

Policy Documents

SAROJINI NAIDU VANITA MAHA VIDYALAYA

(Sponsored & Managed jointly by Osmania Graduates' Association and Exhibition Society)
Exhibition Grounds, Nampally, Hyderabad. Ph-04029555676
NAAC Accredited (3rd Cycle)

Email: snvmv@rediffmail.com

Website: <http://www.snvanita.org/>

MISSION

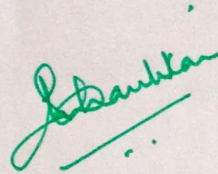
Educate, Empower and Liberate

VISION

Training Women for a Challenging Future through Value Based Education

MOTTO

'Vidya Vinayena Shobhate' - Humility adds Lustre to Education



PRINCIPAL
Sarojini Naidu Vanita Maha Vidyalaya
Exhibition Grounds, Hyderabad-500 001

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I. Academic Policy

Policy Statement

Sarojini Naidu Vanita Maha Vidyalaya strives to achieve academic excellence, by providing quality education through excellent teaching & learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

Objectives

The academic policy discloses the principles used for quality teaching at Sarojini Naidu Vanita Maha Vidyalaya and defines the procedures for the multiple levels of accountability in teaching and learning.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.

The institute/department stands responsible for ensuring quality of its educational environment. This includes

1. Academic accountability
2. Ensuring the quality of education including
 - i. Preparation of the course materials with adequate standard
 - ii. Delivery of course contents adopting appropriate technologies
 - iii. Assessment to enable quality.
 - iv. Continuous improvement through quality assurance.

Roles and Responsibilities

Roles	Academic Responsibilities
Management	1. Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions.
Principal/Vice Principal	1. Developing and implementing quality assurance policies and procedures.
Internal Audit Cell	1. Carry out the academic auditing in each department of the college at the stipulated interval.
Head of the Department	<ol style="list-style-type: none">1. Ensure that the courses promote the development of the department and the students.2. Ensure proper redress of the concerns raised by students in all matters.3. Take up initiatives to achieve the mission and vision of the department.4. Course allocation to faculty for every semester keeping in view the various extraneous duties.5. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities.

Course faculty	<ol style="list-style-type: none"> 1. Ensuring academic integrity of the course assigned. 2. Facilitating information sharing on best practice in teaching and learning. 3. Facilitating a learner centric environment. 4. Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same. 5. Impartial and proper assessment of the assigned course and computation of the sessional marks. 6. Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs). 7. Conduct of the remedial classes as and when required. 8. Preparation/modification of the course materials. 9. Responsible for completion of the syllabus. 10. Preparation of ICT Materials, Videos
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Action Plan

Step by step process of the academic activities is listed.

1. **Subject Allotment-** Before the commencement of the semester the courses are allocated to the faculty members after collecting their preferences and analyzing their expertise.
2. The Lecture plans are prepared by the Department either individual or cumulative. Lecture Plan and allocation of classes as per Time Table prepared by the Time Table Committee.
3. Review of the **attainment of COs** of the previous batches and devising techniques to improve the attainment.
4. Preparation of the **course material and content delivery**. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more students centric. The teaching Learning Centre (TLC) of SNVMV organizes various workshops at regular intervals to improve the effective teaching for the faculty of SNVMV and also other institutions.
5. Conduct of **assignments/tutorials** and class work according to the plan. Publishing of the attendance at regular intervals.
6. Conduct of the **Internal Examination** and its assessment. The Question papers and the answer keys are verified by the module coordinator to ensure that the standard is maintained and that portions are covered appropriately.
7. Publishing of the assessment marks.
8. Conduct of **class committee and course committee** to address any issues related to the class/course.
9. Conduct of **Advisor and advisee meeting** every two weeks and the minutes are reported to the Head of the Departments.
10. Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes and the programme outcomes.
11. Organizing various skill development workshops by the professional societies and the department associations.
12. The academic policy is linked with the Intermediate, UG, PG, and MBA Regulations, Examination Manual and the rules for assigning the activity plans of Sarojini Naidu Vanita Maha Vidyalaya.

