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1. Introduction

In the pursuit of knowledge and the advancement of society, educational institutions uphold the principles of integrity, honesty, and ethical conduct. Central to this ethos is the commitment to academic honesty, ensuring that the pursuit of learning is characterized by fairness, trust, and respect for intellectual property.

2. Purpose and Scope

Purpose:

- *Preservation of Integrity:* The primary purpose of an academic honesty policy is to uphold the integrity of the institution's academic programs, degrees, and certifications. It ensures that academic achievements are earned through honest and legitimate means, maintaining the reputation and credibility of the institution.
- *Promotion of Learning*: Academic honesty policies aim to foster a culture of genuine learning, critical thinking, and intellectual growth. By discouraging dishonest practices such as plagiarism and cheating, institutions create an environment where students are encouraged to engage deeply with course materials, explore ideas, and develop their skills.

- *Fairness and Equity:* Academic honesty policies promote fairness and equity by ensuring that all students have equal opportunities to succeed based on their own merits and efforts. By deterring dishonest behaviours that provide unfair advantages, such as unauthorized collaboration or cheating on exams, institutions create a level playing field for all learners.
- *Development of Ethical Values:* These policies play a crucial role in instilling ethical values and principles among students, faculty, and staff. By emphasizing the importance of honesty, integrity, and respect for intellectual property, institutions prepare individuals to uphold ethical standards not only in academia but also in their future professional and personal lives.
- *Protection of Intellectual Property:* Academic honesty policies help protect the intellectual property rights of authors, researchers, and creators. By requiring proper attribution and citation of sources, institutions promote a culture of respect for intellectual contributions and discourage plagiarism and unauthorized use of copyrighted materials.

Scope:

- *Coursework and Assignments:* Academic honesty policies apply to all types of academic work, including essays, reports, projects, presentations, and other assignments. Students are expected to submit original work that accurately represents their own ideas and efforts, properly citing sources when necessary.
- *Examinations and Assessments:* The scope of academic honesty extends to examinations, tests, quizzes, and other assessments. Students are expected to adhere to the rules and instructions provided by instructors, refraining from any form of cheating or unauthorized assistance.
- *Research and Scholarship:* Academic honesty policies govern research activities conducted by students, faculty, and researchers. This includes the proper use and citation of sources, accurate reporting of findings, and adherence to ethical standards in data collection, analysis, and dissemination.

- *Collaboration and Group Work:* Institutions may have specific guidelines regarding collaboration and group work to ensure that students understand the boundaries between collaboration and individual effort. Academic honesty policies typically outline expectations for collaborative projects, including rules for attribution and acknowledgment of contributions.
- *Professional Conduct:* Academic honesty policies may also address professional conduct outside the classroom, such as interactions with peers, faculty, and staff, as well as representation of the institution in academic and professional settings. This may include guidelines for ethical behaviour in research, publication, and professional communication.

3. Policy Statement

At Acharya Institute of Technology, we are committed to fostering a culture of academic integrity, honesty, and ethical conduct among all members of our community. As a fundamental principle of our educational mission, academic honesty is essential to upholding the integrity of our academic programs, ensuring fairness and equity for all students, and promoting a culture of genuine learning and scholarship.

4. Objectives

- *Preserve Academic Integrity:* The primary objective of an academic honesty policy is to maintain the integrity of academic programs, degrees, and certifications. By deterring dishonest behaviours such as plagiarism, cheating, and fabrication, institutions ensure that academic achievements are earned through honest and legitimate means, preserving the reputation and credibility of the institution.
- *Promote Learning and Critical Thinking:* Academic honesty policies aim to foster a culture of genuine learning, critical thinking, and intellectual growth. By encouraging students to engage deeply with course materials, explore ideas, and develop their skills independently, institutions create an environment where learning is valued for its own sake, rather than merely for the attainment of grades or credentials.
- *Ensure Fairness and Equity:* Academic honesty policies seek to ensure fairness and equity in academic evaluation and assessment. By deterring behaviors that provide unfair

advantages, such as cheating or unauthorized collaboration, institutions create a level playing field where all students have equal opportunities to succeed based on their own merits and efforts.

- *Instil Ethical Values:* These policies play a crucial role in instilling ethical values and principles among students, faculty, and staff. By emphasizing the importance of honesty, integrity, and respect for intellectual property, institutions prepare individuals to uphold ethical standards not only in academia but also in their future professional and personal lives.
- *Protect Intellectual Property Rights:* Academic honesty policies help protect the intellectual property rights of authors, researchers, and creators. By requiring proper attribution and citation of sources, institutions promote a culture of respect for intellectual contributions and discourage plagiarism and unauthorized use of copyrighted materials.
- *Prepare Students for Professional Standards:* Academic honesty policies also aim to prepare students for professional standards of conduct in their chosen fields. By adhering to ethical principles in their academic work, students develop the integrity and professionalism necessary for success in their future careers.
- *Cultivate a Positive Academic Environment*: Academic honesty policies contribute to the creation of a positive academic environment characterized by trust, respect, and collaboration. By fostering a culture of honesty and integrity, institutions create a supportive and respectful community where students, faculty, and staff can thrive academically and personally.

5. Procedure

- *Policy Development:*
  - Form a committee or task force comprising representatives from faculty, administration, student body, and relevant stakeholders.
  - Review existing policies and research best practices in academic honesty.
  - Draft a comprehensive policy document that clearly defines expectations, procedures, and consequences for violations.

- *Communication and Awareness:*
  - Distribute the policy document to all students, faculty, staff, and administrators.
  - Conduct orientation sessions, workshops, or seminars to educate the campus community about the policy, its importance, and its implications.
  - Ensure that the policy is prominently displayed on the institution's website and included in student handbooks and course syllabi.
- *Training and Resources:*
  - Provide training sessions for faculty on recognizing and addressing academic dishonesty, as well as promoting academic integrity in their courses.
  - Develop resources and materials, such as tutorials, guides, and templates, to support students in understanding and adhering to the policy.
  - Establish support services, such as writing centres or academic advising, to assist students in developing research and citation skills.
- *Implementation in Courses:*
  - Include a statement about academic honesty in course syllabi, outlining expectations, procedures for citing sources, and consequences for violations.
  - Design assessments and assignments that discourage cheating and plagiarism, such as using varied formats, implementing proctoring measures, or requiring original work.
  - Clearly communicate expectations for collaboration and citation in group projects and assignments.
- *Enforcement and Monitoring:*
  - Establish procedures for reporting suspected violations of the policy, including mechanisms for anonymous reporting if desired.
  - Designate individuals or committees responsible for investigating reports of academic dishonesty and determining appropriate sanctions.
  - Maintain records of reported violations, investigations, and outcomes while respecting confidentiality and privacy rights.
- *Sanctions and Appeals:*

- Develop a range of sanctions for violations of the policy, including educational interventions, academic penalties, and administrative actions.
- Ensure that sanctions are applied consistently and fairly, taking into account the severity of the violation, the student's intent, and any mitigating circumstances.
- Provide students with opportunities to appeal decisions regarding academic dishonesty through established channels, such as academic integrity committees or student conduct boards.

- *Review and Revision:*
  - Regularly review the effectiveness of the policy and its implementation through surveys, feedback sessions, and data analysis.
  - Identify areas for improvement or clarification and make revisions to the policy as needed.
  - Stay informed about emerging trends and challenges in academic honesty and adapt the policy accordingly to address new issues or concerns.

6. Roles and Responsibilities

- ***Administration:***
  - *Policy Oversight:* The administration is responsible for overall oversight of the academic honesty policy, including its development, implementation, and enforcement.
  - *Resource Allocation:* They allocate resources, such as funding for training programs, development of support services, and implementation of technological solutions for detecting plagiarism.
  - *Communication:* Administrators ensure that the policy is effectively communicated to all members of the campus community and that mechanisms are in place for addressing questions and concerns.
- ***Faculty:***
  - *Policy Implementation:* Faculty members implement the academic honesty policy in their courses by clearly articulating expectations for academic integrity in syllabi and assignments.

- *Education and Prevention:* They educate students about the importance of academic honesty, provide guidance on proper citation and research practices, and actively promote a culture of integrity in their classrooms.
- *Detection and Reporting*: Faculty are responsible for detecting and reporting instances of academic dishonesty, as well as cooperating with investigations and disciplinary proceedings as needed.

- ***Students:***
  - *Compliance:* Students are responsible for familiarizing themselves with the academic honesty policy, adhering to its principles, and maintaining integrity in all academic work.
  - *Education and Support:* They engage in educational programs and resources provided by the institution to enhance their understanding of academic integrity and develop the skills necessary to avoid plagiarism and cheating.
  - *Reporting:* Students play a role in reporting suspected violations of the policy to faculty or appropriate authorities, thereby contributing to the maintenance of academic integrity within the community.
- ***Academic Support Services:***
  - *Training and Education:* Academic support services, such as writing centers or academic advising, provide training and educational resources to students on topics related to academic honesty, including proper citation and research techniques.
  - *Assistance:* They offer assistance and guidance to students who may be struggling with academic writing or research, helping them develop the skills needed to produce original work.
  - *Referral:* Academic support services may refer students to additional resources or interventions if academic dishonesty is suspected or detected.
- ***Administration of Discipline:***
  - *Investigation:* Designated individuals or committees are responsible for investigating reports of academic dishonesty, gathering evidence, and determining whether violations have occurred.

- *Sanctions*: They administer sanctions for violations of the academic honesty policy, ensuring that penalties are fair, consistent, and commensurate with the severity of the offense.
- *Appeals:* Administrators of discipline oversee the appeals process for students who wish to contest decisions regarding academic dishonesty, ensuring that appeals are handled fairly and impartially.

7. Consequences and Compliance

Consequences:

- *Academic Penalties:* Violations of the academic honesty policy may result in academic penalties, such as failing grades on assignments or examinations, course expulsion, or revocation of academic credits. The severity of the penalty may depend on factors such as the nature of the violation, the student's intent, and any mitigating circumstances.
- *Educational Interventions*: In addition to academic penalties, students who violate the policy may be required to participate in educational interventions aimed at promoting understanding and adherence to academic honesty principles. These interventions may include mandatory workshops, counselling sessions, or academic integrity courses.
- *Administrative Sanctions:* Serious or repeat violations of the policy may result in administrative sanctions, such as probation, suspension, or expulsion from the institution. These sanctions are imposed to uphold the integrity of the academic community and ensure that academic standards are maintained.
- *Notification of Records*: Records of academic dishonesty may be documented in student files and communicated to relevant parties, including academic departments, graduate programs, and future employers. This ensures transparency and accountability in the academic integrity process.

Compliance:

- *Communication and Education:* Educational institutions communicate the academic honesty policy to all members of the campus community through various channels, including student handbooks, course syllabi, orientation sessions, and the institution's

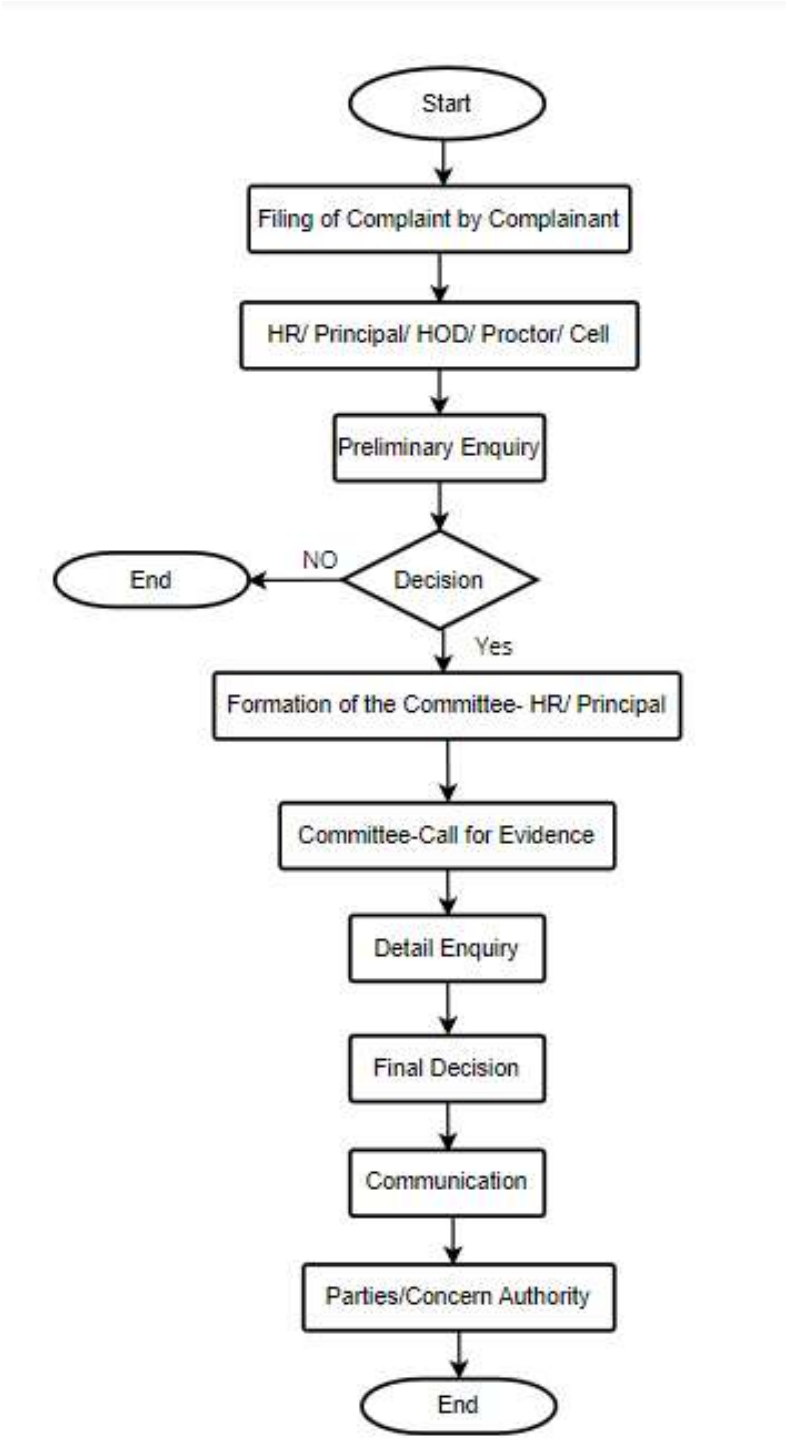
website. They also provide educational resources and training programs to help students, faculty, and staff understand and comply with the policy.

- *Monitoring and Detection:* Institutions implement measures to monitor and detect instances of academic dishonesty, such as using plagiarism detection software, proctoring exams, and conducting random audits of student work. These measures deter cheating and plagiarism and help ensure compliance with the policy.
- *Enforcement and Accountability:* Institutions enforce the academic honesty policy through prompt investigation of reported violations and appropriate disciplinary action. By holding individuals accountable for their actions and imposing consequences for violations, institutions promote a culture of integrity and deter future misconduct.
- *Support Services:* Institutions provide support services, such as writing centers, academic advising, and tutoring programs, to assist students in developing the skills and knowledge needed to produce original work and avoid plagiarism. These services promote compliance with the policy by empowering students to succeed academically through ethical means.

8. Change of History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart


Start
Filing of Complaint by Complainant
HR/ Principal/ HOD/ Proctor/ Cell
Preliminary Enquiry
Decision
NO
End
Yes
Formation of the Committee- HR/ Principal
Committee-Call for Evidence
Detail Enquiry
Final Decision
Communication
Parties/Concern Authority
End

10. Annexure

Annexure-1

COMPOSITION OF GREVIENCE COMMITTEE ON ACADEMIC DISHONESTY	
Name	**Designation**
Principal/Assignee by Principal	Chairman
HOD belongs to Complainant	Member
HOD belongs to Accused	Member
Women (If women are a party of the Enquiry)	Member
Senior Faculty of respective college	Member (2 Nos)
Proctor (If student is involved)	Member
Legal Expert	Member

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1. Introduction

Academic integrity policies serve as the cornerstone of ethical conduct within educational institutions, upholding principles of honesty, trust, and fairness among students, faculty, and staff. These policies outline the expected standards of behavior regarding academic work and research, ensuring that all members of the academic community adhere to principles of honesty, integrity, and intellectual responsibility.

2. Purpose and Scope

Purpose:

- *Preservation of Academic Standards:* Academic integrity policies ensure that academic achievements are based on genuine effort, merit, and original thought rather than unfair advantages like plagiarism or cheating. By upholding these standards, institutions maintain the integrity and value of their academic programs and credentials.
- *Promotion of Ethical Conduct:* These policies serve as a framework for promoting ethical behavior among students, faculty, and staff. By explicitly outlining expectations and consequences, institutions cultivate a culture of honesty, integrity, and respect for

intellectual property.

- *Protection of Intellectual Property:* Academic integrity policies help safeguard the rights of creators and scholars by discouraging unauthorized use of intellectual property. Proper citation practices and respect for copyright ensure that individuals receive credit for their ideas and contributions.
- *Prevention of Academic Misconduct:* Clear guidelines and consequences outlined in academic integrity policies deter students from engaging in dishonest practices such as plagiarism, cheating, or fabrication of data. This proactive approach helps maintain a level playing field for all students and promotes fair evaluation of academic performance.
- *Preparation for Professional Life:* Adherence to academic integrity principles prepares students for ethical conduct in their future careers and endeavors. By emphasizing the importance of honesty, integrity, and responsible conduct, institutions equip students with essential skills and values for success in academic, professional, and personal pursuits.

Scope:

- *Students:* Academic integrity policies apply to all students enrolled in the institution, regardless of academic level or program of study. Students are expected to adhere to principles of honesty, fairness, and ethical conduct in all academic activities, including coursework, exams, research, and collaborative projects.
- *Faculty and Staff:* Academic integrity policies also extend to faculty, instructors, and staff members who play a role in the educational process. These individuals are responsible for upholding the highest standards of academic integrity in their teaching, research, and administrative duties.
- *Research and Scholarship*: Academic integrity policies often encompass guidelines for ethical conduct in research and scholarship, including proper citation practices, responsible data management, and adherence to ethical standards in human or animal subjects research.

- *Administrative Procedures:* Academic integrity policies may outline procedures for reporting suspected violations, investigating allegations of misconduct, and implementing sanctions or corrective actions when necessary. These procedures ensure fairness, transparency, and due process for all parties involved.
- *Educational Resources and Support:* Institutions may provide educational resources, workshops, and support services to help students and faculty understand and adhere to academic integrity standards. These resources may include plagiarism detection software, citation guides, academic writing centers, and workshops on ethical research practices.

3. Policy Statement

Acharya Institute of Technology is dedicated to fostering a culture of academic integrity, characterized by honesty, fairness, and respect for intellectual property. As a community of scholars, students, faculty, and staff, we are committed to upholding the highest standards of ethical conduct in all academic endeavors.

4. Objectives

- *Promote Ethical Behavior:* The primary objective of an academic integrity policy is to foster a culture of ethical conduct among students, faculty, and staff. By clearly articulating expectations and standards for academic honesty, the policy aims to instill a sense of responsibility and integrity in all members of the academic community.
- *Prevent Academic Misconduct:* Another key objective is to deter academic misconduct such as plagiarism, cheating, and fabrication of data. By outlining the consequences of violations and implementing measures to detect and address misconduct, the policy aims to create a deterrent effect and uphold the integrity of academic assessment and evaluation.
- *Protect Intellectual Property:* Academic integrity policies aim to protect the intellectual property rights of creators and scholars by promoting proper attribution of sources and respect for copyright. By emphasizing the importance of citing sources and avoiding unauthorized use of intellectual property, the policy aims to ensure that individuals

receive credit for their ideas and contributions.

- *Maintain Academic Standards:* Academic integrity policies contribute to the maintenance of high academic standards by ensuring that academic achievements are based on genuine effort, merit, and original thought. By upholding these standards, the policy aims to preserve the integrity and value of academic programs and credentials.
- *Educate and Raise Awareness:* An objective of academic integrity policies is to educate students, faculty, and staff about the importance of academic integrity and provide them with the knowledge and skills to uphold these principles. By offering educational resources, workshops, and support services, the policy aims to raise awareness and promote a shared understanding of academic integrity within the institution.
- *Ensure Fairness and Equity:* Academic integrity policies aim to create a level playing field for all students by promoting fairness and equity in academic assessment and evaluation. By preventing unfair advantages such as plagiarism or cheating, the policy aims to ensure that all students have an equal opportunity to succeed based on their own merits.
- *Build Trust and Confidence:* Finally, academic integrity policies contribute to building trust and confidence within the academic community by demonstrating the institution's commitment to ethical conduct and academic excellence. By upholding these principles, the policy aims to foster a positive learning environment where students, faculty, and staff feel valued, respected, and supported in their academic pursuits.

5. Procedure

- *Policy Development and Adoption:* The first step is to develop a comprehensive academic integrity policy in consultation with faculty, students, administrators, and other stakeholders. The policy should clearly articulate the institution's expectations, standards, and procedures related to academic integrity. Once developed, the policy should be formally adopted by the institution's governing body or academic leadership.
- *Communication and Awareness:* The policy should be effectively communicated to all members of the academic community, including students, faculty, staff, and

administrators. This may involve distributing the policy through various channels such as the institution's website, student handbook, course syllabi, orientation sessions, and faculty meetings. Additionally, educational materials and resources should be provided to raise awareness about the importance of academic integrity and the consequences of misconduct.

- *Training and Education:* Training and educational programs should be implemented to ensure that students, faculty, and staff understand their rights and responsibilities under the academic integrity policy. Workshops, seminars, online tutorials, and other educational resources can help individuals develop the knowledge and skills needed to uphold academic integrity standards in their academic work and research.
- *Integration into Curriculum:* Academic integrity principles should be integrated into the curriculum and academic programs across disciplines. Faculty members should incorporate discussions about academic integrity into their courses, teach proper citation practices, and provide guidance on ethical conduct in research and scholarship. Assignments and assessments should be designed to promote originality, critical thinking, and ethical decision-making.
- *Support and Resources:* Institutions should provide support services and resources to assist students, faculty, and staff in understanding and adhering to academic integrity standards. This may include access to plagiarism detection software, writing centers, academic advising, counseling services, and faculty mentoring. Support should be available to help individuals navigate ethical dilemmas, report suspected violations, and seek guidance on academic integrity issues.
- *Enforcement and Compliance:* Procedures should be established for reporting, investigating, and adjudicating allegations of academic misconduct. Clear guidelines should outline the steps for reporting suspected violations, conducting investigations, and imposing sanctions or corrective actions when necessary. Due process should be afforded to all parties involved, and mechanisms for appeal should be available to ensure fairness and transparency in the enforcement of the policy.
- *Monitoring and Evaluation*: Regular monitoring and evaluation of the academic integrity

policy are essential to assess its effectiveness and identify areas for improvement. Data on reported violations, outcomes of investigations, and student perceptions of academic integrity can inform ongoing efforts to strengthen the policy and promote a culture of ethical conduct within the institution.

6. Roles and Responsibilities

- ***Administrative Leadership:***
  - *Role:* Administrators, such as deans, department heads, and academic leaders, provide overarching leadership and direction for implementing the academic integrity policy.
  - *Responsibilities:*
    - ✓ Establish institutional policies and procedures related to academic integrity.
    - ✓ Allocate resources and support for implementing and enforcing the policy.
    - ✓ Ensure that the policy aligns with the institution's mission, values, and strategic goals.
    - ✓ Communicate the importance of academic integrity to the broader academic community.
    - ✓ Oversee the implementation and enforcement of the policy and monitor its effectiveness.
- ***Faculty:***
  - *Role:* Faculty members play a crucial role in educating students about academic integrity and upholding standards of honesty and fairness in academic activities.
  - *Responsibilities:*
    - ✓ Integrate discussions about academic integrity into course curricula.
    - ✓ Teach proper citation practices and ethical conduct in research and scholarship.
    - ✓ Design assignments and assessments that promote originality, critical thinking, and ethical decision-making.
    - ✓ Model academic integrity principles in their own teaching, research, and professional activities.
    - ✓ Report suspected violations of academic integrity and participate in investigations when necessary.
- ***Students:***

- ➢ *Role:* Students are responsible for upholding academic integrity and adhering to the policies and standards set forth by the institution.
- ➢ *Responsibilities:*
  - ✓ Familiarize themselves with the institution's academic integrity policy and guidelines.
  - ✓ Produce original work and accurately cite sources in their academic assignments and research.
  - ✓ Seek clarification from faculty or academic advisors if unsure about academic integrity expectations.
  - ✓ Report instances of academic misconduct they observe or suspect.
  - ✓ Participate in educational programs and workshops on academic integrity.

- ***Staff:***
  - ➢ *Role:* Administrative staff members provide support for implementing and enforcing the academic integrity policy.
  - ➢ *Responsibilities:*
    - ✓ Assist in the dissemination of the academic integrity policy to students, faculty, and staff.
    - ✓ Provide administrative support for reporting and investigating alleged violations of academic integrity.
    - ✓ Maintain records and documentation related to academic integrity cases.
    - ✓ Coordinate educational programs and resources related to academic integrity.
    - ✓ Collaborate with faculty, administrators, and other stakeholders to promote a culture of academic integrity within the institution.

- ***Academic Integrity Committee:***
  - ➢ *Role:* Some institutions may establish an academic integrity committee responsible for overseeing the implementation and enforcement of the academic integrity policy.
  - ➢ *Responsibilities:*
    - ✓ Review and update the academic integrity policy as needed.
    - ✓ Provide guidance and support for implementing the policy across the institution.

- ✓ Review reports of suspected violations of academic integrity and oversee investigations.
- ✓ Make recommendations for disciplinary actions or sanctions when violations are confirmed.
- ✓ Monitor trends and patterns related to academic integrity violations and propose strategies for prevention and education.

7. Consequences and Compliance

Consequences:

- *Educational Interventions:* For minor violations or first-time offenders, institutions may implement educational interventions such as workshops, tutorials, or counseling sessions to educate students about academic integrity principles and prevent future misconduct.
- *Academic Sanctions:* Academic sanctions may include penalties such as a failing grade on the assignment or exam in question, a lower course grade, or a mark of academic dishonesty on the student's academic record. These sanctions serve to deter future violations and uphold academic standards.
- *Disciplinary Actions:* More serious or repeat violations may warrant disciplinary actions such as probation, suspension, or expulsion from the institution. Disciplinary actions are typically reserved for cases of egregious misconduct or when educational interventions and academic sanctions have failed to address the behavior.
- *Restitution and Remediation:* In some cases, students may be required to make restitution for any academic or intellectual harm caused by their misconduct. This may involve redoing the assignment or project, providing proper attribution for plagiarized work, or completing additional academic work to demonstrate understanding and competency.
- *Notification of Professional Bodies:* For students in professional programs (e.g., medicine, law, nursing), academic integrity violations may be reported to relevant professional bodies or licensing agencies, potentially impacting the student's eligibility for licensure or certification in their field.
- *Legal Ramifications:* In rare cases of severe misconduct involving fraud, theft, or other

criminal behavior, institutions may involve law enforcement authorities, leading to potential legal consequences such as fines, civil penalties, or criminal charges.

Compliance:

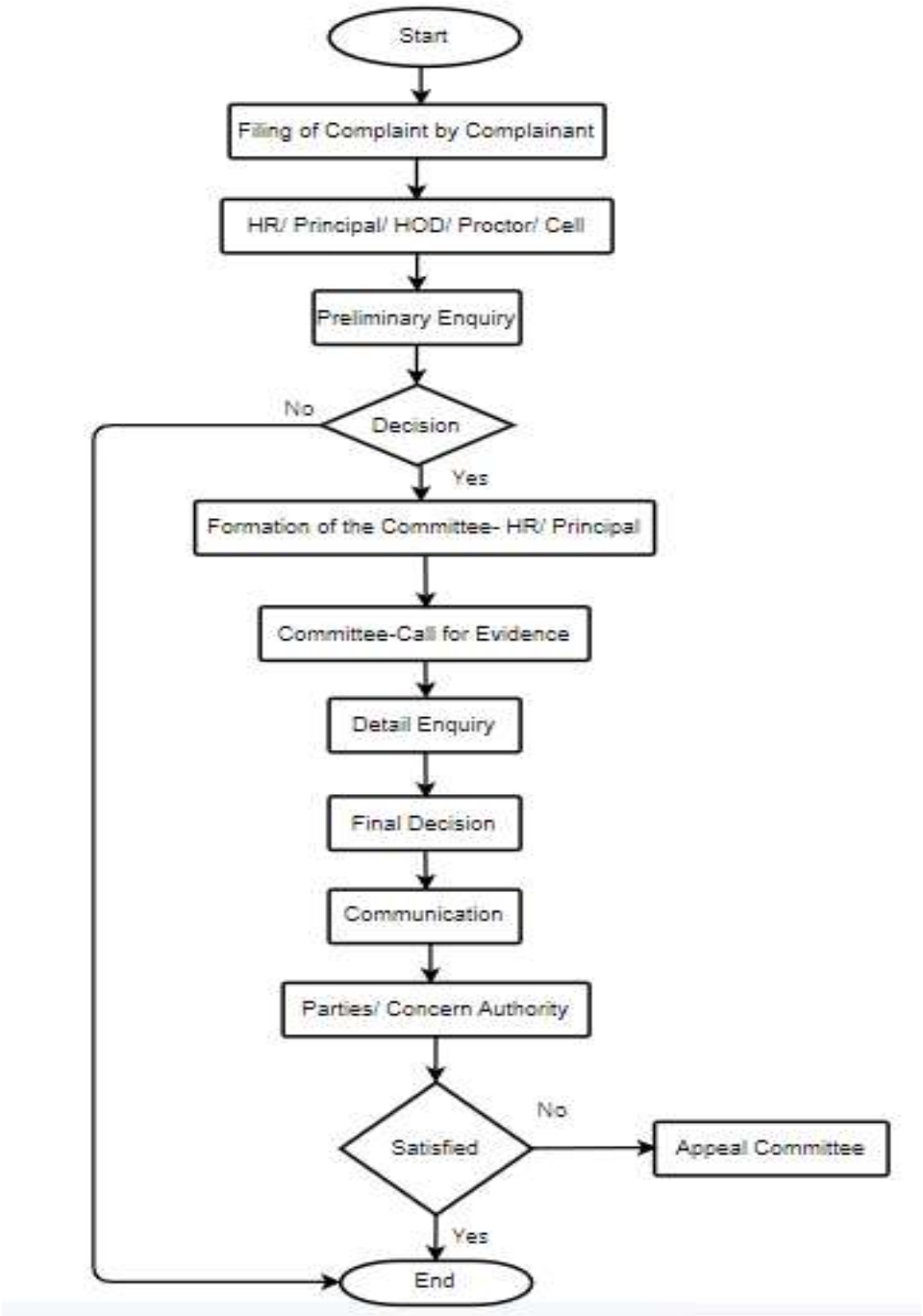
- *Policy Dissemination and Awareness:* Institutions should ensure that the academic integrity policy is widely disseminated and accessible to all members of the academic community. This includes providing information about the policy in student handbooks, course syllabi, orientation sessions, and institutional websites.
- *Training and Education:* Educational programs and resources should be provided to help students, faculty, and staff understand and adhere to academic integrity standards. This may include workshops, seminars, online tutorials, and faculty development sessions focused on proper citation practices, ethical conduct, and plagiarism prevention.
- *Enforcement and Reporting Mechanisms:* Clear procedures should be established for reporting suspected violations of academic integrity, conducting investigations, and imposing sanctions or disciplinary actions when necessary. Students, faculty, and staff should be aware of how and where to report misconduct, and confidentiality should be maintained throughout the process.
- *Technological Solutions:* Institutions may employ technological solutions such as plagiarism detection software to identify instances of academic misconduct and promote originality in student work. These tools can help deter plagiarism and assist faculty in detecting and addressing potential violations.
- *Regular Monitoring and Review:* Institutions should regularly monitor and review data on reported violations, outcomes of investigations, and trends related to academic integrity. This information can inform ongoing efforts to strengthen the policy, identify areas for improvement, and evaluate the effectiveness of compliance measures.

8. Change of History

Version no.	Effective Date	Significant Changes	Previous Version no.

Prepared by and reviewed by	Approved by	Cleared for issue
-sd-	-sd-	CONTROLLED COPY
Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

9. Flow Chart



Prepared by and reviewed by	Approved by	Cleared for issue
-sd-	-sd-	CONTROLLED COPY
Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

10. Annexure

Annexures-1

COMPOSITION OF GREVIENCE COMMITTEE ON ACADEMIC INTEGRITY	
Name	**Designation**
Principal/Assignee by Principal	Chairman
HOD belongs to Complaint	Member
HOD belongs to Accused	Member
Women (If women are a party of the Enquiry)	Member
Senior Faculty of respective college	Member (2 Nos)
Proctor (If student is involved)	Member
Legal Expert	Member

ACADEMIC POLICY

Policy No: AI/AC/ACAP/001	Version No: 004	Owner: Principal	Page 1 of 18
Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Staff & Students	

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1. Introduction

At Acharya Institute of Technology, academic excellence lies at the heart of our mission. Our academic policy serves as the cornerstone of our commitment to fostering a vibrant learning environment, promoting scholarly inquiry, and empowering students to reach their fullest potential. This introduction provides an overview of the key principles and procedures that underpin our academic policy, guiding our approach to teaching, learning, and scholarship.

