastic-free campus by banning single-use plastics in class room, labs and institute. Institution takes necessary

steps to keep the campus clean. The Eco club is entrusted to promote clean environment. Dustbins and signboards are placed across the campus.

- Landscaping with trees and plants:

Our college strives to become a green institution by planting more plants and trees in and around the campus. Students and staff actively organized and participating in tree-planting campaign on and off campus.

- Energy saving:

Create the habit of switching off lights and fans in classrooms and faculty cabins when not in use. Our college promoted the use of digital initiatives and e-learning and reduces use of hard copies. Also, for conveying notices to teachers and students create WhatsApp groups. Promoted the use of LED light.

Noise pollution:

Certain areas like the library and classroom are declared as Silence zone and noise pollution is kept to a minimum on college campus. Various display boards have been placed in the library and other places for awareness to maintain silence in the college.

- Biodiversity:

The Green Area in the college includes the plants, greenery and sustainability of the campus to ensure that the buildings conform to green standards. Display of environment protection banners, posters like save water, save energy at prominent places, waste disposal bins for wet and dry waste disposal bins for wet and dry waste disposal are some of the initiatives taken. Rain water Harvesting (RWH) is done.

- Use of LED Bulbs/Tubes and Power Efficient Equipment's
- Rainwater Harvesting
- Reduction in usage of paper in office and communication
- Solid Waste Management
- Water Management

- Display Boards to Promote Environmental Sensibility on College Campus
- Installation of Incinerator in the Girls' Common Room
- Observance of Days to protect and Nurture Environment

Outcomes of the Policy

- Awareness is created about the hazards that harm the environment.
- Students and teachers realize their individual responsibilities to save the environment.

Policy Name	POLICY ON RESEARCH		
Drafted by	IQAC	Policy No.	16
Approved by	Principal		

Title: POLICY ON RESEARCH

Introduction:

Sariya College is committed to promote research culture andambience in the college. The institution motivates the staff and students to take-up research activities. The aim is to motivate, guide and coordinate the initiatives of the staff and students towards research projects, research publications in various journals and organizing national and international seminars/ conferences, presentation of research papers.

Sariya College, Suriya ensures significant academic standards of publishing for different forms of research work such as research articles. The college believes in promoting ethics in research culture. The college keeps appropriate check on ethical practices in research and provides guidance appropriately. The college tries to evade fraudulent, malpractice, misconduct, and violation of code or any other dishonest behaviour. The college unfailingly works on ensuring quality research among researchers.

Objectives:

- To create an academic responsiveness amongst the students, researchers and academicians about ethical code of conduct for research publications by developing academic integrity.
- To create academic awareness about responsible conduct of research, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing.
- To establish institutional mechanisms through education and training to facilitate responsible conduct of research for promotion of academic integrity and deterrence from plagiarism.

- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism.
- This research policy undertakes to provide a broad framework to guide scholarly research.

The policy has the following provisions

- Individual research scholars shall be free to select the subject matter of their research.
- Research scholars shall not violate established professional ethics.
- The committee shall create a suitable ambience to research by providing infrastructure- space, library, and laboratory facilities.
- The researcher shall be bound by the undertaking given in the beginning- he shall complete the project, he shall follow the research ethics etc.
- The researcher shall publish research articles in UGC Care list journal and attend at least a few national or international seminar/ conferences and make a presentation of papers.

Ethical practices in Research

- Being an affiliated college of University of VBU, it follows the regulations of the University and UGC regarding plagiarism and malpractice in research.
- All the faculty members pursuing research in the college are expected to maintain high standards of integrity, honesty and professionalism in respect of all the work undertaken by them.
- Whenever a paper is to be published in peer reviewed journals, the journal will normally check by publishing company the originality in the content.

Policy Name	INTERNAL COMPLAINTS COMMITTEE POLICY		
Drafted by	IQAC	Policy No.	17
Approved by	Principal		

The United Nations Committee on the Elimination of Discrimination against Women adopted the following recommendation: Gender based violence is a form of discrimination which seriously inhibits women's ability to enjoy rights and freedom on the basis of equality with men. The National Policy for Empowerment of Women (2001). Government of India, had emphasized the elimination of discrimination and all forms of violence against women in both the public and the private sphere Institutions and mechanisms /schemes for assistance are to be created and strengthened for prevention of such violence including sexual harassment at workplace.

