



Aditi Mahavidyalaya

University of Delhi

Delhi Auchandi Road, Bawana, New Delhi -110039

Institutional Policy

Prepared by

**Internal Quality Assurance Cell
(IQAC)**



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INTRODUCTION

Aditi Mahavidyalaya, established in 1994 under the University of Delhi, aims to provide high-quality education to the young minds who hold the keys to the future of the nation. Led by the dynamic leadership of Prof. Mamta Sharma and supported by the Chairman Prof. Ravinder Kumar, the college is committed to providing value-based education to students and transforming them into enlightened leaders who can create a civilization of love and harmony. The college is recognized by the UGC and is permanently affiliated with Delhi University, providing world-class infrastructure and facilities. To streamline and standardize the activities of the college, the Internal Quality Assurance Cell has prepared this Institutional Policy document. This document serves as a book of reference for all stakeholders and must be strictly adhered to for achieving professionalism, transparency, and efficiency in all curricular, co-curricular, and extra-curricular activities.

With this policy document, Aditi Mahavidyalaya is dedicated to upholding its commitment to providing a supportive and challenging learning environment that fosters creative and interactive learning experiences for each student.

VISION

Setting Standards for academic excellence, holistic development, ultimate quality creation and enhancement.

MISSION

Including Best practices and innovative thinking in a research oriented dynamic environment for all its stakeholders.

CORE VALUES

At Aditi Mahavidyalaya, we are committed to creating a campus community that embraces equity, inclusion, and diversity in all its forms. We believe that every member of our community deserves to be treated with dignity and respect, and that a diverse and inclusive environment is essential to achieving our mission. At Aditi, we are proud to be a women's college that is dedicated to promoting the advancement and empowerment of women. Our mission is to provide a rigorous, transformative education that prepares our students to be leaders and agents of positive change in their communities and the world.

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To put our core values into practice, we are committed to:

1. **Equity:** We recognize that historical and systemic injustices have created disparities in access, opportunity, and outcomes for members of our community. We are committed to identifying and addressing these disparities through policies and practices that promote fairness and justice for all.
2. **Inclusion:** We believe that every member of our community has a valuable perspective and contribution to make. We are committed to creating an environment where everyone feels welcome, valued, and supported, regardless of their background, identity, or experience.
3. **Diversity:** We understand that our community is made up of individuals with a wide range of backgrounds, experiences, and perspectives. We are committed to embracing this diversity and creating opportunities for meaningful engagement and dialogue that promote mutual understanding and respect.
4. **Empowerment:** We believe that education is the key to empowerment, and that every woman has the potential to make a meaningful difference in the world. We are committed to providing our students with the knowledge, skills, and resources they need to realize their full potential and pursue their passions.
5. **Community:** We believe that a strong sense of community is essential to a successful and fulfilling college experience. We are committed to creating a welcoming and inclusive community that values diversity, fosters mutual respect, and provides support and opportunities for all members.
6. **Excellence:** We believe in the pursuit of excellence in all that we do, from academic rigor to community engagement to personal growth. We are committed to challenging ourselves and each other to achieve our highest potential and to strive for excellence in everything we undertake.
7. **Social Responsibility:** We believe that education is not just for personal gain, but also for the betterment of society. We are committed to fostering a sense of social responsibility in our students, and to providing opportunities for them to engage in meaningful community service and advocacy work.

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To achieve these goals, we will:

- Establish and enforce policies and practices that promote equity, inclusion, and diversity in all aspects of campus life, including hiring, admissions, student services, curriculum development, and community engagement.
- Provide training and support for faculty, staff, and students on topics such as cultural competence, unconscious bias, and inclusive teaching practices.
- Foster a culture of dialogue and collaboration that promotes understanding and respect for diverse perspectives.
- Monitor and evaluate our progress toward achieving our equity, inclusion, and diversity goals, and make adjustments as necessary.
- Provide a rigorous and challenging academic program that prepares our students to be leaders and problem-solvers in their chosen fields.
- Foster a strong sense of community through programs and activities that promote connection, inclusivity, and mutual support among students, faculty, and staff.
- Strive for excellence in all aspects of campus life, from student services to facilities to academic programs.
- Encourage and facilitate community engagement and advocacy work through service learning opportunities, internships, and other programs.

By upholding these core values of equity, inclusion, and diversity, we believe that we can create a campus community that reflects the best of what higher education has to offer: a place where all members can grow, learn, and thrive together. Also, by upholding the core values of empowerment, community, excellence, and social responsibility, we believe that we can fulfil our mission to empower women to make a positive difference in the world, and to create a more just and equitable society for all.

Sure, here's an example of content for a quality policy document in accordance with the UGC guidelines:

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Quality Policy

Introduction:

At Aditi, we are committed to providing high-quality education to our students and to continuously improving our programs and services. We recognize the importance of an internal mechanism for sustenance, assurance, and enhancement of the quality culture of education imparted by higher education institutions, as outlined by the UGC guidelines. We also believe that every college should have an internal quality assurance system that is structured and flexible enough to meet the diverse needs of our stakeholders.

Quality Policy Statement:

Our quality policy is to provide our students with a challenging and rewarding educational experience that prepares them for success in their chosen fields, while continuously improving our programs and services to meet the needs of our stakeholders. To achieve this policy, we will:

1. Provide a comprehensive and rigorous curriculum that is designed to meet the needs of our students and the demands of the global marketplace.
2. Foster a culture of continuous improvement through ongoing assessment, evaluation, and feedback from our stakeholders.
3. Develop and maintain a robust internal quality assurance system that is structured and flexible enough to meet the diverse needs of our stakeholders, including students, faculty, staff, alumni, and employers.
4. Ensure that our faculty and staff are knowledgeable, skilled, and committed to providing high-quality education and support to our students.
5. Promote a culture of innovation, creativity, and excellence that inspires our students and faculty to reach their full potential.
6. Continuously evaluate and improve our programs and services to ensure that they meet the changing needs of our stakeholders.

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Quality Objectives:

To achieve our quality policy, we have established the following objectives:

1. To continuously improve the quality of our academic programs and services through ongoing assessment, evaluation, and feedback from our stakeholders.
2. To ensure that our faculty and staff are knowledgeable, skilled, and committed to providing high-quality education and support to our students.
3. To foster a culture of innovation, creativity, and excellence that inspires our students and faculty to reach their full potential.
4. To maintain a robust internal quality assurance system that is structured and flexible enough to meet the diverse needs of our stakeholders.
5. To promote a culture of continuous improvement throughout the institution through training, professional development, and recognition of excellence.

Conclusion:

At Aditi Mahavidyalaya, we are committed to providing high-quality education to our students and to continuously improving our programs and services. We believe that our internal quality assurance system, which is structured and flexible enough to meet the diverse needs of our stakeholders, is essential to achieving our quality policy and objectives. We will continue to work diligently to ensure that our institution maintains a culture of excellence, innovation, and continuous improvement.

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Quality Policy Internal Quality Assurance Cell (IQAC)

Aditi Mahavidyalaya has framed a quality policy to translate its vision of educational excellence into reality. This quality policy is initiated by the Internal Quality Assurance Cell (IQAC) of the college and issued with the approval of Governing Body of the college. This quality policy document is in accordance with the UGC guidelines, which emphasizes the essential need for 'an internal mechanism for sustenance, assurance and enhancement of the quality culture of education imparted' by higher education institutions. UGC also adds that "every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders."

1. Foster an institutional culture that aligns with the college's mission and vision, encourages self-evaluation, and promotes ethical practices.
2. Establish and maintain a Quality Management System (QMS) to ensure compliance with relevant regulations and standards.
3. Enhance the quality of teaching by providing human resource management initiatives and professional development opportunities for faculty and staff.
4. Empower faculty and staff to update their knowledge and skills to align teaching and learning with real-world requirements.
5. Create optimal conditions for improving the quality of the learning experience by ensuring the availability and utilization of learning resources and continuously monitoring and evaluating the quality of teaching, co-curricular, and extra-curricular activities.
6. Provide supportive services and a stimulating teaching-learning environment that encourages student retention and achievement.
7. Solicit feedback from students and other stakeholders to improve services.
8. Establish and maintain a quality assurance system that ensures continuous improvement of teaching, learning, and support systems in the college.
9. Develop a management information system covering measurable parameters of quality improvement to aid in effective quality assurance management.
10. Develop, implement, and monitor benchmarks, standards, and targets for all areas of activity as appropriate.

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11. Establish an integrated planning and quality assurance cycle that is effectively communicated throughout the organization and guides all college operations.
12. Provide training and development to build staff capacity to maintain continuous improvement systems.
13. Ensure responsibility and accountability in all relationships with stakeholders, including students, faculty, staff, partners, government, and local communities.

Statement of Policy:

This document outlines the commitment of AMV to continuously improve the quality of its education services in accordance with its vision, mission, and the regulations of the university. AMV aims to create a culture of quality throughout the institution, involving all management, faculty, staff, and students, in order to realize their full potential and serve stakeholders in the best way possible.

To achieve this, AMV is dedicated to ensuring that all its functions, services, and practices meet the required standards and are fit for purpose. This includes areas such as teaching, learning, research, assessment, academic support, student progression, stakeholder interactions, governance, leadership, and innovation adoption.

The college will use evaluative mechanisms to continually monitor, review, measure, and improve the quality of all its operations, including academic and administrative sectors. Formal scheduled reviews will be conducted periodically to ensure continuous improvement and alignment with the college's vision and mission.

Quality Policy Implementation:

To achieve its quality assurance policy statement, the college has set up an Internal Quality Assurance Cell (IQAC) in line with the UGC guidelines. The IQAC will serve as a catalyst for promoting excellence and continuous improvement in quality throughout the institution. Its main role is to facilitate the fulfilment of the commitments made in the quality assurance policy statement.