2. Purpose and Scope

Purpose:

- *Ensuring Academic Excellence:* The primary purpose of the academic policy is to uphold and promote academic excellence across all facets of the Institute's educational programs, research endeavours, and scholarly activities.
- *Maintaining Standards and Quality:* The policy establishes clear standards and benchmarks for teaching, learning, and research, ensuring that all academic activities meet rigorous quality assurance criteria.

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- *Facilitating Consistency and Fairness:* By providing standardized procedures and guidelines, the academic policy promotes consistency and fairness in academic decision-making processes, such as admissions, grading, and evaluation.
- *Promoting Equity and Inclusion:* The policy aims to create an inclusive and equitable learning environment where all students have equal opportunities to succeed, regardless of background, identity, or circumstance.
- *Upholding Academic Integrity:* Academic policy sets expectations and guidelines for upholding academic integrity, preventing plagiarism, cheating, and other forms of academic misconduct, and enforcing disciplinary actions when necessary.
- *Supporting Student Success:* The policy includes provisions for student support services, academic advising, and counselling, helping students navigate their academic journey and overcome challenges to achieve their educational goals.
- *Fostering Innovation and Research:* Academic policy encourages innovation and research excellence by providing resources, infrastructure, and support for faculty and students to engage in scholarly inquiry, creative endeavours, and knowledge creation.

Scope:

- *Admissions and Enrolment:* Procedures for admissions criteria, application processes, and enrolment requirements for undergraduate, graduate, and professional programs.
- *Curriculum Development and Approval:* Guidelines for designing, developing, and approving academic programs, courses, and curriculum structures to ensure alignment with institutional goals and standards.
- *Teaching and Instruction:* Standards and practices for effective teaching, instructional methods, assessment strategies, and course delivery formats that promote student engagement and learning outcomes.
- *Assessment and Evaluation:* Policies and procedures for student assessment, grading, examination regulations, and academic integrity policies to uphold the integrity and fairness of the evaluation process.

- *Research and Scholarly Activities:* Guidelines for conducting research, scholarly activities, and creative endeavours, including ethical considerations, funding opportunities, intellectual property rights, and collaboration with external partners.
- *Student Support Services:* Provisions for academic advising, counselling, tutoring, disability services, and other support services that assist students in achieving their educational and personal goals.
- *Faculty Responsibilities and Professional Development*: Expectations for faculty responsibilities, professional conduct, scholarly productivity, and opportunities for professional development, mentoring, and advancement.
- *Graduation Requirements and Academic Standing:* Requirements for degree completion, graduation eligibility, academic standing, and academic probation, including policies for degree audits, transfer credits, and academic appeals.
- *External Accreditation and Compliance:* Compliance with external accreditation standards, regulatory requirements, and best practices in higher education to maintain institutional accreditation and ensure quality assurance.

3. Policy Statement

At Acharya Institute of Technology, our academic policy stands as a testament to our unwavering commitment to excellence, integrity, and equity in all aspects of teaching, learning, and scholarly activities. Grounded in our core values and guided by best practices in higher education, this policy serves as the foundation upon which our academic community thrives and fulfils its mission. Our policy statement outlines our principles, procedures, and standards to ensure the highest quality of education and scholarly pursuits for all members of our Institute community.

4. Objectives

- ***Ensuring Academic Excellence:***
  - *Promoting Rigorous Standards:* Set and uphold rigorous academic standards across all programs and disciplines to ensure the quality and relevance of education provided by the Institute.
  - *Enhancing Learning Outcomes:* Foster an environment conducive to student learning, critical thinking, problem-solving, and skill development, leading to enhanced academic achievement and career readiness.
- ***Upholding Academic Integrity:***
  - *Preventing Academic Misconduct:* Establish policies and procedures to prevent academic dishonesty, plagiarism, and cheating, ensuring the integrity and credibility of academic assessments and qualifications.
  - *Fostering Ethical Conduct*: Promote ethical behaviour among students, faculty, and staff, emphasizing honesty, fairness, and accountability in all academic endeavours.
- ***Promoting Equity and Inclusion:***
  - *Ensuring Access and Opportunity:* Provide equal opportunities for all students to access and succeed in higher education, regardless of background, identity, or socioeconomic status.
  - *Creating Inclusive Learning Environments:* Foster inclusive learning environments that celebrate diversity, promote respect for all individuals, and accommodate diverse learning styles and needs.
- ***Supporting Student Success:***
  - *Providing Comprehensive Support Services:* Offer comprehensive student support services, including academic advising, counselling, tutoring, and career guidance, to assist students in achieving their academic and personal goals.
  - *Facilitating Student Engagement*: Engage students in co-curricular activities, research opportunities, internships, and community service projects to enhance their academic experience and holistic development.

- ***Promoting Research and Innovation:***
  - *Supporting Research Excellence:* Provide resources, infrastructure, and support for faculty and student research endeavours, fostering a culture of innovation, creativity, and scholarly inquiry.
  - *Advancing Knowledge and Discovery:* Encourage interdisciplinary collaboration and knowledge exchange to address pressing societal challenges, generate new insights, and contribute to the advancement of knowledge and innovation.
- ***Ensuring Compliance and Accountability:***
  - *Adhering to Regulatory Requirements:* Ensure compliance with accreditation standards, regulatory requirements, and best practices in higher education to maintain institutional integrity and accountability.
  - *Monitoring and Evaluation:* Establish mechanisms for monitoring, evaluating, and continuously improving academic programs and policies based on student outcomes, stakeholder feedback, and benchmarking data.
- ***Cultivating a Culture of Continuous Improvement:***
  - *Promoting Professional Development:* Support faculty and staff professional development initiatives, including training, workshops, and mentorship programs, to enhance teaching effectiveness and scholarly productivity.
  - *Engaging in Strategic Planning:* Engage stakeholders in strategic planning processes to align academic policies and priorities with institutional goals, emerging trends, and evolving student needs

5. Procedure

- ***Policy Development and Approval:***
  - *Formation of Task Force or Committee*: Establish a task force or committee comprising faculty, administrators, staff, and student representatives responsible for drafting and reviewing the academic policy.

- *Research and Consultation*: Conduct research and gather input from stakeholders, including faculty, staff, students, and external experts, to inform the development of the academic policy.
- *Drafting and Revision:* Collaboratively draft the academic policy document, incorporating feedback and revisions based on input from stakeholders and alignment with institutional values and goals.
- *Approval Process*: Present the draft academic policy to relevant governing bodies, such as the academic senate or board of trustees, for review, discussion, and approval.

- ***Communication and Training:***
  - *Communication Plan:* Develop a comprehensive communication plan to inform all stakeholders about the new or revised academic policy, including the rationale behind it and its implications for academic programs and operations.
  - *Training and Orientation:* Provide training sessions, workshops, and orientation programs for faculty, staff, and administrators to familiarize them with the key provisions, procedures, and expectations outlined in the academic policy.
- ***Integration into Institutional Practices:***
  - *Alignment with Curriculum and Programs:* Ensure that the academic policy is aligned with the Institute's curriculum and academic programs, including course design, program requirements, and learning outcomes.
  - *Adaptation of Policies and Procedures*: Review and revise existing policies, procedures, and practices to ensure alignment with the principles and standards outlined in the academic policy, making necessary adjustments as needed.
  - *Documentation and Compliance*: Document the implementation of the academic policy, including procedures for compliance monitoring, reporting mechanisms, and documentation of policy-related decisions and actions.

- ***Monitoring and Evaluation:***
  - *Establishment of Monitoring Mechanisms*: Develop mechanisms for monitoring and evaluating the implementation of the academic policy, including key performance indicators, benchmarks, and feedback mechanisms.
  - *Regular Review and Assessment:* Conduct regular reviews and assessments of the academic policy to evaluate its effectiveness, identify areas for improvement, and make necessary revisions to ensure ongoing alignment with institutional goals and priorities.
- ***Continuous Improvement:***
  - *Feedback and Adaptation:* Solicit feedback from stakeholders on an ongoing basis to gather input on the effectiveness of the academic policy and its impact on teaching, learning, and research practices, and use this feedback to inform continuous improvement efforts.
  - *Strategic Planning and Adjustment:* Align the implementation of the academic policy with strategic planning processes, ensuring that it remains responsive to emerging trends, evolving needs, and changing regulatory requirements in higher education.

6. Roles and Responsibilities

- ***Academic Leadership:***
  - *Policy Oversight:* Provide oversight and leadership in the implementation of the academic policy, ensuring alignment with institutional goals and values.
  - *Communication and Advocacy*: Communicate the importance of the academic policy to faculty, staff, students, and external stakeholders, advocating for its adoption and adherence.
  - *Resource Allocation:* Allocate resources, including funding, personnel, and infrastructure, to support the implementation of the academic policy and related initiatives.
- ***Faculty:***
  - *Curriculum Alignment:* Align course content, learning objectives, and assessment methods with the principles and standards outlined in the academic policy.

- *Teaching Excellence:* Demonstrate teaching excellence by implementing innovative pedagogical methods, fostering student engagement, and promoting academic integrity in the classroom.
- *Assessment and Evaluation:* Conduct fair and transparent assessments of student learning outcomes, adhering to the guidelines and procedures established in the academic policy.

- ***Academic Administrators:***
  - *Policy Implementation:* Oversee the implementation of the academic policy, ensuring that procedures and practices are aligned with the policy's objectives and requirements.
  - *Training and Development:* Provide training and professional development opportunities for faculty, staff, and administrators to ensure understanding and compliance with the academic policy.
  - *Compliance Monitoring:* Monitor compliance with the academic policy, including regular audits, assessments, and reviews to identify areas for improvement and address non-compliance issues.
- ***Student Services:***
  - *Student Support:* Provide comprehensive support services, including academic advising, counselling, tutoring, and disability accommodations, to assist students in navigating the academic policy and achieving their educational goals.
  - *Student Advocacy:* Advocate for student interests and concerns related to the academic policy, ensuring that policies and procedures are equitable, transparent, and conducive to student success.
- ***Quality Assurance and Accreditation:***
  - *Quality Assurance:* Ensure that academic programs and activities adhere to quality assurance standards and accreditation requirements set forth by external accrediting bodies and regulatory agencies.

- *Accreditation Compliance:* Facilitate the accreditation process by providing documentation, evidence, and support to demonstrate compliance with accreditation standards related to academic policies and practices.

- ***Institutional Research and Assessment:***
  - *Data Collection and Analysis*: Collect, analyse, and interpret data related to student outcomes, faculty performance, and institutional effectiveness to inform decision-making and continuous improvement efforts related to the academic policy.
  - *Reporting and Accountability:* Prepare reports and presentations to communicate key findings, trends, and areas for improvement regarding the implementation of the academic policy to institutional leadership, governing bodies, and external stakeholders.
- ***Governance and Policy Committees:***
  - *Policy Development:* Participate in the development and revision of the academic policy, providing input, feedback, and expertise to ensure that the policy reflects the needs and priorities of the Institute community.
  - *Policy Oversight:* Provide oversight and guidance in the implementation of the academic policy, monitoring progress, addressing challenges, and making recommendations for policy adjustments as needed.

7. Consequences and Compliances

Consequences:

- *Academic Probation and Suspension*: Students who fail to meet academic standards outlined in the policy may face consequences such as academic probation or suspension, which can impact their enrolment status and progress toward degree completion.
- *Disciplinary Action:* Instances of academic dishonesty, including plagiarism, cheating, or falsification of academic records, may result in disciplinary action, such as academic sanctions, probation, or expulsion from the Institute.

- *Loss of Accreditation or Reputation:* Non-compliance with accreditation standards or failure to uphold the integrity of academic programs and activities may lead to the loss of accreditation status, damaging the Institution reputation and credibility.
- *Legal Ramifications:* Serious breaches of academic policy, such as research misconduct or unethical behaviour, may have legal consequences, including lawsuits, fines, or criminal charges against individuals or the institution.

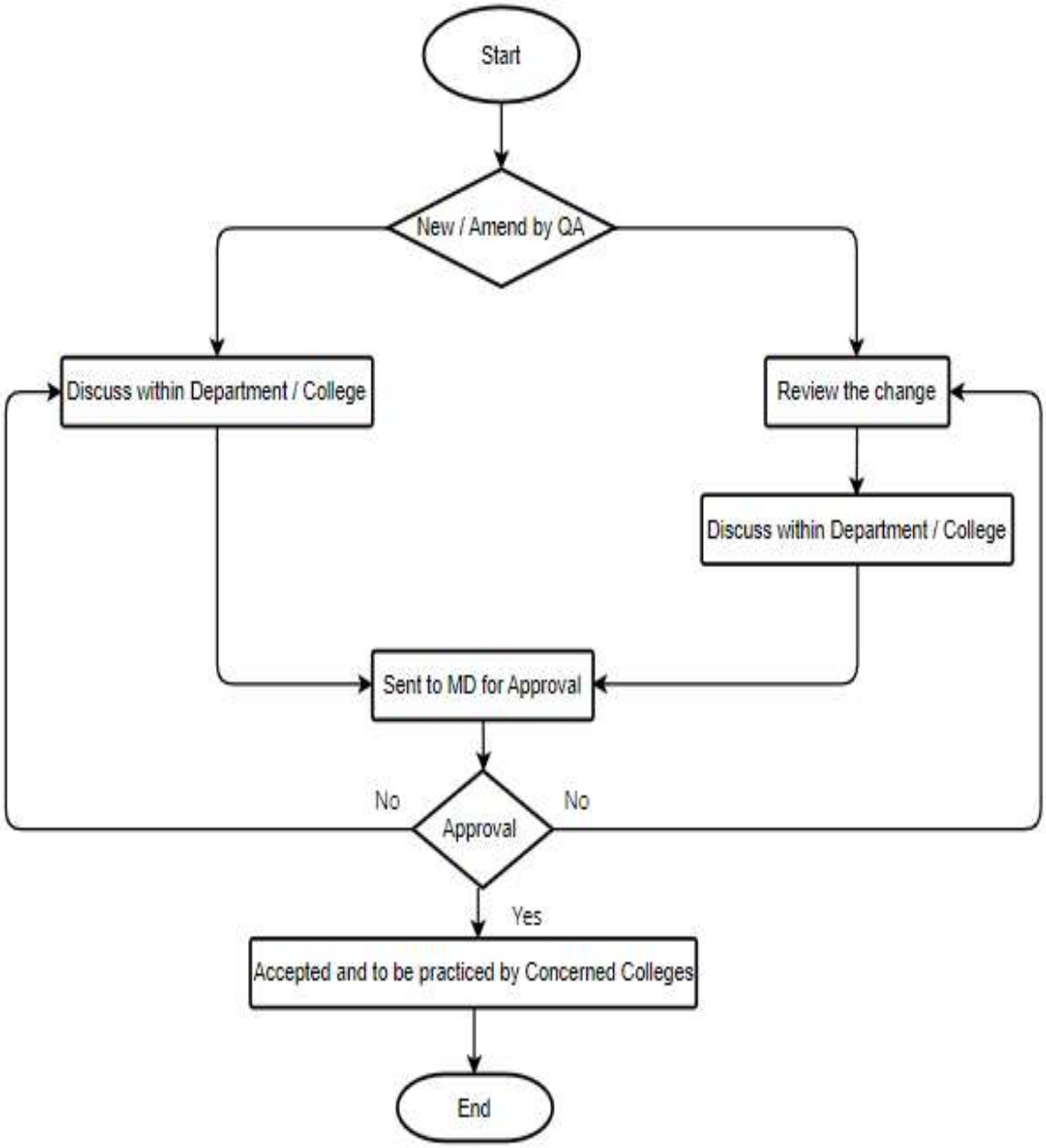
Compliance:

- *Policy Communication and Training:* The Institute communicates the academic policy clearly too all stakeholders and provides training and education to ensure understanding and compliance with the policy's provisions and expectations.
- *Advising and Support Services:* Academic advisors and student support services provide guidance and assistance to students, faculty, and staff in understanding and navigating the academic policy, addressing questions, and resolving issues related to compliance.
- *Monitoring and Auditing:* The Institute establishes mechanisms for monitoring and auditing compliance with the academic policy, including regular assessments, audits, and reviews of academic programs, policies, and practices.
- *Reporting and Accountability:* Departments, programs, and individuals are held accountable for compliance with the academic policy through reporting mechanisms, performance evaluations, and accountability measures established by institutional leadership and governing bodies.
- *Consequences for Non-Compliance:* Clear consequences are outlined for non-compliance with the academic policy, including disciplinary actions, sanctions, and loss of privileges or opportunities for individuals or units found to be in violation.
- *Continuous Improvement:* The Institute engages in continuous improvement efforts to enhance compliance with the academic policy, identifying areas for improvement, implementing corrective actions, and monitoring progress over time.

8. Change of History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart



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10. Annexures

Annexure - 1

Academic Policies (APs)

New and Revised Policy Request

Complete all sections of the form and submit to the Administration through the Principal / Head of the Institute or Unit / Dean / Director

Title of Policy (The title should not include the words "AI," "policy" or "guidelines")
Is this a new policy or a revision to an existing policy?☐New ☐Revision If revision to policy, last revised date:
Is the appropriate authority (Principal/ Director Admin / ED) have been apprised of this request?☐Yes ☐No Name:
Requested Date of Implementation: _____ Is this date flexible? ☐Yes ☐No If No indicate the reasons / facts
Additional History (Include notes regarding past revisions, information about policy origins, etc.):
Responsible Official in AI Office:
Policy Contact:
Introduction (Brief about the Policy)

ACADEMIC POLICY

Policy No: AI/AC/ACAP/001	Version No: 004	Owner: Principal	Page 13 of 18
Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Staff & Students	

Scope (To whom does this apply? Check all applicable boxes): ☐Faculty ☐Staff ☐Students ☐Visitors
Purpose:
Policy (Text box will expand to fit your content. Format the policy as an alphanumeric outline; for example): A 1. 1.1 2. 2.1. 2.1.1. B 1. 1.1 2. 2.1. 2.1.1
Responsibilities
Processes/Procedures
Related Information (For example, links to other related TAPs, business operating procedures, departmental guidelines, etc.):

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Date: Signature

(Name, Department and Institute)

Forwarded to the Director (Admin) Acharya Institute of Technology for consideration and for taking further action.

Date: Signature

Name of the Principal, Head of the Institution/Dean/Director:

(Stamp/Seal of the Institute/Unit/Centre):

Annexure – 2

List of Policies covered under Academic Policies

I. Academic Administration

1. Alumni Relations
2. Examination Regulations
3. Examination
4. Grading
5. Scholarships
6. Tuition Benefits for Employees
7. Tuition and Fees Adjustment
8. Undergraduate Tuition Benefits for Dependent Children of Faculty Members
9. Undergraduate Tuition Benefits for Dependent Children of Staff Members
10. Membership Dues of Professional Organizations

II. Student and Student Life

1. Academic Integrity
2. Community Standards
3. Cross-college and Institute Registration
4. Doctoral Student Status Policy
5. Examinations
6. Financial Aid
7. Grading
8. Immunization
9. Master's Student Statute of Limitations
10. Retention of Student Work
11. Staff-Student Relationships Policy
12. Student Giving
13. Students' Union Code of Practice

14. Student Privacy Rights
15. Student Damage to Acharya Institute of Technology's Property
16. Student Health Insurance
17. Student Leave Policy
18. Student Return
19. Students' Rights
20. Student Suspension/Required Withdrawal
21. Transfer Credit Evaluation and Assignment
22. Tuition and Fees Adjustment
23. Undergraduate Course Meeting
24. Undergraduate Student Statute of Limitations

III. Safety and Security

1. Alcohol and Drug Policy
2. Bicycle/Wheeled Transportation
3. Deadly Weapons
4. Disorderly Conduct
5. Environmental Health and Safety Authorization
6. Health and Safety: Statement of Health and Safety Policy
7. Temporary Emergency Closing of the Institutions/Campus
8. Riotous and Disorderly Behaviour
9. Risk Management Policy
10. Safeguarding 'at risk' adults and children
11. Safeguard the Independence of the External and the Internal Auditors
12. Security Policy
13. Security Policy: physical
14. Security Policy: staff and students
15. Sexual Harassment and Sexual Assault

16. Smoke-free Campus Policy
17. Statement of Assurance
18. Workplace Threats and Violence

IV. Research

1. Academic Integrity in Research
2. Animals in Scientific Research
3. Compliance with Financial Conflict of Interest Requirements in Research
4. Employment and Career Management of Contract Research Staff
5. Handling Alleged Misconduct in Research
6. Human Subjects in Research
7. Research Proposals: Government, Corporate/Foundations
8. Research Activities involving Human Participants
9. Restricted Research

V. Information Technology

1. Computing
2. Computer Usage Rules and Etiquette
3. Data Protection: Institute Policy
4. Data Quality Policy
5. Information Security
6. Information Technology: Regulations Relating to the Use of Information Technology Facilities

COMPOSITION OF GREVIENCE COMMITTEE ON ACADEMIC POLICY	
Name	**Designation**
Principal/Assignee by Principal	Chairman
HOD belongs to Complaint	Member
HOD belongs to Accused	Member
Women (If women are a party of the Enquiry)	Member
Senior Faculty of respective college	Member (2 Nos.)
Proctor (If student is involved)	Member
Legal Expert	Member

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7	Consequences and Compliance	7-9
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1. Introduction

Acharya Institutes is dedicated to providing a rich, diverse, and stimulating environment that fosters learning, innovation, and community engagement. One of the key ways Acharya Institute achieve this is by inviting distinguished speakers and guests who can offer valuable insights, inspire critical thinking, and contribute to the intellectual and cultural growth of Acharya community.

This policy outlines the procedures and guidelines for inviting external speakers and guests to events hosted by Acharya Institute. It ensures that all speaker engagements align with Acharya Institute's vision, mission and values, maintain high standards of quality, and provide meaningful benefits to our students, faculty, staff, and broader community.

2. Purpose and Scope

Purpose

The purpose of this policy is to establish a clear and consistent framework for inviting speakers and guests to events at Acharya Institutes. This policy ensures that such events align with the institution's mission, values, and academic objectives, while fostering an environment of diverse perspectives and respectful discourse.

Scope

This policy applies to all departments, student organizations, and individual members of the institution who wish to invite external speakers or guests. It covers the procedures for proposal submission, approval processes, logistical coordination, and compliance requirements.

3. Policy Statement

Acharya Institute is committed to fostering an environment of intellectual curiosity, diverse perspectives, and respectful dialogue. To enhance the academic and cultural experience of our community, we invite esteemed speakers and guests who align with Acharya Institute's values and educational mission. This policy establishes the guidelines and procedures for inviting external speakers and guests to ensure that their contributions are meaningful, relevant, and enriching to our academic community.

4. Objectives

- *Enhance Educational Experience*: Provide opportunities for students, faculty, and staff to engage with leading experts, industry professionals, and thought leaders, enriching the academic curriculum and broadening intellectual horizons.
- *Promote Intellectual Diversity:* Encourage the representation of diverse viewpoints and experiences, fostering a more inclusive and comprehensive educational environment that stimulates critical thinking and open dialogue.
- *Uphold Institutional Values*: Ensure that all invited speakers and guests respect and reflect the institution's core values, including inclusivity, respect, academic integrity, and constructive discourse.

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- *Support Academic and Professional Development*: Facilitate access to cutting-edge research, innovative ideas, and professional insights that can contribute to the academic and career growth of students and faculty.
- *Encourage Community Engagement:* Strengthen connections between the institution and the broader community by inviting speakers who can address relevant societal issues, promote civic engagement, and inspire positive change.
- *Foster Interdisciplinary collaboration:* Promote interdisciplinary learning and collaboration by inviting speakers from various fields, encouraging cross-disciplinary interactions and the integration of different perspectives.
- *Ensure Event Quality and Relevance*: Maintain high standards for the selection of speakers and the organization of events, ensuring that they are relevant, engaging, and contribute positively to the institution's educational mission.
- *Facilitate Thought Leadership:* Position the institution as a hub for thought leadership by hosting events that highlight contemporary issues, innovative research, and forward-thinking perspectives.
- *Promote Lifelong Learning*: Encourage a culture of lifelong learning by providing ongoing opportunities for the institution's community to stay informed about new developments and emerging trends in various fields.
- *Evaluate and Improve:* Continuously assess and improve the process of inviting and hosting speakers to ensure that events meet the evolving needs and interests of the institution's community.

5. Procedure

- ***Proposal Submission***
  - *Initiation*: Event organizers (departments, student organizations, or individuals) must submit a detailed proposal for the intended speaker/guest.
  - *Content of Proposal:* The proposal should include the speaker's background, relevance to the event, objectives, anticipated benefits, and any associated costs.
- ***Review Process***

- *Initial Review:* The proposal is reviewed by a designated committee comprising representatives from faculty, administration, and the student body.

- ***Criteria for Evaluation:***
  - Relevance to academic, professional, or cultural objectives.
  - Speaker's expertise and reputation in their field.
  - Alignment with the institution's values and mission.
  - Diversity of viewpoints and backgrounds.
- ***Remuneration:*** fixed as attached below (Annexture-1)
- ***Risk Assessment***
  - *Assessment:* The committee conducts a risk assessment to identify any potential issues, including security concerns or the controversial nature of the topic.
  - *Mitigation Plans:* Develop plans to address any identified risks, such as additional security measures or pre-event briefings.
- ***Approval Process***
  - *Recommendation:* The committee makes a recommendation based on their review and risk assessment.
  - *Final Approval:* The institution's senior leadership (e.g., management/Principal/ Dean) provides the final approval.
- ***Contract and Agreement***
  - *Legal Review:* Any agreements or contracts with the speaker must be reviewed and approved by the institution's legal department.
  - *Terms and Conditions:* Ensure all terms, including honorarium, travel expenses, and accommodations, are clearly defined and agreed upon.
- ***Scheduling and Coordination***
  - *Date and Venue*: Confirm the date, time, and venue for the event, ensuring no conflicts with other major events.

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- *Technical Requirements:* Arrange for any necessary technical equipment and support, such as audio-visual aids, microphones, and internet access.

- ***Promotion and Communication***
  - *Marketing:* Collaborate with the institution's communication department to create a promotional plan, including posters, emails, social media posts, and website announcements.
  - *Audience Engagement:* Develop strategies to engage the target audience and maximize attendance.
- ***Event Execution***
  - *Logistics:* Ensure all logistical details are managed, including speaker transportation, accommodations, and on-site support.
  - *Event Management:* Have a dedicated team to manage the event, handle any issues, and ensure smooth proceedings.
- ***Post-Event Activities***
  - *Feedback Collection:* Distribute surveys or feedback forms to attendees to gather insights on the event's success and areas for improvement.
  - *Evaluation:* Review the feedback and evaluate the event's impact, identifying lessons learned for future events.
  - *Acknowledgment:* Send thank-you notes(Appreciation Letter), attendance certificate to the speaker and key participants.
- ***Record Keeping and Reporting***
  - *Documentation:* Maintain records of all proposals, approvals, contracts, and feedback for future reference.
  - *Reporting:* Prepare a report summarizing the event, including attendance, feedback, and overall impact, to be shared with the institution's leadership.

6. Roles and Responsibilities

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- ***Event Organizers (Departments, Student Organizations, or Individuals)***
  - *Proposal Preparation*: Develop a detailed proposal for the intended speaker, including background, objectives, and anticipated benefits.
  - *Submission:* Submit the proposal to the designated review committee.
  - *Coordination*: Handle initial contact with the speaker, coordinate logistics, and manage event details.
  - *Communication:* Work with the communication department to promote the event and engage the target audience.
  - *Execution:* Oversee the event on the day, ensuring smooth proceedings and addressing any immediate issues.
- ***Review Committee***
  - *Composition*: Consist of representatives from faculty, administration, and the student body.
  - *Initial Review:* Evaluate submitted proposals based on relevance, expertise, alignment with values, and diversity.
  - *Risk Assessment:* Conduct a risk assessment to identify and mitigate potential issues.
  - *Recommendation:* Make recommendations for approval or rejection of proposals to senior leadership.
- ***Senior Leadership (Management, Principal or Equivalent)***
  - *Final Approval:* Review recommendations from the committee and provide final approval for the speaker invitation.
  - *Oversight:* Ensure the overall alignment of the event with the institution's strategic goals and values.
- ***Legal Department***
  - *Contract Review*: Review and approve all agreements and contracts with the speaker.
  - *Compliance*: Ensure compliance with institutional policies and local laws.
- ***Communication Department***

- *Promotion:* Develop and execute a promotional plan, including creating marketing materials and using various communication channels.
- *Audience Engagement:* Implement strategies to maximize attendance and engage the audience.

- ***Facilities and Technical Support Team***
  - *Venue Setup:* Arrange the venue, ensuring all necessary facilities and equipment are available and functioning.
  - *Technical Assistance*: Provide technical support during the event, including audio-visual aids, microphones, and internet access.
- ***Security Team***
  - *Risk Management:* Assess and plan for any security needs, especially for high-profile or controversial speakers.
  - *Event Security:* Ensure the safety of all participants during the event.
- ***Post-Event Feedback Team***
  - *Feedback Collection:* Distribute surveys or feedback forms to attendees to gather insights on the event's success and areas for improvement.
  - *Evaluation:* Review the feedback and evaluate the event's impact, providing a report to senior leadership.
- ***Finance Department***
  - *Budget Management:* Manage the budget for the event, including speaker fees, travel expenses, and other related costs. (Table-1)
  - *Financial Oversight:* Ensure all financial transactions comply with institutional policies.
- ***Record Keeping and Reporting***
  - *Documentation*: Maintain records of all proposals, approvals, contracts, and feedback for future reference.

- *Reporting:* Prepare a report summarizing the event, including attendance, feedback, and overall impact, to be shared with the institution's leadership.

7. Consequences and Compliance

Consequences

- *Event Cancellation:* Failure to follow the approval process or meet the criteria outlined in the policy may result in the cancellation of the event.
- *Loss of Privileges:* Departments, student organizations, or individuals who repeatedly fail to adhere to the policy may lose the privilege to organize future events or invite external speakers.
- *Disciplinary Actions:* Non-compliance with the policy may lead to disciplinary actions against responsible parties, which could include reprimands, suspension of event organizing privileges, or other sanctions as deemed appropriate by the institution.
- *Reputation Damage:* Non-compliance, particularly involving controversial or high-profile speakers, can damage the institution's reputation and relationships with stakeholders.
- *Financial Penalties:* Mismanagement of funds, failure to adhere to budgetary guidelines, or incurring unapproved expenses may result in financial penalties or reimbursement requirements.

Compliance

- *Adherence to Approval Process:* Ensure all speaker invitations go through the formal proposal submission, review, and approval process as outlined in the policy.
- *Alignment with Institutional Values:* Verify that proposed speakers and event content align with the institution's values, mission, and strategic goals.
- *Risk Management:* Conduct thorough risk assessments and implement appropriate measures to mitigate identified risks, including security considerations for controversial speakers.

- *Contract and Legal Compliance:* Ensure all contracts and agreements with speakers are reviewed and approved by the legal department, adhering to all institutional policies and local laws.
- *Budgetary Compliance:* Manage event budgets responsibly, ensuring all expenses are pre-approved and accounted for according to the institution's financial policies.
- *Event Promotion and Communication:* Collaborate with the communication department to promote events appropriately and ensure all promotional materials and messages are consistent with institutional standards.
- *Feedback and Evaluation:* Collect and review feedback from event attendees and use it to improve future events. Document and report on the event's impact and success.
- *Record Keeping*: Maintain comprehensive records of all proposals, approvals, contracts, and feedback to ensure transparency and accountability.
- *Incident Reporting:* Establish clear procedures for reporting non-compliance or incidents during the event. This includes who to report to, what information to include, and how reports will be handled.
- *Review and Investigation:* Implement a process for reviewing and investigating reports of non-compliance. This should involve an impartial review committee and a clear timeline for resolution.
- *Corrective Actions:* Define and enforce corrective actions for non-compliance, including specific steps to rectify issues and prevent future occurrences.

