



SRI DHARMASTHALA
MANJUNATHESHWARA COLLEGE (AUTONOMOUS)
UJIRE - 574 240

**SDMC
POLICIES AND
PROFESSIONAL
ETHICS
HAND BOOK
IQAC SDMC UJIRE**



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Foreword

INSTITUTIONAL POLICIES

The purpose of this Policy Hand Book is to ensure the smooth functioning of the institution through the establishment of appropriate system, embedded with specific policies, procedures to be adhered and to evolve an institutional practice based on Values, Ethics as guiding principles in managing the institutional resources for the benefit of all stake holders.

The enshrined policies are applicable to teaching, non-teaching staff members working in the institution and the students involved for the graduation, post graduation and such other courses.

These policies are formulated on the basis of U.G.C guidelines, Mangalore University regulations, SDME Society Manuals and provisions of the statutes relevant and applicable to the functioning of Autonomous Colleges.

From a holistic perspective, this policy hand book provides guidelines, policy frame work, set of procedures, assuring Quality in Teaching, Learning, Evaluation, Research, Consultancy, Extension Activities (Curricular, Co-curricular and Extra-curricular activities) proposed and implemented in the institution.



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1. CODE OF CONDUCT FOR STAFF AND STUDENTS

The Policies and Regulations of SDM College (Autonomous) Ujire protect the rights and safeguard the interests of all the stakeholders, especially the staff and students' community. The regulations cover all the areas deemed essential for the sustenance of an environment conducive to carrying out all the educational goals of the institution. Within the framework established in these policies, the individual is free to conduct his or her own academic and professional life. However, the privileges of being free and making independent decisions involve the acceptance of responsibilities and respecting the binding rules and regulations. Therefore, the institution expects the staff and students to uphold the standards of both personal and social conduct at all times when they are associated with the institution, and assume that individual decisions will be accompanied by careful consideration of the standards maintained by the college.

1.A Code of conduct for Students

1.A.1 The Rights and Expectations

The students have the right and freedom of inquiry in the campus. They are expected to know, learn and adhere to the standards of academic integrity.

1.A.2 Students shall follow the following Do's and Don'ts:

- 1.A.2.1 Maintain ethical standards in all their endeavors and activities.
- 1.A.2.2 Greet the staff of the institution on seeing or meeting them.
- 1.A.2.3 Communicate courteously with everyone.
- 1.A.2.4 Avoid using any insulting, inciting, threatening language when talking with fellow students and totally avoid any kind of violence.
- 1.A.2.5 Avoid talk or act in any manner outside the institution in a way that would bring disrepute to the institution.
- 1.A.2.6 Behave with dignity at all places.



- 1.A.2.7 Don't use mobile phones within the college premises unless permitted
- 1.A.2.8 Read notices/circulars displayed on the college notice board and comply with the directions contained in it.
- 1.A.2.9 Pay all kinds of fees as stipulated by the college in time.
- 1.A.2.10 Adhere to the vehicle rules, vehicle speed limit within the campus and park the vehicles in the allotted place.
- 1.A.2.11 Maintain the decorum and conduct themselves well while attending college functions.
- 1.A.2.12 Promptly stand to solemn attention during the National Anthem/prayer.
- 1.A.2.13 Leave the footwear neatly in the footwear stand before entering the laboratory and other A/C Rooms.
- 1.A.2.14 Use the Wet/Dry waste dustbin facility to keep the classroom and the campus clean.
- 1.A.2.15 Maintain the beauty, serenity and greenery of the campus.
- 1.A.2.16 Preserve the infrastructure of the college.
- 1.A.2.17 Be careful and responsible while posting their views about the institute on social media.
- 1.A.2.18 Don't engage themselves in any political activity or agitation or any movement against the institution.
- 1.A.2.19 Conduct meetings and activities in the college campus only with the written permission of the Principal.
- 1.A.2.20 Circulate / display of any circulars / notices only with the written permission of the Principal.
- 1.A.2.21 Share any information or report to press or broadcasting agencies only with the written permission of the Principal.
- 1.A.2.22 Avoid pasting of wall posters, writing on walls and roads.
- 1.A.2.23 Don't endanger the health or safety of others.
- 1.A.2.24 Avoid making false accusations against any member of the institution.
- 1.A.2.25 Avoid giving false information to the college.



- 1.A.2.26 Avoid forging, altering or misusing any document or record issued by the college.
- 1.A.2.27 Avoid storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus.
- 1.A.2.28 Avoid using, possessing or distributing liquor and illegal drugs.
- 1.A.2.29 Comply with the disciplinary measure imposed by the college.

1. A. 3 Identity card for Students

- 1.A.3.1 Shall possess an identity card with his/her photograph affixed on it duly attested by the Principal.
- 1.A.3.2 Shall wear the ID cards in the college campus and shall present when demanded by any section in the college while:
 - Borrowing books from the library.
 - Entering the office, multi-facility centre, classroom, office etc.
 - Appearing for examinations.
 - Performing monetary transactions such as paying fees, receiving scholarships etc.
 - Representing the college in any events hosted by other institutions.
 - Availing ticket concession to travel by bus, rail or air.
 - Using postal and bank services.

1.A.4 Academic- Students are expected to be :

- 1.A.4.1 Regular and punctual in attending classes and other activities of the college.
- 1.A.4.1 Seated in the lecture halls/ seminar halls/ auditorium much before the commencement of the class or any programme.
- 1.A.4.1 Observe silence in the class when they are present
- 1.A.4.1 Stand up and greet when the faculty enters the class.



- 1.A.4.1 Don't leave the classroom during class hours.
- 1.A.4.1 Don't miss the classes under the pretexts like paying fees, taking books from libraries etc. Time fixed for such purposes during working hours must be strictly followed.
- 1.A.4.1 Visit the library/college office/staff rooms only during the working hours.

1.A.5 Dress code- Students are expected to :

- 1.A.5.1 Wear a clean and tidy uniform on prescribed days.
- 1.A.5.2 Avoid wearing T-shirts with prints/ slogans and shall avoid wearing collarless shirts.
- 1.A.5.3 Avoid wearing short/ sleeveless/ transparent dresses.

1.A.6 Grievance Redressal

- 1.A.6.1 Representation of complaints and grievances shall be made individually to the grievance redressal cell preferably in the written form.
- 1.A.6.1 The committee under directions of the Principal will deal with students who are responsible for acts of indiscipline or strike.
- 1.A.6.1 The Principal's decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the college.

1.A.7 Student Responsibilities

- 1.A.7.1 Students shall display such qualities as sincerity, honesty, and commitment while pursuing education. They shall bear in mind that, as undergraduates, their actions have a salutary effect in the interests of the college as well as the community.
- 1.A.7.1 Students are liable to be held responsible for any actions in which they may be involved which are harmful to the reputation or property of the college or



those connected with the college community. When a student is charged with violation of any law in a situation in which the college is not involved, the college has no obligation to assist, however it chooses to afford to the student such assistance as appropriate and practicable.

- 1.A.7.1 The responsibilities set forth herein, and the conditions pertinent thereto, are relevant to the rights and privileges of individual students in an academic community. Therefore, the Principal, following a fair hearing, may impose sanctions or punishments on the individual students who disregard these responsibilities or conditions or who, in her/ his discretion, have provided justifiable cause for such action, whether on or off the campus.

1.B. Code of conduct for staff (both Teaching and Non-teaching)

- Every employee of the SDM institution / establishment irrespective of his cadre, seniority or position, shall be governed by the code of conduct as specified.
- Every employee shall be liable for disciplinary action for breach of any provision of the code of conduct.

1.B.1 Compliance with law

- 1.B.1.1 Conscious of being part of the institution, employees shall comply with all applicable laws of land and regulations, and conduct themselves as members of a law abiding trust in an ethical and responsible manner while maintaining a high level of personal and organisational ethics.
- 1.B.1.2 Employees shall not indulge knowingly or unknowingly in any act deemed to be contrary to the established laws of the state and/ or any other statutory bodies with regard to the rules and regulations, terms and conditions made for this purpose.
- 1.B.1.3 Employees shall not take active part in politics and/ or contest without permission



- 1.B.1.4 Employees shall not demand dowry and get involved or support any act of domestic violence.
- 1.B.1.5 No employee shall indulge in or encourage any form of malpractice connected with any activity (academic or administrative) of the institution.
- 1.B.1.6 Employees shall not involve in any improper behaviors including drug and alcohol consumption or gambling.
- 1.B.1.7 No employee other than the one authorized by the management shall interact with the media in matters concerning the institution.
- 1.B.1.8 Employees shall not use the institution's property, assets including telephone, internet or information system for any purpose other than for official use.
- 1.B.1.9 Employees shall not, without the prior approval of the Management, be engaged in any other occupation, full/ part time profession/ business provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, or participate in sports activities as amateur, subject to the condition that the same does not come in the way of discharging official duties effectively.
- 1.B.1.10 Employees are liable to maintain strict confidentiality of secrets, plans and policies, customer database information, software and hardware configuration and technology/ software used by the institution, its reverse engineering, etc., information which may affect the goodwill, rights, titles of the institution and personal information held by and pertaining to the institution and do not divulge such information to any third party or use it for any purpose other than for the affairs of institution.
- 1.B.1.11 Employees shall treat any confidential information disclosed by a third party in the same manner as if it were the confidential information of the institution.



- 1.B.1.12 Employees shall be aware of the contents of the laws and regulations to the services for which they are responsible and shall comply with the prescribed procedures for obtaining permits and other procedures.
- 1.B.1.13 Employees shall properly manage the institution's assets and funds and use them only for appropriate purposes. They shall not establish or maintain any of the balance sheet assets or funds.
- 1.B.1.14 Employees shall make timely and appropriate accounting reports by consistently ensuring the accuracy thereof and shall not make any false or misleading entries in accounting books and -records
- 1.B.1.15 No employee shall indulge in or support communal violence and adopt a sectarian approach.
- 1.B.1.16 If an unreasonable demand is made by an anti-social group, such as a corporate racketeer or an organised crime group, employees shall steadfastly refuse such demands and shall not resort to an easy monetary settlement.
- 1.B.1.17 Employees shall give highest priority to customer safety and protection of customer data and trust, and shall seek to secure, in line with the related laws and regulations as well as related internal rules, etc., adequacy and safety at all stages.

1.B.2 Professional Ethics

- 1.B.2.1 Employees shall familiarize themselves with the culture, customs and history of the institution while performing their duties for the institution and respect them.
- 1.B.2.2 Employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence and do nothing which is unbecoming of an employee or which is likely to tarnish the image of the institution.



- 1.B.2.3 Employees shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.
- 1.B.2.4 Employees shall constantly strive and behave in good manner for upholding the good reputation of the institution amongst the public.
- 1.B.2.5 Employees shall not be guilty of any act or any conduct which involves immorality.
- 1.B.2.6 Employees shall be punctual in attendance in respect of the work assigned.
- 1.B.2.7 Employees shall possess valid identity card issued by the institution, while on duty.
- 1.B.2.8 Employees shall not remain absent from duty without the approval from the appropriate authority.
- 1.B.2.9 Employees shall not neglect the duties assigned, knowingly and/ or intentionally.
- 1.B.2.10 Employees shall not engage in any sexual harassment or any other behavior which may appear to be sexual harassment or make others feel uncomfortable. The institution re-affirms its policy of zero-tolerance to sexual harassment and is committed to create an environment that respects and protects the rights of all its employees, irrespective of their gender.
- 1.B.2.11 Employees shall not disturb the discipline and the working environment and order of the office by his/her conduct which is contrary to public order/ good moral standards.
- 1.B.2.12 An employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any economic favors such as money, gifts or other favors in return for the performance of his duty, by virtue of his position in the institution.
- 1.B.2.13 As good corporate citizens, employees shall strive to maintain harmony with the local or global communities in which they perform and to improve organizational value on a sustainable basis by building trusting relationships with the stakeholders in the institution. At the same time,



employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a reciprocal trust.

- 1.B.2.14 Employees shall comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to this and efficient use of resources and energy.
- 1.B.2.15 Employees shall contribute to the development and spread of environment friendly technologies and shall always consider safety issues.
- 1.B.2.16 Employees shall not enter into any transaction with any anti-social or anti-national group or anybody connected therewith.
- 1.B.2.17 Employees shall be sincerely willing to listen to the opinions of others, their grievances and this shall reflect clearly while carrying out actions.
- 1.B.2.18 With loyalty, sense of dedication and courteous behavior at all times, he should be an inspiration to the students under his care or mentorship.
- 1.B.2.19 A teacher is expected to be objective in his judgments and should not make any sustained neglect in evaluating the assignments or scripts.
- 1.B.2.20 He shall not be late to class and while in class, shall use the entire time for teaching using varied techniques of learning.
- 1.B.2.21 “Off class” periods shall normally be spent in preparation of lessons and evaluation of assignments by students, counseling the students and helping the authorities by taking up additional responsibilities as specified from time to time.
- 1.B.2.22 Employees shall promote and guide students for extensive use of library and technology.

1.B.3 Respect for the individual

- 1.B.3.1 Employees shall respect human rights and shall not discriminate against any person on the basis of caste, creed, sex, language, social status, age or physical/ mental disability.



- 1.B.3.2 Recognizing that all employees with their diverse abilities perform their duties towards the institution to the best of their ability, they shall respect the character and individuality of one another and make every effort to ensure that the office decorum is maintained, thereby making it a conducive zone to work.
- 1.B.3.3 Employees should do and say all that is in his power to promote harmony and team spirit among members of the staff and encourage mental help and co-operation.
- 1.B.3.4 Complaints from the parents, if any, are to be properly addressed, by respecting their views while dealing with issues raised by them.

1.B.4 Handling confidential information

- 1.B.4.1 If an employee of the institution becomes acquainted with any important information pertaining to the institution thereof which may materially influence the interest of the institution and its activities, he will be bound by duty not to disclose such information in the interest of the institution, unless the Management makes it known to the public.

1.B.5 Reporting route, sanctions and protection to the reporter

- 1.B.5.1 If employees find evidence or indication of any violation of these guidelines, they shall report it to or seek consultation with their direct superiors or competent authority of the institution.
- 1.B.5.2 Employees shall cooperate in any investigation of such alleged violation. If, as a result of an investigation, it becomes clear that there was a violation of these guidelines, sanctions/ punishments will be imposed on the offender in accordance with the employment regulations and other rules of the institution.



- 1.B.5.3 Institution ensures that no vindictive action will be taken against employees for reporting an alleged violation, and the institution will undertake every effort to protect these employees from suffering any loss or disadvantage at their respective workplaces.
- 1.B.5.4 For violation of any of the rules contained herein or any orders issued by the institution or for any other reason considered appropriate, an employee shall be liable for any sanctions/ penalties which refers to and follows disciplinary procedure.

1.B.6 Act of misconduct

- 1.B.6.1 Notwithstanding the general meaning of the terms of misconduct, the following acts and/ or omissions, which are illustrative and not exhaustive, shall be treated as minor or major misconduct within the meaning of these regulations. If these are found to have been committed, the employee who has violated shall face all disciplinary actions/ impositions as per the extent of regulations.

1.B.7 Minor Misconduct

- 1.B.7.1 Willful slowing down in performance of work or abetment or instigation thereof or foist with an explicit view to influence the decision of the Management.
- 1.B.7.2 Carrying institution's goods, files or answer papers or office documents home or any other place outside the work premises without prior permission in writing from the appropriate authority.
- 1.B.7.3 Use of any of the institution's facility/ equipment or any other article for personal use without sanction from the authority.



- 1.B.7.4 Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts, etc., or interference with safety devices or fire-fighting equipment or disobedience of a safety instruction by the superior.
- 1.B.7.5 Habitual late attendance and/ or absence without leave and/ or late reporting on more than three occasions in a month or similar omissions of leaving the office premises during the office time.
- 1.B.7.6 Assaulting, abusing or intimidating any employee of the institution either within the premises, campus or at any other place.
- 1.B.7.7 Habitual neglect of work or negligence in work.
- 1.B.7.8 Obtaining or attempting to obtain leave of absence on false pretext.
- 1.B.7.9 Handling or attempting to handle any machine, equipment, apparatus or vehicle not entrusted to the charge of the employee.
- 1.B.7.10 Interfering in the work of other employees and/ or the management.
- 1.B.7.11 Doing private or personal work within the work premises without the prior permission of the appropriate authority.
- 1.B.7.12 Refusing to undergo training as and when instructed by the Management.
- 1.B.7.13 Drunkenness, fighting, riotous, indecent or disorderly behavior or such conduct which is likely to cause breach of peace or conduct endangering the life or safety of any other person.
- 1.B.7.14 Displaying or distributing hand-bills, pamphlets, play cards, posters, banners in the institution premises without the written permission of the employer / management.
- 1.B.7.15 Sleeping or dozing whilst on duty.
- 1.B.7.16 Absence from place of work without the permission from next higher authority/ HOD/ office manager/ Principal, as the case may be.
- 1.B.7.17 Interference, tampering with records, attendance registers, etc., either pertaining to himself or other employees.
- 1.B.7.18 Willful non-cooperation with fellow employee for proper discharge of duty at any time.



- 1.B.7.19 Giving interview to press, radio and television without permission from Management/ authority.
- 1.B.7.20 Not wearing the complete uniform provided by the institution, if any, during Working hours or wearing uniform improperly while on duty.
- 1.B.7.21 Not obliging for a security check by the security personnel at the gate or not possessing employee identity cards issued by the institution while on duty.
- 1.B.7.22 Riotous or disorderly behavior during working hours or any act subversive of discipline at the institution premises or within the campus.
- 1.B.7.23 Carrying concealed weapons, quarrelling, fighting, causing or attempting to cause bodily injury to another employee, drunkenness, bootlegging or conduct which violates the common decency or morality of the community or threatening or intimidating any employee of the institution.
- 1.B.7.24 Creating nuisance in the institution premises.
- 1.B.7.25 Refusing to accept transfer order.
- 1.B.7.26 Notices/ circulars of any kind shall be circulated or displayed with the written permission of the Principal.
- 1.B.7.27 Money lending or other private business without the written permission of the Management or having private financial dealings with persons or firms who have business relations with the institution, for the sale and purchase of any material or equipment or for any other purpose.
- 1.B.7.28 Holding meetings within the work premises or any other premises owned by the institution without prior written permission of the Management.
- 1.B.7.29 Publication of any article relating to the work of the institution without obtaining prior written permission of the Management.
- 1.B.7.30 Striking work or adopting go-slow methods, either singly or along with others, in contravention of these regulations or any statute, law, agreement, memorandum of settlement agreed from time to time and for the time being in force.



- 1.B.7.31 Inciting, whilst on the premises of the employer, any employee or employees to strike work or adopt go-slow methods.
- 1.B.7.32 Indiscipline or breach of any rules or instructions for the maintenance and/ or instructions for running of any department or maintaining its cleanliness.
- 1.B.7.33 Spitting, gossiping within the premises of the institution.
- 1.B.7.34 Loitering, idling or wasting time during working hours.
- 1.B.7.35 Proxy punching/ registering attendance or abetting in the act of punching/ registering attendance of another employee.
- 1.B.7.36 Smoking/ drinking alcohol/ consumption of drug in the premises of the institution

1.B.8 Major Misconduct

- 1.B.8.1 Theft, fraud, breach of trust or dishonesty by misappropriation of funds in connection with or damage to the institution's property or of another employee within the work premises.
- 1.B.8.2 Disclosing to an unauthorized person or persons any confidential information with regard to work or any techniques used in the institution which comes into the possession of an employee during the course of his duty.
- 1.B.8.3 Giving false information regarding one's name, father's /husband's name, date of birth, qualification, details of previous employment/ salary particulars, address, etc., at the time of securing employment or thereafter.
- 1.B.8.4 Refusal to work on a job or a mission, which does not call for any additional skill or experience can be done by the employee without adversely affecting his/her service conditions.
- 1.B.8.5 Attempting to obtain any benefit under false pretext or by making false statements.



- 1.B.8.6 Bringing, possessing or using alcoholic drinks, charas, bhang, ganja, etc. within the institution's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
- 1.B.8.7 Refusal to accept a charge sheet, a lawful order from a higher authority or any other communication from the competent authority either in person or by post by courier.
- 1.B.8.8 Habitual breach or gross and/ or deliberate violation of service regulations/ internal rules and regulations.
- 1.B.8.9 Photocopying or otherwise copying and taking the extracts of official documents with a view to keeping/ storing them at home or to maintain files at home.
- 1.B.8.10 Threatening or intimidating any employee within the premises/ campus of the institution or outside, on matters concerning the institution.
- 1.B.8.11 Theft of property belonging to the institution or other employees within the institution premises.
- 1.B.8.12 Falsification of record and or defalcation / misappropriation of funds
- 1.B.8.13 Any act of misconduct committed by employee outside the institution premises which are connected with the institution.
- 1.B.8.14 Forging the signature of a superior or that of any other person.
- 1.B.8.15 Conviction by a court of law for any offensive involving moral turpitude.
- 1.B.8.16 Sexual harassment to any female employee of the institution. For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:
- Physical contact and advances.
 - Demand or request for sexual favors.
 - Sexually colored remarks.
 - Showing pornography.
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.



- 1.B.8.17 Striking work or inciting others to strike work in contravention of the provision of any law or rule having the force of law.
- 1.B.8.18 Demanding, taking or giving bribes/ gifts or any illegal gratification or including in any corrupt practice and/ or lending or borrowing money to and from subordinate employees.
- 1.B.8.19 Canvassing for a union or an association or party membership within the institution premises or collection of union-dues or subscription within the premises without permission or except in accordance with the provision of any rules or law for the time being in force.
- 1.B.8.20 Not informing the Management, when an employee comes to know about the breach of trust committed by another employee.
- 1.B.8.21 Writing of anonymous or pseudonymous letters, criticizing superiors or co-employees of the institution and making false reports against them.
- 1.B.8.22 Any act subversive of discipline and efficiency and any act involving moral turpitude committed within the premises of the institution, campus and outside, of the same has bearing on the services of the employee. Gambling or money lending or doing any other private business within the premises/ campus of the institution.
- 1.B.8.23 Resorting to picketing, hunger strike with allegations against higher authority/ institution, whether within the premises of the institution or outside, on matters concerning the institution.
- 1.B.8.24 Indulging in political activities within the institution premises.
- 1.B.8.25 Spreading or giving false information, which may bring disrepute to the Management or its employees or willfully spreading panic among the employees.



2. SAFETY POLICIES

Institution is committed to provide and maintain a safe and healthy environment for its faculty, staff, students, visitors, and the general public. The Heads of Departments, laboratory in-charges, staff, principal investigators, instructors, attenders, maintenance staff etc., are responsible for the environmental health and safety of faculty, staff, students, and visitors engaged in activities under their direction or supervision. They must ensure that the faculty, staff, students and subordinates comply with all relevant regulations and standards and that works / activities are performed in a safe and considerate manner.

2.1. General: Care and Precaution

Faculty, staff and students are responsible for the following:

- 2.1.1 Performing their jobs in the safest prescribed manner.
- 2.1.2 Eliminating and/ or reporting workplace hazards.
- 2.1.3 Reporting accidents, incidents, and unsafe practices or conditions to the Head of Department.
- 2.1.4 Ensuring proper disposal of or transfer of all hazardous materials before leaving the place of work.
- 2.1.5 Including safety aspects as agenda at all regular meetings.
- 2.1.6 Ensuring that an appropriate alternate is appointed as supervisor when the laboratory supervisor is absent.
- 2.1.7 Ensuring that an appropriate cautionary signs are posted and maintained.
- 2.1.8 Someone should always be within calling distance when a laboratory procedure is being performed.

2.2 Fire Prevention

- 2.2.1 No smoking on college campus.
- 2.2.2 Open flames should not be left unattended and no open flames should be used near flammable solvents.



- 2.2.3 Keep fire escape routes clear at all times.
- 2.2.4 Before starting work, all staff and students are to be familiar with location and use of fire-fighting equipment.
- 2.2.5 Note the location of the emergency exit and the use of a first aid kit.

2.3. Laboratory Safety Policies

- 2.3.1 The Laboratory regulations are to be followed meticulously, for prevention of accidents and for organized and systematic working of the laboratory.
- 2.3.2 The lab users should keep floors tidy and dry and should keep benches clean and free from chemicals and apparatus that are not being used.
- 2.3.3 Children are not permitted inside the laboratories.
- 2.3.4 The lab users should be aware of emergency procedures.
- 2.3.5 The lab instructor/ attenders shall keep exits free from obstructions.
- 2.3.6 The lab users shall ensure clear access to emergency equipment (fire extinguishers, first aid kits, chemical spill kits, emergency shower and eye washes).
- 2.3.7 Appropriate personal protective clothing must be worn at all times in laboratories.
- 2.3.8 Wherever required, the lab users shall wear closed-in footwear for protection of feet from corrosive or hot liquids, falling objects and other potential sources of injury. Bare feet, thongs, sandals are prohibited.
- 2.3.9 The lab users shall fasten loose clothing and tie back long hair.
- 2.3.10 When using machinery, the lab users shall remove jewellery and rings.
- 2.3.11 The lab users shall not eat, drink and apply cosmetics in laboratories.
- 2.3.12 The students shall avoid lifting heavy objects, seek assistance if required.
- 2.3.13 The lab users shall not use any machines, equipment or laboratory apparatus without prior instruction/ training by the supervisor or technical staff on safe work procedures and practices.



- 2.3.14 Whilst using any equipment, the lab users must adhere to the standard operating procedure.
- 2.3.15 While leaving the laboratory, the lab users shall turn off all equipment in use.
- 2.3.16 The relevant material safety data sheets (MSDS) and the chemical safety procedures shall be maintained and user to be made aware.
- 2.3.17 The lab instructor shall clearly label all equipments and containers in use within the laboratory.
- 2.3.18 Each laboratory shall have either on its entry door or adjacent to it, a prominent placard containing information about the equipment.
- 2.3.19 Offices, write-up and study areas shall be separated from areas where hazardous materials are used or potentially harmful processes undertaken to ensure that reading and writing materials do not become contaminated. These areas should not form part of laboratory benches.
- 2.3.20 The instructors/ supervisors shall know the safety procedures, potential hazards and precautions for each experiment before teaching or conducting a laboratory exercise and explain each experiment and alert others to possible hazards before they begin the laboratory exercise.
- 2.3.21 The lab users shall know the location and operation of emergency equipment, along with which emergency procedures are appropriate and how to summon assistance if needed.
- 2.3.22 The lab users shall understand the chemical hazards and precautions specified in the pertinent lab manuals.
- 2.3.23 Each laboratory should have its own laboratory safety manual or set of manuals.
- 2.3.24 Each person within the laboratory needs to sign (with date) that they have read, understood and will abide by this manual before commencing their work. This should also be countersigned (and dated) by the laboratory manager or supervisor.



2. ACADEMIC POLICIES

3.1. Attendance Policies

The attendance policies are intended to develop a culture of regular attendance and punctuality among staff and students.

For Staff:

- 3.1.1. Staff shall be responsible for the maintenance of attendance record in the registers provided. The staff shall mark the attendance of all the students in attendance register for each class in ascending numeral (1,2,3,4,5,...) and if the student is absent, he shall enter it as 'A'.
- 3.1.2. Staff shall handover the list of absentees to the concerned authority for each class to update parents via SMS.
- 3.1.3. Staff shall preserve the attendance register as per the university guidelines.
- 3.1.4. Staff shall inform mentors and parents, if any student remains absent for continuous 3 classes.
- 3.1.5. Staff shall take written undertaking from the students in case of attendance shortage.
- 3.1.6. Staff shall maintain the supportive documents submitted by the students about their absenteeism.
- 3.1.7. Staff shall report the attendance status to HOD fortnightly.
- 3.1.8. Staff shall deny the attendance if a student is late to the class by 15 minutes.
- 3.1.9. During crucial periods like Lock Down the staff shall record attendance as suggested by the authority –Excel sheet / Google Meet attendance



For Students:

- 3.1.9. Students shall attend classes regularly.
- 3.1.10. Students shall convey information/ seek prior permission regarding missing classes (relating to participation in sports/ cultural/ literary activities/ health issues etc.).
- 3.1.11. Students shall submit supportive documents within 4 days for their absence.
- 3.1.12. A minimum 75% of attendance in each subject is mandatory.
- 3.1.13. Students shall be detained from writing the final examinations if they are unable to maintain 75% of attendance in each subject.

3.2. Examination Policies

The Examination policies and procedures aim to achieve coordination, consistency and fairness in examination practices in the institution.