As per the guidelines of UGC and the Supreme Court, the college has established the Internal Complaints Committee for effective enforcement of basic human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

The Objective of the ICC is to develop healthy and safe atmosphere for the faculty and students of the College and to prevent sexual harassment or exploitation of any kind Policy measures and procedures are laid down to combat sexual harassment, if any arises, and the students are made aware of these proactive measures through seminars and outreach programs The College's Internal Complaints Committee addresses the grievances filed in a confidential and sensitive manner.

Responsibilities:

- Promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment and other acts of gender-based violence.
- Organize awareness programs and campaigns for the benefit of all members of the College on sexual harassment and gender-based discrimination:

- Fulfil the directives of and guidelines issued by the Supreme Court to create an academic and work environment that is free of sexual harassment or gender- based discrimination;
- Receive and redress complaints received from any member of the College alleging sexual harassment by other member(s) of the College
- Take so-moto awareness of any act of sexual harassment or gender-based discrimination on the College campus and/or facilities and to take further action in this regard.
- Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance;
- Engage the services of a professional or other expert in the course of performing its functions:
- Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.

Members of the Cell are as follows:

1. Principal

2. ICC Coordinator

3. Faculty Member

4 Student Member

Roles and Responsibilities

If any student approaches a committee member either through the complaint box placed in front of the college office or by telephone, necessary action is taken through counselling and conciliatory methods. If it requires an inquiry, it will be conducted, and the matter will be sorted within one week from the date of complaint The Committee will take the responsibility to ensure that no such incident happens in the campus.

Procedure upon filing of complaint.

   1. Meeting will be held if a complaint received by any member.

2.　The written complaint is taken and the committee propose and same the detailed statements of the incidents within two days.

3.　An enquiry will be held with the mess of Internal Complaints Committee.

4.　The issue will be discussed and filed with seven days.

5.　File the mutes of the inquiry.

Action Plan:

- Counsel the affected students to overcome the trauma.
- Display current laws and affairs about seal harassment and gender discrimination in key places in the campus.
- Conduct awareness programs and campaigns for the benefit of the students and staff community.
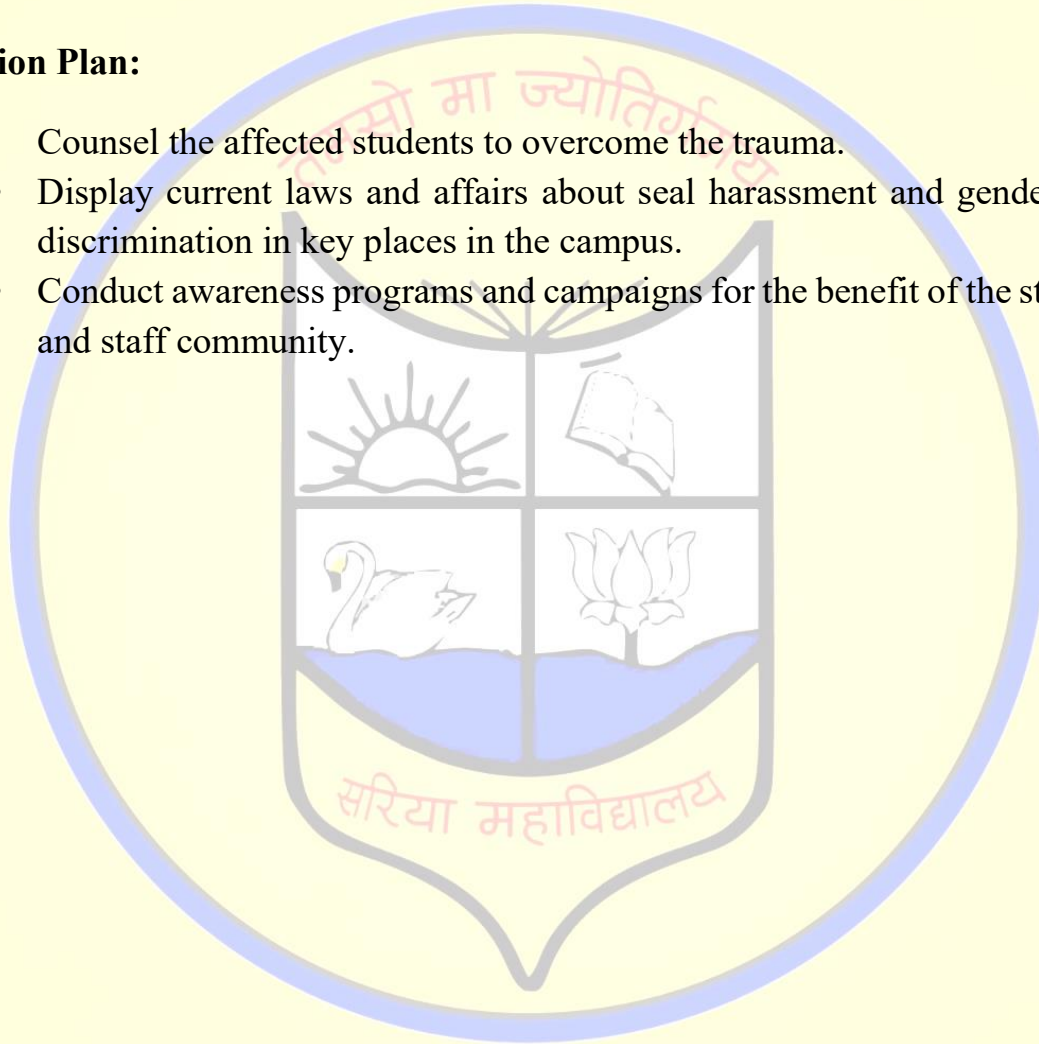
Policy Name	STUDENT COUNCIL POLICY		
Drafted by	Student Council Cell, IQAC	**Policy No.**	18
Approved by	Principal		

TITLE: STUDENT COUNCIL POLICY

Introduction

A Student Council is a team of student representatives for curricular or extracurricular activities for students. The purpose of the Student Council is to serve as a channel through which the student community can put forward their opinions and concerns. The Student Council shall continuously work to identify student-related issues and help resolve them, thus building a healthy environment and all-round development of the students in the institution.

VISION

The Student Council aims to inculcate values of unification and a democratic outlook amongst the students and aims at maintaining a strong communication network between the students, teachers, and the administration and tries to promote a harmonious relationship between all the stakeholders of the college.

MISSION

The Student Council aims at being the communicator between the students and the college and works towards building a healthy relationship by having clear communication channels between them. The Student Council also aims at providing a safe and secure campus where each and every student studying here feels comfortable doing so. It helps to coordinate and supervise the various events being conducted on the college campus throughout the year. The Student Council is active in all forms of student affairs and is one of the most important pillars in maintaining and extending the legacy of SDC, with our penultimate goal being turning this esteemed institution into the best undergraduate college in India.

OBJECTIVES

- To enhance communication between students, management and staff.
- To promote an environment conducive to educational and personal development.
- To promote friendship and respect among pupils.
- To support the management and staff in the development of the college.
- To officially represent all the students in the Institution.
- To identify and help solve problems encountered by students in the Institution.
- To communicate its opinion to the Institution administration on any matter that concerns students and on which the council wishes to be consulted.
- To promote and encourage the involvement of students in organizing Institution activities.
- To maintain good relations, out of mutual respect, with the Institution staff (teaching and non-teaching personnel) and parents.

Organizational Principles:

The Student Council shall:

1. Serve as the main forum of expression of student opinion.

2. Be in continuous touch with the students and administration to act a interpreter.

3. Guide and check the functioning of the various sub-committees under the Student Council. However, it shall not interfere in day-to-day governance of the clubs and committees, in order to ensure that the free functioning of the committees within the general policy framework defined by the Council is not affected.