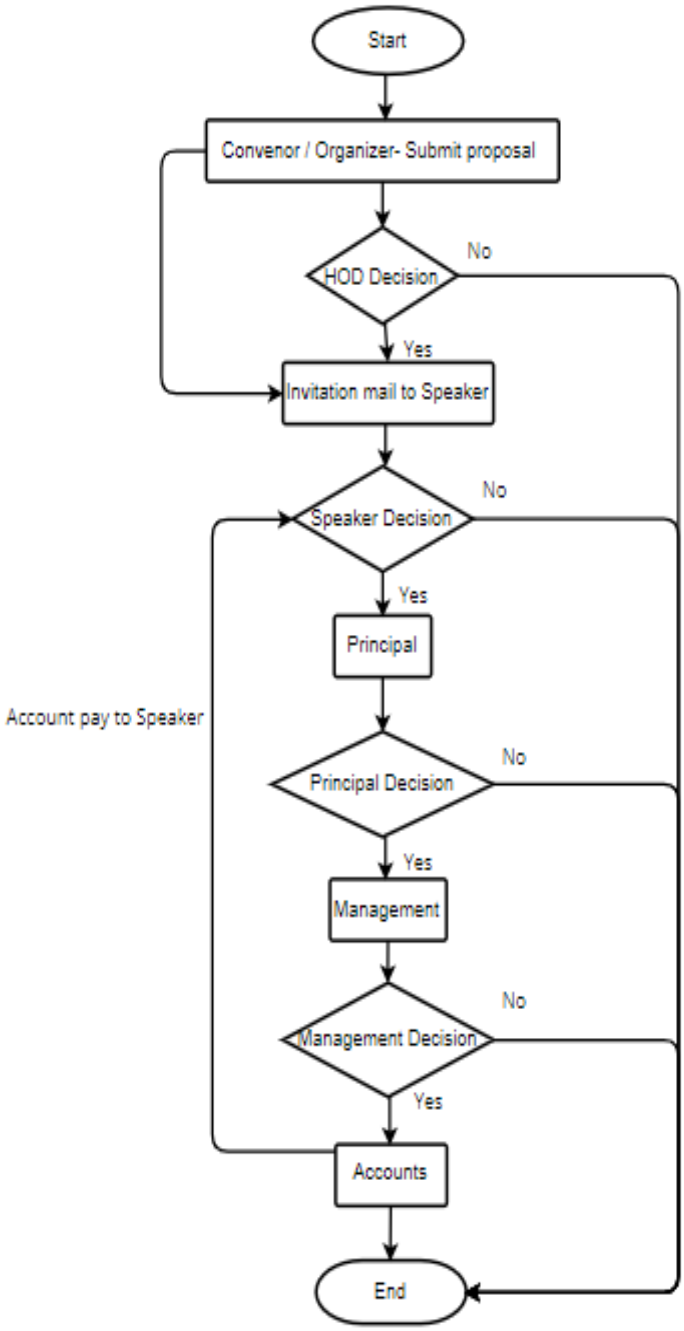
8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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9. Flow Chart

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10. Annexures and Table

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Table-1

Online						
		Sessions				
Sl. No.		**1st Session**	**2nd Session**	**3rd Session**	**4th Session**	**Full Day**
1	**Premier Institutions**	2000	1000	500	500	4000
2	**NIT / IIT/ IIM**	2500	1500	1000	1000	6000
3	**Foreign University**	3000	2000	2000	2000	9000

Offline									
		Sessions					Others		
Sl. No.		**1st Session**	**2nd Session**	**3rd Session**	**4th Session**	**Full Day**	**Lunch**	**Transportation**	**Accommodation**
1	**Premier Institutions**	2000	2000	1000	1000	6000	Provided	Pick & Drop or 1000	On-Campus
2	**NIT / IIT / IIM**	3000	2000	2000	1000	8000	Provided	Pick & Drop or 1000	On-Campus
3	**Foreign University**	4000	2000	2000	2000	10000	Provided	Pick & Drop or 1000	On-Campus

EVENT PROPOSAL

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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

Reference No.	In-House	Institute Name:	Dept:
Application Date:	Event Date:	Time:	Venue:
Duration of Event:	Financed:	Transport:	Lunch:
Coordinator:		Target Audience:	
Certificate:		Strategies to Reach Audience: FB, Website,, Newspaper, Twitter, Instagram, WhatsApp, etc:	
Sponsorship:		Marketing and Promotion:	

Name of the Event: (Theme if any)		
Objectives of the event: (minimum three)		
Expected outcomes of the programme: (minimum three)		
Resource person details: Name, Company/Institute, Mobile, Email, Photo (attach extra sheet if required)		
Remuneration amount: (if any)		
Any support required from Institute: like Memento, etc.,		
Other details:		Helpful in meeting the criteria of **NAAC**, **NBA**, **NIRF**, other accreditation bodies by enhancing **research output**, **industry collaboration**, **student engagement**, **curriculum design**, and **TLP:**
Resource Person Accepted:		
Brochure:		
Expected number of Participants:		
Attendance and Feedback to collect:		
Report to be Submitted:		

Note: Kindly use reverse side of the sheet for any additional data/remarks to be provided

Signatures and Approvals

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Event Coordinator: Email, Mobile	Institute Level Coordinator:
Head of the Department:	Event Committee:
Principal:	Managing Director:

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1. Introduction

Ensuring equal opportunity is a fundamental principle for educational institutions worldwide. The Equal Opportunity Policy is a cornerstone in fostering an environment where all individuals, regardless of their background, identity, or abilities, have equitable access to education, resources, and opportunities. It promotes diversity, inclusion, and fairness within the institution's community, striving to eliminate discrimination and create a supportive atmosphere for everyone to thrive.

At its core, the Equal Opportunity Policy embodies the institution's commitment to uphold human rights, promote social justice, and cultivate a culture of respect and dignity. It not only prohibits discrimination based on factors such as race, ethnicity, gender, sexual orientation, disability, religion, or socioeconomic status but also actively works towards dismantling systemic barriers that hinder equal participation and advancement.

2. Purpose and Scope

Purpose

- *Promoting Inclusion*: The primary purpose of an Equal Opportunity policy is to foster an inclusive environment where all individuals feel welcomed, respected, and valued regardless of their backgrounds, identities, or characteristics.
- *Eliminating Discrimination:* It aims to eradicate discrimination and prejudice in all forms, whether based on race, ethnicity, gender, sexual orientation, disability, religion, age, socioeconomic status, or any other protected characteristic.
- *Ensuring Fairness:* The policy seeks to ensure fairness and equity in all aspects of the educational institution, including recruitment, admissions, hiring, promotion, curriculum development, student services, and campus life.
- *Supporting Diversity:* By embracing diversity and celebrating the unique perspectives and experiences of its members, the policy contributes to creating a rich and vibrant learning environment that prepares students to thrive in a diverse society.
- *Compliance with Legal Requirements:* Educational institutions are often legally obligated to uphold equal opportunity principles under various anti-discrimination laws and regulations. The policy serves as a framework for meeting these legal requirements and mitigating legal risks.

Scope

- *Applicability:* The Equal Opportunity policy applies to all members of the educational institution's community, including students, faculty, staff, administrators, contractors, volunteers, and visitors.
- *Educational Programs and Services:* It encompasses all aspects of the institution's educational programs, services, and activities, ensuring that they are accessible to all individuals and free from discrimination.

- *Employment Practices:* The policy extends to employment practices, covering recruitment, hiring, training, promotion, compensation, benefits, and working conditions to ensure equal opportunities for all employees.
- *Campus Life*: It applies to all aspects of campus life, including extracurricular activities, clubs and organizations, housing, dining, and recreational facilities, to create an inclusive and welcoming campus environment.
- *Third-Party Relationships:* The policy may also address the institution's relationships with third parties, such as vendors, contractors, and partner organizations, requiring them to adhere to equal opportunity principles when interacting with the institution's community.
- *Complaint Procedures:* The scope includes procedures for reporting and addressing complaints of discrimination or harassment, ensuring that they are handled promptly, impartially, and confidentially.

3. Policy Statement

Acharya Institute of Technology is committed to providing equal opportunity and access to all individuals seeking education, employment, and participation in the institution's programs, activities, and services. We believe in the inherent dignity and worth of every person and are dedicated to fostering a diverse, inclusive, and welcoming community where all members are treated with respect and fairness.

Our Equal Opportunity policy prohibits discrimination and harassment based on race, colour, ethnicity, national origin, ancestry, religion, creed, sex, gender, gender identity or expression, sexual orientation, age, marital status, pregnancy, parental status, disability, veteran status, genetic information, or any other protected characteristic under applicable law.

4. Objectives

- *Eliminate Discrimination:* The primary objective is to eradicate discrimination in all its forms, including but not limited to race, ethnicity, gender, sexual orientation, disability, religion, age, and socioeconomic status. By doing so, the institution ensures that all individuals have equal access to educational opportunities and resources.

- *Promote Diversity and Inclusion:* Another objective is to foster a diverse and inclusive campus culture where individuals from various backgrounds, identities, and perspectives feel valued and respected. Embracing diversity enriches the learning environment and prepares students to thrive in a global society.
- *Ensure Equal Access:* The policy aims to ensure that all students, faculty, staff, and visitors have equal access to educational programs, facilities, services, and resources. This includes providing reasonable accommodations for individuals with disabilities and addressing any barriers to access.
- *Create a Safe and Respectful Environment*: Creating a safe and respectful environment free from harassment, intimidation, and discrimination is a crucial objective. The policy sets standards of behaviour and establishes mechanisms for reporting and addressing incidents of discrimination or harassment promptly and effectively.
- *Support Equity in Employment:* The policy promotes equity in employment practices, ensuring that recruitment, hiring, promotion, and other employment decisions are made based on merit and qualifications, rather than biases or discriminatory practices.
- *Address Systemic Inequities*: Addressing systemic inequities and disparities within the institution is another key objective. This involves identifying and addressing barriers to equal opportunity, such as unequal access to resources, representation, and opportunities for advancement.
- *Compliance with Legal Requirements:* Ensuring compliance with relevant laws and regulations governing equal opportunity is essential. The policy aims to uphold legal standards and requirements, including but not limited to Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments, and the Americans with Disabilities Act (ADA).
- *Educate and Raise Awareness:* Educating the campus community about equal opportunity principles, unconscious bias, and ways to create an inclusive culture is an important objective. This involves providing training, workshops, and educational resources to promote understanding and awareness.

- *Promote Continuous Improvement:* Finally, the policy aims to promote continuous improvement by regularly evaluating and updating institutional policies, practices, and initiatives related to equal opportunity. This ensures that the institution remains responsive to evolving needs and challenges.

5. Procedure

- *Policy Development and Adoption:*
  - Form a committee or task force comprising representatives from various stakeholders, including administrators, faculty, staff, students, and legal experts.
  - Draft the Equal Opportunity policy, incorporating input from stakeholders and ensuring alignment with relevant laws, regulations, and institutional values.
  - Present the policy for review and feedback to the broader campus community through forums, meetings, or surveys.
  - Revise the policy based on feedback and finalize it for approval by the appropriate governing body, such as the board of trustees or executive leadership.
- *Communicate the Policy:*
  - Develop a comprehensive communication plan to introduce the Equal Opportunity policy to the entire campus community.
  - Distribute the policy through various channels, including official announcements, email newsletters, the institution's website, orientation sessions, and employee handbooks.
  - Provide training sessions or workshops to ensure that all stakeholders understand their rights and responsibilities under the policy.
- *Establish Accountability and Responsibility:*
  - Designate an Equal Opportunity Officer or office responsible for overseeing the implementation and enforcement of the policy.
  - Define the roles and responsibilities of key personnel, such as department heads, human resources staff, student affairs professionals, and faculty members, in promoting equal opportunity and addressing discrimination or harassment.
- *Develop Procedures and Guidelines:*

- Develop clear and transparent procedures for handling complaints of discrimination, harassment, or retaliation in accordance with the Equal Opportunity policy.
- Establish guidelines for conducting investigations, protecting confidentiality, providing support to victims, and imposing appropriate disciplinary actions for policy violations.

- *Provide Training and Education:*
  - Offer training sessions, workshops, or online modules to educate faculty, staff, and students about the principles of equal opportunity, diversity, inclusion, and unconscious bias.
  - Incorporate equal opportunity training into new employee orientation programs, leadership development initiatives, and ongoing professional development opportunities.
- *Ensure Accessibility:*
  - Conduct accessibility assessments of campus facilities, programs, services, and digital resources to identify barriers and implement reasonable accommodations for individuals with disabilities.
  - Provide resources and support services, such as assistive technologies, captioning services, sign language interpreters, accessible formats, and physical accommodations, to ensure equal access for all individuals.
- *Monitor Compliance and Evaluate Effectiveness:*
  - Establish mechanisms for monitoring compliance with the Equal Opportunity policy, including regular audits, surveys, and data analysis to identify trends and areas for improvement.
  - Collect and analyse data on complaints, investigations, outcomes, and demographic representation to assess the effectiveness of the policy and identify any disparities or systemic issues.
  - Use feedback from stakeholders and relevant metrics to make continuous improvements to the policy and its implementation process.
- *Promote a Culture of Inclusion:*

- Foster a culture of inclusivity, respect, and belonging through campus-wide initiatives, events, and programming that celebrate diversity and promote cross-cultural understanding.
- Recognize and reward individuals and departments that demonstrate a commitment to equal opportunity and inclusive practices.

6. Roles and Responsibilities

- ***Executive Leadership:***
  - *Role:* Provide overarching direction, support, and commitment to the implementation of the Equal Opportunity policy.
  - *Responsibilities:*
    - ✓ Endorse and champion the Equal Opportunity policy as a core institutional value.
    - ✓ Allocate resources, funding, and support necessary for policy implementation.
    - ✓ Hold accountable all levels of the institution for adhering to the policy and promoting a culture of diversity and inclusion.
- ***Equal Opportunity Officer or Office:***
  - *Role:* Serve as the primary point of contact for matters related to equal opportunity, discrimination, harassment, and compliance with relevant laws and regulations.
  - *Responsibilities:*
    - ✓ Oversee the development, implementation, and enforcement of the Equal Opportunity policy.
    - ✓ Provide guidance, training, and support to employees, students, and other stakeholders on equal opportunity principles and procedures.
    - ✓ Investigate complaints of discrimination or harassment, ensuring prompt and impartial resolution.
    - ✓ Maintain records, track trends, and report on compliance with the Equal Opportunity policy.
- ***Human Resources Department:***
  - *Role:* Support the recruitment, hiring, training, and development of a diverse workforce and ensure equitable employment practices.

➢ *Responsibilities:*

✓ Develop and implement policies, procedures, and practices to promote equal opportunity in employment.

✓ Provide training to employees on equal employment opportunity, anti-discrimination, and harassment prevention.

✓ Investigate complaints of discrimination or harassment in the workplace and take appropriate corrective action.

✓ Monitor and analyse workforce demographics and trends to identify areas for improvement.

- ***Faculty and Academic Departments:***

➢ *Role:* Create an inclusive and supportive learning environment that fosters academic excellence and respects diversity.

➢ *Responsibilities:*

✓ Design and deliver curriculum and instructional practices that reflect diverse perspectives and promote inclusive pedagogy.

✓ Address instances of bias or discrimination in the classroom and promote respectful dialogue and engagement.

✓ Advocate for the needs of diverse student populations and provide support and resources to ensure their academic success.

- ***Student Affairs Department:***

➢ *Role:* Enhance the student experience by providing comprehensive support services and fostering a welcoming campus climate.

➢ *Responsibilities:*

✓ Develop programs, initiatives, and services that promote diversity, inclusion, and equity among students.

✓ Provide resources and support for student organizations focused on diversity, equity, and social justice.

✓ Address incidents of discrimination or harassment involving students and provide avenues for reporting and resolution.

- ✓ Promote cultural competence and intercultural understanding through educational programming and workshops.

- ***Legal Counsel:***
  - ➢ *Role:* Provide legal guidance, advice, and representation on matters related to equal opportunity, discrimination, and compliance with relevant laws.
  - ➢ *Responsibilities:*
    - ✓ Review policies, procedures, and practices to ensure compliance with federal, state, and local laws governing equal opportunity.
    - ✓ Provide training to administrators, employees, and other stakeholders on legal obligations and risk management related to equal opportunity.
    - ✓ Advise on the investigation and resolution of complaints of discrimination or harassment, including legal considerations and best practices.
    - ✓ Represent the institution in legal proceedings or negotiations related to equal opportunity matters.
- ***All Members of the Institution:***
  - ➢ *Role:* Embrace and uphold the principles of equal opportunity, respect, and inclusion in their interactions and behaviours.
  - ➢ *Responsibilities:*
    - ✓ Familiarize themselves with the Equal Opportunity policy and their rights and responsibilities under the policy.
    - ✓ Actively contribute to creating a supportive and inclusive campus climate by respecting diversity, challenging bias, and promoting understanding.
    - ✓ Report incidents of discrimination or harassment promptly and cooperate with investigations as needed.
    - ✓ Participate in training and educational opportunities to enhance awareness and understanding of equal opportunity principles.

7. Consequences and Compliance

Consequences:

- *Disciplinary Actions:* Individuals found to have violated the Equal Opportunity policy may face disciplinary actions, ranging from warnings and reprimands to suspension, termination, or expulsion, depending on the severity of the offense and institutional policies.
- *Legal Ramifications:* Violations of equal opportunity laws and regulations can lead to legal consequences, including lawsuits, fines, penalties, and damage to the institution's reputation. Legal fees and settlements resulting from discrimination or harassment cases can be costly and detrimental to the institution's finances and standing.
- *Loss of Funding or Accreditation:* Non-compliance with equal opportunity requirements may result in the loss of government funding, grants, or accreditation status, jeopardizing the institution's ability to operate effectively and serve its mission.
- *Reputational Damage*: Instances of discrimination or harassment can tarnish the institution's reputation, leading to negative publicity, decreased enrollment, loss of donors or supporters, and challenges in recruiting and retaining talented faculty, staff, and students.
- *Impact on Campus Climate*: Failure to address discrimination or harassment effectively can create a hostile or unwelcoming campus climate, negatively impacting morale, retention rates, and overall student satisfaction**.**

Compliance:

- *Policy Dissemination and Training*: Ensure that the Equal Opportunity policy is widely disseminated and accessible to all members of the institution's community. Provide regular training and education on equal opportunity principles, rights, and responsibilities to employees, students, and other stakeholders.
- *Clear Procedures and Reporting Mechanisms*: Establish transparent procedures for reporting complaints of discrimination, harassment, or retaliation, and provide multiple

channels for reporting, such as online forms, hotlines, or designated offices. Ensure that individuals feel safe and supported when coming forward with concerns.

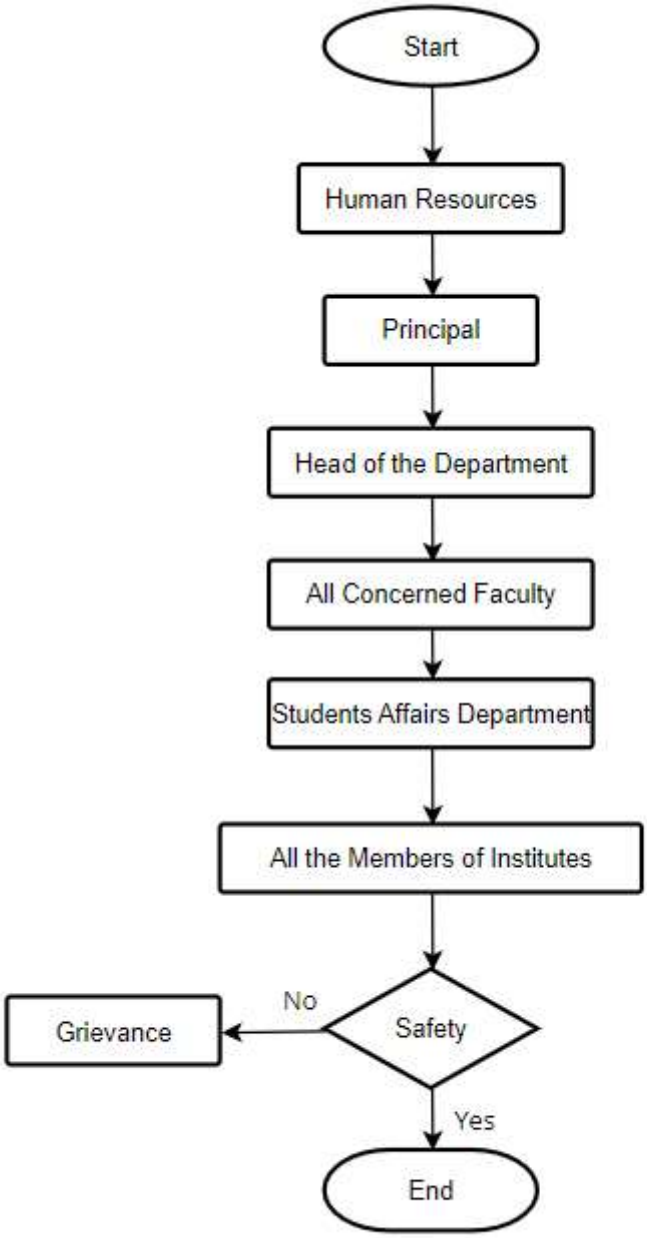
- *Prompt and Impartial Investigations:* Conduct thorough and impartial investigations into complaints of discrimination or harassment, respecting the confidentiality and rights of all parties involved. Ensure that investigations are initiated promptly, conducted fairly, and resolved in a timely manner.
- *Documentation and Recordkeeping:* Maintain accurate records of complaints, investigations, outcomes, and any corrective actions taken in response to violations of the Equal Opportunity policy. Document compliance efforts, training initiatives, and other relevant activities to demonstrate commitment to equal opportunity principles.
- *Monitoring and Evaluation:* Regularly monitor compliance with the Equal Opportunity policy through audits, assessments, surveys, and data analysis. Evaluate the effectiveness of policies, procedures, and training initiatives in promoting diversity, inclusion, and equity, and make adjustments as needed.
- *Accountability and Enforcement:* Hold individuals accountable for violations of the Equal Opportunity policy through disciplinary actions and corrective measures. Ensure that sanctions are applied consistently and in accordance with institutional policies and legal requirements.
- *External Oversight and Collaboration:* Engage with external stakeholders, such as government agencies, accrediting bodies, advocacy groups, and legal experts, to stay informed about emerging issues and best practices in equal opportunity compliance. Collaborate with external partners to enhance resources, training, and support services for promoting diversity and inclusion on campus.

8. Change of History

Version no.	Effective Date	Significant Changes	Previous Version no.

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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

9. Flow Chart


Start
Human Resources
Principal
Head of the Department
All Concerned Faculty
Students Affairs Department
All the Members of Institutes
Safety
No
Grievance
Yes
End

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1. Introduction

Quality assurance policies at educational institutions are foundational frameworks designed to ensure that the academic programs, services, and overall educational experience meet or exceed established standards of excellence. These policies serve as guiding principles to uphold academic integrity, promote continuous improvement, and prioritize student success.

2. Purpose and Scope

Purpose:

- *Maintaining Academic Standards*: Quality assurance policies establish and maintain academic standards across all programs and services offered by the institution. This ensures that educational offerings meet or exceed recognized benchmarks for quality, consistency, and rigor.
- *Ensuring Educational Equity and Inclusivity:* Quality assurance policies promote equity and inclusivity by ensuring that educational opportunities are accessible to all students, regardless of background or circumstances. This may involve implementing policies and practices to address barriers to access and support diverse student populations.

- *Promoting Student Success:* A primary purpose of quality assurance policies is to support student success by providing a supportive learning environment, effective teaching and learning practices, and comprehensive student support services. These policies aim to enhance student engagement, retention, and academic achievement.
- *Enhancing Teaching and Learning Practices:* Quality assurance policies facilitate the continuous improvement of teaching and learning practices by encouraging innovation, evidence-based pedagogies, and professional development opportunities for faculty and staff. This ensures that instructional methods remain effective and responsive to the evolving needs of students.
- *Ensuring Accountability and Transparency:* Quality assurance policies establish mechanisms for accountability and transparency in institutional practices and decision-making processes. This may include regular assessment and evaluation of educational programs, transparent communication of outcomes, and mechanisms for internal and external review.
- *Meeting Regulatory Requirements:* Educational institutions must adhere to various regulatory requirements set by accrediting bodies, government agencies, and industry standards organizations. Quality assurance policies ensure compliance with these regulations, maintaining the institution's accreditation status and eligibility for funding.
- *Fostering Continuous Improvement:* Quality assurance policies promote a culture of continuous improvement by encouraging ongoing evaluation, feedback, and reflection. This iterative process allows institutions to identify areas for enhancement, implement evidence-based practices, and monitor outcomes to drive institutional effectiveness and innovation.
- *Building Trust and Confidence:* Quality assurance policies contribute to building trust and confidence among stakeholders, including students, parents, employers, and the broader community. By demonstrating a commitment to quality and accountability, institutions can enhance their reputation and credibility.

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- *Supporting Institutional Effectiveness:* Quality assurance policies contribute to institutional effectiveness by aligning institutional goals with educational outcomes, resource allocation, and strategic planning. This ensures that institutional resources are effectively utilized to support the mission and priorities of the institution.

Scope:

- *Curriculum Development and Review:* QA policies cover the development, review, and revision of academic programs and courses. This includes ensuring alignment with industry standards, relevance to student needs, and integration of emerging trends and technologies.
- *Teaching and Learning Practices:* The scope includes practices related to instructional design, delivery, and assessment. QA policies promote effective teaching strategies, learner-cantered approaches, and the use of assessment data to inform instructional decisions.
- *Faculty Qualifications and Development:* QA policies establish criteria for faculty hiring, promotion, and ongoing professional development. This encompasses qualifications, teaching effectiveness, scholarly contributions, and participation in academic and professional activities.
- *Student Support Services:* The scope extends to support services designed to promote student success and well-being. This includes academic advising, counselling, career services, tutoring, and accommodations for students with disabilities.
- *Assessment and Evaluation:* QA policies encompass assessment and evaluation processes to measure student learning outcomes, program effectiveness, and institutional performance. This involves the use of various assessment methods, data analysis, and continuous feedback loops.
- *Resource Allocation and Utilization:* QA policies address the allocation and utilization of resources to support educational programs and services. This includes budgeting, facilities management, technology infrastructure, and human resources planning.

- *Regulatory Compliance:* The scope includes compliance with regulatory requirements set by accrediting bodies, government agencies, and industry standards organizations. QA policies ensure adherence to standards related to program accreditation, student privacy, financial aid, and campus safety.
- *Stakeholder Engagement:* QA policies involve engaging stakeholders, including students, faculty, staff, parents, employers, and the community. This may include soliciting feedback, fostering collaboration, and communicating transparently about institutional goals, priorities, and performance.
- *Risk Management:* QA policies address risks and challenges that may impact the quality and integrity of educational programs and services. This involves identifying potential risks, implementing mitigation strategies, and monitoring external factors that may affect institutional operations.
- *Continuous Improvement*: The overarching scope of QA policies is to foster a culture of continuous improvement. This includes establishing mechanisms for collecting data, analysing outcomes, identifying areas for enhancement, and implementing evidence-based practices to drive institutional effectiveness.
- *External Reviews and Accreditation:* QA policies involve participating in external reviews and accreditation processes to validate the quality of educational programs and services. This may include self-assessment, peer evaluation, site visits, and compliance reporting.
- *Ethical Standards and Academic Integrity*: The scope includes promoting ethical standards and academic integrity among students, faculty, and staff. QA policies establish expectations for honesty, integrity, and professionalism in all aspects of academic and administrative work.

3. Policy Statement

A Policy Statement for a Quality Assurance (QA) policy at an educational institution outlines the institution's commitment to upholding standards of excellence, fostering continuous improvement, and ensuring the delivery of high-quality education.

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4. Objectives

- *Maintaining Academic Standards:* Ensure that academic programs and services meet or exceed recognized standards of excellence, rigor, and relevance. This involves maintaining consistency in curriculum design, instructional delivery, assessment methods, and learning outcomes.
- *Promoting Student Success:* Foster an environment conducive to student success by providing personalized support services, academic advising, tutoring, counselling, and resources to enhance student learning and retention.
- *Enhancing Teaching and Learning Practices:* Promote effective teaching and learning practices by providing faculty and staff with professional development opportunities, pedagogical resources, and technology tools to enhance instructional effectiveness and student engagement.
- *Continuous Improvement*: Foster a culture of continuous improvement by conducting regular assessments, analysing data, and implementing evidence-based practices to enhance the quality of educational programs and services.
- *Ensuring Program Relevance and Currency:* Ensure that academic programs remain relevant and responsive to the needs of students, employers, and society by periodically reviewing and updating curriculum, instructional materials, and learning resources to reflect industry trends and emerging technologies.
- *Ensuring Compliance and Accreditation:* Ensure compliance with regulatory requirements and maintain accreditation status by adhering to standards set by accrediting bodies, government agencies, and industry organizations. This involves conducting self-assessments, participating in external reviews, and addressing areas for improvement identified during accreditation processes.
- *Enhancing Institutional Effectiveness:* Enhance institutional effectiveness by aligning strategic goals, resource allocation, and decision-making processes with educational priorities and outcomes. This involves establishing mechanisms for assessing institutional performance, monitoring progress, and making data-informed decisions.

- *Fostering Stakeholder Engagement:* Engage stakeholders, including students, faculty, staff, parents, employers, and the community, in decision-making processes, feedback mechanisms, and collaborative initiatives to support educational goals and priorities.
- *Promoting Ethical Standards and Academic Integrity:* Promote ethical standards and academic integrity among students, faculty, and staff by fostering a culture of honesty, integrity, and professionalism in all aspects of academic and administrative work.
- *Managing Risks and Challenges:* Identify potential risks and challenges that may impact the quality and integrity of educational programs and services and implement mitigation strategies to address them. This includes managing risks related to academic integrity, student safety, financial sustainability, and external factors such as changes in regulatory requirements or market demand.
- *Building Trust and Confidence*: Build trust and confidence among stakeholders by demonstrating a commitment to quality, transparency, and accountability in institutional practices and decision-making processes.

5. Procedure

- *Establish a QA Committee or Task Force*: Form a dedicated committee or task force comprising representatives from various stakeholders, including faculty, staff, administrators, and students, to oversee the implementation of the QA policy.
- *Review Existing Policies and Practices:* Conduct a comprehensive review of existing policies, procedures, and practices related to curriculum development, teaching and learning, student support services, assessment, accreditation, and compliance to identify areas for improvement.
- *Define Objectives and Key Performance Indicators (KPIs):* Clearly define the objectives of the QA policy and establish measurable KPIs to assess progress and effectiveness. Ensure that objectives are aligned with institutional goals, regulatory requirements, and accreditation standards.
- *Develop an Implementation Plan:* Develop a detailed implementation plan outlining specific actions, timelines, responsibilities, and resources required to implement the QA

policy effectively. Assign roles and responsibilities to individuals or departments responsible for carrying out each action.

- *Provide Training and Resources:* Provide training and resources to faculty, staff, and administrators on the principles and procedures outlined in the QA policy. Offer workshops, seminars, and professional development opportunities to enhance awareness and build capacity.
- *Update Policies and Procedures:* Review and update existing policies and procedures to align with the principles and objectives of the QA policy. Ensure that policies are clear, accessible, and consistent with best practices in quality assurance.
- *Implement Quality Assurance Mechanisms:* Implement quality assurance mechanisms, such as curriculum review processes, assessment protocols, student feedback mechanisms, faculty evaluations, and program reviews, to monitor and evaluate the quality of educational programs and services.
- *Collect and Analyse Data:* Collect data on key performance indicators, including student learning outcomes, program effectiveness, faculty qualifications, student satisfaction, and compliance with regulatory standards. Analyse data to identify trends, strengths, areas for improvement, and opportunities for innovation.
- *Monitor Progress and Address Issues:* Regularly monitor progress towards achieving objectives and KPIs outlined in the QA policy. Identify any issues or challenges that arise during implementation and take corrective actions as needed to address them promptly.
- *Communicate and Engage Stakeholders:* Communicate updates, progress, and outcomes of the QA policy to stakeholders, including students, faculty, staff, administrators, and external partners. Solicit feedback and engage stakeholders in decision-making processes to foster a culture of transparency and collaboration.
- *Evaluate Effectiveness and Make Adjustments:* Conduct periodic evaluations to assess the effectiveness of the QA policy in achieving its objectives and improving the quality

of educational programs and services. Use evaluation findings to make adjustments, refinements, and enhancements to the QA policy as needed.

- *Promote Continuous Improvement:* Foster a culture of continuous improvement by encouraging ongoing reflection, innovation, and learning within the institution. Celebrate successes, recognize achievements, and incentivize participation in quality assurance initiatives.

6. Roles and Responsibilities

- ***Senior Leadership/Administration:***
  - *Role:* Provide strategic direction, oversight, and support for the implementation of the QA policy.
  - *Responsibilities:*
    - ✓ Establish the vision, goals, and priorities for quality assurance initiatives.
    - ✓ Allocate resources, including funding, personnel, and technology, to support QA efforts.
    - ✓ Appoint a QA committee or task force and provide guidance and support.
    - ✓ Ensure compliance with regulatory requirements and accreditation standards.
    - ✓ Communicate the importance of quality assurance to all stakeholders and champion its implementation.
- ***Quality Assurance Committee/Task Force:***
  - *Role:* Lead and coordinate the implementation of the QA policy across the institution.
  - *Responsibilities:*
    - ✓ Develop, review, and revise the QA policy and related procedures.
    - ✓ Establish objectives, key performance indicators (KPIs), and implementation timelines.
    - ✓ Monitor progress, evaluate outcomes, and make recommendations for improvement.
    - ✓ Coordinate communication and collaboration among stakeholders.
    - ✓ Provide guidance and support to departments and units for implementing QA initiatives.
- ***Faculty:***

- ➢ *Role:* Contribute to the development and delivery of high-quality educational programs and services.
- ➢ *Responsibilities:*
  - ✓ Participate in curriculum development, review, and revision processes.
  - ✓ Design and deliver courses that align with learning objectives and standards.
  - ✓ Assess student learning outcomes and provide constructive feedback.
  - ✓ Engage in professional development activities to enhance teaching effectiveness.
  - ✓ Collaborate with colleagues and share best practices in teaching and learning.

