G.I.P.

Late Smt. Hanjabai Gahlot Charitable Trust's

GAHLOT INSTITUTE OF PHARMACY

Plot 59, sector 14, Kopar Khairane, Nvi Mumbai, Maharashtra 400709

INSTITUTE POLICY DOCUMENT

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Vision

To emerge as a premier institute offering quality education in Pharmaceutical Sciences

Mission

To create knowledgeable and ethical professionals capable of fulfilling the needs in health care systems

Programme Educational Objectives

PEO 1

Students will be equipped with sound theoretical knowledge and tools to apply the concepts in health care system.

PEO 2

Pharmacists will be able to communicate effectively and follow the ethics in a wider social framework.

PEO 3

Pharmacists will be exposed to updates in pharmaceutical sciences which will help them to sustain in regulatory bodies, pharmaceutical industries, hospitals, institutes or any other related field.

About the Institute

Late Shrimati Hanjabai Gahlot Charitable Trust was registered on August 21, 1989, as a charitable trust. The corporate office is located at Sanpada. The trust is one of India's leading non-profit educational trusts, active in the field of professional and world-class quality technical education. The Trust has been conceived because of the perceived need to impart the best quality education in the field of pharmacy.

The college was established in the Academic year 2006-2007. This course is approved by the Pharmacy Council of India, New Delhi, recognized by the Government of Maharashtra and Affiliated with the University of Mumbai. The magnificent college building is housed on 1.4 acres of land which is our pride. The college is located in the serene atmosphere of Koper Khairane, Navi Mumbai. It has good connectivity with various suburbs of Mumbai such as Thane, Mulund, and Chembur as well as the entire Navi Mumbai.

Academic Policy

Scope of Academic Policies and Procedure Manual –

This Manual is meant to serve as a reference for all policies and procedures that impact the academic conduct of the institute. It has been framed following the procedures and guidelines of the University of Mumbai (MU), Pharmacy Council of India (PCI) and Maharashtra State Board of Technical Education (MSBTE).
The scope of this document spans but not limited to the following academic activities of the institute -

- ✓ Conduct of Academics
- ✓ Conduct of Examinations
- ✓ Research and Development activities
- ✓ Grievance Redressal Mechanisms

These policies are subject to review and change as per the needs of time and keeping the academic interests and priorities of the institute in mind. Any changes will be notified and enforced without any discrimination.

The institute boasts state-of-the-art infrastructure for its students. All these facilities go a long way in ensuring a perfect ambience for academic pursuits. It has spacious and well-ventilated classrooms and has acoustics with audio-visual facilities that provide excellent academic ambience to the students. Teaching learning process blended with traditional methods and ICT-enabled teaching at the institute improves the understanding, engagement and performance of the students. The diverse backgrounds and immense experience of the faculty members provide valuable insights and facilitate the honing of student's capacities to the optimum level and play an important role in shaping the student's personality, knowledge and career. Effectiveness in teaching the teaching-learning process is achieved by the successful accomplishment of theory and practical along with tutorials and orientation.

I. Institute Level Curriculum Implementation

The Teaching and Learning process in the institute shall be planned and monitored by Academic Committee which consists of Principal, HODs and Class teachers. The committee shall plan and monitor the teaching-learning activity.

Academic Calendar

At the start of the semester/year, the Academic committee of the institute shall prepare an Academic Calendar, in accordance with the MU/MSBTE calendar and management planner. The calendar shall summarize the planning of various teaching/learning, examination co-curricular, extra-curricular and training and skill development activities. The probable dates for all the activities to be conducted in the academic year shall be discussed and displayed in coordination with the respective committee in charges.

Subject Distribution and timetable

At the start of the semester/ year, the workload distribution and the subject allocation to the faculty shall be done. Accordingly, timetables shall be prepared and displayed by the institute for the students and circulated amongst the staff.

Academic Monitoring System

- Principal and class in-charge shall monitor academic practices for:
- Conduct of prescribed theory and practical by the subject teacher
- Course content and its effective delivery
- Usage of different pedagogical teaching methods
- Syllabus completion
- Student Attendance

II. Academic Delivery:

- ✓ The number of theory and practical hours for each subject and the number of working days for the semester/ year shall be completed as prescribed by regulatory guidelines.
- ✓ The concern faculty shall prepare the course outcome. Based on the proposed number of teaching days, subject teacher should plan course content delivery.
- ✓ The record of the conducted theory, tutorial and practical shall be maintained by the subject teacher which shall be verified periodically by class in-charge and Principal.
- ✓ The syllabus completion report shall be submitted to the academic section after completion of the semester.

Conduct of theory / practical classes

- Day should be started with the National Anthem and Maharashtra Rajya geet.
- Prepare lecture-wise lesson plan / practical plan and follow it strictly.
- Prepare course content considering the diversity of students such as slow learners and advanced learners

- Share course materials with students through various digital mediums.
- Promote higher cognitive learning modules in the class including experiential learning, participative learning and problem-based learning.

Conduct of Tutorial Classes -

Subject teachers should conduct tutorial classes for students and also should identify slow and advanced learners based on performance in class and during practicals and based on marks scored in continuous assessments and periodic exams.

Subject Teachers Should -

- Take revision in form of discussion, MCQs and assignments.
- Discuss university question papers and guide students for model answers.
- Special attention towards slow learners to cope with the difficult concepts.
- Submit the records of tutorials at the end of the semester.

Expert should orient students about -

- The subject university question paper and writing pattern.
- The importance of the subject for higher classes/studies.
- Time management and scoring in the subject.

Remedial classes -

- Cover the topics from the syllabus and those where students are finding difficulty.
- Discuss university question papers and guide students for model answers.
- Take revision in the form of MCQs, assignments, etc.
- Submit the records of remedial at the end of the semester.

III. Induction programme

- First year class in charge shall conduct an induction programme for Fresher students (First year students of all courses) to acquaint them with the institute and the course.
- Interactive sessions shall be conducted by the Class in charge to brief about various activities conducted at the institute.

IV. Co-curricular and Extra-curricular activities

Various co-curricular and extra-curricular activities shall be conducted by the respective committees.

Code of conduct for students:

Every student must follow all the rules and guidelines and it's important to maintain the professionalism and dignity of our institute.

1. **Identity cards are mandatory** for all the students of the college during working hours; otherwise, their attendance won't be marked.
2. Students who are found to be using abusive language or any misbehavior in the corridor during any free lecture will be punished.
3. Girls are not allowed in the boys' common room (BCR) and boys are not allowed in the girls' common room (GCR).
4. Unnecessary use of **mobile** and other electronic gadget in the corridor is strictly prohibited.
5. Games like cards (any card game) are strictly prohibited on college premises.
6. Any complaint of misbehavior by students should be addressed to the discipline committee through the class in charge.
7. The use of lift is strictly prohibited for students (except those who are physically handicapped).
8. Wearing proper **formals** (plain shirts and formal pants) is mandatory for all students on every **Wednesday** (the whole day).
9. Maintaining discipline & silence in the library & corridor outside the library is required, also sitting on the staircase is not allowed; otherwise, actions will be taken accordingly.
10. Students shall not engage themselves in actions that are offensive to good and are a disservice to the succeeding generation of students at the college.
11. Students must observe strict discipline on campus and behave with dignity and courtesy toward the principal, faculty members, administrative staff, visitors, and fellow students.
12. Political activities and the functioning of student organizations are strictly banned on campus. Unofficial meetings, strikes, demonstrations, agitations, and fund collection are strictly prohibited.
13. No student shall bring to the college campus any banner, flag, board, notice, pamphlet, or other such materials for the purpose of any political activity of student organizations or other organizations.

14. No meeting or entertainment shall be organized or any funds collected in the college without the permission of the principal.
15. Staff members and the discipline committee shall have the power to deny admission to students to classes, offices, labs, libraries, meetings, cultural programs, and other programs in the event of a violation of the college's dress code.
16. No student shall use or keep in possession alcoholic drinks or drugs, etc. Using or keeping these items will lead to the immediate expulsion of the student from the college.
17. In case of any violation of the dress code or disturbance in the class, the ID card will be confiscated from the student, which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
18. During lecture and practical hours, students must be seated in the classroom or laboratories only.
19. All the students should attend classes without bunking; otherwise, they will be punished and a notice will be sent to their parents.
20. Please note that no student can leave the college early without prior permission from the concerned authorities.
21. In case of any misbehavior or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members until the inquiry is over.
22. If a student is found playing loud music on a cell phone, it will be taken away and handed over to the principal.
23. Wearing an apron and cap before entering the lab and covering your hair is necessary.
24. Whenever we use or take chemicals, we must keep chemical bottles in their original place.
25. Before leaving the lab, you must clean your desk and have to inform the lab assistant and get permission from the teachers.
26. As per the university guidelines, a student has to maintain a minimum attendance of 75% for every individual theory and practical.
27. Students from the defaulter's list should consult their respective faculties regarding their attendance.

28. Students should reach college 10 minutes before starting the theory / practical classes.
29. Before entering the library, your mobile must be on silent mode.
30. Students are not allowed to sit on tables in the library and before leaving the library, students must arrange chairs properly.
31. You have to note your entry and exit in the register while entering and leaving the library.
32. Students must return books on time, otherwise, students will be penalized.
33. You have to submit your proper blue card for issuing or a pink card for reference to the librarian.
34. You have to take a proper receipt for your fine for late submission or for issuing a new Library Card.
35. For any kind of payment done in the college, students must possess a copy of the receipt, as the original is kept in the college.
36. In the case of online mode of payment, students have to submit a screenshot to the college's official E-Mail accpharma.gip@gmail.com with their Name and purpose of payment.
37. Maintaining cleanliness in the Institute is our responsibility. Use dustbins, which are placed in your classroom and on the campus.
38. After celebrating any kind of small birthday or cake cutting, students should clean those tables by themselves.
39. While using the computer lab students should handle the computers with care, inappropriate and illegal websites, games and links are not supposed to be opened or downloaded, and computers should be used with the permission of the lab in charge.
40. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other students or a fresher will not be tolerated.

Examination Policy

Aims and Objectives

- To plan and conduct internal and end semester examinations in accordance with the rules, regulations and planning of University of Mumbai, with timely completion of examination related work.
- To follow the university rules and regulations from time to time, coordinate with students, teachers to assure smooth functioning of examination along with the maintenance of confidentiality and transparency wherever necessary.
- To maintain all the record, data, documents, registers, certificates related to the examination so that it can be made available to the stakeholders.

Guidelines for faculty for periodic/sessional and Semester examination

Exam Supervision-

Supervisor meaning Jr. Supervisor, terms Exam hall and Block Number are used interchangeably.

1. Supervisor should collect sealed envelope of periodic/sessional examination question paper from exam section and that of semester examination from chief conductor of examination, 15 minutes before examination.

2. Supervisor makes sure that the assistant appointed for exam hall has collected required number of answer paper (must not be less than total number of student allotted in block and having unique number embossed on it along with clear institute seal), correct attendance paper, supervisor report, copies of log table if required, thread etc.

3. Supervisor should instruct all students allotted in respective block number to enter in examination hall at least 10 minutes before examination with all requirement like Hall Ticket and/or Identity card etc. (refer-Instruction to Candidates for Examination)

4. Supervisor before opening the question paper sealed envelope should take the signature of two students mentioning their examination seat number in space provided for the same.

5. Supervisor should instruct all students about how to fill in details on the answer paper. (Refer-Instruction to Candidates for Examination)

6. Supervisor should distribute question papers as bell rings. Reading the question paper thoroughly for typographic and other mistakes, if found, can convey the message to the exam section. Also make sure that the question

paper should not go outside the examination hall under any circumstances before the end of examination.

7. Supervisor should not permit any student to enter the examination hall after 30 minutes from the start of examination.

8. Students are not allowed to leave the examination hall before the end of examination time. May be considered in case of medical emergency or similar condition.

9. Supervisor should personally check the details of every student written on the answer paper and ask them to add, correct it and if not possible can change the answer paper.

10. Supervisor should take signatures of all present students on attendance paper and fill the supervisor report. Supervisor should provide supplements to students at their place as per their requirement in periodic/sessional examination (not in semester examination unless given instruction to do so) and maintain detailed reports of the same.

11. Supervisor should have to observe all students ensuring compliance with guidelines of examination, if found any student discussing, exchanging things, misbehaving, doing malpractice report to examination section for further action.

12. Supervisor should collect all the answer papers in sequence, confirm the number of answer papers by recounting at the end before leaving the examination hall.

(Ask students to not leave the examination hall before confirmation of the total number of answer papers collected). Submit the same to the examination section and confirm it for all details.

13. Supervisor should fill the details of periodic/sessional/semester supervision in a register available at the exam section with name "Supervision Duty Register."

Promotion and award of grades

A student shall be declared **PASS** and eligible for getting grade in a course of B. Pharm. programme if he/she secures at least **50%** marks in that particular course including internal assessment.

Carry forward of marks

In case a student fails to secure the minimum **50%** in any Theory or Practical course, then he/she shall reappear for the end semester examination of that

course. However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the Sessional exam component of the internal assessment. The re-conduct of the Sessional exam shall be completed before the commencement of next end semester theory examinations.

Instructions to candidates for examination

1. The candidates are allowed to enter the examination hall 10 minutes prior to the commencement of examinations.
2. The candidates shall carry their Identity card and/or admission card (Hall Ticket) in the examination hall without fail.
3. Candidates should occupy the correct seats and write correct seat numbers and other details in the space provided for the purpose on the answer-books.
4. Candidates, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination. The Senior Supervisor may, at his/her discretion, admit those, who give him/her a satisfactory answer.
5. Each answer-book contains forty pages. Check whether the pages are properly numbered.
6. Candidates should write their answers in handwriting legibly. They are warned that zero marks may be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting.
7. Write on both sides of a page. Rough work, where necessary, should be done on the last page in the space provided.
8. No page should be left blank, any such act shall be treated as unfair means. Do not write anything in the Examiner & Moderator sheet (Part-B) & Re-Evaluator Sheet except Candidate details
9. Do not damage or make any stray marks on the barcodes.
10. Candidates will not be permitted to leave the examination hall until half an hour after the question papers are distributed.
11. All answer-books supplied shall be returned whether written or blank. Nothing shall be written on the question paper.
12. No sheet shall be tom from the answer-books provided nor shall additional papers attached to them.

13. Even if it is mentioned in the question paper to write each section in a separate answer book, if any paper subject has multiple sections, the candidate has to write all sections in one and the same answer book.
14. A warning bell will be given ten minutes before the close of the examination. Candidates will not be allowed to leave the examination hall during the last ten minutes.
15. At the final bell, they must stop writing and be ready to hand over their answer books to the Junior Supervisor. They should not leave their seats until answer- books from all candidates are collected by the Junior Supervisor.
16. Scientific calculators are not allowed in the examination hall.

Unfair means in the examinations

17. Candidates shall write the answers with BLUE/BLACK Ink Ball pen only. Use of any other Pen like Gel Ink or Fountain ink or any other colour ink, will be treated as unfair means in terms of revealing of identity. Candidates are forbidden to bring any book, notes, scribbling papers, Pages, Mobile phones/smart watches or any other similar devices. Speak or communicate in any manner to any other candidate, while the examination is in progress, and not allowed to take with them any answer-book written or blank while leaving the examination hall. The supervisors/authorized persons are authorized to check the students.
18. A candidate who disobeys any instructions issued by the Senior Junior Supervisor or who is guilty or rude or disobedient behaviour is liable for disciplinary action to be taken against him /her by the Mumbai University as per O.5050.
19. Do not fold the answer book anywhere because it will be treated as unfair means in terms of revealing of identity.
20. Candidates suspected to be guilty of any of the aforesaid acts will be allowed to write their paper only after giving an undertaking in writing that the decision of the university in respect of the reported act of unfair means is binding on them/Exchange of writing materials, stencils, mathematical instruments, etc. Is strictly prohibited. If candidates want anything, they should approach the Junior Supervisor without disturbing other candidates. However, they should not leave their seats on any account.

21. Any method to bribe the examiners by attaching currency notes or letters is strictly prohibited and will result in serious action being taken by the University. Seat numbers should be written only in the space provided for the same. Candidates should not write their names in any part of the answer-books. Writing Name, Seat No., Phone/Cell No., putting signature, use of religious Invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempts to reveal identity.
22. Underlining of answers for focusing attention is permitted. However, use of varied inks, except for illustrations and figures, must be avoided. DO NOT use symbols like encircling the question or using colour arrows for P.T.O. These will all be considered as attempts to readily identify the specific answer-books & will be treated as unfair means.
23. Candidates are requested to go through the provisions of O-5050 provided for preventing malpractices at Mumbai University.

Research Policy

Aim and objective

- To provide guidance and assistance to facilitate research projects of student and faculty members
- To review research activities of the Institute and develop broad objectives for research including research proposals to various funding bodies as well as should evaluate the extent to which the research program has met its objectives.
- To assist with the development of faculty research programs within the departments and between faculty from our college and other colleges and units of the university, government, and industry.
- To conduct policy-oriented research to support short- and institutional planning and decision making.
- To Design, develop and conduct institutional research activities and undertake a coordinating role in amongst the researcher.
- To provide strategic guidance on ever-increasing new requirements demands from the industry perspective.
- To motivate and assist faculty to become skilled in preparation of successful research proposals.

Research Advisory Committee Policy

1. The faculty and students should actively involve in research activities to improve knowledge technical and practical skills and knowledge.

2. The faculty mentors students to carry out research projects in college and in collaboration with industry.

3. The faculty should utilize their proficiency in consultancy activities.

4. Faculty members should find appropriate industries to engage and present their customized research plans with the appropriate NDA.

5. The faculty should build a network with organizations and businesses to find possible collaborators for joint research projects.

6. When doing collaborative work, the organization should sign the Memorandum of Understanding (MOU) or agreement that lays out the specific terms and conditions for completing the work.

7. The faculty should effectively utilize the available research facilities for quality research work.

8. To upgrade the research skills of students and faculty RAC committee should arrange workshops, seminars and training programs.

9. The Research Advisory Committee should also engage in arranging State/National/International level seminars.

10. Research Advisory Committee should arrange a seminar on entrepreneurship and IPR to foster an environment where students can cultivate the skills, mindset and resources needed to succeed as entrepreneurs.

11. Faculty should be encouraged to function as guides for graduate and undergraduate students' research projects.

12. Research Advisory Committee assist/guide faculty to write a proposal to obtain research grants from various funding bodies.

13. Guide of M. Pharm students guide their students to publish at least one research paper in a reputed journal.

14. Faculty and students are encouraged to participate in the presentation of their research at National/International conference/workshop.

15. The Research Advisory Committee should motivate faculty to file patents.

16. Research Advisory Committee should provide a uniform project completion report format to undergraduate students.

Mentoring Policy

1. The institute has adopted the mentoring system with the following objectives:

- To provide guidance and support to the students.
- To improve student-teacher relationship.
- To improve the overall performance of the students.
- To help students in discovering various options for their career and future.

2. Each mentor faculty is assigned as a guardian for around 20 mentees/ students.

3. The mentors are instructed to meet monthly with the mentees to continuously assess, monitor, counsel and give possible guidance to the mentees.

4. Mentors shall counsel the students on the following points:

- Academic performance
- Extra and co-curricular performance.
- Career development.
- Personal development including communication and soft skills.
- Social responsibilities.

5. During counselling sessions, mentors are expected to be cooperative and kind towards the students to gain their full confidence.

6. Mentors are instructed to record the details of each student in the provided format.

7. Mentors shall maintain confidentiality about the personal information shared by the students.

8. Mentors should recommend students for co-curricular and extracurricular activities as and when required to the respective head.

9. Mentor will be solely responsible and answerable for the group of students (mentee).

Grievance Redressal Mechanism

1. STUDENT

a. **Offline mode**: The student must submit the grievance in writing to the class teacher. The class teacher will try to resolve the issue at his/her level within three working days. In case the teacher is not able to resolve the matter, he/she notifies the Head of the institution.
b. **Online mode**: The student must submit the grievance through the link provided in the institute web portal (www.gip.edu.in). The Committee Secretary reviews the grievance and forwards it to the Head of the institution.
c. The Head of the institution redirects the complaint to the relevant committee (Anti-ragging Committee/Internal Complaint Committee/Grievance Committee).
d. The Secretary of the Committee will call for a meeting and place the matter before the Committee.
e. The Committee will investigate the matter and reach a decision based on the opinions of all the members.
f. The Committee will intimate the decision to the Head of the institution who will act on it.
g. **Offline mode:** The Head of the institution conveys the decision/action taken to the student through the class teacher within seven working days.
   Online mode: The Head of the institution conveys the decision/action taken to the student through the Committee Secretary within seven working days.

2. STAFF

a. The staff must submit the grievance in writing to the Head of the Institution.
b. The Head of the Institution will direct the grievance to the appropriate Committee (Anti-ragging Committee/ Internal Complaint Committee/ Grievance Committee).
c. The Secretary of the Committee will call for a meeting and place the matter before the Committee.
d. The Committee will investigate the matter and reach a decision based on the opinions of all the members.
e. The Committee will intimate the decision to the Head of the institution who will act on it.

f. The Head of the institution conveys the decision/action taken to the staff within seven working days.

Anti-Ragging Policy

Gahlot Institute of Pharmacy has '**ZERO TOLERANCE**' towards any form of ragging. Ragging is strictly banned in the college premises and anyone indulging in the same will be strictly punished as per the directives of UGC and other regulatory bodies.

Gahlot Institute of Pharmacy shall adhere to the latest Ragging Related Circulars available on the UGC website for "Curbing the menace of ragging in Higher Educational Institutions" and the institutional Anti-ragging Committee shall strive for preserving a culture of ragging free environment in the college campus. Any case of ragging observed or brought to the notice of the anti-ragging committee shall be dealt with in accordance with the guidelines laid down by UGC.

Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these

Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

What is ragging?

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Measures to prevent ragging

1. The institute brochure clearly mentions
   "RAGGING IS A PUNISHABLE OFFENCE. ANY SUCH ACT WILL BE TREATED AS BREACH OF DISCIPLINE & THE STUDENT WILL BE EXPELLED FROM THE COLLEGE"
2. Details of the anti-ragging committee and the anti-ragging squad are mentioned in the brochure
3. Upon admission to the institute, the student as well as parent has to complete all the formalities related to anti-ragging affidavit
4. The institute creates awareness amongst the students and parents through displaying anti-ragging notices in the campus.
5. One student member from each year of the course is inducted into the anti-ragging committee
6. The anti-ragging committee meets as and when necessary to ensure prompt action.
7. Every year, during the induction program, the fresher's are made aware of the anti-ragging policies of the institute.

Maintenance Policy

Aim:

To ensure all the facilities, equipments and installation are available for use as when required.

Objectives:

- To take measures to keep all facilities, equipments and installations in working conditions.
- To manage the maintenance of facilities, equipments and installations in the college.
- To monitor the inclusion of budgetary provisions towards maintenance in the annual budget.
- To maintain a green and eco-friendly campus.
- To manage documents related to maintenance activities.

Key functions:

- To discuss matters related to maintenance and repair of the college building.
- Receives the maintenance requests and decides the actions needed.
- Review the condition of equipments and their upkeep.
- Ensure the general upkeep and cleanliness of the campus.
- Maintenance of energy and lighting equipments like inverters, generators, Air-conditioners, fans and LED lights.
- This committee keeps record of each and every issue related to the maintenance.

Maintenance work specific to the college involves the upkeep and repair of various facilities, including plumbing and piping systems, electrical connections, elevators/lifts, structural maintenance, and building painting. Additionally, it encompasses maintaining pavements, walls, fencing, and other macro-

infrastructure on the college premises. All maintenance tasks related to facilities provided within the college, such as laboratories, classrooms, libraries, toilet blocks, computer labs, equipment, furniture, plumbing, RO-water facilities, water tanks, etc., are carried out on a daily basis. Urgent maintenance requests are promptly addressed through the Maintenance Committee.

When it comes to maintaining existing equipment, the following steps are followed:

1. Identifying the need for maintenance and repair.

2. Compiling specifications for the items requiring repair.

3. Creating a comparative statement that includes price, scope of repair, and technical specifications.

4. Estimating the approximate cost of the required maintenance, seeking financial approval from the management.

5. Upon management approval, engaging in price negotiations with suppliers before making the purchase and involving the technical committee.

6. Once the service order's terms and conditions are established, the supplier is responsible for supplying, installing, or showcasing the necessary system/equipment/item.

7. Supervising the work performed by the supplier to ensure it meets our requirements.

8. After the work is satisfactorily completed, recording the equipment details in the maintenance register.

9. Following the completion of the maintenance work, making necessary entries and submitting it for payment.

Green Campus and Environment Policy

Scope

This is a strategy of the institution in terms of its conduct relating to the terrain's commitment to sustainability. Our fidelity lies in creating a positive influence on the terrain. We strive to negotiate this by establishing and executing effective eco-friendly styles and protocols as the norm, not the anomaly.

Our resoluteness is unwavering in pursuing the posterior way to realize our environmentally conscious objectives

• Dwindling waste generation and icing the responsible operation of produced waste.

• Increase our green knowledge.

We'll ensure that this policy and all procedures relating to it are understood, enforced and maintained by all institute workers and students.

Objectives of the Policy Document

- To sensitise the students, faculty and staff about green environment and sustainable development
- To educate the students, faculty and staff about green environment and sustainable development measures
- To adopt, enhance and promote green initiatives to minimize environmental pollution.

Guidelines

- **Restricted Vehicle Entry:**
  - Vehicle access is controlled within the campus premises.
  - Moreover, all college staff, faculty, and students are urged to regularly obtain emission certifications (PUC) for their vehicles.

- **Promotion of Sustainable Transportation:**
  - Staff and students are encouraged to opt for eco-friendly commuting methods such as public transport and carpooling to minimize emissions.
  - Additionally, the usage of bicycles and battery-powered vehicles is actively promoted.

- **Plastic Usage Prohibition:**
  - The college remains steadfast in its commitment to creating a plastic-free campus.

- A comprehensive prohibition on single-use plastics is enforced throughout the institution's premises.

❖ **Green Landscaping:**

- The augmentation of tree and plant populations within and beyond the campus perimeter is undertaken to enhance air quality and maintain a verdant environment.

❖ **Energy Conservation Measures:**

- Everyone is responsible for the optimal use of lights, fans, and electronic devices, switching them off when not in use.
- Activation of power-saving modes on electronic devices like computers and laptops is recommended during periods of non-use.
- Adoption of LED or compact fluorescent bulbs is encouraged whenever feasible.
- Procurement decisions for equipment prioritize energy-efficient options, and the promotion of alternative energy sources is endorsed.

❖ **Digital Learning Initiatives:**

- The promotion of e-resources such as e-books/e-journals and online journals is endorsed over conventional hard copies.
- Official communications are encouraged through email and messaging services to reduce paper usage.
- Utilization of learning management systems and online platforms is actively supported.

❖ **E-Governance Implementation:**

- Steps should be taken to foster the implementation of e-governance practices.
- Duplex printing should be embraced wherever possible to reduce paper consumption.

❖ **Efficient Waste Management:**

- Utilization of designated waste disposal bins positioned across the premises is expected from all members.
- Adherence to separate disposal methods for dry, wet, electronic, and biomedical waste is mandatory.

- Chemical and laboratory waste should be appropriately managed through dilution or chemical treatment.

❖ **Responsible Water Usage:**

- A mindful approach to water consumption is required from all individuals.
- Measures must be implemented to prevent water wastage during experiments and daily activities.
- During the planning of new infrastructure, careful consideration should be given to align with green and environmental policies.
- Strict compliance with the outlined rules and regulations is obligatory for everyone.

Policy for Physically Disabled

Scope

This policy outlines the organization's approach to addressing the needs of individuals who have physical disabilities. We are dedicated to fostering an inclusive environment that positively enhances the lives of these individuals.

Objectives

- Establishing essential infrastructure to accommodate individuals with physical disabilities.
- Ensuring equitable access to higher education within the institution for students with physical disabilities.
- Creating a barrier-free environment that enables unhindered participation in various activities.

Academic Support

- Creating an optimal learning environment that includes comfortable seating in both classrooms and laboratories.
- Implementing accessible resources such as e-books, high-resolution study materials, and adaptable e-content.
- Offering a book bank facility based on individual requirements.

Examination Accommodations

- Providing necessary assistance to students during examinations as directed by relevant authorities.
- Granting additional time in line with regulatory guidelines.
- Arranging for scribe assistance on a case-by-case basis.
- Offering distinct evaluation methods and tailored provisions as needed.

Additional Regulations

- Offering human assistance for day-to-day activities as necessary.
- Ensuring facilities like barrier-free washrooms, ramps, and lifts are readily available.
- Implementing screen reader software on the website and other resources to enhance accessibility.

Late Smt. Hanjabai Gahlot Charitable Trust's

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