Academic Monitoring and Student Support

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

1. Class/Course Committee-The committee is responsible to monitor the conduct of all the courses, adherence to the course plan and the time/table in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommendations for necessary remedial actions, if any.
2. Various Committees like Anti ragging committee, Grievance Redressal Committee etc., are formed to address the issues faced by students.

Academic Auditing

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations. The audit also covers the co- curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditations such as NAAC and also periodical reporting to UGC. The regular upkeep and updating of relevant data and information on the website is done by the IQAC as per the norms.

II. ADMISSION POLICY

Purpose

The purpose of this procedure is to establish clear guidelines regarding admission to various courses offered by SNVMV.

Scope

The entry requirements for each course of SNVMV are defined in terms of stated qualifications or their equivalents, and are intended to facilitate assessment of the candidate's ability to meet the demands of the course. Where accreditation of prior learning is permitted as a route for entry, responsibility rests with the applicant for making the claim to relevant knowledge and skills and also for supporting the claim with appropriate evidence. The SNVMV may request an applicant to submit to an entrance assessment. Admission to an appropriate point in a course may be permitted where evidence exists that an applicant has fulfilled particular progression requirements of the course.

Responsibility

Management, Principal and Chief Coordinator - Admissions.

Procedure for UG and PG admission

The admission process for UG students is through DOST and PG is through PG CET and MBA is through ICET

The institution follows all the reservation norms as per the State Govt policies, rules & regulations

This college is affiliated to Osmania University and approved by AICTE and recognized by BIE.

Fee Structure:

- The fee structure shall be decided based on the Govt. approved norms.
- Fee reimbursement policy is as prescribed by the State and Central Government.
- The Institution also adopts the fee waiver policy for excellence in Sports & Games (100% for National & International achievers and 50% for State achievers) and also the wards of the employees.

III. Student Code of Conduct Policy

Policy Statement

SNVMV strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

Objectives

The purpose of this document is to provide the code of conduct and ethics for students of Sarojini Naidu Vanita Maha Vidyalaya (SNVMV). Students are expected to be aware of this code and abide by it to enable SNVMV to meet its own clearly stated objectives, standards and performance targets within a supportive environment.

Responsibility

Management, Principal and the faculty

Code of Conduct

Discipline, both in personal and professional matters, is essential for the success of an individual. Orderly behaviour on campus will improve one's self-esteem and will help in having good inter-personal relations. The high level of discipline consistent with the superior standards of the Centres of Excellence in Higher Education shall be maintained on the campus. The following guidelines on conduct will help in maintaining discipline on campus and they shall be adhered to by all.

Rules and guidelines

- a. All students are expected to follow Courteous behaviour, an essential ingredient of Professional Competence. Dishonesty, obscenity in word or act or any other acts of misconduct will invite disciplinary action.
- b. Uniforms are compulsory for Intermediate students.
- c. Students shall wear the ID cards while on the campus.
- d. Students should not litter in the classrooms, corridors or on the campus.
- e. They should make use of their free time by using the Library, Computer facilities or other facilities for extra-curricular activities.
- f. Habitual negligence of College work, absence from internal examination, non-submission of assignments, frequent absence from classes, etc., will be reported to the parents and if not corrected, may lead to discontinuance from the program.

- g. Students, if they have any grievance and personal problems shall bring them to the notice of the College authorities individually but should not have recourse to collective complaints or petitions to anybody within or outside the College.
- h. Students are forbidden from attending or organizing any meetings within or outside the College, without the permission of the Management.
- i. Political activity in any form, under any banner is not permitted in the campus.
- j. Willful damages to property and equipment will have to be compensated for. Pasting of posters and notices on walls or disfiguring the building and campus, in any form are forbidden.
- k. Students organizing tours on their own accord without permission and teachers accompanying them is banned. Any act contrary to this rule will invite strict disciplinary action.

Prevention of Ragging

Prohibition by law

Ragging, in any form is prohibited by law.

Rules and guidelines

Students shall not indulge in any of the following activities, which are treated as ragging:

- a. Any act that prevents disrupts or disturbs the regular academic activity of a student.
- b. Exploiting the service of a junior student by a senior student or a group of senior students.
- c. Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organizations.
- d. Any act of physical abuse including all variants of it: annoying, playing, practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures.
- e. Any act of abuse by spoken words, emails, SMS or any other means.
- f. Any word or act that causes hurt to the dignity of the individual.
- g. Entering without permission in any class other than the one assigned to a student.