Policy Name	ENVIRONMENT AND ENERGY USAGE POLICY		
Drafted by	IQAC	Policy No.	19

ENVIRONMENT AND ENERGY USAGE POLICY

Sariya College, Suriya is very proactive about saving theEnvironment and the energy consumed towards maintaining a sustainableenvironment not just for the present generation but for all the future inhabitants and to reduce carbon footprint. This Environment and Energy Usage Policy isbinding to all the Faculty Members, Students and all Stake holders of theInstitution. The institution strives consciously towards not just consumption but also saving the natural energy available.

Following is the Environment and Energy Usage Policy of the Institution:

1. To consciously access and reduce any damage done to the Environment while carrying out our daily activities.

2. Create the habit of switching off lights and fans in classrooms and common rooms when not in use.

3. Our college promoted the use of digital initiatives and e-learning and reduces use of hard copies.

4. Promoted the use of LED light and Solar powered lights instead of fluorescent light. The college purchase some energy star rating instruments which saving energy.

5. To develop a waste management system through effective segregation.

6. To plant more saplings/ trees and plants effectively through the dedicated units of NSS.

7. To provide information about the measures taken to reduce energy consumption and environment protection to all the students, faculty members and stake holders.

8. To offer opportunities to students and the faculty members towards protecting environment and energy saving activities.

Policy Name	STUDENT WELFARE POLICY		
Drafted by	IQAC	Policy No.	20
Approved by	Principal		

STUDENT WELFARE POLICY

INTRODUCTION:

The College is committed to keeping students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support interventions that are recorded and monitored for effectiveness. The College in supporting student welfare promotes high standard of discipline and behaviour of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the college. The policy has its roots in non-discriminatory approach towards the students irrespective of their diverse backgrounds (Gender, Caste, Religion, Language, Colour and Nationality). The policy ensures that the student enjoys a peaceful, harmonious learning environment in the campus.

Students Concession: The College realizes the needs of the socio-economically poor students and provides financial concessions who are far away 20 k.m. from college and in need. The following guidelines are followed in deciding about the financial concessions:

a. **Special fee concession** is allocated to the students who achieved in National-level sports events.

b. Eligible students who are economically poor can submit filled in application forms with proof of parent's income certificate at the time of admission to get the fee concessions.

c. **Support for Differently abled students**: Differently abled is described in terms of lack of normal functioning of physical, mental or psychological

processes. It is also defined as learning difficulties or difficulties in adjusting socially, which interfaces with a person's normal growth and development.

The following supports are provided to the differently abled students:

1. Fee concession: A medical certificate proving differently able status is to be provided at the time of admission to the Management to provide the concession. The approved students will get 50% fee concession.

2. In case of differently able students with disabilities a scribe will be provided during examinations, who will be helping the student under the direct supervision and guidance of the Controller of Examinations to write their examinations. Malpractices during this process will be viewed strictly.

3. The differently abled students are provided with ramp, Wheel chair facilities for mobility inside the campus.

4. Students who comes from far away 20km, and who are not able to pay fees then they get 65% of fee concession.

d. Students Representation: The students can represent through student council. The council gives the freedom to students to represent their concerns, suggestions through a proper and efficient process. This council will help the students to have a quality life within and outside the college. This council will function in coalition with the respective departments/clubs/groups of the respective colleges under faculty guidance and support.

e. Student Career Guidance: The college provides the following student career guidance:

a. Choosing appropriate courses

b. Career opportunities

   c.   Monitoring the students by training and placement cell

g. Sports and Games facilities: Indoor and Outdoor game facilities are available for students. The students are allowed to utilize the sports facilities. Students are

also allowed to participatein various events organized by other colleges.

h. Health Care Services: Following facilities are provided as part of health care services:

a. First Aid Box

b. Ramp & wheel chair

i. Student Security: The college is provided with closed circuit television monitoring and fire management facilities. The security officers, college Attenders and physical education Director constantly patrol the campus and report the student offences to the authorities for proper investigation and action. There is a separate security department functioning throughout the day and night.

j. Opportunities for Students: The college organizes various club activities in the form of competitions, workshops, exhibitions, painting, singing, dancing, art, essay writing, elocutions etc. The college also holds intramural sports competitions in various sports like – cricket, volley ball, foot-ball, kabaddi, chess, carom, badminton, etc.

k. Students Grievance Redressal Committee: The function of the cell is to address the complaints lodged by students and judge its merits. Matters of harassment can also be complained to this cell. Students with complaints can lodge the complaint to their respective mentors in the first step. Unresolved complaints may be escalated to the Head of the Departments.