Procedures

- 3.2.1 The exam committee shall conduct two class tests of one hour duration in each semester for continuous internal assessment (IA). Among these tests, one is a written test and another is an online test.
- 3.2.2 Two tests will be held every day with one hour gap between two tests over three or four days.
- 3.2.3 The staff shall undertake proof reading in the Registrar's office at least three days prior to the test.
- 3.2.4 All staff members shall prepare question papers relevant to their subjects at least five days prior to the commencement of exam as per the instructions from exam section.
- 3.2.5 On the basis of marks obtained in these two tests, IA marks shall be calculated.
- 3.2.6 The student who has remained absent for the test shall write the re-exam at the end of regular classes before the semester end exams.



- 3.2.7 Staff shall complete valuation within a week and submit the marks list to the Registrar's office.
- 3.2.8 After the two tests the students shall get their marks cards.
- 3.2.9 The student who has failed in any subject or who has attendance shortage shall bring his/her parents for interaction with the mentor. Such students, as per the existing regulations, shall give a declaration signed by both the students and parents. The mentor shall take the signature of the parent in cumulative record books.
- 3.2.10 Students shall pay the stipulated semester end examination fees in the office before the due date.
- 3.2.11 The committee shall put up a notice regarding payment date and details on the notice board at least a month earlier.
- 3.2.12 Generally, the committee shall issue Hall tickets one week prior to the commencement of exam.
- 3.2.13 All practical examinations shall be held before the theory examinations.
- 3.2.14 The Department Heads/ examiners shall submit the practical answer scripts and marks list duly sealed and signed to the Registrar's office as soon as the exam is over.
- 3.2.15 There shall not be revaluation for practical examination.
- 3.2.16 The Heads concerned shall submit the Practical Examination Timetable duly signed to the Registrar's office.
- 3.2.17 Practical Examination Timetable shall be put up on the notice board of the concerned department a week prior to exam.
- 3.2.18 Semester end Theory Exam Timetable shall be put up on the notice board normally 15 days prior to the exam.
- 3.2.19 Any grievances related to timetable shall be brought to the notice of Registrar. As per the provisions made and the exam section shall undertake proper measures if required.
- 3.2.20 The Registrar shall call a meeting of the HOD's a month prior to the exam to discuss the procedure of question paper setting by internal and external



examiners. Writing materials, vouchers etc., shall be supplied during the meeting.

- 3.2.21 Proof reading the papers of internal and external shall be done by the BOE Chairperson of the concerned department.
- 3.2.22 Selection on internal and external papers shall be done by the Principal.
- 3.2.23 The Principal and Registrar shall randomly select the question paper.
- 3.2.24 Semester end Examination shall be of three hours duration (Forenoon = 9.30am to 12.30pm and Afternoon = 2.00pm to 5.00pm), unless necessitated by some other contingencies.
- 3.2.25 Flying squad and CCTV provisions shall be deployed during the exam to prevent malpractices.
- 3.2.26 Central valuation shall commence normally on the next day of the first examination under the custodianship of the faculty appointed by the Principal.
- 3.2.27 The Principal shall appoint a Chief Superintendent and an Office Superintendent for conducting semester end examination.
- 3.2.28 Fifteen papers will be issued to each valuer in each session of valuation.
- 3.2.29 On holidays, the valuation centre shall remain open for half day.
- 3.2.30 In normal circumstances, results shall be announced 15 days after the last day of exam. The issue of original marks cards shall normally begin 15 days after declaring the result.
- 3.2.31 The students who require their marks card during the middle of the programme shall be provided with provisional marks card.
- 3.2.32 Instructions to the students regarding the examination rules shall be put up on the notice board much before the exam.
- 3.2.33 Instructions to the Invigilators and Paper Valuers shall be put up on the notice board in the examination centre.
- 3.2.34 Seating arrangements shall be displayed on the notice board by the Chief Superintendent.



- 3.2.35 The invigilation duty chart shall be displayed on Staff notice board much before exam.
- 3.2.36 Final semester marks card shall be issued to those students who have completed the semester end exam.
- 3.2.37 The students shall apply to get the marks card.
- 3.2.38 The students shall also be provided Ledger Marks Card for applying to Mangalore University for Convocation Certificate on a request letter.
- 3.2.39 Notice concerning revaluation, re-totaling, personal seeing and fees details shall be notified soon after the declaration of result.
- 3.2.40 Revaluation work shall be undertaken soon after the scrutiny of application. The results will be published within a week.
- 3.2.41 Xerox copies of answer papers shall be provided for personal seeing on the receipt of application.
- 3.2.42 Marks Cards and Provisional Marks Cards shall be provided in a file to all students.
- 3.2.43 In case the difference between 1st valuation and 2nd valuation is more than 20%, then 50% of the fee shall be refunded to the applicant.
- 3.2.44 If there is a total mistake in the answer scripts, it will be recorded in a notebook and signature of the valuer will be taken with a note of warning.
- 3.2.45 Remuneration for valuers and invigilators shall be credited to their concerned bank accounts after the completion of examination process.
- 3.2.46 Enquiry of malpractice cases shall be separately held. Such candidates are informed to bring their parents and in front of their parents, the decision of the enquiry shall be announced.
- 3.2.47 In the case of emergency, a marks card will be given to the person authorized by the candidate provided, the candidate should send an email to the Principal requesting to issue marks card.
- 3.2.48 For Foundation courses, online examination shall be held at the semester end.
- 3.2.49 Semester examination results shall be made available on the student's space in the website within a week from declaration of result.



3.3 Staff

- 3.3.1 Staff shall make students aware of the portions for the Internal Assessment test in advance.
- 3.3.2 Staff shall inform the students about question paper patterns in advance.
- 3.3.3 Staff shall prepare the question paper as per the guidelines from the exam section.
- 3.3.4 Staff shall submit question papers to internal coordinators within the stipulated time.
- 3.3.5 Staff shall report for examination duty on time.
- 3.3.6 Staff shall make alternate arrangement and officially communicate to the concerned authority, in case of inability to carry out exam duty assigned to them.
- 3.3.7 Staff shall follow code of conduct during the invigilation.
- 3.3.8 Staff shall evaluate answer scripts as per the scheme of evaluation.
- 3.3.9 Staff shall evaluate answer scripts within stipulated time.
- 3.3.10 Staff shall submit the marks to the office as well as enter the marks in EERPMS within stipulated time.
- 3.3.11 Staff shall discuss/ display scheme of evaluation for the benefit of the students.
- 3.3.12 Staff/ concerned authority as per the provision shall communicate the marks to the parents.

3.4 Students

- 3.4.1 Students shall be seated in the exam hall 10 minutes earlier for Internal examination.
- 3.4.2 Students shall report for Semester end examination as per the exam statute.
- 3.4.3 Students shall compulsorily wear identity cards during exams.
- 3.4.4 Students shall carry writing materials such as pen, pencil, scale, eraser, etc. to the examination hall.



3.4.5 Students shall desist from indulging in malpractice.

3.5 Policies Regarding Conduct of Classes

These policies aim towards smooth and fruitful conduct of classes to ensure effective teaching and learning among the staff and students.

For Staff

- 3.5.1 Staff shall prepare well much before the conduct of classes.
- 3.5.2 Staff shall conduct the classes regularly.
- 3.5.3 Staff shall make alternative arrangement and officially communicate to the concerned authority, in the case of inability to conduct the class.
- 3.5.4 Staff shall go to the classroom in time and engage the class throughout the period.
- 3.5.5 Staff shall prepare and follow the lesson/ session plan.
- 3.5.6 Staff shall engage class effectively for the entire duration.
- 3.5.7 Staff shall use legible, large and neat writing on blackboard.
- 3.5.8 Staff shall carry out continuous monitoring of students and adjust the teaching pace according to the need of the class.
- 3.5.9 Staff shall be ready to go beyond the syllabus content if needed and relevant.
- 3.5.10 Staff shall address the queries and doubts raised by students.
- 3.5.11 Staff shall treat all students impartially.
- 3.5.12 Staff shall ensure that sufficient study material is made available to the students.
- 3.5.13 Staff shall use audio-visual tools wherever possible and necessary.
- 3.5.14 Staff shall complete the entire syllabus in time satisfactorily.
- 3.5.15 Staff shall conduct additional classes if necessary to compensate for the lost classes.
- 3.5.16 Staff shall ensure that the blackboard is left blank before leaving the class.



3.6 Students

(Policies regarding attending classes)

- 3.6.1 Students shall attend the classes regularly.
- 3.6.2 Students shall maintain the decorum of the classroom.
- 3.6.3 Students shall be attentive and enthusiastic in the class.
- 3.6.4 Students shall ensure that the concepts taught in the previous class are understood.
- 3.6.5 Students shall raise queries and doubts for better understanding of the subject.
- 3.6.6 Students shall complete the assigned tasks by teacher in time.
- 3.6.7 Students shall use the classes for any creative mode of learning with the permission of the staff.

3.7 Class Monitoring

These policies govern the punctuality of staff and students with respect to the classes.

- 3.7.1 The Head of the Department shall appoint / nominate class monitoring coordinator
- 3.7.2 The Head of the Department/ coordinator shall monitor the conduction of classes.
- 3.7.3 Staff shall get their Work Diary verified and signed by the Head of the Department fortnightly.
- 3.7.4 Head of the Department shall discuss with respective staff in case there is any irregularity in conduction of classes.
- 3.7.5 The Head of the Department shall report to the higher authority in case of repeated irregularities.



3.8 Mentorship

The Mentorship policies aim to enable the mentees to develop and enhance their own skills, strategies and capability in learning and other spheres of life so that they are enabled to tackle the challenges more effectively in their future life.

For Mentors

- 3.8.1 Mentor shall conduct mentorship meetings every fortnight and maintain minutes of the meetings.
- 3.8.2 Mentor shall give prior information to the mentees regarding the mentoring schedule.
- 3.8.3 Mentor shall collect details on the mentee's progress through EERPMS well in advance.
- 3.8.4 Mentor shall guide and motivate the mentees to involve in academic and non-academic activities.
- 3.8.5 Mentor shall listen to the mentees patiently and prepare a report of the meeting.
- 3.8.6 Mentor shall maintain the profile of each mentee in the specified format.
- 3.8.7 All meetings shall contain general discussion with all mentees as well as one-to-one interaction.
- 3.8.8 Mentor shall submit a mentorship report to the Head of the Department.
- 3.8.9 Head of the Department shall take care of the issues related to the department.
- 3.8.10 Head of the Department shall submit the consolidated report to the Dean.
- 3.8.11 The Dean shall be responsible for getting the issues solved.
- 3.8.12 Mentor shall update the mentees regarding the follow up of the issues.
- 3.8.13 Mentor shall update parents regarding the overall progress of all the respective mentees.



- 3.8.14 Mentees' profile shall be transferred to respective department soon after the admission
- 3.8.15 The mentor shall remain with the same mentees till the mentees complete the course.

For Mentees

- 3.8.16 Mentees shall attend the mentorship meetings as per schedule notified by the mentor.
- 3.8.17 Mentees shall communicate the factual information to the mentor.
- 3.8.18 Mentees shall feel free to share any matter with the mentor.



4. GRIEVANCE REDRESSAL POLICY

The Grievance Redressal policies aim to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college campus. Keeping in view the welfare of all the stakeholders of the college, the Grievance Redressal policies have been formulated.

4.1. Grievance Submission

Everyone in the campus shall have the freedom to file a complaint or application to the committee to redress his or her grievance. The grievance shall be registered in any of the following ways:

- 4.1.1. The complainant shall meet and discuss with the respective person who, according to him/ her, is causing the grievance. The victim or the complainant shall make attempts to resolve the issue upon discussion with the accused.
- 4.1.2. If unresolved, a formal grievance process shall be initiated in person by the victim by meeting the Mentor/ HOD/ Principal/ Grievance Redressal Cell.
- 4.1.3. The Grievance Redressal Cell and its policies come into force as and when situations arise.

The following steps shall be followed to formally register the grievance:

The formal grievance shall be either in the handwritten, typed or e-mail form addressed to the Coordinator of the Grievance Redressal Cell.

A formal grievance shall include the following information:

- a) Complainant's signature and the date signed.
- b) Name of the accused individual, his/ her position or status, and contact information, if known.
- c) Clear and concise description of the alleged incident(s), along with the details on when and where it occurred.



- d) Description of all informal efforts, if any, to resolve the issue(s) with the person involved. This includes names, dates and times of attempted or actual contact along with details of the discussion and the manner of communication made in the course of each effort.
- e) Supporting documents and evidence (if any).
- f) Names of witnesses or individuals who may have direct and relevant information about the specific allegation (with accompanying addresses, email addresses, and telephone numbers).
- g) The grievance (which may be accusation/ formal submission) shall be brought to the attention of the Principal for formal acceptance.

4.2 Constitution of Grievance hearing committee/ special team

- 4.2.1 Upon accepting the grievance, the Grievance Cell shall constitute a special team to handle the grievances within 48 hours.
- 4.2.2 The team shall comprise of a Chairperson and some members representing various departments of the institution.
- 4.2.3 The team shall include the Chairman of the Grievance Redressal Cell either as a chairperson or as a member of the team.
- 4.2.4 The Principal and Grievance Redressal Cell shall be the final authorities in the matters of composition of the grievance hearing special team.
- 4.2.5 The members in the hearing team shall be notified about their inclusion by Grievance Redressal Cell well in advance.

4.3 Hearing

- 4.3.1 The grievance hearing team shall start the hearing sessions within 48 hours from submission of the complaint.
- 4.3.2 The team shall decide the participation of complainant and the accused in the hearing sessions and notify the same to the complainant and the accused.



- 4.3.3 Equal opportunity shall be given to both parties to defend their arguments.
- 4.3.4 Supporting documents and evidences (if any) shall be examined as the team may deem appropriate.
- 4.3.5 The team shall decide upon closure of the sessions and related future sessions. The same shall be notified to the complainant and/ or accused.

4.4 Findings

- 4.4.1 A private session shall be conducted to decide upon the findings of the special team based on hearing.
- 4.4.2 The decision taking requires two-third majority agreement among the members.
- 4.4.3 The Principal, in consultation with the members of the team, shall determine the appropriate remedial measures.
- 4.4.4 A written summary shall be prepared by the Chair of the special team/ panel/ person in-charge based on judgment after the deliberations have been completed.
- 4.4.5 The judgment shall be conveyed to both the complainant and the respondent within three working days.
- 4.4.6 A written summary record shall be maintained in the files of Grievance Redressal Cell.
- 4.4.7 If the respondent who has been found guilty is a member of the staff, a written record of the grievance and the opinion by the Grievance Hearing Team shall be retained in the personal file maintained by the institution.
- 4.4.8 False and malicious accusations of sexual or other harassment, which even if erroneous or made in good faith, may be the subject of appropriate disciplinary action.



5. SPORTS POLICIES

5.1 Overview

The Department of Physical Education is an integral part of the SDM institutions. The Department bears the responsibility of training and equipping sportspersons to enter the sporting world. The Central facilities available in the department are:

- Stadium with 400 meters track
- Fitness centre
- International standard swimming pool
- Indoor and outdoor sports and games facilities
- Training and coaching facilities
- Free hostels for men and women

5.2 Best Practices

- 5.2.1 Felicitating nationally/ internationally reputed sportspersons.
- 5.2.2 Felicitating athletes and players who represent the University and win medals in inter university competitions.
- 5.2.3 Reservation of seats for sportspersons in postgraduate and undergraduate sections.
- 5.2.4 Scholarships to upcoming sports persons.
- 5.2.5 Financial assistance to those who are selected to represent the college in national and international competitions.
- 5.2.6 Providing a Sports kit.
- 5.2.7 Conducting sports programmes for staff.
- 5.2.8 Conducting intercollegiate and interuniversity sports competitions.
- 5.2.9 Conducting seminars, conferences/ workshops involving students.
- 5.2.10 Conducting awareness programmes on sports as a means for the promotion of health and national integration and communal harmony.
- 5.2.11 Promotion of traditional and folk games.



5.3 Objectives

- 5.3.1 To place the college among the best sporting institutions in India.
- 5.3.2 To enhance the image and prestige of the institution through sporting activities.
- 5.3.3 To use Sports as one of the socio-economic instruments, for the development of youth.
- 5.3.4 To create greater opportunity for students/ sports persons of the region to participate in major national and international competitions.
- 5.3.5 To develop the capacity to host both national and international competitions.
- 5.3.6 To create awareness on general fitness, health and sporting activities amongst the members of all communities irrespective of age, gender, status and religion.
- 5.3.7 To make deliberate and conscious efforts to promote mass participation in sports programmes.
- 5.3.8 To arrange international, national, regional and state level conferences on physical education and sports.
- 5.3.9 To coordinate state initiatives related to the encouragement, promotion and development of physical activity, sports and the implementation of anti-doping measures, in cooperation with Mangalore University and Mangalore University authorities.
- 5.3.10 To encourage the private sector to contribute financially to the development of sports.
- 5.3.11 To encourage local bodies and institutions to promote and develop sports.



5.4 Rules and Regulations

- 5.4.1 The tournaments/ competitions/ selection trials in various events (both men and women) will be conducted in the college for which the Physical Education Director shall be the convener.
- 5.4.2 The college, if selected by the University for hosting the event, shall form a subcommittee to conduct the tournaments. This sub-committee shall consist of Principal, Convener, and Director of Physical Education / University representative and two staff members of Host College.
- 5.4.3 Fixtures shall be drawn by the convener of the respective tournament in consultation with the Director of Physical Education. The fixtures drawn must be dispatched to all the participating colleges at least ten days in advance of the commencement of the tournament.
- 5.4.4 Documents needed for Inter-collegiate competitions:
Every participating college in the University shall submit the following documents signed by the Principal and Physical Education Director with seal:
- i. Eligibility details neatly typed and printed in respect of students, in duplicate, using the prescribed proforma.
 - ii. No subsequent change/ addition/ replacement in the list of players once submitted to the organizing college shall be allowed. This also applies for the inter-zonal matches.
 - iii. If the list of players of the participating teams contains more number of players than the maximum number permissible under the rules, such a team shall not be allowed to participate in the tournament till the strength of the team is reduced to the number that is permissible under the rule.
 - iv. Eligibility forms without the seal of the college or bearing unauthorized overwriting shall not be accepted as valid by the organizing college. The overwriting, if any, must be duly initialed by



the Physical Education Director or the Principal of the concerned college, as the case may be.

- v. The organizing college/ institution, after the completion of the tournament shall send one copy of the eligibility details submitted to him by the participating teams, to the University.
- vi. Each member of the team participating in an intercollegiate tournament shall carry identity card issued by the college concerned, which shall bear the following:
 - a) Photograph of the players and his/her signature
 - b) The signature of the Principal and seal of the college
 - c) Authentication for the current year
- vii. A team, not carrying identity cards as defined in the rules shall not be allowed to participate in the concerned tournaments.
- viii. The SSLC and PUC original marks cards of the players should be produced.

5. 5 Disqualification

Those sportspersons who are found/ tested positive on the basis of samples taken and analyzed by NADA, confirming the use of banned drugs (doping) for enhancing their athletic performance, shall be debarred from participation in Intercollegiate/ University games for the period specified in the report of National Anti-Doping Agency (NADA) with a view to make sports drug free in University sector. In this regard, if any disciplinary action is initiated by the concerned authorities against the sports person, the Principal and the Physical Education Director of the concerned college shall be held responsible. The University shall not be responsible for any disciplinary action or any kind of punishment taken by the concerned authority.

Impersonation is strictly prohibited. If any athlete/ player is caught for impersonation, the college which the athlete/ player is representing shall be banned



from the MUIC competition for that particular event for which the athlete/ player had impersonated, for a period of one year from the date of punishment.

If any of the players/ teams commits any illegal/ immoral/ unlawful activity, walks out from the match or event, commits violent acts, such players/ teams shall be banned from participating in that particular event for a period of one year from the date of punishment.

5.6 Officials

The college shall be responsible for selecting competent officials whose decision on all points of fact shall be final and binding. The panel of officials shall be drawn up by the organizers, well in advance. A clinic for the officials shall be conducted by the convener a day prior to the tournament or before the commencement of the tournament in order to keep them abreast with the rules. Physical Education Directors working in the colleges of Mangalore University should be given first preference to officiate in the intercollegiate competitions.

5.7 Postponement

Under no circumstances shall the tournament/ competition be postponed. Only when the reasons are valid, i.e., natural causes like bad weather, failure of light, unforeseen circumstances, etc. the matches shall be replayed or postponed. A match abandoned owing to deliberate disruption such as invasion of the ground by the crowd for events like Hockey, Football, Basketball, Kabaddi, etc. shall be resumed from the point at which it had been abandoned. The previous score remains intact. If for any reason, the finals cannot be played, the winner's place shall be shared. The spinning of a coin will be resorted to decide as to who shall keep the trophy for the first half of the year.

No team should claim 'Walk-Over Victory' as a matter of right. In the event of one of the two contesting teams failing to report within 30 minutes of commencement



of the match, the convener may decide on the merit of the case and instruct the officials to award a Walk-Over Victory to the contesting team that reports for the match. A team which has played earlier round matches, if it gives “Walk-Over” in the later round, shall not be awarded any position/ points in the tournament.

5.8 Protests

- 5.8.1 Protests are normally discouraged. Protests on the decision of the officials shall not be entertained. However, protests on a point of rule or in connection with the tournament shall be made in writing by the manager of the team to the convener of the sub-committee and should reach him along with a protest fee Rs. 1000/- within an hour of the conclusion of the match. The protest fee shall be forfeited if the protest is not sustained. In such cases, the protest fee shall be remitted to the Mangalore University.
- 5.8.2 The protest shall be considered by the sub-committee, which is in charge of that particular tournament.
- 5.8.3 The team managers shall never argue on issues pertaining to the official's decisions in the presence of the players. Such matters should be discussed with the convener in the office room.

5.9 Discipline

- 5.9.1 Any violation of the rules either by an individual or by the team shall be liable for disciplinary action. The subcommittee in charge of the competition shall decide on the nature of action to be taken after due enquiry and shall inform the Director of Physical Education who in turn, if needed, shall communicate the decision of the committee to the Principal of the concerned college for taking necessary action.
- 5.9.2 The decision of the sub-committee pertaining to that particular tournament shall be final and binding in all cases of disputes if any. If the violation requires the



intervention of the University, the sub-committee should submit a detailed report on it, to the Director of Physical Education, Mangalore University. The same shall be forwarded to the concerned college for taking necessary action. The Principal in turn will inform the Director of Physical Education immediately on the action initiated in order to place it before the Sport Advisory Committee.

5.10 Disciplinary Committee

The disciplinary problems related to Player/ Athlete, Coach, Manager, Physical Education Director, Trainer, etc. that may occur due to eligibility norms, participation in coaching camp, participation in intercollegiate/ inter university tournaments/ meets etc. will be dealt by the Disciplinary Committee formed at the venue/ University for that purpose.

5.11 College level Disciplinary Committee

The College level Disciplinary Committee consists of the following members:

Principal of the host college

Convener of the tournament

Two staff members of the college

Director of Physical Education

5.12 Deputation of Physical Education Directors

The Principal shall depute the Physical Education Directors of the college to conduct the interuniversity, intercollegiate sports programmes/ competitions and to accompany the University teams as manager/ coach to inter university competitions.



5.12 Convener's report

The conveners of the tournaments shall send the detailed report in the prescribed proforma pertaining to the tournament/ competition/ selection trials which they have organized, along with the bill of expenditure (including relevant vouchers in duplicate) duly signed by both the convener and the Chairman (Principal) of the organizing sub-committee, to the Director of Physical Education, within 25 days on the completion of the competition/ trials, in order to settle the tournament account as well as to compile the tournament results promptly.

5.14 Rules and Regulations for various Games and Events

The competitions in various intercollegiate games/ events will be conducted in accordance with the guidelines for conduct of Mangalore University. Intercollegiate Tournament/ Competitions prepared by the Department of Physical Education and liable to be amended from time to time.

For Coaching camp/ University team

5.14.1 If a player with good sports accomplishments fails to report for the selection trials for valid reasons such as

- i. University Examination
- ii. Participation in the higher level competition
- iii. Participation in State/ National level coaching camp
- iv. Any other reason that the Director of Physical Education deems fit to be considered in the interest of the University team, then he shall be included in the list of those probable for the coaching/ selection camp. The list of such players duly certified by the Principal shall be handed over to the Director of Physical Education before the selection trials.

5.14.2 In the case of individual events like Athletics, Weightlifting, Power lifting, Swimming etc, the University notifies the qualifying mark to select University



teams based on the performance of All India Inter University competitions of the previous years. (Previous three years' sixth position average will be the qualifying mark.)

Note: If an athlete/ competitor fails to qualify in the University meet and shows better performance subsequently prior to the camp in a recognized competition conducted by

- i. National/ State/ District units of the Association/ Federation or I.O.A.
- ii. Rural Sports meet organized by the State or District Youth/ Sports Department or SAI/ NIS.

Such a competitor, if he/she produces the original certificate showing the meet record, may be considered for the coaching camp. His/her inclusion in the team is subject to his/her performance in the trial held in the camp.

- 5.14.3 In the event of unforeseen incident, if a player of repute misses the tournament/ selection trials, such player may be considered by the Director of Physical Education for the selection/ coaching camp/ University team if he/she produces a certificate duly authenticated by the Principal.
- 5.14.4 If a college withdraws from the tournament or competition, for which the fixtures have been drawn and circulated, it shall be informed to the convener (organizing college) of the tournament at least a week before the date of the commencement of the tournament, marking a copy to the college against which it is drawn to play the first match, to avoid unnecessary delay in the conduct of the match etc. The college which fails to comply with this rule of withdrawal, shall pay to the University a token penalty of Rs. 200/- , failing which the team will not be allowed to compete in the following year unless the college gives justification in this regard.
- 5.14.5 Every team shall be accompanied by a full-time staff member (preferably Physical Education Director/ instructor) as its Manager. A common Manager is permitted to colleges that function under the same Management (day and evening college). He/she shall be present at the venue till his/her team finishes its matches. Under no circumstances, shall a team be allowed to



participate in a tournament unless accompanied by a Manager as defined above. Women's team/ athlete should be accompanied preferably by a lady Manager/ lady Physical Education Director.

- 5.14.6 A college not having a full team may send players of competence for the University team selection trials along with eligibility details.
- 5.14.7 In the team events or games, the matches are played on knockout basis except in the case of chess.
- 5.14.8 In the tournaments/ competitions, the latest rules of the AIU and Federation shall be followed unless specified.
- 5.14.9 The grounds/ courts and equipment for the tournaments must conform to International specifications. It is the responsibility of the college, which opts for organizing the tournament to provide free lodging facilities and security to the participating teams by collecting caution deposit fee.

5.15 Selection criteria

The Director of Physical Education shall nominate the selection committee from among the panel of Physical Education Directors/ coaches / former players. The DPE shall be the Chairman of the committee. The Chairman will also nominate the captain of the team based on the following criteria:

- a. Seniority in the Mangalore University team (number of times he/she has participated/ has been selected to the University team in the particular game).
- b. Achievement in the particular game.
- c. Higher class in which he/she is studying.

If all these conditions are fulfilled by more than one person, the Director of Physical Education will decide on the captain, considering the performance and ability of the player to lead the team and safeguard the interests of the University.



5.16 Coaching camp and Inter-University participation

The coaching camp for the University shall be probably conducted prior to participation in the inter university competitions. The duration of the camp shall depend on the time and funds at the disposal of the University. The camp shall normally be divided into two phases:

- i) Preliminary camp at the end of which the team is finalized
- ii) Final camp for the finalized team after which the team shall proceed to interuniversity participation. The teams qualifying for inter-zonal/ inter university competitions may be called for one more camp before proceeding to the inter-zonal competition.

At the time of reporting for the camp, the players should sign an undertaking which shall lay the conditions pertaining to fitness, discipline and other mandatory requirements.

For Coach/ Manager

- 5.16.1 The services of the Director of Physical Education shall be utilized during the coaching camp as and when required.
- 5.16.2 The Manager/ Coach of the team is responsible for
 - a) Conducting coaching and trials during the coaching camp
 - b) Helping the University in selecting the team
 - c) Payment of TA and DA (including reservation of tickets etc.) to the players right from the commencement of the coaching camp till the return of the team from the intervarsity competition.
 - d) General welfare and discipline of the team
 - e) Preparing brief reports on the coaching and participation at the intervarsity level with a note on the follow up action to be initiated by the University.



- f) On returning from the intervarsity venue, he is expected to settle the account at the office of the Director of Physical Education. Only on submission of accounts he will be given the attendance certificate which will enable his college/ institution to treat his absence as OOD.

5.17 Attendance

The college Principal must give attendance to the sports persons who attend University intercollegiate competitions, inter university competitions, University training programmes, University sports related programmes conducted in the campus.

5.18 International Participation

The Institution shall financially support a student of a constituent and affiliated college for participation in World University games/ International competitions representing Indian Universities/ India, the participation being approved by the AIU and the respective National Federations.

The Director of Physical Education will recommend the amount of financial support that will be given depending upon the nature of the tournament as approved by AIU and Indian Olympic Committee.

5.19 Criteria for awarding Scholarship

The criteria for awarding the scholarship are given below:

The sportsperson should necessarily be a student of the college.

- 5.19.1 In addition to participation at the highest level in the country, it is mandatory for the sportsperson to contribute sports excellence in the University primarily by representing it and/ or achieving any of the top three places (for individual events) at the inter university tournaments.



5.19.2 The sportsperson should have the potential to reach International level, the assessment of which shall be done by a panel of experts, on the following criteria:

- i. Should be available to represent the university in the game/ event of his/her expertise.
- ii. Should have secured the first place in the State championships and any of the first three places at the National level for individual events.
- iii. For team events, in the absence of having achieved a place at the State level, he/she should have represented the State at the National championships conducted by the Federation and should have attended at least one National camp.

In addition to checking the records, the committee will assess the potential of the athlete through practical tests and interviews.

The sportsperson should submit the progress made by him/her periodically and keep the University informed about the tournaments in which he/she has participated and the performance in those tournaments.

The financial assistance will be in the form of paying the joining fees of any coaching institution/ club/ academy of National/ International repute, coaches' fees, equipment and dietary allowance and travelling fare for National/ International tournaments/ competitions. The details of these expenses have to be substantiated by the relevant authorities concerned and the amount sanctioned will be subjected to the discretion of University authorities.

If the sportsperson is not showing adequate progress in his/ her sports performances or not doing justice to the expenses incurred, to the satisfaction of the University authorities, and as recommended by a panel of experts formed for this purpose, such sportsperson may be deleted from the list of beneficiaries under the scheme.

If the amount sanctioned is misused/ misappropriated by the beneficiary or if he/she is involved in disciplinary incidents which would malign the reputation of the University, the scholarship will be immediately cancelled and he/she is liable to



reimburse the amount spent on him/her by the University along with a nominal rate of interest as decided by the University authorities. An affidavit on this regard shall be signed by the sportsperson and by his parents/guardian (if the sportsperson is a minor) prior to getting the benefits of the sponsorship.

The institution, within the ambit of its rules and regulations, shall provide opportunities to the athlete to make up for whatever classes missed and to write the semester exams. The sportsperson shall not claim the permission to write the semester exams as a matter of right if the minimum conditions for appearing for the exam are not fulfilled.

5.20 Awarding Points

For the purpose of awarding points, the following guidelines should be followed:

Approved World competitions are the competitions organized by the International Apex Bodies in concerned discipline and in which the National teams are sponsored by the National Apex Bodies and cleared by Sports Authority of India/ Government of India. Only those International competitions which are being held at the time of preparation of the norms are included in the priority list.

The National Championship is the championship conducted by the National Apex Body of the concerned discipline.

Individual games/ events are the games/ events in which an individual performs alone. (Note that relay is considered as a team event.)

When a candidate has a number of achievements in different disciplines, his/her best achievements will be taken into consideration.

The achievements in two financial years (1st April to 31st March) previous to the year of admission shall alone be considered. However, in the case of competitions, which are not organized annually, the immediate previous edition of competitions shall be deemed as the previous two financial years for the purpose of this list.



All competitions where an upper age limit is fixed (youth/ junior/ sub-junior) would be treated as junior event, provided it is not classified as senior event by the concerned National Federation.

If a candidate represents the Indian University team in the National championships, he/she will be considered for the benefit of the norms only if he/she was a student in one of the Universities in Karnataka during the year of representation.

When there is a tie (if any) in the achievements, the following criteria as per the priority list given below will be applied to break the tie:

- a) Those with a higher number of achievements will be placed above the others. If the tie still remains, the next best achievement as per the order of priority will be considered.
- b) If the tie is not resolved by the above method, the person having the achievement during the year closer to the selection will be given priority.
- c) Individual achievements will be ranked above team achievements.
- d) If a new record is created, he/she will be given priority.
- e) If the participant has achievements in two age, group competitions will be given priority.
- f) Capacity (Best Athlete/ Best Player) in the games will be given priority.
- g) If a tie cannot be broken by any of the above mentioned sports achievements, the marks obtained in the subjects of the qualifying examination will be considered for resolving the tie.

5.21 Awards

The Winning team for each game will be awarded with certificates, medals and wherever rolling trophies are available, they will also be awarded with a Rolling Trophy for that particular year. The trophies so awarded shall be sent to the venue of the tournament in the succeeding year. The damages, if any, to the trophy shall be



made good by the concerned winning team. It is the duty of the convener of the tournament to receive the trophy in good condition and award it to the winner. If there is any damage, it must be reported to the Director of Physical Education. The Runner-up team and Third place team will also be awarded certificates.

Merit certificates will be awarded to the members of the winning team, runner-up team and the team winning third place in each event/ game (only to those sportspersons who actually participated in the match).

The first three/ four places in the preliminary round of the tournament may be awarded certificates/ medals and prizes by the organizers themselves.

Third place certificates shall be awarded only if a competition is conducted for third place (between the semifinalist losers). In the absence of a competition for third place, the semifinalist team which loses to the winning team shall be placed in third place and the other semifinalist team will be placed in the fourth place. This placing shall not warrant a merit certificate and shall only be considered for the purpose of awarding points for the overall team championship.

5.21 Sports Promotion

This policy reiterates the critical importance of sports and games in educational institutions and seeks to achieve the policy's objectives:

- 5.22.1 Physical education and sports shall be an integral part of the curriculum at college level.
- 5.22.2 Make available an adequate number of trained physical education and sports teachers through a time-bound programme and arrangements must be made for playfields.
- 5.22.3 Encourage the Managements of educational institutions in both the public and private sectors to optimally utilize their sports facilities by making them available on commercial terms, during off-hours or week-ends or vacations, to local communities/ youth/ sports clubs for regular practice, or reputed players



to run coaching academies, or reputed organizations to conduct tournaments and other competitions.

5.23 Annual Physical Education department meeting

Annual Physical Education Department Meeting will be held every year in the month of July/August to chalk out the annual programme and evaluate the performance of the college.

5.24 Ethics

The Department of Physical Education shall promote fairness and ethics in sports. It will make every attempt to check malpractices such as underreporting of age, doping, fake identity, dilution of standards etc. Colleges found indulging in any such malpractice shall be debarred for one year from intercollegiate competitions.

5.25 Publicity and media

Publicity and media play an important role in dissemination of information, popularization and promotion of sports amongst the masses. Efforts shall be made to see that proper coverage is given in printed and electronic media on important sports events and performances. No Physical Education Director, team coach, manager shall give any information regarding institutional performance at inter university tournaments which is detrimental to the interests of the institution. Official press release shall only be given from the office of the Director of Physical Education.



5.26 Summer/ holiday camp

Office of the Director of Physical Education may arrange summer/holiday camp for the degree college students on need basis. Summer camp would be held during summer holidays. Even the PUC students may be given an opportunity to participate in the camp along with the degree students. Holiday camps are arranged only on government holidays, Saturday afternoons and Sundays for the benefit of upcoming players.

5.27 Staff tournament

Staff tournaments shall be organized for the members of the staff.

5.28 Duties of a Physical Education Director

The nature of duties of a Physical Education Director is to prepare programmes related to physical education and sports in the college, conduct University inter college competitions, conduct inter university competitions if possible, and also conduct workshops or seminars related to physical education and sports sciences. He/she is also required to look after the administrative functions related to the above. Therefore, all the Physical Education Directors are not only duty bound to perform the various tasks related to physical education and sports programmes, but also to work towards promotion of sports. The following are the duties of a Physical Education Director:

1. Shall field teams in at least 10 events each in men and women sections of University intercollegiate competitions during the academic year.
2. Shall attend the intercollegiate competitions as a selector/ observer allotted to him.
3. Shall accompany the teams for inter university competitions.



In case of unavoidable circumstances to perform the above duties, the Physical Education Director shall justify his/her absence with appropriate reasons which shall be forwarded to the Principal of the college.

“Every human being has a fundamental right of access to physical education and sport, which are essential for the overall development of his/her personality. The freedom to develop physical, intellectual, and moral powers through physical education and sport must be guaranteed both within the educational system and in other aspects of social life”. (The International Charter of Physical Education and Sport, UNESCO, 1978)



6. POLICY FOR CULTURAL LITERARY ACTIVITIES

(Policy for Dramatics, Yakshagana, other Fine Arts and Literary events)

6.1 Preparation of Action Plan

- 6.1.1 The annual action plan shall be prepared in the beginning of the academic year by the committee coordinator in consultation with the members, drama teacher or Yakshagana teacher.
- 6.1.2 The sub-committees shall prepare action plans in consultation with the committee coordinator, drama teacher or Yakshagana teacher or staff of the cultural centre.
- 6.1.3 The criteria coordinator shall discuss the plan, review and approve the same.

6.2 Selection Procedure

- 6.2.1 The students are admitted through proper screening procedures while focusing on their interest, present artistic skills and enthusiasm.
- 6.2.2 A maximum number of 25 to 30 students shall be selected for drama, Yakshagana and music.
- 6.2.3 The number of students to be selected for other fine arts and literary events is need-based.
- 6.2.4 The well performing teams/ individuals will be selected for participation in open/ intercollegiate competitions.

6.3 Attendance

- 6.3.1 The systematic monitoring of attendance and details of practice shall be maintained by the drama teacher in the drama centre/Yakshagana/music/ dance.
- 6.3.2 A minimum of 75% attendance is required for the students who have enrolled in cultural centres for any form of fine arts.



- 6.3.3 The attendance credit is given on a weekly basis to the academic section, only when they practice during class hours.
- 6.3.4 The students are sent to different university level, intercollegiate level competitions and for other performances only after obtaining thorough practice and rehearsals.

6.4 Training Procedure

- 6.4.1 An extensive training is given every day from 4:15pm to 5:15pm on all working days and special training is given based on the necessity.
- 6.4.2 Students can practice on Saturdays afternoon and Sundays, if there is need for the practice on the suggestions of the trainer.

6.5 Procedure for Budget Proposal and Settlement

- 6.5.1 The budget proposal is prepared for each academic year by the committee in consultation with the drama/Yakshagana teacher or staff in-charge of the committee.
- 6.5.2 The consumable stationeries and properties for each academic year are purchased or hired based on the necessity.
- 6.5.3 For every competition, fresh budget proposals shall be submitted through the committee coordinator to the Principal.
- 6.5.4 The budget expenses must be submitted with relevant documents to the sanctioning authority within one to two weeks after the competitions are over.



6.6 Procedure for Participation

- 6.6.1 The coordinator shall be the authority to decide whether to send or not for competitions in normal course. However, the committee follows the directions and guidelines given by the Management, Principal or University.
- 6.6.2 Based on the necessity, proper communication has to be made with the hosting institutions until the competition or programme finishes.
- 6.6.3 The extent of practice, facilities made for travelling, refreshment, accommodation (if necessary), safety of students and their discipline must be verified by the concerned staff in-charge.
- 6.6.4 The participating team is sent for participation along with the drama/ Yakshagana trainer or with deputed staff in-charge.



7. HOSTEL POLICIES

7.1 Students

- 7.1.1. Students shall maintain discipline, decency, etiquette and conduct.
- 7.1.2. Students shall adhere to the hostel timings.
- 7.1.3. Students shall help to keep the hostel, mess and surroundings clean.
- 7.1.4. Students shall take food in the respective mess.
- 7.1.5. Students shall take care of their belongings.
- 7.1.6. Students shall read the notice board regularly for menu, schedule, etc.
- 7.1.7. Students shall utilize the facilities with utmost care.
- 7.1.8. Students shall be in their respective rooms during study hours.
- 7.1.9. Students shall avoid wastage of food, water and electricity.
- 7.1.10. Students shall submit leave applications in specified format approved by HOD while going home.
- 7.1.11. Students shall inform warden and enter the details in the 'movement register' while going out.
- 7.1.12. Students shall take care of their health, and in case of illness, they shall bring it to the notice of the warden.
- 7.1.13. Students shall pay the hostel fees and mess bill in time.
- 7.1.14. Students shall not indulge in ragging.
- 7.1.15. Students shall avoid usage of electrical stove, heater and coils in their rooms.
- 7.1.16. Students shall meet visitors in specified time only at the visitor's lobby.
- 7.1.17. Students shall avoid arranging parties and birthday celebrations in hostel.
- 7.1.18. Students shall respect every one's privacy and avoid disturbing others.
- 7.1.19. Students shall not have vehicles.
- 7.1.20. Running of hostel facilities in the SDM institution is not incidental to any profit.



- 7.1.21. Monthly mess bill involving food (vegetables, milk, groceries, etc.) expenses is equally divided among the hostel students on the basis of their attendance.
- 7.1.22. Hostel maintenance bill (involving the charges of newspaper, generator usage, household utensils, etc.) is equally divided among the students on the basis of students admitted in the hostel.
- 7.1.23. The mess bill is usually displayed on the hostel notice board on 7th of every month.
- 7.1.24. Students are expected to pay their mess bill between 8th and 22nd of every month (15 days duration).
- 7.1.25. If the students fail to pay their mess bill in the given duration, then Rs. 10 will be charged as a penalty per day.

7.2 Responsibility of Hostel Warden

- 7.2.1. At least one hostel warden is expected to be compulsorily present in the office from morning 6:00am to night 10:00pm.
- 7.2.2. Study hour, prayer hour, breakfast/ lunch/ dinner hour needs to be monitored.
- 7.2.3. Ensuring the quality of food supplied and looking after the overall maintenance of hostel facilities.
- 7.2.4. Informing the students to pay the monthly mess bill and also ensuring that the payment has been made in time.
- 7.2.5. Conduct monthly meeting of employees/ kitchen staff and submit its report to the Secretary.
- 7.2.6. Report on hostel rules and discipline needs to be submitted to the Principal every month.
- 7.2.7. Various committees to monitor on food, cultural, sports, and discipline need to be formed.
- 7.2.8. Special attention must be given to the cleanliness of the hostel.



- 7.2.9. Report on problems related to hostel must be forwarded to the Secretary Through the Principal.
- 7.2.10. Ensuring that electricity, water and food should not be wasted and used in a economic manner.
- 7.2.11. Special attention should be given to the well-being of the hostel students and proper documents related to it must be maintained.
- 7.2.12. Regular visits to be made in all the floors of the hostel.
- 7.2.13. Rooms of all the hostel students need to be inspected.
- 7.2.14. All the hostel records must be maintained properly.
- 7.2.15. Verifying the college attendance of the students regularly.
- 7.2.16. Confirming the allotment of room and bed facilities to the students.
- 7.2.17. Students' movement registers need to be maintained.
- 7.2.18. Supportive documents need to be provided to prepare a mess bill.

7.3 Rules for going out of Hostel premises

- 7.3.1. In order to allow students go home, parents are expected to make a request to the hostel warden through phone/ mail, or else, parents themselves must approach the hostel and take their son/ daughter.
- 7.3.2. In order to visit Ujire (on Sunday), students are expected to take permission from the hostel warden and also mention it in the movement register.

7.4 Hostel time table

Sl. No.	Timing	Details
1	5:45am to 6:00am	Daily routine
2	6:00am to 7:00am	Study hour
3	7:00am to 7:30am	Leisure



4	7:30am to 9:00am	Breakfast
5	9:00am to 12:30pm	College
6	12:30pm to 2:00pm	Lunch
7	2:00pm to 5:00pm	College
8	5:00pm to 6:00pm	Evening snacks
9	6:00pm to 7:00pm	Study hour
10	6:00pm to 8:00pm	Study hour in library
11	7:30pm to 8:30pm	Dinner
12	8:45pm to 9:00pm	Students' Attendance
13	9:00pm to 10:00pm	Study hour
14	10:00pm to 10:30pm	Study hour/ other works
15	10:30pm	Good night



8. ADMISSION POLICY

The college adopts all guidelines stipulated by the Govts/UGC/University and for transparency has evolved fair procedures.

The college has developed several strategies to improve the quality of the admission process as it is the prime window for students to get admitted to the institution. The process is made easy and hassle free.

8.1. Procedure

- 8.1.1 Prospectus is issued to the students along with the Application on payment of nominal fee, containing a brief summary of achievements of the institution, details of programmes, subjects offered, fee structure, documents, other things required and the cut off dates.
- 8.1.2 To avoid confusion and to answer the queries of the students, a professional/ institutional mechanism has been developed by opening a helpdesk near the entrance.
- 8.1.3 To avoid all sorts of confusions and communication gaps, proper orientation/ training is given to all staff members who are involved in the admission process.
- 8.1.4 Sign-boards are fixed at several points to guide the students/ parents to reach a particular section/ required destination.
- 8.1.5 Rooms with all facilities are provided to the students to fill-up the applications leisurely and cautiously and they can avail assistance of the staff in filling the applications.
- 8.1.6 For the smooth flow of the process, committees are constituted which look after the entire process. The committee members in batches complete the formalities of the admission process by verifying the documents, interviewing the students and allotting him/ her to a particular programme with specified subjects.



- 8.1.7 After the announcement of the merit list, students are informed over phone/ email to join on a particular date, where a single-window-system for the entire process is adopted.
- 8.1.8 During the admission process parents/ guardians are required to accompany the ward to fulfil the required formalities. Proper guidance/ information regarding discipline, do's and don'ts, rules relating to use of mobile and dress code is given at the time of admission.
- 8.1.9 Students can also get admitted through partial payment of fees.
- 8.1.10 Provision is made for online payment of fees.
- 8.1.11 Online admission process is also implemented through which the students can apply online on payment of necessary fees.
- 8.1.12 The entire admission process is being monitored by the Vice Principal and the Deans.



9. HUMAN RESOURCE DEVELOPMENT POLICY

9.1 Human Resource Management to manage the staff and develop the work culture

- 9.1.1. An efficient human resource management enables the workforce of an institution to contribute efficiently and effectively towards the overall achievement of goals and objectives of the institution.
- 9.1.2. For the proper resource management, the responsibility is classified as Advisory, Managerial and Operative, which consists of Principal, Vice Principal, Registrars, Deans, HODs, Chairman and Staff members respectively. Different committees are constituted for different purposes with defined objectives and outcomes.
- 9.1.3. Frequent review meetings are arranged to review the activities and to follow-up processes. The Chairman of the committee has to submit a compliance report in every meeting along with the details of follow-up actions.
- 9.1.4. In view of getting the information or complete the task on time, frequent reminders are sent through Whatsapp group/ SMS or emails.
- 9.1.5. The best initiatives developed in HRM are mentioned below.
 - a) **Training and Development:** For the freshers, Orientation/ Training programmes are organized to orient them in their respective areas. This enables the freshers to understand the processes here and makes it easy for them to get on with their jobs with much ease.
 - b) **Performance Appraisal:** The employees of the institution are evaluated by the management as per the performance. This helps the management in finding out whether the employee is moving towards the goals and objectives of the management or not. It also helps to evaluate the employees' need for improvement in other areas. For low performers, direct training is organized.



10. RESEARCH POLICY

Preamble

The institution aims to provide a healthy research ambience, creation and sustenance of a research culture, and to motivate the staff and students to engage in research activities. The aim is to inspire, guide and coordinate the initiatives of the staff and students towards research studies, research projects, and publications of articles/ papers in reputed journals in sciences and humanities, organizing national and international conferences, and presentation of research papers. The Research committee monitors all activities connected with research. This research policy undertakes to provide a broad framework to guide scholarly researchers. The policy has the following provisions:

- Individual research scholars shall be free to select the subject matter of their research, seek financial sources for their work, and explore new findings and conclusions.
- Research scholars shall not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
- The committee shall create a suitable ambience to research by providing infrastructure-space, library, and laboratory facilities.
- The research scholar shall continue in service at least five years after a research programme such as Ph.D.
- Any staff desirous of doing research shall seek support from the Management and once the approval is granted, he shall register or undertake the project.
- The Management on the suggestions made by the research committee shall support the scholar by sanctioning incentives, study leaves, and by exempting from other duties.



- The Management shall decide on granting a maximum of one year leave in the final stages of the research work on the recommendation of the Research Committee.
- The researcher shall be bound by the Undertaking given in the beginning, and in normal circumstances, he shall complete the project, while following all the research ethics.
- The researcher shall report the progress of the research once in every three months and also make presentations before the committee.
- The researcher shall reimburse to the institution the full amount of allowance received during the period of leave if he/she takes up employment in other organizations.
- The researcher shall publish two research articles in a peer reviewed journal, attend at least a few national or international conferences and make at least two paper presentations.
- The Management desires that every staff takes up research projects – Minor or Major funded by UGC, DST, DBT, BRNS, RBI, etc.
- The Management shall provide infrastructural support to such projects and assist in applying to the funding agencies.
- The Management shall provide TA and DA to those who are presenting papers in the national and international conferences.

1. Policy for Student Research Project

This is a unique academic exercise of the institution which aims at introducing the students to the scientific methods of research and analysis. It provides a platform for students to pursue a systematic study of topics of his/ her interest under the guidance of teachers. The Student Research Projects (SRPs) have awakened the spirit of enquiry among students to a great extent.



Methodology

- Students will complete one research project per year. The committee will make the students' groups and the same will be intimated to the departments.
- A student should complete three research projects in three years of his/ her degree.
- Each staff is allotted batches of students for guidance during the first month of each academic year.
- Research activity begins in the month of July and ends in the month of January of the academic year.
- At the end of the term, the research projects which are thoroughly scrutinized by the guide, are submitted both in the form of soft and hard copies to the committee.
- The committee prepares department-wise student research project reports and the same will be kept in the concerned departments. The hard copies are maintained in the college library.
- Best student research projects will be rewarded.

Staff Responsibility

- Distribution of the SRPs among the staff members of the department.
- Each guide is requested to interact with the students' group and brief about the SRPs.
- Deciding the SRP topics with the consultation of the student groups.
- Conduct SRP group meetings frequently, encourage and guide the students to complete the SRPs within stipulated time.
- Inform the progress of your SRPs to the staff in-charge of your department.
- Guide your students to take up their SRPs based on research methodology.
- Finalizing the SRP's DTP in Microsoft Word, font size 12 with Times New Roman/ Nudi/ Baraha font, in A4 size page.
- Cover page, Inner Page, Certificate by Research Guide, Acknowledgement and Preface to the SRPs is compulsory in each report.



- Clearly mention the student roll no., name, class and combination in the inner page of SRPs.
- Table of Contents and Bibliography should be included in the respective page.
- Signature of each student and guide in SRP is expected.

2. Policy for Junior Research Project

With the intention to give proper ideas about research and involve the students in research activities at a young age and encourage new ideas, curiosity and confidence in them, the concept of Junior Research Project (JRP) has been introduced with the following methodology:

- In the month of August, a proposal on the Junior Research Project Programme will be given to the School Heads (specifically nearby schools), in which the role and functions of JRP are mentioned and a request will be made to send the 8th and 9th standard students for the same. Simultaneously, all the Department HODs will be informed to assign a staff to guide the students.
- In the month of September, a list of interested students and their interested disciplines for research will be made. Also, an orientation on JRP will be given to the students by Deans or senior most faculties of the college.
- The junior research project work will begin in the month of October, where the concerned staff will be guiding the allotted students to complete their research. By the end of December, the junior research project reports will be completed by the students.
- In the month of January, the participation certificate will be provided to each student by the committee.
- By the end of January, all the departments should submit both hard and soft copies of JRPs to the concerned committee.



3. Policy for Short Term Certificate Course

Short term certificate course is designed for providing an additional input of transdisciplinary knowledge to the students.

Objectives

- To enhance the personal satisfaction of the learner.
- To enable the students to acquire practical knowledge along with theoretical classes.
- To add value to the discipline specific domain of knowledge.
- Regular intervention through group discussions and seminars within the courses.

Methodology

- Certificate courses are offered to students both in odd and even semesters.
- Collection of the titles of certificate courses offered by each department for the respective academic year.
- Display of notice for the students about the different certificate courses offered and its initiation.
- Enrollment of first year and second year students for certificate courses in their respective classes.
- Display of notice for the students who have not enrolled their names for the certificate courses.
- Allotment of classrooms and giving the details to the respective departments.
- Commencement of the classes.
- Collecting the attendance sheet for finding the shortage of attendance in their respective certificate courses.
- Conducting certificate course exam and collecting attendance-cum-marks list.
- Class-wise entry of marks and its submission to the examination section.



4. Policy for Promotion of Research

Any educational Institution has two major responsibilities. One is Knowledge sharing of knowledge and the other is knowledge creation. As a part of knowledge creation activity to bring in a research culture within the institution and create necessary facility this policy is made.

It aims at motivating the staff and students to engage in research activities, provide necessary guidance and facilities, enable them to submit research projects, and bring out publications in reputed journals.

1. Title of the policy: This policy shall be called ‘Sri Dharmasthala Manjunatheshwara College Research Policy’

2. Extent of the policy: The policy aims at

- Creation of a suitable ambience to research by providing infrastructure-space, learning resources, and laboratory facilities
- Conduct needs based training facilities and workshops for staff as well as the students.
- Providing information regarding the funding agencies
- Providing inputs on project writing
- Giving due recognition to the staff for publication of papers and getting research funding
- Promoting MOUs with reputed research organizations
- Recommending for financial assistance for the deserving proposals
- Providing guidance for patenting
- Inviting experts from different streams to promote the idea of interdisciplinary research



- Promotion of study on local traditional knowledge, culture, etc.
- Documentation of ancient wisdom in the areas of medicine, food, weather science, agriculture etc. and its validation

3. Implementation: Implementation of the policy shall be ensured through a committee constituted for the purpose.

4. Committee structure: The research promotion committee shall have 5 members. The structure shall be

- President – The Principal of the Institution
- Members – Two teaching staff from UG and two teaching staff from PG
- One of the members is to be nominated by the committee as Member secretary who will be responsible for arranging for the meetings, preparing the agenda, recording and circulation of the minutes
- Basic criteria for selection of members shall be the research aptitude and research contribution.

5. Meetings:

The committee shall meet at least 4 times in a year and review the progress and propose activities for intensifying research culture.

5. Seed Money Policy for Research

Preamble

Teaching and Research are the integral parts of academics. It is proven that the teaching quality improves when teachers are research Orientated. Research gives a new dimension to teaching by making the teacher more inquisitive, creative and able to look at the subject with different perspectives, than being a mere transferor of knowledge



Objectives of Seed Money Policy

- To kindle interest amongst staff in research
- To enable them to look for different areas of research and new sources of information
- To introduce them to the practice of retrieving information from different sources than mere text books
- To introduce them to funding agencies and to the procedure of applying for funds
- To help them acquire the skill of writing a project proposal
- To help them to publish research papers

Method of implementation

- Inviting research proposals
- Screening by expert committee
- Selection of the proposals and finalization of incentive amount
- Communication to the selected candidates
- Proposals not selected will be returned to the applicants with short comment for improvement
- Whole project is to be of one year duration
- On completion of the project the recipient of the incentive is obliged to publish minimum of one paper in UGC listed journal

Funding pattern

- A total of Rs 5,00,000/ will be set aside for incentive in the annual budget
- Extent of funding will be to the maximum of Rs.50,000/-
- Project duration is one year
- Two projects with Maximum funding of Rs. 50,000/- is reserved for comparative studies of ‘Tulu’ language, culture, cuisine, traditions, monuments, etc. with other languages
- The funding is only for the recurring expenditure such as chemicals/travel/stationary/and any such other expenditures



- The beneficiary will be permitted to use any facility of any department but with the permission of the Principal

Annexure A
Project Proposal Format

1. Department:
2. Name and address of Investigator:
3. Title of the Project:
4. Summary of the project: (in 1000 words):
5. Brief write up on preliminary review:
6. Summary of the Budget:

6. Policy on Code of Ethics and Plagiarism

Sri Dharmasthala Manjunatheshwara College aims to provide a healthy research ambience, creation and sustenance of a research culture, to motivate the staff and students to engage in research activities and uphold the highest integrity and honesty in all the academic work. The Research committee monitors all activities connected with research.

Objectives

- To Bring scattered research activities under one roof and to facilitate multidisciplinary and collaborative research
- To develop research culture among the staff and students
- To create awareness among the researchers on plagiarism in academic writing
- To develop systems to detect plagiarism and to prevent plagiarism

Composition of the Ethics Committee

The Principal	Dr. Satheeshchandra S
Dean PG Studies	Dr. Vishwanatha P
Dean of Science	Mr. Shashishekara N Kakathkar
Dean of Commerce	Dr. P N Udayachandra



Dean of Arts	Dr. A Jaya Kumar Shetty
Member	Dr. Vandana Jain
Member	Dr. Shashiprabha

Role of the Committee

- The committee monitors all activities connected with research guides and the scholarly researchers to conduct quality research
- The committee members, Heads of departments along with staff members will promote a transparent academic environment and ensure ethics in academic research.
- The committee will guide the researchers to follow the procedures to avoid plagiarism intentionally or unintentionally
- The committee shall create a suitable ambience to research by providing infrastructure-space, library, and laboratory facilities.
- The committee will ensure that the research scholars will not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The committee will provide guidance and academic support to scholars on ethical issues with respect to teaching, research and other academic activities



11. GREEN POLICY

The institution emphasizes on maintaining an absolutely clean and green campus with lush green vegetation reflecting the diversity of flora with a sincere attempt to achieve carbon neutrality.

11.1 Role and Responsibility

- 11.1.1 Green Policy aims to eliminate or reduce all forms of environmental pollution and encourage all faculty members, staff, students and others to do the same. Green Policy is concerned with the environmental issues like air and water pollution, eco system management, maintenance of biodiversity, protecting natural resources, judicious usage of energy resources and conservation of energy and also effective waste-management. Broadly, it is concerned with environmental management and ecosystem sustainability.
- 11.1.2 Managing that the environment is a high priority for the institution.
- 11.1.3 The staff and students shall use energy resources and conserve energy judiciously.
- 11.1.4 Environmentally harmful practices are prohibited and more eco-friendly working culture is encouraged.
- 11.1.5 Various initiatives directed at creating awareness about environmental issues among staff/ students/ visitors are to be undertaken leading towards a clean environment.
- 11.1.6 Effective waste management by promoting the 3 R's (Reduce, Recycle and Reuse) for waste management shall be encouraged.

11.2 Scope

This policy applies to all stakeholders - students, staff and visitors.



11.3 Strategy / Initiatives

The commitment towards protection, conservation and enrichment of the environment is being achieved through the following mission:

- 11.3.1 Green Campus: Green Cover and Growing Trees.
- 11.3.2 Go-Green Club
- 11.3.3 Periodical Green Audit
- 11.3.4 Promotion of the 3 R's in Waste Management
- 11.3.5 Encouraging judicious use of Water and Energy
- 11.3.6 Community awareness through NSS, NCC, Ranger & Rovers, different organization/ student wings
- 11.3.7 Awareness Promotion Campaigns: The students regularly participate and conduct awareness promotion rallies, campaigns and activities.
- 11.3.8 Linking learning with community service: Students and teachers are called upon to apply their knowledge and skills in a chosen community to improve the lives of people in that community.
- 11.3.9 Linking research with community knowledge: Faculties and students are encouraged to take up local issues for research benefiting the local people and environment.
- 11.3.10 Knowledge-sharing and Knowledge-generation: The knowledge available relating to the environment in various disciplines will be made available to the local community.
- 11.3.11 Energy conservation and alternative energy use
- 11.3.12 Maintaining Botanical Gardens - Arboretum and Herbal Garden
- 11.3.13 Conservation of water - popularizing some of the saving techniques
- 11.3.14 Reduction in the use of plastic products
- 11.3.15 Rain-Water Harvesting
- 11.3.16 Solar Energy Use
- 11.3.17 Clean City Programme



12. POLICY FOR SOCIAL RESPONSIBILITY

12.1. Preamble

The motto of the college is *Samyak Dharshana, Jnana, Charitrani* meaning “Integration of right perception, right knowledge and right conduct.” Since its inception, the institution has focused its efforts in creating awareness about the need for quality higher education in Belthangady Taluk, an otherwise educationally backward rural region of the State. Taking into consideration the changing needs of the society, the institution redefines its vision and mission, without compromising on the original motto. The redefined institutional vision is **Empowerment through Competency Building with Ethical Foundation.**

In tune with the avowed motto, the institution provides ample opportunity for the students to learn about the subjects they have chosen to study and imbibe a sense of social responsibility.

It is presumed that young students who enter the college are energetic, keen and interested to make some useful contributions. Proper guidance and support by the institution at this juncture can reinforce their ethical and social responsibilities. Adequate and proper institutional mechanism for promoting the ethical and social responsibilities is earnestly undertaken.

The prime focus of **fostering social responsibility** is an integral part of the strategy for advancing higher education. The objectives are:

- To promote **social belongingness** among the students and staff and generate sensibility for challenges in society.
- To develop a strong work ethic through **striving for excellence.**
- To develop a sense of **personal and academic integrity.**
- To **contribute to a larger community**, both the educational community (classroom, campus life, etc.) and the wider community.
- To **take seriously the perspectives of others** to form one's own judgments.



- To develop competence in **ethical and moral reasoning** and to spread awareness about social responsibility.

12.2 Scope

This policy applies to all stakeholders of the institution.

12.3 Policy

Social Responsibility is the commitment to contribute to sustainable economic development with ethical foundation working with students, staff, the local community and society at large to improve quality of life in ways that are both good for the community and for the social development.

12.4 Strategy/ Programmes

The commitment towards social responsibility is being achieved through the following strategies:

- 12.4.1 **Community service** through NSS, NCC, Ranger & Rovers, different organizations/wings extending their expert services to the community at large.
- 12.4.2 **Awareness Promotion Campaigns:** The students shall regularly participate and conduct Awareness promotion rallies, Campaigns and activities on the following themes: Evils of alcoholism, AIDS awareness, Non-compliance with Traffic Rules, Anti-sexual Abuse, Female Infanticide, Gandhian Values etc. Some of these rallies are conducted on days of National importance such as Gandhi Jayanti, Independence Day, Ambedkar Jayanti, Republic Day etc. to sensitize students, staff and neighboring communities.
- 12.4.3 **Promotion of art and culture:** The College supports initiatives that are directed toward the promotion of arts and culture. In compliance with



these objectives, the college has set up a Centre for Training in Performing Art.

- 12.4.4 **Linking learning with Community Service:** Students and teachers apply their knowledge and skills in a chosen community to improve the lives of people in that community. Under 'Village Adoption' scheme, the NSS units adopt a specific village and then provide opportunities to students from various disciplines to apply their knowledge to address the challenges of that specific community.
- 12.4.5 **Linking research with community knowledge:** Faculties and students are encouraged to take up local issues for research.
- 12.4.6 **Knowledge sharing & knowledge generation:** The knowledge available with students and teachers in various disciplines is made available to the local community to realize its developmental aspirations. These can take the forms of enumerations, surveys, camps, trainings, study reports, teaching and health services in poor communities, share lectures, and faculty as resource persons at the community level etc.
- 12.4.7 **Devising new curriculum and courses:** In consultations with local communities, local community-based organizations, local governmental agencies and Alumni, the institution develops new curricula in existing courses besides designing new courses.
- 12.4.8 **Inviting practitioners and local experts to deliver guest talks:** Local community elders, leaders, and civil society practitioners have enormous practical knowledge on a wide variety of issues from agriculture and forestry to child-rearing, micro-planning and project management. This expertise is tapped by inviting such practitioners inside the institution to address students.

12.5 Besides these initiatives, the institution also fulfils social responsibility through the following change-making practices:



- 12.5.1 Solar energy generation for heating and lighting purposes.
- 12.5.2 Rainwater harvesting.
- 12.5.3 E-waste and hazardous waste management.
- 12.5.4 An active Green Audit Committee that monitors and takes initiatives to support energy conservation, carbon neutrality etc.

12.6 Activities

Following are the important activities evolved from time to time by the college to comply with its institutional, personal and social responsibility:

- 12.6.1 Value Speak
- 12.6.2 Learning Corners
- 12.6.3 Guest lectures
- 12.6.4 Faculty as Resource Persons at Community level programmes
- 12.6.5 Share lectures
- 12.6.6 Student Research Projects
- 12.6.7 Junior Research Projects
- 12.6.8 Village Adoption
- 12.6.9 Vanamahotsava
- 12.6.10 Celebration of National Days
- 12.6.11 Student Activities such as Quiz, Class Seminars, Debates, Panel Discussions, etc.
- 12.6.12 SDM 'Kala Vaibhava'
- 12.6.13 Centre for Performing Arts



13. STAFF WELFARE POLICY

13.1 Preamble

For sustainable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of staff welfare policies which are dynamic and accommodative in creating a conducive working environment. The Staff Welfare Policy is to ensure the benefits, facilities given to the employees to work in a better environment. These policies are promoted and sustained so that employees may maintain proper productivity.

13.2 Staff Welfare Policy

The college is committed to providing all facilities and benefits to its staff as it believes in 'Happy Staff, Happy Institution'. Financial support and other service related supports are to be extended without any discrimination to all.

13.3 Objectives of Staff Welfare

- 13.3.1 To facilitate all-round development and progress for the college.
- 13.3.2 To foster healthy relationships and ambience among the staff.
- 13.3.3 To provide assistance and aid to the needy staff members
- 13.3.4 To foster healthy relations between the students and the staff.
- 13.3.5 To look after the needs of the staff to maintain their high morale.
- 13.3.6 To ensure a favorable working environment for members of staff.
- 13.3.7 To plan for general welfare activities for staff.
- 13.3.8 To provide a platform to the staff for expressing their ideas and grievances as well.
- 13.3.9 To develop mutual co-operation and co-ordination among the staff.
- 13.3.10 To create opportunities for exchange of interdisciplinary knowledge.
- 13.3.11 To provide opportunities for updating their knowledge.



13.4 Scope

Staff Welfare Policy of SDM College is applicable to all teaching and non-teaching staff of the college.

13.5 Schemes

- 13.5.1 Compensation and Benefits
- 13.5.2 Staff Association
- 13.5.3 Monthly meeting - Knowledge Sharing
- 13.5.4 SDM Employees Cooperative Society
- 13.5.5 Staff Welfare Fund
- 13.5.6 Staff Quarters
- 13.5.7 Staff Vehicle Parking
- 13.5.8 Financial support and other facilities for Professional Excellence and promotion of research by way of organising staff training programmes, organising skill upgradation activities and deputing them for participation in seminars and workshops
- 13.5.9 Fringe benefits - Group Insurance, Health Insurance, Concessional Health Services, Financial Concession to the children of staff in SDM Institutions
- 13.5.10 College Canteen



14. STUDENT WELFARE POLICY

14.1 Preamble

Student Welfare Policy seeks to provide support to the educational process to advance the student's academic and personal abilities. It aims at enabling students to face problems that hinder their academic success or the academic process, with the intention of qualifying them professionally at national and regional levels.

14.2 Policy

The policy seeks to nurture students' mental, physical, cultural growth with various activities for their overall personality development and to make them civilized Indian citizens to compete in the globalized world.

The Student Welfare Policy abides by the programs set by the college to provide a unique academic environment based on positive interaction among the students and to help the students overcome all personal, social and academic hindrances.

14.3 Objectives

The Student Welfare Policy aims at achieving numerous objectives for improving the academic process:

- 14.3.1 To help the students understand their unique personal abilities.
- 14.3.2 To overcome educational difficulties in language and suggest appropriate solutions.
- 14.3.3 To develop the students interactive skills such as translation, communication and teaching skills.
- 14.3.4 To give maximum benefits to the students through various welfare activities organized by the college.



- 14.3.5 To analyze and solve the problems of students related to academic and institutional activities.
- 14.3.6 To create awareness about higher education among rural students and make them confident to face challenges.
- 14.3.7 To facilitate the development of personality among rural students.
- 14.3.8 To foster by discovering and boosting the students skills through the proper social, sports and cultural activities.

14.4 Scope

This policy is applicable to all students.

14.5 Strategy/Initiatives

- 14.5.1 Mentorship
- 14.5.2 Mid-day meal Scheme
- 14.5.3 The Counselling Cell
- 14.5.4 Women Development Cell
- 14.5.5 Hostel Supervision Committee
- 14.5.6 Student Welfare Committee
- 14.5.7 Orientation Programmes
- 14.5.8 Remedial Coaching
- 14.5.9 Add-on Courses
- 14.5.10 Career Guidance and Placement Cell
- 14.5.11 Training Programme in Spoken English
- 14.5.12 Student-related Seminar/Conferences/Workshops/Camps
- 14.5.13 Student Fora
- 14.5.14 HRD Cell
- 14.5.15 Language Lab
- 14.5.16 The Centre for Performing Arts
- 14.5.17 The Departmental Associations



- 14.5.18 Health Centre, Health Insurance
- 14.5.19 Skill Development (Spoken English/ Computer Literacy, etc.)
- 14.5.20 Performance Enhancement initiatives for Slow Learners/ students who are at risk of failure and drop-outs
- 14.5.21 Exposure of Students to other Institutions of Higher Learning/ Corporate/ Business Houses
- 14.5.22 Publication of Students Magazines
- 14.5.23 Sports Hostel and facilities for Sportsmen
- 14.5.24 Extra-Curricular and Co-curricular Wings
- 14.5.25 Grievance Redressal Cell
- 14.5.26 Parent Teachers Association
- 14.5.27 Alumni Association



15. INFRASTRUCTURE AND LEARNING RESOURCES POLICY

15.1 Policy

The institution is committed to provide infrastructure facilities in the form of well furnished classroom, lab facilities, computer centers, sports facilities, facilities for literary and culture activities as well as to provide a central library with adequate references both in print and digital formats.

15.2 Objective

- 15.2.1 To enhance learning of the students and facilitate learning in both material and digital referencing.
- 15.2.2 To provide adequate learning space and ambience for the students to pursue higher studies, employment and self-employment.
- 15.2.3 To provide AV rooms and seminar halls with sufficient space and include recording facilities.

15.3 Scope

The policy is applicable to all the courses introduced.

15.4 Responsibility

The Principal/ Management, individually and collectively, have the overall responsibility of carrying out this policy.

15.5 Definition

Infrastructure includes well furnished spacious classrooms, labs with equipments and materials, computer lab with high-end computers.



16. I.T. POLICY

16.1 Overview

Information Technology plays a dominant role in effective classroom communication as well as systemic automation today. Consequently, many associated areas are defined and relevant policies are formulated. Information technology policies articulate the institution's vision, strategy, and principles as they relate to the use of IT resources. The IT policies interpret applicable laws and regulations and ensure that the policies are consistent with legal and contractual requirements. In addition, IT policies specify requirements and standards for the consistent use of IT resources within the institution.

16.2 Software Policies

- 16.2.1 The institution shall use only authentic and licensed softwares in all major software requirements.
- 16.2.2 Softwares required for the institution shall be developed in-house by the Software cell.
- 16.2.3 Data and softwares are protected using authentic, paid antivirus package and firewalls.
- 16.2.4 The institution reserves the right to limit, control, restrict and reject access to institutional data and information sharing.
- 16.2.5 Occasionally, verified free software may be used for specific requirements.
- 16.2.6 The hardware as well as software resources shall be managed by a team of trained professionals.

16.3 Acceptable use Policy

Since inappropriate use of institutional systems exposes the institution to risk, it is important to specify exactly what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of corporate information technology resources for the protection of all parties involved. The scope of this policy includes any and all



use of institutional IT resources, including but not limited to the computer systems, email, network, and internet connection. For example, policy outlines things like email use, confidentiality, social media and web browsing, personal use, and how to report security incidents. Acceptable use policy should be the only one policy which everyone in the organization acknowledges via signature that they have read and understood.

16.4 Wireless Network and Guest Access Policy

Wireless access shall be done securely through certain steps to mitigate known risks. Guests/ Authority/ Regulators/ Assessment Bodies access to the institutional network is often necessary for students, customers, consultants, or vendors who are visiting the institution. This may simply take the form of outbound internet access, or the guest may require access to specific resources on the network. Therefore, guest access or other mentioned above to the company network shall be properly controlled. These policies would cover anyone who accesses the network via a wireless connection, including the guest.

16.5 Network Security Policy

- 16.5.1 Every institution needs a secure network infrastructure to protect the integrity of its data and mitigate risk of a security incident. The purpose of a specific network infrastructure security policy is to establish the technical guidelines for IT security, and to communicate the controls necessary for a secure network infrastructure.
- 16.5.2 This policy might include specific procedures around device passwords, logs, firewalls, networked hardwares, and security testing.



16.5.3 Institutional personnel may not broaden access to institutional data without authorization from the Management. This limitation applies to all means of copying, replicating, or otherwise propagating institutional data. Authorization to access institutional data varies according to its sensitivity. It is important to understand that overall sensitivity of institutional data encompasses not only its confidentiality but also the need for integrity and availability. The need for integrity or trustworthiness of institutional data should be considered and aligned with institutional standards. Unauthorized use/modification of institutional data invites disciplinary/ legal action. The institution is committed to provide quality IT services by constant upgrading of facilities and introduction of latest updated software.



16.6 E-GOVERNANCE POLICY

- 16.6.1 **Policy for E-Governance:** As per the Information Technology Act of 2000, the institution is gradually transitioning to paperless communication to the greatest degree practicable. The campus's goal is to have total e-communication by 2025, boosting accountability, openness, and efficiency in service delivery while also moving toward eco-friendly practices.
- 16.6.2 **Need for E-Governance:** (a). Through the internet, students and faculty may access and disseminate information at any time and from any location. (b). To increase the institution's productivity and efficiency in service delivery.
- 16.6.3 **Policy:** The institution features an in-house automation system for central e-governance called EERPMS (Educational Enterprises Resource Planning and Management System) and uses popular third-party services. In the case of a third party, data will be stored in 'Cloud Infrastructure' for easy and quick retrieval.
- 16.6.4 The college campus is Wi-Fi enabled and allows simultaneous usage of all the staff and students. College strives to maintain good bandwidth to enable all e-Governance IT applications to function effectively and efficiently provide services. Periodically instructions and training are being provided to the faculty, non-teaching staff, and students.
- 16.6.5 Payment gateway established with the Bank of Baroda for the online fee payments. The institution understands the importance of adopting mobile technology to provide better access to services that benefit stakeholders.
- 16.6.6 Certain e-services are implemented and others are in different stages of implementation. These e-services are facilitating information availability, online submission of forms, online processing, payments, verification, status tracking, and online availability of services to all college stakeholders. The college website shall be leveraged to increase awareness of the delivery of services to netizens.



17. QUALITY ASSURANCE POLICY

17.1 Policy

The institution is committed to assure quality in syllabus, teaching methods and valuation in both UG and PG programmes for the fulfillment of societal expectations.

17.2 Objective

In the era of ever changing social and economic environments, survival and growth depends on the quality assurance of the services (academic) offered and its impact on the learner's performance in real life situations.

17.3 Scope

This policy is applicable to all courses in sciences, social sciences, languages, commerce and management.

17.4 Responsibility

The management is responsible for the generally accepted quality assurance standards and strategies adopted and practiced in the institution.

17.5 Definition

Quality is defined as fit for the purpose of performance by the learner undergoing the course of study in various programmes.



18. EXTENSION AND CONSULTANCY POLICY

18.1 Policy

The institution is dedicated to share its knowledge and expertise for the needy section of the society through outreach, extension activities and in specialized areas like income tax and other consultancy services.

18.2 Objective

- 18.2.1 To fulfill the institutional obligation towards dissemination of knowledge and access to in-house facilities for specialized consultancy services to the needy members of the society.
- 18.2.2 To share the accumulated expertise on contemporary knowledge useful to the society.

18.3 Scope

This policy is applicable to all UG and PG employees working in the institution.

18.4 Responsibility

The Principal/ Management is accountable for the implementation of this policy in the institution by providing proper financial support to carry out the policy.

18.5 Definition

- 18.5.1 Extension activity: Sharing knowledge in the catchments institutions.
- 18.5.2 Consultancy services: Sharing specialized knowledge for such people who approach to avail the facility.



19. FUNDS MOBILIZATION POLICY

19.1 Policy

The institution is a charity institution and hence mobilizing funds to meet both fixed and operational expenditures (to manage the institution) does not arise. The funding agencies such as UGC/ DBT/VGST/ and others are approached for grants under development schemes, research projects etc. The management provides funds required for the entire additional infrastructure and other facilities. However, on special occasions such as mega events like national level athletic meets and tournaments, seminars or workshops, festivals and summits, funds are mobilized to meet the extra expenses.

19.2 Objective

- 19.2.1 To provide additional facilities, high-end lab facilities and learning resources to meet the contemporary needs of the students.
- 19.2.2 To establish research centers and instrumentation centres to promote research culture within the institution.
- 19.2.3 to organise national or international events in befitting manner

19.3 Scope

This policy is applicable to all employees working in the institution.

19.4 Responsibility

The management is accountable for the judicious utilization of funds for institutional growth

19.5 Definition

Fund means finance generated for short term and long term requirements of the institution.



20. ALUMNI INCLUSION POLICY

20.1 Policy

The institution is committed to include and involve alumni for knowledge sharing, placement support and sponsorship for quality enhancement by accommodating them in BOS and Academic Council.

20.2 objective

20.2.1 To bring in the expertise of senior students working in the corporate sector or those involved in consultancy services to share the contemporary progress in industry.

20.2.1 To blend professional expertise with academic specialization for the benefit of both the teacher and the student.

20.3 Scope

The policy applies to all the functional departments of the college.

20.4 Responsibility

The Principal/ Management/ staff are accountable to provide necessary financial support to organize and carry out the programmes under Alumni Inclusion.

20.5 Definition

Alumni are those who have completed undergraduate or postgraduate studies in the institution.



21. RECRUITMENT POLICY

The appointment of the teaching faculty/office staff/other assistant staff in the college is undertaken by the HR Department of the SDME Society. The Society has well defined policy for appointment, and service regulations. The entire system of procedures are available in the **SDME Society's Handbook of HR Regulations**.

The document has the following regulations:

- 21.1. Preliminary
- 21.2. Categorization of Posts and Classification of Employees
- 21.3. Appointment and Probation
- 21.4. Performance Appraisal and Promotion
- 21.5. Transfer and Job Rotation
- 21.6. Rules on Travel Expenses and Halting Allowance
- 21.7. Working Hours, Attendance and Punctuality
- 21.8. Leaves
- 21.9. Exit Regulations
- 21.10. Code of Conduct
- 21.11. Disciplinary Actions
- 21.12. Certification of service

The College is to abide by all the regulations of the SDME Society. The Society stipulates institutional procedures for the smooth selection process, the service guidelines and other code of conduct and disciplinary regulations.

21.2 Selection Process:

- 21.2.1 The HoI is expected to send a list of Staff requirement in the beginning of the academic year or as and when the vacancy arises to the society
- 21.2.2 According to the requirement, the Society notifies the staff requirement in the leading News papers



- 21.2.3. The applications are addressed to the Principal/the Secretary and pooled at the Secretary's office.
- 21.2.4. The HRD Cell in the Society scrutinizes the received applications and selects 10 eligible applications for interview
- 21.2.5. The Cell constitutes a three member screening committee subject/unit wise : HoI/Head of the Unit/HoD, Subject Expert, and Management representative
- 21.2.6. The Cell also sends the interview letters to all shortlisted candidates or communicates the date and time of interview over the phone
- 21.2.7. The Cell fixes the date for interview and intimates the Panel members through an e-mail
- 21.2.8. The Screening committee shall interview each candidate and evaluate the teaching ability for teaching posts or the ability and the skill for office or instructors or lab assistant post. The candidate is asked to introduce himself or herself initially and interviewed on the knowledge in the required area.
- 21.2.9. Each member of the screening panel shall record his/her evaluation in terms of scores in the score list provided. It has provision for awarding scores on experience, qualification, computer skills, hobbies, creativity, communication and ability to work as a team.(the form is attached below)
- 21.2.10. After the interview is over the Panel will consolidate the scores and prepare the merit list of the candidates in the serial order
- 21.2.11. The selection (merit wise) list duly signed by all the members of the panel is submitted to the HoI for scrutiny.
- 21.2.12. The HoI will call the selected candidates and interact with them before finalising the list for submission to the Management.
- 21.2.13. HoI will submit the list of candidates selected to the Management with a cover letter requesting to issue appointment letters to them.



- 21.2.14. The Secretary of the Society before issuing the appointment orders shall personally hold another round of interactions and share some of the professional ethics that each employee is required to follow. The interaction by the Secretary is considered a significant phase in the process of selection as it gives not only orientation to the selected candidates but also the precautionary note if the candidate turns out to be a failure.
- 21.2.15. The intimation letters to report are sent to the candidates
- 21.2.16. The Management issues Appointment orders to individual candidates on the day of joining.

21.3 Monitoring Services:

- 21.3.1 Soon after the candidate joins the organisation, the institution is expected to hold an orientation session by the senior faculty. All the professional ethics, do's and don'ts, the job requirements, time to check in and time to check out, the etiquettes, the team behaviour and attitude and finally the contribution for the growth of the institution are shared.
- 21.3.2 The services of the employees are monitored through the Performance Based Appraisal, Evaluation by the higher authority, submission of plan of action (lesson plan, other activities like extension, research, other curricular activities) and work done statement.
- 21.3.3 The confidential report submitted by the HoI based on the PBAS shall form the criteria for service continuation and promotions.
- 21.3.4 The institution is expected to maintain the documents like credential certificates, leaves, details, salary details, service registers etc.
- 21.3.5 As per policies and employee welfare measures of the management, the institution is directed to give every facility and benefits to its employees. (Policy on staff welfare has reference to all the benefits and facilities)

Note: The policy document of the Society is available in IQAC office of the college



22. POLICY FOR COLLABORATIONS

22.1 Preamble:

To strengthen the areas of research, publication and extension activities, the institution is desirous to collaborate with eminent academic institutions including industry (manufacturing, trading and service sectors) and Research institutions for sharing expertise and exposure to staff and students and also to undertake collaborative research for publications and awards.

22.2 Policy Statement:

It is the policy of the institution to consider an M.O.U with other institutions with academic, industry (manufacturing, trading & service) and research expertise and also with national or international reputation and recognition.

22.3 Objectives:

- 22.3.1 Formal collaboration through M.O.U with institutions for enhancing research, publication and extension activities for the mutual benefit of the institutions through mutual consent.
- 22.3.2 Expertise sharing through study exchange, faculty exchange and student exchange
- 22.3.3 Organizing joint Conferences, Workshops and Seminars.
- 22.3.4 Exposure programmes for staff and students by arranging institutional visits/industry visits and also student internship with associating institutions.



22.4 Methodology:

22.4.1 To identify and contact such institutions and their willingness to collaborate.

22.4.2 Discussions on mutual areas of collaboration and arriving at common consensus.

22.4.3 Executing the formal M.O.U by involving the concerned head of the institution.

22.5 Broad format of M.O.U:

1.	First Party:	Sri Dharmasthala Manjunatheshwara College (Autonomous), Ujire About the College
2.	Second Party: About the Institute
3.	Area:	Research/Publication/Extension/Exchange Activity
4.	Objectives:	The Parties shall work together on such areas beneficial to both parties on mutual consent 1) 2) 3) 4) 5)
5.	Responsibilities and obligations of the parties:	The aforesaid parties to this M.O.U agreement shall adhere to the objectives specified on mutual consent and not to deviate and dilute the specified objectives and in extreme cases, with mutual discussion objectives can be modified or changed or redrafted.



6.	General Provisions:	<p>a) The parties acknowledge and understand their responsibilities and obligations and to communicate which are inconsistent with the laws of the land and are against the public interest. Such clauses should be changed before signing the document.</p> <p>b) If at any time, the parties are not in a position to execute the specific objectives, in such cases, with mutual consent of the parties can cancel this agreement.</p>
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23. RESPONSIBILITIES OF ALL THE STAKEHOLDERS

23.1 Responsibilities of Principal

- 23.1.1 Overall administration of the college
- 23.1.2 Conducting core committee meetings and maintaining minutes
- 23.1.3 Conducting meetings for coordination among committees
- 23.1.4 Conducting periodical review meetings
- 23.1.5 Developing/revising college policies - admission, research, community orientations, values, welfare of staff and students.
- 23.1.6 Forming committees both ad hoc as well as long term committees
- 23.1.7 Granting special leaves/ medical leaves/ earned leaves/ OOD/ maternity Leaves
- 23.1.8 Discipline Rounds
- 23.1.9 Reporting the activities and special achievements to the Management
- 23.1.10 Conducting staff meeting every quarter

23.2 Responsibilities of Vice Principal

- 23.2.1 Conducting frequent meetings with Deans to follow-up
- 23.2.2 Follow-up of the activities of the college
- 23.2.3 Monitoring overall discipline
- 23.2.4 Attending to students' grievances
- 23.2.5 Taking steps to implement new initiative and innovations
- 23.2.6 Arranging for Internal Academic Audit of the college
- 23.2.7 Reviewing the Compliance Reports of committees and departments
- 23.2.8 Quick intimations to the concerned in emergency cases regarding project proposals, information to the UGC/ University/ Collegiate Education Department
- 23.2.9 Discipline rounds
- 23.2.10 Granting casual leaves



23.3 Responsibilities of Deans

- 23.3.1 Ensuring departmental documentation
- 23.3.2 Implementation of plans and schemes decided in the core committee/ IQAC meetings
- 23.3.3 Periodic departmental visits to review departmental activities - curricular, co-curricular and extension
- 23.3.4 Conducting the HOD meetings and functional committee chairmen meetings
- 23.3.5 Monitoring of admissions - schedules, committees, fees structure, hostel/ mess admissions
- 23.3.6 Planning for faculty improvement training and programmes
- 23.3.7 Motivating the staff to involve in research and publications
- 23.3.8 Guiding and assisting in the preparation of project proposals, RUSA Proposals, AQAR, Autonomy Review Proposals, Block Grant Proposals, and Star College Proposals
- 23.3.9 Supervising the academic progression of the concerned disciplines
- 23.3.10 Verification of work diaries
- 23.3.11 Coordinating for finalizing the time table/ practical examinations
- 23.3.12 Supervision during practical examinations/ term-end exams/ tests
- 23.3.13 Discipline related matters
- 23.3.14 Assisting the Principal in developing institutional policies, bringing out handbooks on policies, professional ethics and responsibilities.

23.4 Responsibilities of Registrar (Administration)

- 23.4.1 Regulations of the Autonomous college - Source, original, revised (up-to-date): Development and maintenance.
- 23.4.2 Maintenance of the minute's book and recording the proceedings of the Governing body and Academic Council and other statutory bodies.



- 23.4.3 Planning and selecting the members of statutory committees, memos/ letters of invitations.
- 23.4.4 Keeping healthy rapport with the University/ UGC/ Department of Collegiate Education.
- 23.4.5 Maintenance of correspondence of both inward/ outward correspondences.
- 23.4.6 Arranging and conducting the meetings of GB, AC and all other statutory bodies.
- 23.4.7 Identifying the funding agencies and arranging to apply for grants.
- 23.4.8 Arranging for BOS meetings.
- 23.4.9 Keeping a copy of all syllabi of all departments.
- 23.4.10 Maintaining a book of all BOS members.
- 23.4.11 Maintaining a list of all examiners of departments.

23.5 Responsibilities of Registrar (Evaluation)

- 23.5.1 All examination related works.
- 23.5.2 Preparation of exam schedules in the beginning of the year.
- 23.5.3 Conducting the exams and arranging for central evaluation and final announcement of the result.
- 23.5.4 Attending grievances, giving chances for re-totalling, revaluation, personal seeing as per the regulations.
- 23.5.5 Conducting meetings of the exam committee periodically and maintaining the minutes.
- 23.5.6 Bringing innovation and reforms in assessment wherever it is possible.
- 23.5.7 Planning/ evolving strategy to save paper-spaces for the answers in the answer papers.



23.6 Responsibilities of Coordinator of IQAC

- 23.6.1 Formation of IQAC.
- 23.6.2 Conducting IQAC meetings and maintaining minutes books.
- 23.6.3 Communication of all the decisions to the concerned chairperson/ Heads for implementation.
- 23.6.4 Regular interactions with NAAC Criteria Chairmen.
- 23.6.5 Working as a nodal agency between NAAC and the college.
- 23.6.6 Preparation and submission of yearly reports AQAR to NAAC.
- 23.6.7 Convening meetings with Criteria Chairmen.
- 23.6.8 Analysis of NAAC reports and suggestion of corrective steps.
- 23.6.9 Functioning as a think-tank and initiating innovations.

23.7 Responsibilities of NIRF Coordinator

- 23.7.1 Arranging a meeting of Core committee members.
- 23.7.2 Discussion of the criteria-wise inputs.
- 23.7.3 Proposing a plan of action for the improvement of NIRF score.
- 23.7.4 Reporting to higher authorities.
- 23.7.5 Getting details for NIRF inputs.
- 23.7.6 Getting placement details/ progression details from concerned committees/ departments.
- 23.7.7 Getting inputs from the office admin section/ account section.
- 23.7.8 Uploading the data in NIRF portal.
- 23.7.9 Keeping a record of office documents.
- 23.7.10 Uploading the data to the college website.
- 23.7.11 Keeping in touch with the NIRF office.
- 23.7.12 Coordination with IQAC Coordinator.



23.8 Responsibilities of Heads of the Departments

- 23.8.1 Executing the decisions taken in the HOD meeting and Core Committee meeting.
- 23.8.2 Taking steps to maintain departmental documents – Syllabus, question paper pattern, question bank, minutes, notice, annual reports, student research projects, publications of the staff, and activity reports.
- 23.8.3 Conducting departmental meetings regularly for the preparation of annual plan of action, review, innovations and smooth conduct of all activities.
- 23.8.4 Maintaining a healthy and cordial relationship with all the members in the department and involving everyone in the activities.
- 23.8.5 Distribution of workload and department responsibilities.
- 23.8.6 Departmental budget allocation and planning.
- 23.8.7 Organizing departmental activities – Curricular, co-curricular and extension, subject association, wall magazine, guest lectures, community-oriented programmes like school visits, share lectures, lab in cab, seminars, workshops, and academic activity.
- 23.8.8 Periodical review of the activities.
- 23.8.9 Introducing new programmes/ bringing innovations.
- 23.8.10 Initiating learner participation and innovative teaching methods.
- 23.8.11 Motivating the staff to do research and publication.
- 23.8.12 To develop a proper structured feedback system.
- 23.8.13 Taking the feedback.
- 23.8.14 Restructuring of syllabus.
- 23.8.15 Preparation of annual report.
- 23.8.16 Recording lectures, popular lecture series, certificate courses, and student research projects.
- 23.8.17 Extension activities
- 23.8.18 Deputing students for intercollegiate competitions.
- 23.8.19 Interdisciplinary guest lectures and programs.
- 23.8.20 Observing important days.



23.9 Responsibilities of Functional Committee Chairmen

- 23.9.1 Executing the decisions taken in the Functional committee/ Core committee/ IQAC meetings.
- 23.9.2 Preparing annual plan of action with objectives and responsibilities.
- 23.9.3 Proper distribution of work among the members of the committee.
- 23.9.4 Conducting meetings regularly.
- 23.9.5 Maintaining a Minutes book duly signed by all the members after every meeting.
- 23.9.6 Organizing/ implementing activities of the respective committees.
- 23.9.7 Documentation of committee activities.
- 23.9.8 Arranging to send fortnightly reports in the specified format.
- 23.9.9 Involving all the members of the committee in all the programmes.

23.10 Responsibilities of Documentation Committee

- 23.10.1 Maintaining data of all the activities of the college in word file or PDF including Minor and major research projects, publication by the staff, seminars conducted, prizes won in sports, cultural and literary activities (University, State and National level).
- 23.10.1 Bringing out the fortnightly e-bulletin.
- 23.10.1 Maintaining hard copy of fortnightly departmental and committee reports, and annual report of the college in bound book form.

23.11 Responsibilities of NAAC Criteria-1 Committee

- 23.11.1 Reading the key points in the NAAC revised guidelines.
- 23.11.2 Preparing a checklist for further action and preparation.
- 23.11.3 Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.



- 23.11.4 Follow-up till the programme/ activity is complete.
- 23.11.5 Keeping a good contact with IQAC for coordination and follow-up.
- 23.11.6 Participation and contribution in the deliberations of the meetings.
- 23.11.7 Assisting the IQAC in the preparation of NAAC SSR.

23.12 Responsibilities of NAAC Criteria-2 Committee

- 23.12.1 Reading the key points in the NAAC revised guidelines.
- 23.12.2 Preparing a checklist for further action and preparation.
- 23.12.3 Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.
- 23.12.4 Follow-up till the programme/ activity is complete.
- 23.12.5 Keeping a good contact with IQAC for coordination and follow-up.
- 23.12.6 Participation and contribution in the deliberations of the meetings.
- 23.12.7 Assisting the IQAC in the preparation of NAAC SSR.

23.13 Responsibilities of NAAC Criteria-3 Committee

- 23.13.1 Reading the key points in the NAAC revised guidelines.
- 23.13.2 Preparing a checklist for further action and preparation.
- 23.13.3 Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.
- 23.13.4 Follow-up till the programme/ activity is complete.
- 23.13.5 Keeping a good contact with IQAC for coordination and follow-up.
- 23.13.6 Participation and contribution in the deliberations of the meetings.
- 23.13.7 Assisting the IQAC in the preparation of NAAC SSR.



23.14 Responsibilities of NAAC Criteria-4 Committee

- 23.14.1 Reading the key points in the NAAC revised guidelines.
- 23.14.2 Preparing a checklist for further action and preparation.
- 23.14.3 Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.
- 23.14.4 Follow-up till the programme/ activity is complete.
- 23.14.5 Keeping a good contact with IQAC for coordination and follow-up.
- 23.14.6 Participation and contribution in the deliberations of the meetings.
- 23.14.7 Assisting the IQAC in the preparation of NAAC SSR.

23.15 responsibilities of NAAC Criteria-5 Committee

- 23.15.1 Reading the key points in the NAAC revised guidelines.
- 23.15.2 Preparing a checklist for further action and preparation.
- 23.15.3 Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.
- 23.15.4 Follow-up till the programme/ activity is complete.
- 23.15.5 Keeping a good contact with IQAC for coordination and follow-up.
- 23.15.6 Participation and contribution in the deliberations of the meetings.
- 23.15.7 Assisting the IQAC in the preparation of NAAC SSR.

23.16 Responsibilities of NAAC Criteria-6 Committee

- 23.16.1 Reading the key points in the NAAC revised guidelines.
- 23.16.2 Preparing a checklist for further action and preparation.
- 23.16.3 Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.
- 23.16.4 Follow-up till the programme/ activity is complete.
- 23.16.5 Keeping a good contact with IQAC for coordination and follow-up.
- 23.16.6 Participation and contribution in the deliberations of the meetings.
- 23.16.7 Assisting the IQAC in the preparation of NAAC SSR.



23.17 Responsibilities of NAAC Criteria-7 Committee

- 23.17.1 Reading the key points in the NAAC revised guidelines.
- 23.17.2 Preparing a checklist for further action and preparation.
- 23.17.3 Preparing a chart to see the strengths and weaknesses, and comparing it with the previous accreditation.
- 23.17.4 Follow-up till the programme/ activity is complete.
- 23.17.5 Keeping a good contact with IQAC for coordination and follow-up.
- 23.17.6 Participation and contribution in the deliberations of the meetings.
- 23.17.7 Assisting the IQAC in the preparation of NAAC SSR.

23.18 Responsibilities of Members of various Committees

- 23.18.1 Compulsory participation in committee meetings.
- 23.18.2 Conducting the assigned activity and reporting to the chairperson.
- 23.18.3 Involving students in every activity of the committee.
- 23.18.4 Ensuring discipline and punctuality.
- 23.18.5 Arranging training/ workshops for the benefit of students.
- 23.18.6 Arranging rehearsals and proper preparations especially for intercollegiate events.
- 23.18.7 Accompanying students whenever they are representing the college.
- 23.18.8 To be aware of quality and meaningfulness of the activity when organized.

23.19 Responsibilities of Faculty Members

- 23.19.1 Preparation for classes is mandatory.
- 23.19.2 The lectures may be recorded and kept for students' access after the class hours.
- 23.19.3 Planning for student-oriented classes.
- 23.19.4 Conducting student seminars, quizzes, rural visits, group Discussions, and current affairs discussions.



- 23.19.5 Maintaining a healthy relationship with the learners.
- 23.19.6 Undertaking the role of a facilitator-cum-teacher.
- 23.19.7 Engaging all the classes allotted.
- 23.19.8 Engaging extra classes to compensate for lost classes due to leave or holiday.
- 23.19.9 Conducting periodical tests for comprehensive assessment.
- 23.19.10 Evaluating answer papers in time and discussing the answers with students compulsorily soon after evaluation.
- 23.19.11 Conducting diagnostic survey and remedial classes.
- 23.19.12 Maintaining teachers diary compulsorily - time table, day-wise lesson plan with objectives and outcomes.
- 23.19.13 Ensuring that the diary is personally verified and signed by the higher authority.
- 23.19.14 Undertaking the departmental responsibility and conducting innovative activities.
- 23.19.15 Assisting the Heads of the Department in all the activities of the department.
- 23.19.16 Attendance and participation in the department meeting and other activities is compulsory.
- 23.19.17 Taking leaves in consultation with other faculty for ensuring that the department has 75 percent staff to conduct classes.
- 23.19.18 Being professional and punctual.

23.20 Responsibilities of Maintenance, Gardening and Cleaning Staff

- 23.20.1 Keeping the entire campus clean and tidy.
- 23.20.2 Supervisor has to monitor every task undertaken - repair/ refurbishment/ cleaning/ watering/ maturing/weeding.
- 23.20.3 Distribution of daily tasks to floor cleaners.
- 23.20.4 Following dress code strictly.
- 23.20.5 Maintaining dignity in talk and in work.



24. PURCHASE, MAINTENANCE, REPAIRS AND STORES POLICY

The institution abides by the policies of the Management for purchase, maintenance, repairs and stock verification. The institution is directed by the management to constitute a **Purchase Committee** for the year. As and when required the committee shall discuss the issues concerning purchase, maintenance, stock etc twice a year and strictly follow the following procedures in tune with the policy of the Management.

24.1 Purchase Procedures:

- 24.1.1 Departmental Heads/section in- charge receive a letter from college office explaining the budget allotment for the given year
- 24.1.2. HODs or section in-charge prepare a requirement list with all details of cost and justification for purchase and the hard copy of the list is submitted to the principal
- 24.1.3 Stock section of the college invites three quotations from the suppliers
- 24.1.4 Most suitable quotation is selected by the HOD or Section in-charge and the details are placed before the purchase committee meeting
- 24.1.5 After scrutiny of the quotations, the requirement lists are finalised by the purchase committee
- 24.1.6 Stock section of the college places the order with the supplier
- 24.1.7 After receiving the items, HOD or section in-charge checks the condition of the items purchased and he approves the bill
- 24.1.8 Payment is done by the college accounts section based on the recommendation of the HOD or section incharge
- 24.1.9 Details are entered in the day book and stock register
- 24.1.10 Stock register is updated
- 24.1.11 Every year physical stock verification is done by the Campus audit committee



- 24.1.12 Items to be scrapped, damaged and repairable items are listed with the details of actual cost
- 24.1.13 A separate committee verifies the scrapped and damaged items
- 24.1.14 The committee recommends for scrap of the items
- 24.1.15 HOD prepares the list of repairable items and gets the permission for their repair
- 24.1.16 Finally the items are repaired for departmental use

**(Note: The hand book of the policies of the SDM E Society is enclosed as
(Enclosed -Annexure-I Page No. 150-193)**



25. GOVERNANCE POLICY

Governance is the exercise of authority, direction and control in an organisation to ensure the organisational objectives and the founder's perceptions are achieved without any bias or prejudices or exclusion. It clearly specifies who is in charge of what, who sets the directions and the parameters within which the decisions are made and implemented. The whole process is governed by the core principles of Accountability, Transparency, Open and Structured Communication, Participatory and Consensus driven decision making process for the benefits of all stakeholders.

Governance practices in SDM College include the formal organisational structure marked with authority and responsibility process. These procedures and systems assure the smooth functioning of the college to achieve the desirable results and outcomes.

25.1 Policy:

Ensuring that the governance principles adopted in the institution bring fairness and integrity, accountability and transparency into the decision making process, and the decision taken is in the interest of the shareholders.

25.2 Objectives:

- 25.2.1 To assure inclusive development of the primary stakeholders. i.e students and staff in providing equal facilities and opportunities.
- 25.2.2 To honour the directions and guidelines issued by the management and regulatory authorities and to submit the timely compliance reports to the higher authorities (Management) and regulatory bodies (University State Government and Central Government)
- 25.2.3 To confirm that the organisational objectives are addressed and achieved.



25.3 Methodology:

- 25.3.1 For effective and efficient governance within the institution a decentralised system of statutory committees, functional committees and ad hoc committees are formed. The Departments and other units such as Research Centres, NSS, NCC, Rovers & Rangers, Red Cross, Sports Club take part in all the activities.
- 25.3.2 Each committee comprises a chairperson, who possesses both efficiency and expertise, and a few other faculty working in the college as members.
- 25.3.3 Statutory committees are constituted as per the guidelines issued by the regulatory bodies (UGC, University, State Government) and functional committees formed with the consent as well as the approval of the management.
- 25.3.4 The committees are expected to submit annual plans in the beginning of every year and compliance reports at the end of the year
- 25.3.5 Regular meetings of the committees will be conducted as per the schedule and the action taken report will be submitted to the principal for further action.
- 25.3.6 Along with the principal, core committee members, chairpersons of functional committees involve in monitoring the curricular, co-curricular and extracurricular activities in the campus.



26. SCHOLARSHIPS AND FREESHIPS AWARD POLICY

26.1 Preamble:

The University Grants Commission envisions to increase the number of students pursuing higher education. The number of students pursuing higher education in our country is less compared to developed countries. In the New Education Policy the government has decided to increase the ratio of percentage to 50% by the end of 2030. A student should not be discouraged from pursuing higher education due to financial reasons. In this regard, the Central and State governments, various associations, research institutions, NGOs, and private individuals provide various scholarships for the economically, socially disadvantaged and academically advanced students. This facility is extended in this institution also.

26.2 Objectives:

- 26.2.1 Providing financial support to the higher education of deserving and needy students.
- 26.2.2 Providing information regarding scholarships to the students available in various government departments as well as in various sources.
- 26.2.3 Motivating each and every eligible students to take advantage of the scholarship.

26.3 Implementation Methodology:

- 26.3.1 Creating a separate committee for the college.
- 26.3.2 The Committee should collect information on scholarships offered by Central, State Governments, various associations, and research organizations, NGOs and private individuals and prepare an extensive list.
- 26.3.3 To bring them to the notice of eligible students.
- 26.3.4 Giving appropriate information to the students about the incentives.



26.3.5 Providing assistance to the eligible students to apply for the same.

26.4 Monitoring Progress:

26.4.1 The Committee obtains a list of the scholarships available in previous years and compares the percentage of students who have benefited from the scholarship in the previous year with the achievement of the current academic year.

26.4.2 The Committee meets to review and revise the progress list and compare the progress at the end of the year.

26.4.3 Preparing for next year's plan of action.



27. FACULTY/STAFF EMPOWERMENT POLICY

27.1 Preamble:

Empowered staff members contribute for the growth and sustenance of the organization. In this scenario, all the organizations initiate training and development interventions to upgrade the domain knowledge and skill sets to take up the emerging challenges in teaching, research, consultancy and extension.

27.2 Policy:

Institution provides all support to empower the staff through internal and external faculty development programmes and in-house skill upgradation training / programme.

27.3 Objectives:

- 27.3.1 To make the staff competent to face the challenges emerging from the changes in the domain knowledge, skill sets driven by the market forces.
- 27.3.2 To provide hands on experience to staff to adopt technology in teaching, learning evaluation, documentation reporting process.
- 27.3.3 To provide an opportunity to the staff to excel in the chosen field of teaching inclusive of research, consultancy and extension.
- 27.3.4 To keep all staff abreast of the developments in the subjects and properly oriented and refreshed



27.4 Methodology:

- 27.4.1 Newly recruited staff shall compulsorily undergo the orientation programme scheduled within the campus by the IQAC and the team of senior staff members on the code of conduct and organizational structure and related issues.
- 27.4.2 Those staff members who have completed the institutional orientation programme are eligible to undergo faculty development programmes either organized internally or external faculty development programmes.
- 27.4.3 On completion of orientation programme and the completion of probationary period, they are allowed to register for PhD and such other facilities.



28. SDM DISASTER/CRISIS MANAGEMENT POLICY

28.1 Preamble:

“Disaster management” is a continuous and integrated process of planning, organizing, coordination and implementation measures, which are necessary to deal with the disasters in the present times. Disaster preparedness with appropriate measures at SDM College ensures a timely support system to safeguard lives, protect assets and reduce big losses through efficient utilization of resources and appropriate actions.

28.2 Policy:

The policy of SDM College Disaster Management is to reduce or avoid the potential losses from hazards, and assure prompt and appropriate assistance to victims of disaster, and achieve rapid and effective recovery.

28.3 Main objectives of SDM-DMP are:

- 28.3.1 To establish an emergency response system in the college
- 28.3.2 To prepare the college community for any emergency response
- 28.3.3 To define roles and responsibilities for effective response
- 28.3.4 To create awareness and build the capacity of college community
- 28.3.5 To implement mitigation measures in the college/surrounding areas
- 28.3.6 To promote partnership among various stakeholders

28.4 Methodology:

28.4.1 Formation of Task Force Teams:

The institution has formed cross functional teams to facilitate the timely delivery of critical assistance required during the time of disaster. Formation of SDM Disaster



Management Committee with Principal (Chairman), Registrars & Deans of the College, two representatives from PTA, two representatives from Alumni Association, five students representing each stream, Ujire Gram Panchayath President, Medical Officer of PHC, Ujire, Officers of NCC/NSS/R&R of the college, Representatives from Police Department and Fire Station.

28.4.2 Training to the Disaster Management Teams:

- 28.4.2.1 Conduct awareness generation activities systematically targeting different classes and also staff and teachers.
- 28.4.2.2 Organize demonstration on Fire Safety, First-Aid and search and rescue through appropriate agencies.
- 28.4.2.3 Assist in organization of the evacuation drills for various hazards.
- 28.3.2.4 Work with the warning and information dissemination team in making students aware about the different warning levels and the colours and locations of flags signs that will be used.

28.5 Implement routine checks to ensure the different units in the institution adheres to minimum standards and safety measures:

- 28.5.1 Mandatory safety audits of all existing college buildings with respect to their location, design and quality of construction and prioritizing them for demolition, or repair.
- 28.5.2 Inspection of Electric Connection: Make sure that there is facility to disconnect electricity if the situation calls for.
- 28.5.3 Fire Fighting Equipments/First Aid Box : Keep First Aid Boxes in the college
- 28.5.4 Ensure that the doors of Classrooms are wide enough to facilitate evacuation of students. The doors should not have hindrances of any kind.
- 28.5.5 Plan for two doors in each Class Room while constructing new rooms



28.6 Promoting disaster risk reduction:

- 28.6.1 Promoting sustainable environmental education and life skills by engaging students and staff in disaster management skills
- 28.6.2 Include disaster risk reduction in the formal curriculum
- 28.6.3 Promote disaster risk reduction through co-curricular activities in college acknowledging that students in colleges need to develop “survival/life skills” first along with ‘academic inputs’, together with regular drill practices.
- 28.6.4 Mobilize parents, students, local community and college staff to spread knowledge on safety practices through different public events
- 28.6.5 College shall prepare and implement college safety plans including measures to be taken both within college premises and in the immediate neighborhood.
- 28.6.6 Promote active dialogue and exchange between college and local leaders including police, civil defense, fire safety, search and rescue, medical and other emergency service providers.
- 28.6.7 Introduction of disaster insurance cover to all staff.



29. NEED BASED POLICY

29.1. SDM Online Class Policy

Course Delivery Policy

Course is a set of contents to be learnt in the academic program.

Course delivery is the process of offering the course which includes number of units/modules, duration of teaching and mode of teaching

The course or the subjects of study will be divided into small units or modules

A module is the course content to be completed in one period

Schedule of course delivery will be provided through Google Class at least one week in advance

29.1.1 A module will contain introduction, key words, expected learning outcomes, reference materials and assessment strategies as quizzes, assignments

29.1.2 Reference materials will be made available through students' space on the website.

29.1.3 Categories of reference materials be provided will be:

1. Teachers notes
2. Web links
3. Video links
4. E.Books

29.1.4 Course delivery will be of 'Flipped classroom' model where the teacher will be the facilitator and course delivery will be through discussion mode

29.1.5 Students are required to go through the learning contents thoroughly before attending the class

29.1.6 Students are required to participate in the discussion through answering the questions, clearing their doubts and adding new information to knowledge pool

29.1.7 Students are required to be involved in all the three learning opportunities such as 1.Pre class preparations 2. Classroom discussions 3.Post class assignments



29.1.8 It is desired that through active participation students develop listening skill, thinking skill, questioning skill and speaking skill

29.1.9 Important : to get fullest benefit of the course ensure

1. Attending all classes
2. Preparing well in all academic activities
3. Participating actively in the discussion

29.2. Online Exam Policy

29.2.1 An assessment is the process of evaluating candidates' knowledge and understanding of the subject

29.2.2 All assessments will be done in the digital form for online courses

29.2.3 Assessment will be done through following means

1. Assignments
2. Multiple choice exam
3. Independent or group projects-beyond subject /inquisitive
4. Open book exams answering questions by referring books.)
5. Class visit (where a teacher will conduct viva, asking questions to individual student)

29.2.4 Assessment will be done on a continuous basis

29.2.5 The extent of involvement in classroom discussion will also be an assessment criterion for which marks will be allotted

29.3. Assignment policy

29.3.1 Assignment is an academic task to be completed as per the specifications given by the teacher and within the stipulated time

29.3.2 Assignments help the student to develop professionalism and prepare them for the job market through development of skills like

1. learning skills
2. Writing skill,



3. Increases knowledge of the subject,
4. Time management skills.
5. Enhance research traits,
6. Analytical skill

29.3.3 Assignment may be either from the syllabus or beyond the syllabus

29.3.4 Assignments fall under two categories

1. Long assignment with 2000 and
2. Short assignments with 750 to 1000 words

29.3.5 Type of assignments and the time of submission will be communicated to the students by the class teacher

29.3.6 There will be minimum of 2 short and one long assignments for one semester

29.3.7 The criteria for assessment of the assignment consists of following components:

1. Introduction- 10%
2. Organization and style (of the contents in the main body) -30%
3. Conclusions/Summary-/Recommendations (If specified by the teacher) - 10%
4. Language /Grammar/Spelling -30%
5. Bibliographic information-20%

Plagiarism check of assignment will be done and for every 10 percent plagiarism beyond the specified limit 5 % marks will be deducted.

29.4. Attendance Policy

29.4.1 Attendance is the mandatory component of online classes

29.4.2 Schedule of classes will be notified in advance

29.4.3 Students attendance will be marked based in their logging on to the online class

29.4.4 Their presence during the entire duration of the course delivery will be ensured through discussion



- 29.4.5 If there is no response from any student during the course discussion it will be treated as physically not present and he/she will be marked as absent
- 29.4.6 Participation in Assignments /quizzes and such other activities will also be considered for attendance credit
- 29.4.7 Attendance will be one of the important components of final grading also
- 29.4.8 Mere logging in will not entitle for attendance. Engaging in academically related activity is an important requirement
- 29.4.9 No attendance will be given for the students for watching records of online classes (asynchronous learning).

29.5 Technology Policy

- 29.5.1 As a policy the institution will be using Google Class for online courses
- 29.5.2 All the students are required to be well acquainted with the tool
- 29.5.3 Lack of knowledge of technology cannot be an excuse for poor performance in any task
- 29.5.4 Those of the students having network problem are advised to go to the nearest place with network coverage for attending the live classes
- 29.5.5 Recording of all classes will be made available. However, students are advised to attend maximum number of live classes
- 29.5.6 Learning materials in digital form are made available to the students through student learning space in the website
- 29.5.7 SDM College library has initiated cataloguing of digital books and related videos. Students may make use of these resources
- 29.5.8 All questions pertaining to the technology support are to be addressed to Mr. Satheeshchandra P D, Department of Computer Science Department

29.6. Communication Policy

- 29.6.1 In the absence of opportunity for direct meeting with the teachers, students are encouraged to get their doubts clarified through online mode



- 29.6.2 Use Google chat (dashboard) for posting the questions
1. Never be afraid to communicate with your teachers. They are your mentors and guides
 2. Make the subject lines clear and to the point.
 3. Begin the query with sir and end with your name
 4. Use correct spelling and grammar.
 6. Do not hesitate to repeat your query if you fail to understand
 7. Connect with other students to enrich your learning experience
- 29.6.3 Staff members will also be available for live discussion during specified time which will be indicated in the timetable
- 29.6.4 Schedule of lectures will also be indicated in Google calendar /time table
- 29.6.5 Communication through E-mail will not be entertained.
- 29.6.6 Avoid posting queries through WhatsApp or other modes
- 29.6.7 Only academic dialogues are to be posted to Chat box
- 29.6.8 As a policy every teacher will reply to all queries within 24 hours
- 29.6.9 If you fail to get reply within 48hrs send reminder

29.7. Learner Support Policy

- 29.7.1 Learner support service is the vital component of any open and distance learning (ODL) system
- 29.7.2 It includes a wide range of academic and other related support provided to students.
- 29.7.3 As a policy SDM college is determined to help the students
1. Go beyond their current level of thinking, Acquire deeper understanding of the subject, Achieve a higher level of competency, Develop soft skills (writing, numeracy, reading, speaking), Acquire skills like time management, exam preparation, reading, note taking, get counselling service when needed, Provide access to learning resources through



Library access, librarian assistance, Get Career counselling including alumni support for acquainting them with real life situation

2. Students are to be given access to the college library during working hours
3. Providing students with online Contents in four categories-1.Teachers notes 2.Web links 3.Video links 4.E.Books through student space in SDMC website www.sdmcujire.in
4. Enabling Asynchronous learning by providing proceedings of class room through Google drive

Expectation from Students

- Understand course expectations
- Remember, online course is self-directed learning where a learner has to be more responsible
- Set realistic goals and deadlines for yourself
- Prepare a perfect study schedule /maintain a calendar to set reminders
- Stay in touch with concerned staff
- Plan your time wisely
- Ensure adequate preparation for test and quizzes
- Connect with classmate, form online learning group, and engage in productive academic discussion
- Forming learning group helps you to come out of the problem of isolation
- Be thorough with technology. For any support on technology contact the technology support wing of the college
- Try to buy a laptop as most of the functions cannot be done with mobile phones. Having a laptop will significantly improve your learning



- If needed enquire with local banks regarding loan facility for purchase of laptops
- If there are more buyers group purchase can be done with considerable reduction in price for which institution can assist
- Follow basic etiquettes during the lecture such as
 - a) Attending the class with formal dress
 - b) Avoiding distractions during the lecture
 - c) Avoiding eating /drinking.
 - d) Keeping the audio mute all the time except during discussion
 - e) Following the instruction given by the teachers
- Self-discipline is the key to success.

Expectation from Faculty

- Ensure that you have acquired skills necessary for online teaching
- Ensure that you have adequate technical knowledge
- Ensure that classes are held regularly
- Ensure that the contents are shared well in advance to students and properly communicated
- Make the class room meaningful by inviting intellectual discussions
- Review the feedback report regularly and take corrective measures immediately
- Take steps to cater to the needs of slow learners
- Reply to the queries of the students within the stipulated time.
- Ensure clarity in answers, language,
- Encourage usage of chat box

Be a teacher, Mentor and a Counselor



29.8 Procedures for Online Classes

29.8.1 Preamble

In view of the rapid and unprecedented developments in the digital technology worldwide in all walks of life including academics, the upgradation of teaching methodology and adoption of new techniques in teaching have become inevitable and most desirable. In the backdrop of the spread of Covid -19 pandemic and locked down, online teaching using digital technology has become mandatory. Hence broad guidelines and procedures are framed for developing an online teaching, learning and evaluation policy.

29.8.2 Conceptualization

Online learning is the newest and most popular form of distance education today. Online learning is catalyzing a pedagogical shift in how we teach and learn. There is a shift away from top-down lecturing and passive students to a more interactive, collaborative approach in which students and instructors co-create the learning process.

Students study the content individually at home through google class and use the time in the classroom to put it into practice. In this way, class time is more productive, since it is used to deepen the contents, clarify doubts and encourage collaborative work.

Since students begin on a different basis, each of them may need a different time to acquire the same knowledge. In traditional teaching, all students have to follow the same rhythm in the classroom, but, in the inverted classroom, students can spend as much time as they want on each lesson. Therefore, students can rely on their progress to spend more or less time on each lesson and thus ensure that they have understood everything correctly.



29.9 Policy for ‘conducting MCQ quizzes’ during online classes

29.9.1 Purpose and Context

Frequent quizzing is a proven technique that helps learner to retain information already learnt. The technique (in the oral form) is regularly used in traditional classrooms also. In the current situation where, online classes have become the new normal, the importance of quizzing is even more. Conducting daily short quizzes during the class will help the teacher not only to retain the attention of the class but also to gauge the level of understanding by the learners. To **Note the presence.**

29.9.2 Merits

- 29.9.2.1 Teachers can quickly assess the level understanding by learners in the topics discussed.
- 29.9.2.2 Class performance can be shown to class immediately after the class in the graphical form.
- 29.9.2.3 Discussion on the answers in a quick time will strengthen the knowledge already gained and common mistakes done by learners can be easily fixed.
- 29.9.2.4 Students aiming at competitive exams get benefitted greatly by this approach.

29.9.3 Guidelines/ Methodology

- 29.9.3.1 One MCQ quiz test (using Google form) containing 5 questions with 4 choices (options) is to be conducted in every class. The options like ‘all the above’ and ‘none of these’ are to be avoided as they support the guessing process rather than analyzing the questions.
- 29.9.3.2 Questions are to be set from the running topics expected to be covered in the class. The Google quiz form is to be created and kept ready before the commencement of the class.



- 29.9.3.3 Normal duration for answering the quiz is 3 minutes. Link to be pasted in chat box
- 29.9.3.4 The quiz is to be administered any time during the class duration. Student responses are to be accepted only during the quiz duration.
- 29.9.3.5 Merit of student answers is to be discussed in the class (when the quiz is conducted in the middle of the class) or at the beginning of the next class (when the quiz is conducted at the end of the class). Additional discussion may be carried out on the questions for which more than 40% of the students answered wrongly.
- 29.9.3.6 The student performance in each quiz is to be recorded in suitable format (excel file or google sheet) and marks scored by each student (session-wise, week-wise and unit-wise) are to be documented for further analysis and due consideration in continuous internal evaluation.
- 29.9.3.6 Subject-wise average marks (of the entire class) are to be sent on weekly basis to the Dean/ Exam Committee/ HOI (as applicable).
- 29.9.3.6 Prior approval from HOD/ HOI/ Exam Committee is necessary for any deviation from the above guidelines while preparing and conducting the quiz.

(Note: For details about how to prepare and run the quiz, refer Enclosed Annexure- II Page No. 188-190 (step by step guide for preparing and conducting quizzes using Google Forms in Online classes))

29.9.4 Orientation

It is expected that, the faculty conducting online quizzes during class using Google Forms has sufficient exposure and ease of comfort in the use of Google Forms and Google Sheets. Initial orientation will be given regarding the general



procedures to be followed. If the faculty requires additional training, he/she may request for the same well in advance through HOI.

29.9.5 Remarks: Nil

Annexure 1: Step-by-step guide for preparing and conducting quizzes using Google Forms Before the class

- 1) Prepare necessary number of MCQ questions (max. 5 per session) based on the topics to be covered in the class.
- 2) Open Google Form, create a new Form and give appropriate name (for easy identification).
- 3) Add preliminary enquiry questions like Name of the student, roll number, date of quiz conduction, etc. (the questions can be of short answer type and validation to the answers may be added to reduce errors during entering basic information by respondents).
- 4) Go to 'settings' and make the form as quiz. Select 'Later, after manual review' and uncheck all the options available for respondents. Save the form (See the figure given below).
- 5) Now add a new section for MCQ questions. Give appropriate name and description for the section (Topic or date, etc.).
- 6) Add necessary number of MCQ questions. Include answer key and points for each of the questions.
- 7) Go to 'Responses' tab (see figure given below)
- 8) Disable 'accepting responses' button.
- 9) Click on 'Google spreadsheet' link, select 'create a new spreadsheet' button and create. This will open a new spreadsheet with the same name as that of the Google form with additional tag '(Responses)'.
- 10) The opened spreadsheet will contain a sheet titled 'Form Responses 1' which contains fields/ entries like 'Timestamp', 'Email Address' and questions created by the teacher in the first row.

The responses given by respondents will be updated in subsequent rows.



- 11) Close the Google sheet and return to Google Form (which is already open).
- 12) Go to 'Send' tab, uncheck 'automatically collect email' option.
- 13) Go to 'link' sub tab. Copy full link, paste it on some document for future reference. Also document the shortened link also). These links are required while running the quiz.
- 14) Close the form.

29.9.6. During the class

- 29.9.6.1 Open the Google form, open the created quiz form and enable 'accepting responses' button
- 29.9.6.2 Start the quiz by pasting the quiz link on the chat window of online class (The link can also be shared with students prior to the class. But 'accepting responses' should be enabled just prior to the starting of quiz).
- 29.9.6.3 Stop the quiz by disabling the 'accepting responses' button after the stipulated time.
- 29.9.6.4 Close the Google form and continue the class.

29.9.7. After the class

- 29.9.7.1 Open the Google sheet containing responses.
- 29.9.7.2 Transfer the scores to separate master list document.
- 29.9.7.3 Analyze the responses and document the same.

29.9.8. Preparing quizzes for the subsequent sessions

- 29.9.8.1. Open the Google Quiz Form (already administered) and delete the section containing MCQ questions.
- 29.9.8.2. Make a new section and give appropriate name and description for the section.



29.9.8.3. Add necessary number of MCQ questions, include answer key and points for each of the questions.

29.9.8.4. Run the quiz using the procedure already cited.

The participant responses and scores will be stored in the same Google sheet but below the rows which have already filled (during the previous session's quiz). As the response date and time are also recorded in the Google sheet, it can be easily categorized based on the date of quiz conduction.

29.9.8.5. The procedure may be repeated for any number of quizzes.

(Note: Teacher need not share the quiz links in every class. The quiz link of first day will work for all other days' quizzes also)



30. POLICIES ON E-CONTENT DEVELOPMENT

30.1 Purpose and Context

With the advent of technology and availability of ample learning resources the teaching, learning and evaluation process has necessitated a major shift in pedagogical practices. One of the greatest challenges for the learner is finding appropriate learning resources. While plenty of open access resources are available, the faculty at SDM College thought it is a responsibility to add its own E-contents to the existing resource pool. In this context two kinds of resources are planned in the initial Phase.

1. Studio recorded lectures
2. Class room recorded lectures

30.2 Advantages

- 30.2.1 Students can learn at their own pace
- 30.2.2 Can replay any number of times
- 30.2.3 Can be taken in short duration as they are mostly of 5 to 10 minutes duration
- 30.2.4 Fast learners can learn in advance

30.3 Methodology

Studio recorded lectures

- 30.3.1 Each lecture to be less than 10 minutes
- 30.3.2 Topics to be pertaining to the syllabus
- 30.3.3 Larger topics to be split into smaller units
- 30.3.4 PPT to be displayed in the background at appropriate location
- 30.3.5 Presenters are expected to maintain professional attire and etiquettes
- 30.3.6 Scheduling the recording to be done in consultation with coordinator of the studio
- 30.3.7 Edited lectures are to be reviewed by the concerned staff before uploading
- 30.3.8 Code number to be given to the lecture for easy access



- 30.3.9 All edited lectures to be made available in the institutional software (EERPMS)
- 30.3.10 Students are to be informed to watch this recording and make use of this
- 30.3.11 Best lectures are to be uploaded to YouTube after approval by the screening committee

30.4 Recording of live classes

- 30.4.1 Class lectures are to be recorded in google meet
- 30.4.2 Discussion and other interactions are to be deleted unless they are relevant for oriented and complete finished product
- 30.4.3 Recording of lectures is to be done by the staff themselves
- 30.4.4 During online lectures it is expected to maintain professional attire and etiquettes
- 30.4.5 Recording gets downloaded automatically to the drive
- 30.4.6 After trimming/editing using relevant apps, the file is to be renamed appropriately
- 30.4.7 The link of the recorded lecture is to be made available in EERPMS and google classes under the respective units.
- 30.4.8 Students are to be informed to watch this recording and study.
- 30.4.9 The link in EERPMS is made available for one year only, in subsequent years new recording is to be made
- 30.4.10 In case, two or more faculty members handle the same topic for different sections, common lesson plan is to be prepared and accordingly study materials are to be uploaded. In such cases, all should record their classes and all links are to be shared to EERPMS and google class.

30.5 Orientation

- 30.5.1 Necessary training/orientation is to be given to faculty members regarding recording and editing procedures



31. POLICY FOR ‘ATTENDANCE MONITORING’ DURING ONLINE CLASSES

31.1 Purpose and Context

Attendance is an important component in the teaching learning process. Usual method may not be effective in online classes. Students’ presence in the online class is strong function of several factors such as network availability, device compatibility, interest/ motivation to attend the class, absence of direct supervision by teachers, etc. Hence, indirect methods for monitoring and recording the attendance using the available technologies are to be considered. In this context, attendance monitoring policy highlights the general guidelines to be followed for monitoring, recording and processing the attendance during online classes.

31.2 Merits

- 31.2.1 Use of automatic attendance monitoring extensions in the online classes will ease the teacher’s work by relieving him/ her from the tedious task of manually marking the attendance.
- 31.2.2 Even if the student loses the class due to network issues for some period, the extension promptly records the total duration for which he/she is present in the class which makes it easier for the teacher to award the attendance.
- 31.2.3 The attendance records can be downloaded and stored in excel formats easily.
- 31.2.4 It also monitors starting time and ending time of the class

31.3 Guidelines/ Methodology

- 31.3.1 Student attendance and period of login are to be monitored properly in online classes (Chrome extension app ‘Google Meet Attendance List’ may be used for the same which automatically records the attendance and can be downloaded in excel format).



- 31.3.2 The attendance sheet after proper indexing is to be uploaded to a separate folder in drive named as google attendance.
- 31.3.3 The link is to be pasted to online diary at the appropriate column
- 31.3.4 Permission is to be given to the reviewer
- 31.3.5 Attendance is to be awarded to those students who are in the class (logged in) for at least 80% of the class duration.
- 31.3.6 The attendance details are to be updated in EERPMS software before end of the day.
- 31.3.7 Weekly report containing the list of students with attendance less than 75% is to be submitted to HOD/ Coordinator.
- 31.3.8 Weekly consolidated report of student attendance is to be reviewed and necessary steps taken for mentoring and motivating students to attend the class.
- 31.3.9 When students express the network/connectivity issues, the individual requests are to be collected from the students (through e-mail or any other means). The cases are to be verified as far as possible and additional support is to be given in the form of learning materials, class presentations, recorded videos and contact classes for genuine cases.

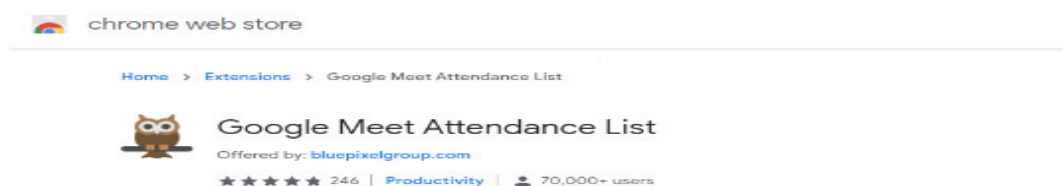
31.4 Orientation

Initial orientation/ demonstration may be provided for installing and using the extensions during online classes.

31.5 Remarks

Link to the Chrome extension 'Google Meet Attendance list:

<https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok?hl=en>



32. CAMPUS MAINTENANCE POLICY

32.1 Preamble:

A Clean and Tidy Campus always is a Coveted place for staff, students, and the public. The SDM Institutions have a long tradition of Swachch campuses. The inspiration to the institution is from Sri Dharmasthala Khsethra Temple which was recognized as the **Best Clean Temple** in India. The mission of the institution is to provide the best of infrastructure, the best of clean surrounding, the best of discipline and culture, the commitment and ethical values. Therefore the policy for maintenance of campus is embedded in the day to day functioning of the college.

32.2 Policy:

Maintenance is done through repair, partial replacement and total replacement. The Institution is committed to provide a beautiful and congenial place for learners in the campus. The Maintenance committee appointed for maintenance is responsible for managing all the infrastructure and property of the institution through the most cost effective manner possible by maximizing the useful life of the entire infrastructure and for providing the best service to the stakeholders especially.

32.3 Objectives:

- 32.3.1 To provide a clean and learner friendly hygienic surrounding to all stakeholders
- 32.3.2 To undertake the most effective waste disposal system
- 32.3.3 To provide hundred percent security in laboratories where chemicals and machines are used
- 32.3.4 To provide the best quality furniture and other instruments.



- 32.3.5 To prevent minor major breakdowns leading to the loss of inventory or other significant equipment
- 32.3.6 To keep the entire infrastructure safe and intact.
- 32.3.7 To have a control over unnecessary expenditure over the expensive machines, gadgets.

32.4 Methodology:

- 32.4.1 A system of priorities for work requests- working procedures: written or online/oral work order/complaint has to be registered with the Maintenance committee
- 32.4.2 The committee shall direct the specific person to attend the work and ensure that it is set right either by replacing/repairing. Incase repair of a computer requires a few days for repair, the committee should see that alternative computer is provided during the repair work.
- 32.4.3 The committee based on the complaints received identifies the equipment for maintenance and technique for maintenance, Categorizes maintenance into routine, priority and emergency, Plans maintenance considering cost, time, space etc, Material planning for maintenance requirements, Budgets time and money requirements.
- 32.4.4 The committee shall seek prior permission from the Head of the institution if any instrument is to be replaced and place order through proper channels and to take up the steps to maintenance.



33. DISABLE FRIENDLY CELL POLICY

For Inclusion of Person with Disability Cell in Higher Education Institutions and to provide the facilities to Persons with Disabilities under UGC Scheme it was chosen to outline the Institutional Policy for them. The Disable Friendly Cell is framed for this purpose where the principal is the Chairperson with advisory committee. The policy is prepared to meet both students and UGC requirements.

33.1 Role of Institution:

- Sensitization of Teaching and non-teaching staff on disability equality to develop empathy
- Access Audits of the entire college campus especially areas frequented by students and staff and ensure accessibility for all in the College campus
- Sensitization camp; Awareness raising among fellow students on disability equality
- Ensuring provisions of accessible ICT such as accessible websites, apps, libraries (for print disabled) etc
- Making provisions for accessible accommodation / hostel facilities
- Ensuring accessible transportation system is provided to enable all students to be able to attend college.

33.2 Objectives:

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



33.3 Disable Friendly Cell

Chairperson: Principal

Coordinator: Student Welfare officer

Faculty Members : Mr. Bhanuprakash B E, Department of commerce

Mr. Prasanna Kumar, Department of NCC

Mr. Yogesh, Librarian

Mr. Mahesh Kumar shetty, Department of Economics

Ms. Sangeetha, Department of Chemistry

33.4 Functions of the Cell:

- To determine and address the major grievances pertaining to any matter of persons with disabilities
- To ensure overall accessibility for students with disability in the all institution
- To address all disability related issues in the Institution.
- Providing counseling for the students with disabilities
- Collection of orders dealing with fee concessions, examination procedures, reservation policies, etc., referring to students with disabilities as per the government policies from time to time.
- Conducting awareness programs for teachers about the approaches to teaching, evaluation procedures



34. SDMC PROFESSIONAL ETHICS POLICY

34.1 Preamble

The governing institutional ethics are framed for all the employees of the institution to ensure obeisance to the motto '**Samyakdarshana, Jnana, Carithrani**'. These are desired to be the foundation and guiding spirit in the institution.

34.2 General ethical practices applicable to all in the institution

Integrity

- Being honest and responsible in all the duties,
- Being incorrupt.
- Being confidential regarding official matters
- Being committed and sincere to the assigned task.
- Being positive about the institution while talking to outsiders and expressing grievances if any only with the concerned person.

Honesty

- Being fair in all academic and non academic duties of the institution that is assigned
- Being open minded and truthful.
- Being regular to the duty.
- Being concerned to inform in case of inability to attend the duty
- Contributing to the best of one's ability and coming forward with new ideas and suggestions for institutional development
- Being a strong pillar of the institution



Positivity

- Being positive and showing positive emotions and attitudes
- Being motivational to all the colleagues and students
- Being supportive enabling others to perform at a higher level and achieve individual and institutional progress
- Contributing in the meetings with positive tone, without diminishing the spirit of the point of discussion.
- Being appreciative of even small achievements of colleagues and students and encouraging to perform still better

Cooperation

- Being a team builder, hand holding when ever needed
- Being a guide, educating and sharing the knowledge
- Willingness to join hands in any task of the institution

Respect

- Being respectful
- Being humble.
- Treating colleagues and students, with respect
- Being polite and gentle in all dealings

Collaboration

- Being a contributor- Finding opportunities for bringing in expertise to the Institution /Dept by academic partnering with other departments or other institutions
- Being considerable contributor in all assigned responsibilities assigned



Quality

- Aiming at highest level of performance and relevance.
- Exceeding the expectation of the stake holders.
- Not being stagnant.
- Inculcating the same amongst the students.
- Being neat ,tidy and presentable
- Being quality conscious
- Being highly resourceful

Governing Ethical values of teaching fraternity in the institution

- To attend learners first- may be concerning subject, emotional difficulty, adjustment problem, disinterest in learning
- To be caring - Guidance, moral values, models to imbibe, moral support
- To understand their needs both academic and emotional
- To accept the learners without biases- every learner has potential for growth and development, so duty of the teachers is to give full support without any prejudices
- To instil the curiosity among learners – the learners may lose interest and therefore the teachers are required to be inspiring and motivating
- To provide greater momentum in learning- associating with learners undertaking joint study projects for taking the study curve moving upward rather than allowing it go downward.
- To give challenging tasks to the students to enable them to be competitive in the larger world



Governing Ethical values of office staff in the institution

- To give a smiling service
- To be polite
- To provide information regarding scholarships and other benefits well in advance to the students and extend all the support to avail it
- To be prompt in completion of the routine Jobs
- To be conscious of neatness in the work
- To being punctual
- To be willing to take additional responsibilities
- To bring oneness in the office and with the staff and students
- To adhere to the Governing Ethical values of the institution
- To be humble, polite, open
- To learn all the necessary skills for improving the job with quality
- To be always in work place unless assigned with some other duty
- To ensure security and confidentiality of the section in which posted
- To be courteous with parents and visitors
- To maintain neatness, cleanliness and tidiness in work place

Governing Ethical values of support staff in the institution

- To be hospitable to all others in the campus
- To assist teaching faculty, office staff, students and visitors
- To create a homely atmosphere for all those who visit the institution
- To maintain neatness, cleanliness and tidiness in the campus
- To treat every individual with smile and courtesy
- To be available at any needy situation.
- To be punctual and honest in all the work



SDM College - Institutional Values

- Not to take success for granted and not to be complacent
- Not to rest on laurels
- Not to slow down or give up
- To add values to the work and try to be creative
- To keep the learning curve moving vertically

PRINCIPAL
SDM College (Autonomous)
Ujire - 574240

IQAC COORDINATOR
SDM College (Autonomous)
Ujire - 574240

SECRETARY
SDME Society
Ujire - 574240

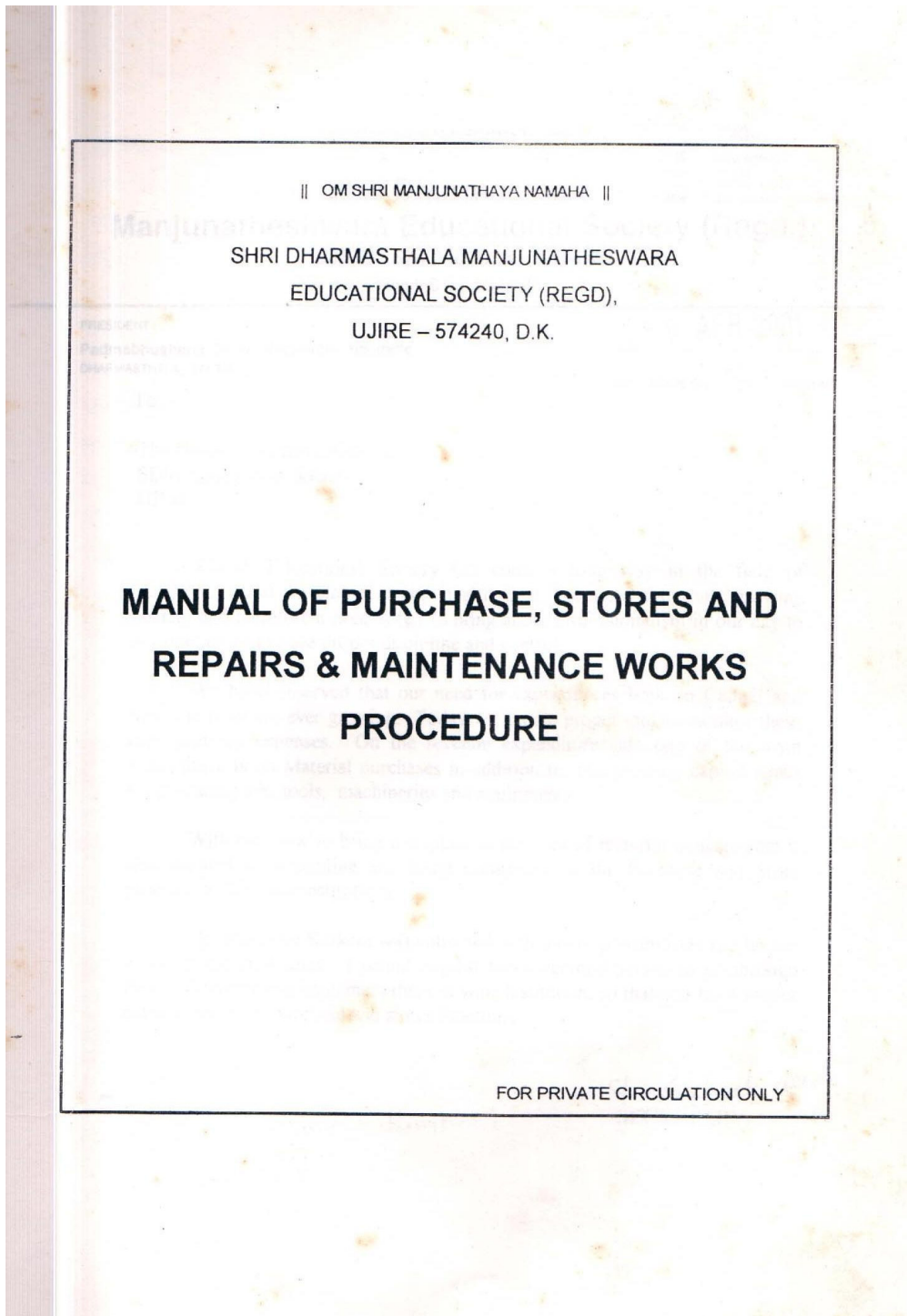


ANNEXURES



Annexure-I

The hand book of the policies of the SDME Society



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Manjunatheshwara Educational Society (Regd.)
UJIRE - 574 240, D. KANNADA
Regd. S.No. 35/85-86

PRESIDENT :

Padmabhushana Dr. D. Veerendra Heggade
DHARMASTHALA - 574 216

- 9 APR 2001

Date :

Ref. : SDMESU/ /2001-02

To;

The Heads of all Institutions of
SDM Educational Society,
UJIRE.

S.D.M. Educational Society has come a long way in the field of Education, Rural Development and Health Care. We are a constantly growing Society and therefore a need is felt to bring about professionalism in our day to day operations to have proper discipline and control.

We have observed that our need for expenditures both on Capital and Revenue front are ever growing. Today we need a proper tool to monitor these ever growing expenses. On the revenue expenditure side one of the main expenditure is on Material purchases in addition to our growing capital needs for procuring new tools, machineries and equipments.

With the view to bring discipline in the area of material management it was decided to streamline and bring uniformity in the Purchase and Store procedures in all our institutions.

Mr. Narendra Karkera was entrusted with this responsibilities and he has given us the guidelines. I would request the concerned person to go through these guidelines and implement them in your Institution, so that you have proper control over your purchase and stores functions.

To
✓ Sri Narendra Karkera
Bangalore

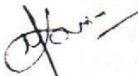

SECRETARY.



As the first step towards bringing in professionalism in our day to day working it was decided to streamline our systems and procedures. Important function where streamlining is most essential is in the area of purchases, stores, repairs & maintenance, which has grown over a period. Now with the addition of Medical College and Hospital in the near future it is expected that this definitely would be a major activity.

Under the guidance and blessings of our beloved President, a manual was written on purchase, stores and repairs & maintenance works procedure. The draft manual was discussed in the administration and accounts personnel meet on Feb 23rd/24th 2001. In this meeting valuable suggestions were given by our President Dr D. Veerendra Heggade, Secretary Prof. Prabhakar, Secretary Shri D. Harshendra Kumar and other participants. After thorough discussion on the draft manual, the same was approved.

I have the pleasure in presenting this approved manual for reference and use of all SDM institutions. This manual will help us in bringing uniformity, transparency and discipline in the functions of purchase, stores and repairs & maintenance works. The procedures laid down in the manual shall come into effect from 1st April 2001.


NARENDRA KARKERA
DIRECTOR FINANCE



CHAPTER I

PURCHASE PROCEDURE



PURCHASE REQUISITION (ANNEXURE 1)

1. The Purchase Requisition is raised, in the following cases :
 - (i) For a new item;
 - (ii) For a capital item which may be a replacement or for a new activity
 - (iii) For a standard item normally kept in stock (i.e. stock item)
 - (iv) Purchase of items which are normally not a part of the inventory, but are ordered as and when required for a specific purpose;
2. The Purchase Requisition consist of three copies, original copy is kept in Purchase section to raise Purchase Order, second copy is sent to Stores and one copy remains with the indenting Department. The copies are colour coded for quick identification.
3. The procedure to be followed for raising Purchase Requisition is explained below:
 - (i) When the PR originates from Stores, it is normally on the basis of the stock levels decided for the respective items based on ABC analysis. These PRs are signed by the Head of the Stores and three copies of the same are sent to the Purchase Section. One copy duly acknowledged, is returned to the Stores.
 - (ii) When the PR originates from the user department, the Indent Book duly completed and signed by the Head of the concerned Department, is routed through the Stores. The Stores makes a remark on the PR, in case the material is not already available in the Stores, to that effect.
 - (iii) In case the PR is for a capital item, then such PR should clearly indicate the Capital Approval Proposal number (CAP No.). PR for capital items maybe raised only after the CAP has been approved by the Head of the Institution/Secretary of the Society. If the material is already available,



the PR is sent back to the indenting department with a request to raise a material requisition cum issue note (see Annexure 10).

- (iv) Where only few of the items mentioned in the PR are available, the Stores make the notation "Available in Store" against those items on the PR itself. Having done this, the PR is treated in the same manner as explained in Point (1).
- (v) On receipt of the PR in the Purchase Section, a continuous serial number will be given by the Purchase dept to facilitate follow-up. The original copy of the PR is given to the concerned Purchase person, for necessary action. At this stage – the Purchase person has to satisfy himself, that the PR is authorised by the competent authority. In case it is not, the PR is returned to the indenting department.
- (vi) The Purchase Section, on receipt of the PR, checks to see whether the details mentioned on the PR viz., Description, Specification, Quantity, etc., are clearly mentioned on the PR. Where the remark 'Sample enclosed' is written, he ensures that the sample is attached. Where the details are unclear or incomplete, the Purchase section should return the PR to the indenting department for correction. Having satisfied the above requirements, the Purchase Section proceeds in the following manner :

Where a brand name has been specified the Purchase Section should attempt to contact the manufacturer, directly. Incase they do not sell directly, for any reason whatsoever, to the extent possible, the item should be procured from the manufacturer's authorised dealers/distributors.

INTRODUCTION OF NEW ITEMS IN THE INSTITUTION

1. No supplier shall be permitted to directly contact the user department for any purpose whatsoever, unless directed by the Purchase Section to do so.



2. For introduction of a new item in the institution following guidelines are to be followed, by the user department :
 - (i) In case it is a consumable item, the user department would give an explanation for preference of the new items to the ones existing, along with details of revised consumption pattern and instructions on how to deal with the present stock of the items being used. Such explanation should be routed through concerned Head of Department.
 - (ii) In case it is for an equipment which would enable any Doctor to perform any new procedure in the hospital, the Doctor concerned would take prior approval from the Medical Superintendent and get his authorization for purchase of that equipment/device. Having done this, a copy of the authorisation along with a Purchase Requisition duly signed by the concerned Head of Department should be directly forwarded to the Purchase Section.
 - (iii) Before introducing a new product, sample of the products should be obtained by Purchase Section and the same should be sent to the User Department for quality and utility evaluation. After the trial use of the item, the Head of the User Department should apprise Administrative Officer of the evaluation of the product by completing the New product Evaluation form shown in Annexure 6.

SOURCING OF VENDORS

Whilst selecting a Vendor, the following points should be given weightage :

- (i) Whether the vendor is supplying similar materials to other reputed institutions, etc.
- (ii) Proximity of vendor's establishment to our institution.



- (iii) Whether the vendor is the authorised distributor/dealer of the manufacturer, or manufacturers themselves.
- (iv) Where the value involved is more than Rs 10,000/- and in all cases where advance payment is involved, regardless of value of the order, the vendor's financial standing, reputation, etc., must be verified, including the capacity to provide After-Sale Services, before placing an order.
- (v) Enquire and find out that the vendor has not been 'Black listed' by any other organisation in the country.
- (vi) Our Institution shall not deal with any vendor who is suspected to have been indulged in unfair/illegal activities.
- (vii) To the extent possible ensure that the vendor selected has Sales Tax Registration.
- (viii) The Purchase Section may take the help of other hospital/organisations in sourcing an appropriate supplier. The other prospective areas are user department, telephone directory, Yellow pages, Askme Services, etc. Vendor sources may also be traced through attending exhibitions, trade fares, seminars, symposiums, etc. Wherever possible, Trade Journals should be subscribed to.

PURCHASE ENQUIRIES

Enquiry before placing orders should be made on the following lines :

- (i) Where the purchase is from a particular manufacturer or various authorised distributors of a particular manufacturer, and a standard printed price list exists, verbal enquiries would be sufficient, if the items are to be procured urgently. Verbal enquiries will suffice for item/s, which are not capital in nature, and whose value does not exceed Rs 5000/- per order. Items which are routinely ordered and where the source is known, on whom orders have been released earlier, may also be included for verbal enquiry, regardless of value.



- (ii) In all other cases, written enquiries should be floated in the prescribed format as shown in Annexure 2. Depending on the value of the purchase, enquiries should be sent to parties as indicated in local purchase procedure Item 2.

LOCAL PURCHASES – PROCEDURE (NON CAPITAL)

1. All purchases above daily cash purchase limit must be through a written purchase order. In case of cash purchases even though there is no purchase order, stores accounting procedure should be followed. Cash purchase limits for each institution is as per Annexure 22.
2. Except routine regular replenishment of materials, having no appreciable escalation of unit cost, all purchases should be made through competitive bidding only, for which written quotations are to be obtained as follows :
 - (a) For value of each purchase upto Rs 5000 - Three Telephonic quotes (to be subsequently documented by the concerned person). Though verbal quote suggested, written quotes are better for audit references.
 - (b) For value of each purchase between Rs 5000 and Rs 50,000 – three written quotes,
 - (c) For value of each purchase between Rs 50,000 and Rs 3 lakhs – Four Sealed Written quotes.
 - (d) For value of each purchase Rs 3 lakhs and above – Five Sealed Written quotes.
3. Any deviations from the above mentioned norms relating to quotations must be justified by the Purchase Section and approval of competent authority be obtained which will be ratified by the Purchase Committee on a post facto basis.
4. For purchases involving very high value (10 lakhs or more) as well as for rate contracts of similar nature, assistance of the Society's Secretary should be obtained.



5. Purchase section should check the Purchase Requisitions against the available data pertaining to past actual usage and the existing trend of consumption, whilst deciding the quantity of items to be ordered.
6. In case of new product purchase proposal, a proper evaluation need to be done (Annexure 6) before an Order is placed.

STRATEGIC PURCHASES

1. Purchases effected either through direct imports or locally, to gain appreciable price advantage or to reduce expenditure on such purchases to the lowest possible level, (not withstanding its somewhat adverse impact on the overall inventory) are called "Strategic Purchases". The circumstances that influence the decision to go in for strategic purchases are as follows :
 - (i) On a critical evaluation of the comparative expenditure, if it is found that direct import of the required item in "A" or even "B" category is cheaper by 20 to 25% less than, if the item is procured locally, direct import of the item may be decided upon to gain price advantage.
 - (ii) In the case of "A" and "B" category items which are normally imported or those purchased locally, if there is a definite information that there would be a substantial price escalation in the near future, those items may be procured in quantities to cover 4 to 6 months usage, at current prices to reduce expenditure.
 - (iii) If the discount offered by a supplier on bulk purchases of an item is 15% or more, those items may be purchased in increased quantity to cover say, upto 4 months consumption to avail of the attractive discount on bulk purchase.



- (iv) In regard to imports, if the applicable foreign currency is anticipated to gain in value appreciably in the near future, it may be advisable to import required items in larger quantities, at the currently prevailing exchange rates to avoid monetary loss due to difference in exchange.
 - (v) "A" category imported items with very high rate of consumption may be ordered in bulk to last 3 to 4 months to save on freight, Insurance and Clearing charges.
2. All materials falling under category "C" should be totally excluded from strategic purchases.
 3. There is a definite disadvantage in frequent strategic purchase of items in as much as it inflates the inventory holdings, cuts into the working capital and entails interest loss on blocked funds. The Purchase and Stores must therefore be fully convinced of the advisability of deciding on strategic purchase of items, and obtain prior approval of the Purchase Committee before placing orders for such purchases.

CAPITAL PURCHASES

1. Purchase of all Capital items should be made after obtaining written quotations/tenders, regardless of the value of the capital items involved.

Purchase Section should always ensure (notwithstanding the existence of proper approval) that the concerned department had complied with the requirements as follows :

The proposals for Capital Items received from various Departments/Activity Centres are to be scrutinised taking into account the following points, depending on whether the item is new (i.e. introduced for the first time) addition to the existing quantity, or replacement of the existing one.



1. New Asset

- i) How the work is carried out at present without the asset proposed to be purchased.
- ii) Whether the acquisition of the new asset will improve the quality of service provided, reduce the expenditure or increase revenue.
- iii) Will it involve Tariff Revision?
- iv) Whether any technological or other developments are likely to render the asset obsolete prematurely.
- v) Is the cost of the asset proposed to be procured commensurate with its utility value?

2. Addition to the existing asset

- i) Number of identical items already existing.
- ii) How the work is presently carried out without the addition proposed to be acquired?

3. Replacement of the existing asset

- i) Age of the asset to be replaced, and its present Written Down Value.
- ii) Proposed method of disposal of the asset to be replaced i.e.,
 - a) If it is to be sold, expected resale value;
 - b) If it is to be scrapped, expected scrap value.
 - c) Any other method of disposal (e.g. exchange)
- iii) Is the item beyond economical repairs?
- iv) The possible consequences in case the item is not replaced.

All capital purchases should be ordered only on completion of Capital Approval Proposal (Annexure 5). The Capital Approval No. given by the Finance will appear on the Capital Purchase Order. The following documents need to be submitted before the Purchase Order is floated :

- a) If the item is upto Rs 1 lakh then only Capital approval proposal



- b) If the item is above Rs 1 lakh but below Rs 15 lakhs, then a Capital Approval Proposal along with a Feasibility Report.
- c) If the item is above Rs 15 lakhs then Capital Approval Proposal along with the Project Report.

Purchase Section should ensure that the capital item purchased and handed over to the indenting Department has been accepted by the later, before payment/GRN action is taken.

Details of all imported capital items should be kept in a format (Annexure 11) for all future references.

COMPARISON OF PRICES

Once the quotations/tenders (Annexure 3) are received and opened, the Purchase Section should make a Comparative statement as per (Annexure 4). In case of variation of the specifications of the same item/s quoted by different vendors, the same must be highlighted on the comparative statement. Comparative statement should specify, which quotation/tender has been accepted, the reason/s thereof, and must be signed by the Purchase In charge or any other person, who has accepted the quotation. Comparative statement issued without signature of the appropriate authority as mentioned above shall render it invalid.

NEGOTIATIONS WITH SUPPLIERS

1. For all 'A' & 'B' class items, and all capital items, the Purchase In charge shall directly involve himself in negotiations with the concerned parties. Items which are being purchased on a regular basis and whose rates have been negotiated earlier, and as long as the rates or any other parameter continues to remain as negotiated earlier, the Purchase Section may order the items on 'repeat rate' basis.
2. Depending on the number of quotations received, the Purchase Section may invite one or two vendors for negotiation, separately.



3. For purchase of biomedical equipment the views and recommendations of the User Department and Biomedical Department, shall be given due weightage at the time of deciding, with whom to negotiate. This shall be done only after receipt of proper and convincing written explanation from the concerned department.
4. As far as possible, negotiation with suppliers should be done, in the institution premises only. It is also advisable to have a representative from the User Department to participate in the negotiations.
5. Before finalising the prices and discount, the important points such as taxes, delivery terms, payment terms, insurance, guarantee, freight and any other levies, etc. should be negotiated and finalised.

PURCHASE ORDER (ANNEXURE 7)

1. Standing Purchase Orders

- a) Items which are consumed in large quantities on a daily basis such as surgical gloves, Garbage bags, Plastic folders, etc. and also papers for printing are ordered in bulk quantities to cover usage upto even six months or so. Such orders will specify the schedule of supply i.e., the periodicity and quantity of delivery on each occasion, payments to the supplier in this case is made only for the quantity actually supplied on each occasion. Although these orders indicate the rate per unit of measure which is current at the time of finalisation of the orders, occasionally due to unavoidable market fluctuation, unit rates may be considered for revision. These Purchase Orders are known as "Standing Orders".
- b) All Standing Orders should specifically indicate :
 - i) Period of validity of Order
 - ii) Delivery schedule and quantity to be delivered on each occasion



- iii) As per negotiation, if it is agreed that the rate quoted would remain fixed, during the validity period of the order, a notation to that effect should appear on the Purchase Order.

2. Other Purchase Orders

- a) These Purchase Orders are made for item/s which are purchased on 'One time Purchase' (OTP) basis. For service contracts of office equipment and others also, Purchase Orders are raised.
- b) A Purchase Order is raised on the basis of Purchase requisition and rate comparison which is duly approved by the Purchase Committee.
- c) There are four copies of a Purchase Order made and their distribution is as follows :
 - i) Supplier ii) Purchase Section iii) Finance Section iii) Stores

Purchase not requiring prior approval

- 1. All purchases of newly introduced items must have the prior approval of the Purchase Committee. Purchase Orders covering purchase of all approved materials and items of non-capital nature, which are purchases as regular periodic replenishment on Repeat Rate (RR) basis or Lower than the Last Rate (LLR), from the same source of supply, can be released by the Purchase Section without prior approval of the Purchase Committee. This is applicable to imported items as well.
- 2. Purchase Orders and/or proposals for purchase of capital or non-capital items are to be submitted to the Purchase Committee only after obtaining the approval of the competent authority. Since such approvals are in the nature of administrative sanctions, the Purchase Committee will go into further details of the proposal before according executive sanction for purchase of those approved items.



3. For those items, which require the prior sanction of the Purchase Committee, no Purchase Order shall be made before the receipt of such approval, except emergency purchases. All papers relevant to such purchases shall be furnished for ratification in the following Purchase Committee meeting.
4. To the extent possible, no material should arrive at our institution before a written Purchase Order, duly authorised by the competent authority, has been released to the supplier.

Amendment to Purchase Orders

1. Amendments to Purchase Orders would be made, when any of the terms of purchase order are to be amended.
2. Any amendment to the Purchase Order shall have the prior permission of the Head of Purchase. Amendments to Purchase Orders shall be treated in the same manner as Purchase Orders and they are to be issued under the signature of the person who has signed the relevant original Purchase Order, and are also subject to post facto approval of the Purchase Committee.
3. Without exception, all amendments must contain the following information:
 - === > What has been amended;
 - === > From what, to what;
 - === > Reason/s for amendment;
 - === > Date of effectiveness of the amendment;
4. The word '**Amendment No:1**' would appear on the right hand of the Purchase Order, when it is the first amendment against that order, '**Amendment No:2**', if it is the second amendment, and so on.



PURCHASE COMMITTEE

The Purchase Committee is the centralised authority constituted to regulate, decide and approve all purchases (capital and non-capital) of medical, surgical, pharmacy and general stores item and also procurement of services from outside agencies on one time or contractual basis. The Purchase Committee also monitors, overviews and issue general guidelines in matters related to Inventory Control. The Materials Dept. is directly accountable to the Purchase Committee in all its aspects of purchases and stores activity.

COMPOSITION OF PURCHASE COMMITTEE

- (i) President/Vice President/Secretary/Head of the Institution - Chairman
- (ii) Head of Finance Dept. – Member
- (iii) Materials Head – Secretary
- (iv) Bio-Medical Engineer/Chief Engineer for technical advice as and when required

The Materials Head acts as a Secretary to the Purchase Committee and in that capacity issues minutes of all the meetings of the Purchase Committee, under his signature. Users are called as invitees.

DUTIES AND RESPONSIBILITIES OF PURCHASE COMMITTEE

The duties, functions and responsibilities of the Purchase Committee are as follows :

- (i) The Purchase Committee should meet once a week
- (ii) It is always desirable to have full quorum of members to conduct the business of Purchase Committee; however, in consideration of the other equally important administrative and operational exigencies of the institution, it may be considered adequate if 50% of the members are present to conduct the proceedings of the Purchase Committee's meeting, provided that either the



President or his nominee or the Medical Superintendent is available to preside over its deliberation.

- (iii) 2 working days before the Purchase Committee the Secretary to the Purchase committee would arrange to send all purchase orders covering all routine purchases, which do not require prior approval of the Purchase Committee, arrange in sequential order, to all the members of the Purchase Committee for perusal, comments and for post facto approval during the meeting of this Purchase Committee. Along with this purchase orders a statement giving value of the purchase orders released during the week and the cumulative expenditure actually incurred and/or committed upto date on purchases effected, is also sent to the members. This enables the members to assess the overall trend of expenditure and to discuss the means and methods of regulating it, if necessary, with a view to restrict the expenditure within the budgetary allotment which will ultimately lead to effective inventory control.
- (iv) The points arising out every Purchase Committee meeting in consolidated in the minutes meant for the same, for circulation among the members. Status of action taken on action points would be discussed in the first Purchase Committee meeting, of each month.
- (v) Purchase Committee also scrutinises all indents involving a value of above Rs 10,000/- to satisfy that the requirement is justified with respect to quantity, brand, rate, etc, and that the item has been authorised for purchases by the Competent Authority.
- (vi) It scrutinises the comparative statements of rates quoted by different suppliers and pursues the recommendation of the Materials Dept, before deciding the supplier with whom the order/contract is to be finalised.
- (vii) All purchase orders having a value of Rs 10,000/- and above shall be scrutinised by the Purchase Committee.



- (viii) The Purchase Committee need not necessarily accept the recommendation of the Materials Dept. It is empowered to review/defer the requirement after affording an opportunity to the user dept, for their views to be heard by the Committee. The Purchase Committee is also competent to modify the recommendations, in respect of quantity and brand or any other aspect of the requirement.
- (ix) All purchase order generated by the Purchase section regardless of the individual value are to be presented to the Purchase Committee. Those orders which do not require the Purchase Committee's prior approval, as mentioned above may be submitted to the Purchase Committee for scrutiny and its post factor approval is obtained.
- (x) The Materials Head should keep the Purchase Committee fully and promptly apprised of all important developments and activities relating to the purchase and store functions. He should also furnish, to the Purchase Committee, every month the following information for its perusal :
 - a. Details of purchase order pending in part or full for more than 2 months
 - b. Latest status of pending statutory applications.
 - c. Status of bonds/bank guarantee awaiting cancellation
 - d. Status of pending insurance claims
 - e. Pending purchase requisitions/indents relating to approved items of equipment and other items to be imported
 - f. Imported items lying uncleared for more than 7 days, status of their clearance and demurrage paid/payable.
 - g. Materials for which orders have been placed which have not been shipped by the supplier for more than one month from the scheduled date of delivery, its adverse impact, if any, in the functioning of the concerned activity and action taken to expedite the despatch.
 - h. Purchase orders on which supplies have not been received for more than 2 months after the issue of the orders, and the reasons thereof.
 - i. Purchase requisitions pending in Purchase section for more than one month after receipt and the reasons thereof.



- j. Overall inventory position of stores and allied aspects.
- k. Suppliers' bills pending payment in Finance Dept. beyond due date of payments for want of purchase order, GRN or for any other reasons.
- l. Particulars regarding disposal of scrap and surplus items – once in a quarter..

- (xi) Where more information is necessary pertaining to a particular purchase, enquiry on inventory, consumption, wastage of material, etc, the Purchase Committee may invite the Head of the concerned dept, as Special Invitee to any of its meetings. Departmental/Sectional Heads/ Managers can also be invited by the Purchase Committee to ascertain whether they have any problem/difficulty in regard to timely receipt of required materials and the quality of the same as also to elicit their views and suggestions relating to purchases and stocking of items concerning their respective areas of activity.
- (xii) Minutes of the Purchase Committee will be circulated to the members in advance of the next meeting. The minutes of the last meeting would be approved, with or without modification, in the immediately following Purchase Committee meeting.



CHAPTER II

STORES PROCEDURE



STORES FUNCTION AND MANAGEMENT

1. Stores Section functions as the custodian and controlling authority of all materials received and used in the organisation. In that capacity its main functions and activities are broadly classified into :
 - (i) Raising Purchase Requisitions of required non-capital items in time to enable the Purchase section to procure the goods before stock-out. (In other words to facilitate uninterrupted availability of required goods) through proper requirement planning.
 - (ii) Receiving specified materials of acceptable quality and in adequate quantities as indicated in the relevant Purchase Orders.
 - (iii) Safe and technically sound physical storage and preservation of materials in an orderly and easy-to-identify and retrieve manner.
 - (iv) Issue of the correct material as requisitioned by Departments/activity centers, against proper authorisation at the right time, and proper and prompt accounting or receipts, issues and balances.
 - (v) Timely identification of non-moving items and initiating actions for disposal of surplus.
 - (vi) To keep a constant watch on the turnover of individual items of material to avoid excess stocks, under stocks as also Nil stock levels.
 - (vii) Take precautions and adopt preventive measures against spoilage and pilferage of materials in stock.
 - (viii) Regular stock verification and inventory control



FUNCTIONS AND RESPONSIBILITIES OF STORES PERSONNEL

1. In the day-to-day management of the Stores, the Stores Personnel are expected to carry out the following function in collaboration with the Head of the Stores Section.
 - (i) Regular monitoring of the physical stock of stores held to ensure that Purchase Requisitions are raised well in time of the stock reaching re-order levels.
 - (ii) Based on the frequency of movement of items, either to the sub-stores or directly to the Departments, identify slow and fast moving items and report to the Head of the Stores Section.
 - (iii) Issue correct material in correct quantity to the correct Department under proper authority, and update the relevant records immediately.
 - (iv) On receipt of materials, inspect them in regard to quantity and quality as specified in the Purchase Order. Also ensure that the Delivery Challan bears the Security Stamp in all cases. Doubtful cases should be immediately brought to the notice of the Head of Stores section and his advice sought to decide on the further course of action.
 - (v) Take back materials returned by the Departments and re-credit them into stock, and update the stock records accordingly.
 - (vi) Store the materials in an orderly and easy-to-locate manner so that storing and issue of materials become a smooth and problem-free process.
 - (vii) Promptly advise User Departments regarding availability status of the items which were originally not issued due to non-availability. This will enable the User Department to plan or reprogramme their work schedule.



- (viii) Ensure that all stores records are always kept upto date.
- (ix) Compile closing balance of items relating to individual User Departments and furnish the same to each Department every month through the Head of the Stores Section. This statement should highlight the slow and non-moving items if any, to facilitate review and remedial action.
- (x) Ensure that on acceptance of materials, GRNs are prepared immediately and sent to accounts to enable them to pass the Suppliers' bills for payment within the period stipulated in the Purchase Orders.
- (xi) Prepare quarterly statements of spoiled/damaged/broken/time-expired items which are condemned, after approval by competent authority (Departmental Heads) removed from stock, and adjusted in the Stock Ledger. The item wise, total value of such items should be reported to the Administration and Head of the institution. Simultaneously, the causes contributing to the condemnation must also be investigated and remedial measures adopted to avoid recurrence and consequent monetary loss to the institution.
- (xii) Regular communication and interaction with Purchase Section as a follow-up on the status of pending indents to expedite supply of materials on time, thus avoiding possible stock-out situations.

GOODS RECEIVED NOTE (GRN) (Annexure 8)

This document is used to take on charge all ordered materials into stock, on their receipt and acceptance after inspection, existence of GRN signifies that the items mentioned therein have been received and have become part of the inventory of the institution. Suppliers bills will not be paid by Finance Department without GRN authenticating the receipt of the item. GRNs are made out in 3 copies. Original for Finance Department, Second copy to Purchase Section. Third copy is kept in the stores alongwith duplicate copy of the supplier's delivery challan.



Whilst accepting the ordered materials, the Stores person receiving the material should comply with the following procedure :

(i) Medical Pharmacy Items :

- a) Check that the Delivery Challan is stamped and signed by the Security staff.
- b) Check that the quantity of each item supplied tally with the ordered quantity as per Purchase Order and is not in excess.
- c) Brand names of the products supplied are as specified in the Purchase Order.
- d) Check that the expiry date of the materials is well beyond the period of anticipated coverage of consumption. Border line cases should not be accepted unless they are fast moving 'A' category items, and are certain to be consumed within the time span specified on the wrapper.
- e) Look for breakage, 'spillage damage/soiled packing/sealing, and if detected reject the material.

(ii) Non medical materials

- (a) Ensure that Security Stamp is affixed on the Delivery Challan.
- (b) The specifications of the items are as per the Purchase Order.
- (c) Source of supply is as per the Purchase Order. In case of difference clarificatory letter from the party on whom the Purchase Order was raised should be obtained as soon as possible after accepting the material, to avoid delay in settlement of the suppliers bill.
- (d) Ensure that there are no defects or damages to the items supplied.
- (e) In regard to items having a specified period of shelf-life and in case of all packaged edible/potable items ensure that the items supplied are of recent make and not from very old stock.
- (f) Inform the user Department about the arrival of the item promptly.

While receiving non-regular items and/or capital items, the suppliers delivery challan should be affixed with a Rubber Stamp having the notation "**subject to verification and**



approval of quality/specifications" which must be attested by the receiver. These items can be taken into stock through GRN only after inspection and approval of the concerned User Department. Till then Stores section should keep these items in an area earmarked in store "**Goods under approval**".

STORES INWARD BOOK (SIB) (Annexure 12)

(Indigenous and Imported goods)

This is a manual register in which the relevant details of items of stores received from suppliers as per Purchase Orders are recorded immediately on their receipt, such as P.O. No., description of the item, quantity and GRN reference. If materials are rejected and returned, the reference and date of the relevant Gate Pass should be indicated. SIB serves as a basic record of materials received and accepted by the institution for subsequent verification in regard to quantity and description of items.

REJECTION NOTE (Annexure 9)

- (a) On arrival of the materials preliminary inspection is carried out by stores to satisfy that the items supplied conform to the specifications mentioned in the Purchase Order, and also that they are in acceptable condition. If not, the material is rejected at the point of entry itself, and the supplier is asked to take it back. A notation to that effect is made on the delivery challan. The Purchase Section and User Department/s are also informed about the rejection.
- (b) There can however be instances where, after acceptance of the materials and GRN action, the User Department may reject the material either in part or totally for quality reasons or for not conforming, precisely, to their requirement. In such cases the rejected materials are returned to the supplier through a Rejection Note which inter alia gives the reasons for the rejection in the "Remarks" column. Where a Rejection Note is prepared the following action points are to be completed.
 - (i) A Non-Returnable Gate pass is to be made out to return the rejected materials through the Rejection Note.



- (ii) One copy of the Rejection Note is to be sent to Purchase Section to arrange re-supply of the correct material and to Finance Department, to stop payment of the concerned supplier towards the price of the rejected material.
- (iii) For fresh supply of the correct material, in lieu of the rejected ones, either from the same supplier or from another source, Stores Section need not prepare a Purchase Requisition, because in this case, the Rejection Note itself will act as a Purchase Requisition for the purpose of initiating purchase action of the Purchase Section.
- (iv) Necessary amendments to the entries made in the SIB, GRN and in the record of stock holding should be carried out immediately.
- (v) Rejection Note can be issued under the signature of the Head of the Stores Section only. In his absence, it should be signed by the Head of Administration.
- (vi) Office copies of this note should be preserved for a period of three years as they serve as documentary proof of rejection and return of material in case of a possible dispute or litigation by the supplier.

RETURN NOTE (Annexure 13)

The Department draws their requirement from Stores weekly, based on the pre-decided consumption levels per week. However at intervals, on verification, if stock of certain items are found to be in excess of normal pattern of consumption, such excess stock are transferred by the Department to the Stores. The documentation of such re-transfer is made on "Return Notes". On receipt of such items, the Store will immediately initiate necessary action to re-adjust the stock levels in the Inventory records.



STORAGE OF MATERIALS

The precautions and criteria to be adopted in storage of materials are :

- a) Materials are arranged in an easy to locate manner for easy retrieval. The cliché that “a place for everything and everything in its place” should be the principle.
- b) Hazardous and inflammable items are stored in fire proof conditions, and their accessibility is limited to authorised persons only in the Stores Section.
- c) All storage areas are to be designated as “**restricted areas**” and only authorised personnel are allowed entry.
- d) Stores are locked after the working hours and the keys are deposited with Security Department. Only authorised Stores personnel should be permitted to open the stores. The name and designation of those authorised persons should be furnished to Security Department. In case of emergency, Stores can be opened and required items removed after obtaining prior approval of Administration Head. In such cases the Security Officer on duty will personally open the Stores in the presence of the representative of the concerned User Department. The Head of the Stores Section will make a written report about the incident and submit it to the Administration Head positively on the next working day. In such emergencies the User Department will make the material requisition on a post facto basis on the next working day.

ISSUE OF MATERIALS

Issue of materials from stores are :

- (a) From Stores to Sub-stores or directly to Department having no Sub-Stores.
- (b) From Sub-Stores to associated Department/s.
- (c) To staff directly, or pharmacy items as per prescription (in emergencies)
- (d) From Stores on loan basis to other institutions in emergencies on reciprocal basis.



- (e) On sale basis to other institutions/outside parties.
- (f) Rejected materials to the supplier.
- (g) Return of items taken on loan/approval basis to the source of supply.
- (h) Emergency issues to departments (requiring post facto regularisation)
- (i) Issue of items on Permanent Loan basis to employees.

MATERIAL REQUISITION CUM ISSUE NOTE (Annexure 10)

1. Issue of all materials (medical, pharmacy, general and capital stores items) can be made only against Material Requisition-cum-Issue Note received from Sub-Stores/departments/ patients floors, duly signed by the authorised signatory as prescribed by the Management. In respect of capital goods, Issue Note must be authorised by the concerned Head of Department.
2. Material Requisition cum Issue Note are to be prepared in duplicate, original meant for the stores to facilitate issue of items and the duplicate is to be kept by the indenting Department/Sub-Stores.
3. Issues are made by Stores to different department/Sub-Stores on specified days from Monday to Friday. To facilitate speedy despatch of the indented materials, the Material Requisition cum Issue Note should reach stores one day in advance of the specified day. On receipt of the same, Stores will allot a running Serial No. to it (using the Numbering Machine), The Serial No. allotted to the Material Requisition cum issue Note and the location from which it has been originated along with date of receipt of the same will then be recorded by the Stores in a register for future reference. After the issue of the materials as requisitioned, the Material Requisition cum Issue Notes are to be filed in strict serial number sequence.
4. Particulars of stock items requisitioned but not readily available for issue should be immediately reported to Purchase Section by means of an Internal Memo and information regarding their actual availability obtained by the Stores. The



indenting Department should also be intimated about the date by which the materials are expected to be received in stores to enable the Department to reschedule their programme of activity.

5. Stores personnel should verify each item that is mentioned in the Material Requisition cum Issue Note whilst issuing the same to the concerned Department/Sub-Stores etc. who in turn should also acknowledge receipt of the indented items. Quantities of items more than that indented in the Material Requisition cum Issue Note should never be done.
6. Particulars of the items issued with quantity, must be immediately keyed in the Computer System (if available) so that the physical stock and the stock as per stores records are not in variance at any point of time. No item issued should ever remain unposted in stores records.
7. Stores must insist that Department/Sub Stores must indicate in the Material Requisition cum Issue Note, the stock held by them of the items covered in the Note to enable the former to properly assess the priority/urgency or otherwise of the requirements. This is particularly important to prevent a temporary stockout situation.
8. Corrections/over writing in Materials Requisition cum Issue Note of quantities of items requisitioned/supplied must be avoided. In case amendments are made, they are to be attested legibly by authorised persons.
9. Stores should maintain and adequate records in respect of :
 - a) Items given on loan to other institutions/outside parties.
 - b) Items taken on loan/approval basis from other institutions/suppliers so that the latest status of such items are always ascertainable at any given time.



ISSUE OF ITEMS ON PERMANENT LOAN

1. For the day-to-day use of employees in the institution (Medical, Engineering and others) various expensive items are issued which are returnable to the institution on their leaving the service of the hospital permanently.

Example :

- a) Issue of Stethoscope and other diagnostic equipment to hospital doctors, consultants/nurses, etc.
 - b) Issue of Tools to Engineering persons both General and Biomedical.
 - c) Issue of General Store items like Calculators, Staplers and other durable appliances.
2. These items are to be issued to the employees on a Permanent Loan Form (Ref. Annexure 19). The Stores should maintain proper records of such permanent loan issues and they should clarify receipt back of the items (in good reusable condition) to the Personnel Department at the time of cessation of service of the concerned employee. Items taken on permanent loan basis, if lost/damaged, will have to be paid for by the concerned employees.

REORDER LEVELS

It is the primary responsibility of the Stores Department to ensure that there is no NIL STOCK situation, particularly in respect of Medical and Pharmacy items. For this purpose a close and continuous monitoring of stock-levels of all items is carried out by the Stores. The reorder levels are decided upon in consultation with the User Department.

The important factors to be taken into account while fixing the reorder levels are :

1. Rate of Consumption (ABC Analysis)
2. Source of Purchase (Local or foreign)
3. Easy availability



4. Lead time for delivery
5. Shelf-life of item
6. Storage space required/available
7. Impact on Inventory (avoid over stocking/under provisioning)
8. Cost factor (possible price escalation/seasonal fluctuations in Prices and bulk-quantity discount)
9. Anticipated change in consumption pattern.
10. Risk of obsolescence consequent to possible introduction of better/more effective substitutes in the market.
11. Possible non-availability of items of same quality/make in the market.

DISPOSAL OF SCRAP/SURPLUS ITEMS

1. SALE OF SCRAP/SURPLUS MATERIALS – GENERAL RULES

During the course of day-to-day functioning of the institution, certain items of capital and/or non-capital nature become redundant or surplus to the institutions requirement. Similarly over a period of time, large quantities of discarded materials, are also accumulated. It is the responsibility of the stores section to arrange disposal on sale basis of these items. The procedure to be followed in this connection is explained below :

- (i) The department concerned should list out the description and quantity of the scrap/surplus items in the form known as "Delivery Note – Scrap/Surplus" (Ref. Annexure 15) and forward it along with items mentioned therein to the Stores Section. The Delivery Note is to be made out in duplicate, (the second copy being the book copy), and signed by an officer authorised by the concerned department. On receipt of such items, Stores Section will tally the items indicated in the Delivery Note with those actually received. Stores officer should then sign the book copy of the Delivery Note in acknowledgement of the correct receipt.



- (ii) The Stores In charge shall assess and estimate the disposal value of the disposable items. If the value, works out to less than Rs 10,000/- he may initiate disposal action.
- (iii) If the disposal value is estimated to be Rs 10,000/- or above, the actual value should be reassessed and tenders invited. (Refer Annexure 14) for the format of Tender Form and the terms and conditions governing Scrap Sales). Selected tenders will be approved by the committee consisting of :
 - = = = >> Administration Incharge
 - = = = >> Finance Officer
 - = = = >> Purchase/Stores Officer
- (iv) Disposal of high value items (i.e. between Rs 25,000/- & Rs 50,000/- per transaction) should be discussed in advance with the Purchase Committee and its advice and concurrence obtained in advance of the disposal action. Sale of items valued above Rs 50,000/- should be authorised in advance by the Secretary of the Society.
- (v) All scrap/surplus materials are to be disposed of on "as is where is" basis within the institution premises only.
- (vi) Disposal of the scrap/surplus items should be documented through a "Sale Note" (Refer Annexure 16). The items documented in the 'Sale Note' should tally exactly with those recorded in the relevant Delivery Notes. The Delivery Notes, Sale Note and the Non-Returnable Gate Pass relating to a single transaction should be bunched together and filed by Stores Section, for audit verification.
- (vii) All payments received to cover the sale value of scrap/surplus sold, should be in cash/demand draft only. The material shall not move out of the institutions premises unless payment of the accepted sale value is received in full and/or the scrap/surplus sold.



- (viii) Where scrap/surplus is to be removed on priority basis, to avoid hindrance to the normal activities in the institution, the Administrative officer, on receipt of written authorisation for sale of scrap/.surplus, may, at his discretion, responsibility and accountability, allow deferred payment terms, removing scrap/surplus from the institution.
- (ix) Removal of the scrap/surplus materials after payment of the dues in full to the institution should take place only after issue of Non-Returnable Gate Pass (Annexure 17) which should be attached to Sale Note and Delivery Note for future audit verification.

2. MUNICIPAL SCRAP

- (i) The municipal scrap include food waste, used cotton, garbage, used injection/medicine bottles, etc., which have commercial value. They are to be sold on a yearly contract basis against competitive bidding.
- (ii) Municipal scrap should be cleared regularly from the institution premises. The contractor would use his manpower and vehicle for clearing the same. The contractor would arrange to keep the area generally clean, after removal of such scrap from the premises.
- (iii) Sealed Tenders are to be invited from four/five scrap dealers. The tenders are then opened in the presence of Scrap Disposal committee consisting of Administration Office, Stores In charge and the Finance Officer. The committee members will affix their signature on each page of every tender, before the Purchase/Stores Section makes a comparative statement of value of the tenders to enable the Scrap/Surplus Disposal Committee, to decide to which party the contract is to be awarded.



- (iv) On receipt of approval from the committee, standard letter on the institution letterhead, is to be made out by the Purchase/Stores Section informing the party regarding the award of contract.
- (v) The municipal scrap dealer is expected to maintain, with the institution, a specified amount as advance, payable in cash which would not be less than one sixth of the contracted annual value. If the agreed mode of payment is by cheque/draft, acceptance of the same should be on the condition that the material would be removed from the institution only after the concerned negotiable instrument has been realised by the Institution.
- (vi) The scrap dealer selected would be expected to effect removal of municipal scrap in an organised manner without disrupting the day-to-day activities of the Institution.

3. OTHER SCRAP

The other type of scrap/surplus include items like surplus equipment/materials, oil tins, cardboard boxes, bottles, newspapers, condemned linen, spoiled X-Ray films, etc. In this case the mode of selection of scrap dealer would be the same as mentioned in Sale of Scrap/Surplus Material – General Rules.

These scrap/surplus items are disposed off not on an annual contract basis, but periodically, on accumulation of a sizable quantity, by floating separate Tender Notices on each occasion.

Disposal of surplus/scrapped capital items

1. The normal circumstances or situation which will necessitate sale or scrapping of capital assets are :



- (a) Obsolescence resulting from technological changes, modifications advancements.
 - (b) Redundancy due to discontinuation of certain medical surgical on diagnostic procedures and facilities.
 - (c) Uneconomical operational expenses coupled with progressively diminishing productivity and/or substandard performance.
 - (d) Damages beyond economical repairs, requiring replacement.
2. In the event of the occurrence of any of the situation or circumstances, the concerned Departmental Head shall initiate scrappage action by advising the Administrative Officer and in consultation with finance Officer. The scrappage advice should include the following particulars :
 - (a) Description of the Asset
 - (b) Tag Number and Location
 - (c) Date of Purchase
 - (d) Original value (In Foreign Exchange, if imported , with equivalent Rupee value).
 - (e) Current Book Value in Rupee
 - (f) Anticipated Scrap Value, if sold
 - (g) Reason for Scrappage
 - (h) Whether replacement required, and if so the cost involved and whether adequate provision made in the Capital Budget.
 - (i) Any other relevant information
3. The proposal for scrappage of assets received from the concerned Departmental Head, is to be discussed with the Management and appropriate decision taken.
4. Finance Dept. will then pass necessary journal entries to :
 - (a) Remove the cost of the Book Value of the asset scrapped from the books of accounts.



- (b) Credit the scrap/sale value of the asset, if sold, to the asset Account.
- 5. The concerned Departments and Finance Dept. should also ensure that the Identification numbers allotted to the scrapped/sold assets are deleted both from the Identification Number Allocation Register and the Asset and Depreciation Register with a notation "scrapped on" (date).

SALE NOTE (Annexure 16)

1. Sale of any material, equipment, instrument, etc., either as scrap or surplus is intimated to the buyer, on acceptance of quotation for their purchase, by means of Sale Note. This document bears a printed serial number to ensure serial number control of all items sold, description of items, unit and total value of the sale. It also gives a cross reference to the Non-returnable Gate Pass, in order to enable the security staff to check and ensure that the quantity and types of items taken away by the buyer are those actually sold by the institution as documented in the Sale Note.
2. After sale of items, the office copies of the Sale Notes are to be filed in strict serial order along with the office copies of the Non returnable Gate Pass and the Delivery Notes, to enable proper audit verification subsequently.

NON RETURNABLE GATE PASS (NRGP) (Annexure 17)

- (a) Any item of the institution sold as scrap or surplus by Stores to an outside party will be allowed to be taken away only on production of the NRGP issued by the Stores to the concerned buyer. This form bears a printed serial number and also the serial number of the corresponding Sale Note for the purpose of cross reference. This form has column for filling in description of item, quantity, unit and reason for removal of the item. Office copy of the NRGP must be attached to the office copy of the respective Sale Note for audit scrutiny.



- (b) Heads of the Stores Sections are authorised to sign the NRGP's provided the value of materials sold does not exceed Rs 5000/-. Gate Passes for sale of materials exceeding Rs 5000/- should be issued under the signature of the Administrative Head.

RETURNABLE GATE PASS (RGP) (Annexure 18)

Quite often it would be necessary to send items outside the institution premises for repairs/ replacement, processing, etc. Such items which are returnable to the institution are sent out of the institution through "RGP". The format of the RGP is exactly similar to the NRGP except that it bears the notation "Returnable".

- 1) Returnable Gate Passes are to be issued under the signature of the Stores In Charge.
- 2) At the end of each month Stores In Charge should prepare a statement indicating the status of the returnable items and submit it to Administrative Officer. This statement should contain the following information :
 - (a) Name of the receiver and his/her company's name
 - (b) Gate Pass number and the date
 - (c) Description of item and quantity
 - (d) Value of items
 - (e) Reason for sending the item outside the premises
 - (f) Expected date of return
 - (g) Reason for non-receipt
 - (h) Action taken to expedite receipt of the item
 - (i) In case of item taken on loan outside the condition of the items returned.



- 3) It is the individual responsibility of the Stores In Charge issuing the RGP that the materials sent out by him on returnable basis are received back in the institution and credited into stock.

CHAPTER III

EXECUTION OF REPAIRS & MAINTENANCE WORK



CHAPTER III

EXECUTION OF REPAIRS & MAINTENANCE WORK



PROCEDURE FOR EXECUTING REPAIRS & MAINTENANCE WORKS

A. PROCUREMENT OF SERVICES (REVENUE EXPENDITURE)

In the Revenue Expenditure Budget adequate provision is always made for routine maintenance, repair and renovation of buildings, equipment, electrical and other installations, office appliances, etc. This omnibus allotment should not automatically be regarded or construed as an authority or justification to incur expenses for procurement of services of the aforesaid nature.

- (i) The Budget allotment mentioned above, is only an administrative approval signifying acceptance, in principle, of the requirement and providing funds therefore on an estimated basis should the need arise, during the course of the Financial Year.
- (ii) It is essential, therefore, that each item of service to be procured, either as on one-time basis or as recurring feature, specific executive sanction, from the designated authority must be obtained before a Works Order is raised.
- (iii) If the services of outside contractors are availed of then the rate comparison should be made between various contractors. The contract will be awarded on the basis of (a) rate (b) quality & (c) reputation of the contractor. (Please refer 'D' Evaluation and Award of Contracts). If the work is done in-house then comparison of cost should be made with outside contractor keeping in mind the quality of work.
- (iv) The format of the Executive Sanction Request form to be used for repair/maintenance and other miscellaneous civil works, (Revenue expenditure only) is shown in Annexure 20. Attaching the original Executive Sanction Request Form with the contractor's bill is necessary for bill passing in finance and for audit verification.



B. FINANCIAL LIMITS

- (i) The financial limits within which Executive approval can be granted to incur Budgeted expenses for procurement of services should be clearly specified in the Instrument of Delegation of Financial and Administrative powers.
- (ii) While according Executive Sanction, the approving authority cannot redelegate his authority to his Deputy. Similarly, in the absence of the designated approving authority, the financial powers vested in him, cannot be exercised by his Deputy. In such cases approval of the next higher designated authority must be taken. Approval by proxy is prohibited.

C. WORKS ORDER

- (i) Based on the Executive Sanction, In-charge, Engineering and Maintenance will raise a Works Order on the party approved, to carry out the work.
- (ii) The format of the Works Order is shown in Annexure 21. The works order should clearly specify the type and specification of work, the cost of material, labour charges, taxes (incl. service tax) and any other incidental expenses. Finance will strictly release monies based on Executive Sanction and Works Order. Any additional expenses incurred over and above the Works Order would need a separate sanction. Terms of Payment should clearly mention details about the phasewise payments and terms pertaining to retention money.

D. EVALUATION AND AWARD OF CONTRACTS

- (i) On receipt of the quotation/estimate from the prospective contractors, they are to be scrutinised, taking into consideration the following important points :



- a) As far as possible, the contract should be awarded to the Party quoting the lowest rates.
 - b) In case the lowest quotation is not acceptable, full justifications should be given for accepting the contractor whose rates are higher than the lowest quote.
 - c) Due consideration should be given to the past experience of the institution's business dealings with the Party, if any, in respect of quality of product or workmanship and adherence to delivery/completion targets.
 - d) If the terms of the contract involve payment of large sums of money, as advance, (i.e. 50% of the total cost or above) the assumed loss of interest on such advance should be added to the quoted rates, in order to evaluate the overall cost of the contract for purpose of comparison with other quotations. Before agreeing to pay an advance, the credit standing of the party should be checked.
 - e) The possibility of further negotiations with the concerned party to get a reduction in the rates quoted, and to better the terms and conditions stipulated in the quotation, for the benefit of the institution.
- (ii) Contracts involving cash outgo of Rs 1 lakh and above are to be cleared, ab initio, with the Finance officer in order to enable him to regulate the Cash Flow position sufficiently in advance.
- (iii) Despite the fact, that awarding of contracts for procurement of services shall be strictly in accordance with the financial powers accorded to the appropriate authorities in terms of the Instrument of Delegation of Financial and Administrative Powers, it is still necessary to keep the Purchase Committee completely apprised of the full details of the contract, preferably prior to awarding the contract.



- (iv) In cases where, for any valid reason, contracts have to be awarded without calling for quotations, adequate and justifiable reasons for making such exceptions to the laid down procedure should be recorded and reported to the approving authority (as also the Purchase Committee) and written concurrence of the former obtained for record and reference of Audit.

E. WORKS COMPLETION CERTIFICATE

All bills for services rendered on the basis and terms of relevant works order, the Bio Medical Engineer/Gen. Engineer should certify the same by way of a 'Works Completion Certificate'. This certificate should mention clearly the words "work has been satisfactorily completed and the bill is in order for payment". Work Completion Certificate received with above remarks only, will be considered for payment. Many times the contractor also demands such a certificate from their clients so that they are absolved of any further claims made by their clients.

F. BILL PASSING

Finance dept. should pass the contractors' bill on receiving and cross checking the following documents :

- a) Executive Sanction Request Form
- b) Works Order
- c) Contractors bill
- d) Works completion certificate

When all the above documents are in order then the contractor's bill is passed for payment.

If the "retention money" is retained by the institution (which should be kept in all cases) the same should be kept as a security deposit and be released only on completion of the guarantee period.



Annexure-II

29. NEED BASED POLICY –(Policy on conducting MCQ Quiz)**Step-by-step guide for preparing and conducting quizzes using Google Forms****Before the class**

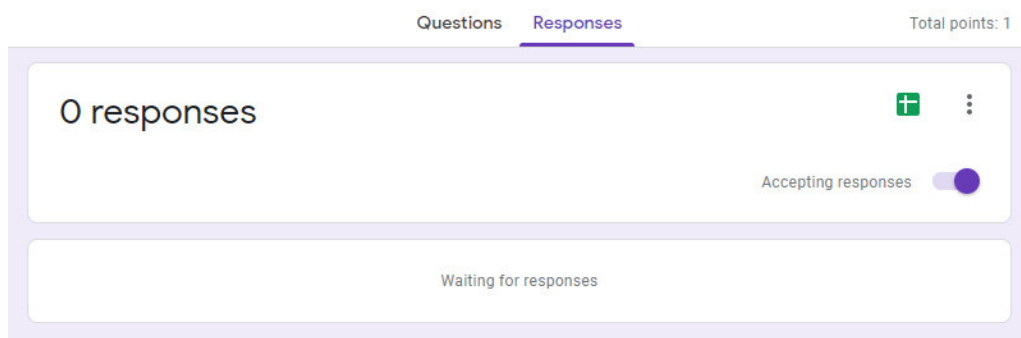
- 1) Prepare necessary number of MCQ questions (max. 5 per session) based on the topics to be covered in the class.
- 2) Open Google Form, create a new Form and give appropriate name (for easy identification).
- 3) Add preliminary enquiry questions like Name of the student, roll number, date of quiz conduction, etc. (the questions can be of short answer type and validation to the answers may be added to reduce errors during entering basic information by respondents).
- 4) Go to 'settings' and make the form as quiz. Select 'Later, after manual review' and uncheck all the options available for respondents. Save the form (See the figure given below).

The screenshot shows the 'Settings' tab for a Google Form, specifically the 'Quizzes' section. The 'Make this a quiz' toggle is turned on. Under 'Quiz options', 'Locked mode on Chromebooks' is turned off. Under 'Release grade:', 'Later, after manual review' is selected. Under 'Respondent can see:', 'Missed questions', 'Correct answers', and 'Point values' are all unchecked. The 'Save' button is visible at the bottom right.

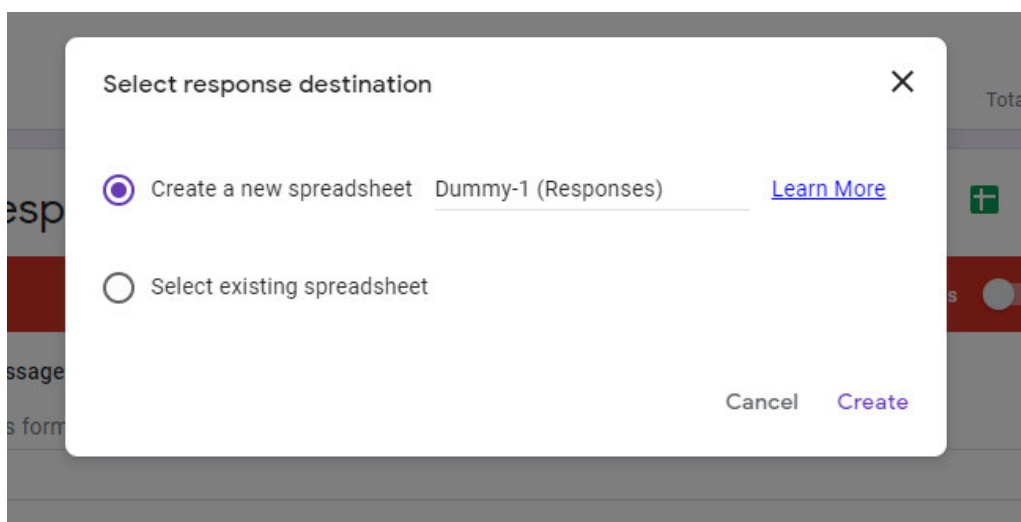
- 5) Now add a new section for MCQ questions. Give appropriate name and description for the section (Topic or date, etc.).



- 6) Add necessary number of MCQ questions. Include answer key and points for each of the questions.
- 7) Go to 'Responses' tab (see figure given below)

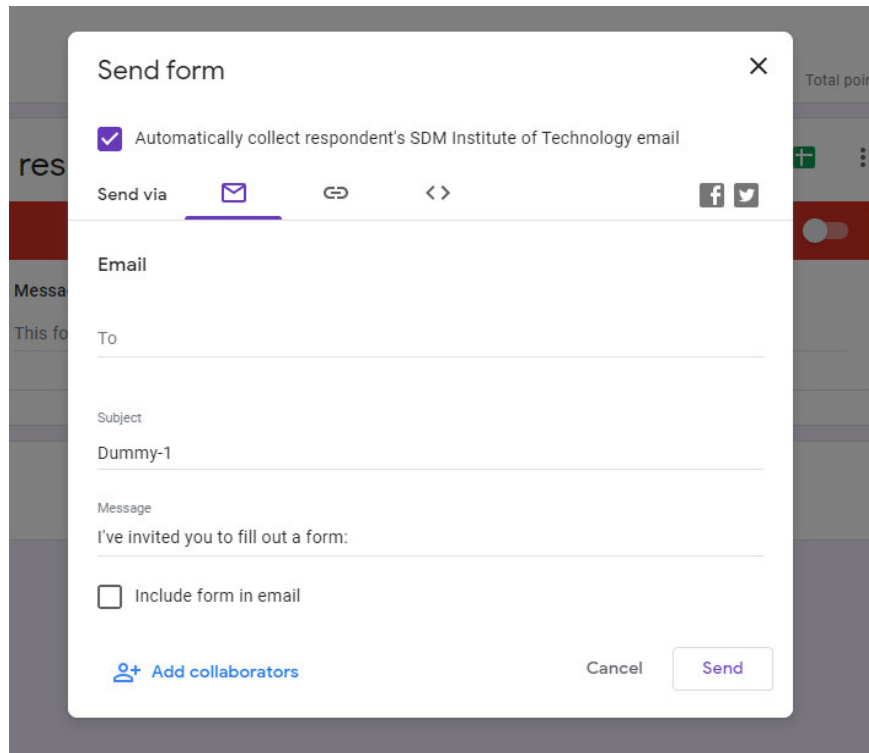


- 8) Disable 'accepting responses' button.
- 9) Click on 'Google spreadsheet' link, select 'create a new spreadsheet' button and create. This will open a new spreadsheet with the same name as that of the Google form with additional tag '(Responses)'.








- 10) The opened spreadsheet will contain a sheet titled 'Form Responses 1' which contains fields/ entries like 'Timestamp', 'Email Address' and questions created by the teacher in the first row.
The responses given by respondents will be updated in subsequent rows.
- 11) Close the Google sheet and return to Google Form (which is already open).
- 12) Go to 'Send' tab, uncheck 'automatically collect email' option.





Send form

☒ Automatically collect respondent's SDM Institute of Technology email

Send via     


Email

To

Subject
Dummy-1

Message
I've invited you to fill out a form:

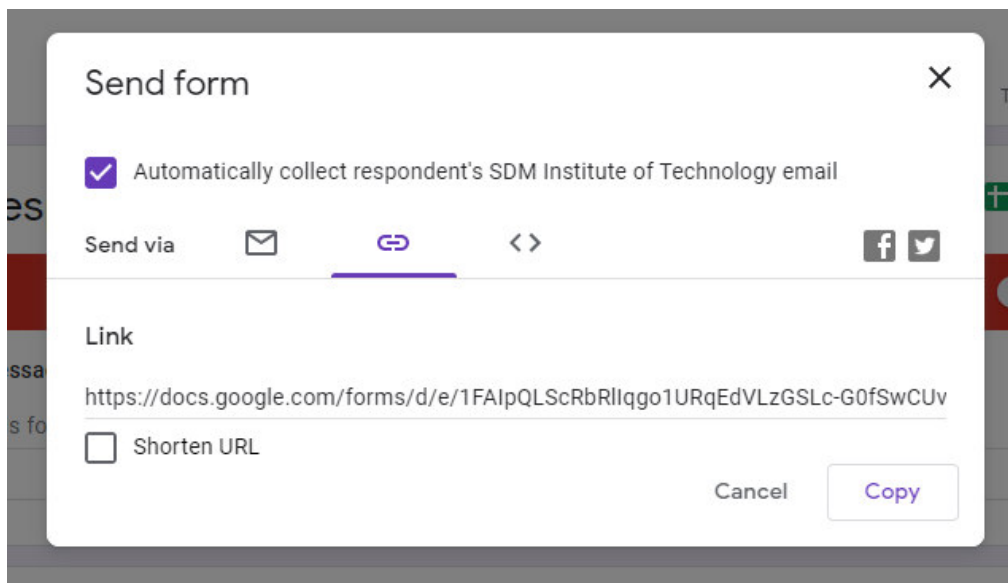
☐ Include form in email

 Add collaborators

Cancel Send






13) Go to 'link' subtab. Copy full link, paste it on some document for future reference. Also document the shortened link also). These links are required while running the quiz.

14) Close the form.



Send form

☒ Automatically collect respondent's SDM Institute of Technology email

Send via     

Link

<https://docs.google.com/forms/d/e/1FAIpQLScRbRIlqgo1URqEdVLzGSLc-G0fSwCUv>

☐ Shorten URL

Cancel Copy