IV. Cultural Policy

Policy Statement

The SNVMV with its strong team leads all the cultural, arts, literary and sports activities conducted in the college. The Senate addresses the student community problems and ensures the betterment of overall academia. The senate ensures in providing a better campus experience by conducting various extracurricular activities in the campus.

Objectives

The main objectives of the club are.

- Addresses the student community problems
- Ensures the betterment of overall academia
- Providing a better campus experience

Action Plan

The college undertakes many recreational activities over the year. Some of the main activities of the senate include.

- Independence Day Celebrations
- Republic Day Celebrations
- Teachers Day Celebrations
- Sports Day Celebrations
- Annual Day Celebrations
- Telangana State formation Day
- Gandhi Jayanti
- National Unity Day
- Birthday of Sarojini Naidu
- Women's Day Celebration
- Celebrating community festivals like Bathukamma and Bonalu and many more

V. Environment Policy

Besides initiatives for Environment Protection, the Environment Policy includes Energy Management, Waste Management and Water Management which are dealt with separately taking into account the importance of each, and policies and procedures have been formulated for these topics.

Policy Statement

SNVMV believes in protecting and promoting “save planet earth” as it is mother of nature and all living beings.

Objectives

- To encourage projects on environmental assessment
- To impart awareness about green clean campus
- To initiate sustainability practices in the campus and among students
- Financial savings through a reduction in resource use to reduce, reuse & recycle
- Curriculum enrichment through practical experience
- Development of ownership, personal and social responsibility for the SNVMV campus and its environment
- Developing an environmental ethic and value systems in students
- Conduct audits for recommendations and continuous improvement
- Teach sustainable development across all disciplines of study
- Encourage research and dissemination of sustainable development knowledge
- Green campuses and support local sustainability efforts

Roles

- Environment Protection and awareness
- Environment Policy to be implemented in the Campus.
- Internal inspection system should be developed for various equipment's available in campus.
- Waste Management plan should be prepared for the campus.
- Environmental drills for response against spillage and leakage of chemicals in the campus
- Plastic usage can be reduced in campus by encouraging the use of cloth, steel and glass material.
- The monthly inventory of e-waste is required to be maintained in formats on regular basis.
- Communicate the Environment Policy to all faculty members and staff.
- Formation of interest groups of students and faculty to follow on nature friendly pursuits and sustainable awareness.
- Increase in Environmental promotional activities for spreading awareness in the campus.
- Environment/Green committee formation for regulating eco- friendly initiatives in the campus premises and periphery.
- Reusing and rechanelling of RO Plant waste water

Action Plan

1. Observation of various days of importance ozone day, environment day, earth day etc
2. Conduct awareness campaign on pollution and preventive measures
3. Conduct regular green/environment audit and follow up corrective measures
4. Ensure regular follow up and updates for clean campus practices like proper waste disposal, e-waste campaigning among stakeholders, rain water harvesting and monitoring judicious water usage
5. Activities encouraging recycling, reuse, repair and refurbishing etc
6. Conduct invited talk (dept/college level on various updates policies and various dimensions of environment studies)

IV. Gender Equity Policy

Policy Statement

UNICEF says **gender equality** "means that **women** and men, and girls and boys, enjoy the same rights, resources, opportunities and protections. It does not require that girls and boys, or **women** and men, be the same, or that they be treated exactly alike."

The main goal is to ensure equal opportunities for women and men by encouraging a more **gender**-competent management in research, innovation and scientific decision-making bodies, with a particular focus on universities.

Gender Equity Policy

SNVMV, rooted in the Indian tradition and culture is committed to uphold the principle of gender Equity as enshrined in the Indian Constitution, in its Preamble, Fundamental Rights, Fundamental Duties, respecting the dignity of the human individual and the centrality of human person in the scheme of things, without any discrimination to any gender, providing equal opportunity to all.

Objectives

- Equal career opportunities for women and men.
- Fair distribution of unpaid and paid work among women and men, wages and salaries that women and men can live on independently.
- Equality of women and men with regard to political representation and participation.
- To positively strengthen selection processes relating to equality in recruitment, promotion and progression of, and support for, researchers, in the partner institutions
- To develop processes to strengthen the presence of women in academic/research leadership positions and senior academic research positions in the partner institutions
- To raise gender equality awareness in academic research and scientific structures
- To provide sustainability of the culture change which will support gender equality and needs of women academics in the organisations
- To implement a locally specific Gender Equality Action Plan in each core partner institution
- To strengthen research excellence frameworks and policies in the context of gender equality with the key objective of developing a 'code of practice' for assessing research excellence.

Roles and Responsibilities

- Promote communications that represent unbiased representations of gender equity.
- Conduct workshops that promote diversity and gender-sensitive communication formembers and employees
- Conduct regular awareness-raising activities among students and staff
- In classes, faculty members could promote working together, fair representations for leadership roles, facilitate impartial participation, gender balance in team projects when possible, promote students meeting with faculty, having open and closed sessions with faculty members of the appropriate gender for related scenarios, complaints and counseling during class hours and at hostels.
- Ensure balanced gender quota in hiring committees
- Our student code of conduct promotes gender parity at the governance level.
- Conduct gender sensitization programmes
- women- related themes and topics taken up for discussion and debates
- Leadership camps organized for the personality development of women students.
- Conduct women Empowerment programs for women who needs help
- Conduct programs at orphanages (women and children) for their upliftment
- Women cell and Anti-sexual harassment committees continuously conduct various awareness programs on gender sensitization.
- Take initiatives to check the functioning of vending machines, inspect sanitary napkin incinerators.
- Implement measures to evaluate the student's confidence as a result of gender equityawareness initiatives.

Action Plan

Encourage -The celebration of international women's day every year with a message for women safety and etiquettes.

- The student counselors should interact with students on various problems and personal distress, so as to develop the sensitization of students and solve the social issues.
- Maintenance and housekeeping - The sanitary napkin incinerators, sanitary napkin vendingmachines are installed for the health and hygiene maintenance for the girls.
- An awareness program on the rights of women and rules under the prevention of workplace harassment act, notified by the Government to the student community.
- Poster competition, Slogan writing competition in connection with the International Girl Child Day and on women's day and Group discussion
- Seminar on Women's Safety and Security along with sister institutues.
- Semester wise invited talks on Gender Equity in open forum

V. Grievance Redressal Policy

Policy Statement

Grievance redressal policy has been formed in order to hasten the redressal of grievances. The policy aims to resolve the grievances of the students and staff within the framework of the college guidelines, so as to ensure the highest standards of integrity and transparency amongst the staff and students and a proactive work culture.

Objectives

1. To develop a protocol to resolve grievances of students and staff
2. To provide the Students and Staff access to immediate recourse to have their Grievances redressed
3. To make the Students and Staff aware of their duties and responsibilities
4. To constitute a Grievance Redressal cell to oversee the execution of the Grievance Redressal Policy

Roles

Grievance Redressal Cell (Staff) will be constituted under the chairmanship of the Principal, one senior professor selected in rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

Procedure

Handling of Grievance

Subject to the above provisions, individual grievance henceforth be processed and dealt with in the following manner:

- a) An aggrieved Staff Member or student shall take up their grievance(s) orally with their immediate superior who will give a personal hearing and try to resolve the grievance(s) at his/her level within a week. The superior officer for this purpose will be:
 - a) Head of the Department-in case of staff members
 - b) Student Advisor- in case of student
 - c) Principal-in case of HoDs/Teaching Staff/Administrative staff/Non-Teaching Staff
 - d) The other members of the Committee are the Vice-Principal, PG & MBA director, one representative from time table committee, Student advisors, NCC, NSS, Office, Care takers, Hostel

Action plan

Overall guidance and conditions

- a) The Staff Member or the student shall bring up their grievance immediately and in any case within a period of one week of its occurrence.
- b) Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure.
 - 1. Annual performance appraisals/confidential reports
 - 2. Where the grievance does not relate to an individual employee or student
 - 3. In case of any grievance arising out of discharge or dismissal of a staff member or student.