1. **Internal Complaints Committee (ICC):** The function of the cell is to Prevent, prohibit and redressal of sexual harassment of women students in the institution.Any sexual harassment occurs ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

Policy Name	STAFF WELFARE POLICY		
Drafted by	IQAC	**Policy No.**	21
Approved by	Principal		

STAFF WELFARE POLICY

INTRODUCTION:

This policy is in accordance with the welfare and well-being of all the employees working in our Institution.

The prevailing welfare measures are listed below:

RECRUITMENT:

The Recruitment of the staff happens at the College level. An advertisement, selection committee will be constituted by the G.B., with President as its head. The required number of the staff is usually forwarded to the G.B. by the Principal of the institution. After screening applications received (Casual, Referred, applied in response to advertisements), the Interview dates are intimated. Walk in interviews are also announced well in advance in the well-known newspapers.The principals/subject experts of the various institutions are members of the Selection Committeeand are privileged to express their opinion as well. The recruitment of the staff happens on the basis of the minimum criteria set by the UGC.

SERVICE RULES

The G.B. has enacted a by-law and has circulated to all the selected candidate in the form of a Compendium that defines the service rules.

Welfare measures taken towards the staff reflects on the output and selfless contribution towards tremendous growth of any Institution. In our Institution Staff welfare is given foremost importance.

In connection with this, the management has put in place the following benefits for teaching and non-teaching staff:

- **Casual leave:** For unforeseen circumstances including illness or other exigencies subject to a maximum of 16 days in a year, not exceeding 8

days at a time.

- **Earned leave**: After the confirmation of service, the principal and non-teaching staff members are eligible for 33 days earned leave for the full year service respectively.

- **Maternity leave**: Female employees are eligible for maternity leave.

- Other benefits like ESI and EPF are provided as per the government /Management rules.

- Provision of Special concession, permission to use library resources of the college and help to faculty pursuing Ph.D.

- Full salary was paid for both teaching and non-teaching staff for the entire pandemic period.

- Vacations leave salary for all management permanent teaching faculty.

- Opportunity is given to alumni during the recruitment of teachers or non-teaching staff.

- The achievements of teaching and non-teaching staff will be recognized and honored by our Management.

- All the faculty members who upgrade their research work through quality publications during the academic year are honored by management and institute through research incentive scheme every year

- Food facility has been established which are accessible by staff during the working and extended hours.

- Internet facilities, Free vehicle parking and First Aid facility is also available in campus for staff.

- Faculty development programs (FDP) for faculty members is on regular basis.

- Skill development courses are organized for non-teaching staff to enhance their skills in work environment.

- Uniform pairs distribute to C & D Group Employees

- Women Empowerment Cell is established for creating avenues for women members to flourish and gain momentum. In a nutshell, the

Institution strives hard to keep our staff and students happy and healthy.

- Free refreshment to staff during Examinations and other programs.
- Transport allowances during promotional activities and other collegework.

Various welfare schemes available for staff are:

- Provident Fund for all the employees.

- ESI (for staff drawing less than ₹ 21,000)

- Maternity benefit of for first two babies only.

- Leave Encashment, CL & EL.

- Higher Education Allowance to those who have completed Ph. D.

- In-House first aid facilities and RTPCR test and vaccination during Pandemic period to staff and students.

- House Rent Allowance.

- Borrowing of books for Staff members.

Our institution has its own grievance redressal mechanism which is handled by a separate committee. The suggestion boxes and feedback questionnaire contribute significantly to finding the grievance. Staff grievances are discussed face to face at meetings with the principal. They are sorted out at the institutional level. The only serious grievance is brought to the notice of the Management and is resolved in a cordial manner.