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IQAC has been set up with the following composition:

IQAC is consist of the following Members:

- Chairperson : Principal of the Institution
- Coordinator: Faulty Member (One)
- Governing Body Representative (One)
- Member: Faculty (Nine)
- S.O. Administration
- S.O. Accounts
- Alumni Representative (One)
- External member (One)
- Community Representative (One)
- Student Representative (Two)

*The Internal Quality Assurance Cell (IQAC) may be expanded with additional members as required, and it may establish quality circles to facilitate targeted improvements in specific areas or functions. As the primary internal mechanism for planning, guiding, and monitoring quality assurance and enhancement activities, the IQAC will be a participatory and facilitative body that drives quality improvements. Its interventions will focus on the future and employ a transformational model of change, creating a supportive organizational culture to remove deficiencies and improve quality.

Core responsibilities of IQAC :

The IQAC is responsible for developing and implementing a system that consistently and consciously improves the academic and administrative performance of the college. The IQAC will work to channelize and systematize the efforts of the institution to achieve academic excellence and to standardize activities and processes, striving for continuous improvement in standards. It will promote a culture of quality and institutionalization of best practices to enhance the functioning of the institution.

The IQAC will work towards ensuring that all aspects of education in the college are carried out efficiently and effectively, with high standards of quality and productivity, and at reduced costs. It will develop procedures and modalities for data collection and analysis to support

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decision-making processes and establish mechanisms for monitoring and evaluating academic, administrative, and financial tasks. It will also seek to optimize and integrate modern teaching and learning methods and ensure that evaluation procedures are credible.

The IQAC will focus on improving leadership and human resource development by providing training, on-the-job training, and self-improvement programs to enable all staff to perform their duties to the best of their abilities. The IQAC will also establish appropriate communication strategies to keep all stakeholders informed and motivated to contribute to quality improvement initiatives.

The IQAC will prioritize improving the learning experience of students and enhancing quality awareness within the institution, aiming to establish credibility for external accreditation. It will facilitate the development and adoption of standards and their periodic review and revision as necessary. The IQAC will also promote coordination among various departments and activities of the institution and institutionalization of all good practices to achieve the benefits of collective synergy.

The IQAC will play a crucial role in continuously enhancing the quality of the college by employing a continuous cycle of planning, live testing, checking, and analyzing the outcomes to implement the plan effectively. This will be an ongoing process where each cycle will lead to the next, with the ultimate goal of achieving quality improvement.

The IQAC will oversee the development of a dedicated section on the college's website to keep the students and other stakeholders informed of its activities, initiatives, and progress. It will also make available all relevant reports, documents, templates, and data related to quality assurance. In addition, it will collect and publish unbiased and objective data on quality-related performance parameters and their accomplishments.

IQAC will have specific functions aimed at addressing the needs of internal stakeholders. These functions include:

- IQAC will develop and implement quality benchmarks, parameters, and templates for academic and administrative activities, and compile them in a quality manual for easy accessibility.
- IQAC will promote a learner-centric environment for quality education and facilitate faculty maturation to adopt participatory teaching and learning processes.

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- IQAC will encourage the creation of Quality Circles, with student participation wherever feasible, for identifying, studying, experimenting, and recommending quality improvement measures.
- IQAC will organize workshops and seminars on quality-related themes and coordinate feedback responses from students, parents, and other stakeholders on quality-related institutional processes.
- IQAC will disseminate information on various quality parameters of higher education applicable to the college and ensure proper documentation of various programs/activities for quality improvement.
- IQAC will act as a nodal agency for coordinating quality-related activities and dissemination of good practices.
- IQAC will coordinate the development and maintenance of a management information database for maintaining and enhancing institutional quality.

The IQAC's specific functions focused on external stakeholders are as follows:

- Preparation of the Annual Quality Assurance Report (AQAR) which will cover all quality parameters and assessment criteria specified by UGC and NAAC. After obtaining approval from the Governing Body, the AQAR will be submitted to all concerned supervisory bodies.
- Preparation of a follow-up agenda based on the AQAR to initiate the next cycle of quality enhancement measures, and obtaining necessary approvals and resources for the same.
- Regular submission of AQAR to NAAC, along with other relevant reports and documents.

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Academic structure

Aditi Mahavidyalaya is dedicated to delivering high-quality instruction using the most effective teaching strategies in order to give students the skills they need to succeed in their line of work as well as to prepare them to be responsible citizens with solid moral and ethical principles and valuable contributors to society as a whole.

Objectives:

At AMV, the aim is to provide students with quality education and equip them with the necessary skills to excel in their fields of work while instilling professional and ethical values to make them responsible citizens of society. To achieve this objective, the following academic processes are implemented:

- Developing a transparent and easily understandable course plan that is communicated to the students.
- Creating add-on programs based on industry requirements
- Implementing effective teaching methods
- Providing regular assessment and feedback to students and parents
- Focusing on continuous improvement
- Maintaining accountability.

Role	Academic responsibilities
Governing Body	The governing body will evaluate the requirements and work to provide sufficient programmes of various kinds in the institution that will help students secure suitable positions.
Principal	creating and ensuring high-quality academic procedures and policies.
IQAC Coordinator	Establishing standards for committees and departments Conducting quality audit at regular intervals. Organizing FDPs, Conferences and Seminars.

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Liaison Officer	Communicating with the university about the academic calendar and other issues including students' evaluations and exams.
Staff Council Secretary	Creating the institution's academic and event schedule.
Examination Superintendent / Deputy Superintendent	Conducting of internal and University exams.
Teacher- in- Charge	<ul style="list-style-type: none">• Coordinates the activities of the department in line with the mission and vision of the institution.• Prepares the department plan along with the members of the department and ensures the effective implementation of the same.• Subject allocation to faculty• Approval of course plans.• Students grievance redressal• Faculty mentoring, review and feedback• Conducting monthly departmental meetings• Supports the Management in the process of faculty recruitment.
Faculty	<ul style="list-style-type: none">• Course plan preparation• Conducting Bridge course for students• Delivery of the course content using the best possible learner-centric method• Prescribing assignments, tests, presentations, add on programs and other such activities to ensure that students learn and improve their skills and knowledge.• Assessment of answer scripts, student performance and providing relevant feedback• Conducting remedial classes for slow learners and providing challenging tasks to advanced learners• Keeping up to date and abreast of the latest developments in the field

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Academic Process

- Develop an academic calendar
- Plan department activities
- Allocate subjects
- Create course plans
- Offer bridge courses
- Prepare a timetable
- Engage in teaching and learning activities
- Administer class tests, presentations, and assignments
- Conduct internal exams and continuous evaluations
- Evaluate student performance
- Provide feedback to students and parents
- Offer student mentoring
- Provide remedial classes
- Organize seminars, conferences, and skill development workshops
- Receive feedback from HoD and Principal
- Administer university exams
- Analyze university exam results

Student Support

To provide support to students, each class is assigned two faculty members as mentors who meet with students every week to provide guidance and receive feedback on academic and other matters. If a student requires counselling, they are encouraged to meet with the psychological counsellor. These mentors serve as the primary point of contact for students and parents, offering assistance with academic matters, advice, and permission grants, as well as helping with university-related activities.

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In addition, each class elects two representatives who assist the mentors and faculty in academic-related activities. The Head of Department (HoD) oversees syllabus completion and ensures that all planned academic activities, such as tests, presentations, and assignments, are carried out effectively and according to schedule. The HoD also regularly solicits feedback from students on the quality of teaching and provides guidance and suggestions when deemed necessary.

Academic Audit

Regular academic audits are conducted by the Internal Quality Assurance Cell (IQAC). In each department, there is a designated IQAC coordinator who serves as a representative for the department in the periodic IQAC meetings. The coordinator provides feedback on the department's activities during these meetings.

The college is committed to fostering academic excellence, leadership skills, and a spirit of service, while promoting love and respect for all individuals and a strong sense of community. The college aims to provide a nurturing environment that supports the holistic growth and transformation of each student. The college is dedicated to ensuring equal opportunities for all eligible candidates without any form of discrimination.

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Admission Policy

The institution shall follow the admission policy instituted by University of Delhi for admission to programmes in higher education.

- Admissions to all Undergraduate Programs at the University of Delhi will be based on the scores obtained in CUET (UG), except for admissions to the School of Open Learning (SOL), Non- Collegiate Women Education Board (NCWEB) and Foreign Nationals.
- An eligible candidate desirous of seeking admission to the Undergraduate Programs(s) of the University of Delhi must read the contents of this Bulletin of Information, as well as the notifications, updates and information published on the admission website of the University of Delhi very carefully.
- The candidate must have studied and passed Class XII Examination or its equivalent from a single recognized board.
- The candidate must have passed Class XII examination of any Board / University examination in India, or any foreign country recognized as equivalent to the 10+2 system by the Association of Indian Universities (AIU).
- For admission to University of Delhi, it is mandatory for the candidate to appear in CUET in those subjects in which s(he) is appearing/has passed Class XII.
- In case the subject studied at Class XII is not mentioned in the CUET, the candidate must appear in the Language/Domain Specific subject that is similar/closely related to the subject s(he) has studied at Class XII (for example, if a candidate has studied Biochemistry in Class XII, s(he) must appear in Biology in CUET (UG)).

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- Admission will be based only on the combination of scores of Language and/or Domain Specific subjects in which a candidate has appeared in CUET as per the respective Program- Specific Eligibility.
- Only the scores obtained in CUET (UG) will be considered for admissions.
- Candidates must study the Program-Specific requirements carefully and then appear in Language and/or Domain Specific subjects of the CUET (UG).
- The candidate is advised to check that s(he) satisfies all eligibility criteria for the program(s) for which s(he) is appearing in the entrance test. Admission is subject to the candidate's fulfilling the eligibility requirements prescribed for applying to the concerned program of study. In case a candidate does not meet any eligibility criteria prescribed for applying to the concerned program and appears in the entrance test, it is at the candidate's own risk and cost. If at any stage, it is found that eligibility requirements are not fulfilled, the admission, if granted, shall be cancelled ipso facto.

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Reservation Policy

The institution shall follow the reservation policy instituted by Government of India and University of Delhi for admission to programmes in higher education.