- ***Administrators/Department Chairs:***

- ➢ *Role:* Provide leadership and support within academic departments or units.
- ➢ *Responsibilities:*
  - ✓ Implement and oversee QA initiatives within their respective departments.
  - ✓ Ensure faculty compliance with QA policies and procedures.
  - ✓ Allocate resources and support faculty development initiatives.
  - ✓ Collect and analyse data on departmental performance and outcomes.
  - ✓ Address issues or challenges related to quality assurance within the department.

- ***Staff (e.g., academic advisors, student support services):***

- ➢ *Role:* Provide essential support services to enhance student success and satisfaction.
- ➢ *Responsibilities:*
  - ✓ Provide academic advising, counselling, tutoring, and other support services to students.
  - ✓ Ensure timely and accurate communication of information related to academic programs and services.
  - ✓ Collect feedback from students and other stakeholders to identify areas for improvement.
  - ✓ Participate in training and professional development activities to enhance service delivery.

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- ✓ Collaborate with faculty and administrators to support student retention and success initiatives.

- ***Students:***

➢ *Role:* Actively engage in the educational process and provide feedback on their experiences.

➢ *Responsibilities:*

- ✓ Actively participate in classes, assignments, and assessments.
- ✓ Provide feedback on courses, programs, and support services through surveys, focus groups, or other feedback mechanisms.
- ✓ Advocate for improvements in educational quality and student support services.
- ✓ Adhere to academic integrity policies and standards.
- ✓ Collaborate with faculty and administrators to address issues or concerns related to educational quality and student success.

7. Consequences and Compliances

Consequences

- *Loss of Accreditation:* Non-compliance with accreditation standards can result in the loss of accreditation status, which may have significant consequences for the institution, including loss of eligibility for federal funding, decreased credibility, and limitations on program offerings.
- *Financial Penalties:* Failure to comply with regulatory requirements or contractual obligations may lead to financial penalties imposed by accrediting bodies, government agencies, or funding organizations.
- *Reputation Damage:* Non-compliance with QA policies can damage the institution's reputation and credibility, resulting in decreased enrolment, loss of public trust, and negative perceptions among stakeholders.
- *Legal Liabilities:* Non-compliance with legal requirements, such as student privacy laws or anti-discrimination regulations, can expose the institution to legal liabilities, lawsuits, fines, or sanctions.

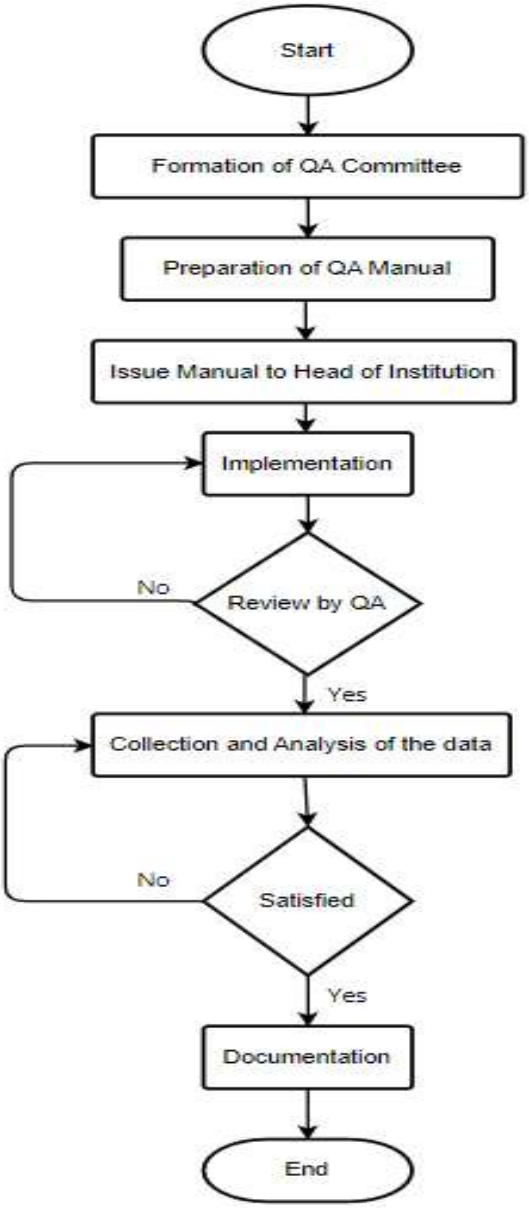
Compliance

- *Policy Documentation:* Clearly document QA policies, procedures, and standards to ensure transparency and accountability. Make policies accessible to all stakeholders through institutional websites, handbooks, and other communication channels.
- *Training and Awareness:* Provide training and awareness programs to faculty, staff, and administrators to ensure understanding of QA policies and compliance requirements. Offer workshops, seminars, and online resources to enhance awareness and build capacity.
- *Monitoring and Auditing:* Implement mechanisms for monitoring and auditing compliance with QA policies and procedures. Conduct regular reviews, assessments, and audits to identify areas of non-compliance and take corrective actions as needed.
- *Feedback and Improvement:* Solicit feedback from stakeholders, including students, faculty, staff, and external partners, to identify opportunities for improvement and address concerns related to compliance with QA policies.
- *Enforcement and Accountability*: Establish clear enforcement mechanisms and accountability measures to ensure adherence to QA policies. Hold individuals and departments accountable for meeting compliance requirements and taking corrective actions when necessary.
- *External Review and Accreditation:* Participate in external reviews and accreditation processes to validate compliance with QA standards and demonstrate institutional commitment to quality assurance. Engage in self-assessment, peer evaluation, and accreditation site visits to assess and improve compliance.
- *Continuous Improvement*: Foster a culture of continuous improvement by regularly reviewing and updating QA policies, procedures, and practices. Use evaluation findings, benchmarking data, and best practices to enhance compliance and effectiveness over time.

8. Change of History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart



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1. Introduction

The vision and mission policy of Acharya Institute of Technology serves as a guiding beacon, outlining its overarching aspirations, values, and commitments. These foundational statements encapsulate the Acharya Institute of Technology's purpose, direction, and ideals, shaping its strategic priorities and guiding its actions towards achieving its goals. Let's delve into the introduction:

- *Setting the Foundation:* In the dynamic landscape of higher education, Acharya Institute of Technology's vision and mission policy serves as the cornerstone upon which its identity and trajectory are built. These statements reflect the collective aspirations of the institute's community—students, faculty, staff, alumni, and stakeholders—charting a course towards excellence, innovation, and societal impact.
- *Defining the Vision:* The vision statement articulates Acharya Institute of Technology long-term aspirations and ambitions, painting a compelling picture of its desired future state. It embodies the Institute's aspirations to be a leader in education, research, and service, both locally and globally. This vision inspires and motivates stakeholders to

strive for greatness, fostering a culture of innovation, excellence, and continuous improvement.

- *Clarifying the Mission:* Complementing the vision, the mission statement delineates the Acharya Institute of Technology's core purpose, outlining its fundamental commitments and areas of focus. It encapsulates the institute's raison d'être—its commitment to academic excellence, student success, research and innovation, community engagement, and societal impact. The mission statement serves as a guiding compass, directing the Institute's efforts towards fulfilling its educational, research, and societal responsibilities.
- *Guiding Principles:* Embedded within the vision and mission are guiding principles that reflect the institute's values, ethos, and philosophy. These principles underscore the importance of integrity, diversity, inclusivity, sustainability, and ethical leadership in all aspects of Institute life. They serve as foundational pillars, shaping the institute's culture, policies, and practices, and fostering an environment of respect, collaboration, and social responsibility.
- *Driving Strategic Priorities:* The vision and mission policy provide a strategic framework that informs the institute's decision-making processes and resource allocation. They guide the development of strategic plans, educational programs, research initiatives, and community partnerships, ensuring alignment with the institute's overarching goals and objectives. By adhering to the vision and mission, Acharya Institute of Technology remains steadfast in its pursuit of excellence and relevance in a rapidly evolving world.

2. Purpose

Purpose:

The vision and mission policy of the institute serves as a foundational framework that articulates its overall purpose, values, and strategic direction. The primary purpose of this policy include:

- *Strategic Guidance:*

- Provide a clear and compelling vision of the institute's long-term aspirations and desired future state.
- Define the core purpose and fundamental commitments that guide the institute's strategic priorities and decision-making processes.

- *Alignment and Focus:*
  - Align the efforts and initiatives of the institute's community—students, faculty, staff, and stakeholders—towards common goals and objectives.
  - Focus resources, investments, and efforts on areas that are mission-critical and contribute to the realization of the institute's vision.
- *Inspiration and Motivation:*
  - Inspire and motivate stakeholders by communicating a shared vision of excellence, innovation, and societal impact.
  - Foster a sense of pride, belonging, and purpose among the Institute community, encouraging active participation and engagement in advancing the mission.
- *Accountability and Evaluation:*
  - Serve as a basis for accountability by providing clear benchmarks and criteria against which the Acharya Institute of Technology's performance and progress can be measured.
  - Facilitate periodic reviews and assessments to ensure that the Acharya Institute of Technology remains aligned with its vision and mission, adapting to changing circumstances and emerging priorities.

Scope:

The vision and mission policy of Acharya Institute of Technology encompasses various dimensions of its identity, aspirations, and commitments. The scope of this policy includes:

- *Long-Term Vision:* Articulates the institute's aspirations for the future, encompassing its desired position and impact in the academic, social, and global landscape.
- *Core Mission:* Defines the fundamental purpose and commitments of the institute, including its focus on education, research, innovation, and service to society.

- *Values and Principles:* Communicates the core values, ethics, and principles that underpin the institute culture, guiding behavior, and decision-making.
- *Strategic Priorities:* Outlines the strategic priorities, goals, and objectives that drive the institute's activities and initiatives, ensuring alignment with its mission and vision.
- *Stakeholder Engagement*: Engages stakeholders—including students, faculty, staff, alumni, and external partners—in the development, implementation, and evaluation of the institute's vision and mission.
- *Adaptability and Continuity:* Allows for flexibility and adaptability to changing circumstances, evolving needs, and emerging opportunities while maintaining continuity in the institute's overarching direction and purpose.
- *Communication and Transparency:* Provides a basis for transparent communication with internal and external stakeholders fostering understanding, trust and support for the institute's mission and vision.

3. Policy Statement

The vision and mission policy of Acharya Institute of Technology serves as a foundational document that articulates our comprehensive purpose, values, and strategic direction. This policy is grounded in our commitment to academic excellence, innovation, and societal impact, and it guides our actions, decisions and priorities as an institution of higher learning.

4. Objectives

- *Strategic Direction:*
  - Provide a clear and compelling vision of the institute's long-term aspirations and desired future state.
  - Define strategic objectives and priorities that align with the institute's mission and vision, guiding the allocation of resources and efforts towards achieving these goals.
- *Inspiration and Motivation:*
  - Inspire and motivate stakeholders, including students, faculty, staff, alumni and partners by communicating a shared vision of excellence and impact.

- Foster a sense of purpose, pride and belonging among the Institute community, encouraging active participation and engagement in advancing the mission.

- *Alignment and Focus:*
  - Align the efforts and initiatives of the institute community towards common goals and objectives ensuring coherence and synergy in pursuing the institute's mission and vision.
  - Focus resources, investments, and efforts on areas that are mission-critical and contribute most effectively to the realization of the institute's strategic objectives.
- *Accountability and Evaluation:*
  - Establish clear benchmarks and criteria against which the institute's performance and progress can be measured, providing a basis for accountability and transparency.
  - Facilitate periodic reviews and assessments to monitor progress towards strategic objectives, identify areas for improvement, and ensure alignment with the institute's mission and vision.
- *Student Success and Engagement:*
  - Enhance the educational experience and promote student success by providing a supportive and inclusive learning environment that fosters academic excellence, personal growth, and professional development.
  - Engage students as active participants in the realization of the institute's mission and vision, empowering them to contribute meaningfully to society as ethical leaders and global citizens.
- *Research and Innovation:*
  - Foster a culture of innovation, inquiry and discovery that advances knowledge, drives technological and societal innovation and addresses complex challenges facing humanity.
  - Promote interdisciplinary collaboration and partnerships that leverage the institute's expertise and resources to generate new insights, develop innovative solutions and make positive contributions to society.

- *Community Engagement and Impact:*
  - Serve as a catalyst for positive change by actively engaging with local, national, and global communities through service-learning initiatives, outreach programs, and collaborative partnerships.
  - Address societal needs, promote social justice and equity, and create meaningful impact by leveraging the institute's expertise, resources, and influence to address pressing challenges and foster sustainable development.
- *Ethical Leadership and Integrity:*
  - Promote ethical leadership and integrity among students, faculty, staff, and administrators, emphasizing principles of honesty, transparency, and accountability in all aspects of campus life.
  - Cultivate a culture of ethical behavior and responsible conduct that upholds the institute's values and fosters trust, credibility, and respect within the institute community and beyond.
- *Global Engagement and Citizenship:*
  - Foster global perspectives and intercultural understanding through international education programs, study abroad opportunities, and cross-cultural exchanges.
  - Prepare students to be responsible global citizens who understand and appreciate cultural diversity, engage in global issues, and contribute positively to a more interconnected and interdependent world.
- *Sustainability and Environmental Stewardship:*
  - Integrate sustainability principles into the institute's operations, curricula, and research activities, promoting environmental stewardship and responsible resource management.
  - Minimize the institute's ecological footprint, conserve natural resources, and promote sustainable practices that contribute to the well-being of present and future generations.

5. Procedure

- ***Development and Approval:***
  - *Formation of Task Force or Committee:* Acharya Institute of Technology establishes a task force or committee comprising stakeholders from various sectors of the institute community, including faculty, staff, students, administrators, and external partners.
  - *Conducting Research and Analysis:* The task force conducts research and analysis to understand the current state of the institute, identify strengths, weaknesses, opportunities, and threats, and gather input from stakeholders.
  - *Drafting Vision and Mission Statements:* Based on the research and analysis, the task force collaboratively drafts the vision and mission statements, ensuring alignment with the institute's values, aspirations, and strategic priorities.
  - *Consultation and Feedback:* The draft vision and mission statements are shared with the institute community for feedback and input through town hall meetings, focus groups, surveys, and other engagement mechanisms.
  - *Revision and Refinement:* The task force revises and refines the vision and mission statements based on the feedback received, ensuring that they accurately reflect the collective aspirations and commitments of the institute community.
  - *Approval by Governing Body:* The final version of the vision and mission statements is presented to the institute's governing body, such as the board of trustees or the academic senate, for approval and endorsement.
- ***Communication and Implementation:***
  - *Communication Plan*: The Institute develops a comprehensive communication plan to effectively communicate the vision and mission statements to all stakeholders, including students, faculty, staff, alumni, donors, and the wider community.
  - *Launch Event:* A launch event is organized to officially unveil the vision and mission statements, featuring speeches by Institute leaders, interactive presentations, and opportunities for engagement and celebration.

- *Integration into Strategic Planning:* The vision and mission statements are integrated into the institute's strategic planning process, guiding the development of strategic objectives, goals, and action plans across academic, administrative, and operational areas.
- *Alignment with Policies and Procedures:* The institute reviews and revises existing policies, procedures, and initiatives to ensure alignment with the vision and mission statements, fostering a coherent and unified approach to achieving the institution's goals.
- *Training and Capacity Building:* Training sessions and workshops are conducted to familiarize faculty, staff, and administrators with the vision and mission statements, emphasizing their role in advancing the institute's mission and contributing to its success.
- *Monitoring and Evaluation:* Acharya Institute of Technology establishes mechanisms for monitoring progress towards the realization of the vision and mission, including key performance indicators, benchmarks, and regular assessments to track outcomes and identify areas for improvement.

- ***Continuous Improvement and Adaptation:***
  - *Feedback Mechanisms:* The Institute implements feedback mechanisms to solicit ongoing input from stakeholders on the effectiveness of the vision and mission statements and their alignment with the evolving needs and priorities of the institute community.
  - *Review and Revision:* Periodic reviews and revisions of the vision and mission statements are conducted to ensure their continued relevance and effectiveness in guiding the institute's strategic direction and fostering a culture of continuous improvement.
  - *Incorporation of Emerging Trends:* Acharya Institute of Technology remains responsive to emerging trends, challenges, and opportunities in higher education and

society, updating the vision and mission statements as needed to address new priorities and aspirations.

- *Celebration of Achievements:* Acharya Institute of Technology celebrates achievements and milestones that align with the vision and mission statements, recognizing individuals and initiatives that exemplify the institution's values and contribute to its success.

6. Roles and Responsibilities

- ***Institute Leadership:***
  - *Championing the Vision and Mission:* Institute leadership, including the president, chancellor, or provost, champions the vision and mission, providing visible support and leadership in their implementation and alignment with the institution's strategic direction.
  - *Setting Strategic Direction:* Institute leaders set the strategic direction of the institution, ensuring that the vision and mission statements guide the development of strategic objectives, goals, and initiatives across academic, administrative, and operational areas.
  - *Allocating Resources:* Institute leaders allocate resources, including funding, personnel, and infrastructure, to support initiatives that align with the vision and mission, prioritizing investments that contribute to the achievement of strategic goals.
- ***Faculty and Academic Departments:***
  - *Curriculum Development:* Faculty members develop and revise academic programs and curricula to align with the vision and mission, ensuring that courses and learning outcomes reflect the institution's values, priorities, and areas of expertise.
  - *Teaching and Mentoring:* Faculty engage students in transformative learning experiences, fostering critical thinking, creativity, and ethical leadership consistent with the institution's mission and vision.

- *Research and Scholarship:* Faculty conduct research and scholarship that advances knowledge, addresses societal challenges, and contributes to the realization of the institution's strategic objectives and impact goals.

- ***Staff and Administration:***
  - *Operational Support:* Staff members provide operational support and services that facilitate the implementation of the vision and mission, including administrative support, facilities management, IT services, and student support services.
  - *Strategic Planning*: Administrative leaders participate in strategic planning processes, ensuring that institutional goals and initiatives align with the vision and mission and are integrated into departmental and unit-level plans.
  - *Communication and Outreach:* Staff members communicate the vision and mission to internal and external stakeholders through various channels, including websites, newsletters, social media, and events, fostering awareness, engagement, and support.
- ***Students:***
  - *Engagement and Advocacy:* Students actively engage in the Institute community, advocating for initiatives and opportunities that align with the vision and mission, and participating in student organizations and activities that promote the institution's values and priorities.
  - *Learning and Development:* Students participate in transformative learning experiences that prepare them to become ethical leaders, responsible citizens, and lifelong learners, embodying the institution's commitment to academic excellence, innovation, and societal impact.
- ***External Partners and Stakeholders:***
  - *Collaboration and Partnerships:* External partners, including alumni, donors, employers, government agencies, and community organizations, collaborate with the Institute to support initiatives that advance the vision and mission and contribute to positive social change.

- *Advocacy and Support:* External stakeholders advocate for the Institute's mission and priorities, providing financial support, expertise, and resources to help achieve strategic objectives and enhance the institution's impact and reputation.

7. Consequences and Compliances

Consequences:

- *Performance Evaluation:* Faculty, staff, and administrators may undergo performance evaluations that assess their alignment with the institution's vision and mission. Failure to demonstrate commitment to these principles may impact their performance ratings and career advancement opportunities.
- *Resource Allocation:* Departments and programs that fail to align their activities with the vision and mission may face consequences in resource allocation, including budget cuts or reduced funding for initiatives that do not contribute to strategic objectives.
- *Reputation and Accreditation:* Non-compliance with the vision and mission may tarnish the Institute's reputation and jeopardize its accreditation status. Negative perceptions from stakeholders, including students, alumni, and donors, may result in decreased support and funding.
- *Leadership Accountability:* Institute leaders, including administrators and governing bodies, are held accountable for ensuring that the vision and mission are effectively implemented and operationalized. Failure to do so may result in leadership changes or loss of confidence from the Institute community.

Compliance:

- *Policy Communication:* The Institute communicates the vision and mission policy clearly to all stakeholders through various channels, including official documents, websites, orientation sessions, and staff training programs, ensuring widespread awareness and understanding.
- *Training and Education:* Faculty, staff, and administrators receive training and education on the vision and mission, including workshops, seminars, and professional development

programs, to ensure they understand their roles and responsibilities in supporting these principles.

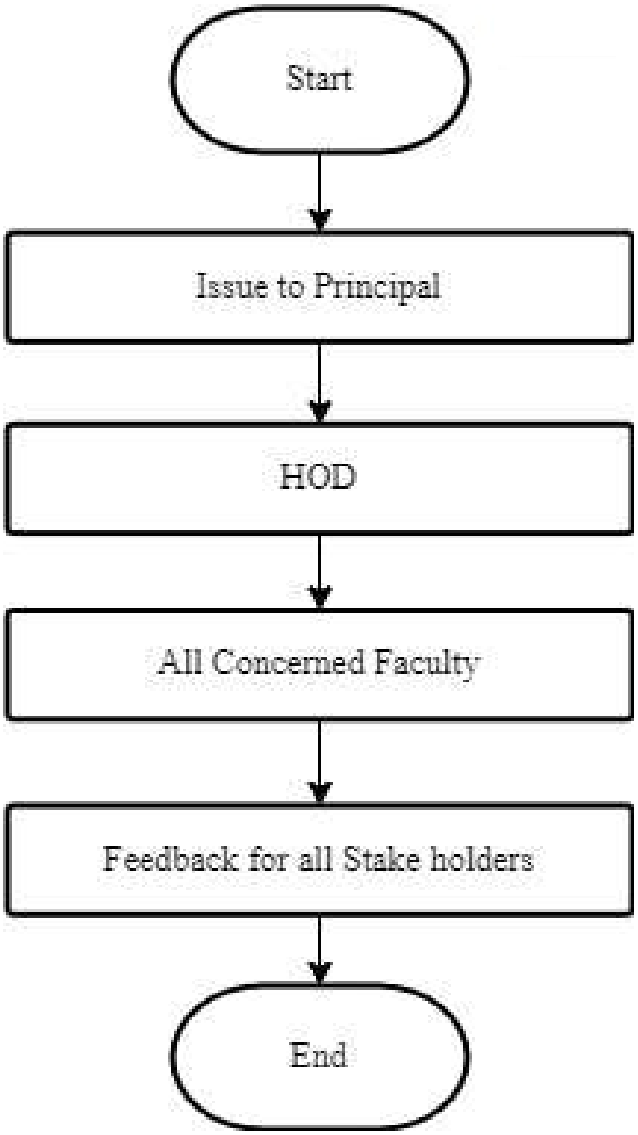
- *Institutional Policies and Procedures:* The vision and mission are integrated into institutional policies, procedures, and strategic plans, providing a framework for decision-making and resource allocation that aligns with the institution's overarching goals and values.
- *Performance Metrics:* Key performance indicators (KPIs) are established to measure progress towards achieving the vision and mission. Departments and individuals are evaluated based on their contributions to these goals, ensuring accountability and transparency.
- *Feedback Mechanisms:* The Institute implements feedback mechanisms that allow stakeholders to provide input on the effectiveness of the vision and mission implementation. Regular assessments and surveys inform ongoing improvements and adjustments to ensure continued alignment with stakeholder needs and expectations.
- *Reward and Recognition:* Individuals and departments that demonstrate exceptional commitment to the vision and mission may receive rewards and recognition, including awards, bonuses, and professional accolades, fostering a culture of excellence and accountability.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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9. Flow Chart


Start
Issue to Principal
HOD
All Concerned Faculty
Feedback for all Stake holders
End

STRATEGY DOCUMENT USED TO INCREASE ACADEMIC ENGAGEMENT POLICY

Policy No: AI/AP/SAEP/010	Version No: 004	Owner: Principal	Page 1 of 11
Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Faculty & Students	

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1. Introduction

A Strategy Document aimed at enhancing academic engagement within an educational institution is a comprehensive roadmap outlining key objectives, methodologies, and actionable plans to foster a more interactive, participative, and meaningful learning environment. This document serves as a guiding framework to promote student, faculty, and staff involvement, ultimately enriching the overall academic experience.

2. Purpose and Scope

The Purpose and Scope section of a Strategy Document aimed at increasing academic engagement within an educational institution provides a clear delineation of the objectives, rationale, and boundaries of the strategies proposed. It defines the overarching goals, the stakeholders involved, and the expected outcomes.

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3. Policy statement

A Policy Statement within the Strategy Document for Increasing Academic Engagement articulates the institution's commitment, principles, and guidelines guiding the proposed strategies. It establishes a framework for decision-making, implementation, and adherence to the outlined initiatives.

4. Objectives

The objectives outlined within a Strategy Document designed to increase academic engagement at an educational institution are pivotal in guiding and measuring the success of the strategies implemented. These objectives provide a clear direction and purpose for the initiatives aimed at enhancing academic engagement. Here are sample objectives for such a document:

- *Enhance Student Participation:* Encourage active involvement in classroom discussions, group activities, and academic events to promote a culture of participation among students.
- *Foster Collaborative Learning:* Cultivate an environment that stimulates collaboration among students from diverse backgrounds, encouraging teamwork and mutual learning.
- *Empower Educators:* Provide faculty members with resources, training, and support to adopt innovative teaching methodologies that foster engagement and interactive learning experiences.
- *Promote Interdisciplinary Engagement:* Encourage collaboration and knowledge-sharing across various academic disciplines, promoting interdisciplinary projects, seminars, and initiatives.
- *Leverage Technology for Learning:* Integrate technology effectively into the learning process to enhance accessibility to academic resources, foster interactive learning, and adapt to modern educational needs.
- *Improve Learning Outcomes:* Enhance academic performance, critical thinking skills, and problem-solving abilities among students through increased engagement in academic activities.

- *Create a Supportive Learning Environment:* Establish mentorship programs, counselling services, and extracurricular activities to support students' holistic development and well-being.
- *Continuous Evaluation and Adaptation:* Regularly assess the effectiveness of implemented strategies and adapt them based on feedback and insights garnered from students, faculty, and staff.
- *Increase Retention and Satisfaction Rates:* Improve student satisfaction and retention rates by creating an engaging and supportive academic environment that meets the diverse needs of learners.
- *Institutionalize Engagement Initiatives:* Institutionalize successful engagement strategies to ensure their sustainability and long-term impact on academic culture within the institution.

5. Procedures

- ***Assessment and Analysis:***
  - *Evaluate Current State*: Understand the existing academic engagement levels. Analyse data, surveys, and feedback from students, faculty, and staff.
  - *Identify Challenges*: Determine obstacles affecting academic engagement. This could include lack of resources, outdated teaching methods, communication issues, etc.
  - *Identify Strengths*: Recognize what already works well in promoting engagement.
- ***Goal Setting:***

  Set clear, measurable, achievable, relevant, and time-bound (SMART) goals related to enhancing academic engagement. Examples could be increasing student participation, improving attendance rates, enhancing interaction in classes, etc.
- ***Stakeholder Involvement:***

  Gather input and insights from educators, administrators, and support staff. Their involvement is crucial in implementing effective strategies.
- ***Strategy Development:***
  - *Tailored Approaches*: Develop strategies tailored to the institution's needs, considering the identified challenges and goals.

- *Technology Integration*: Explore and utilize technologies that promote engagement, such as online platforms, interactive tools, or educational apps.
- *Curriculum Review*: Assess and update the curriculum to include more interactive, engaging elements.
- *Professional Development:* Provide faculty with training on modern teaching methodologies and tools that encourage engagement.
- *Student Support Programs*: Implement mentoring, counselling, or tutoring programs to support struggling students.

- ***Implementation Plan:***
  - *Actionable Steps*: Create a detailed plan outlining specific actions, responsible parties, timelines, and resources required for each strategy.
  - *Pilot Programs:* Consider piloting new initiatives on a smaller scale before full implementation to test effectiveness.
- ***Communication and Promotion:***
  - *Communication Strategy*: Develop a plan to inform and involve the entire educational community about the new strategies and their benefits.
  - *Promotion Campaigns*: Use various channels (website, social media, newsletters) to promote engagement activities and events.
- ***Monitoring and Evaluation:***
  - *Data Collection*: Continuously collect data on the implemented strategies' impact using surveys, feedback forms, attendance records, etc.
  - *Evaluation*: Regularly assess the effectiveness of each strategy against set goals.
  - *Adjustment*: Modify or refine strategies based on the evaluation results to improve effectiveness.
- ***Sustainability and Continuous Improvement:***
  - *Long-Term Planning*: Ensure strategies are sustainable and adaptable for the long run.
  - *Feedback Loop*: Establish mechanisms to continually gather feedback from stakeholders to drive continuous improvement.

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- ***Resources and Budgeting:***

  Assign necessary resources (financial, human, technological) for successful execution of strategies.

- ***Documentation and Reporting:***
  - *Create a Strategy Document*: Compile all plans, actions, and strategies into a comprehensive document for easy reference and sharing.
  - *Reporting*: Regularly report progress and outcomes to key stakeholders, demonstrating the impact of implemented strategies.
- ***Celebrating Success:***

  Acknowledge and celebrate improvements and milestones achieved in academic engagement.

6. Roles and Responsibilities

a) Leadership Team

- *Role*: Oversees the entire strategy and ensures alignment with the institution's goals.
- *Responsibilities*:
  - Set the vision and goals for academic engagement.
  - Allocate resources and support for strategy implementation.
  - Provide guidance and direction to stakeholders involved.

b) Academic Administrators

- *Role*: Manage academic programs and ensure the integration of engagement strategies.
- *Responsibilities*:
  - Align academic policies and procedures with engagement objectives.
  - Support faculty in implementing engagement-focused teaching methods.
  - Monitor and evaluate the effectiveness of engagement initiatives.

c) Faculty Members:

- *Role*: Deliver education and engage students in learning.
- *Responsibilities*:
  - Incorporate engaging teaching methodologies and interactive content in classes.

- Provide mentoring and support to students to enhance engagement.
- Collaborate with colleagues to share best practices for engagement.

d) Student Support Services:

- *Role*: Provide assistance and support to students beyond the classroom.
- *Responsibilities:*
  - Offer counselling, mentoring, and tutoring services to support student engagement.
  - Organize extracurricular activities and events that encourage involvement.
  - Facilitate student clubs or organizations to foster engagement.

e) Information Technology (IT) Department:

- *Role*: Support the technological aspects of engagement initiatives.
- *Responsibilities*:
  - Implement and maintain digital tools and platforms that enhance engagement.
  - Provide technical support and training for faculty and students on engagement-related technologies.
  - Ensure the security and accessibility of digital engagement resources.

f) Research and Evaluation Team:

- *Role*: Assess the effectiveness of engagement strategies.
- *Responsibilities*:
  - Collect and analyse data related to academic engagement.
  - Evaluate the impact of implemented strategies on student participation and learning outcomes.
  - Provide feedback to inform continuous improvement efforts.

g) Communications and Marketing Team:

- *Role*: Promote engagement initiatives and communicate their benefits.
- *Responsibilities*:
  - Develop communication plans to raise awareness about engagement activities.
  - Create marketing materials to promote engagement events and programs.
  - Manage social media and other communication channels to engage stakeholders.

h) Advisory Committees or Task Forces:

- *Role*: Offer guidance and expertise on specific engagement-related areas.
- *Responsibilities*:
  - Provide recommendations and insights on strategies based on their expertise.
  - Collaborate with different departments to ensure a holistic approach to engagement.

7. Consequences and Compliances:

Implementing a strategy document aimed at increasing academic engagement at an educational institution can have various consequences—both positive and negative—depending on the effectiveness of the strategies, the level of implementation, and the adaptability to changing circumstances. Here are some potential consequences:

- ***Positive Consequences:***
  - Increased academic engagement often leads to better learning outcomes, higher grades, and improved academic performance among students.
  - Engaged students are more likely to remain enrolled, leading to improved retention rates and reduced dropout rates.
  - Engaging teaching methods and initiatives can boost students' motivation and satisfaction with their educational experience.
  - Faculty may experience increased satisfaction and fulfilment in their teaching roles by employing more interactive and rewarding teaching methods.
  - Successful implementation of engagement strategies can enhance the institution's reputation, attracting prospective students and faculty.
  - Engagement initiatives foster a sense of belonging and community among students, leading to a more dynamic and active learning environment.
- ***Potential Negative Consequences:***
  - Some stakeholders, including faculty or students, might resist new engagement strategies, hindering effective implementation.
  - Inadequate resources or budget constraints could limit the implementation of comprehensive engagement strategies, affecting their effectiveness.

- Poorly planned strategies might lead to unintended outcomes, such as increased stress or workload for faculty or students.
- Strategies may unintentionally exclude certain groups or individuals, leading to disparities in access or opportunities.
- Overemphasizing quantitative measures of engagement might neglect qualitative aspects, potentially leading to superficial engagement.
- Without continuous support and commitment, initiatives might fizzle out, failing to sustain the initially achieved improvements.

Compliance

- ***Legal and Regulatory Compliance:***
  - *Education Laws and Regulations*: Ensure that all strategies comply with local, regional, and national education laws, regulations, and accreditation requirements.
  - *Privacy and Data Protection*: Safeguard student data and ensure compliance with data protection laws (e.g., GDPR, FERPA) when collecting and managing student information.
  - *Accessibility Standards*: Ensure that engagement initiatives are accessible to all students, considering diverse needs and complying with accessibility standards (e.g., ADA).
- ***Ethical Considerations:***
  - *Ethical Guidelines*: Ensure that the strategies uphold ethical principles and respect students' rights, including fairness, equity, and non-discrimination.
  - *Research Ethics*: If conducting research related to engagement strategies, ensure compliance with ethical guidelines and obtain necessary approvals from institutional review boards.
- ***Institutional Policies and Standards:***
  - *Alignment with Institutional Mission*: Ensure that the strategies align with the institution's mission, vision, and strategic objectives.

- *Academic Policies*: Ensure that engagement strategies align with existing academic policies and standards set by the institution.

- ***Financial Compliance:***

  Ensure that the proposed strategies align with the allocated budget and comply with financial policies and procedures.

- ***Risk Management:***
  - *Risk Assessment*: Conduct a risk assessment to identify potential risks associated with the implementation of strategies and take measures to mitigate them.
  - *Crisis Management*: Develop contingency plans to address any unforeseen challenges or crises that may arise during the execution of engagement strategies.

- ***Documentation and Reporting:***
  - *Documentation Compliance*: Maintain detailed documentation of all processes, decisions, and actions taken in implementing engagement strategies for compliance purposes.
  - *Reporting and Accountability*: Establish mechanisms for regular reporting to relevant stakeholders to ensure transparency and accountability in compliance efforts.

- ***Training and Awareness:***
  - *Training Programs*: Provide training and guidance to staff and faculty involved in implementing the strategies to ensure they understand and comply with relevant regulations and policies.
  - *Awareness Campaigns*: Conduct awareness campaigns among stakeholders to ensure they are informed about compliance requirements and their role in adherence.

- ***Continuous Monitoring and Review:***
  - *Ongoing Evaluation*: Continuously monitor the implementation of strategies to ensure ongoing compliance with relevant standards and regulations.
  - *Periodic Review*: Regularly review the strategy document to incorporate any changes in regulations or institutional policies.

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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

8. Change History:

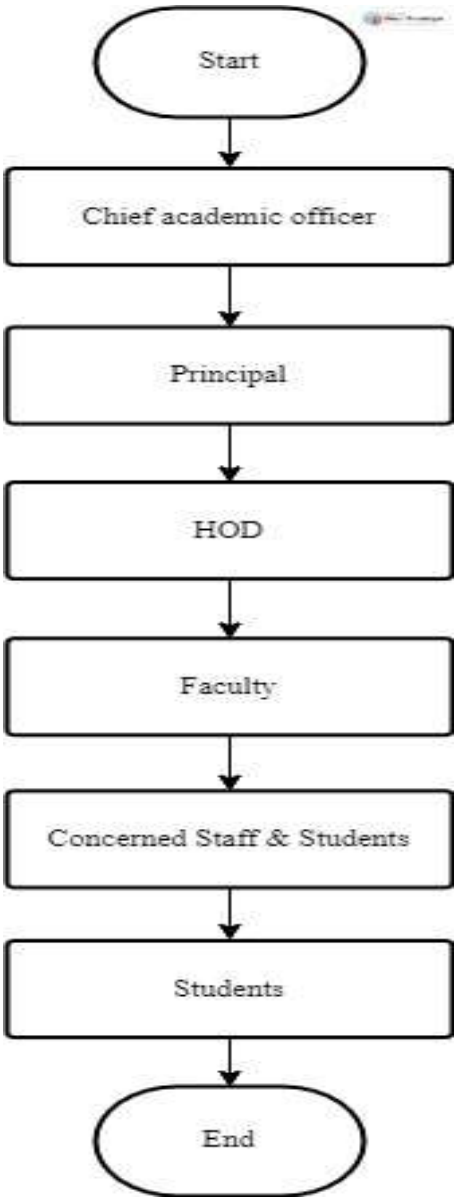
Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart

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STRATEGY DOCUMENT USED TO INCREASE ACADEMIC ENGAGEMENT POLICY

Policy No: AI/AP/SAEP/010	Version No: 004	Owner: Principal	Page 11 of 11
Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Faculty & Students	



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RESERVATION POLICY FOR MANAGEMENT QUOTA ADMISSIONS

Policy No: AIT/AP/RPMQA/0010	Version No: 001	Owner: Acharya Institute of Technology	Page 1 of 13
Date of issue: 01 June 2025	Review date: 01 June 2026	Applicability: Staff and Students	

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Definition

- "Professional Educational Courses" means, - Bachelor of Engineering, MBA, MCA.
- "Reserved seats" means the seats reserved in private educational institution, (management quota seats) in favour of persons belonging to the Scheduled Castes, the Scheduled Tribes and Other Backward Classes as may be notified by the State Government.
- "General Category Seats" means the seats other than the reserved seats.
- "Other Backward Classes" means class or classes of citizens who are socially and educationally backward as may be notified by the State Government.

1. Introduction

This policy provides a structured approach to managing reservations under the management quota in admissions at Acharya Institute of Technology. It aims to uphold principles of fairness, merit, and transparency while allowing institutional discretion within the regulatory framework set by statutory authorities.

2. Purpose and scope

The purpose of this policy is to:

- Define clear guidelines for admissions under the management quota.
- Ensure equitable and transparent allocation of seats.
- Maintain institutional autonomy while complying with applicable regulations.

Scope

This policy is applicable to all academic programs (undergraduate and postgraduate) offered at Acharya Institute of Technology under the management quota. It covers all departments, faculties, and units involved in the admission process.

3. Policy Statement

Acharya Institute of Technology recognizes its responsibility to conduct admissions under the management quota in a manner that is transparent, inclusive, and in line with the rules of affiliating universities, UGC, AICTE, or other relevant bodies. While management quota allows certain discretion, it shall not compromise the principles of merit, quality, or diversity.

4. Objectives

- To establish a clear, fair, and documented process for management quota admissions.
- To ensure compliance with institutional, university, and statutory regulations.
- To support deserving students from varied backgrounds.
- To maintain proper records and accountability in the admission process.

5. Procedure

Seat Allocation

- The number of seats available under the management quota shall be determined based on the total intake approved by the affiliating university or statutory body (such as AICTE, VTU, etc.). (Attached as annexure)
- The proportion reserved for management quota must comply with applicable state and national regulations.

Reservation of seats

- The management of Acharya Institute of Technology has formulated the reservation policy for admission into professional programs BE, MBA, MCA in order to encourage for social equality.
- The Institution can admit the student as per the statutory approved sanctioned intake for the academic year for any reason no excess admissions shall be made.
- Allocation and reservation of seats. Out of the total sanctioned intake of seats in a professional educational institution – Acharya Institute of Technology, fifty percent of the seats shall be reserved for candidates belonging to the Scheduled Castes, the Scheduled Tribes and Other Backward Classes from the State as notified by the State Government. The remaining seats shall be general category seats. Out of the general category seats up to fifteen percent may be filled by candidates belonging to the Non-resident Indian quota.
- The reservation is extended based on the government order for Scheduled caste, scheduled tribe and other backward class candidates under the management Quota.
- The seats reserved for the categories are as follows:

Category	**Percentage**
OBC	32
SC	15
ST	03
GM	50

- The seats reserved for the OBC, SC, ST shall be filled by the candidates belongs to the said category only. No persons other than the reservation are entitled for admission to professional programs.
- Provided that where the seats reserved for the Scheduled Castes, Scheduled Tribes and Other Backward Classes are left unfilled due to non-availability of the candidates, or where students of reserved categories leave after they select the seats, the same shall be filled by the candidates belonging to the same category out of the merit list. Provided further that if seats have remained unfilled even thereafter, such unfilled seats shall be filled from the student belonging to general merit on the basis of merit considering the equivalent examination score and Entrance Test score in order to fill-up the seats for the academic year.
- If any seats remain unfilled/vacant at the end of all rounds of allotment by KEA, COMEDK such unfilled seats surrendered to management will be filled with General Category candidates based on the merit within the last date of admissions as prescribed for the Academic year.

Public Notification

- The institution shall publish detailed information about management quota admissions in the prospectus and on its official website, including the number of reserved seats, eligibility criteria, application process, deadlines and related matters.

Application Process

- Interested candidates must submit a separate application for admission under the management quota.
- The application must include all necessary documents such as mark sheets, identity proof, category proof (if applicable), and a declaration of interest.

Eligibility Verification

- The Admissions Committee will verify the academic eligibility as prescribed by the admission regulatory body of the state (attached annexure) and other credentials of each applicant as per the course and institutional requirements.

Merit Assessment and Screening

- If multiple candidates apply for the same seat, selection will be based on merit, interview performance (if applicable), and other institutional criteria
- A clear and transparent merit list shall be prepared and maintained.

Interview and Counselling (if applicable)

- The institution shall conduct interviews or counselling sessions to assess the suitability of the candidates.

Offer of Admission

- Selected candidates will be issued a provisional offer letter and must complete the admission formalities within the prescribed time, including document verification and fee payment.

Documentation and Record-Keeping

- A detailed record of all applications, selection criteria, interview results (if conducted), provisional admitted student list shall be maintained by the Admissions Office.
- These records shall be available for internal audit and regulatory inspection.

6. Roles and Responsibilities

- The staff who are involved in the admission process shall verify the eligibility and related documents required for admission approval.
- The staff who are involved in the admission process shall collect the original documents required for admission approval.
- The Principal /Management is the sole responsible of admissions approval of the candidates.

7. Consequences and Compliance

Compliance

- The institution shall strictly adhere to the reservation guidelines for management quota admissions as per applicable rules and regulatory bodies such as affiliating universities, and state government directives.
- All admissions made under the management quota must be duly documented, verified, and subject to internal and external audits.
- Compliance with this policy shall be overseen by the Admissions Committee, the Head of the Institution, and the Internal Quality Assurance Cell (IQAC)/QAC where applicable.
- Staff and admission officers involved in the management quota process must be trained and regularly updated on institutional and regulatory norms.

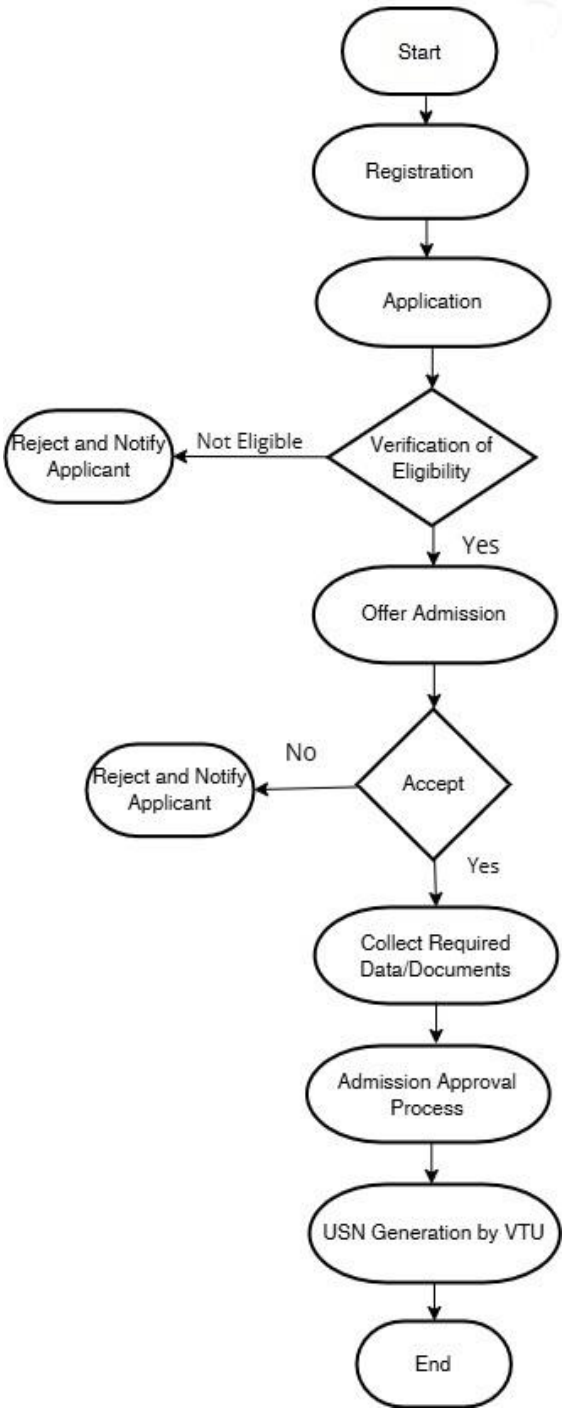
Consequences of Non-Compliance

- **Invalidation of Admission**: Any admission found to be in violation of this policy (e.g., lack of transparency, forged documents, non-eligibility) shall be declared null and void.
- **Disciplinary Action**: Faculty or staff members involved in misconduct, malpractice, or bypassing the approved procedure shall face strict disciplinary action as per institutional rules, which may include suspension, termination, or legal proceedings.
- **Financial Penalties**: In cases where illegal fees or capitation charges are levied, appropriate financial penalties will be imposed in line with the regulations.
- **Institutional Accountability**: The institution may be subject to penalties, loss of accreditation, or derecognition by regulatory bodies if systemic violations are found.
- **Student Grievance Redressal**: Any grievance arising due to policy violation will be addressed by the Grievance Redressal Committee. Unresolved issues may be escalated to the affiliating university or appropriate regulatory authority.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart


Start
Registration
Application
Verification of Eligibility
Not Eligible
Reject and Notify Applicant
Yes
Offer Admission
Accept
No
Reject and Notify Applicant
Yes
Collect Required Data/Documents
Admission Approval Process
USN Generation by VTU
End

10.Annexures

Sanctioned intake will be filled under different quota by Government, COMEDK & Management.

Percentage of seat sharing to 1st year B.E Program.

Quota	**Percentage (%)**
Government quota (KEA)	45%
COMED K	30%
Management	25%
Total	**100%**
Supernumerary seats (quota)	**Percentage (%)**
Government (KEA-SNQ)	5%
CIWGC (Gulf quota)/OCI/FN	15%

Management Quota

- 25% of sanctioned intake shall be filled under Management quota based on merit and category.

CIWGC (Gulf)/OCI/FN quota – Supernumerary

- Acharya Institute of Technology is approved by AICTE to admit 15% of students under the Supernumerary Quota (SNQ) since 2004. This quota applies to Foreign Nationals (FN), Overseas Citizens of India (OCI), and Children of Indian Workers in Gulf Countries (CIWGC).

Distribution of Seats:

- 1/3 of the 15% SNQ seats are reserved for CIWGC.
- 2/3 of these seats are allocated for OCI/FN.
- If any seats reserved for CIWGC remain vacant, they will be reverted to the OCI/FN category.
- FN/OCI seats cannot be filled by Indian citizens.

Percentage of seat sharing to B.E (2nd year through lateral entry) Program

Quota	**Percentage (%)**
Government quota (KEA)	10%

Government quota (KEA)

- The KEA, DCET entrance test is being conducted for the purpose of determining the eligibility /merit to the allotment of Government quota seats. 10% of seats is given, out of the total sanctioned intake in each program for counselling and allocation of seats to the Institutions.
- Additionally, all 1st year vacant seats of immediate previous year in the same branch can be offered by the college to diploma students at the 3rd semester level of the current academic year, as lateral entry admissions.

Management Quota

- The vacant or unfilled seats of KEA- DCET allotment if any can be filled through Management quota after all round of admissions within the stipulated last date.

Percentage of seat sharing to 1st year PG (MBA /MCA) Program

Quota	**Percentage (%)**
Government quota (KEA)	50%
Management	50%
Total	**100%**
Supernumerary seats (quota)	**Percentage (%)**
CIWGC (Gulf quota)/OCI/FN	15%

Government quota (KEA)

- The KEA, Government of Karnataka shall conduct PGCET entrance test for the purpose of determining the eligibility /merit for admissions of MBA/MCA program. 50% seats shall be filled through KEA under Government quota.
- If any seats remain unfilled /vacant at the end of all the rounds, all unfilled Government quota seats will revert to the respective institution admission for merit-based counselling to its general merit category candidates (Management quota).

Management Quota

- 50% of seats are given, out of the total sanctioned intake for counselling and allotment of seats based on the merit by the Institution.
- The respective Institution can surrender the Management seats to be filled through KEA. Government, 15 days well in advance before the commencement of the 1st round of counselling.

Unfilled seats under KEA quota

- The vacant or unfilled seats of KEA if any can be filled through Management quota after all round of admissions within the stipulated last date.

Supernumerary seats

CIWGC (Gulf)/OCI/FN quota

- Acharya Institute of Technology is approved by AICTE to admit 15% of students under the Supernumerary Quota (SNQ) since 2004. This quota applies to Foreign Nationals (FN), Overseas Citizens of India (OCI), and Children of Indian Workers in Gulf Countries (CIWGC).

Distribution of Seats:

- 1/3 of the 15% SNQ seats are reserved for CIWGC.
- 2/3 of these seats are allocated for OCI/FN.

- If any seats reserved for CIWGC remain vacant, they will be reverted to the OCI/FN category.
- 4. FN/OCI seats cannot be filled by Indian citizens.

Eligibility for admission to first year Engineering course:

- Passed in 2nd PUC / 12th Std / Equivalent Exam with English as one of the Languages and obtained a Minimum of 45% of Marks in aggregate in Physics and Mathematics along with Chemistry / Biotechnology / Biology / Electronics / Computer. (40% for SC, ST, Cat-1, 2A, 2B, 3A and 3B category candidates).

Eligibility for admission to 2nd year Bachelor of Engineering

- The requisite percentage of marks in the qualifying examination. (i.e., should have obtained a minimum of 45% aggregate marks taken together in all the subjects of the final year (Fifth and Sixth Semester) of the Diploma examination. In case of candidates belonging to SC, ST and Backward Classes a minimum of 40% aggregate marks in all the subjects of the final year (Fifth and Sixth Semester) of the Diploma examination.

Eligibility for admission to MBA/MCA

- The candidate should have obtained 50% aggregate marks of all the years / semesters of the Degree examination, 45% of aggregate marks of all the years / semesters in the Degree Examination in case of candidates belonging to SC, ST and Category-I of Karnataka Candidates

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1. Introduction

Ragging is a serious issue that can have detrimental effects on students' mental and physical well-being, as well as their overall educational experience. Acharya Institute have implemented comprehensive policies to address and prevent ragging, creating a safe and supportive environment for all students. AIT is committed to fostering a learning environment that is safe, respectful, and conducive to academic and personal growth. Anti-Ragging, defined as any form of harassment, intimidation, or humiliation, is strictly prohibited. This policy aims to ensure that all students and staff can participate in educational and social activities free from fear and intimidation.

2. Purpose and Scope

Purpose:

The primary objective of the policy on anti-ragging is to eliminate the practice of ragging within AIT and ensure that every student can pursue their academic goals in a safe, respectful, and non-threatening environment. This policy aims to:

- Prevent ragging through proactive measures and education.

- Establish clear guidelines for identifying, reporting, and addressing instances of ragging.
- Promote a culture of respect, inclusivity, and empathy among students.

Scope:

This policy applies to all students, faculty, and staff within the AIT, including those involved in extracurricular activities, sports, and other campus organizations. It covers all forms of ragging, whether they occur on campus, during institutional events, or through digital communication channels.

3. Policy statement

AIT maintains a zero-tolerance policy towards ragging in any form. Anti-Ragging undermines the dignity and safety of individuals and disrupts the educational environment. Acharya Institute is dedicated to preventing ragging, addressing incidents promptly and effectively, and promoting a culture of respect and inclusivity.

4. Objectives

The primary objectives of the policy on anti-ragging are designed to ensure a safe, respectful, and inclusive educational environment. They are:

- ***Prevent Ragging:***
  - *Promote Awareness:* Educate students, faculty, and staff about what constitutes ragging, its harmful effects, and the institution's zero-tolerance stance.
  - *Foster Prevention:* Implement proactive measures and preventive strategies to minimize the occurrence of ragging, including orientation programs and awareness campaigns.
- ***Ensure Safety and Respect:***
  - *Create a Safe Environment:* Establish a safe and respectful environment for all students by eliminating fear and intimidation associated with ragging.
  - *Uphold Dignity:* Ensure that every student's dignity is respected and protected, preventing any form of harassment or humiliation.
- ***Provide Clear Definitions and Guidelines:***

- *Define Ragging:* Clearly define what constitutes ragging to ensure everyone understands the boundaries and types of behaviour considered unacceptable.
- *Set Expectations:* Outline the expectations for behaviour and conduct within the AIT to prevent misunderstandings and violations.

- ***Facilitate Effective Reporting and Response:***
  - *Enable Reporting:* Provide accessible and confidential channels for reporting incidents of ragging, ensuring that students can report without fear of retaliation.
  - *Respond Promptly:* Ensure a timely and appropriate response to reported incidents, including investigation and resolution, to address and mitigate the impact of ragging.
- ***Ensure Fair and Thorough Investigation:***
  - *Conduct Investigations:* Implement a fair and impartial process for investigating reported incidents of ragging, ensuring that all parties involved are heard and treated equitably.
  - *Maintain Transparency:* Ensure that the investigation process is transparent and adheres to established protocols to uphold fairness and justice.
- ***Implement Appropriate Disciplinary Actions:***
  - *Enforce Consequences:* Apply appropriate and consistent disciplinary measures for those found guilty of ragging, based on the severity of the offense.
  - *Deter Future Incidents:* Use disciplinary actions to deter future incidents of anti-ragging and uphold the institution's zero-tolerance policy.
- ***Support Affected Individuals:***
  - *Provide Assistance:* Offer counselling and support services to victims of anti-ragging to help them cope with any psychological and academic impacts.
  - *Ensure Safety:* Implement measures to ensure the safety and well-being of victims, including adjustments to their academic or living arrangements if necessary.
- ***Promote a Positive Campus Culture:***
  - *Encourage Respect:* Foster a culture of mutual respect, empathy, and inclusivity among students, faculty, and staff.

- *Build Community:* Promote positive interactions and a supportive campus community to reduce the likelihood of anti-ragging and enhance overall student experience.

- ***Monitor and Review Policy Effectiveness:***
  - *Regular Review:* Conduct periodic reviews of the policy to assess its effectiveness and make necessary updates based on feedback and changing circumstances.
  - *Continuous Improvement:* Use feedback, audit findings, and best practices to continuously improve the policy and its implementation.
- ***Ensure Compliance with Legal and Regulatory Requirements:***
  - *Adhere to Regulations:* Ensure that the policy complies with relevant laws and regulations concerning student safety and anti-ragging measures.
  - *Address Legal Obligations:* Address any legal obligations related to ragging and ensure that AIT meets its regulatory responsibilities.

5. Procedures

The procedure outlined in the policy on anti-ragging provides a structured approach for preventing, reporting, investigating, and addressing incidents of ragging within AIT. This ensures that all stakeholders understand their roles and responsibilities and that incidents are handled effectively and fairly.

- ***Prevention and Awareness***
  - ***Orientation Programs:***
    - ✓ *Content:* Include comprehensive sessions on the definition of ragging, its consequences, and the institution's zero-tolerance stance.
    - ✓ *Frequency:* Conduct these programs during the initial orientation for new students and periodically for all students throughout the academic year.
  - ***Training and Awareness Campaigns:***
    - *Target Audience:* Provide regular training for students, faculty, and staff to reinforce anti-ragging messages and educate about the policy.

- *Methods:* Use workshops, seminars, posters, and digital campaigns to ensure widespread awareness.

- ***Reporting Mechanisms***
  - ***Reporting Channels:***
    - ✓ *Available Channels:* Establish multiple reporting mechanisms, including:
      a) A confidential online form for reporting incidents.
      b) Secure drop-boxes located at key campus locations.
      c) Options for anonymous reporting to protect the identity of the reporter.
    - ✓ *Accessibility:* Ensure these channels are easily accessible and well-publicized to all students and staff.
  - ***Reporting Procedure:***
    - ✓ *Immediate Reporting:* Encourage prompt reporting of incidents to prevent escalation and provide timely assistance.
    - ✓ *Documentation:* Require that all reports be documented with relevant details to facilitate investigation.
- ***Investigation Process***
  - ***Initial Review:***
    - ✓ *Receipt of Complaint:* A designated committee or officer will review the reported incident to determine its validity and seriousness.
    - ✓ *Preliminary Action:* Depending on the initial review, preliminary measures may be taken to protect the complainant and ensure a fair investigation.
  - ***Formal Investigation:***
    - ✓ *Investigation Committee:* Form a committee consisting of impartial members to conduct the investigation. This may include representatives from student affairs, faculty, and legal or counselling services.
    - ✓ *Gathering Evidence:* Collect evidence through interviews, written statements, and any other relevant documentation.

- ✓ *Fair Hearing:* Provide an opportunity for both the complainant and the accused to present their sides of the story.

➢ ***Report and Findings:***

- ✓ *Investigation Report:* Prepare a detailed report summarizing the findings, evidence, and any recommendations for action.
- ✓ *Confidentiality:* Maintain confidentiality throughout the investigation to protect all parties involved.

- ***Disciplinary Actions***

➢ ***Determination of Action:***

- ✓ *Review of Findings:* The findings of the investigation committee will be reviewed by a disciplinary board or authority to determine appropriate action.
- ✓ *Range of Penalties:* Disciplinary actions may include:
  a) For minor or first-time offenses.
  b) For more serious or repeated offenses.
  c) For severe cases or where other measures have failed.
  d) If the ragging incident involves criminal behaviour, legal action may be pursued in accordance with local laws.

➢ ***Communication of Decision:***

- ✓ *Notification:* Inform both the complainant and the accused of the outcome of the investigation and any disciplinary actions taken.
- ✓ *Appeal Process:* Provide an option for appeal if either party believes the decision was unjust or the process was flawed.

- ***Support for Affected Individuals***

➢ ***Counseling Services:***

- ✓ *Availability:* Ensure that counselling services are available to all students affected by ragging.
- ✓ *Access:* Provide easy access to professional counselling and mental health support.

➢ ***Safety Measures:***

✓ *Protection:* Implement measures to ensure the safety of victims, including adjustments to academic schedules, housing arrangements, or other accommodations as necessary.

- ***Monitoring and Review***

➢ ***Policy Review:***

✓ *Regular Assessment:* Conduct periodic reviews of the policy to assess its effectiveness and make updates as needed.

✓ *Feedback Mechanism:* Gather feedback from the campus community on the policy and procedures to identify areas for improvement.

➢ ***Compliance Monitoring:***

✓ *Audits:* Regularly audit the implementation and enforcement of the policy to ensure compliance and address any gaps.

6. Roles and Responsibilities

- ***Institutional Leadership***

➢ ***Roles:***

✓ *Policy Endorsement:* Ensure the policy is formally adopted and endorsed by the highest levels of institutional leadership, such as the Board of Trustees or the Governing Council.

✓ *Resource Allocation:* Allocate necessary resources for the implementation of the policy, including funding for training programs and support services.

✓ *Culture Promotion:* Foster a culture of respect and zero tolerance towards ragging at all levels of the institution.

➢ ***Responsibilities:***

✓ *Oversight:* Monitor the overall effectiveness of the policy and its implementation.

✓ *Support:* Provide support and backing for the anti-ragging measures and initiatives.

✓ *Communication:* Communicate the importance of the policy to the entire campus community.

- ***Administrative and Student Affairs Department***
  - ***Roles:***
    - ✓ *Policy Implementation:* Oversee the day-to-day implementation of the policy on anti-ragging.
    - ✓ *Coordination:* Coordinate with various departments to ensure compliance and integration of anti-ragging measures.
  - ***Responsibilities:***
    - ✓ *Orientation and Training:* Organize orientation sessions for new students and ongoing training for current students, faculty, and staff.
    - ✓ *Reporting Channels:* Maintain and manage reporting mechanisms for ragging incidents.
    - ✓ *Support Services:* Provide counselling and support services for victims of ragging.

- ***Anti-Ragging Committee***
  - ***Roles:***
    - ✓ *Investigation:* Lead the investigation of reported ragging incidents.
    - ✓ *Decision-Making:* Make recommendations for disciplinary actions based on investigation findings.
  - ***Responsibilities:***
    - ✓ *Fair Investigation:* Conduct thorough, impartial investigations of all complaints related to ragging.
    - ✓ *Documentation*: Ensure that all incidents and investigations are documented accurately and confidentially.
    - ✓ *Recommendations:* Formulate recommendations for appropriate disciplinary actions and support measures.

- ***Faculty Members***
  - ***Roles:***

- ✓ *Monitoring:* Actively monitor student behaviour and report any suspicious or known instances of ragging.
- ✓ *Mentorship:* Provide guidance and support to students to foster a respectful and inclusive classroom environment.

➢ ***Responsibilities:***

- ✓ *Early Detection:* Identify and report potential incidents of ragging or related issues.
- ✓ *Education:* Educate students about the policy and the importance of a respectful campus environment.
- ✓ *Support:* Offer support to students who may be affected by ragging or who disclose incidents.

- ***Student Body***

➢ ***Roles:***

- ✓ *Awareness*: Understand and adhere to the AIT's policy on anti-ragging.
- ✓ *Reporting:* Report any incidents of ragging witnessed or experienced.

➢ ***Responsibilities:***

- ✓ *Respectful Behaviour:* Engage in respectful and supportive interactions with peers.
- ✓ *Active Participation:* Participate in anti-ragging awareness programs and campaigns.
- ✓ *Reporting Incidents:* Use established reporting mechanisms to disclose incidents of ragging and support peers who may be affected.

- ***Support Staff***

➢ ***Roles:***

- ✓ *Assistance:* Assist in the implementation of anti-ragging measures and support services.
- ✓ *Enforcement:* Help enforce the policy and ensure a safe environment.

➢ ***Responsibilities:***

- ✓ *Observation:* Be vigilant and report any observed incidents or behaviors indicative of ragging.

- ✓ *Support*: Provide administrative and logistical support for the policy's enforcement and related activities.

- ***Counsellors and Mental Health Professionals***
  - ➢ ***Roles:***
    - ✓ *Support Provision:* Provide counselling and psychological support to victims of ragging.
    - ✓ *Intervention:* Offer interventions and coping strategies to help affected individuals.
  - ➢ ***Responsibilities:***
    - ✓ *Confidential Support:* Ensure that all support provided is confidential and empathetic.
    - ✓ *Resource Utilization:* Utilize available resources to assist victims in recovering and managing the impact of ragging.

- ***Legal Advisors***
  - ➢ ***Roles:***
    - *Legal Guidance:* Offer legal advice regarding the policy and any legal implications of ragging incidents.
    - *Compliance:* Ensure that the AIT's policies and procedures comply with relevant laws and regulations.
  - ➢ ***Responsibilities:***
    - *Legal Review:* Review the policy and procedures to ensure they align with legal standards.
    - *Assistance:* Provide legal assistance in cases where legal action may be necessary.

7. Consequences and Compliance

Non-compliance with the ragging policy undermines AIT's commitment to a safe and respectful learning environment. Therefore, clear and enforceable consequences are essential to uphold the policy's integrity. These consequences address non-compliance at various levels, from individual lapses to systemic failures. Below are the outlined consequences for different types of non-compliance:

- ***For Students:***
  - ***Minor Infractions:***
    - ✓ *Formal Warning:* A written warning may be issued, detailing the nature of the infraction and the need to adhere to the policy.
    - ✓ *Mandatory Workshops:* Attendance at workshops on the policy and the impacts of ragging may be required.
  - ***Moderate Infractions:***
    - ✓ *Probation:* Academic or behavioural probation may be imposed, with conditions that must be met to avoid further disciplinary action.
    - ✓ *Suspension from Activities:* Temporary suspension from extracurricular activities or campus events.
  - ***Severe Infractions:***
    - ✓ *Suspension:* Temporary suspension from the institution or specific academic programs.
    - ✓ *Expulsion:* Permanent removal from the institution for severe or repeated violations.
- ***For Faculty and Staff:***
  - ***Minor Infractions:***
    - ✓ *Formal Warning:* A written warning and mandatory training or refresher courses on the policy.
    - ✓ *Counselling:* Required counselling or mentorship to address compliance issues.
  - ***Moderate Infractions:***
    - ✓ *Suspension:* Temporary suspension from duties or responsibilities related to student interactions.
    - ✓ *Reassignment:* Temporary reassignment to roles with limited student contact.
  - ***Severe Infractions:***
    - ✓ *Termination:* Termination of employment or contract for serious violations of the policy.
    - ✓ *Legal Action:* Pursuit of legal action if the infraction involves criminal behavior.

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- ***For Administrative Staff:***
  - ***Minor Infractions:***
    - ✓ *Corrective Action:* Implementation of corrective measures to address lapses in policy enforcement.
    - ✓ *Training:* Required participation in training programs to enhance understanding and compliance.
  - ***Moderate Infractions:***
    - ✓ *Probation:* Administrative probation with increased oversight and monitoring.
    - ✓ *Performance Review:* An in-depth performance review to assess compliance and effectiveness.
  - ***Severe Infractions:***
    - ✓ *Suspension:* Temporary suspension from administrative duties.
    - ✓ *Dismissal:* Termination from the position if non-compliance affects AIT's ability to manage the policy effectively.
- ***For the Institution as a Whole:***
  - ***Systemic Issues:***
    - ✓ *Audit and Assessment:* Conduct a comprehensive audit to identify and address systemic failures in policy implementation.
    - ✓ *Action Plan:* Develop and implement an action plan to correct deficiencies and improve compliance.
  - ***Regulatory Consequences:***
    - ✓ *External Review:* Engage external agencies or consultants to review and recommend improvements to the policy and its implementation.
    - ✓ *Legal and Financial Penalties:* Address any legal or financial penalties resulting from non-compliance with regulatory requirements or laws.
  - ***Monitoring Mechanisms:***

- ✓ *Regular Audits:* Conduct regular audits to ensure adherence to the policy and identify areas for improvement.
- ✓ *Feedback Collection:* Use feedback mechanisms to gather insights from the campus community on compliance and enforcement.

➢ ***Reporting Non-Compliance:***

- ✓ *Reporting Channels:* Establish clear channels for reporting non-compliance by students, faculty, staff, and administrators.
- ✓ *Investigation:* Promptly investigate reports of non-compliance and take appropriate corrective actions.

➢ ***Review and Improvement:***

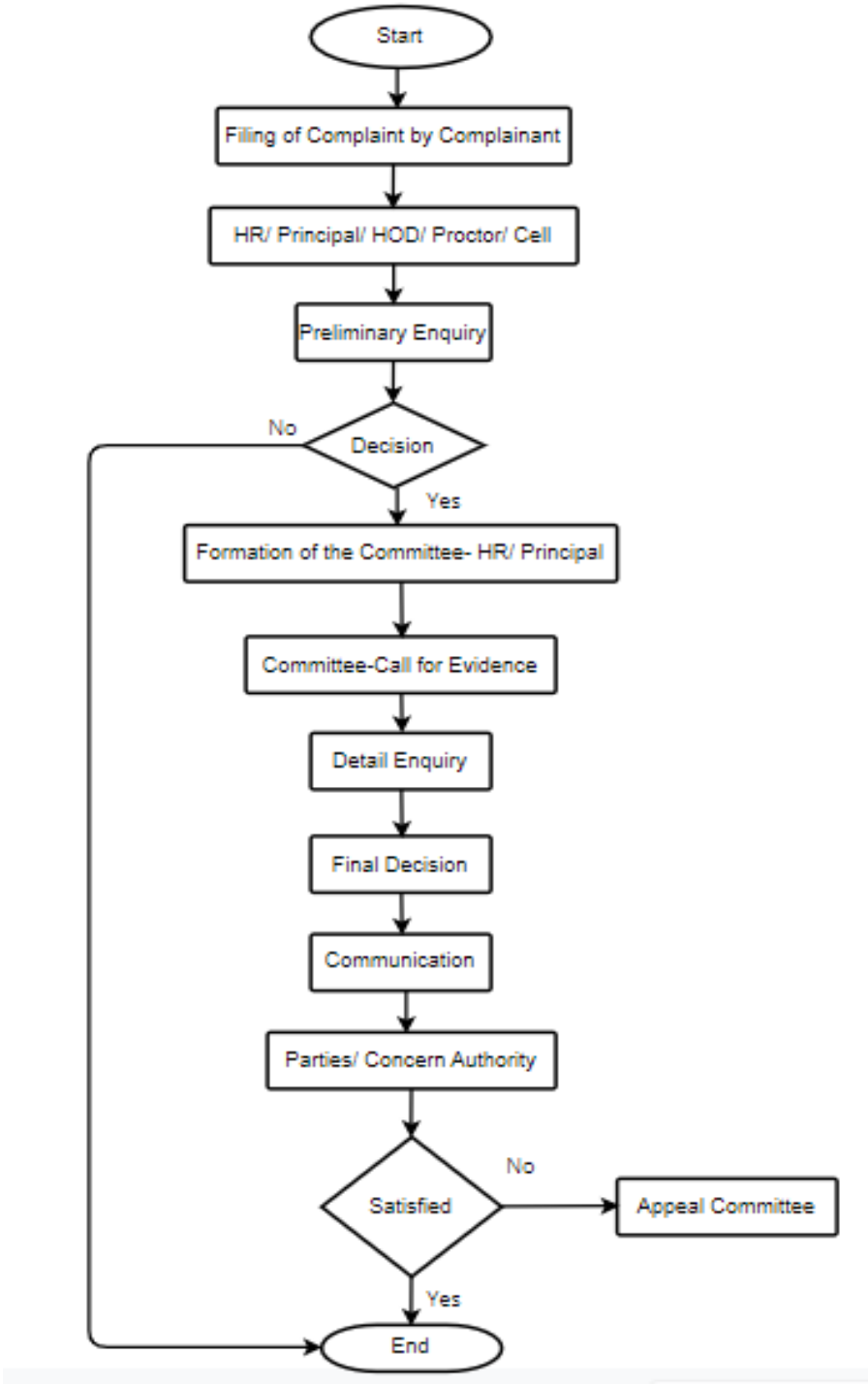
- ✓ *Policy Review:* Periodically review and update the policy and procedures to address emerging issues and ensure continued effectiveness.
- ✓ *Continuous Improvement:* Implement improvements based on audit findings, feedback, and changes in regulations or best practices.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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9. Flow Chart



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1. Introduction

Sexual harassment is a serious issue that can have profound and lasting effects on students, faculty, and staff within educational institutions. To address this, educational institutions worldwide have implemented comprehensive sexual harassment policies aimed at preventing, addressing, and remedying instances of sexual harassment within their communities.

These policies are designed to create a safe, respectful, and inclusive environment where all members can learn, teach, and work free from harassment and discrimination. They often encompass a range of behaviours, including unwelcome sexual advances, requests for sexual favours, and other verbal, nonverbal, or physical conduct of a sexual nature.

2. Purpose and Scope

Purpose: The primary purpose of an anti-sexual harassment policy at an educational institution is to foster a safe, respectful, and inclusive environment for all members of the community. These policies aim to prevent instances of anti-sexual harassment, provide support to individuals who

experience harassment, and outline procedures for addressing and remedying reported incidents. By clearly defining unacceptable behaviour and establishing mechanisms for accountability, education institutions demonstrate their commitment to promoting equality, dignity, and mutual respect among students, faculty, staff, and visitors.

Scope: The scope of an anti-sexual harassment policy at an educational institution encompasses all aspects of campus life and applies to every member of the community, including students, faculty, staff, administrators, and visitors. This policy extends to all locations and activities sponsored by the institution, both on and off-campus, including classrooms, residence halls, athletic events, study abroad programs, and online platforms. It covers a broad range of behaviours, including but not limited to:

- Verbal harassment, such as unwelcome comments, jokes, or epithets of a sexual nature.
- Non-verbal harassment, including suggestive gestures, leering, or displaying sexually explicit materials.
- Physical harassment, such as unwanted touching, grabbing, or assault.
- Sexual advances, propositions, or requests for sexual favors, whether explicit or implicit.
- Retaliation against individuals who report incidents of sexual harassment or participate in the investigation process.

The policy also applies to harassment perpetrated by or against individuals of any gender, sexual orientation, race, ethnicity, disability status, religion, or other protected characteristics. Additionally, it covers behaviour occurring between individuals of unequal power dynamics, such as faculty and students or supervisors and subordinates.

3. Policy statement

Acharya Institute of Technology is committed to providing a safe, respectful, and inclusive environment for all members of its community. Sexual harassment is unacceptable and will not be tolerated in any form. This policy applies to all students, faculty, staff, administrators, and visitors, and it encompasses all aspects of campus life, both on and off-campus.

4. Objectives

The objectives of addressing anti-sexual harassment at educational institutions are aimed at creating a safe, respectful, and conducive environment for learning, working, and personal development. Some key objectives include:

- *Prevention:* Implementing measures to prevent instances of sexual harassment through education, training, and awareness programs. These initiatives aim to educate students, faculty, staff, and administrators about what constitutes sexual harassment, the impact it has, and how to prevent it.
- *Policy Implementation:* Establishing clear and comprehensive policies and procedures to address and respond to reports of anti-sexual harassment. These policies ensure a systematic approach to handling complaints, investigations, and the provision of support to affected individuals.
- *Awareness and Education:* Conducting regular educational programs, workshops, and training sessions to raise awareness about sexual harassment, its various forms, and the importance of respectful behaviour and boundaries within the educational environment.
- *Support Services:* Providing accessible and confidential support services for individuals who have experienced or witnessed sexual harassment. These services may include counseling, guidance on reporting procedures, and assistance in accessing resources and support networks.
- *Creating a Reporting Mechanism:* Establishing clear and accessible reporting mechanisms that encourage individuals to report incidents of sexual harassment without fear of retaliation. These mechanisms should be transparent, confidential, and designed to protect the privacy of those involved.
- *Investigation and Accountability:* Ensuring prompt, fair, and impartial investigations into reported incidents of anti-sexual harassment. Holding perpetrators accountable through appropriate disciplinary actions in accordance with institutional policies and legal requirements.

- *Building a Culture of Respect:* Cultivating a culture of mutual respect, equality, and inclusivity within the educational community. This involves promoting positive relationships, respecting diverse perspectives, and fostering an environment where everyone feels valued and heard.
- *Continuous Improvement:* Regularly reviewing and updating policies and procedures in response to feedback, changing legal requirements, or emerging trends to ensure the effectiveness of measures taken to prevent and address sexual harassment.
- *Collaboration and Partnerships:* Collaborating with external organizations, experts, and stakeholders working in the field of gender equality, human rights, and harassment prevention to enhance institutional approaches and share best practices.
- *Measuring Progress*: Establishing metrics and methods to assess the effectiveness of prevention efforts, policy implementation, and support services provided, thereby continuously improving approaches to combat sexual harassment.

5. Procedures

The procedure for addressing anti-sexual harassment at educational institutions involves a systematic approach to reporting, investigating, and resolving incidents.

- *Policy Familiarization:*
  - ✓ Ensure that the institution's anti-sexual harassment policy is accessible and understandable to all members of the educational community, including students, faculty, staff, and administrators.
  - ✓ Provide training and education on the policy, outlining what constitutes anti-sexual harassment, reporting mechanisms, and available support services.
- *Reporting Anti-Sexual Harassment:*
  - ✓ Encourage individuals who experience or witness anti-sexual harassment to report incidents promptly. Ensure multiple reporting channels, including in-person, online, or through designated individuals or offices.
  - ✓ Offer options for confidential reporting to protect the privacy of individuals reporting incidents.

- *Initial Response:*
  - ✓ Take immediate steps to ensure the safety and well-being of the individual reporting the incident.
  - ✓ Provide information on available support services, such as counseling, medical assistance, or legal resources.
- *Investigation Process:*
  - ✓ Designate trained personnel or a team to conduct a thorough, fair, and impartial investigation into the reported incident.
  - ✓ Gather information, including statements from the complainant, alleged harasser, witnesses, and any evidence available.
  - ✓ Maintain confidentiality throughout the investigation while ensuring the rights of both the complainant and the accused.
- *Determining Findings:*
  - ✓ Evaluate the gathered information to determine whether the reported behaviour constitutes sexual harassment based on the institution's defined policies.
  - ✓ Reach conclusions based on the preponderance of evidence and the institution's standards for determining culpability.
- *Actions and Remedial Measures:*
  - ✓ Take appropriate disciplinary action if the investigation substantiates the allegations of anti-sexual harassment. Disciplinary actions should be in accordance with institutional policies and may include warnings, reprimands, suspension, or termination.
  - ✓ Implement remedial measures to prevent future incidents, such as providing additional training, adjusting working or learning arrangements, or offering support to affected individuals.
- *Communication of Findings:*
  - ✓ Communicate the findings of the investigation and the actions taken to both the complainant and the alleged harasser, ensuring confidentiality as appropriate.

- ✓ Provide avenues for appeals or follow-up actions if either party is dissatisfied with the outcome.

- *Documentation and Record-Keeping:* Maintain accurate and detailed records of the reported incident, investigation process, findings, and actions taken. Ensure confidentiality and secure storage of these records.

- *Monitoring and Follow-Up:*
  - ✓ Regularly review and assess the effectiveness of the institution's response to sexual harassment incidents.
  - ✓ Provide ongoing support and follow-up to affected individuals to ensure their well-being and continued engagement with the educational institution.

6. Roles and Responsibilities

Responsibilities regarding anti-sexual harassment at educational institutions are distributed among various parties to collectively address and prevent such incidents. These responsibilities are typically delegated as follows:

- ***Institutional Leadership and Administration:***
  - ✓ *Policy Creation and Enforcement:* Develop and implement policies that define anti-sexual harassment, establish reporting procedures, and outline consequences for offenders. Ensure consistent enforcement of these policies across the institution.
  - ✓ *Cultural Promotion:* Cultivate a culture of respect, equity, and safety by demonstrating a commitment to preventing sexual harassment through communication, actions, and resource allocation.

- ***Human Resources Department:***
  - ✓ *Training and Education:* Organize and conduct training sessions for faculty, staff, and students to raise awareness of sexual harassment policies, reporting channels, and available support resources.
  - ✓ *Handling Internal Complaints:* Address internal reports of anti-sexual harassment among faculty and staff, ensuring prompt and fair resolution.

- ***Faculty and Staff:***
  - ✓ *Modelling Behaviour:* Demonstrate professional conduct, respect boundaries, and foster a safe environment within classrooms, offices, and other educational spaces.
  - ✓ *Support and Reporting:* Encourage reporting and provide support to students or colleagues who experience or witness sexual harassment.
- ***Students:***
  - ✓ *Awareness and Reporting:* Participate in educational programs, familiarize themselves with institutional policies, and report incidents of sexual harassment.
  - ✓ *Responsible Conduct:* Uphold respectful behaviour, respect boundaries, and contribute to a safe and inclusive learning environment.
- ***Support Services (Counselling, Health Centres):***

  Providing Assistance: Offer counselling, health services, and support to individuals affected by sexual harassment to address their emotional and physical well-being.
- ***Legal and Compliance Offices:***

  Ensuring Compliance: Ensure that institutional policies align with federal, state, and local laws concerning sexual harassment.
- ***Community Engagement and External Partnerships:***

  Collaboration: Collaborate with external organizations, legal experts, and support networks to enhance prevention efforts, share best practices, and access resources for addressing sexual harassment.

7. Consequences and Compliance

Consequences:

- *Individuals found responsible for violating the anti-sexual harassment policy may face a range of disciplinary measures, including but not limited to:*
  - ➢ Formal reprimand or warning.
  - ➢ Mandatory counselling or education programs.
  - ➢ Probation or suspension from the institution.
  - ➢ Termination of employment or expulsion from the institution.

- Legal consequences, including civil lawsuits or criminal charges if the behavior constitutes a crime.
- The severity of the consequences will depend on the nature and gravity of the misconduct, any previous disciplinary history, and other relevant factors.

Compliance

- *Acharya Institute of Technology complies with federal and state laws, regulations, and guidance related to sexual harassment prevention and response, including but not limited to:*

- Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, in education programs and activities receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination, including sexual harassment, on the basis of sex.
- Failure to comply with these legal requirements can result in significant penalties, including loss of federal funding, legal liability, reputational damage, and adverse consequences for the institution's accreditation status.

- ***Internal Policies and Procedures:***
  - *Acharya Institute of Technology establish and enforce internal policies and procedures for implementing the sexual harassment policy, including:*

✓ Clear reporting procedures for individuals who experience or witness anti-sexual harassment.
✓ Thorough and impartial investigation procedures for handling reports of sexual harassment.
✓ Support services and resources for individuals who have experienced sexual harassment.
✓ Training and education programs for students, faculty, staff, and administrators on preventing and responding to sexual harassment.

- ✓ Compliance with these internal policies and procedures is essential for maintaining a safe and respectful campus environment and ensuring accountability for all members of the institution's community.

- ***Monitoring and Oversight:***
  - ➢ *Acharya Institute of Technology establish mechanisms for monitoring compliance with the sexual harassment policy and conducting periodic reviews to assess its effectiveness and implementation. This may include:*
  - ✓ Regular audits of policies, procedures, and practices related to sexual harassment prevention and response.
  - ✓ Collection and analysis of data on reported incidents of anti-sexual harassment, including outcomes of investigations and disciplinary actions.
  - ✓ Feedback mechanisms for stakeholders to provide input on the effectiveness of the policy and suggest areas for improvement.
  - ✓ Strong oversight and monitoring mechanisms are essential for identifying and addressing any gaps or deficiencies in the institution's approach to preventing and responding to sexual harassment.

- ***Culture of Accountability and Transparency:***

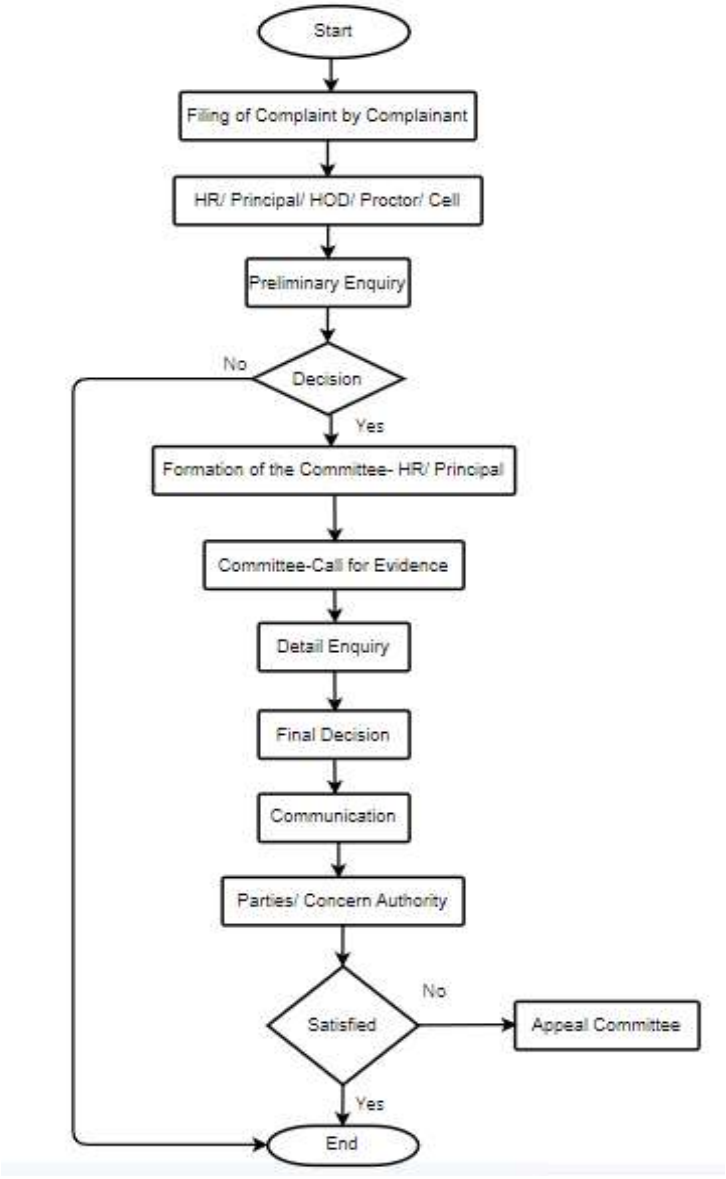
➢ *Educational institutions must foster a culture of accountability and transparency regarding sexual harassment prevention and response. This includes:*

- ✓ Holding individuals accountable for their actions and behaviours related to sexual harassment.
- ✓ Providing transparent information about the institution's policies, procedures, and outcomes related to sexual harassment.
- ✓ Communicating openly with the institution's community about efforts to prevent and address sexual harassment and soliciting feedback and input from stakeholders.
- ✓ Cultivating a culture of accountability and transparency is crucial for building trust, promoting fairness, and creating a safe and inclusive campus environment where all members feel valued and respected.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart



10. Annexure

Annexure-1

COMPOSITION OF GREVIENCE COMMITTEE ON SEXUAL HARASSMENT	
Name	**Designation**
Principal/Assignee by Principal	Chairman
HOD belongs to Complainant	Member
HOD belongs to Accused	Member
Women (If women are a party of the Enquiry)	Member
Senior Faculty of respective college	Member (2 Nos)
Proctor (If student is involved)	Member
Legal Expert	Member

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1. Introduction

This Zero Tolerance Policy underscores Acharya Institute of Technology commitment to providing a safe, respectful, and inclusive environment for all students, staff, faculty, and visitors. Inappropriate behaviors such as violence, harassment, discrimination, bullying, substance abuse, and any conduct that jeopardizes the well-being of the school community will not be tolerated under any circumstances.

2. Purpose and Scope

Purpose:

To define unacceptable behaviors and establish clear expectations and consequences for violations to promote a secure and conducive learning environment.

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Scope:

This policy applies to all students, faculty, staff, contractors, visitors, and any individual present on the institution's premises or engaged in school-related activities, including off-campus events and online platforms associated with the institution.

3. Policy Statement

Acharya Institute of Technology maintains a Zero Tolerance stance towards all forms of violence, threats, harassment, discrimination, bullying, and possession or use of weapons or illegal substances. Any individual found engaging in such conduct will face immediate and appropriate disciplinary action, which may include suspension, expulsion, termination, or legal action.

4. Objectives

- To safeguard the physical and emotional well-being of the institute community.
- To foster a culture of respect, accountability, and inclusion.
- To deter behaviors that disrupt the learning and teaching process.
- To ensure consistent and fair enforcement of disciplinary measures.

5. Procedure

Step 1: Awareness and Communication

- Display the Zero Tolerance Policy prominently on campus and on the institution's website.
- Orient all students, staff, and visitors about acceptable behaviors and the consequences of violations during induction programs and periodic trainings.

Step 2: Reporting of Violations

- **Who can report?**
- Any student, staff, parent, or visitor who witnesses or experiences a violation.
- **How to report?**
    - Report incidents in person to designated authorities (Principal, Head of Department, or Disciplinary committee).
    - Use confidential reporting channels such as suggestion boxes, helpline numbers, or institutional email IDs.
- Ensure **confidentiality** and **protection of whistle-blowers (One who gives the information)**.

Step 3: Initial Assessment

- Upon receiving a complaint, the designated authority (e.g., Principal or Disciplinary Committee Chair) will:
    - Record the details of the complaint.
    - Assess the immediacy and severity of the situation.
    - Take immediate protective measures if there is a risk to safety (e.g., separating involved parties).

Step 4: Investigation

- The Disciplinary Committee will conduct a **fair and unbiased investigation** within a defined timeline (e.g., 7 working days).
- Gather evidence (written statements, CCTV footage, witness accounts, etc.).
- Allow both the complainant and the accused an opportunity to present their version.
- Maintain confidentiality throughout the process.

Step 5: Decision and Disciplinary Action

- After investigation, the Committee will recommend appropriate action to the administration based on the severity of the violation.
- **Possible actions include:**
  - Verbal or written warning.
  - Counselling sessions.
  - Suspension or expulsion (for students).
  - Termination of employment (for staff).
  - Legal action (if the offense violates the law).

Step 6: Communication of Outcome

- Inform the complainant and the accused about the decision and action taken.
- Provide counselling or support services, if necessary.

Step 7: Documentation and Review

- Maintain records of all reported incidents, investigations, and actions for future reference.
- Periodically review the policy and procedures to ensure they remain effective and up to date.

6. Roles and Responsibilities

➢ **Management/Administration**

- Develop, implement, and regularly review the Zero Tolerance Policy.
- Communicate the policy clearly to all stakeholders (students, staff, parents, and visitors).
- Provide orientation and periodic training for staff and students on expected behavior and reporting mechanisms.
- Establish a Disciplinary Committee to investigate reported incidents.

- Ensure fair and consistent enforcement of the policy across the institution.

➢ **Faculty and Staff**

- Act as role models by demonstrating appropriate behavior at all times.
- Monitor student interactions within classrooms and on campus to detect potential violations early.
- Report any observed or suspected violations immediately to the designated authority.
- Support students in understanding the importance of respectful and safe conduct.
- Cooperate fully in investigations and disciplinary processes as required.

➢ **Students**

- Comply with all institutional rules and the Zero Tolerance Policy.
- Refrain from engaging in any form of misconduct, including bullying, harassment, violence, or possession of prohibited items.
- Report any witnessed or experienced violations to a trusted faculty member or designated authority promptly.
- Participate in awareness programs or counseling sessions if directed.

➢ **Parents/Guardians**

- Support the institution in maintaining a safe and respectful environment.
- Reinforce the importance of the policy at home by discussing expected behaviors with their wards.
- Cooperate with the institution in investigations and resolution processes when incidents involve their wards.

➢ **Security Personnel**

- Maintain vigilance on campus to prevent and respond to incidents of misconduct.

- Enforce campus rules, including restricted access to unauthorized individuals or materials.
- Assist in handling and reporting emergencies or violations promptly to administration.

➢ **Disciplinary Committee**

- Receive and review reports of policy violations.
- Conduct thorough and impartial investigations following due process.
- Recommend appropriate disciplinary actions to the administration.
- Maintain confidentiality and fairness during proceedings.

7. Visitors/Contractors

- Adhere to the institution's code of conduct while on campus.
- Report any observed incidents of misconduct to institutional authorities.

7. Consequences and Compliance

Violations of this policy will result in immediate action, which may include:

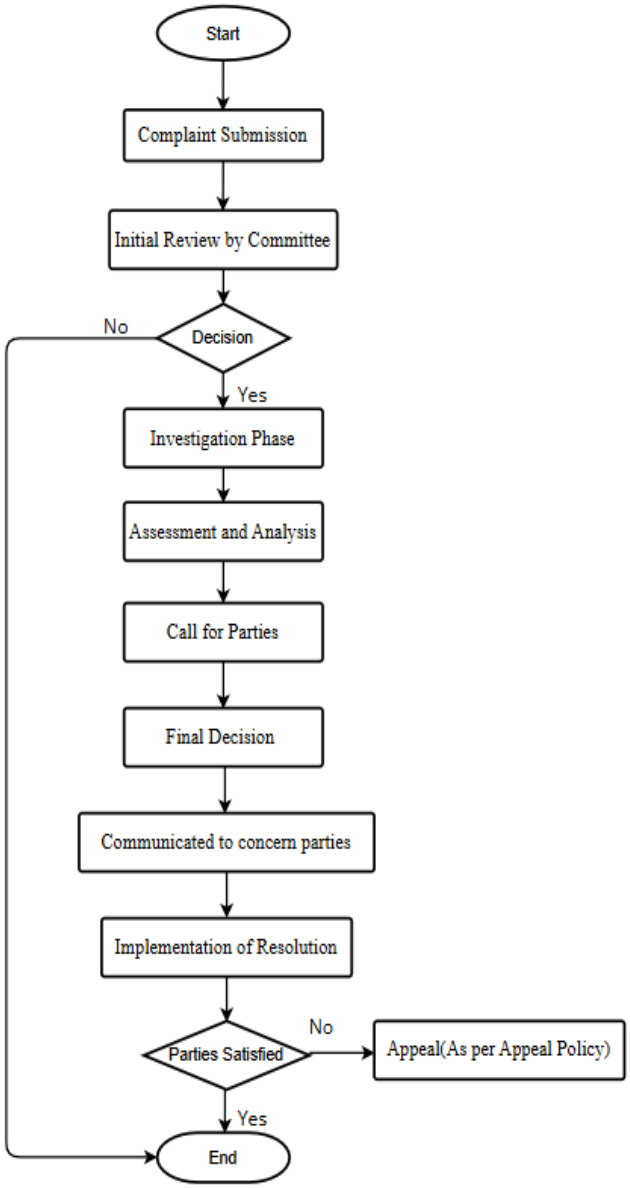
- Verbal or written warnings.
- Suspension or expulsion (for students).
- Termination of employment (for staff).
- Legal reporting to law enforcement where applicable.

8. Change History

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9. Flow Chart


Start
Complaint Submission
Initial Review by Committee
Decision
No
Yes
Investigation Phase
Assessment and Analysis
Call for Parties
Final Decision
Communicated to concern parties
Implementation of Resolution
Parties Satisfied
No
Appeal(As per Appeal Policy)
Yes
End

1. Annexure

Annexures-1

COMPOSITION OF CENTRAL COMMITTEE	
Name	**Designation**

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1. Introduction

At Acharya Institute of Technology's our commitment to academic excellence, innovation, and the pursuit of knowledge is intrinsically tied to effective financial stewardship. The Acharya Institute of Technology Budget Development Policy establishes the guiding principles and procedures that underpin the development, review, and management of budgets, aligning financial resources with our institutional goals.

2. Purpose and Scope

- ***Strategic Alignment:***
  - *Purpose:* Align budgetary decisions with the Acharya Institute of Technology's mission, vision, and strategic priorities.
  - *Explanation:* The policy aims to ensure that financial resources are allocated in a manner that supports the overarching goals and strategic initiatives of the Acharya Institute of Technology.

- ***Transparency and Accountability:***
  - *Purpose:* Promote transparency in the budgeting process and enhance accountability in resource utilization.
  - *Explanation:* By fostering transparency, the policy aims to build trust among stakeholders, including faculty, staff, students, and external partners, regarding how financial resources are allocated and managed.
- ***Efficiency and Effectiveness:***
  - *Purpose:* Enhance the efficiency and effectiveness of budget development to optimize resource utilization.
  - *Explanation:* The policy seeks to establish procedures that streamline the budget development process, ensuring that financial resources are utilized in a manner that maximizes their impact on the Acharya Institute of Technology's goals.
- ***Inclusive Decision-Making:***
  - *Purpose:* Foster an inclusive and collaborative approach to budget development, involving key stakeholders.
  - *Explanation:* The policy emphasizes the importance of engaging various Acharya Institute of Technology stakeholders, including academic and administrative units, in the budget development process to capture diverse perspectives and needs.
- ***Financial Stewardship:***
  - *Purpose:* Promote responsible financial stewardship and ensure the long-term financial sustainability of the Acharya Institute of Technology.
  - *Explanation:* By establishing clear principles for budget development, the policy aims to guide financial decisions that support the Acharya Institute of Technology's fiscal health and resilience.

Scope:

- ***All Acharya Institute of Technology Units:***

- *Scope:* Applies to all academic and administrative units within the Acharya Institute of Technology.
- *Explanation:* The policy ensures a consistent and cohesive approach to budget development across the entire Acharya Institute of Technology, promoting fairness and equity in resource allocation.

- ***Entire Budget Lifecycle:***
  - *Scope:* Encompasses the entire budget development lifecycle, from initial planning and submission to final approval, implementation, and ongoing monitoring.
  - *Explanation:* The policy provides a comprehensive framework that guides budgetary decisions at every stage, ensuring a systematic and transparent process.
- ***Strategic Planning:***
  - *Scope:* Involves the alignment of budget proposals with the Acharya Institute of Technology's strategic plan and priorities.
  - *Explanation:* The policy ensures that budget development is tightly integrated with the strategic planning efforts of the Acharya Institute of Technology, reinforcing the connection between financial decisions and institutional goals.
- ***Collaboration and Inclusivity:***
  - *Scope:* Encourages collaboration and inclusivity by involving relevant stakeholders in the budget development process.
  - *Explanation:* The policy emphasizes the importance of engaging diverse perspectives, including faculty, staff, and students, to capture a holistic view of the Acharya Institute of Technology's needs.
- ***Data-Informed Decision-Making:***
  - *Scope:* Emphasizes the use of accurate and up-to-date financial and operational data to inform budgetary decisions.

- *Explanation:* The policy underscores the importance of data-driven decision-making to ensure that budgetary allocations are based on factual information and support the achievement of strategic objectives.

- ***Flexible Budgets:***
  - *Scope:* Encourages the development of flexible budgets that allow for adjustments based on changing circumstances and emerging priorities.
  - *Explanation:* The policy recognizes the dynamic nature of Acharya Institute of Technology operations and aims to facilitate agility in responding to evolving needs.

3. Policy Statement

At Acharya Institute of Technology, we recognize that effective financial management is crucial to realizing our mission of academic excellence, research innovation, and community engagement. The Acharya Institute of Technology Budget Development Policy is established to provide a comprehensive and transparent framework for the systematic planning, allocation, and management of financial resources. This policy embodies our commitment to responsible fiscal stewardship and strategic resource allocation in alignment with our institutional goals.

4. Objectives

- ***Strategic Alignment:***
  - Ensure that budgetary decisions are closely aligned with the Acharya Institute of Technology's mission, vision, and strategic priorities.
  - Allocate financial resources in a manner that supports the achievement of institutional goals and objectives.
- ***Transparency and Accountability:***
  - Foster transparency in the budget development process, making financial information accessible to relevant stakeholders.
  - Enhance accountability by clearly defining roles, responsibilities, and decision-making processes within the budgeting framework.
- ***Efficiency and Effectiveness:***

- Optimize the use of financial resources to achieve the highest impact on academic programs, research initiatives, student services, and institutional operations.
- Streamline budget development processes to ensure efficiency and effectiveness in resource allocation and utilization.

- ***Inclusive Decision-Making:***
  - Engage key stakeholders, including faculty, staff, students, and administrators, in the budget development process.
  - Foster collaboration and inclusivity to capture diverse perspectives and needs, thereby promoting a sense of ownership and buy-in from the Acharya Institute of Technology community.
- ***Financial Stewardship:***
  - Promote responsible financial stewardship by adhering to sound budgetary practices and principles of fiscal sustainability.
  - Safeguard the long-term financial health and stability of the Acharya Institute of Technology by making prudent decisions in resource allocation and expenditure.
- ***Strategic Planning Support:***
  - Provide support for strategic planning efforts by aligning budgetary allocations with the Acharya Institute of Technology's long-term vision and goals.
  - Ensure that financial resources are directed toward initiatives that advance the institution's strategic priorities and enhance its competitive position.
- ***Flexibility and Adaptability:***
  - Develop flexible budgeting mechanisms that can adapt to changing circumstances, emerging priorities, and evolving financial environments.
  - Allow for adjustments and reallocations of resources as needed to address unforeseen challenges and capitalize on emerging opportunities.
- ***Data-Informed Decision-Making:***

- Utilize accurate and up-to-date financial and operational data to inform budgetary decisions and resource allocation strategies.
- Leverage data analytics and performance metrics to evaluate the effectiveness of budget allocations and drive continuous improvement initiatives.

- ***Stakeholder Engagement and Communication:***
  - Foster open communication and engagement with stakeholders throughout the budget development process.
  - Solicit feedback, address concerns, and communicate budgetary decisions transparently to maintain trust and confidence among Acharya Institute of Technology constituents.
- ***Compliance and Risk Management:***
  - Ensure compliance with relevant laws, regulations, and institutional policies governing budgetary practices and financial management.
  - Mitigate financial risks and uncertainties by implementing robust internal controls, monitoring mechanisms, and risk management strategies.

5. Procedure

- ***Initiation of the Budget Development Process:***
  - *Responsibility:* Budget Office
  - *Procedure:*
    - ✓ The Budget Office initiates the budget development process by announcing the upcoming budget cycle and providing relevant guidelines to all Acharya Institute of Technology units.
    - ✓ Communication is disseminated to all stakeholders, including academic and administrative departments, outlining key timelines and expectations.
- ***Strategic Planning Alignment:***
  - *Responsibility:* All Units
  - *Procedure:*
    - ✓ Units align their budget proposals with the Acharya Institute of Technology's strategic plan, reflecting how financial resources will contribute to the achievement of institutional goals.

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- ✓ Strategic priorities and key performance indicators are considered during the planning phase.

- ***Needs Assessment and Proposal Submission:***
  - *Responsibility:* Academic and Administrative Units
  - *Procedure:*
    - ✓ Units conduct comprehensive needs assessments, identifying key resource requirements to support their strategic objectives.
    - ✓ Detailed budget proposals, including justifications and anticipated outcomes, are submitted to the Budget Office within the specified timeframe.
- ***Review and Analysis:***
  - *Responsibility:* Budget Office
  - *Procedure:*
    - ✓ The Budget Office reviews and analyzes budget proposals, considering factors such as strategic alignment, financial feasibility, and overall impact.
    - ✓ Feedback may be provided to units for clarification or revision of proposals.
- ***Consultation and Revisions:***
  - *Responsibility:* Budget Office and Unit Representatives
  - *Procedure:*
    - ✓ Consultations occur between the Budget Office and unit representatives to discuss proposals, address questions, and make revisions as necessary.
    - ✓ Iterative discussions aim to ensure that budgetary allocations align with both unit needs and overarching strategic goals.
- ***Approval Process:***
  - *Responsibility:* Acharya Institute of Technology Leadership and Governing Bodies
  - *Procedure:*
    - ✓ Finalized budgets undergo approval by relevant Acharya Institute of Technology authorities, such as the Board of Trustees, Executive Leadership, or Budget Committee.

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- ✓ Approval processes may involve presentations, discussions, and considerations of the overall financial health of the Acharya Institute of Technology.

- ***Implementation and Monitoring:***
  - *Responsibility:* Budget Office and Units
  - *Procedure:*
    - ✓ Once approved, budgets are implemented by respective units according to the allocated resources.
    - ✓ Regular monitoring and reporting mechanisms are established to track budgetary performance against planned outcomes.
- ***Roles and Responsibilities:***
  - *Responsibility:* All Units
  - *Procedure:*
    - ✓ Clear roles and responsibilities for individuals involved in the budget development process are defined and communicated.
    - ✓ Stakeholders understand their roles in the creation, submission, and implementation of budgets.
- ***Policy Review and Revision:***
  - *Responsibility*: Budget Office in collaboration with Stakeholders
  - *Procedure:*
    - ✓ The Budget Office periodically reviews the effectiveness of the budget development policy.
    - ✓ Revisions are made based on lessons learned, changes in institutional goals, and feedback from stakeholders.
- ***Communication and Transparency:***
  - *Responsibility:* Budget Office
  - *Procedure:*

- ✓ Ongoing communication is maintained with stakeholders throughout the budget development process.
- ✓ Transparency is emphasized to ensure that stakeholders are informed of decisions and understand the rationale behind budget allocations.

- ***Training and Capacity Building:***
  - *Responsibility:* Budget Office
  - *Procedure:*
    - ✓ Training programs are conducted to build the capacity of Acharya Institute of Technology staff involved in the budget development process.
    - ✓ Training covers policy compliance, budgetary best practices, and the use of relevant tools and systems.

6. Roles and Responsibilities

- ***Budget Office:***
  - *Initiation:* Initiate the budget development process, communicate timelines, and provide guidelines to all Acharya Institute of Technology units.
  - *Review and Analysis:* Conduct a thorough review and analysis of budget proposals, considering strategic alignment, financial feasibility, and overall impact.
  - *Consultation:* Engage in consultations with unit representatives to discuss proposals, address questions, and provide feedback.
  - *Approval Process:* Facilitate the approval process, coordinating presentations, discussions, and considerations by relevant Acharya Institute of Technology authorities.
  - *Implementation and Monitoring:* Oversee the implementation of approved budgets and establish monitoring mechanisms to track performance.
- ***Academic and Administrative Units:***
  - *Strategic Planning Alignment:* Align budget proposals with the Acharya Institute of Technology's strategic plan, reflecting how financial resources will contribute to the achievement of institutional goals.

- *Needs Assessment and Proposal Submission:* Conduct comprehensive needs assessments and submit detailed budget proposals, including justifications and anticipated outcomes.
- *Consultation and Revisions:* Participate in consultations with the Budget Office, address questions, and make revisions to proposals based on feedback.
- *Implementation:* Implement approved budgets according to allocated resources, ensuring adherence to financial guidelines.
- *Monitoring:* Establish and maintain monitoring mechanisms to track budgetary performance against planned outcomes.

- ***Acharya Institute of Technology Leadership and Governing Bodies:***
  - *Approval Process:* Participate in the approval process for finalizing budgets, making informed decisions based on presentations, discussions, and considerations.
  - *Policy Review and Revision:* Provide input during policy reviews, ensuring that budget development aligns with the overall goals and strategic direction of the Acharya Institute of Technology.
- ***Budget Committee (if applicable):***
  - *Review:* Participate in the review of budget proposals, providing insights and recommendations.
  - *Consultation:* Engage in consultations with the Account Office and relevant stakeholders to ensure a comprehensive understanding of proposed budgets.
- ***Stakeholders (Faculty, Staff, Students, etc.):***
  - *Engagement:* Actively participate in the budget development process through open communication, feedback, and collaboration.
  - *Understanding:* Seek to understand the budgetary priorities, challenges, and opportunities, and provide input when appropriate.
- ***Budget Liaisons or Coordinators in Units:***
  - *Communication:* Act as a point of contact between the unit and the Account Office, facilitating clear communication and information exchange.

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- *Data Submission:* Ensure timely and accurate submission of data, justifications, and any required documentation for the budget proposal.

- ***Finance and Accounting Teams:***
  - *Financial Analysis:* Support the Account Office in conducting financial analyses and assessments of budget proposals.
  - *Implementation:* Collaborate with units to ensure proper implementation of approved budgets, adherence to financial guidelines, and accurate accounting.
- ***Internal Audit (if applicable):***
  - *Audit:* Conduct periodic audits to ensure compliance with budgetary policies and identify any irregularities or areas for improvement.
  - *Risk Management:* Assist in identifying and mitigating financial risks associated with budget implementation.
- ***Training and Development Units:***
  - *Capacity Building:* Provide training programs to enhance the capacity of Acharya Institute of Technology staff involved in the budget development process.
  - *Policy Compliance:* Ensure that staff are aware of and comply with budget development policies and procedures.

7. Consequences and Compliance

- ***Financial Penalties:***
  - *Consequence:* Imposition of financial penalties for units found in violation of budgetary policies and procedures.
  - *Rationale:* Financial penalties serve as a deterrent, encouraging units to adhere to established guidelines and avoid non-compliance.
- ***Budget Allocation Adjustments:***
  - *Consequence*: Adjustments to budget allocations for units failing to comply with policies.
  - *Rationale:* Adjustments reflect the need for consequences while ensuring that financial resources are appropriately allocated to units demonstrating compliance.

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- ***Withholding of Funds:***
  - *Consequence:* Temporary withholding of funds for units found in non-compliance.
  - *Rationale:* Withholding funds encourages units to rectify issues and comply with policies before receiving additional financial resources.
- ***Loss of Budget Autonomy:***
  - *Consequence:* Units in chronic non-compliance may temporarily lose autonomy in budget development.
  - *Rationale:* This consequence emphasizes the importance of following policies and can lead to increased oversight until compliance is demonstrated.
- ***Loss of Discretionary Funding:***
  - *Consequence:* Reduction or elimination of discretionary funding for units in non-compliance.
  - *Rationale:* Loss of discretionary funds acts as a penalty while directing resources towards units that demonstrate compliance.
- ***Performance Reviews and Accountability Measures:***
  - *Consequence:* Intensive performance reviews for units repeatedly violating budgetary policies, leading to potential accountability measures.
  - *Rationale:* Comprehensive performance reviews help identify systemic issues and provide an opportunity for corrective action.

Compliance:

- ***Clear Policies and Procedures:***
  - *Mechanism:* Develop and communicate clear and comprehensive budgetary policies and procedures.
  - *Purpose:* Clarity in policies and procedures helps units understand expectations, reducing the likelihood of unintentional non-compliance.
- ***Training and Education:***

- *Mechanism:* Conduct regular training programs to educate staff about budgetary policies and procedures.
- *Purpose:* Ongoing training ensures that staff are aware of the latest policies, understand their roles, and are equipped to make informed budgetary decisions.

- ***Regular Audits and Reviews:***
  - *Mechanism:* Conduct regular internal audits and reviews of budgetary activities.
  - *Purpose:* Audits help identify non-compliance, assess the effectiveness of controls, and ensure that corrective actions are taken promptly.
- ***Monitoring and Reporting Systems:***
  - *Mechanism:* Implement robust monitoring and reporting systems for budgetary activities.
  - *Purpose:* Real-time monitoring allows for proactive identification of non-compliance, enabling swift corrective action.
- ***Compliance Certification:***
  - *Mechanism:* Require staff involved in budgetary activities to undergo periodic compliance certification.
  - *Purpose:* Certification ensures that staff are up-to-date on policies and procedures and have a clear understanding of compliance expectations.
- ***Whistleblower Protection:***
  - *Mechanism:* Implement whistleblower protection mechanisms to encourage reporting of non-compliance without fear of retaliation.
  - *Purpose:* Whistleblower protection fosters a culture of accountability and allows for the early detection of non-compliance issues.
- ***Continuous Improvement:***
  - *Mechanism:* Regularly review and update budgetary policies and procedures based on lessons learned, changes in regulations, and best practices.
  - *Purpose:* Continuous improvement ensures that the budgetary framework remains effective, relevant, and responsive to evolving needs.

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- ***Performance Metrics and Accountability Targets:***
  - *Mechanism:* Establish performance metrics and accountability targets for units to monitor compliance.
  - *Purpose:* Clear metrics help measure and incentivize compliance while providing a basis for accountability discussions.

8. Change History

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1. Introduction

In the dynamic and multifaceted environment of higher education, maintaining robust financial practices and ensuring adherence to established policies are paramount. The Audit & Compliance Policy serves as a foundational framework to uphold fiscal responsibility, legal compliance, and ethical standards within the institution. This policy is designed to provide a systematic approach to auditing and compliance, ensuring transparency, accountability, and the efficient use of resources.

2. Purpose and Scope

Purpose

- *Financial Integrity*: Ensures the integrity of financial transactions and safeguards against mismanagement or fraudulent activities. This is essential for maintaining the trust of stakeholders, including students, faculty, staff, and external partners.
- *Legal and Regulatory Compliance:* Addresses the complexities of legal and regulatory requirements governing higher education. The policy aims to ensure the Acharya Institute of

Technology compliance with local, state, and federal laws, as well as any industry-specific regulations.

- *Risk Mitigation:* Identifies, assesses, and mitigates risks associated with financial operations, data management, and other critical aspects. This proactive approach helps prevent potential issues before they escalate.
- *Resource Optimization*: Promotes efficient use of resources by establishing controls and best practices. This includes financial resources, information systems, and personnel, contributing to overall operational efficiency.
- *Stakeholder Confidence*: Enhances stakeholder confidence by demonstrating a commitment to ethical conduct, transparency, and responsible financial stewardship. This is particularly important for maintaining the Acharya Institute of Technology's reputation and attracting students and donors.
- *Continuous Improvement*: Provides a mechanism for continuous improvement through regular audits and assessments. This allows the Acharya Institute of Technology to adapt to changing circumstances, technological advancements, and emerging risks.

Scope:

- *Departments and Processes*: Clearly defines the scope of the policy by specifying the Acharya Institute of Technology departments, processes, and activities that fall under its purview. This includes financial management, academic affairs, research, human resources, and other critical functions.
- *Roles and Responsibilities*: Outlines the roles and responsibilities of individuals involved in audit and compliance efforts. This ensures accountability and clarity in the execution of audit processes and compliance activities.
- *Internal and External Audits*: Details the procedures for conducting internal and external audits. This encompasses the frequency of audits, criteria for selection, and the methodology employed to assess various aspects of the Acharya Institute of Technology 's operations.

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- *Compliance Framework*: Establishes a comprehensive compliance framework, outlining the legal and regulatory landscape applicable to the Acharya Institute of Technology. This includes specific requirements related to financial management, data protection, academic standards, and more.
- *Risk Management*: Describes the risk management strategies in place, including risk identification, assessment, and mitigation measures. This section emphasizes the importance of proactively managing risks to avoid negative impacts on the Acharya Institute of Technology.
- *Reporting and Communication*: Defines the reporting structure for audit findings and compliance status. It outlines communication channels for sharing information with relevant stakeholders, including the board of trustees, Acharya Institute of Technology administration, and regulatory bodies.
- *Training and Awareness*: Addresses the importance of training programs to enhance awareness of audit and compliance policies among Acharya Institute of Technology staff. This ensures that individuals understand their roles in maintaining compliance with established standards.
- *Enforcement and Consequences*: Outlines the consequences for non-compliance and details the enforcement mechanisms. This may include disciplinary actions, corrective measures, and, in severe cases, legal proceedings.
- *Policy Review and Updates*: Establishes a periodic review process to ensure the policy remains current and effective. This involves assessing the evolving regulatory landscape and making necessary updates to the policy framework.

3. Policy Statement

Acharya Institute of Technology is committed to maintaining the highest standards of financial integrity, ethical conduct, and regulatory compliance. The Financial Audit & Compliance Policy serves as a guiding framework to ensure transparency, accountability, and responsible governance within the AI. This policy outlines the principles, processes, and expectations that guide internal

and external audit activities, as well as compliance efforts, across all facets of Acharya Institute of Technology operations.

4. Objectives:

- ***Financial Integrity:***
  - *Objective*: Ensure the integrity of financial transactions and records within the Acharya Institute of Technology.
  - *Rationale:* By implementing robust auditing processes, the policy aims to prevent financial mismanagement, fraud, and unauthorized activities, promoting confidence in the financial operations of the Acharya Institute of Technology.
- ***Legal and Regulatory Compliance:***
  - *Objective*: Ensure compliance with applicable laws, regulations, and industry standards.
  - *Rationale*: The policy seeks to create a systematic approach to identifying and adhering to legal requirements, mitigating the risk of legal consequences and ensuring the Acharya Institute of Technology operates within the bounds of the law.
- ***Risk Identification and Mitigation:***
  - *Objective:* Identify, assess, and mitigate risks associated with Acharya Institute of Technology operations.
  - *Rationale*: By conducting regular risk assessments, the policy aims to proactively identify potential threats to the Acharya Institute of Technology's objectives and implement measures to minimize their impact.
- ***Optimization of Resources:***
  - *Objective:* Promote the efficient use of resources to enhance operational effectiveness.
  - *Rationale:* Through compliance with established policies and procedures, the Acharya Institute of Technology seeks to optimize its resources, ensuring that funds, personnel, and other assets are utilized in a manner that aligns with institutional goals.
- ***Stakeholder Confidence:***

- *Objective:* Enhance stakeholder confidence in the Acharya Institute of Technology's operations.
- *Rationale:* By demonstrating a commitment to ethical conduct, transparency, and compliance with regulations, the policy aims to foster trust among stakeholders, including students, faculty, staff, donors, and the wider community.

- ***Continuous Improvement:***
  - *Objective:* Facilitate continuous improvement through regular audits and assessments.
  - *Rationale:* The policy is designed to create a culture of ongoing evaluation and improvement, allowing the Acharya Institute of Technology to adapt to changing circumstances, technological advancements, and emerging risks.
- ***Transparent Reporting:***
  - *Objective:* Establish transparent reporting mechanisms for audit findings and compliance status.
  - *Rationale:* Clear communication of audit results and compliance status ensures transparency, enabling stakeholders to understand the Acharya Institute of Technology's commitment to accountability and adherence to established standards.
- ***Training and Awareness:***
  - *Objective:* Enhance awareness of audit and compliance policies among Acharya Institute of Technology staff.
  - *Rationale:* Training programs are implemented to ensure that all members of the Acharya Institute of Technology community understand their roles in maintaining compliance, reducing the likelihood of inadvertent policy violations.
- ***Enforcement and Consequences:***
  - *Objective:* Outline consequences for non-compliance and enforce mechanisms for corrective action.

- *Rationale:* Clear consequences for non-compliance serve as a deterrent and provide a structured approach to addressing policy violations, reinforcing the importance of adherence to established standards.

- ***Policy Review and Updates:***
  - *Objective:* Periodically review and update the policy to adapt to changing regulatory landscapes and emerging risks.
  - *Rationale:* Regular policy reviews ensure that the Acharya Institute of Technology remains responsive to evolving circumstances, regulatory changes, and emerging best practices in the field of audit and compliance.

5. Procedure:

a) Policy Familiarization:

- *Responsibility:* All staff of Acharya Institute of Technology and relevant stakeholders.
- *Procedure:*
  - Ensure all staff members are familiar with the contents of the Audit & Compliance Policy.
  - Conduct periodic training sessions to communicate any updates or changes to the policy.

b) Risk Identification:

- *Responsibility*: Risk management team or designated personnel.
- *Procedure:*
  - Regularly identify potential risks associated with various Acharya Institute of Technology operations.
  - Conduct risk assessments to evaluate the likelihood and impact of identified risks.

c) Compliance Framework Implementation:

- *Responsibility:* Compliance officers or designated compliance team.
- *Procedure:*
  - Establish and implement a comprehensive compliance framework based on legal and regulatory requirements applicable to the Acharya Institute of Technology.
  - Ensure that all departments are aware of and adhere to the compliance framework.

d) Internal and External Audits:

- *Responsibility:* Internal audit department or external audit firm.
- *Procedure:*
  - Conduct regular internal audits to assess the effectiveness of internal controls and compliance with policies.
  - Schedule external audits periodically to provide an independent assessment of the Acharya Institute of Technology's financial and operational practices.

e) Risk Mitigation:

- *Responsibility:* Risk management team and relevant departments.
- *Procedure:*
  - Develop and implement risk mitigation strategies to address identified risks.
  - Monitor and update mitigation measures as necessary to respond to changing circumstances.

f) Reporting and Communication:

- *Responsibility:* Internal audit department and compliance officers.
- *Procedure:*
  - Prepare comprehensive reports detailing audit findings, compliance status, and risk assessment results.
  - Communicate audit outcomes to relevant stakeholders, including Acharya Institute of Technology administration and the board of trustees.

g) Training Programs:

- *Responsibility:* Human Resources or designated department.
- *Procedure:*
  - Conduct regular training programs to enhance awareness of audit and compliance policies among Acharya Institute of Technology staff.
  - Ensure that new employees receive orientation on the policy as part of their onboarding process.

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h) Enforcement and Corrective Actions:

- *Responsibility:* Compliance officers, internal audit, or designated authority.
- *Procedure*:
  - Implement consequences for non-compliance as outlined in the policy.
  - Enforce corrective actions to address identified deficiencies and mitigate the risk of recurring issues.

i) Continuous Improvement:

- *Responsibility:* Policy administrators and relevant departments.
- *Procedure:*
  - Periodically review the Audit & Compliance Policy to ensure its effectiveness and relevance.
  - Make updates or revisions based on changes in regulatory requirements or emerging risks.

j) Policy Review and Updates:

- *Responsibility*: Policy administrators or designated committee.
- *Procedure:*
  - Conduct regular reviews of the Audit & Compliance Policy to assess its alignment with regulatory changes and industry best practices.
  - Update the policy as needed to address evolving circumstances and emerging risks.

k) Documentation and Record Keeping:

- *Responsibility:* Compliance officers, internal audit, or designated department.
- *Procedure:*
  - Maintain detailed documentation of audit processes, compliance activities, and corrective actions taken.
  - Ensure that records are organized and accessible for internal and external auditing purposes.

l) Stakeholder Communication:

- *Responsibility:* Communications department or designated personnel.

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- *Procedure:*
  - Communicate relevant audit findings, compliance updates, and risk management strategies to stakeholders through appropriate channels.
  - Foster transparency and open communication regarding the Acharya Institute of Technology 's commitment to governance and compliance.

6. Roles and Responsibilities:

a) Policy Familiarization:

- *Role:* All Acharya Institute of Technology staff and relevant stakeholders.
- *Responsibilities:*
  - Regularly review and familiarize themselves with the contents of the Audit & Compliance Policy.
  - Attend training sessions to stay updated on policy changes and expectations.

b) Risk Identification:

- *Role:* Risk management team or designated personnel.
- *Responsibilities:*
  - Collaborate with relevant departments to identify potential risks associated with their operations.
  - Report identified risks to the risk management team for assessment.

c) Compliance Framework Implementation:

- *Role:* Compliance officers or designated compliance team.
- *Responsibilities:*
  - Implement and adhere to the compliance framework established by the policy within their respective departments.
  - Provide necessary information and documentation during compliance assessments.

d) Internal and External Audits:

- *Role:* Internal audit department or designated personnel.
- *Responsibilities:*

- Cooperate with internal and external auditors by providing access to relevant records and information.
- Address audit findings and implement recommended improvements within their areas of responsibility.

e) Risk Mitigation:

- *Role:* Risk management team and relevant departments.
- *Responsibilities:*
  - Collaborate on the development and implementation of risk mitigation strategies.
  - Actively participate in the monitoring and adjustment of mitigation measures.

f) Reporting and Communication:

- *Role*: Internal audit department and compliance officers.
- *Responsibilities:*
  - Provide accurate and timely information to support audit reports and compliance status updates.
  - Cooperate with communications teams to ensure stakeholders are informed of relevant audit outcomes.

g) Training Programs:

- *Role:* Human Resources or designated department.
- *Responsibilities:*
  - Attend training programs to enhance awareness of audit and compliance policies.
  - Facilitate training for new employees, ensuring they understand their roles in maintaining compliance.

h) Enforcement and Corrective Actions:

- *Role:* Compliance officers, internal audit, or designated authority.
- *Responsibilities:*
  - Adhere to corrective actions and changes in processes recommended by auditors.

- Report non-compliance issues to the appropriate authorities and participate in corrective measures.

i) Continuous Improvement:

- *Role:* Policy administrators and relevant departments.
- *Responsibilities:*
  - Participate in the periodic review of the Audit & Compliance Policy.
  - Provide input and feedback to improve policy effectiveness and relevance.

j) Policy Review and Updates:

- *Role*: Policy administrators or designated committee.
- *Responsibilities:*
  - Participate in policy review sessions, offering insights based on their operational experiences.
  - Implement changes and updates to procedures as directed by policy administrators.

k) Documentation and Record Keeping:

- *Role*: Compliance officers, internal audit, or designated department.
- *Responsibilities:*
  - Maintain accurate and organized documentation related to compliance activities and audit processes.
  - Ensure records are accessible for internal and external auditing purposes.

l) Stakeholder Communication:

- *Role:* Communications department or designated personnel.
- *Responsibilities:*
  - Collaborate with communications teams to share relevant information with stakeholders.
  - Provide accurate and transparent information regarding the Acharya Institute of Technology's commitment to governance and compliance.

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7. Consequences and Compliance:

***Consequences*:**

- ***Disciplinary Actions***:
  - *Consequence:* Violations may result in disciplinary actions.
  - *Details:* Depending on the severity of the violation, disciplinary actions may include verbal or written warnings, suspension, or termination.
- ***Financial Penalties:***
  - *Consequence:* Non-compliance may lead to financial penalties.
  - *Details:* Financial penalties may be imposed to cover the costs of corrective actions or to address the impact of non-compliance.
- ***Loss of Privileges:***
  - *Consequence:* Persistent non-compliance may result in the loss of certain privileges.
  - *Details:* Individuals or departments repeatedly violating the policy may lose specific privileges, such as budgetary autonomy or decision-making authority.
- ***Legal Consequences:***
  - *Consequence:* Serious or intentional non-compliance may lead to legal action.
  - *Details:* Legal action may be pursued in cases of fraud, embezzlement, or other severe violations, involving reporting to law enforcement or regulatory authorities.
- ***Corrective Measures:***
  - *Consequence:* Individuals or departments may be required to implement corrective measures.
  - *Details:* Non-compliant parties may be tasked with addressing the root causes of non-compliance and implementing measures to prevent future violations.

Compliance:

- ***Regular Audits:***
  - *Mechanism:* Conduct regular internal and external audits.

- *Details:* Regular audits help identify and address non-compliance issues promptly, ensuring ongoing adherence to the policy.

- ***Training Programs:***
  - *Mechanism:* Conduct ongoing training programs.
  - *Details:* Regular training sessions help educate staff and stakeholders about policy updates and reinforce the importance of compliance.
- ***Policy Acknowledgment:***
  - *Mechanism:* Require staff to sign an acknowledgment of understanding.
  - *Details:* By signing an acknowledgment, employees confirm their awareness of the policy and their commitment to compliance.
- ***Documentation and Record Keeping:***
  - *Mechanism:* Maintain detailed records of compliance efforts.
  - *Details:* Documenting compliance activities provides evidence of adherence and serves as a reference in case of audits or reviews.
- ***Stakeholder Communication:***
  - *Mechanism:* Regularly communicate policy updates and expectations to stakeholders.
  - *Details:* Transparent communication helps ensure that all parties are aware of their responsibilities and the consequences of non-compliance.
- ***Whistleblower Protection:***
  - *Mechanism:* Establish a whistleblower protection policy.
  - *Details:* Encouraging the reporting of non-compliance through a confidential channel protects individuals who come forward with information.
- ***Consistent Enforcement:***
  - *Mechanism:* Apply consequences consistently.
  - *Details*: Ensuring that consequences are consistently applied fosters a fair and equitable approach to compliance enforcement.
- ***Policy Review and Updates:***

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- *Mechanism:* Regularly review and update the policy.
- *Details:* Periodic reviews help ensure that the policy remains current and effective, addressing emerging risks and regulatory changes.

- ***Leadership Accountability:***
  - *Mechanism:* Hold leadership accountable for enforcement.
  - *Details:* Leadership should demonstrate a commitment to compliance by holding themselves and their teams accountable for policy adherence.

8. Change History

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1. Introduction

An appeal policy at Acharya Institute of Technology serves as a structured process for students to seek recourse or challenge decisions made by the institution. This policy is designed to ensure fairness, transparency, and accountability in handling disputes or grievances related to academic matters, disciplinary actions, financial aid, and other institutional policies.

Typically, an appeal policy outlines the procedures, timelines, and requirements for submitting an appeal, as well as the grounds on which an appeal may be considered. Common grounds for appeal include procedural errors, new evidence, disproportionate sanctions, or extenuating circumstances that were not previously considered.

The appeal process usually involves multiple stages, starting with an informal resolution attempt, such as discussion with the faculty or staff member involved. If resolution is not achieved, the student may formally submit an appeal following the guidelines outlined in the policy. This often involves submitting a written appeal statement, providing supporting documentation, and sometimes attending an appeal hearing.

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Throughout the process, Acharya Institute of Technology aim to uphold principles of due process and fairness, ensuring that all parties involved have an opportunity to present their case and that decisions are made impartially. Appeals committees or boards, composed of faculty, staff, and sometimes students, are typically responsible for reviewing appeals and rendering decisions.

Ultimately, an effective appeal policy plays a crucial role in promoting a culture of accountability, integrity, and student support within Acharya Institute of Technology, ensuring that students have avenues for recourse and can seek resolution in cases where they believe their rights or interests have been compromised.

2. Purpose and Scope:

The purpose of an appeal policy at Acharya Institute of Technology is multifaceted, serving both students and the institution itself.

- *Ensuring Fairness and Due Process:* The appeal policy ensures that students have a mechanism to challenge decisions they believe to be unfair, unjust, or incorrectly administered. It upholds the principles of due process, providing a structured process for students to present their case and have it fairly reviewed.
- *Protecting Student Rights:* By outlining clear procedures and guidelines, the appeal policy safeguards the rights of students within the institution. It allows students to seek redressal for grievances related to academic matters, disciplinary actions, financial aid, and other institutional policies.
- *Promoting Accountability and Transparency:* The appeal policy holds the institution accountable for its decisions and actions. It promotes transparency by establishing clear guidelines for how decisions are made and how appeals are handled. This transparency fosters trust between students and the institution.
- *Supporting Continuous Improvement:* By providing a mechanism for feedback and review, the appeal policy supports the continuous improvement of institutional practices. It enables

the institution to identify areas where policies or procedures may need refinement or clarification.

- *Maintaining Institutional Integrity:* Upholding the appeal policy reinforces the integrity of the institution. It demonstrates a commitment to fairness, equity, and justice, which are essential values in any educational community.
- *Enhancing Student Experience*: A well-functioning appeal policy contributes to a positive student experience by providing students with a sense of agency and empowerment. Knowing that they have recourse in the event of a dispute or grievance can increase students' confidence and satisfaction with their educational experience.

The scope of the appeal policy typically encompasses a wide range of issues that may affect students during their academic journey, including but not limited to:

- Academic matters such as grading disputes, course requirements, and academic standing.
- Disciplinary actions, including violations of the institution's code of conduct.
- Financial aid decisions, such as scholarships, grants, loans, or tuition assistance.
- Admissions decisions, including appeals related to admission denials or revocations.
- Accommodation requests for students with disabilities or special circumstances.
- Other institutional policies or decisions that directly impact students' rights or interests.

3. Policy Statement:

The Appeal Policy at Acharya Institute of Technology outlines the principles, procedures, and expectations regarding the appeal process.

4. Objectives:

- *Fairness and Equity*: The primary objective of an appeal policy is to ensure that all students have access to a fair and equitable process for challenging decisions made by the institution. This includes decisions related to academics, discipline, financial aid, and other institutional matters.

- *Protection of Student Rights:* An appeal policy serves to protect the rights of students within the educational institution. It provides a mechanism for students to seek redressal in cases where they believe their rights have been violated or their interests compromised.
- *Due Process:* By establishing clear procedures and guidelines, an appeal policy ensures that decisions are made in accordance with principles of due process. This includes providing students with an opportunity to present their case, respond to allegations, and have their appeal reviewed by an impartial body.
- *Transparency:* Another objective of an appeal policy is to promote transparency in decision-making processes. The policy should outline the steps involved in the appeal process, the criteria for decision-making, and the rights and responsibilities of all parties involved.
- *Accountability:* An appeal policy holds the institution accountable for its decisions and actions. It establishes mechanisms for reviewing decisions, addressing grievances, and holding decision-makers accountable for their actions.
- *Continuous Improvement:* An appeal policy also serves to promote continuous improvement within the educational institution. By providing feedback on decisions and processes, the policy helps identify areas where policies or procedures may need to be revised or improved.
- *Student Support:* Finally, an appeal policy aims to provide support to students throughout the appeal process. This may include providing guidance on how to file an appeal, access to resources and support services, and assistance in navigating the appeals process.

5. Procedure:

- *Policy Development and Approval:*
  - Form a committee or task force responsible for drafting the appeal policy. Include representatives from different stakeholder groups, such as faculty, administrators, students, and legal experts.
  - Research best practices and legal requirements related to appeal policies in education.
  - Draft the policy document outlining the purpose, scope, procedures, and principles of the appeal process.

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- Seek feedback from relevant stakeholders, such as faculty, staff, students, and legal advisors, and revise the policy accordingly.
- Obtain approval for the final policy from the appropriate governing body or authority within the institution.

- *Policy Communication and Training:*
  - Communicate the appeal policy to all stakeholders, including faculty, staff, students, and administrators.
  - Provide training sessions or informational sessions to educate stakeholders about the appeal process, their rights and responsibilities, and the procedures for filing an appeal.
  - Ensure that all stakeholders have access to the appeal policy document, either through the institution's website, student handbook, or other relevant channels.
- *Establishment of Appeals Committee or Board:*
  - Form an appeals committee or board responsible for reviewing appeals and making decisions in accordance with the appeal policy.
  - Define the composition of the appeals committee, including representation from faculty, staff, and students, and establish procedures for appointing committee members.
  - Provide training to appeals committee members on their roles, responsibilities, and the procedures for reviewing appeals.
- *Appeal Process Implementation:*
  - Establish clear procedures and timelines for filing an appeal, including the required documentation and grounds for appeal.
  - Designate a specific office or individual responsible for receiving and processing appeals.
  - Develop forms or templates for students to use when submitting an appeal, ensuring that they include all necessary information.
  - Implement mechanisms for tracking and monitoring the progress of appeals throughout the process.
- *Communication and Outreach:*

- Continuously communicate with stakeholders about the appeal process, including any updates or changes to the policy or procedures.
- Provide ongoing support to students who are navigating the appeal process, including access to resources and assistance in preparing their appeal.
- Encourage feedback from stakeholders about their experiences with the appeal process and use this feedback to make improvements as needed.

- *Evaluation and Review:*
  - Regularly evaluate the effectiveness of the appeal policy and procedures, including their adherence to legal requirements and best practices.
  - Solicit feedback from stakeholders about their experiences with the appeal process and use this feedback to make improvements.
  - Periodically review and revise the appeal policy and procedures as needed to ensure their continued effectiveness and relevance.

6. Roles and Responsibilities:

- ***Administrators/Policy Makers:***
  - *Role:* Administrators and policy makers are responsible for developing, approving, and overseeing the implementation of the appeal policy.
  - *Responsibilities:*
    - ✓ Lead the development of the appeal policy, in consultation with relevant stakeholders.
    - ✓ Obtain approval for the final policy from the appropriate governing body or authority.
    - ✓ Allocate resources and support necessary for the implementation of the appeal policy.
    - ✓ Monitor the implementation of the policy and make adjustments as needed to ensure its effectiveness.

- ***Appeals Committee/Board:***
  - *Role:* The appeals committee or board is responsible for reviewing appeals and making decisions in accordance with the appeal policy.
  - *Responsibilities:*

- ✓ Review appeals submitted by students in a timely and impartial manner.
- ✓ Consider all relevant information and documentation provided by the appellant and any other involved parties.
- ✓ Make decisions based on the merits of the case and in accordance with the principles outlined in the appeal policy.
- ✓ Communicate decisions to the appellant in a clear and timely manner, along with any further steps or recourse available.

- ***Faculty and Staff:***

➢ *Role*: Faculty and staff members play various roles in implementing the appeal policy, including advising students, processing appeals, and serving on the appeals committee.

➢ *Responsibilities:*

- ✓ Advise students on the appeal process and their rights and responsibilities under the policy.
- ✓ Process appeals submitted by students in accordance with established procedures and timelines.
- ✓ Serve on the appeals committee/board, if appointed, and participate in the review of appeals as needed.
- ✓ Provide support and guidance to students throughout the appeal process.

- ***Students:***

➢ *Role:* Students are responsible for adhering to the appeal policy and utilizing the appeal process when necessary to challenge decisions made by the institution.

➢ *Responsibilities:*

- ✓ Familiarize themselves with the appeal policy and procedures.
- ✓ Submit appeals in accordance with established procedures and timelines, providing all required documentation and information.
- ✓ Participate in any hearings or meetings related to their appeal, if required.
- ✓ Cooperate with the appeals committee/board and provide any additional information or clarification as requested.

- ***Legal Advisors/Experts:***

➢ *Role:* Legal advisors or experts may provide guidance and support to the institution in developing, interpreting, and implementing the appeal policy, particularly with regard to legal compliance.

➢ *Responsibilities:*

✓ Review the appeal policy and procedures to ensure compliance with relevant laws, regulations, and best practices.

✓ Provide guidance on complex legal issues that may arise during the appeal process.

✓ Assist in training administrators, faculty, and staff on legal aspects of the appeal policy.

- ***Communication and Outreach Personnel:***

➢ *Role:* Communication and outreach personnel are responsible for disseminating information about the appeal policy to stakeholders and providing support and guidance throughout the process.

➢ *Responsibilities:*

✓ Develop communication materials, such as handbooks, websites, and informational sessions, to educate stakeholders about the appeal policy.

✓ Provide ongoing support and guidance to students, faculty, and staff regarding the appeal process.

✓ Serve as a point of contact for questions, concerns, or feedback related to the appeal policy.

7. Consequences and Compliance:

Consequences:

- *Loss of Trust:* Failure to comply with the appeal policy can lead to a loss of trust between the institution and its students, faculty, and other stakeholders. Students may feel disenfranchised or unfairly treated if their appeals are not handled in accordance with established procedures.
- *Legal Ramifications:* Non-compliance with the appeal policy can expose the institution to legal risks, including lawsuits or complaints filed by aggrieved parties. This could result in financial penalties, reputational damage, and other adverse consequences.

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- *Impact on Reputation:* Instances of non-compliance with the appeal policy can tarnish the institution's reputation, affecting its ability to attract and retain students, faculty, and funding.
- *Negative Impact on Student Experience*: Students who feel their appeals are not taken seriously or are unfairly dismissed may experience frustration, stress, and dissatisfaction with their educational experience, leading to decreased morale and engagement.

Compliance

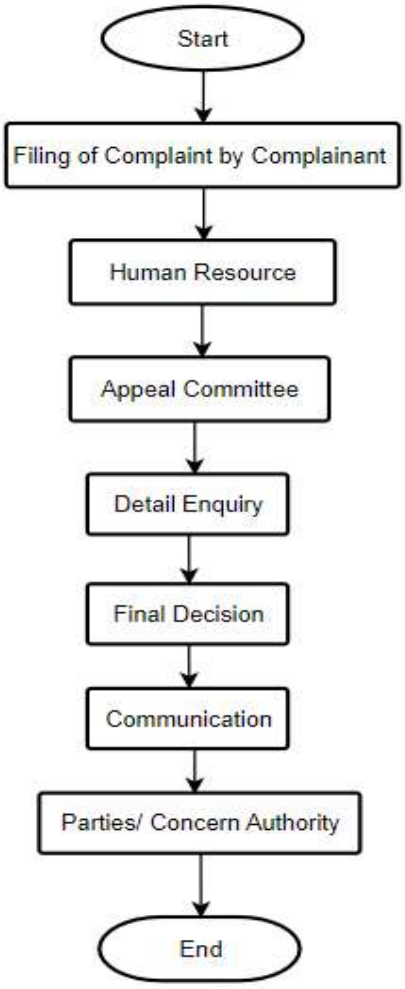
- *Clear Guidelines:* The appeal policy should outline clear procedures, timelines, and expectations for all parties involved in the appeal process. This helps ensure that everyone understands their roles and responsibilities and facilitates compliance.
- *Training and Education:* Providing training and educational resources to students, faculty, staff, and administrators can help ensure compliance with the appeal policy. This includes educating stakeholders about their rights and responsibilities, as well as the procedures for filing and reviewing appeals.
- *Monitoring and Oversight:* Establish mechanisms for monitoring and oversight to ensure compliance with the appeal policy. This may include regular audits, reviews of appeal decisions, and feedback mechanisms to identify areas for improvement.
- *Accountability:* Hold individuals and departments accountable for their roles in implementing the appeal policy. This may involve establishing performance metrics, conducting evaluations, and taking corrective action as needed to address instances of non-compliance.
- *Consequences for Non-Compliance:* Clearly communicate the consequences of non-compliance with the appeal policy, both for individuals and for the institution as a whole. This may include disciplinary measures, such as warnings, sanctions, or removal from positions of authority, as well as remedial actions to address any harm caused by non-compliance.
- *Continuous Improvement:* Regularly review and evaluate the appeal policy and its implementation to identify areas for improvement. Solicit feedback from stakeholders and use

this feedback to make revisions to the policy and procedures as needed to enhance compliance and effectiveness.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart



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10. Annexure

COMPOSITION OF GREVIENCE COMMITTEE ON APPEAL POLICY	
Name	**Designation**
Principal/Assignee by Principal	Chairman
HOD belongs to Complainant	Member
HOD belongs to Accused	Member
Women (If women are a party of the Enquiry)	Member
Senior Faculty of respective college	Member (2 Nos)
Proctor (If student is involved)	Member
Legal Expert	Member

GRIEVANCE REDRESSAL POLICY			
Policy No: AI/GR/GRSP/001	Version No: 004	Owner: Principal	Page 1 of 9
Date of issue:01 Jan 2025	Review date: 01 Jan 2027	Applicability: Staff and Students	

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1. Introduction

In the dynamic and collaborative environment of educational institutions, faculty members play a pivotal role in fostering academic excellence and nurturing the learning experience for students. However, like any workplace, educational institutions may encounter situations where faculty members experience concerns or grievances that need to be addressed. A well-structured grievance system is crucial for maintaining a positive work environment, promoting transparency, and ensuring that faculty members feel supported in their roles.

Importance of Grievance Mechanism: A robust grievance mechanism is essential for several reasons. It serves as a channel for faculty members to express their concerns, ensuring that their voices are heard and respected. Additionally, an effective grievance mechanism fosters a culture of openness and fairness, contributing to the overall well-being of the academic community.

Definitions

- **'Grievance'** may be related to any of the employee's dissatisfaction / disagreement with any aspect of the College activities and services including those of other employees or persons.
- '**Employee or Person'** shall mean a member of the academic staff or an officer or non-teaching staff of the College who are on the rolls of the College.

2. Purpose and Scope

- The aim of these rules is to create and maintain an effective, timely, fair and equitable grievance handling system for its employees. In this, following shall be the key operative principles:
- To develop a culture of understanding, addressing and providing quick redress to any grievances and take steps to prevent recurrence of such incidents;
- To set in place a grievance handling system that is student / employee focused;
- To ensure that any grievance are resolved promptly, objectively and with sensitivity and in complete confidentiality as best as possible;
- To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and ;
- To ensure that there is a consistent response to grievances.
- To bring about transparency in administration and to ensure an unhindered process of teaching and learning in this Institute and to address the grievances of all the stakeholder (teaching staff and administrative staff), it is important to establish a Grievance Redressal Committee to weed out any grievement, which may arise due to biasness on the basis of religion, caste, color, gender, linguistic origin or region or age.

Scope:

The committee shall deal with grievances received in writing about any of the following matter:

- Academic issues including course allocation workload, examinations, question paper setting and moderation, websim related issues, adherence to academic schedules, plagiarism
- Interpersonal Issues and Interpersonal conflicts
- General: Insubordination, violation of Institute schedules, impersonation, any other form of malpractice.

Exclusions:

The Grievance Redressal Committee shall not entertain decisions of the academic council, board of studies and executive council

3. Policy Statement

This policy establishes a framework for addressing and resolving grievances raised by faculty members at Acharya Institute of Technology. It recognizes the importance of fostering a collaborative and supportive work environment that values the contributions of faculty members and provides a structured process for addressing their concerns.

4. Objectives:

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute. The objectives of the Grievance Redressal Cell are:

- To develop an organizational framework to resolve Grievances of stakeholders
- To provide the staffs access to immediate, hassle free recourse to have their Grievances redressed.
- To enlighten the staffs on their duties and responsibilities to access benefits due under the policies.
- To establish structured interactions with staffs to elicit information on their expectations.
- To identify systemic flaws in the design and administration of various general insurance products and to seek solutions thereon.

- To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy.
- To ensure a democratic environment in the campus,
- To acquaint all the teacher about their rights and duties,
- To solve the various personal and educational related grievances of the teacher,
- To make the institution Staff friendly, and
- To ensure the qualitative as well as quantitative development of the institution through the grievance and Redressal cell.

5. Procedure:

- **Grievance committee Composition:**

The Grievance Redressal Cell of the college generally is having the provision of two/three teaching staffs as its member and the principal as the chairman. The cell is having the provision of being reconstituted every two year if situation arises for so by the principal himself along with suggestions sought from the in charge administrative body. Care is taken to select staff members from each. The following staff members are in the charge of this cell.

- Principal- ex-officio **Chairman**
- HODs of 3 departments- **Member**
- Representatives from the HR office- **Member**
- One women senior faculty- **Member**
- The Chairman chooses any member - **Member Secretary**
- The Grievance Redressal Committee shall have a term of two years.

  Any person aggrieved by the decision of the Grievance Redressal Committee may within a period of six days prefer an appeal to the Ombudsman.

- **Types of Grievance:**
  - **Faculty Grievances**
    - ✓ Against an action of Peer Group, Head of Department, Principal
    - ✓ Against the conduct of any officer or support staff

- ✓ Matters related to service conditions, performance appraisal, promotion, pay and allowances etc.
- ✓ Facilities at work place
- ✓ Against library functioning
- ✓ Against common services such as transportation, canteen, medical facilities etc.

➢ **Staff grievances**

- ✓ Grievances against Human Resource, Administration & Finance departments
- ✓ Action of any member of the faculty or staff
- ✓ Against the reporting officer
- ✓ Common services such as transportation, canteen, medical, etc.
- ✓ Facilities at work place.

6. Roles and Responsibilities:

- A faculty or staff member may file a formal grievance that alleges a violation of Institution, department, policy or established practice.
- A faculty /staff member who feels aggrieved may discuss his/her complaint in a confidential meeting with his head of department or Principal.
- To file a grievance, an individual faculty or staff member must submit a written, signed statement (the "grievance") to the Grievance committee.
- Enquiry shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties.
- The chairman of the committee shall provide written notice of the time and place of the enquiry, the names of panel and copies of any documents submitted by the parties and deemed relevant, to each party at least three (3) days before the hearing/meeting.
- The enquiry meeting shall be conducted in good faith and must be completed within 7 calendar days unless the chairman determines that an extension of time is necessary.
- Minutes of the enquiry shall be maintained. A party may request and obtain a copy minutes.
- The privacy of confidential records used in the enquiry shall be respected.

- In case of lack of unanimity, the Grievance Committee shall take decisions by majority
- All parties may present their cases in person and may call witnesses on their behalf.
- A party may elect not to appear, in which event the enquiry will be held in his or her absence. Absence of a party shall not be prejudicial to the enquiry.
- The grievant has the responsibility of proving that there has been a violation of policy or established practice. The committee shall decide whether the preponderance of the evidence supports the allegations made by the grievant.
- The Committees shall resolve any issues raised by the parties, after providing each party the opportunity to be heard on such matters.
- When an enquiry panel sustains an allegation made in a grievance, it shall recommend appropriate redress consistent with existing policies, procedures, and practices.
- In case a grievance is received against any of the members of the Grievance committee, then the MD, IQAC Head, HR and The Chairman chooses any member shall conduct the enquiry and submit the report to the Chairman.
- While dealing with complaint, the committees will observe the law of natural justice.
- It is important to point out here that while giving a decision on any grievance the relevant provisions of Act/Regulations should be kept in mind and no decisions should be taken in contradiction of the same.

7. Consequences and Compliance:

***Consequences*:**

- *Failure to Follow Procedure*: Faculty members failing to adhere to the outlined grievance procedure may experience delays in the resolution process or risk having their grievance dismissed. It is essential to follow the specified steps for a timely and effective resolution.

- *Providing False Information*: Knowingly providing false or misleading information during the grievance process is a violation of the policy. Faculty members found guilty of providing false information may face disciplinary consequences.
- *Non-Cooperation*: Non-cooperation during the investigation or hearing process may impede the resolution of the grievance. Faculty members are expected to actively participate in the process, and refusal to do so may have consequences.
- *Breach of Confidentiality*: Breach of confidentiality, such as disclosing sensitive information related to the grievance procedure, can result in disciplinary action. Maintaining the privacy of all parties involved is crucial for the integrity of the process.
- *Retaliation:* Any form of retaliation against faculty members who have filed grievances in good faith is strictly prohibited. Instances of retaliation will be thoroughly investigated, and individuals found responsible may face disciplinary measures.
- *Non-Compliance with Resolution*: If a resolution is reached, faculty members are expected to comply with any actions or recommendations outlined. Failure to comply may result in further consequences, as specified in the resolution.

Compliances:

- *Initiation of Grievance Procedure*: Faculty members are expected to initiate the grievance procedure by adhering to the outlined steps in the policy. This includes submitting a formal written grievance, providing necessary documentation, and cooperating with the designated authorities.
- *Cooperation with Investigation*: Faculty members and relevant parties are expected to cooperate fully during the review and investigation process. This involves providing accurate information, attending meetings, and participating in any mediation or formal hearings as required.

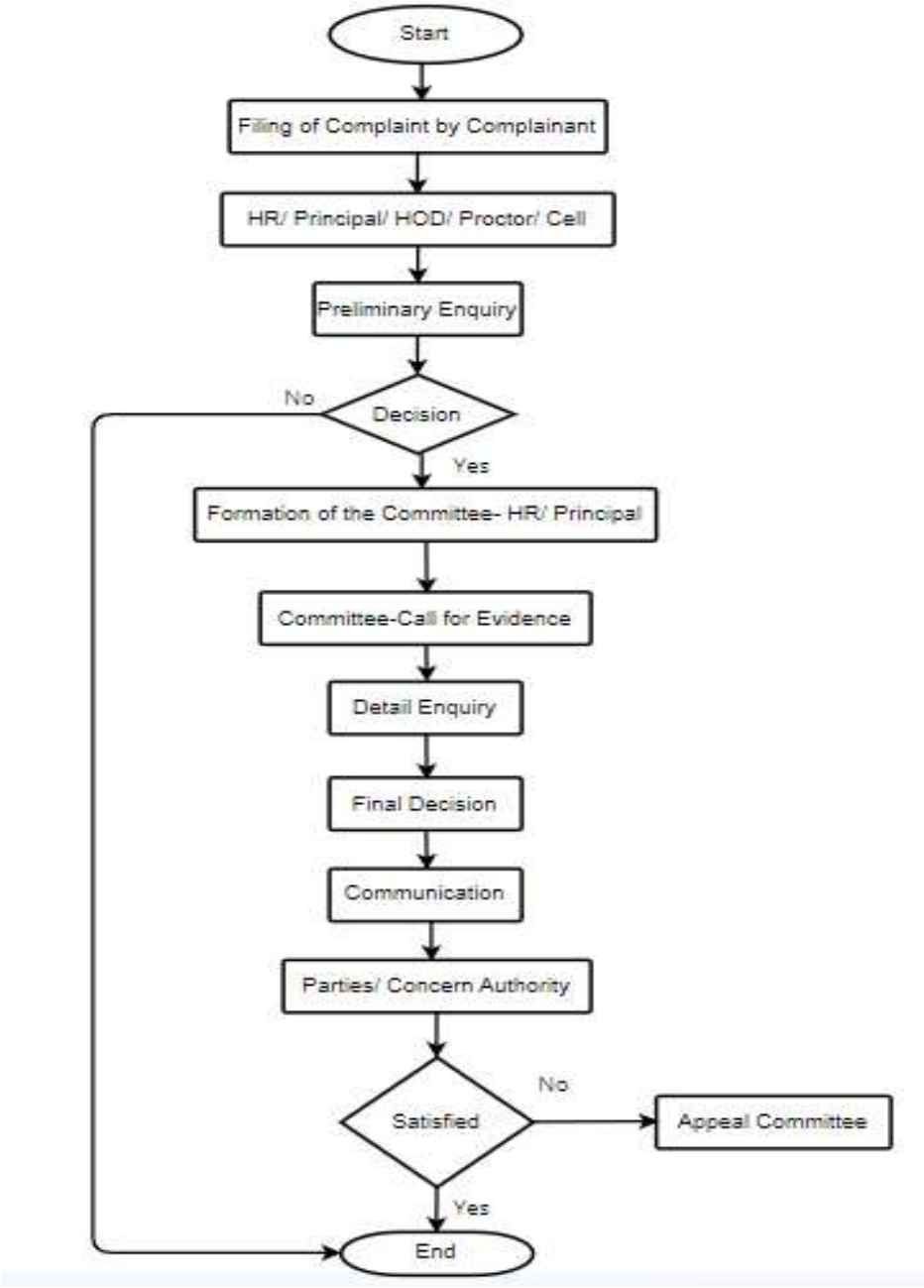
- *Confidentiality:* All parties involved in the grievance process, including faculty members, administrators, and members of the designated committee, must maintain strict confidentiality to protect the privacy and integrity of the grievance procedure.
- *Non-Retaliation*: The institution expects compliance with the non-retaliation policy, ensuring that faculty members do not face adverse consequences for filing grievances in good faith. Any form of retaliation is strictly prohibited and will be subject to disciplinary action.
- *Resolution Acceptance*: Faculty members are encouraged to accept the resolution, whether it involves an informal resolution, mediation, or a decision following a formal hearing. Acceptance of the resolution indicates compliance with the grievance policy.

8. Change of History

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9. Flow Chart



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1. Introduction

Implementing Environmental, Health, and Safety (EHS) practices within an educational institution is critical for ensuring the well-being of students, staff, faculty, and visitors. By incorporating these principles into the educational environment, institutions can cultivate a culture of responsibility, sustainability, and care while providing a safe and healthy setting for learning and growth.

Environmental Considerations:

Educational institutions have a significant ecological footprint, and addressing environmental concerns is vital for fostering a sustainable future. Embracing eco-friendly practices within the institution can include:

- *Waste Management:* Encouraging recycling programs, reducing waste generation, and proper disposal of recyclable materials.
- *Energy Conservation:* Implementing energy-efficient technologies, reducing consumption, and promoting renewable energy sources.
- *Green Spaces:* Creating and maintaining green areas on campus to preserve biodiversity and promote a connection to nature.

- *Curriculum Integration*: Incorporating environmental studies and sustainability into the curriculum to raise awareness and promote environmentally conscious behavior among students.

Health Promotion:

Ensuring the health and well-being of students and staff is paramount. Educational institutions can focus on various aspects to promote a healthy environment:

- *Safety Measures:* Implementing safety protocols and procedures to prevent accidents and ensure a secure campus environment.
- *Mental Health Support:* Offering counselling services, stress management programs, and resources to support mental well-being.
- *Physical Health Initiatives:* Promoting healthy lifestyles through fitness programs, access to sports facilities, and healthy food options on campus.
- *Health Education:* Providing information and workshops on topics such as nutrition, hygiene, and overall well-being.

Safety Protocols:

Maintaining a safe learning environment is a top priority for educational institutions. This involves:

- *Emergency Preparedness:* Conducting drills, establishing emergency response plans, and ensuring proper communication during crises.
- *Facility Safety:* Regular inspections of buildings, laboratories, and equipment to ensure compliance with safety standards.
- *Training and Education:* Providing comprehensive safety training for students, faculty, and staff to ensure they are well-prepared for potential hazards.
- *Accident Prevention:* Promoting a culture of reporting incidents, near misses, and hazards to prevent accidents and improve safety measures.

2. Purpose and Scope

- *Supporting Physical Health:* Providing a healthy environment that includes access to nutritious food, physical fitness facilities, and health education contributes to the physical well-being of the school community.
- *Addressing Mental Health:* Offering counselling services, stress management programs, and fostering an environment that supports mental health helps students and staff cope with challenges and stressors.
- *Environmental Responsibility*: Educating students about environmental issues and incorporating sustainable practices within the institution instils values of environmental stewardship and responsibility.
- *Resource Conservation*: Implementing initiatives for waste reduction, energy efficiency, and sustainable practices reduces the institution's ecological footprint and encourages responsible resource management.
- *Meeting Regulatory Standards*: Ensuring compliance with local, national, and international regulations regarding safety, health, and environmental standards is essential to avoid legal liabilities and maintain the institution's reputation.
- *Educational Component*: Integrating EHS principles into the curriculum teaches students about their responsibilities towards safety, health, and environmental conservation, preparing them to be responsible citizens.
- *Role Modelling*: By practicing and promoting EHS principles, educational institutions set an example for responsible behaviour and contribute positively to the broader community.
- *Positive Image*: Commitment to EHS practices enhances the institution's reputation, attracting students, faculty, and support from the community who value sustainability and safety.
- *Community Engagement:* Engaging with the local community through EHS initiatives fosters positive relationships and collaborative efforts towards common goals.

Scope:

The scope of Environmental, Health, and Safety (EHS) practices within an educational institution encompasses a wide range of activities and initiatives aimed at ensuring the well-being of the school community and the environment.

3. Policy statement

Acharya Institute of Technology are committed to conducting our operations in a manner that protects the environment, ensures the health and safety of our employees, contractors, customers, and communities, and promotes sustainable practices.

4. Objectives

The objectives of Environmental, Health, and Safety (EHS) initiatives within an educational institution are multifaceted, aiming to create a safe, healthy, and sustainable environment conducive to learning, personal development, and community well-being. Here are the key objectives:

- ***Ensure Safety and Security:***
  - *Prevent Accidents*: Minimize the risk of accidents, injuries, and hazardous incidents by implementing safety protocols and providing a secure environment.
  - *Emergency Preparedness:* Develop and practice emergency response plans to ensure a prompt and effective response in various emergency situations.
- ***Promote Health and Wellness:***
  - *Physical Health:* Provide facilities, resources, and education to support physical well-being, including access to healthcare services, nutritious food, and fitness programs.
  - *Mental Health*: Offer counselling services, stress management programs, and create an environment that supports mental well-being among students, faculty, and staff.
- ***Foster Environmental Sustainability:***
  - *Environmental Awareness*: Educate and raise awareness among the school community about environmental issues and the importance of sustainable practices.
  - *Resource Conservation*: Implement initiatives to reduce waste, conserve energy, promote recycling, and preserve natural resources within the institution.

- ***Compliance with Regulations:***
  - *Adherence to Standards:* Ensure compliance with local, national, and international regulations governing safety, health, and environmental practices in educational settings.
- ***Integrate EHS Principles into Education:***
  - *Curriculum Integration*: Incorporate EHS principles into the curriculum to educate and empower students with knowledge and skills related to safety, health, and environmental conservation.
  - *Practical Training:* Provide hands-on training and opportunities for students to apply EHS principles in real-life scenarios, preparing them for responsible citizenship.
- ***Create a Culture of Responsibility:***
  - *Role Modelling*: Set an example for responsible behaviour by practicing and promoting EHS principles among students, faculty, staff, and the broader community.
  - *Community Engagement:* Encourage involvement in EHS initiatives within the school and collaborate with local communities to address broader environmental concerns.
- ***Continuous Improvement and Innovation:***
  - *Monitoring and Evaluation*: Regularly assess and improve EHS practices by monitoring performance, conducting audits, and seeking feedback for continuous enhancement.
  - *Innovation:* Encourage research, innovation, and the adoption of new technologies or practices that advance EHS objectives within the educational institution.

5. Procedures

- *Formation of EHS Committee*: Establish an Environmental, Health & Safety (EHS) Committee comprising representatives from various Institute departments, including administration, facilities management, health services, and academic units.
- *Appointment of EHS Coordinator*: Designate an EHS Coordinator responsible for overseeing the implementation of EHS policies, coordinating with the EHS Committee, and ensuring compliance with safety regulations.

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- *Risk Assessment and Hazard Identification*:
  - Conduct a comprehensive risk assessment and hazard identification across all Institute facilities, academic areas, laboratories, and outdoor spaces.
  - Document potential risks and prioritize them based on severity and likelihood.
- *Development of EHS Policies*:
  - Collaborate with the EHS Committee to develop clear and comprehensive EHS policies that address identified risks.
  - Ensure alignment with local, national, and international safety standards and regulations.
- *Training Programs*:
  - Develop and implement mandatory EHS training programs for all Institute staff, faculty, and students.
  - Tailor training to specific roles and responsibilities, including emergency response procedures.
  - Provide specialized safety training for individuals working in laboratories, emphasizing proper handling of chemicals, equipment, and emergency protocols.
- *Emergency Preparedness and Response*:
  - Develop and regularly update emergency preparedness plans, including evacuation procedures, first aid response, and communication protocols.
  - Conduct periodic drills and simulations to ensure readiness.
- *Safety Inspections and Audits*:
  - Implement regular safety inspections and audits across campus facilities.
  - Assign trained personnel to conduct inspections and address identified safety concerns promptly.
- *Personal Protective Equipment (PPE)*:
  - Identify roles and tasks that require specific PPE.
  - Ensure the availability, proper use, and maintenance of PPE, and provide training on their correct application.

- *Chemical Management*:
  - Establish a comprehensive chemical management system, including proper storage, labelling, and disposal procedures.
  - Ensure that all laboratories comply with safety standards for handling and storing chemicals.
- *Ergonomics and Workplace Safety*:
  - Conduct assessments to ensure ergonomic workspaces and equipment.
  - Implement measures to prevent workplace injuries and promote overall employee well-being.
- *Waste Management*:
  - Develop a waste management plan that includes proper disposal methods for various types of waste generated on campus.
  - Promote recycling and sustainable waste reduction practices.
- *Environmental Conservation*:
  - Implement measures to reduce the Institute's environmental impact, such as energy conservation, water efficiency, and sustainable procurement practices.
  - Encourage the use of renewable energy sources and the reduction of greenhouse gas emissions.
- *Incident Reporting and Investigation*:
  - Establish a clear system for reporting incidents and near misses.
  - Investigate incidents promptly, identify root causes, and implement corrective actions to prevent recurrence.
- *Compliance and Documentation:*
  - Ensure compliance with relevant health and safety regulations.
  - Maintain comprehensive records of safety training, inspections, incidents, and corrective actions taken.

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- *Periodic Review and Continuous Improvement*:
  - Conduct regular reviews of EHS policies, procedures, and performance metrics.
  - Implement continuous improvement measures based on feedback, audits, and emerging best practices.
- *Communication and Awareness*:
  - Establish effective communication channels for disseminating EHS information.
  - Promote awareness through signage, newsletters, and training programs.
- *Compliance and Accountability:*
  - Enforce compliance with EHS policies across all Institute departments and individuals.
  - Integrate EHS considerations into performance evaluations and accountability frameworks.

6. Roles and Responsibilities

Maintaining Environmental, Health, and Safety (EHS) at an educational institution involves a range of responsibilities that are crucial for creating and sustaining a safe, healthy, and environmentally conscious environment for students, faculty, staff, and visitors.

- ***Establishing Policies and Procedures:***
  - *Developing EHS Policies:* Create comprehensive policies that outline safety, health, and environmental guidelines tailored to the institution's specific needs and regulatory requirements.
  - *Procedural Documentation:* Clearly document procedures for emergency response, safety protocols, waste management, and other EHS-related activities.
- ***Risk Assessment and Management:***
  - *Identifying Hazards:* Conduct regular assessments to identify potential hazards, risks, and vulnerabilities within the institution's facilities, activities, and practices.
  - *Risk Mitigation:* Implement strategies to mitigate identified risks, whether they pertain to physical safety, health concerns, or environmental impact.

- ***Compliance and Regulation:***
  - *Ensuring Compliance*: Stay updated with local, national, and international EHS regulations and standards, ensuring the institution complies with all necessary laws and guidelines.
  - *Documentation and Reporting*: Maintain accurate records, reports, and documentation related to EHS compliance to demonstrate adherence to regulatory requirements.
- ***Training and Education:***
  - *Providing Training*: Conduct regular training sessions for students, faculty, and staff on safety procedures, emergency response, environmental conservation, and health promotion.
  - *Raising Awareness:* Organize awareness campaigns and educational programs to inform and engage the school community about EHS practices and their importance.
- ***Facility Maintenance and Inspections:***
  - *Regular Inspections:* Schedule and conduct routine inspections of facilities, laboratories, equipment, and infrastructure to ensure compliance with safety standards.
  - *Maintenance Programs:* Implement maintenance schedules and procedures to address potential hazards and ensure the proper functioning of safety systems.
- ***Emergency Preparedness:***
  - *Emergency Response Plans*: Develop and regularly review emergency response plans for various scenarios, ensuring that all stakeholders are trained and aware of their roles in emergencies.
  - *Drills and Exercises*: Conduct regular emergency drills and exercises to test the effectiveness of response plans and familiarize the community with procedures.
- ***Environmental Sustainability Initiatives:***
  - *Waste Management*: Implement waste reduction, recycling programs, and proper disposal practices throughout the institution.
  - *Energy Efficiency*: Promote energy conservation, adopt renewable energy sources, and implement measures to reduce the institution's carbon footprint.

- ***Collaboration and Communication:***
  - *Stakeholder Engagement*: Collaborate with stakeholders, including students, faculty, staff, local authorities, and the community, to foster a culture of responsibility and involvement in EHS initiatives.
  - *Communication Channels:* Establish effective communication channels to disseminate information, updates, and guidelines related to EHS practices within the institution.

7. Consequences and Compliances

Consequences:

- *Legal Penalties*: Failure to comply with environmental, health, and safety (EHS) regulations can result in legal penalties, fines, and sanctions imposed by regulatory authorities, which may tarnish the institution's reputation and financial standing.
- *Workplace Accidents and Injuries:* Non-compliance with health and safety policies can increase the risk of workplace accidents, injuries, and illnesses among faculty, staff, students, and visitors, leading to human suffering, productivity losses, and potential legal liabilities.
- *Environmental Damage:* Failure to adhere to environmental regulations and pollution control measures may result in environmental damage, contamination of natural resources, harm to ecosystems, and negative impacts on surrounding communities and habitats.
- *Reputational Damage:* Incidents related to environmental, health, and safety non-compliance can damage the institution's reputation, resulting in negative publicity, loss of public trust, and diminished stakeholder confidence.
- *Financial Losses:* Workplace accidents, environmental incidents, and legal penalties associated with EHS non-compliance can result in significant financial losses, including clean-up costs, legal fees, insurance premiums, and potential lawsuits or settlements.
- *Loss of Accreditation:* