

Sarada Vilas Educational Institutions ®

Sarada Vilas College, Mysuru

3rd Cross Road, Krishnamurthypuram, Mysuru - 570004

(Reaccredited by NAAC with A Grade (3.19 CGPA) – Affiliated to University of Mysore)

COMPENDIUM OF POLICIES

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Prologue


The saga of **Sarada Vilas Educational Institutions** began in the year **1861** when His Highness **Mummadi Sri. Krishna raja Wodeyar**, the then ruler of Mysore state, directed his court man **Rao Bahadur Sri. Bhakshi Narasappa** to start an Educational Institution in Mysore so as to make the town a Centre for Education.

In 1945, the Institution started an **Intermediate College** with **Sri. M.S. Ramaswamy** as Founder Principal. In the year 1952, it was upgraded and began to offer the **B.Sc** course. Again, the college expanded its wings by starting new courses such as B.Com & B.B.A., M.Sc (General Chemistry), M.Com, B.Sc. (Hons.) in Data Science & Artificial intelligence and B.C.A in the years 2013, 2014, 2017, 2020 and 2023 respectively.

The institution is affiliated to University of Mysore, Mysore, India and reaccredited by NAAC with A Grade (3.19 CGPA).

For the smooth functioning of the college, in conformity with the management and in consultation with the experts, the IQAC has brought out this document on the policies governing various aspects such as admission, assessments, code of conduct, governance, research, grievances and so on. This document is brought out with the intention of easy reference to the general rules, regulations and guidelines of the institution in various aspects to all the concerned.

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Policy on admission of students

1. Background and scope

Every year, on an average, nearly 1000 students get admitted to Sarada Vilas College for various courses. To smoothen the admission process and to provide equal opportunities for the students to get into higher education, Sarada Vilas College has designed its own guidelines for admission.

The policy document is designed keeping the above stated purpose in mind. This policy is applicable for admissions to the programs such as B.Sc., B. Com., B.B.A., B.Sc. (Hons.) in Data Science and Artificial Intelligence, B.C.A, M.Com., M.Sc., and PG Diploma in e-commerce and digitization in Sarada Vilas College. The admission procedures and fee structures vary with the nature of the course. This document is prepared with the intention of letting people know the principles and regulations of Sarada Vilas Educational Institutions for admissions and hence help the admission process happen without any hustles.

Throughout the policy, the word ‘college’ refers to Sarada Vilas College coming under Sarada Vilas Educational Institutions, Mysuru and the word ‘student’ refers to the person getting admitted to the above mentioned courses.

2. Principles

In tune with the motto, Sarada Vilas College works with the motto of providing equal opportunity to the students of all sections of the society to get into higher education. This means, the admission in Sarada Vilas College is not on the merit basis but on the first – cum-first serve basis.

The track of Sarada Vilas College tells us that most of the students who get admitted to the college are from rural and financially weak background. As the college never ran keeping profit in mind, the fee structures are designed keeping those students in mind.

Since most of the students who get admitted to the college are first generation learners, the college properly counsels and guides the students before getting admitted to any course. In other words, respecting the individual liberty in the choice of courses, the college influences students to have rationale choices.

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3. Admission Guidelines:

- a. **Adherence to the University Policy:** As Sarada Vilas College is affiliated to the University of Mysore, all the admission guidelines of the University of Mysore for the affiliated college will apply to the college and the college adheres to the same without any compromise.
- b. **Eligibility criteria:** The eligibility criteria for various programs are described in the following table:

Sl. No.	Program	Eligibility criteria
1	B.Sc.	PUC (Science)
2	B.Com.	PUC (Science/Commerce)
3	B.B.A.	PUC (Science/Commerce)
4	B.Sc. (Hons.) in Data Science & Artificial Intelligence	PUC (Science/Commerce)
5	M.Com.	B.Com
6	M.Sc. in chemistry	B.Sc. (Chemistry as a subject)
7	PG Diploma in E-commerce and Digitization.	Any degree
8	B.C.A	PUC (Science/Commerce)

c. Fee structure:

- (i) As Sarada Vilas College receives aid for some of the courses, the fee structure hence varies with the course chosen. B.Com., B.B.A., B.C.A., M.Com, M.Sc., B.Sc. (Hons.) in Data Science & Artificial Intelligence and PG Diploma in E-commerce and digitization are all unaided programs. The following table gives the list of courses which are aided and the courses which are unaided in B.Sc.

Aided courses in B.Sc.	Unaided courses in B.Sc.
B.Sc. – Physics, Chemistry, Mathematics, Electronics, Botany, Zoology	B.Sc. – Computer Science, Microbiology, Biotechnology, Biochemistry

The fee structure for the two courses will be decided by the Governing Body of Sarada Vilas Educational Institutions every year.

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- (ii) Further, the fee structure to admission to any undergraduate degree program depends on the academic performance of the student in the qualifying examination.
- (iii) The fee paid will be a non-refundable fee and on request based on the situation, the Governing Council can take decision to repay the fee of the student if he/she cancels the admission.
- (iv) The wards of the teaching/non-teaching staff of Sarada Vilas Educational institutions will get a concession in the fee based on the background of the staff.
- (v) The students can pay in installment (not more than two and not more than three months gap) after the approval by the Governing Council.
- (vi) A concession in fee will be given for the students of Sarada Vilas Pre-University College.

4. Admission procedure

- a. An admission committee is constituted every year to take care of the admission process. The responsibilities of the committee are as follows:
 - (i) To advertise the courses of the college through various strategies.
 - (ii) To draft a time table in alignment with the academic calendar of the University of Mysore.
 - (iii) To make efficient arrangements such as organizing help desk, drafting of application formsetc. for successful admission.
 - (iv) To properly maintain the details of the students in the prescribed format and also the details of the fees received and to report the same to the central office every day.
 - (v) To counsel the students during the admission process to help their career choices.
- b. Students need to apply in a format prescribed by the admission committee. They need to submit all the necessary documents in original at the time of admission.

Policy for the appointment of staff

Being an aided college, the aided courses of the college directly come under the control of Department of Collegiate Education. In addition, college comes under the umbrella of Sarada Vilas Educational Institutions which comprises of an elected governing council. This council is headed by the President and Secretary and comprises of other council members. The Principal serves as the head of Academic and Administrative units of the college and reports directly to the Governing Council. Hence there are two kinds of appointments in Sarada Vilas College: one for the aided post and the other for the management post.

The current policy documents gives guidelines for the appointments of staff for the both the kinds of posts in Sarada Vilas College. Here the word ‘staff’ refers to both ‘teaching’ and ‘non-teaching’ staff of Sarada Vilas College.

Guidelines for the appointment of Staff (which also includes service rules):

➤ **For the aided posts:**

The appointment procedure and service rules for the aided staff are as per the latest UGC regulations and Karnataka State Civil Services (KCSR) rules. Their promotions are also guided by the KCSR rules, UGC regulations, Decorticate of Collegiate Education and recommendation by the Governing council.

➤ **For Management posts:**

The Governing Council of Sarada Vilas Educational institutions follows some procedure for appointment to the management posts. It also has framed some service rules. All these are described below:

- Heads of the departments put forward the requirement of teaching and non-teaching staff based on workload to the principal who in turn brings it to the notice of the governing council.
- Vacancies available are advertised in newspapers after an approval in the governing council meeting.
- After scrutiny of the received applications, a merit list of candidates is prepared.
- An interview committee recommends the eligible candidates and based on the qualification and experience, the salaries are fixed.

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- After a probationary period of one year, based on the performance, the appointments are made regular.
- Every year, each staff shall undergo a self-appraisal process. The performance of the staff will be evaluated fairly and qualitatively and decisions on the continuation, promotion and salary hikes are taken according to the performance.
- Whenever a staff wishes to leave the job, he/she has to intimate the Principal/Management one month in advance or shall pay one month's gross salary in order to get relieved immediately.
- The management of Sarada Vilas Educational Institutions has the right to relieve any with three months advance notice at any time against the appointment of any person to his/her position by the Grant-in Aid authority or deputation or transfer basis etc.
- The management staff are entitled for various benefits such as:
 - ✓ PF and ESI
 - ✓ One day Casual leave per month
 - ✓ Five days of Earned leave on 1st of January and 5 days of earned leave on 1st of July subject to a maximum of thirty days for three years.

Policy on general Code of Conduct

Sarada Vilas College works with the vision to be a premier degree college and center of excellence in higher education producing global quality graduates with social commitment in the service of the society. This cannot happen without certain core values such as: discipline, sensibility, integrity, morality, ethics, knowledge about one's responsibilities and good conduct. This document speaks of the general code of conducted for the students as well as staff of Sarada Vilas College.

1. Code of conduct for Principal

Principal should:

- Be a democratic and dynamic personality.
- Supervise all the college works effectively.
- Arrange the meetings of departments, committees periodically to monitor the processes and activities of the college.
- Be proactive working for the overall development of college.
- Take voluntary initiations in building networks with various other organizations and institutions for collaborative initiatives.
- Ensure that all the staff are working in a dignified space without any harassment from any other person and should also ensure that all staff are treated with respect
- Be accountable to all stake holders.

2 Code of conduct for staff:

The Members of Faculty shall:

- Maintain decorum both inside and outside the classroom and be a role model to the students.
- Be punctual and honest in service delivery.
- Dress modestly and formally.
- Respect the ideals of democracy, patriotism and peace.
- Treat the colleagues in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render, in all possible ways, assistance for their professional betterment.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

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- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Consider the rights and dignity of the students in expressing their opinions.
- Motivate students to improve their personal attributes and at the same time contribute to community welfare.
- Encourage students to participate in both curricular and co-curricular and extensional activities.
- Inculcate research aptitude among students.
- Be friendly towards students and not behave in a vindictive manner with them for any reason.
- Meet students after the class hours, if needed, and guide them.
- Help the students to understand the importance of our national heritage, national goals, & national integrity.
- Treat students impartially regardless of their caste, creed and religion, political, economic and social characteristics.
- Be good counselors and facilitators in guiding the students.
- Co-operate and support the institution in carrying out the programs related to the educational responsibilities such as advising and counseling students and facilitate the smooth conduct of college examinations including supervision, invigilation and evaluation.

Professional ethics for the faculty

The Faculty Members should:

- Report for duty in time and remain in the campus during working hours.
- Report for duty on the reopening day and the last working day of each semester.
- Sign the attendance register while reporting to duty.
- Always wear identity cards while inside the college premises.
- Comply with the instructions issued by the management, from time to time.
- Perform their duties conscientiously.
- Avoid using cell phones while engaging classes.
- Help, guide, encourage and assist the students in their curricular, co-curricular and extra-curricular endeavors.
- Recognize the difference in aptitude and capabilities of the students and meet their individual needs.
- Have an understanding of national heritage and national goals.
- Continuously monitor the performance of their wards.
- Be good counselors and facilitators of the students.
- Carry out academic, co-curricular and organizational activities, that may be assigned to them, from time to time.

- Involve themselves in research activities for their professional growth.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities appropriately.
- Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
- Complete the syllabus on time and be accountable for good results.
- Be accountable to students.

Code of conduct for non-teaching staff

Non-Teaching Staff should:

- Report for duty on time and remain in the campus during the working hours.
- Sign the attendance register while reporting for duty.
- Wear identity cards inside the college premises, during working hours.
- Comply with the instructions issued by the higher authorities.
- Perform duties with sincerity and confidentiality.
- Avoid using cell phones during working hours.
- Dress neatly and modestly.
- Be conversant with the rules and regulations and the relevant procedures.
- Have updated knowledge about computer.
- Cooperate with the members of other sections.
- Behave with dignity and decorum to others.
- Be good counselors and facilitators of the students.
- Respond to students' enquiries with concern and ensure all possible help.
- Treat the students impartially regardless of caste, creed & religion, political, economic and social characteristics.

3. **Code of conduct for students:** Before mentioning the code of conduct for the students, the rights of the students are mentioned below:

Rights: Every student of Sarada Vilas college has the right to:

- Be treated with respect by fellow students and staff.
- Pursue education in a stimulating academic atmosphere and learn properly in a healthy environment.
- See attendance and internal assessment marks.
- Use the library and network resource center.
- Use facilities in the department of physical education.

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Responsibilities: Every student of Sarada Vilas College should

- Be punctual and regular to all classes.
- Take all tests and examinations without fail.
- Keep the campus clean
- Treat all staff members and fellow students with respect.
- Return in time the books borrowed from library/department.
- Handle equipment in the laboratories carefully.
- Use sports materials properly without damaging intentionally anything.
- Behave in a highly responsible manner by not cheating anyone in anyway and not damaging college property.
- Not introducing virus into the computers of the college.
- Wear identity cards as long as he/she stays inside the campus.
- Wear uniforms every day.
- Conduct well. If the behavior damages the reputation of the institution, he/she will be reprimanded.
- Not roam around the college campus unnecessarily during leisure time. He/she must use the facilities provided in the library and the computer network center.

Policy on Assessments and Examinations

1. Background

Assessment plays an important role in teaching learning process which serves as feedback to not just learners but also to teachers. The philosophy of assessment has taken a huge shift in its view from ‘assessment of learning’ to ‘assessment for learning’. Students need to be assessed in various modes and at regular intervals to not just give marks for their level of understanding, but to get a picture of what they know and what they don’t know which would help the teachers in assisting the students to learn better. Working on the same philosophy of assessment, Sarada Vilas College is bound to assist students in all the possible ways to acquire the required competencies.

As Sarada Vilas College is affiliated to University of Mysore, it adheres to the examination policy of the University of Mysore. This document provides guidelines for conducting the assessments and evaluating the competencies of students in a better way.

2. Principle

As discussed earlier, it is the ‘assessment for learning’ and not the ‘assessment of learning’ which is our main focus. This doesn’t mean we do not need the philosophy ‘assessment of learning’. The main focus is on using assessment for learning. Every course should have learning outcomes and competencies which a student should achieve at the end of the course. In order to help the student achieve them, assessments serve as an integral part of the process. Assessments carried out are of two types: Formative and summative. The formative assessments conducted at regular intervals in each semester are named as ‘Internal Assessments’ and the summative assessments which are conducted at the end of each semester are named as ‘Semester Exams’ throughout this document. Internal assessments are conducted in the college and the Semester Exams are conducted by the university at the end of each semester.

The Board of Studies (BoS) of every discipline gives a broader outline for conducting internal assessments and semester exams. It varies with the course and also with the scheme. It is not necessary that every teacher should carry out only the assessments prescribed by the BoS. In addition to them, a teacher may conduct various kinds of assessments to help the students acquire required competencies.

3. Guidelines for the internal assessment committee

College has constituted an Internal Assessment Committee which takes care of the internal assessments. The committee works on the basis of following guidelines:

- In every semester, two internal assessment tests should be conducted, one in the 6th week and the other test in the 10th week of the semester.
- Time table should be prepared by the committee and the same shall be intimated to students at least 10 days prior.
- The committee shall prepare the room allotment list and also the teacher duty list for the internal assessments.
- All the departments shall follow the question paper pattern prescribed by the committee. The question papers shall reach not earlier than 5 days to the commencement of tests.
- The committee has the right with valid reasons to prevent any student from writing internal assessment test. For instance, the committee may prevent students who have zero or very less attendance from writing internal assessment tests.
- If any student who has been prevented from taking internal assessments justifies his case before the committee, he shall be allowed to take test in a time prescribed by the committee.
- The internal assessments should be fair and no misconduct or malpractice is tolerated during the assessments.
- The committee shall encourage the departments to conduct various sorts of assessments such as giving assignments, doing seminars, field trips, quizzes and so on.
- The committee shall ensure that the valuations are over within a week of completion of the internal assessments. Students shall be allowed to look into the answer scripts and any grievances which are irresolvable at the department level shall be brought before the committee. All the departments shall enter the marks of the students in the internal assessment file within 10 days after the completion of the internal assessments.
- The committee shall get the details of the internal assessment guidelines of the each discipline and the file shall be prepared accordingly.

4. Guidelines for the departments and staff

- The departments shall intimate the portion for the tests and also the patterns of the question papers to the students as soon as the internal assessments are announced.
- Staff shall do the invigilation and other allotted duties related to the internal assessments and examinations without.
- During the invigilation process, staff shall not entertain any kind of malpractice or misconduct inside the exam/test hall.
- During invigilation, staff shall not take mobile phones with them inside the exam/test hall.
- Teaching staff shall take the responsibility of completing evaluation and addressing the grievances of students within 10 days after the completion of internal assessment tests.
- No staff shall favor any particular student or group of students with personal interest during assessments.

- The chief superintended will be the supreme authority for examinations in the college and all the staff shall abide by the decisions taken by Chief superintended.
- Teaching staff shall enhance their understanding of the philosophy of assessment and act accordingly.

5. Guidelines for the Chief Superintendent and office staff

- Follow the university academic calendar and its revisions and intimate the students regarding the examinations by public notifying on the notice boards.
- Shall display the examination fees to be paid by the students on the notice board and also the dates of fee collection.
- Ensure that the time tables of the semester exams are brought to the notice of the students by displaying them on notice boards.
- Ensure that the question papers are collected in time and the students are allotted to rooms without any confusions during the semester exams.
- Ensure that the answer booklets are packed and are sent to the concerned authorities safely.

Policy on Attendance

Background

Sarada Vilas College is affiliated to University of Mysore. The attendance regulation of University of Mysore expects a student to have attended 75% of the classes to be eligible for writing semester end exams. Sarada Vilas College adheres to the same. An attendance committee is constituted in the college for primarily monitoring the attendance of the students. This document provides guidelines for the proper functioning of the committee and it also gives roles and responsibilities of students and staff.

1. Guidelines for the attendance committee:

- The committee shall prepare a consolidated list of students with less than 75% of attendance at the end of each month.
- The committee shall also discuss the various measures taken by the departments to improve the attendance of such students in the list.
- The shortage of attendance shall be intimated to the respective students and the committee shall bring the same to the notice of the mentors.
- The committee shall held meetings with the mentors and department heads periodically to track the efforts put by them in improving the attendance of those students.
- The committee shall insist the departments to display the attendance of students on monthly basis on the notice boards and shall also insist the departments to inform the same to the parents.
- At the end of each semester, a consolidated list of students with attendance shortage for the whole semester has to be prepared and a meeting has to be conducted with the department heads, mentors and principal. In the meeting, each case shall be discussed and removing the genuine cases from the list, the rest of the students with less than 75% attendance shall not be allowed to take the semester examinations as per the regulation of the University of Mysore.

2. Responsibilities of students and teaching staff/mentors:

- Students shall attend classes regularly.
- If at all a student cannot attend any class he/she shall intimate the respective class teacher prior to that class.

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- If it is not possible to inform prior to the class, he/she shall consult the teacher afterwards and provide necessary explanations and relevant documents if any for the absence.
- Any student whose attendance is less than 75% at the end of semester, if required, has to bring his/her parents to the college for discussion.
- Students participating in NCC/NSS or students with health issues shall produce the relevant certificates for the period of absence.
- Shall bring parents to college for discussion whenever necessary.
- The department head/mentor/class teachers shall periodically monitor the attendance of the students.
- Mentors shall counsel the students regularly. Any any long absence of the student shall be brought to the notice of the attendance committee and also the Principal.

Policy on E- Governance

I. Background

Sarada Vilas College takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner.

The aim of this policy document is:

- To ensure effective implementation of e-governance across all the functions within the college
- To review, replace, complement and/or supplement the erstwhile physical governance infrastructure with e-Governance facilities for improving the efficiency of various functions within the college

II Scope of the Policy:

The policy's scope extends to the day-to-day activities of a number of college-related tasks and procedures, including general administration, account and finance management, purchasing, the creation of ICT infrastructures, e-Waste management, library, student administration, and others.

Facilitating all college stakeholders, including the administrative staff, teaching faculty, non-teaching personnel, and students, through admission, online classes, and exams, etc.

III Elements of Policy

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at Sarada Vilas College are enumerated below

E-Governance in Administration:

- All functionaries in administrative offices shall be adequately equipped with ICT enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
- Few classrooms are furnished with ICT-enabled projectors and screens.

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- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- Communications and notices shall also be sent via e-mail and other available online platforms.
- The college shall also subscribe to online platforms to support online teaching and learning process, trainings, lectures, webinars and other official interactions etc.
- The college has also installed **Bio Metric machine** in all entry and exit points of the college, so that all faculties' attendance are recorded as they enter and exit the college.
- College shall use the mandated services such as **HRMS** for any salary related matters of the aided staff.

E-Governance in Finance and Accounts:

- The college uses "web e-TDS" to carry out all TDS-related activities.
- The college will create special gateways such as SBI collect to let students pay their annual fees, test fees, and other fees online.
- The college uses licensed **Tally** software to record all its financial activities.
- College shall use the K2 services for any financial transactions with the Government.

E-Governance in Student Admission and Support:

- The college shall adopt **UUCMS** portal for online mode of admission process as mandated by university/Government of Karnataka from time to time. The same will also be used to pay admission and examination fees.
- The college needs to automate and digitize the functions of its library in order to facilitate contactless book acquisition, accession, issue, and return, as well as to offer e-resources for remote access to information from other sources.

E-Governance in Examination:

- The college shall follow the guidelines issued by the **University of Mysore** to conduct the examination for the students.
- College shall adopt the **UUCMS** portal for online entry of marks as well as collection of examination fees.

Other E-Governance services:

- The college shall make use of services of Government of Karnataka such as **Student Scholarship portal, Seva Sindhu, Karnataka Labor welfare portal** for various services such as scholarships, bus passes etc.

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Expected Outcomes:

The outcomes expected from this policy include:

- The college's overall improvement in productivity as a result of consolidating and digitizing its numerous operations across its various functions.
- Ensuring transparency and accountability in all the functioning bodies of the college
- Providing speedy response to student centric queries.

Policy on assistance given to staff of Sarada Vilas College for attending professional development Programs

I Background

Sarada Vilas College is committed to provide quality education to students for making them better citizens of the country. The college has the reputation of being one of the most sought after in the state and the reason for this is the highly competent and dedicated staff who strive hard to implement our vision and mission. This again is because of the encouragement given by the college to the staff for getting professionally updated in the changing socio-economic scenario. All the staff are encouraged to participate in professional development programs and are also encouraged to become the members of recognized professional bodies. This encouragement is extended in the form of moral and financial support. In this view, this policy on the assistance given to the staff for their professional development has been designed.

The current policy gives guidelines for the assistances (financial, leave etc.) given to the staff of Sarada Vilas college for involvement in the professional development. By involvement in professional development, it means, participation in professional development programs or administrative trainings/becoming members of various professional bodies.

Hereafter, the term ‘staff’ refers to an employee of Sarada Vilas College, Mysuru irrespective of teaching or non-teaching. Also the term institution refers to the ‘Sarada Vilas Educational Institutions’.

II Guidelines

This section gives the guidelines for financial assistance as well as leave facility that would be given to the staff for involving in professional development programs.

- The institution gives financial assistance to its staff to participate in the professional development programs such as lectures, seminars, workshops, conferences,

orientation/induction programs, symposia conducted in offline mode for at least one day (equivalent to 4 hours) organized by the any outside recognized body (No financial assistance would be provided for participation in the programs organized by our sister institutions).

- The financial assistance would be given only to full time staff who have completed at least 1 year of service at our institution.
- Financial assistance would be provided for:
 - Paying registration fee for the program
 - Fee towards presentation of papers/articles
 - Expenses incurred for presenting articles or papers (under special circumstances as decided by the governing council)
 - Paying membership fee to become a member of any recognized professional body.
- If the staff is invited as a resource person in a city outside Mysuru, then the institution may consider the case for giving travel allowance not exceeding 3rd class AC train fare.
- In each financial year, any staff is entitled for this facility only once. Further, from each of the departments in science wing at most two teaching staff can avail this facility in a financial year. From the department of commerce, not more than four faculty members can avail this facility. Among non-teaching staff, not more than four staff can avail this benefit in a year.
- A staff can avail a maximum of Rs. 2000/- per program.
- Each staff can avail special casual leave to attend any such professional development program. Four such special CL will be given to every staff per year. In case of Induction/Orientation program of more than 4 days but not more than 21 days, based on the case, under the discretion of governing council, the staff may get special leaves.

III Procedure for availing the assistance

- Each staff who is willing to apply for this assistance should send a letter through the principal of the college to the Hon. Secretary of the institution.
- All the necessary documents should be attached with the same along with a statement of purpose indicating why the staff is willing to attend the program.
- The staff should ensure that other routine mandated works are not affected and should certify the same.
- The applications will be discussed in the governing council meeting and on priority as well as eligibility basis, the decisions will be taken.

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- After attending the program the staff must produce supporting documents such as certificate, attendance, report etc. failing which the staff may have to return the amount provided and all the assistances (such as leaves etc.) given will be nullified.
- In cases where it is applicable, staff must submit the bills (travel or other expenses incurred).

Policy on Internal Complaints Cell

1. Background

Sarada Vilas College ensures that every student/staff enjoys dignity, respect and freedom guaranteed by the constitution inside the campus. This means, no student or staff undergoes physical or mental pain due to the harassment by any fellow students or any staff of Sarada Vilas College. In order to ensure that every student/staff enjoys a dignified stay at Sarada Vilas College, the Internal Complaints Cell (ICC) has been constituted in the college. This has been constituted as per the guidelines and regulations of UGC. The committee comprises of three sub committees:

- a.** Grievance Redressal cell
- b.** Anti-Ragging cell
- c.** Prevention of Sexual Harassment Committee (POSH)

In order to curb the menace of ragging in higher educational institutions, UGC released a document on guidelines for preventing ragging in 2009. For a detailed account of ragging and the necessity of preventing ragging, one may refer the following document by UGC https://www.ugc.gov.in/ragging_FAQ.pdf. It is to be noted that, UGC strongly recommends that no college/ Higher Education Institution which fails to take action against ragging shall continue to operate.

A mechanism is needed inside the campus to successfully empower women to fight against the sexual harassment. Not just inside college, every organization has guidelines for the prevention of sexual harassment for women. The UGC guidelines https://www.ugc.gov.in/pdfnews/7203627_UGC_regulations-harassment.pdf insist that every work place is safe for women and hence a POSH cell is necessary in every such work place to ensure that women feel safe and are safe.

For an effective functioning of the system, there must be a proper mechanism to review it, reflect upon it and discuss upon the issues. For this reason, a grievance Redressal mechanism is required which serves to sort out the issues in the system as well as to review the existing mechanisms.

For all these reasons, an Internal Complaints Cell comprising of Anti-Ragging Cell, Prevention of Sexual Harassment for Women Cell and the Grievance Redressal Cell have been constituted in the college. The current policy is applicable for both students and staff of Sarada Vilas College and gives general guidelines for working of these committees as well as knowledge about how every student/staff should behave inside the campus. It is to be noted here that in the current policy a brief outline for the working of

POSH cell has been given. A detailed policy on POSH has also been prepared for better understanding on the same. This policy document is applicable only to the staff and students of Sarada Vilas College. By a 'student' we mean here any person who has been admitted to any course offered at Sarada Vilas College and by a 'staff' here mean any employee of Sarada Vilas College.

2. Guidelines for the committees

a. Anti-Ragging Cell:

- An anti-ragging cell shall be constituted in the college as per the guidelines of UGC. The committee shall comprise of representatives from civil and police administration.
- The committee shall perform its duties as per the regulation of UGC and the committee shall keep following UGC website for the revision of the same.
- The committee shall ensure that the college campus is a zero tolerance zone towards ragging.
- The committee shall ensure that 'No-Ragging' sign boards are display at appropriate places inside the campus.
- The committee shall take responsibility of creating awareness among the students regarding preventing ragging by various means such as arranging special talks, street acts etc.
- Any case of ragging inside the campus shall be brought before the committee. The committee shall investigate the case first before taking further actions as per the regulations of UGC.
- The committee shall identify suitable squad for vigilance inside the campus.
- The committee shall prepare a detailed report regarding the number of cases of ragging reported at the end of each academic year.

b. POSH Cell:

- A POSH Cell has to be constituted as a part of ICC which shall comprise of representatives from both the genders and also representatives from various social and administrative sectors.
- All the committee members shall be aware of the provisions against sexual harassment for women and also the guidelines of UGC for POSH.
- The cell should ensure that the college campus is a zero tolerance zone towards sexual harassment of any kind as described in the document of UGC against women.
- It should notify the provisions against the harassment publicly and ensure wide dissemination.
- Act decisively against any kind of harassment of gender based discrimination inside the campus. The cell must investigate the cases first before handing over them for further legal actions.

- Organize more gender sensitization events and also events on policies for prevention of sexual harassment for both staff and students to create awareness among them.
- Organize awareness program for women to make them empowered to fight against any kind of harassment.
- The committee shall prepare a detailed report of the cases of sexual harassment against women at the end of every academic year.

c. Grievance Redressal cell:

- A committee comprising of both student and teacher representatives has to be formed as per the UGC regulations https://www.ugc.gov.in/pdfnews/0588502_English.pdf. to address the grievances of the students.
- All the committee members shall go through the UGC regulations for the Grievance Redressal mechanism.
- Students/teachers shall be encouraged, to submit grievance of any kind – related to academics, facility at college, sports etc. without any fear. The definition of ‘Grievance’ is as per the above mentioned document of UGC.
- The cell shall ensure that no staff in the college is preventing any student from submitted any complaints.
- Shall ensure that suggestion/complaints boxes are placed at suitable places inside the campus. Also a register shall be maintained for lodging the complaints. The place where the register has been placed shall be publicly notified on the notice board.
- The committee shall review the complaints periodically (or as and when the situation demands) and try to resolve the issues with the concerned department/faculty if the case is found to be true with the help of Ombudsman.
- If the complainant is found guilty, the college has the right to take any necessary actions against within its limits against the complainant.

Policy on Prevention of Sexual Harassment (POSH)

1. Background

According to the Constitution of India, Right to Equality is a Fundamental Right, that includes the right to equality before law, prohibition of discrimination, and equality of opportunities in matters of public employment.

Functioning of the POSH Cell is prepared with the following aims:

1. Sensitize all the stake holders of SVC towards the Constitutional and Supreme Court mandate of prohibition of gender discrimination and sexual harassment at work place;
2. The cell shall publicize the objectives, definitions, functions, complaint redressal procedure, ethical responsibilities to the complainants, and the alleged perpetrator. These guidelines are applicable to all SVC students and staff.

Following are the objectives of the cell:

1. Prevent gender discrimination and sexual harassment by promoting gender amity amongst all;
2. Make recommendations to the Principal for resolution, settlement and prosecution of acts of sexual harassment;
3. Deal with cases of sexual harassment in a time bound manner aiming at ensuring support services to the victimized and termination of the harassment.

2. Definitions

According to the code of conduct prepared by the National Commission for Women in 1998, sexual harassment includes such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority, whether directly or by implications, such as the following:

- Eve teasing

- Unsavory remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- Touching or brushing against any parts of the body and the like
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation and
- Physical confinement against one's will and any other act likely to violate one's privacy.

3. Functions

The main functions of the Cell are:

- Promotion of Gender Amity;
- Organizing Programs concerning women's welfare;
- Documentation and Dissemination
- Deal with cases of Gender Discrimination/Sexual Harassment.
- Organize awareness workshops/ training programs for staff of the college on various aspects of gender amity.
- Organize awareness lectures/workshops.
- Provide information/consultation on gender amity to any student or employee who seeks it. Programs concerning women's welfare have to be organized.
- Organize seminars/workshops on the legal rights of women.

4. Meetings

The cell shall meet once in a year. The meetings may be chaired by the convener. The quorum for the meetings will be presence of 30% of members. In emergency situations, the meetings may be called at a shorter notice and held with fewer members, after an explanation for doing so. In the absence of the convener, the members present shall appoint a female member to act as the Chairperson for the said meeting.

Policy on Research

1. Background

A professional academician involves himself in research to expand the horizon of understanding his areas of interest and expertise and also to contribute for the development of the subject and society. Sarada Vilas College is committed to promote research culture among its teaching staff as well as students. The Internal Quality Assessment Cell (IQAC) encourages the teaching staff and students by various means to involve in research and also has devised several mechanisms to achieve the same.

Highlighting the mechanisms followed by IQAC for the promotion of research culture among the students, the current policy document gives guidelines for the staff and students for availing the various benefits. It also speaks of the rules and regulations to be followed and also certain duties that has to be performed. This policy document is applicable for the teaching staff and students of Sarada Vilas College.

Throughout this document the words ‘faculty’ and ‘staff’ are used interchangeably to mean ‘teaching staff of Sarada Vilas College’.

2. Mechanisms devised by IQAC for promoting research

- Evaluating the proposal of the teaching staff, IQAC assists teaching staff to get financial support for the research activities such as presentation of papers in conferences, participation in conferences on research methodology and so on.
- IQAC has in its plan arranging workshops or conferences in the college on research methodology. IQAC also encourages the departments to conduct workshops on the same.
- To promote students to develop research attitude, IQAC insists the departments to send students on internships or to take up projects.
- IQAC insists the teaching staff to take up Minor Research Projects.
- To motivate teaching staff to take up Ph.D., those who have completed Ph.D. will be identified and will be felicitated.
- Further, as an incentive to carry out research activities, a policy has been laid out by management following the suggestion by IQAC for providing cash awards/ additional increments to the faculty members who publish peer reviewed research papers, with good impact factor, patents etc.
- Encourages faculty to register for Ph.D. under recognized guides in a part time basis.

- For the smooth functioning of the research activities in the college, a research committee has been constituted which has following duties:
 - To review the proposals related to financial assistance, MRPs, registration to Ph.D., etc.
 - To monitor the staff that they are abiding the by publication rules proposed in the next section.
 - To propose plans for organizing more number of workshops on research methodology.

3. Guidelines for the staff to take up research

- Faculty who wish to avail financial assistance for their research activity, must submit a detailed report in the format prescribed by IQAC. Based on the proposal, the assistance will be decided in consultation with the management of Sarada Vilas Educational Institutions.
- A staff willing to apply for Ph.D. on a part time basis shall submit an application form to the IQAC along with the guide's consent letter. Without a final permission from the Governing Council of Sarada Vilas Educational institutions, a staff shall not register himself/herself to Ph.D.
- Staff applying for Minor Research Projects shall submit all the related copies of letters to IQAC.
- Any department planning to arrange workshops or conferences must organize the same through IQAC.
- It is recommended that the publications should be made in the journals which are peer reviewed and are covered in the UGC CARE list.
- Whenever a staff publishes a paper or presents a paper in a conference, he/she must mention his/her affiliation to Sarada Vilas College.
- Staff doing research must abide by the research ethics and shall not indulge in any unethical activities such as plagiarism. If any such foul act is found, the Governing Council has all the rights take necessary actions against the respective staff.

Policy for award of Endowment Prizes/Awards

1. Endowment Cash Prizes/ Medals:

With the intention of identifying achievers in academics, sports and cultural activities and to motivate them achieve further more in their career, many philanthropists have installed certain endowment prizes in the monetary form in Sarada Vilas College. Some have deposited a fixed amount in bank, the interest of which would be the endowment prize to be given every year. Some others give cash prizes directly to the students. The behavioral theory of learning emphasizes the importance of rewards in learning process. Although, ideally, a student need to learn for the sake of the intrinsic beauty of the subject or its applicability, in the practical scenario, to bring best out the students in a short period of time some kind of external motivation is required. The endowment prizes are believed to be such external motivation factors. Sarada Vilas College, awards endowment cash prizes/ medals each year during the annual college day for outstanding candidates securing highest marks and fulfilling all the stipulations as per regulations framed by the institution in the following courses.

- i. B.Sc
- ii. B.Com
- iii. B.B.A
- iv. M.Com
- v. M.Sc

This policy document is designed to help the staff of Sarada Vilas College to get to know of regulations governing endowment prizes and also the criteria for the distribution of the same.

2. Regulations for Endowment Prizes/Awards:

1. Regulations shall be called as Academic Excellence Award (Endowment Prizes).
2. Sarada Vilas College has the power to accept endowment for the awards of cash prize and medals and to make regulations.
3. The individuals, societies, institutions and organizations making the endowments and donations shall be entitled to claim 100 percent deduction of the donations made to the University in computing their taxable income, under section 80G 2(a) (iii f) of the Income Tax Act.

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4. Regulations for the Governance of such endowments and awards are given in subsequent paragraphs.
5. Existing endowments prizes/medals presently being administered by the Sarada Vilas College shall continue to be so administered till the last batch candidates pass out.
6. Endowments and medals will be accepted by the Sarada Vilas College from individuals, alumni, etc., under the following conditions:-
 - a. No endowment, donation or medal shall be instituted and awarded on the basis of religion, caste, community or organization.
 - b. Endowments from foreign individual (Alumni), societies, etc. shall not be accepted without the prior approval of the Management.
 - c. Proposal for institution of the endowment and medal shall be submitted to The Secretary, SVEI (R), along with bank Demand Draft/Cheque/Cash.
 - d. The proposal for instituting the award/medal and the terms of the award shall be examined by the Management through Principal and endowment committee framed by the College.
 - e. On approval by the Board of management, the money received as endowment shall be deposited in fixed deposits in nationalized banks, post office saving bank or as deemed fit by the Board of Management.
 - f. The entire amount of endowment will be treated as the corpus and the interest earned thereof shall be utilized to defray the expenses incurred towards the cost of the endowment prize.
 - g. The account of each medal/endowment shall be kept separately and the accounts shall be operated by The Secretary and the auditor of the Institution.
 - h. The endowment prizes are named by the names suggested by the donors and it is distributed on Annual College Day every year.
 - i. In the event of no endowment being awarded in a year, the amount equivalent to the interest accumulated shall be added to the corpus.
 - j. The Board of Management may approve any change in terms and conditions, in consultation with the donor.

3. Criteria for the Award of Endowment Prizes/ Awards

1. All passed out candidates of the university examination without any backlogs and securing above 75% of attendance are considered for the award of endowment prizes.
2. The candidate should have passed the examination in the First Division and in the First attempt, in consecutive years, in all the years/parts/phase of the courses, with no gaps of

- studies, for any reason, whatsoever. The candidate should therefore have completed the course in the minimum prescribed time frame.
3. Further, the candidate should have obtained highest aggregate marks amongst all the eligible candidates, at the university examination held in that year.
 4. In case of a tie, the medal/ cash prize shall be awarded to each of the candidates securing equal number of aggregate marks, but the amount shall be apportioned equally.
 5. In case of endowments and medal sponsored for a particular subject by the donor, all the above regulations shall apply except that the candidate should have secured highest marks in the subject concerned in that year, instead of aggregate.
 6. The list of awardees for the gold medals/ cash prizes shall be prepared by the Endowment Committee well in time to ensure presentation of the awards on the convocation.

Green Policy

Sarada Vilas College is dedicated to operating year-round with a commitment to minimizing environmental impact through sustainable practices. The institution adheres to the following principles to promote eco-friendly practices on campus:

I. Waste Management

To reduce non-recyclable waste and enhance recycling efforts, the college commits to:

- Minimizing waste from the canteen, staff rooms, and offices.
- Handing over e-waste to certified recycling companies for safe disposal.
- Utilizing garden waste for compost production.
- Encouraging reusable resources and minimizing unnecessary packaging.
- Implementing waste segregation at the source using separate bins for wet, dry, and e-waste.
- Promoting bio-waste recycling through vermicompost unit.
- Ensuring scientific disposal of all waste to prevent direct environmental release.

II. Energy Conservation

To reduce energy consumption, particularly from fossil fuels, the college commits to:

- Prioritizing energy-efficient and eco-friendly appliances, including LED bulbs.
- Providing energy-efficient heating systems with user-friendly controls.
- Ensuring all electrical equipment and computers are switched off or set to standby mode when not in use.
- Raising awareness among staff and students through reminders.

III. Environmentally Sound Purchases and Developments

The college ensures that all improvements, purchases, and developments are environmentally responsible by:

- Procuring efficient and eco-friendly appliances.
- Replacing outdated equipment with greener alternatives.

IV. Sustainable Transport

To minimize unsustainable transport usage by staff and students, the college:

- Promotes the use of bicycles and battery operated vehicles among staff and students residing near the campus.

V. Water Conservation

To reduce water consumption, the college commits to:

- Rainwater harvesting.
- Promptly repairing water leaks, such as dripping taps.
- Encouraging reduced water usage among staff and students.
- Using efficient and hygienic water storage systems to minimize electricity usage during water filtration and prevent wastage.

VI. Chemical Pollution Reduction

To minimize chemical pollutants on campus, the college commits to:

- Using eco-friendly cleaning products.
- Disposing of chemical waste from laboratories scientifically.
- Banning plastic usage on campus.

VII. Green Campus Initiatives

To enhance greenery, the college encourages:

- Celebrating Environment Day and biodiversity day.
- Planting more and more number of saplings.
- Developing a green campus by maintaining the existing trees.

VIII. Environmental Awareness

To foster environmental awareness, the college commits to:

- Organizing environmental workshops.
- Celebrating Environment Day annually to spread awareness.
- Integrating environmental awareness into coursework, research projects, and community service.

- Arranging field trips and NSS Camps to nearby villages to engage students in creating awareness.

VIII. Green Building Standards

To ensure buildings meet green standards, the college commits to:

- Consulting experts to review and improve the energy efficiency of existing buildings.
- Conducting energy audit.

IX. Implementation and Review of Green Policy

To enforce and review the Green Policy, the college commits to:

- Establishing clubs like nature club responsible for policy enactment, enforcement, and review.
- Conducting annual reviews of the Green Policy.
- Ensuring all staff and students actively contribute to the policy's implementation.
- Performing annual Green Audits and acting on recommendations and findings.

Through these initiatives, Sarada Vilas College aspires to foster a sustainable and environmentally conscious campus.

Budget Policy

The budget policy is evolved by the institution for financial compliance and optimum use of resources for the achievement of various objectives in accordance with the Vision and Mission of the institution. The Governing council consists of the President, Honorable Secretary, Principal and heads of various departments. The college's administrative unit has a financial section. This policy serves as a guideline for financial section as well as the college for proper financial management.

The budget policy highlights the following objectives for the institution:

1. Prudent and effective management of financial resources.
2. Honesty and transparency in all aspects of financial management and financial reporting.
3. To comply with the legal requirements of various Acts.
4. Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.
5. To present report to the management, donors, stake holders, beneficiaries and to the government.
6. To execute project according to the terms of conditions of the donor.
7. To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
8. To deliver maximum benefits at minimal cost.
9. To practice standard accounting practices in the management of financial resources
10. The income of the institution consists of voluntary contributions and honorarium.

The process/procedure for financial transactions shall be as follows:

1. The institution maintains a system in which daily financial transactions are appropriately authorized, recorded and documented. The system is computerized using standard software such as Tally.
2. The processing of payment includes a vouchering system. Vouchers include the following:
Name and address of the institution
Voucher number
Cash/Cheque number
Description of expenditure
Prepared by signature
Authorization (approved by the concerned body)
3. Each transaction is entered into the financial system while bills and vouchers are filed separately.
4. Each voucher should be supported by proof of payment such as bills, invoices, and receipts.
5. Budget is prepared with signature of the Principal, HoD's and concerned authorities.
6. The signed budget is then approved by the honorable Secretary and forwarded to the President and council members.
7. The signatories to the bank accounts are the Principal and honorable Secretary/Treasurer shall operate bank accounts of the institution jointly.

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8. A cheque issue register is maintained for recording the issue of cheques of all the bank accounts.
9. The staff benefit such as Provident Fund, ESI and gratuity shall be organized as and when required.
10. The Government finances shall be monitored and maintained as per the Government's Public Finance Management System, in which the College has been registered for availing of grants from various agencies like UGC, ICSSR, etc.