Reservation of Seats for Scheduled Caste (SC) and Scheduled Tribe (ST) Candidates:

- 22.5% of the total numbers of seats is reserved for Candidates belonging to Scheduled Caste and Scheduled Tribes (15% for Scheduled Caste and 7.5% for Scheduled Tribes, interchangeable if necessary).

Reservation of Seats for Other Backward Classes (OBC, Non-Creamy Layer, Central List):

- 27% seats are reserved for the Candidates belonging to Other Backward Classes (OBC - Non-Creamy Layer, Central List).

Reservation policy for Economically Weaker Sections (EWS):

- As per the University of Delhi notifications (Reference No. Aca. I / Reservation of EWSs / 2019/ 63 Dated 28th March 2019 and Reference No. Aca. I / Reservation of EWSs / 2019 / 101 Dated 15th May 2019), for the reservation for Economically Weaker Sections (EWSs) Category, the University Departments / Centres / Colleges have reserved 10% seats for admission of candidates belonging to EWS category.

Reservation of Seats for Persons with Benchmark Disabilities (PwBD):

- as notified by the Central Government and University of Delhi.

Reservation of Kashmiri Migrants (KM):

- Up to 5% seats are reserved program-wise in all colleges for the wards of Kashmiri Migrants. All the wards of Kashmiri Migrants will have to upload a certificate of

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registration as Kashmiri Migrants issued by Divisional Commissioner/ Relief Commissioner.

Ward Quota of Employees of University of Delhi:

- Admission to the wards of University and its College employees, both teaching and non-teaching will be done as per Academic Council resolution 9 a & b dated 27.11.2020 and subsequent amendments.

Extra-Curricular Activities (ECA) and Sports Quota:

- For admissions to ECA and Sports supernumerary seats a weightage of 25% will be given to CUET score and 75% to certificates/trials/performances.

Note: Admission and reservation policies shall be regarded as final by the university of Delhi. For complete details, please see the university's admissions website.

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Advanced and Slow Learners Support Policy

Aditi Mahavidyalaya has developed a policy to support both advanced and slow learners in achieving their academic and personal goals. The policy encourages academic departments to implement strategies that benefit all students, including the use of modern teaching methods and technology. To identify slow and advanced learners, an Academic Competence Assessment is conducted in three phases: pre, intermediate, and post. The assessment evaluates a student's academic knowledge and performance, as well as teacher evaluation. The purpose of the assessment is to provide adequate support to both slow and advanced learners, encourage advanced learners to excel, increase slow learners' confidence, and minimize the gap between slow and advanced learners.

Assessment of the Learning Levels of the Students:

- Slow learners and advanced learners are identified for a batch of a program.
- The identification process occurs after the declaration of the preceding semester university exam result and after the first internal examinations.
- Mentors observe the overall progress towards academic excellence of the entire batch to identify slow learners and advanced learners.
- A report is prepared for all students in the batch.
- Students who secure marks below 45% are identified as slow learners, while those who secure marks above 80% are identified as advanced learners.
- Separate lists are prepared for both types of learners for further monitoring and conducting problem-solving sessions/revisions.

Initiatives for Advanced Learners:

- Encouraging them to take up new challenges to explore and apply their knowledge.
- Conducting workshops, special lectures, presentations, webinars, student publications, motivational talks, industrial visits, and online courses.
- Promoting participation in group discussions, elocution, debate, quiz, and assigning advanced assignments through InfliBnet, Delnet, and similar platforms.

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- Encouraging completion of NPTEL and MOOC courses, participation in seminars/conferences/workshops, and industry-sponsored internships.
- Providing a platform through MoUs with reputed industries/research institutes.
- Slow Learner Initiatives:
- Conducting bridge courses, remedial classes, peer teaching, and alumni-guided sessions.
- Focusing on reiterating conceptual and practical knowledge and enhancing communication skills and the art of reading-learning.
- Providing personal attention by the mentor, assignments, solving University question papers, and question bank.
- Expected Outcomes:
- Consistent high academic performance of advanced learners.
- Augmentation of presentation and communication skills of advanced learners.
- Confidence development for advanced learners to face placement drives.
- Increased regularity and participation in class learning by slow learners.
- Improvement in the results of end semester exams for slow learners.
- Developing self-confidence and fostering a better sense of self for both advanced and slow learners.

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Anti-Ragging Policy

AMV follows the UGC's 2016 Regulation on Curbing Ragging in Higher Educational Institutions.

The Anti-Ragging Committee at SCC ensures compliance with the regulations and existing laws on ragging.

The committee aims to create a conducive socio-academic environment and prevent any act of ragging that disrupts the socio-academic integration of new entrants.

The committee functions include organizing awareness programs, providing counseling support to aggrieved students, and timely redressal of complaints.

Punishments for those found guilty may include suspension from attending classes, withholding scholarships and benefits, debarring from evaluation

processes, expulsion from hostels or the institution, cancellation of admission, rustication from the institution for a period, and initiating criminal proceedings.

Objectives:

- Foster a conducive, socio-academic environment for students
- Build confidence among new students and their parents/guardians
- Prevent and discourage any form of ragging that affects the integration of new students
- Establish disciplinary measures as deterrents for violating the Anti-Ragging Policy

Functions:

- Implement measures to effectively prevent and prohibit ragging on campus
- Conduct awareness programs on ragging
- Provide counseling support to affected students
- Address complaints of ragging in a timely manner

Action :

The Anti-Ragging Committee may impose one or more of the following punishments, depending on the nature and severity of the guilt established:

- Suspension from attending classes and academic privileges

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- Withholding/withdrawing scholarships, fellowships, and other benefits
- Debarring from appearing in the evaluation process and withholding results
- Debarring from representing the institution in any regional, national, or international meets
- Cancellation of admission
- Rustication from the institution for a period ranging from one to four semesters
- Expulsion from the institution and debarring from admission to any other institution for a specified period
- Initiating criminal proceedings

Poonam

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Code of Conduct for Students and Employees

Purpose:

- To ensure students and employees comply with institution's rules, values, ethics and vision.
- To provide clarity on expected standards and behavior within the institution.
- To empower employees to handle ethical dilemmas encountered at work.
- To serve as a reference for relevant documents, services and resources related to ethics within the organization.
- Policy Details
- The Code of Conduct is created by the Management based on the institution's vision, mission, and core values.
- It outlines the expected behavior of all employees, including teaching, non-teaching, administrative, vice principal, and principal, as well as students.
- The Code of Conduct serves as a central guide and reference for regulating the behavior of employees and students.

Procedure:

- The Code of Conduct is accessible to students in the Student Handbook, and to employees in the Staff Service Book, as well as on the institution's website.
- All students are expected to follow the Code of Conduct.
- The institution has a Staff Council and a Discipline Committee to monitor compliance with the Code of Conduct by students and employees.
- The Staff Council includes the Principal, the teaching fraternity, and the heads of various departments.
- If there is a violation of the Code of Conduct, the Staff Council and Discipline Committee will take appropriate disciplinary action.

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I. Code of Conduct for Students:

- The Code of Conduct for Students of the college includes several rules and regulations that every student is expected to abide by.
- The rules pertain to maintaining discipline, respecting the college faculty and staff, being responsible on social media, participating in co-curricular activities, and conducting themselves with dignity and maturity.
- The students are also expected to maintain a sense of decorum both inside and outside the campus and pledge not to indulge in any act of disobedience.
- Ragging is strictly banned, and students should always wear their ID card around their neck. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, and obscenity in word or deed are not tolerated.

II. Code of Conduct for Employees:

- Every employee is governed by a code of conduct and is liable for disciplinary action for breaching any provision of it.
- An employee must maintain absolute integrity and devotion to duty at all times.
- Prohibited actions include neglecting duties, propagating communal or sectarian outlook, discriminating on the basis of caste, creed, language, place of origin, or social and cultural background, engaging in malpractice, neglecting to correct student work, absenting oneself from the institution without permission, behaving unbecomingly, accepting private tuition, preparing or publishing exam keys without permission, engaging in monetary transactions with students or parents, accepting gifts from students or parents or anyone connected to the institution except for social hospitality, practicing or inciting casteism, communalism, or untouchability, causing damage to institution property, behaving in a rowdy or disorderly manner, indulging in violence or conduct involving moral turpitude, organizing or attending meetings during working hours without permission, and engaging in any activities against the interest of the institution and its management.
- Other matters may be added to the code of conduct as agreed upon by the management and the employee.

K. Rathi

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- Employees must be punctual in attendance and for any work assigned by the head of the institution.
- They must abide by the rules and regulations of the institution.
- Employees must show due respect to constituted authority.

The following rules are applicable to all employees:

- If an employee's performance is below par, they will be given a written warning. If the situation persists, the managing committee may consider dismissal.
- Supervisory employees should ensure the honesty and devotion to duty of those they supervise.
- Employees should dress modestly and in accordance with societal norms.
- Employees can present personal grievances to management through email or face-to-face conversation.
- Smoking, drinking, and chewing pan are prohibited on campus.
- Employees cannot take on assignments or consulting work outside the institution without permission.
- Employees must disclose personal interests in any transactions with the college.
- Employees cannot seek favors or ex-gratia services from students, suppliers, or contacts of the institution.
- Employees cannot use the institution's name for personal matters.
- Employees cannot sign any documents on behalf of the college without authorization.
- Employees should avoid arguments, gossip, and loose talk with other employees and students.
- Employees can express personal opinions only at appropriate forums within their purview.
- Employees must communicate promptly through college email and respond in reasonable time.

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- Employees must maintain confidentiality of classified information.
- Employees must follow reporting protocols on all official matters.
- Employees cannot make biased comments based on race, faith, gender, or caste.
- Employees should cultivate harmony and team spirit within the department and institution.
- Employees must contribute to realizing the institution's vision and mission.

Code of Conduct for Faculty Members

- Prepare course plan with detailed unit-wise topic break up for courses handled
- Design courses innovatively as per syllabus and college objectives
- Share Personal Mission Statement, course plan, outcomes, and teaching methodology with students
- Encourage quality circles in the classroom
- Complete syllabus according to course plan at the beginning of the semester
- Adhere to university curriculum and follow examination pattern in preparing question papers for examinations
- Discuss syllabus at the beginning of each semester with students
- Adopt appropriate methodologies for teaching and evaluation
- Coordinate with HOD to administer internal assessment and value answer papers
- Identify slow learners and provide special guidance and help for improvement
- Arrange for guest lectures, field visits, and seminars
- Cooperate with HOD and other faculty members for efficient running of department
- Inform HOD in advance about leaves and make alternative arrangements for classes
- Be present in college on significant days of national importance.

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Code of Conduct for Administrative Staff

- Administrative staff must not engage in any other job or business during office hours or on college premises.
- Leaves must be taken with prior intimation from the Office Manager/Principal, and sudden absences should be promptly reported.
- Punctuality is important for the smooth functioning of college activities.
- Submission of all documents related to university/AICTE should be done promptly.
- Sufficient human resources must be provided for the smooth functioning of the college.
- All required data must be provided to the departments.
- Financial transactions must be carried out with honesty and integrity.
- Official documents entrusted to them should not be falsified.
- Discrimination on the basis of gender, caste, or religion should not be shown.
- Additional responsibilities assigned by the Principal should be taken up.
- Disrespectful behavior or remarks towards staff, students, parents, or guardians must be avoided.

Note: For further details please refer to the website of University of Delhi.

NRathi

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Community Engagement Policy

The Centre for Community Development (CCD) at Aditi Mahavidyalaya is committed to promoting community engagement programs among its students and faculty through its various service clubs/units. The main objective is to raise awareness about social issues and encourage active participation in events that uplift underprivileged sections of society.

Objectives of CCD:

- Enable students to identify with the community
- Imbibe a sense of social and civic responsibility
- Develop character, leadership, and democratic values in students
- Encourage incorporation of United Nations' Sustainable Development Goals in community activities
- Involve students in community service for overall development

National Service Scheme (NSS)

The National Service Scheme (NSS) is an initiative that provides students with opportunities to gain a deeper understanding of their society, identify its needs and issues, and propose solutions that they can actively participate in. It aims to encourage students to utilize their education to find practical solutions to challenges faced by both individuals and society as a whole. The primary objective of NSS is to raise social awareness in the younger generation, with a focus on character development through community service. NSS offers students a chance to engage in a range of social service and national development programs, as well as volunteer in their local communities.

The National Cadet Corps (NCC)

The National Cadet Corps (NCC) aims to instil character and camaraderie among young people, fostering in them a desire to serve and preparing them for leadership roles. It also encourages them to consider a career in the armed forces, and provides various incentives such as scholarships, monetary rewards, prizes, medals, and trophies to cadets who are interested in

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joining the military or pursuing other careers. In addition to institutional training, cadets participate in community development, youth exchange programs, and adventure sports training. They also take part in various events such as NCC Day and Republic Day Camps.

Unnat Bharath Abhiyan (UBA)

Unnat Bharath Abhiyan (UBA), unit of the College aspires to bring changes in the rural demographics, aiming to achieve transformation in socio-economic conditions of the villages AMV has adopted. At the institutional level, students from all disciplines were provided the opportunity to be part of UBA

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Policy on Counselling Services

At Aditi, mental health concerns are recognized as a potential barrier to academic success and student well-being. In order to address this, the college has appointed a full-time Counsellor who provides confidential and non-judgemental support to students seeking help.

Objective:

The goal of the counselling services is to promote self-awareness, self-acceptance, and overall well-being among students. This is achieved through counselling and psycho-education on topics such as healthy personal boundaries, emotional regulation, relationships, coping strategies, trauma processing, and academic motivation.

Mechanism:

To access the counselling services, students can visit the Counsellor's Room between 9:00am-3:30pm. Students who require counselling support during class hours are given attendance for the hour. Online counselling and therapy sessions are also available when the college is functioning in virtual mode. The counselling services are extended to alumni and immediate family members of students. Additionally, psycho-education sessions are conducted to educate students on common concerns faced by the student community.

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Curriculum Development Policy (In house add on Program)

The curriculum at Aditi Mahavidyalaya for its programs follows the guidelines provided by University of Delhi. However, the college identifies the learning gaps of the students and the needs of the industry and introduces various add-on programs, with its own curriculum, from time to time.

Objectives:

- The add-on programs are designed to be competency-based, meeting the requirements of the industry, and providing a competitive edge to the students in the job market.
- The programs provide hands-on training on advanced concepts and allow for interactions with experts from related industries.
- The programs strengthen work-related skills and technical knowledge, and improve the students' understanding of industry-oriented concepts.

Implementation and outcomes:

AMV offers many of these add-on programs, either in collaboration with external organizations or in-house programs offered by various departments, clubs, and associations. The programs are available in different formats, including virtual, face-to-face, and hybrid modes, with a modular structure and customized content based on specific requirements. Each program has a set of objectives and learning outcomes, and students are evaluated to assess their learning. Upon successful completion, students receive a certificate of completion, with a minimum of 30 hours required for an add-on program certification.

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The Disabled Friendly, Barrier Free Environment Policy

The Disabled Friendly, Barrier Free Environment Policy at the College aims to provide an inclusive and supportive learning and working environment for individuals with disabilities.

The policy has the following objectives:

- To prevent discrimination and exclusion of disabled students and employees in all aspects of education and work.
- To ensure compliance with all laws related to individuals with disabilities.
- To promote equal development opportunities and collaboration for disabled individuals.
- To allocate adequate funds to support the educational needs of disabled individuals.
- To establish a regulatory framework for the successful delivery of services to disabled students and employees.
- To provide equitable and inclusive education within the institution.

The purpose of this policy is to provide a conducive environment that motivates and supports differently-abled students in higher education and provides employment opportunities for disabled individuals in higher education.

The following procedures are in place for the successful implementation of the policy:

- Approval from the Principal/Governing council is obtained for the policy's implementation.
- Details of the policy and action plan are communicated to students and employees.
- Facilities for disabled students are provided in the library and during exams, including human assistance and scribe assistance.
- Special parking areas are designated for individuals with disabilities.
- Ramps, , disabled-friendly washrooms, and well-maintained wheelchairs are provided.
- Tactile paths, disability sensitization sessions for students, and employee training to assist individuals with disabilities are arranged.
- Display boards and signboards are placed in prominent locations.

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- Mechanized wheelchairs, accessible websites and screen readers, Braille software, and screen reading software are available to assist individuals with disabilities.
- NSS provides assistance and support for differently-abled students.

Note: For further details please refer to the website of University of Delhi.

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E -Governance Policy

The College has established an e-governance policy to automate various operations and promote efficiency, transparency, and accountability within the institution. The policy aims to implement e-governance in all aspects of the college's functioning, including library, accounts, admissions, administration, teaching, employee feedback, etc.

The **college website** will act as an information dissemination centre for all college activities and will be managed by a Website Committee responsible for regular updates and maintenance. An open and transparent admission process is followed, with guidelines displayed on the website, and a dedicated admission portal is used to manage applications, withdrawals, and fee submissions.

For **finance and accounting**, the college has adopted an upgraded version of TALLY, which enables faster access to reports and enhanced security. ERP software is used for communication, administrative automation, internal examinations, learning platforms, and classroom activities.

The **library** is fully automated with an integrated library management system, providing easy access to learning resources through various e-resources.

The institution maintains adequate hardware and software infrastructure, including desktops, laptops, printers, projectors, multimedia devices, and servers. Office automation packages such as MS Office, Tally, and Antivirus are regularly updated. The college also ensures proper e-waste management by recycling e-waste through an MOU with an e-waste processing company.

Rathi

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Info. A.C. Committee

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Equal Opportunity Policy

Recognizing the diverse nature of India, it is important to acknowledge and value differences in the learning environment and workplace. The Equal Opportunity Cell (EOC) is responsible for ensuring that all students and employees have equal access to education, training, promotion, appointment, and other related matters without discrimination. An equal opportunities policy is crucial because certain individuals, groups, and communities may face discrimination, harassment, and victimization. By establishing such a policy, the institution can ensure that all individuals are treated with respect and equality. The policy is in line with the institution's values, which include advocating for and upholding fundamental human rights, promoting the principle of equal opportunity, encouraging employees and students to embrace their moral responsibility as educated and informed citizens, and fostering a safe and fulfilling learning and working environment.

Objectives of the Cell:

- Promote social inclusion and equal opportunities for all.
- Develop and monitor policies and programs for disadvantaged groups.
- Foster a welcoming environment for academic interaction among students and faculty from diverse socio-economic backgrounds.
- Recommend initiatives to increase diversity within the college community.
- Raise awareness of social exclusion issues within the college community.
- Address any discrimination grievances and recommend solutions.

Mechanism to address grievances:

The Equal Opportunity Cell (EOC) has a mechanism to address grievances related to discrimination. Parties involved in a case of discrimination can bring their grievance to the committee, which will investigate and take appropriate action. The complaint must be submitted in writing to the EOC convener, who will also receive complaints forwarded by other faculty, department heads or class mentors. If discrimination is proved after investigation, suitable action is recommended.

In case of discrimination, any party can approach the EOC, which is responsible for maintaining social harmony. The complaint must be made in writing to the convener, providing details of the discrimination, harassment, bullying or victimization. If the complaint is received by other members of the college community, they must forward it to the EOC convener. Once

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a complaint is received, an investigation is initiated and suitable action is taken if discrimination is proved.

The EOC ensures that grievances related to discrimination are addressed fairly and promptly. Any party can bring a complaint of discrimination, harassment, bullying or victimization to the EOC, which will investigate the matter thoroughly. The complaint must be made in writing to the convener, who will receive it directly or through other faculty, department heads or class mentors. If the investigation proves discrimination, appropriate action is taken to resolve the issue and prevent its recurrence.

Sanjesh Kumar

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Examination Grievance Policy

Aditi Mahavidyalaya has a systematic internal examination process that incorporates continuous evaluation. The Equal Opportunity Cell of the college follows the Bangalore University's guidelines for conducting internal examinations and resolving grievances of the students. To address the grievances related to exams of both students and faculty, the institution has set up a well-structured system.