VI. Energy Policy

Policy Statement

The Energy Policy of the Institution will be effective in organizing structured programs to promote awareness on the proper management and conservation of energy those models resource-efficient and low-carbon campuses that demonstrate practice for sustainability.

Features in the Campus:

1. Grid connected Solar Panel
2. PF Improvement Equipment
3. Power Backup
4. LED Light fixtures.
5. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
6. Effective maintenances through annual maintenance. Contracts to increase reliability.

Energy Policy Statement

The SNVMV energy policy articulates commitment of the Institution to the conservation of energy by defining energy management using renewable energy protocol for maintaining an eco- friendly green campus.

Objectives

- Utilize energy resources efficiently by introducing innovative technologies
- Use of renewable energy.
- Optimize the Energy consumption and cost.
- Reduce, Reuse and Recycle.
- Carry out regular internal energy audits to identify energy conservation opportunities.
- Regular monitoring and follow up procedures managed by the Institution Energy Audit/Management Cell for effective implementation at department levels.
- Train faculty, non-teaching staff, students and housekeeping staff to make the Institute a role model in the area of Energy conservation.
- Encourage faculty members to obtain certification as Certified Energy Auditors and Managers.
- Establish ties with Industries and conduct a complete Energy Audit.
- Promote awareness related with Energy conservation among various sections of society.
- Review the Policy on a regular basis.

Responsibilities and Roles

The Energy Management Team comprises of:

- a. Principal
- b. IQAC Coordinator
- c. 7th Criterion Committee
- d. Technical Staff

The team should carry out the action plan and ensure the energy resources are made available and utilized optimally.

Action Plan
Energy Optimization Plan

1. Restructuring the Energy Management Cell with representatives from all Departments, for effective implementation of Energy management program.
2. Regular Monitoring and benchmarking for resource use.
3. Monitor and evaluate the energy performance levels
4. Use of energy efficient, star labeled equipment.
5. Periodic maintenance and replacement of other lights/lighting fixtures to LED.
6. Maximum use of Daylight for Indoor illumination and natural ventilation.
7. Fine tuning of optimum temperature setting of Air Conditioners and Water coolers.
8. Maximize use of Renewable Energy – Grid Interactive Solar PV System installed in theCampus.
9. Maximum demand optimization by adequate reactive power management
10. Encourage students to undertake UG and PG projects on Energy Management, Energy optimization techniques, Renewable Energy Harvesting thereby promoting a sense of awareness towards Energy use and its cost.
11. Provide timely training.

VII. Physical Education Policy

Policy Statement

The SNVMV Physical Education Policy aims to provide adequate Physical Education facilities and opportunities that are wholesome so as to ensure a sound mind in a sound body, in order to equip the students to cope with the curriculum related pressures and make them emotionally, physically and mentally fit and healthy and also gets Laurels.

Objectives

1. **To ensure the Physical Development of the students and staff** namely the advancements of motor skills, or, in other words, one's ability to use and control their bodies. Gross- motor skills involve the use of large muscles in the legs or arms, as well as general strength and stamina.
2. **To achieve the Social Development of students and staff** through a balanced set of **social** skills and learned adaptive behavior that enable an individual to interact well with other people, react positively and avoid behavior that has negative consequences.
3. **To make sure the Emotional Development of students and staff** by achieving the ability to recognize, express, and manage feelings at different stages.

Roles and Responsibilities

- a. Principal
- b. Director of Physical Education

Major Responsibilities

1. To advice on the development of a physical education program/strategy.
2. To supervise and coordinate all physical education activities.
3. Prepare, as required, the specifications for the purchase of physical education/sports equipment's.
4. To maintain stock.
5. Responsible for the distribution and storage of all physical education supplies and equipment's.
6. Participate in entire in-service training.
7. Plan different recreational activities important for growth of students.
8. Responsible for conducting Inter- Collegiate and Inter class level competitions.
9. Appointment of coaches.
10. Monitoring student's attendance.
11. Encourage students to bring Laurels at University, State, National and International Level.
12. Provide incentive in the form of fee waivers and concessions to sports achievers.

Action Plan

1. To conduct Competitions
2. Conduct fitness classes
3. Conduct Yoga and Meditation classes

4. Celebrate Yoga day
5. Celebrate Sport day
6. Reward the winners with Medals, Prizes and certificates

VIII. Research Policy

Policy Statement

The institute is committed to serve the society by conducting state of the art research to address the grand challenges and opportunities of the faculty and students future.

Objectives

- Provide proactive research culture and state-of-the-art infrastructure
- Create the culture for inter-departmental and inter-institution/ university collaborations for inter – disciplinary/ multi-disciplinary research
- Publish research papers in high-quality journals of national and international repute, file patents and transfer technologies to relevant industries
- Create and promote quality human resources (UG and PG students, research scholars and faculty members) for scientific research
- Raise the standards of the institution to stand among the premium institution in India

Procedure

- To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Committee is constituted at the Institution level.
- Provision for Institutional grants or incentives to faculty for publishing and presenting research papers in reputed Journals National and International Conferences. Institution should provide honorarium to the faculty for sponsored projects.
- Recognize the faculty, student for excellent performance in research related activities such as fetching research grants or having consultancy projects etc.
- Proper norms for reimbursement of travel, accommodation and registration should be prepared for faculty members for participating in Conferences or Faculty Development Programs organized by National/International level institutes/organizations (IITs/ NITs/ Selected Deemed Universities) and institutes outside India.
- Information should be given to the faculty and students for applying grants from various national and international agency.
- The plagiarism should be checked for the final report prepared by Research Scholar/ Post Graduate Student/ Graduate student before submitting to the Institution/Journal/Conference.

Roles

To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Committee (RC) is constituted. It consists of

- a. Principal
- b. Heads of Departments
- c. Research Committee members

Responsibilities

- To guide faculty members in the effective integration of research projects with the regular curriculum implementation and curriculum enrichment activities
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
- To encourage and facilitate the publication of the research work/projects in reputed academic journals
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures, field visits to premier scientific establishments/National Laboratories
- To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year
- To provide a mechanism to ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the Institution mission

IX. Water Management Policy

Policy statement

Water is the fundamental requirement of life. It touches all life activities such as agriculture, domestic and all socio-economic activities. The water management policy of SNVMV includes all the water related field activities. A water management policy is required to assure the quality water distributed from the unique sources of water available at SNVMV.

Objectives

- To provide adequate water supplies to meet demands of the campus.
- To provide clean, safe, reliable drinking water at all times.
- To enhance water availability through recycling.
- To enable water storage and propose conjunctive management of surface and groundwater
- To provide for groundwater recharge while protecting groundwater resources from overdraft
- To protect the groundwater resources from contamination
- To control excessive erosion and manage sedimentation/ situation
- To undertake activities to sensitize people about Climate change.

Procedure

1. A team is formed to create and implement the water management policy in the SNVMV campus. The team inspects all the water conservation system in the campus periodically. This team ensures primarily on the regular monitoring of quality of drinking water, maintenance of water distribution system and effective utilization of the waste water.
2. The water demand, wastage of water and the quantity of the water in the reservoirs should be quantified periodically
3. Productive and efficient methods should be implemented to improve the reservoir capacity and drinking water quality and these methods should be monitored and the efficiency should be evaluated.
4. The standard operating procedures should be developed and documented

Roles

The Water Management Team comprises of

1. Principal
2. IQAC Coordinators
3. Faculty Coordinators from all Departments
4. Interested Faculty members
5. Technical Staff and Plumbing Supervisors of SNVMV

Responsibilities

1. Conduct meeting regularly and review the policy
2. Update the maintenance register
3. Conduct the Water Management Audit
4. Monitor the water levels of all conservation system
5. Test the water quality periodically
6. Measures to be taken to improve the water quality
7. Conduct workshops and seminars to create awareness on saving the natural resources and reduce the wastage of water
8. Maintenance of the RO Plant
9. Redirecting and reuse of the waste water generated from RO Plant
10. Rain Water harvesting to increase the ground water levels.
11. Regular checking of taps and overhead tanks for leakages and correct time measures there upon
12. Avoiding any kind of wastage of water

X. Publication Policy

Roles & responsibilities

1. The Editorial Board of various publications will implement the decisions of the College Council.
2. The Publication Committee will comprise the following members.
 - a. Principal
 - b. Faculty members of Research Committees

The duties of the Publication Committee are:

- a. To formulate publishing policies and submit it to the authorities.
- b. To ensure that the institutional standards governing the production of publication are adhered to make sure that the publication do not contain anything contrary to the policies, vision & mission of the Institution.
- c. To ensure that the content in no way hurts the Nationalistic feelings, religious sentiments or reflects gender discrimination.

College Magazine

1. The College Magazine will be published annually. It should reflect the culture, history and creativity of faculty, students and departmental activities. It should serve as a reference source for the entire activities of the previous year.
2. The following should be the composition of the Editorial Board.
 - a. Principal
 - b. Vice Principal
 - c. Editors from various language departments
 - d. Students
 - e. Faculty from various departments

The Publication policy is in the tandem with the Research Committee and follows, the guidelines issued by the UGC and various other online & offline publication forum towards research publication.

Apart from the research publication the institution provides opportunities and forum for expression of student/faculty views through the annual college magazine 'Vanita'.

XI. Waste Management Policy

Policy Statement

The educational institutions represent the main components of sustainability promotion in our society. Waste Management is one of the challenges that educational institutions have to face in accomplishing the sustainability goals. In 2016 the Union Ministry of Environment, Forests and Climate Change (MoEF&CC) released the updated Solid Waste Management (SWM) Rules which applies to every Solid Waste generator contributing to Waste generation in the premises. In recent years, technologies have been developed that not only help in generating substantial quantities of decentralized energy but also in reducing the quantity of Waste for its safe disposal.

Features in the Campus

1. Paper recycling.
2. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
3. Student Projects on Waste management
4. Awareness programs for Waste management through Swatcha Bharat Mission, Govt. of India.

Waste Management Policy Statement

The SNVMV Waste Management Policy articulates commitment to reducing its environmental impacts through effective Waste Management and sustainable practices in converting Waste to resource. The Campus strives to work for obtaining a Zero Waste plan thus obtaining its Eco- friendly status through the policy of “reduce, reuse and recycle”.

Objectives

- Minimising the consumption of natural resources.
- Avoiding and minimising the generation of Waste.
- Reducing, re-using, recycling and recovering Waste.
- Ensure segregation of Waste at the source
- Treating and safely disposing of Waste to reduce the pollution.
- Promoting and ensuring the effective delivery of Waste services.
- Achieving integrated Waste Management reporting and planning.
- Ensure the protection of the environment through effective Waste Management measures.
- Encourage Waste to energy options through projects and research work
- Carry out regular internal Waste Managing Audits to continuous monitoring and assessments of various Waste management systems in the college.
- Regular monitoring and follow up procedures managed by the Institution Waste Management Cell for effective implementation at department levels.
- Train faculty, non-teaching staff, students and housekeeping staff to make the Institute a role model in the area of Energy conservation.
- Promote Collaborations with Govt. Bodies/Industries/NGOs to promote sustainable practices in the Campus
- Review the Policy on a regular basis.
- Bench mark the Campus using the green norms.

Responsibilities and Roles

The Waste Management Team comprises of:

- a. Principal
- b. IQAC Coordinator
- c. Faculty Representatives from all Departments
- d. Incharge Staff Coordinator of Housekeeping

The team should carry out the action plan and ensure that the Waste Management strategy is organized and implemented optimally.

Waste Management Plan

1. Constitute the Waste Management Cell with representatives from all Departments, for effective implementation.
2. Regular Monitoring of Waste generation.
3. Monitor and Evaluate the Waste generation, disposal and collection system in the Campus regularly.
4. Initiate sustainable practices like Composting for Waste, generated from the Canteen.
5. Reduce eWaste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
6. Continue to introduce innovative strategies to reduce paper Waste and plastic Waste in the Campus
7. Ensure effective disposal methods for Laboratory and Hazardous Wastes generated in the campus.
8. Provide training for faculty, students and staff about Waste Management and practicing Sustainable habits.
9. Include Sustainable Project learning strategies for Waste Management in the curriculum with Industry tie up.
10. Conduct awareness programs on Fire Safety, Occupational Safety and Work Ethics.

Mechanisms

The Waste Management Cell should lay down well-defined procedures as mentioned below.

- i. Create Implementation guidelines
- ii. Monitoring and follow-ups