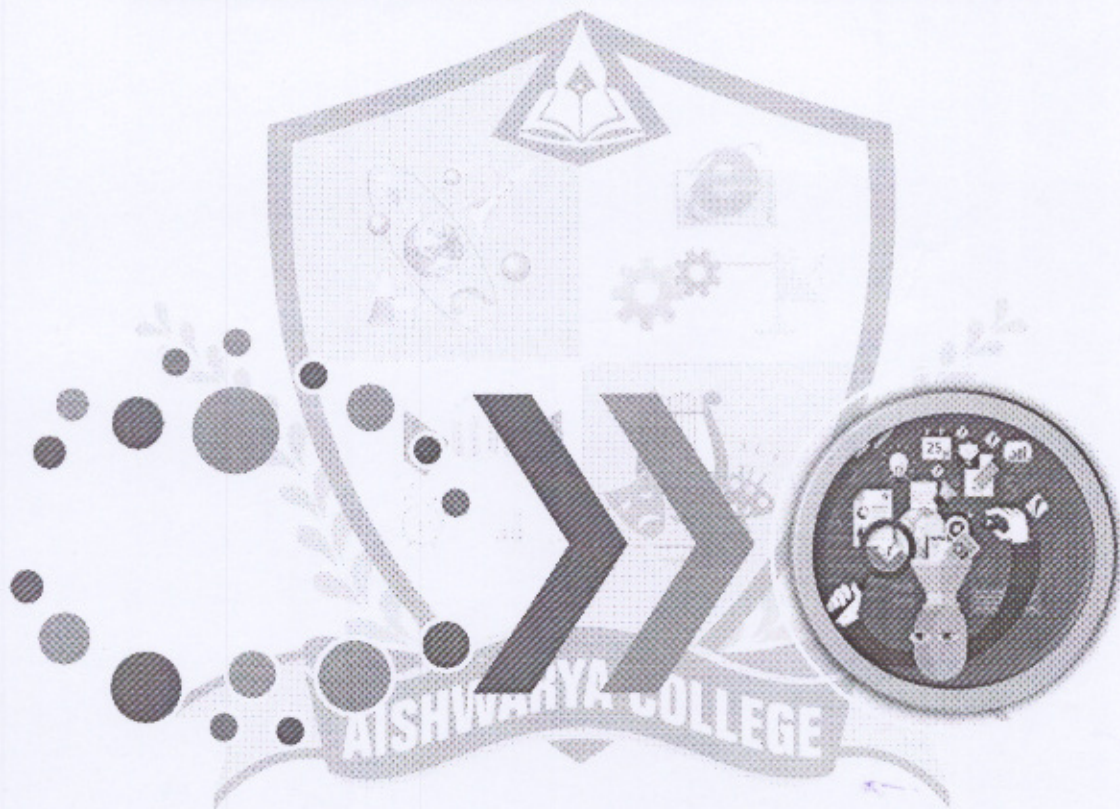


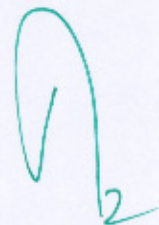


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HR POLICY MANUAL




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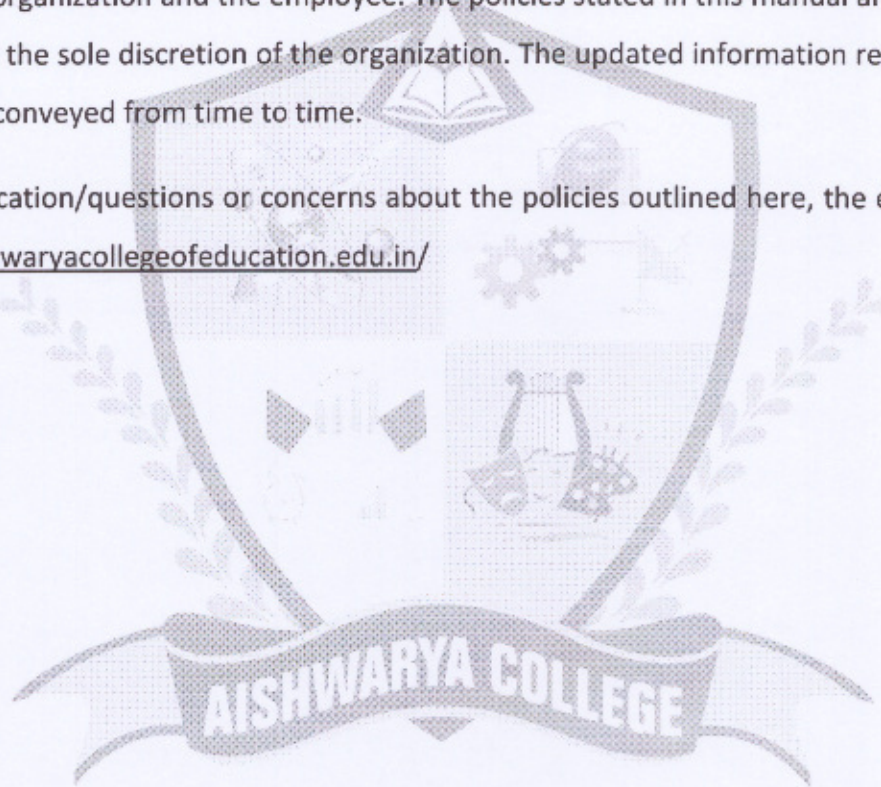
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HR Policy Manual has been developed to provide you with basic information and resolve your common questions and concerns. This manual is published and maintained as a guide for the employees so that human resources matter can be handled more consistently and equitably throughout the campuses.

However, the contents of this handbook are not intended to create a contract or agreement between the organization and the employee. The policies stated in this manual are subject to change at any time at the sole discretion of the organization. The updated information regarding any change policy will be conveyed from time to time.

For any clarification/questions or concerns about the policies outlined here, the employee can write to: <http://aishwaryacollegeofeducation.edu.in/>




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OUR VISION

WE WANT THAT EDUCATION BY WHICH THE CHARACTER IS FORMED, STRENGTH OF MIND IS INCREASED, THE INTELLECT IS EXPANDED AND BY WHICH ONE CAN STAND ON ONE'S OWN FEET. WE ARE COMMITTED TO THE CREATION OF A BETTER TOMORROW, BUILT BY YOUNG AND ENTHUSIASTIC MEN AND WOMEN WITH A SHARED VISION. OUR VISION IN BRIEF CAN BE STATED AS:
"THINK GLOBALLY AND ACT LOCALLY"

OUR MISSION

TO PRODUCE TECHNICAL AND MANAGERIAL MANPOWER TO ACCOMMODATE THE CURRENT AND FUTURE DEMANDS OF INDUSTRY. TO PROMOTE INTERACTIVE LEARNING AND CREATIVITY IN SCIENCE AND TECHNOLOGY THROUGH IMAGINATIVE AND ENJOYABLE EXPERIENCE AND CONTRIBUTE TO THE NATION'S DEVELOPMENT OF ITS HUMAN RESOURCE.




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AISHWARYA COLLEGE OF EDUCATION

JODHPUR-342008

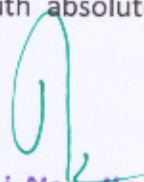
I. INTRODUCTION

Aishwarya College of Education (ACE), being one of the institutions under Gayatri Technical Education Trust follows the HR policy formulated by the Trust. The Aishwarya College of Education wishes to maintain a work environment that fosters personal and professional growth for all employees. All employees, irrespective of their profile, designation and work approach have the additional responsibility of fostering a cohesive environment and henceforth creating respect for each person.

It is the responsibility of all employees to:

- Foster and maintain cohesion, cooperation, fairness and transparent communication among each other.
- Treat each other in a fair manner, with dignity and respect.
- Promote peace, harmony and teamwork in all relationships.
- Strive for mutual and effective understanding of standards for performance expectations and communicate transparently and routinely to reinforce effective cohesion.
- Develop the quotients of emotional bonding and intellectual capacity in each employee by making "participation of each" as the backup.
- Help in achieving the insightful requirement of growth and development in employees by helping them to achieve their personal goals in the respective institutes under Gayatri Technical Education Trust's'
- Administer all policies equitably and fairly, organizing all operational aspects with absolute formal transparency, recognizing each as very important.
- Individual performance should be recognized, appreciated and measured against predetermined standards set; and that each employee has the right for fair treatment.




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II. ABOUT THE TRUST

Gayatri Technical Education Trust's (GTET) was registered under the "DEVASTHAN VIBHAG" in 2008 to the needs of the youth of Rajasthan. It aims to provide a quality Education for the betterment & prosperity of the students. It is located in Kamla Nehru Nagar, Jodhpur in a claim and beautiful location which is suitable for quality education.

VISION:

WE WANT THAT EDUCATION BY WHICH THE CHARACTER IS FORMED, STRENGTH OF MIND IS INCREASED, THE INTELLECT IS EXPANDED AND BY WHICH ONE CAN STAND ON ONE'S OWN FEET. WE ARE COMMITTED TO THE CREATION OF A BETTER TOMORROW, BUILT BY YOUNG AND ENTHUSIASTIC MEN AND WOMEN WITH A SHARED VISION. OUR VISION IN BRIEF CAN BE STATED AS:


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- High academic standards with encouragement of all-round excellence
- Equality of respect for women and men of all backgrounds
- Critical and creative thinking
- Leadership
- Spiritual reflection




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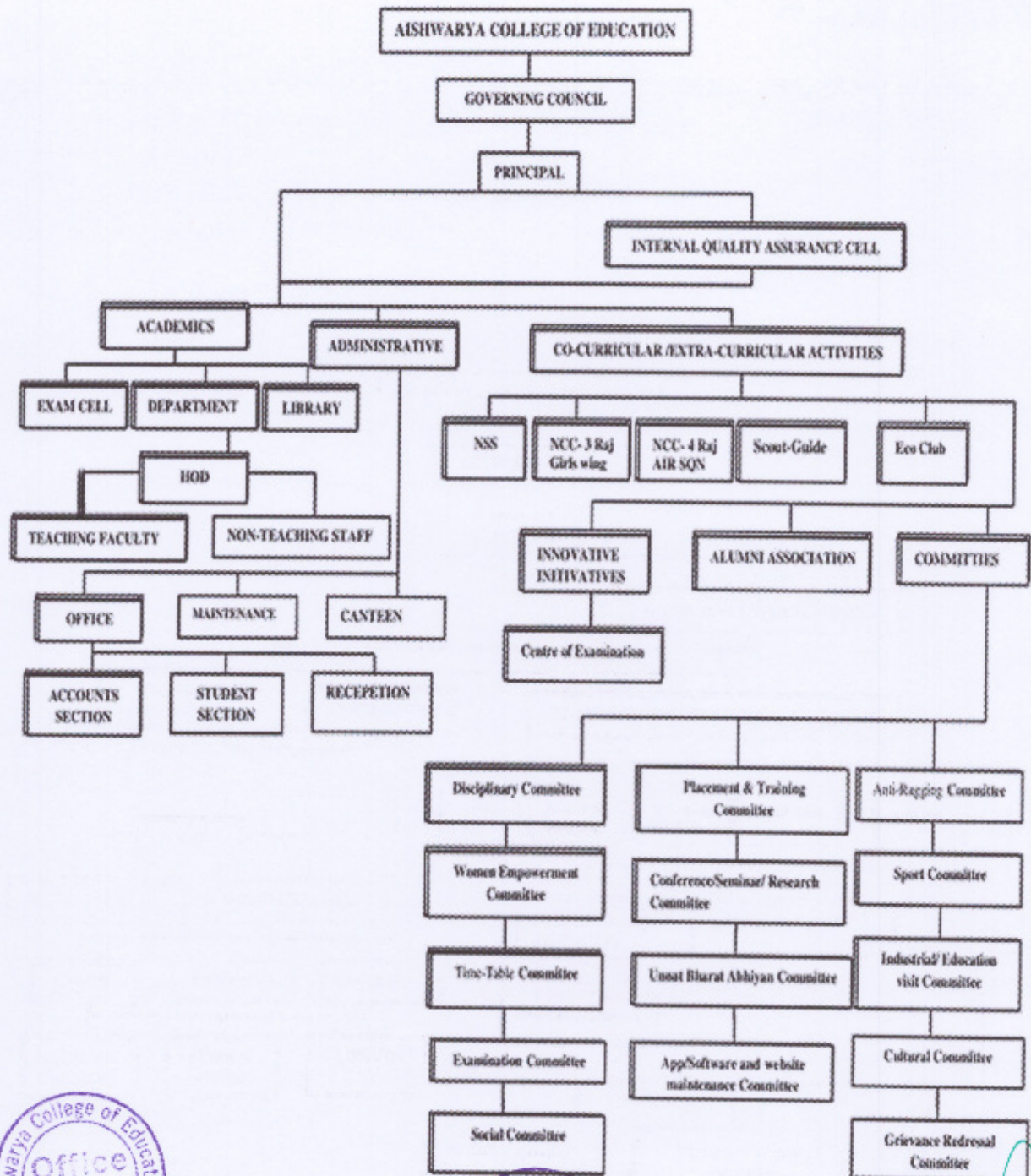
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III. ORGANOGRAM / ORGANIZATIONAL STRUCTURE



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IV. GENERAL SERVICE RULES

RECRUITMENT OF FACULTY:

The appointments for all cadres are done by direct recruitment based on merit, through selection by duly constituted committees through open advertisement at national level.. However, temporary vacancies at the level of Assistant Professor are filled based on campus selection/ Walk-in-Interviews, and advertisement in local dailies by constituting a selection committee with the Principal, the Head of the Department concerned, and one or two external experts in the field of specialization concerned as members.

EXTENSION OF TEMPORARY SERVICE:

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfied, that the notes/memos of warning issued to them had no avail, and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the of temporary service.

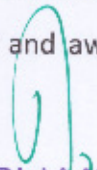
PROMOTION POLICY:

Promotion of regular teaching staff, personal to them, is only through the Career Advancement Scheme as per the UGC Regulations as amended from time to time and as adopted by the management depending on the availability of funds.

ANNUAL PERFORMANCE APPRAISAL REPORT:

The faculty member shall submit an open and transparent performance report every year, containing the teacher's academic, research, and administrative activities and achievements. The HOD shall offer his remarks and observation on the report. The performance Assessment committee headed by the Secretary and principal shall review the reports and finalize them. The assessment shall be used for the following purposes. Award of annual increments, award of special increments and awards for superior performance.




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The resignation shall come into force from the date on which the appointing authority accepts it and the employee is relieved. However, the appointing authority may reserve the right to waive the notice period or compensation thereof. Generally, the resignation will not be considered in the middle of the Course/Semester/Academic Year.

RETRENCHMENT

Where retrenchment of any employee is rendered necessary by the management consequent on any change relating to a course of instruction or any other matter, surplus staff if any, both teaching or non-teaching, can be retrenched with notice of three months or three months' salary in lieu thereof. However, they can be considered preferentially for an appointment at any later stage, if there is a need. Staff structure shall be generally on the norms of the AICTE, the University and approved by the Governing Body, subject to the availability of funds.

TERMINATION OF SERVICES

The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever. The management reserves the right to terminate the service of an employee whether probationer or regular on giving three months' notice or three months' Salary in lieu thereof. The Governing Body may terminate an employee whether temporary, probationer, or permanent if he/she is involved in political activity, or in a criminal case or in the event it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duties.

RETIREMENT

The age of superannuation for teaching staff will be 60 years, for Class-IV staff 60 years, and for all other categories of staff 58 years. Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE.



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The teachers completing the age of retirement by superannuation during the middle of the academic year may, however, be permitted to continue in service till the close of the academic year, if the management decides the continuation of service.

MISCELLANEOUS

- Annual increments will be sanctioned only on receipt of satisfactory performance report of the employee from the immediate superior in the format prescribed and on a review by a committee constituted by the Secretary. No application of the employee, seeking employment elsewhere, shall be forwarded during the probationary period.
- Every employee shall at all times maintain, absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the College, primarily in his relationship with the members of the Governing Body, Principal, staff, students and visitors to the College
- No employee shall interfere in the affairs of the administration/departments/library and other agencies, allied to the College directly or indirectly.
- A service book shall be maintained in respect of each employee of the College and his/her service particulars recorded under the signature of the principal or any other competent officer, who is duly delegated of the powers by the Principal.
- Notwithstanding anything said anywhere, any of the regulations which involve financial commitments will be subject to the availability of funds and the decision of the management.

V. SALARY/INCENTIVE:

POSITIONS AND PAY SCALES:

- The college will have the following positions of Hierarchy in the teaching departments; Principal, Professors, Associate Professors, and Assistant Professors.
- HODs appointment should be decided by the Management.
- In addition, each department shall support staff like programmers, Lab assistants.

Dr. Rishi Nepalia

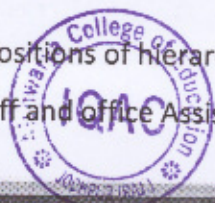
Principal

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Jodhpur (Raj.)

The college office will have the following positions of hierarchy in the administrative department: A to Principal, Account, Office supporting staff and office Assistants.

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- The scales of pay for various teaching positions pay as per prevailing norms, commensurate with the qualifications and experience.

Dearness Allowance:

- Management can also decide other allowances for Principal, Professor and Special Posts.
- Providing financial support towards membership fees of professional bodies and to attend Seminars/FDP/Conference (up to five thousand).
- Employee's Group Insurance.
- Gifts are given To the Faculty Members for Diwali Celebrations.
- Providing financial support during medical emergencies under staff welfare.
- Faculties can avail loans on nominal rate of interest from management

❖ **INCENTIVES FOR RESEARCH PUBLICATION:**

Research Publication in Journals:

- For publishing the works in UGC/ SCI approved journals, the first author is entitled for an incentive of Rs.5000 /- for the publication.

To Attend A Conference / Workshop/FDP:

- A request to be submitted to the principal after getting the recommendation from the head of the department along with necessary documents for attending Conference / Workshop/FDP/ Professional Membership. The amount will be sanctioned based on the nature of the Conference / Workshop/FDP/ Seminar/STTP and distance from our institution.

Yearly Increments:

- Increments shall be given to the staff members based on their contributions, Results achieved in the university examinations and overall performance which is evaluated by the performance appraisal system done by the college Head of the Department, Principal and forwarded to the Management.



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VI. CODE OF CONDUCT FOR FACULTY AND STAFF

- The Faculty members should uphold the vision and mission of the College, and work for the holistic development of the students.
- The faculty members are expected to be professional and responsible to maintain a positive work environment. They should abide by the rules and regulations of the college, and be diligent and punctual in carrying out all duties.
- The faculty members are expected to maintain punctuality by reporting to college on time. They should mark Biometric Attendance, and maintain the documentation in the Attendance Register entrusted to them.
- Faculty members should maintain a personal contact with the students, and the class coordinator has greater responsibility in the well-being of the students of their respective classes. Each class coordinator should keep the contact details of their students and their parents.
- No Faculty members shall remain absent from duties at any time without prior permission from the higher authorities.
- Follow the leave-taking rules as per the leave policy of the institute.
- No Faculty member shall associate with any political party or take part in any other organizational activities, which is not in-line with the duties and ethics of the teaching profession.
- No Faculty members shall participate in any strike or demonstration and/or indulge in any criticism of the Institute.
- No Faculty members shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
- No Faculty members shall incite, provoke or instigate any students or any other member of the staff into any form of action against the Institute and Parent Body, or that seeks to disrupt the academic activities of the Institute.
- No Faculty members in the Institute shall engage him/her or participate in any activity which is anti-secular or which tends to create disharmony in society.

• No employee may absent himself/herself from duty without prior permission. In case of emergency proceeding on leave without prior permission, he/she must explain the circumstances which were

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beyond his/her control before rejoining duty.

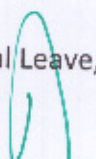
- No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.
- Any employee of the College can give his representation to the Principal and if necessary to the management with written permission, shall not directly or indirectly approach/influence the members of the management, without the knowledge and permission of the Principal, in matters connected with his/her service or affairs of the College.
- While in Office, all members of the establishment must behave in a quiet and dignified manner. They must address other members of the establishment courteously. They must attend to their work and not waste their time.
- Do so in a gentle voice, so as not to disturb others. They are particularly warned against the offense of divulging to outsiders or to other members of the Establishment, any information, (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity. No employee shall engage directly or indirectly in any trade or business.
- The Faculty members should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The Faculty members should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The Faculty members should not be engaged in any harassment of any employees of the college.
- Faculty members must attend all events and functions of the college as per the instructions of coordinators and Head of the respective departments.

VII. LEAVE PROVISION & ON DUTY LEAVE

CASUAL LEAVE, PERSONAL LEAVE AND EMERGENCY CASUAL LEAVE:

- Every employee of Aishwarya college of Education shall be eligible for 12 days Casual Leave, 10 Days Personal Leave and 3 days Emergency Casual Leave in an academic year .




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- Casual Leave can be accumulated and can be availed days in a month within the academic year. However, unutilized casual leave cannot be carried over to the next academic year. However, surrender leave payment will be paid to the employees. Casual Leave has to be availed only with prior sanction of Head of the Department/Head of institution unless there is an emergency.
- Casual Leave will be sanctioned only after satisfying that the applicant has made adequate alternate arrangements for executing his/her duties during his/her leave period.
- Vacation Leave
- The teaching faculty after completion of one year service at Aishwarya college of Education shall be eligible for Vacation Leave of 15 days (summer vacation).
- All other terms and conditions stipulated for availing Casual Leave, Personal Leave and Emergency Casual Leave for teaching faculty shall hold good for non-teaching staff also.

Note: The Non-Teaching staff cadres include Administration officers, Supervisors, Campus supervisors, Placement and Training Department, Lab assistants, System Administrators, Attainers and such other cadres as may be decided by the Management from time to time.

❖ ON DUTY LEAVE:

- Employees will be given the provision for availing on duty with respect to formal/official work as directed and confirmed by the reporting authority and after final approval by the Principal for attending conference, seminars, workshops, university related works delivering invited talks and other activities as deemed to be formal and official and approval of the Principal.

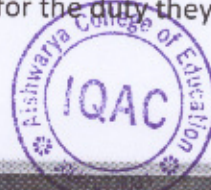
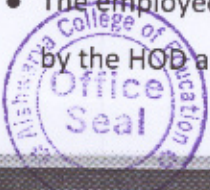
❖ MATERNITY LEAVE:

- Maternity leave will be granted to female employees without pay and after completing the leave institutions will give 2 hours relaxation in every day for baby care, till next 6 months.

❖ COMPENSATORY LEAVE (CCL)

- The employees can avail compensatory leave for the duty they attended on holidays and sanctioned by the HOD and Principal.

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❖ PERMISSION:

- All Staff members are entitled to take 3 permissions of 2 hours either in the morning or in the evening per month. However the permission cannot be availed on a day in which casual leave is taken either in AN/FN.
- Staff members availing permission in the morning should ensure that their classes are engaged on time. It is the responsibility of the faculty to ensure and the HOD should follow the same.

VIII. STAFF WELFARE MEASURES:

- Financial assistance (upto ten thousand) will be provided for attending FDPs, Workshop, professional and administrative development programs, outside NSIT, along with on-duty (OD) within India and financial assistance will be provided for book publishing.
- Providing financial support towards membership fees of professional bodies.
- On-duty leave will be provided for attending programs and PhD research work. Guidelines have to be followed to obtain OD.
- Cash incentives are given to faculty who receive awards at the National and State level.
- Birthday Celebrations of staff members.
- Rs. 2100/- is given as a marriage gift for faculty and staff.
- Faculty can avail the eligible vacation for his/her marriage or medical treatment.
- Employee Provident Fund (EPF) and Employee State Insurance (ESI).

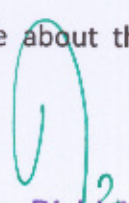
IX. ROLES AND RESPONSIBILITIES

- Knowledge of the Subject.
- To have expert knowledge of the subject area.
- To pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area.

❖ TEACHING

- To plan and prepare appropriately the assigned courses and lectures.




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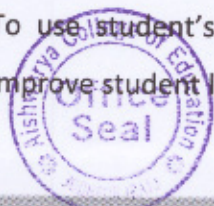
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- To conduct assigned classes at the scheduled times.
- To implement the designated curriculum completely and in due time.
- To promote students intrinsic motivation by providing meaningful and progressively challenging learning experiences
- To engage students in active, hands-on, creative problem-based learning
- To provide opportunities for students to access and use current technology, resources and information to solve problems
- To provides opportunities for students to apply and practice what is learned
- To engage students in creative thinking and integrated or interdisciplinary learning experiences.
- To build students' ability to work collaboratively with others
- To adapt instruction/support to students' differences in development ,learning styles, strengths and needs
- To maintain a safe ,orderly environment for the safety and supervision of students inside and outside the classroom

❖ ASSESSMENT

- To define and communicate learning expectations to students.
- To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
- To assign reasonable assignments to students as per university rules
- To evaluate students' performances in an objective, fair and timely manner
- To record and report timely the results of assignments and internal exams
- To use student's assessment data to guide changes in instruction and practice and to improve student learning.




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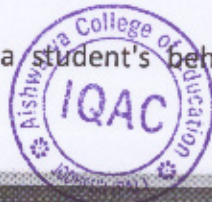
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❖ PROFESSIONALISM

- To be punctual and be available in the college during official working hours.
- To comply with policies, standards, rules, regulations and procedures of the college.
- To prepare and maintain course files.
- To take precautions to protect college records, equipment, materials and facilities.
- To participate responsibly in college improvement initiatives.
- To demonstrate timeliness and attendance for assigned responsibilities.
- To attend and participate in faculty meetings and other assigned meetings and activities according to college policy.
- To work collaboratively with other professional's staff.
- To participate in partnerships with other members of the college community to support students learning and university-related activities.
- To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality and follow-through on commitments.
- To provide and accept evaluative feedback in a professional manner.
- To create and maintain a positive and safe learning environment.
- To carry out any other related duties assigned by the department head/Principal.

❖ Good Behavior:

- To model honesty, fairness and ethical conduct.
- To model a caring attitude and promote positive interpersonal relationships.
- To model correct use of language, oral and written.
- To model correct use of language ,oral and written
- To foster students self-control, self –discipline and responsibility to others
- To model and promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students.
- To demonstrate skill when managing a student's behavior, intervening and resolving discipline problems.




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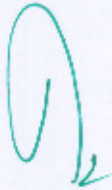
- To model good social skills, leadership and civic responsibility.

❖ SPECIFIC DEADLINES:

TASK	DEADLINE
Course Specifications	During the first lecture of the course, course specifications should be shared with the students
Class activity Report	Class activity report must be prepared for each class lecture and placed in the course file
Course File	Course file for each course must be kept updated all the time for periodic review by the head and random checks by the IQAC
Attendance	After every month of the academic year, a copy of the attendance summary sheet must be displayed on notice board and a copy should be placed in the course file.
Internal Exam	Within one week of the exam a copy of the result must be displayed on notice board and a copy should be placed in the course file.
Final Attendance Report	A copy of the final student attendance report must be submitted to IQAC and a copy should be placed in the course file before the end academic year examination.

AISHWARYA COLLEGE




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X. CODE OF CONDUCT FOR NON-TEACHING STAFF

- Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations laid down by the Institute/University/Government.
- No Staff employed in the Institute shall remain absent in duties without prior permission except in emergency.
- No Staff employed in the Institute shall engage directly or indirectly in any trade or business.
- No staff employed in the Institute shall engage himself/herself in any political activity
- No staff employed in the Institute shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society.
- No staff employed in the Institute shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.
- Staff should take additional responsibilities if required as assigned by the Principal.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

XI. CODE OF CONDUCT FOR STUDENTS

- Students are subject to rules of conduct and behavior framed by the authorities of the College.
- Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it.
- Students should reach the college on time.
- Students should wear their I.D. Cards in the campus compulsorily.
- Students should maintain absolute discipline inside the classrooms as well as the college premises.
- Boys should wear only formal shirts and tuck-in their shirts when they are inside the campus. Wearing jeans, T-shirts and shirts with tattoos and any other form of symbols are strictly prohibited inside the campus.

• Students are only allowed to wear college department t-shirts on Wednesday and Saturday.



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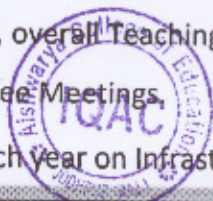
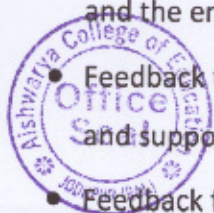
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- Students should be punctual to classes and attend their work with devotion.
- Students should acquaint themselves in time with the notifications put up on the Notice Board.
- Students should not be permitted roaming outside the classroom or out of the college during class hours.
- During class hours, students are not permitted to visit the office, principal, HOD or Class Advisors.
- Students should keep the classrooms and college premises absolutely neat and clean.
- Disfiguring and scribbling on the walls, and doors or breaking the furniture is a violation of discipline and will be severely punished.
- Students should use dustbins for throwing garbage and unwanted material.
- Students shall not enter the college premises in an intoxicated state and should not possess such materials.
- Students are not allowed to visit the residents of the students of the opposite gender.
- Usage of cell phones inside the classrooms is not permitted.
- If a student's behavior goes wrong, the parent of the student concerned should meet the Class Advisor and the Head of the Department.
- Boys and girls interaction on personal grounds is strictly not permitted.
- There should not be an exchange of greetings, photos, gift articles or letters between boys and girls.
- Students are not allowed to form any type of unauthorized union/meeting and not allowed to celebrate birthdays and any form of parties.
- Ragging of any kind is strictly prohibited.

XII. POLICY ON FEEDBACK BASED GOVERNANCE

- Feedback on curriculum gap and enrichment (from Students, Faculty, Alumni and Employers).
- Feedback on Teaching Learning imparted by faculty for each subject at the middle of the semester and the end of the semester (from the students attending the class).
- Feedback taken on syllabus coverage, overall Teaching-Learning process, examination and evaluation and support systems at class committee Meetings.
- Feedback from outgoing students, each year on Infrastructure, academics, and facilities.



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- The structure of the feedback form is 5-point scale (Excellent, Very Good, Good, Fair, Poor)
- In the HODs meeting, feedback is analyzed and corrective actions are taken wherever needed.

XIII. IT UPGRADATION POLICY

- IT Infrastructure includes hardware, software, network resources and services. In addition, the college has various wide common software like Microsoft Campus License, ERP and Tally etc. Besides, all the departments have various domain specific software.
- Hardware & Software procurement.
- For any IT equipment procurement or up gradation, the Head of the Department (HOD) ought to take prior approval from the principal.
- Identify the vendor and make an order based on the comparative analysis. High quality items are to be purchased.
- ❖ **Hardware Repair & Maintenance**
 - Technicians are expected to check all the lab equipments on a daily basis and ensure that all the machines are working properly.
 - If any hardware problem is detected by faculty or students, an initial entry should be made to Technician concerned. Upon identifying the service requirement, Technician will respond and make an initial inspection of the hardware equipment and resolve the problem. Any further queries or checks, it will be directed to System Administrator.
- ❖ **Hardware Upgradation:**
 - ACE always recommends branded PC Models such. The department will track required PC configuration and components for new Laboratory programs or courses and will submit a request in the next available budget cycle for an IT budget increase.
 - Department must be cautious about warranty checks and must take appropriate action if the performance of the equipment deviates from the expected performance.
 - The upgradation of the equipment can be made through some components, like memory, HDD, Graphic card, Projector etc. or by replacing the whole device/equipment through a buy back mechanism depending on the specifications and performance parameter of the equipment.



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- Lower configuration systems can be utilized for basic programming practices. A prior approval of specifications and requirement by the principal is essential
- Any disposal or scrapping of adopted components, the college e-waste management policy has to be adopted.
- ❖ **Software Upgradation:**
- Upgradation or new purchase of software will be made as per the curriculum requirements and industry standards.
- Faculty members and Technicians must also keep themselves updated about any new technology and be ready to address and handle it.
- Technicians will be responsible for managing system upgrades, renovating drives for the printer, scanner and any other equipment apparatus that faculty or students use.
- Internet bandwidth will be increased each year based on the need.

XIV. E-GOVERNANCE POLICY

- Electronic governance or e-governance can be defined as the usage of Information Communication Technology (ICT) by the organization to provide and facilitate hired services, exchange of information, communication, transactions and integration of our standalone systems and services, thereby creating the transparent, paper less, and omitted data system.

❖ OBJECTIVES

Implementation of E-governance in all the functioning units of the institute.

- E-Governance will provide a simpler, transparent and effective system to handle the data in one roof.
- To make the paper free campus.
- To make campus Wi-Fi enabled.
- To have ICT enabled Classrooms
- To establish a fully automated Library.
- To monitor all the activities of the college.
- To make learning better through the ACE college app




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❖ POLICIES

- The implementation of e-governance should be for all the functioning units of the institute like administration, examination, students, library, Finance & accounts, admissions, teaching-learning process, etc. The policy is formulated to have complete, transparent and well documented data.

❖ WEBSITE

- In general, the institute website <https://aishwaryacollege.edu.in/> in will act as an information center for the stakeholders and it will reflect the activities carried out inside the college. So a policy is made to disseminate all the details in the website like circulars, GC details, all the departmental activities, important notices, courses offered, etc.
- For this purpose, policy is made to have a separate system administrator, Whose role is to made the regular updates and to maintain the website.

❖ ADMINISTRATION

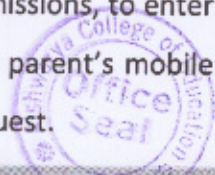
- For establishment of Management Information Systems (MIS), the college has opted for some ERP solutions which have been highly beneficial for both academic and administrative purposes. Online registration by students during admissions has helped us to create an accessible student database. The system also helps to save time and the whole process reduces paper usage.

❖ FINANCE AND ACCOUNTS

- The accounts of the College are maintained under cash basis of accounting. Fees are collected and details are maintained digitally. The records of student receipts and their account profile are updated regularly. Daily cash collection and payment reports are generated from the software and recorded in the cash book from time to time and are posted to various ledgers. Class wise report of fees to be received and the actual fees received are reconciled after every semester with the help of the software. Staff salary is also maintained in the system.

❖ STUDENT ADMISSION AND SUPPORT

- Online registration by students during admissions has helped us create an accessible student database. The system also helps save time and the whole process reduces paper usage. During admissions, to enter data of a new student and generate roll numbers. The student data like student and parent's mobile number, Email id, permanent address, etc. will be updated once a year as per request.



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❖ EXAMINATION

- The college has a University Examination Cell which is facilitated with modern ICT tools for smooth conduction of University and internal Examination. Subject registration to result generation is done through online mode with the help of a web portal. For Internal evaluation, objective type pattern examinations are conducted through college app. Internal evaluation grades are also uploaded online.


❖ LIBRARY

- Library Policy has been taken to automate the library process. It is also decided to bring the software for the library process automation. Policy has been made to maintain the stock in the software.
- The policy has been taken to update the e-learning resources every year regularly for the benefit of the learners. Policy also has been taken to subscribe to new journals and books regularly, Policy has been taken to have a barcode mechanism to lend the books and to have the entry through bar code. Policy has been taken to have Graphical User Interface, Unicode support with Multilingual Search and export facility for most reports.

XV. ALTERNATIVE ENERGY SOURCES AND ENERGY CONSERVATION POLICY

❖ POLICY STATEMENT:

- The stakeholders at Aishwarya College of Education, Jodhpur are responsible for educating themselves about the energy saving initiatives, which are constantly tracked and controlled by the energy policy of the institute
- Objectives to implement the energy conservation in the institute
- Communicate the objectives of policy and action plan to staff and students.
- Efficient use of energy to save both time and money.
- Transform the campus into a renewable energy campus.
- Implement sensor-based energy savers.
- Shift the usage of non-priority loads during non-peak hours.
- Purchase and use only high star rated appliances to reduce power consumption.
- Encourage use of renewable energy sources.


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- The gradual replacement of existing incandescent bulbs with LED models.
- Carry out external audits to improve renewable energy sources.
- The energy policy of the institution will be reviewed and updated on a regular basis, and its implementation is guaranteed.

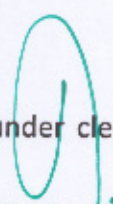
❖ EFFECTIVE MEASURES:

- Utilizing alternative energy resources like solar and power-efficient equipment.
- Analyze the electricity consumption through utility bills, and set a benchmark to conserve the energy periodically.
- Identify the potential energy conservation measures that can be installed in the institution.
- Evaluate the energy-efficiency of the appliances.
- Application of rainwater harvesting system and proper water irrigation.
- Use of LED bulbs/power-efficient equipment rather than fluorescent lamps.
- Recommend all stakeholders to follow energy policy and focus on energy conservation.
- Identify one of the members as an energy manager and train him/her on the aspects of energy conservation.

❖ PROBLEM SOLVING:

- Evaluate the energy-efficiency of the appliances.
- Analyze the electricity consumption through utility bills, and set a benchmark to conserve the energy periodically.
- Awareness programme on the commitment to be plastic-free, grow more trees, maintain the natural topology and vegetation and minimize the electrical energy.
- Dissemination of eco-friendly culture through seminars/conferences/workshops
- Creation of rain harvesting system, water reservoir facility and construction of tanks
- Implementation of regular 'Energy audit' practice in the college
- Implement the green campus motto with the vision of Swachh Bharat Abhiyan under clean India mission.




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❖ Green Audit:

- The institution has a green audit performed on a regular basis by an approved agency.

❖ Energy Audit:

- The institution has an energy audit conducted by authorized auditors/auditing agencies to find out the status of energy utilization of the college.

❖ Environment Audit:

- Along with green audit, the institute also conducts environment audits on a regular basis. The parameters like soil, air, noise and water qualities are to be taken into consideration for maintaining the clean environment of the college campus.

❖ Responsibility:

- The Chairman of institute, Principle, Head of the Departments, Faculty and Staff members, including management representatives are responsible for monitoring the go green initiatives of the college and maintaining a clean and green campus. They are also responsible for monitoring the energy conservation measures adopted in the College and maintaining the campus as sustainable in energy. The stakeholders are responsible for the implementation of Energy policy in the Institution.

❖ Implementation:

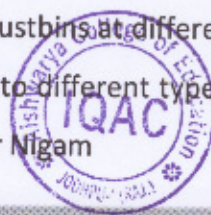
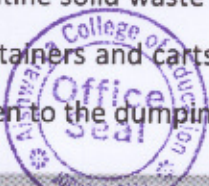
- An eco-friendly environment is created for the institution's stakeholders by implementing the Energy Policy inside the college campus effectively.

XVI. DEGRADABLE AND NON-DEGRADABLE POLICY DOCUMENT

- Effective waste management through efficient disposal or recycling is an important process for any organization as it impacts the health and environment of not only those who work and live on campus, but also those in the surrounding community. Therefore, providing a healthy and safe environment is our top priority

1) Solid Waste Management:

- Routine solid waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, after segregating into different types of bio and non-bio degradable waste and taken to the dumping yard through Nagar Nigam



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2) E-Waste Management:

- E-waste from labs is properly collected and is given to the licensed recycler. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Students are also imparted awareness and education about E-Waste.

3) Water Recycling System:

- Rain water is collected from the main building, hostels, open auditorium, canteen and all other buildings in the college. The entire rain water is diverted to the rain water harvesting pit near the entrance of the college.

4) Hazardous Chemical and Radioactive Waste Management:

- Hazardous chemicals are not used in the laboratories. Acids in diluted form are used in chemistry laboratories, which are discharged directly to the drainage. No radioactive elements of any form are used in the campus and thus its waste is not generated in the campus.

5) Liquid Waste Management:

- The non-reusable liquid waste is sent through proper drainage to the corporation drainage system.

XVII. GREEN CAMPUS AND ENVIRONMENT POLICY

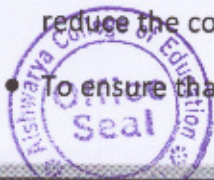
❖ POLICY MAKING:

- The campus is kept clean by properly disposing of the waste and recycling biodegradable waste. Using environment friendly materials and recycling program which will keep the campus free of hazardous wastes. The concept of eco-friendly culture, reuse and recycling of the waste materials is disseminated among the students and rural community through various awareness programmes. Aims are made to reduce energy consumption and switch to renewable energy sources from non-renewable ones.

❖ EFFECTIVE MEASURES:

- To grow a large number of plants which are producing more amounts of oxygen
- Using alternative energy resources such as solar energy and other power efficient equipment to reduce the consumption of electrical energy.
- To ensure that more plants and trees are planted in the campus.

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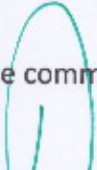


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- Keeping a large number of Indoor plants which are producing more amounts of oxygen.
- To create awareness about application of rainwater harvesting among students.
- ❖ **COMMITMENT OF INSTITUTE:**
 - To ensure a green campus by planting a large number of trees, herbs, shrubs, climbers, twigs and lawns to reduce the environmental pollution. It also helps in biodiversity conservation, landscape management, and proper water irrigation.
 - To conserve energy by using alternative energy resources such as solar energy, and other power-efficient equipment to reduce the electrical energy.
 - Commitment to prevent pollution and continuous progress to conserve nature for the future.
 - Implementation of green campus initiatives.
 - Use of alternative energy systems such as solar energy and adhere to the use of LED bulbs.
 - Water conservation through rainwater harvesting water irrigation system, bore water recharge, water reservoir facility and construction of tanks and ponds.
 - Pollution free environment through ban on the use of plastics and restrictions of automobiles.
- ❖ **PROBLEM SOLVING:**
 - Implement 'Green campus audit', 'Environment audit' and 'Energy audit' practice in the institute.
 - Educate about the importance of environment, water, air, soil, energy, hygiene etc. to the students and staff members.
 - Organizing seminars and workshops to educate people about the need of energy conservation and management.
 - Construction of tanks and ponds to harvest rainwater.
 - Implement the green campus motto with the vision of "Swachh Bharat Abhiyan" and "Jal Shakti Abhiyan" under Clean India Mission.
 - A committee of qualified members should be formed and students are also part of the committee.




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❖ RESPONSIBILITY:

- The chairman of the institution, Principal, Head of the departments, faculty members and staff members including administrator, management representatives are responsible for monitoring the go green initiative and maintaining a clean and green campus. In addition, the staff and student volunteers from ECO CLUB, NCC and NSS units are also responsible for the implementation of the green campus and environment policy in the institution.

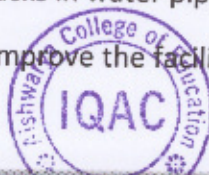
XVIII. WATER CONSERVATION POLICY

❖ OBJECT OF POLICY:

- To minimize wastage of water in the campus.
- To provide clean, safe and healthy drinking water at all times.
- To protect the ground water resources.
- To expand the opportunities for recreation including water resources.
- To ensure sufficient water supplies to meet demand in the campus.
- To conduct various activities to raise public awareness about water conservation measures, rain water harvesting, and protecting water resources.
- To increase water availability through recycling.

❖ MEASURES FOR WATER CONSERVATION:

- A team is formed to create and implement the water management policy in the Aishwarya College of Education, Jodhpur. The team visually inspects all the water conservation systems in the campus periodically. This team ensures primarily the regular monitoring of the quality of drinking water, the maintenance of the water distribution system and the effective utilization of the waste water.
- The layout of the water distribution system shall be updated periodically to help the maintenance team to identify and rectify the problems in the water distribution system and to ensure there is no water leakage through joints, valves and cracks in water pipes.
- New technologies should be developed to improve the facilities for ground water recharge and waste water recycling.



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- Standard operating procedures should be developed and documented.

XIX. DISABLED-FRIENDLY AND BARRIER FREE ENVIRONMENT POLICY

- Aishwarya College of Education, Jodhpur is against all kinds of discrimination on any grounds including disability. ACE intends to have an inclusive environment for Divyagan students to have barrier free access across the University and wishes them to have an access to all areas without any hindrances.
- The Government of India has formulated the national policy for persons with disabilities in February 2006. Therefore, in view of this, the institution has implemented these policies along with the teaching and learning process. The college recognizes that people with disabilities are valuable human resources for the institution and seeks to create an environment that provides equal opportunities, protection of their rights, and full participation in the academic environment. The right to education focuses on the need to have an inclusive education, which means that educating students with learning difficulties and identified disabilities has the right to fulfillment of their educational needs.
- All the authorities of institutions are working hard to extend a helping hand to the disabled in order to ensure that they could benefit in all areas. All the faculty members and employees are encouraged to abide by these guidelines.

❖ OBJECT OF POLICY:

- To ensure that students with disabilities get equal opportunities to explore their educational potential
- To provide a nurturing and motivating environment for students with learning disabilities to accommodate their pedagogic needs.
- To encourage an inclusive learning, teaching, and working environment where employees and students with disabilities feel favored and respected.
- To provide opportunities to attend various programmes, services, and activities organized by the college.



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- To offer assistance and counseling through the professional counselor on campus.

❖ ACTIONS INITIATED BY THE COLLEGE:

- The institution has a barrier-free, disabled-friendly environment.
- Ramps and wheelchairs are available for easy access inside the campus.
- Disabled friendly washrooms are specially constructed for people with physical disabilities.
- The students should be encouraged to take part in the sports and cultural events and the winners/active participants of such events to be felicitated.
- Sign boards are fixed at requisite places inside the campus.
- College provides scribe for writing the exam and as per the regulation of Jai Narayan Vyas University, Jodhpur, it provides additional hours for writing the examination.
Screen reading software for Divyagan.

XX. INTERNAL COMPLAINT COMMITTEE POLICY:

- Preamble: -The Institution believes in the equality of both genders and always takes initiatives to develop policies for the welfare and safety of women. As enshrined in the Preamble to the Constitution of India, "equality of status and opportunity" must be secured for all its citizens; equality of every person under the law is guaranteed by Article 14 of the Constitution. A safe workplace is therefore a woman's legal right. The Constitutional doctrine of equality and personal liberty is contained in Articles 14, 15 and 21 of the Indian Constitution.
- Introduction: Sexual harassment constitutes a gross violation of women's right to equality and dignity' it has its roots in patriarchy and the perception that men are superior to women and that some forms of 'violence against women are acceptable. This leads to poor productivity and a negative impact on lives and livelihoods. To further compound the matter, deep-rooted socio-cultural behavioral patterns which create gender hierarchy, tend to place responsibility on the victim, thereby increasing inequality in the workplace and in the society at large. The sexual Harassment of women at workplace (Prevention, prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for women and to build an enabling work environment that respect women's right to equality of status and opportunity.



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- An effective implementation of the Act will contribute to the realization of their right to gender equality, life and liberty, equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth. Today, all workplaces in India are mandated by law of the land to provide a safe and secure working environment free from sexual harassment for all women. Government of India promulgates the cause of the just and fair working environment for the females. Women face discrimination as students as well; wherein they are subjected to harassment in multiple ways like psychological or physical abuse by fellow students or by the people in authority.
- It is necessary to provide a stress free and well protected learning environment so to enable the women youth, they will then later be part of the employed population of India. The protection of Female students is mandated by the UGC (University Grants Commission) for all HEIs (Higher Education Institutes).

❖ OBJECTIVES:

- 1) To provide a stress free and fair environment to its women employees and students.
- 2) To work on the mechanism to prevent sexual harassment.
- 3) To develop mechanisms for the resolution of the complaints.
- 4) To sensitize students and faculty on gender sensitization and inclusion.

❖ SCOPE:

- This policy extends to all students, faculty, staff, and visitors at ACE, covering instances of sexual harassment within the campus premises or during any institutional activity.

❖ PROCESS:

- Definitions- "Sexual Harassment includes anyone or more of the following unwelcome acts or behavior". Sexual harassment has been identified as a term which is difficult to define as it involves a range of behaviors. Efforts have been made at both national and international levels to define this term effectively. The term is subjected to different interpretations. Some believe that it is better not to

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mingling with female colleagues so that one does not get embroiled in a sexual harassment complaint. The Supreme Court of India defined sexual harassment at the workplace, pronounced preventive, prohibitory and redress measures, and gave directives towards a legislative mandate to the guidelines proposed.

- Sexual Harassment includes many things:
 - a) Actual or attempted rape or sexual assault.
 - b) Unwanted deliberate touching, leaning over, cornering or pinching.
 - c) Unwanted sexual teasing, jokes, remarks or questions.
 - d) Whistling at someone.
 - e) Kissing sounds, howling and smacking lips.
 - f) Touching or rubbing oneself sexually around another person.
 - g) Unwanted Whatsapp messages, e-mail or any social media.

❖ Mechanism of handling Complaints

- The mechanism for handling complaints by the Internal Complaint Committee (ICC) in accordance with the norms of the University Grants Commission (UGC) involves a structured process to ensure confidentiality and effectiveness. Here's a general outline of the mechanism:

❖ Receiving Complaints:

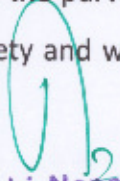
- The ICC of college receives written complaints or grievances related to sexual harassment from the complainant or any other person.
- Complaints can be submitted in person or through email, maintaining confidentiality.

❖ Initial Assessment:

- The ICC conducts an initial assessment to ascertain whether the complaint falls within the purview of sexual harassment. The ICC may provide interim relief measures to ensure the safety and well-being of the complainant during the inquiry.

❖ Formation of Inquiry Committee:

- Upon establishing a prima facie case, the ICC forms an inquiry committee. The inquiry committee consists of ICC members and may include external experts if necessary.


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❖ Notice to Parties:

- The committee issues notices to the respondent (accused) and the complainant, providing details of the complaint and the scheduled inquiry.

❖ Inquiry Process:

- The inquiry committee conducts a fair and impartial inquiry, ensuring the principles of natural justice. Both the complainant and the respondent have the right to present evidence, witnesses, and arguments.

❖ Recommendations:

- Based on the findings of the inquiry committee, recommendations to the appropriate authority. Recommendations may include disciplinary actions, counseling, or any other measures deemed appropriate.

❖ Implementation of Recommendations:

- The recommendations of the internal inquiry committee (ICC) are implemented by the appropriate authority, ensuring timely and effective action.

❖ Confidentiality:

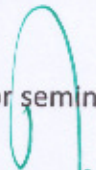
- The ICC maintains strict confidentiality throughout the process to protect the privacy of the parties involved.

❖ Powers and Duties of Internal Complaint Committee against Sexual Harassment:

- To work towards creating an atmosphere promoting equality, non-discrimination and gender justice.
- To promote and facilitate measures to create a work and study environment that is free from sexual harassment of women.
- To publicize widely the policy against sexual harassment especially through the webinar or seminars display the same on notice boards etc.

- To regularly organize and carry out programs for gender sensitization of University members




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through workshops, seminars, posters, film shows, debates etc. It may enlist the help of specialized NGOs to carry out these programs.

- ICC shall conduct at least one major activity per semester involving large sections of the students.
- ICC shall coordinate with the campus security services to devise ways and means by which a system of crisis management that is gender-sensitive as well as prompt and effective is put in place.
- It shall maintain regular conduct with the campus security services to ensure that in crisis arising out of incidents of sexual harassment, ICC members, and/or the volunteers identified by it, shall be intimated without delay.
- ICC shall organize training workshops for members of ICC to equip them to handle sexual harassment cases (including legal and medical aspects of aid).
- The Institute will publicize the details of professional psychologists on the ERP and on notice board for students' benefits.
- ICC will conduct more programmes on self-defense for the benefit of the students and faculty members.
- The numbers and email-ids of the ICC members will be circulated widely for the benefit of the students and faculty members.
- ICC will undertake mock drills for the prevention of any discriminatory acts on a regular basis.
- ❖ **Annual Report and Periodic Meetings of the ICC**
- The ICC submits periodic reports to the authorities, including an annual report summarizing the activities and outcomes of the committee.
- ❖ **Monitoring and Review:**
- The ICC monitors the implementation of its recommendations and conducts periodic reviews of its functioning.




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❖ Documentation:

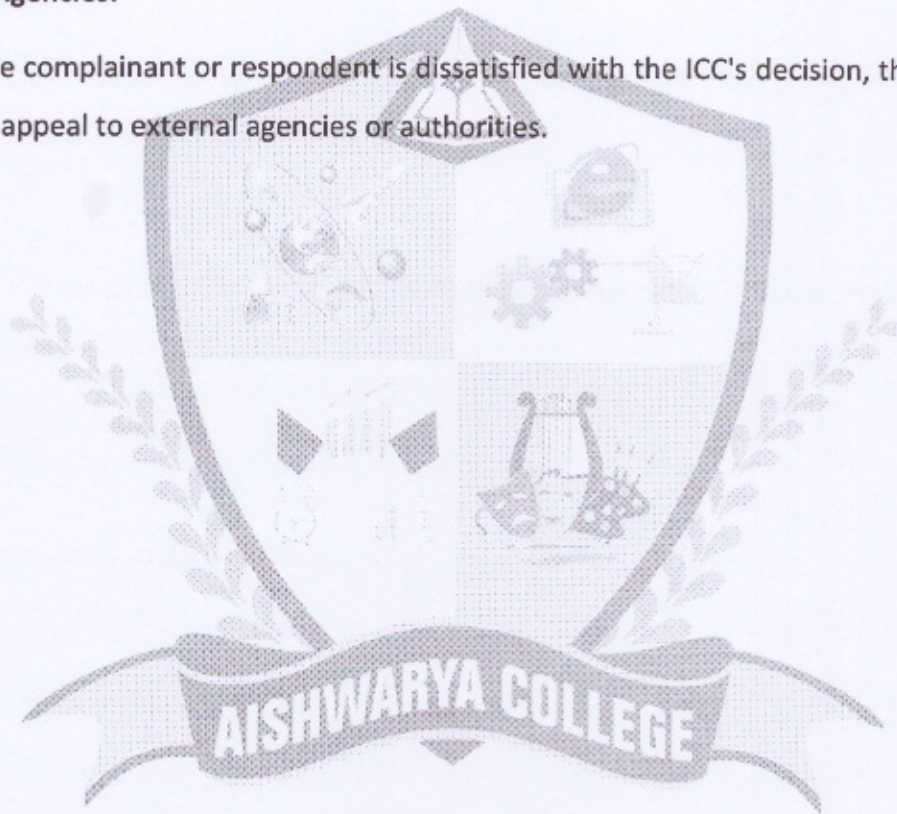
- All complaints, inquiry proceedings, and recommendations are documented in a confidential manner, maintaining records for future reference.


❖ Prevention Mechanisms:

- The ICC works on preventive mechanisms, including gender sensitization programs, workshops, and awareness campaigns to create a safe and inclusive environment.

❖ External Agencies:

- In case the complainant or respondent is dissatisfied with the ICC's decision, they may have the option to appeal to external agencies or authorities.




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