Procedure for Grievance Redressal:

- Students can submit their grievances in writing to the controller of examination.
- Grievances can also be submitted via email to the provided address on the college website.
- Unresolved grievances are escalated to the Principal for further examination.
- The Principal, along with the concerned department, will review the matter and take appropriate action.
- The process is transparent.

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Feedback Policy

Objectives:

- AMV prioritizes the student experience and values feedback from stakeholders for continuous improvement.
- The institution uses qualitative method for feedback to evaluate the quality of courses, teaching, and student support.

Mechanism:

- The college collects feedback from five stakeholder groups: internal students, alumni, teaching faculty, employers, and parents of students.
- Feedback is collected on various aspects such as curriculum, teaching, mentoring, evaluation, and facilities.
- Feedback forms are designed by the Internal Quality Assurance Cell (IQAC) and circulated through respective departments.
- The IQAC prepares a feedback analysis report and an action taken report for each department.
- Reports are verified by the Coordinator of IQAC and brought to the attention of the principal and governing body for further action.
- The detailed feedback analysis and action taken reports are shared with the affiliating university through relevant faculty members and boards.

Benefits:

- The 360-degree feedback approach helps enhance the overall quality of the educational experience.
- Feedback from stakeholders is essential for self-reflection and continuous improvement.
- Feedback analysis helps identify strengths and weaknesses of courses and programs, and course delivery can be modified to address shortcomings.

Rathu

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Gender Equity Policy

The concept of gender equity aims to ensure that both genders have equal access to resources and opportunities. It involves treating individuals equally or providing different but equivalent treatment based on their gender, with regards to rights, benefits, obligations, and opportunities. Gender equity entails fairness and impartiality in the allocation of benefits and responsibilities between men and women. Often, specific policies and programs are required to empower women and attain gender equity.

The objectives of gender equity are as follows:

- To ensure fair and equal participation in project implementation and decision-making processes.
- To enhance institutional mechanisms and equip individuals with the necessary skills and tools to integrate gender equity in cultural, social and economic structures and systems.
- To foster sustainable behaviour change and improve organizational efficiency by developing, implementing and monitoring gender-responsive plans, projects, programmes and policies.

Responsibilities and Duties towards Gender Equity:

- Equity does not mean identical treatment, but treatment that is equivalent in terms of rights, benefits, obligations, and opportunities.
- It is important to consider gender concerns in the design and implementation of programs.
- There are two reasons why considering gender concerns is important:
- Men and women have different roles that require different approaches.
- There is a structural inequality between men and women, resulting in clear patterns of women having inferior access to resources and opportunities.

Women Empowerment:

The empowerment of women and girls is crucial as they make up half of the world's population and hold immense potential. Gender equality is a basic human right and a key element in

Gender Equity Policy
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attaining sustainable development and peaceful societies with maximum human potential. Advancing women's empowerment also drives productivity and economic growth.

Objectives:

The objective is to enhance the ability of women and girls to fully exercise their fundamental and legal rights, have control over their life outcomes, take on leadership positions, and impact decision-making in their communities, households, and societies.

Mechanisms to make women more empowered:

- Provide well-maintained common rooms for women.
- Sanitary napkin vending machine for girls to maintain their health and hygiene.
- Conduct awareness programs on women's rights and workplace harassment prevention.
- Celebrate International Girl Child Day and Women's Day meaningfully.
- Organize programs to raise awareness about human rights.
- Organize programs on menstrual health and hygiene and polycystic ovarian syndrome for students.
- Improve women and girls' access to education and workforce development.
- Conduct women's empowerment and gender sensitization programs.

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Green Campus Policy

AMV aims to create a sustainable and eco-friendly campus environment through its Green Campus Policy. By promoting environmentally conscious practices among students, staff, and faculty, the institution seeks to inculcate environmental ethics and foster a culture of sustainability on and beyond the campus. The college encourages the adoption of eco-friendly practices and aims to lead the way in revising its environmental culture. The Green Campus Policy is an opportunity to promote a liveable and sustainable campus environment that integrates environmental education and promotes eco-consciousness among its community.

Vision:

The Green Campus Vision of Aditi is to establish its campus as an exemplar of environmental sustainability, offering learning opportunities for students, faculty, and staff to develop, apply, and practice eco-friendly practices that can be replicated in their communities.

Mission:

The mission of AMV is to promote a culture of sustainability and encourage the practice of resource conservation on its campus.

Objectives:

- To integrate environmentally friendly practices and education to promote sustainability and eco-friendliness on the campus.
- To prioritize sustainable living in building design and construction, including natural lighting, improved air quality, and reduced energy and water consumption.
- To create a plastic-free environment.
- To conserve rainwater and increase groundwater levels.
- To effectively utilize solar energy and reduce electricity usage.

Procedures:

- Obtain approval from the Principal/Governing Council.
- Communicate the policy and action plan to faculty, staff, and students.
- Mentors and faculty promote eco-friendly practices in the classroom and encourage students to apply them throughout the campus.


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- Utilize available space on campus for planting saplings and organic vegetable gardening.
- Eliminate the use of plastic on the entire campus.

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Grievance Redressal Policy

The College has established a Grievance Redressal Committee to enable students to submit their grievances in a safe and confidential manner. The committee works in close coordination with the relevant college/office to address the grievances submitted by students. The Grievance Redressal Policy ensures that grievances are systematically handled with the active involvement and cooperation of all concerned parties, while maintaining strict confidentiality.

Objectives:

- To promote a responsive and accountable attitude among all stakeholders to maintain a harmonious educational atmosphere in the institution.
- To establish a fair, impartial, and consistent mechanism for redressing various issues faced by students and parents.
- To provide easily accessible machinery for prompt disposal of grievances and to create a congenial environment for pursuing education.
- To foster cordial relationships between students and teachers and maintain the dignity of the institution.
- To encourage students to express their grievances and problems freely and without fear of victimization.
- To ensure timely resolution of grievances.

Mechanism:

- Directly approaching any CGRC member and filing a complaint by filling the Grievance Form.
- Placing suggestion/grievance boxes at strategic locations for students to anonymously drop in their suggestions and grievances.
- Scanning QR codes installed on strategic locations to submit feedback, suggestions, and grievances electronically and anonymously.
- Sending grievances by email to info@aditi.du.ac.in
- Forwarding matters of teaching-learning and internal assessment grievances to the Head of the Department for resolution and subsequently to the Principal.

Addressing all grievances related to infrastructure facilities by the CGRC.

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Internal Complaints Policy

Aditi Mahavidyalaya is dedicated to establishing and upholding a safe and secure workplace and academic environment for its employees, students, vendors, and partners. The college strives to ensure that individuals can work and study without facing any form of harassment, exploitation, or intimidation, including sexual harassment, whether it occurs within or outside the campus premises.

Objectives:

The objective of this policy is to ensure the prevention and protection of individuals from sexual harassment within the workplace/college campus, as well as to handle complaints related to sexual harassment in a timely and effective manner. AMV adheres to the guidelines set forth in the University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations of 2015.

What Constitutes Sexual Harassment?

1. Any unwanted physical, verbal, or nonverbal behaviour of a sexual nature.
2. Requesting or demanding sexual favours.
3. Making sexually suggestive comments.
4. Physical contact or advances.
5. Displaying pornography.

In addition, the following circumstances, if related to any behaviour that has explicit or implicit sexual overtones, also constitute sexual harassment:

1. Implied or explicit promise of preferential treatment in exchange for sexual favours.
2. Implied or explicit threat of negative treatment in the workplace or academic environment.
3. Implied or explicit threat about the current or future status of the person involved.
4. Creating an offensive or hostile learning environment that could lead to humiliation, which could impact the health, safety, dignity, or physical integrity of the person involved.

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Responsibilities of Internal Complaints Committee:

- The ICC is responsible for conducting awareness programs on gender equality and sensitivity, and providing orientation to students on its grievance mechanism.
- The ICC should provide dispute redressal mechanisms and dialogue to address issues through just and fair conciliation, rather than relying solely on punitive approaches that may lead to resentment, alienation, or violence.
- The ICC must protect the safety of the complainant by keeping their identity confidential, and providing necessary relief such as sanctioned leave, relaxation of attendance requirements, transfer to another department or supervisor, or transfer of the offender during the complaint process.
- The ICC is responsible for ensuring that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
- The ICC must ensure that there is no retaliation or adverse action taken against an employee or student engaged in protected activity.
- The ICC must complete the inquiry within 90 days from the receipt of the complaint and submit the inquiry report with recommendations, if any, to the Executive Authority of the Higher Educational Institution within 10 days from the completion of the inquiry. A copy of the findings or recommendations must be served to both parties of the complaint.

N. Rathi

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Internship and Industrial Visit Policy

The college aims to promote creative, innovative and experimental learning among its students and faculty by encouraging Internship, Field Visits, Industrial Visits, Incubation Center Visits, and Study Tours. These programs integrate classroom learning with practical experience and skill development in a professional setting. Through such initiatives, students can opt for internships or industrial training in any industry, academic institute, R&D, PSU, government, or semi-government organizations, gaining valuable applied experience and exploring networks in professional fields of their interest. Employers also benefit from the opportunity to guide and evaluate potential talent, gaining fresh perspectives on business issues, and discovering future business leaders.

Objectives:

The Internship and Industrial Visit Policy of the college has the following objectives:

- To offer the students an opportunity to gain practical experience and develop skills that will make them competent professionals in their chosen industry.
- To provide exposure to the latest Incubation projects by joining labs or visiting Incubation centers.
- To facilitate faculty members to interact with industry experts and gain insights on the latest technologies.
- To equip interns with the necessary technical and managerial skills that are required in industries/organizations.
- To enable students to apply their analytical, integrative, and teamwork skills in a real work environment.
- To provide networking opportunities for faculty and students with people from the industry/organizations.

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Policy:

- The Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour must comply with the established norms of the government, university, or institution.
- Adequate faculty supervision should be provided during the Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour.
- An orientation program should be conducted to assist students in setting and achieving their personal, social, and academic development goals during the Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour.
- All the necessary arrangements and support services required for the Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour, including transportation, accommodation, food, and finances, should be well-planned and effectively managed.
- The Principal, Heads of Department, Faculty in charge, and Student Council should collaborate and develop action plans to ensure the safe and smooth functioning of the Internship/Field Visit/Industrial Visit and Training/Incubation Center Visit/Study Tour.

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Mentoring Policy

The mentoring policy at AMV was implemented as a response to the institution's examination of the student profile, which revealed that a significant number of students were first-generation college attendees who required additional support structures. These students face unique challenges and may need extra motivation and assistance to improve their academic performance and engagement with social issues. Additionally, they may be vulnerable to unhealthy habits due to their age. Therefore, the institution felt the need to establish an effective intervention system, leading to the implementation of a mentoring program.

Objective:

The objective of the mentoring program is to facilitate the comprehensive growth of students through a three-way communication channel involving teachers, parents, and students. The teachers play a pivotal role in establishing this platform.

The Practice:

At AMV, each class is assigned one or two mentors, depending on the class size. The mentor's role goes beyond traditional concepts of a "class teacher" and involves proactive and significant involvement in academic and non-academic matters. AMV's mentors are individuals with genuine concern, clarity of purpose, and a steadfast commitment to their students and institution. Mentors work to understand their student's needs and recognize any problems they may face, provide assurance of a bright future, help short-list possible options, expand their consciousness to broader perspectives, and guide them towards personal development. Therefore, mentoring is centered around the student's needs rather than curriculum-oriented.

Roles and Responsibilities of Mentors:

- Explain the vision and mission of the institution, procedures and policies, and the values upheld
- Counsel students on matters of academic performance, career, health, and behavior
- Serve as a link and an interface for coordination among students, faculty, HOD, and the Department
- Keep in touch with parents/guardians and meet them on formal occasions like parent-teacher meetings

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- Maintain a well-designed Mentor's Manual with vital information on academic progress, participation in activities, attendance records, etc.
- Help students identify and set goals, select courses, and create progression charts from pre-entry level
- Monitor attendance and take necessary corrective measures
- Encourage students to discuss any impediments to their studies and meet when needed
- Recommend leave requests up to three days and identify students who require professional guidance
- Encourage students from low-income families to apply for scholarships and process scholarship applications
- Make students aware of library facilities, add-on programs, remedial programs, certificate courses, clubs and associations, officials and their roles, grievance redressal mechanisms, and book bank facilities
- Prepare students for job interviews and career management

Mentoring Outcomes:

- Improved student wellbeing and academic achievements
- Increased engagement of students in co-curricular and extra-curricular activities
- Enhanced communication and confidence skills of students
- Fostering values and character development in students
- Reduction in absenteeism and increased motivation levels of students
- Active involvement of parents in their wards' growth
- Improved communication between parents and their wards
- Strengthened student-teacher rapport
- Implementation of strategies and interventions such as relevant add-on and remedial programs based on student needs.

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Placement and Career Guidance Policy

Vision:

The Placement and Career Guidance Cell at AMV aims to foster the employability and professional skills of our students, to promote their overall development, and to provide guidance for a successful career.

Mission:

- Explore diverse employment opportunities and career paths
- Establish connections with leading organizations to facilitate student interaction
- Provide career counseling and guidance to students for effective career planning
- Train students in various employability skills including aptitude, resume building, group discussions, technical training, and interview skills
- Attract prominent employers for campus recruitment as a preferred choice

Overview about Placement and Career Guidance Cell:

The Placement and Career Guidance Cell (PCGC) at the college plays a crucial role in guiding students towards promising career opportunities. The main objective of PCGC is to enhance students' employability skills, including aptitude, reasoning, personality development, and interview skills, and to place them in reputed organizations. The PCGC team focuses on honing students' skills as per industry requirements, ensuring that they remain competitive in the job market. The AMV placement cell follows a well-defined process to fulfill the expectations of students and establish long-lasting relationships with companies and industries.

PCGC Training and Internships

The PCGC offers a comprehensive skills training program to prepare students for successful placements with major companies and industries. The training program includes regular sessions on core technical skills, aptitude, coding/technical knowledge, reasoning skills, and verbal ability. Industry veterans, external experts, and internal academic teams conduct company-specific training to meet industry expectations.

Mock tests and interviews are conducted to give students real-time experience and teach strategic time management. In addition, students receive intensive soft skills and personality

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development training to foster their ability to see tasks through to completion. The PCGC also collaborates with external training institutes to enhance students' skill sets, conducts leadership development training, and promotes overall employability. The department-level placement committee manages the training and internship programs and helps students find opportunities with reputed industries/organizations.

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Waste Management and Water Conservation Policy

The Waste Management and Water Conservation policy is a result of AMV's dedication to promoting a hygienic environment. The institution recognizes the importance of adopting a sustainable approach to reduce its impact on the environment and maintain the health and safety of its students, staff, faculty, and the surrounding community. It is the responsibility of the institution to ensure that all waste produced on campus is sorted at the source and disposed of through appropriate channels to facilitate recycling and the creation of useful products. Additionally, the institution aims to convert segregated waste into environmentally friendly and valuable products if feasible.

Purpose:

The purpose of this policy is to set forth clear objectives and targets, create an environment for the implementation of appropriate action plans, and ensure their success. The policy is centered on the principles of the 3 R's - Reduce, Reuse, and Recycle - for effective waste management. In addition to minimizing campus waste, the policy emphasizes the importance of environmentally-friendly waste management and promoting green initiatives through community involvement.

Policy Statement:

To promote sustainable development and positively impact the health of the campus community and its surroundings, the institution considers the protection of the natural environment an essential aspect of good institutional practices. In pursuit of this goal, the institution aims to establish and maintain an effective Environment Management System that can facilitate efficient execution and sustainability.

Policy Highlights:

- Environmental principles and practices will be adopted by the institution for waste management services.
- A "Minimal Waste Approach" will be employed to reduce, reuse, and recycle waste products responsibly.
- Environmental objectives and targets will be periodically reviewed to minimize resource consumption and improve environmental performance.

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- The policy will be communicated to all stakeholders.
- All employees, students, and users of the premises are required to comply with the policy's environmental objectives and the associated Environmental Management System to ensure compliance with all environmental legislation.

Policy Objectives:

- Promote comprehensive waste management and resource conservation at the college campus.
- Establish clear roles, responsibilities, and guidelines to coordinate waste management and water conservation activities.
- Increase environmental consciousness among students and staff members through awareness programs.
- Implement waste segregation at the source and safe disposal/treatment to prevent environmental pollution.
- Conduct regular internal waste management audits to monitor and assess waste management systems.
- Train faculty, non-teaching staff, students, and housekeeping staff to make the institution a role model in waste management and water conservation.
- Foster collaborations with government bodies, industries, and NGOs to promote sustainable practices on the campus.

Action Plan:

1. Waste Reduction and Minimization - The institution will prioritize waste reduction and minimization by providing information on technological options as a continuous process.
2. Source Segregation of Solid Waste - Waste generators shall segregate waste into two streams - Wet waste and Dry waste (Plastic, Paper, metal, Wood, etc.) in accordance with the Solid Waste Management Rules, 2016, laid out by the Government of India.


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The waste will be segregated at source using separate bins for each waste stream, placed in various locations within the building and outside.

3. Solid Waste Treatment and Disposal - The Wet waste/biodegradable waste should be processed, treated, and disposed of through composting or any other suitable process/technology within the premises as far as practically possible. Non-biodegradable wastes shall be disposed of through a responsible waste collector or agency as directed by the local authority.
4. Reuse and Recycling - Recyclable materials such as plastic, tin, glass, paper, and others will be handed over to authorized waste-pickers, recyclers or to the urban local body.

Management of E-waste and Hazardous waste

The college shall adhere to the regulations and policies laid down by the central and state governments, including the E-Waste Management Rules 2016, Hazardous and Other Wastes (Management and Transboundary) Rules 2016, and Biomedical Waste Management Rules 2016, for the management of e-waste and hazardous waste on its premises.

Action Plan:

The technical department shall conduct an inventory check of potential e-waste items every six months.

A designated e-waste collection center shall be established to gather e-waste from various departments.

The college shall invite authorized vendors who comply with the Central Pollution Control Board's standards and are willing to collect e-waste from the campus for an auction of the e-waste.

Water Management & Conservation

Water management and conservation are of utmost importance to the Institution. The Institution aims to conserve water and adopt sustainable water management practices to ensure the


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optimum usage of water resources. To achieve this goal, the following action plan will be implemented:

1. Install efficient water fixtures and rainwater harvesting units at suitable locations on campus to conserve water.
2. Treat wastewater generated by college activities in accordance with guidelines set by the Central Ground Water Authority and National Green Tribunal.
3. Recycle treated effluent for gardening and other suitable purposes.

Mechanism for Water Management and Conservation:

The college campus has implemented a rainwater harvesting project that effectively collects rainwater from the terrace and directs it to a small sump for filtration before it reaches the larger water harvesting sump. The excess water in the sump is directed to a borewell recharge unit underground, which leads to an increase in groundwater levels. The accumulated water is used for domestic purposes, especially for watering plants, and the grassy areas on the campus help to absorb rainwater and maintain the water-table. Through this mechanism, the college is able to conserve water and avoid shortages, even during the summer months. The college also takes continuous efforts to remind stakeholders about the importance of water conservation in every single use.


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Environment and Energy Policy

Preamble:

Aditi Mahavidyalaya is a premier institution under the to flagship of the achieve the University of Delhi dedicated to achieve the mission of including best practices and innovative thinking in a research oriented dynamic environment for all its stakeholders the college has realised the dream women's of empowerment by tirelessly working towards opening new opportunities and creating possibilities and preparedness in facing life's challenges. As conscientious Stakeholders, we recognize envisaged our fundamental duties as envisaged in the constitution of India .As the institutional level we try to minimize the impact on environment and ensure resilience and sustainability. The Green Audit conducted by the college speaks volumes about our commitment to meet the legitimate requirements Eco Sustainability. Our aim is to nurture young leaders who do not compromise lap the potential of the future generations to meet their own needs , keeping in line with sustainable development goals. (SDG's). Aditi strives activities ensure to allign institutional activities with environmental conservation to ensure a Clean and green future. In order maintain high standards for a green existence the college in incorporates innovative activities in teaching and research. Community outreach initiatives are at the core of This practice.

Context: Aditi Mahavidyalaya is not only a plastic free campus but also boost of imbibing ecological sustainability practices through installation of Solar panels and initiation of rain water harvesting pits. Compost-pits is another effort in this direction giving the institution, the tag of an ecologically Conscious and responsible college. The rich biodiversity in the college is evident through a herbal garden and several medical trees that bear testament to our credentials for maintaining high environmental standards.

Purpose: The Environmental and Energy policies of the institution are framed in alignment with the vision and mission of the college. which aims to minimize the environment impact of its activities. It further aims at enhancement in operation and sustainable management of the available resources. The Green Audit Committee outlined the policy statement and defined how the college would pursue E would inspire all the stakeholders (including the community) to adopt sustainable use of resources. The committee. highlighted the core concepts the key priority areas and management and evaluation of environmental policies The main objective of the Environmental and energy policy was to reduce energy and raw materials consumption so that ecological balance. is not jeopardized suffren sustainability measures are penned down by the Green Audit Committee and the same are efficiently communicated by the

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administration to the employees and students" This facilitates the creation of a better and cleaner planet for the future generations.

Scope:

The aim of having the Energy and Environment is policy documents is to imbibe and integrate and integrate an sense of environmental consciousness among Stakeholders so that they practice what learn in their daily activities; thereby allowing better understanding of duties and dedication to natural. resource conservation and utilisation many clubs and societies have been constituted to realize this objective- and have the eco-Club Sanjeevani - the science society, Garden Committee. to name few aditi is always open to innovative suggestions to Sustainable Society the administration is always eager to adopt new approaches that could put Sustainability drive in top gear the college encourages research and Collaborations of sustainability issues"

Principles and Objective:

We, at Aditi are passionate about effectively implementing sustainability initiatives at the college campus. the student have to compulsory study a course on environmental studies. The mandatory green audit specified under criteria 7 of NAAC has been successfully conducted by the college.

Aditi Mahavidyalaya envisions the following objective and principles:

1. To disseminate environment awareness through a semester long compulsory course on Environment studies.
2. Efforts will be made to organize training workshop for all stakeholders to promote environment sustainability awareness.
3. The designated committees to constantly monitor the work done in this direction and report the progress through action taken report.


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4. To promote efficient water management, promote plantation ,encourage energy conservation waste, segregation, carbon footprint reduction , solid waste management management etc.
5. Develop and maintain an ISO 14001 environment management systems as well as ISO : 50001 energy management system.
6. Promote environmental assessment initiatives.
7. Encourage clean fuel practices and car pools to reduce energy consumption.
8. Support community initiatives.
9. To increase environmental promotional events on campus so that awareness is enhanced.
10. To renew energy and environment policy annually

Priority Areas of purpose Environment Policy:

Water Management

1. Use of effective management strategies to ensure that there is reduce use ,recycling and conservation of water.
2. To ensure all leakages are addressed promptly.
3. Installation of rain water harvesting pits for ground water replenishment and self-sufficiency.
4. Attempt to future to use water efficient techniques like sprinkler for gardening activities.
5. Use of water efficient WC Systems in future.

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6. Employment to staff to take quick action in case of leaks, pipelines seepage, malfunction flushes etc.

Solid waste management

1. Use of plastic is prohibited on campus .
2. Dustbins placed at strategic location on the campus.
3. Compost pits installed to process solid waste from canteens.
4. Attempt to ensure electronic waste is handled transported and disposed off properly.
5. Chemistry department ensure judicious use of chemical as per norms.
6. Recycling of waste promoted through Eco club of college.
7. Collection and recycling of paper waste in collaboration with scrap merchant.
8. Encouragement to digital attendance and internal assessment records.
9. Library updated with E-journals and E-books.
10. Bans of single use plastic on campus.
11. Organization of workshop/seminar on waste management .

E-Waste Management

1. Proper policies adopted in disposal of institutional E-waste.
2. Energy efficient LED bulbs are used throughout the campus.


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3. Solar panels are installed to generate energy.
4. Green computing practiced to reduce paper usage.
5. Increase in green belts in and around campus.
6. Awareness workshop / seminar for stakeholders on E-waste reduction techniques.
7. Encouraging e- waste management initiatives at department and societal levels.

Air Quality Management

1. The college a "smoke free campus".
2. Car pools are encouraged for staff .
3. Stakeholders are encouraged to take public Transportation.

Reduce Carbon Footprints

Environment Audit / Environment management System

1. College is committed to meeting the needs of environment audits.
2. Training in this regard will be provided to all stakeholders.
3. College will be on the lookout to collaborate with auditing organizations.
4. College will attempt to establish a environmental management system such as ISO 14000 and adopt standardized environmental management practices.


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5. Community outreach initiatives will be planned.
6. Environment centric student societies and department activates.

Clean campus Initiatives:

1. Broad vision is to partner with heart and soul with Swach Bharat initiative.
2. Educate all stakeholders about need, and importance of cleanliness and hygiene.
3. To encourage frequent campus cleanliness drive.
4. Volunteers of NSS/NCC and Eco club to have regular awareness programmes through street plays, essays, slogan, poetry, speech, declaration competitions.
5. To remove obsolete/damage furniture /equipment.
6. All college events to have proper waste management through trash reduction/ reuse/recycle.

Landscape Initiatives:

1. Development of herbal garden.
2. Labelling of trees.
3. Adoption of trees.
4. Tree plantation drives.
5. Green corner awards.


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Action Plan:

1. Observance of important days like ozone day ,environment day, Earth day etc.
2. Organizing pollution awareness campaigns.
3. Conduct regular green audit.
4. Ensure clean green campus practices.
5. Workshops/ seminars on environment / climate related issues.
6. Monitor and benchmarks resources utilization and waste generation on a regular basis.
7. To establish short term and long term goals.
8. Optional temperature setting for air conditions.
9. Encourage research at under graduate level on topics related to energy optimization and renewable energy.
10. To install sensor based switches in classrooms ,corridors , toilets.
11. Maximize use of natural light.
12. Use of energy efficient with star rating.
13. Maintenance and replacement of lighting fixtures.
14. Provide energy management and energy auditing training for staff and student.


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Faculty Empowerment Policy

Aditi Mahavidyalaya is dedicated to improving the academic and intellectual atmosphere of the institution. To achieve this, the college aims to offer faculty members ample opportunities to engage in research and attend seminars, conferences, and workshops. By participating in such activities, faculty members can enhance their research and teaching abilities.

Following initiatives are undertaken to empower and enhance the capabilities of faculty:

- AMV provides a detailed induction program for new faculty and staff to familiarize them with the institution's vision, mission, values, culture, and traditions.
- Every faculty member creates a Personal Plan of Action at the beginning of each academic year, aligned with the department's and college's missions, goals, and objectives covering teaching-learning, scholarly activities, and service.
- Faculty members are encouraged to pursue higher studies such as Ph.D. and short-term courses like MOOCs, facilitating their professional growth with special causal leave (SCL).
- The college conducts international and national workshops and training programs in collaboration with other institutions and foreign universities to keep faculty updated with recent industry developments.
- Financial aid is provided to faculty for academic research.
- Faculty members are represented in various institutional committees relating to administration and policy-making.
- Training and enrichment programs are provided to faculty members on healthcare, diversity, and social relevant issues.

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approval. Competitive bidding and tendering processes are followed for purchases to ensure optimum use of funds. The budget is also utilized to cover operational and administrative expenses and maintenance of fixed assets.

- Enhancement of library facilities to improve learning practices with requisite funds utilized every year.
- Allocation of funds for the state-of-the-art improvement through the upgradation of lab facilities in various departments.
- Allocation of funds for extension activities for Community Development, NSS, NCC, and other clubs and associations.

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Library Policy

The College's library is designed to cater to the academic needs of its students and faculty by offering a vast range of resources for knowledge enhancement. These resources include books, magazines, journals, encyclopaedias, databases, back volumes, CDs/DVDs, project reports, audio/video cassettes, rare books, question banks, Braille section, and internet resources. To facilitate easy access to these resources, the library has a completely automated management system and RFID technology for monitoring. In addition, the library provides ample seating space and a calm atmosphere conducive to learning. The library staff is knowledgeable and dedicated to serving the academic community.

Library Timings:

- The library is open on weekdays from 8:30 AM to 5:00 PM.
- On Saturdays, the library is open from 8:30 AM to 1:00 PM.
- The library remains open during study holidays.

Borrowing Regulations for Students:

Here are the borrowing regulations for students at AMV Library:

- To enter the library, a college ID is mandatory.
- Students can borrow a maximum of three books at a time, and textbooks in the stack section can be borrowed for 10 days.
- Library materials cannot be taken out unless they are properly recorded at the Circulation Counter.
- Late returns will incur a fine of Rs 2/- per day, and the list of defaulters will be displayed on the library notice board every Monday.

Borrowing Regulations for Faculty and Staff:

Here are the borrowing regulations for faculty and staff at the Library:

- Full-time faculty and staff can borrow up to 12 books at a time, while part-

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timers can borrow up to six.

- All borrowed books must be returned to the library before the last working day of the semester.

Renewal Procedure:

Here are the renewal procedures at the Library:

- A maximum of one renewal is allowed, provided the book has not been requested by another person.
- If the institution is unexpectedly closed, the deadline for book returns will be extended to the next working day.

Non-Circulation Material:

Here are the rules for non-circulation material at the Library:

- Projects, reference books, newspapers, periodicals, and bound volumes of back issues are not available for borrowing.
- The librarian may allow borrowing of these materials at their discretion.
- Textbooks in the reference rack are not available for borrowing.

Penalty:

Here are the penalties for violating borrowing rules at the Library:

- If a book is lost, the borrower must either replace it with a new copy or pay double the cost of the book to the library.
- Failure to pay fines will result in suspension of borrowing privileges and withholding of college documents until the fine is fully paid.
- Borrowers will be held responsible for any damage caused to the books they borrow and will be charged the cost of replacement.

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Returning of Books:

Here are the rules for returning books at the Library:

- Semester students must return all borrowed books to the library before collecting their end semester exam hall tickets.
- Students must clear any outstanding fines before collecting their end semester exam hall ticket.

Caution Deposit:

Here are the rules for caution deposits at the Library:

- VI Semester students can borrow books during university examinations by paying a caution deposit of Rs. 500/- for each book. • The caution deposit will be refunded when the book is returned.

Theft:

The following rule pertains to theft at the Library:

- Taking books out of the library without following the proper procedures will be considered as theft, which is a serious offense and may result in disciplinary action.

Library Behaviors:

- Use reference books only within the library.
- Do not loiter in the library lobby, and keep bags in the designated area.
- Return newspapers, magazines, and journals to their proper place after use.
- Borrowed books should not be brought back into the library, except for returning.
- Personal laptops are allowed only in designated areas of the library.

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- Bring necessary materials such as notebooks and pens to avoid excessive movement in and out of the library.
- Maintain silence, decorum, and discipline in the library.
- Keep cell phones on silent or switched off at all times and do not write, mark, or tear pages from books.
- Readers are responsible for paying for any damage caused to library property or books.

Web OPAC (Online Public Access Catalogue)

The College website provides access to the Web OPAC, which allows users to search the SCC Library's entire collection by title, author, publication and other criteria. Through the Web OPAC, students and faculty can view the books they have borrowed using their ID card and see the due date for returning them.

Book Bank Scheme:

AMV Library issues text books for SC/ST and students from low-income families. Application for the same will be issued at the beginning of every academic year.

Book Bank Membership for Divyang Students:

To cater to the need of the Divyang students, a special category of book bank for divyang students is available. Applications for the provision are issued at the beginning of every academic year,

Book Purchase Request:

- Faculty and students can suggest periodicals, books, and other publications for purchase by the Library.
- Recommendations can be made online through the library section of the college website.
- Departments can recommend books to the library through their representative on

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the library committee.

- The Librarians will check for duplicates and order recommended books from vendors/publishers.
- Books in high demand may be purchased in multiple copies upon faculty recommendation.
- Generally, no more than three copies of a single title are purchased.

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Maintenance and Utilization of Infrastructure Facilities Policy

The management of AMV recognizes the importance of infrastructure in supporting academic activities and related services. To ensure the quality of infrastructure and its maintenance, a clear vision has been formulated and documented for the benefit of stakeholders.

Objectives:

- Gather input from stakeholders on infrastructure needs and requirements to plan and build infrastructure effectively.
- Create infrastructure and facilities for institutional, administrative, and recreational purposes for students and employees.
- Build and maintain infrastructure in consultation with experienced engineering consultants and professionals in education.
- Ensure compliance with benchmark standards and statutory directives.

Cleanliness and Upkeep Policy:

- To maintain a clean and healthy environment at the college, the management has established a policy that outlines the responsibilities of the Ministerial Staff. The policy aims to promote hygiene, prevent infections, and improve the overall cleanliness of the institution. The Ministerial Staff has been assigned to carry out these duties effectively.

Library:

- The Library Advisory Committee is responsible for creating policies related to the use, upkeep, and improvement of library facilities.
- The librarian must ensure that these policies are put into practice and inform the Principal of any need for maintenance or expansion.
- The librarian is also responsible for recording new book additions in the stock register.

Sports Infrastructure:

Responsibilities and Procedures for Sports Infrastructure:

- The In Charge of the Physical Education Department is accountable for the

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appropriate use and upkeep of the College's sports facilities.

- To ensure the proper handling and control of sports equipment, an annual stock verification process is required, and a Stock Register should be maintained in the department.
- Any individuals other than AMV students who wish to use the College's sports facilities must obtain written permission from the Principal in advance.

Class Rooms, Seminar/conference Hall

The management of the college has designated an office staff member to oversee the classrooms, furniture, and related materials, and to ensure their maintenance and upkeep.

A register for maintenance complaints is kept in the administrative office, where employees and students can record any issues related to infrastructure cleanliness and maintenance.

Complaints can also be submitted to the College Grievance Redressal Cell.

- At the end of every month, the caretaker will prepare a requisition form for cleaning and housekeeping items.
- The caretaker will submit the requisition form for verification.
- After verification, it will be forwarded to the Principal/Management for approval.
- Once approved, the caretaker will place an order with the approved vendors.
- Upon delivery, the store in charge will receive the items and record them in the stock register before issuing them to the maintenance staff of each floor.

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Research Promotion Support and Incentive Policy

The Research Promotion Committee (RPC) has been created at AMV to develop a research-oriented atmosphere, identify and resolve issues related to research, and support faculty and students in research activities. The RPC, headed by an experienced faculty member, is dedicated to fostering a research culture and promoting policies that encourage research. Various activities and initiatives have been undertaken by the RPC to enhance research output and quality in the institution.

Vision:

The institution aims to promote research competencies and cultivate a robust research culture to strengthen the connection between teaching and research.

Mission:

To create procedures and systems that promote and enable research endeavours at every level within the institution, resulting in an overall improvement in academic excellence.

Objectives:

- Foster a research culture and remove barriers that impede research and development.
- Position the institution as a hub for research excellence.
- Develop effective and equitable procedures for managing and utilizing research resources.
- Enhance graduate research activities.
- Promote linkages between research and teaching.

The college is dedicated to upholding the principles of academic integrity and fostering research and scholarship of the highest calibre. To achieve this goal and maintain academic freedom, the college expects its faculty and students to follow the highest standards of ethical conduct in all aspects of academic research and support. These expectations include but are not limited to the following guidelines:

- Plagiarism in any form is strictly prohibited. This includes submitting someone else's

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work as one's own, copying significant portions of another's work without appropriate acknowledgement, taking credit for another's research, not contributing fairly to group assignments, using exact phrases or sentences from a source without quotation marks or proper citation, and replacing some words with synonyms while retaining the original meaning and structure.

- Proper checks for plagiarism, such as manual and technical methods including the use of software and other ICT systems and procedures, must be used to detect instances of plagiarism during the review process.
- Any faculty or student who represents the college at a conference, seminar, workshop, etc., must obtain permission from the Principal.
- Faculty members who serve as reviewers/editors on editorial boards of any journals must adhere to the highest standards to ensure the quality of publications.
- AMV places strong emphasis on the standard of research, original thought, and expression when organizing conferences and seminars on pressing issues that require academic inquiry. Multiple layers of review are employed to ensure high standards.
- AMV informs its faculty and students about appropriate guidelines for publication in various journals, including those recognized by the UGC.
- The AMV library is stocked with world-renowned journals to serve as a model for quality research and writing. Faculty and students can use these publications as a guide to emulate high standards.

Research Promotion Policy for Faculty

The promotion of research is of utmost importance to the college, which seeks to achieve excellence by promoting innovative research paradigms and addressing global, national, and local challenges. In order to encourage faculty to engage in research activities, the institution

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provides the necessary infrastructure support and has developed a research policy as a framework for such activities. The main objectives of this policy are as follows:

- Foster a positive research environment and ensure high quality research outcomes.
- Provide a flexible framework conducive to research, including study leave with salary benefits for faculty members without PhD to encourage them to pursue and complete their PhD.
- Encourage research initiatives and integrate the research experience systematically into teaching and learning, while also organizing workshops and training programmes for faculty on research methodology, proposal writing, publication writing, academic integrity, ethical practices, etc.
- Enhance support for organizing national and international conferences, workshops, and seminars.
- Encourage faculty members to pursue national and international collaborative research projects.
- Provide technological and information support by ensuring the entire campus is Wi-Fi enabled, and the library is well-stocked with the latest books, e-journals, and research databases.

Code of Ethics for Students

The Research Promotion Committee (RPC) at AMV has established a code of ethics for student researchers to ensure that their research work is conducted in a transparent and ethical manner. The RPC has identified several common misconducts in research, including plagiarism, abuse of intellectual property rights, misinterpretation, personation, and sabotage. The following code of ethics has been developed by the RPC for student researchers:

Plagiarism:

Plagiarism involves intentionally copying data from someone else's work without giving proper credit. The RPC has set a maximum plagiarism rate of 10%, which is a standard requirement for most national and international publications.

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Abuse of Intellectual Property Rights:

Students must obtain written consent before using any intellectual property to avoid violating copyright, trademark, moral right, patent, or any other intellectual property rights. Failure to comply will result in punitive action.

Misinterpretation:

Students are not allowed to intentionally misinterpret someone else's research ideas. Sharing or taking ideas is allowed but must be done in a transparent and properly acknowledged manner.

Personation:

Submitting or publishing research work under someone else's name is strictly prohibited. The RPC has instructed research guides to monitor students' research activity to prevent this type of misconduct.

Sabotage:

Intentionally damaging or disrupting someone else's research work or experiment is considered sabotage and is strictly prohibited for students.

The Research Promotion Committee (RPC) recognizes the importance of **guide-student interactions** in ensuring the successful completion of research work. To this end, the RPC closely monitors these interactions and the progress of the students. Additionally, the institution provides the necessary infrastructure and financial support to ensure the quality of research work.

The computer lab is available for research purposes during students' free time, subject to prior approval from their research guide, class mentor, and lab assistant. Access to necessary software is also provided. **The library** plays a crucial role in providing secondary data sources for research work.

To support students in their research writing, the RPC provides **language and technical assistance from experts**. Research papers require a formal tone and proper formatting, and the RPC ensures that students receive the necessary guidance.

Financial aid is also available to students for field work and publication, as the management of AMV is committed to promoting a culture of research and encouraging students to pursue scholarly work.

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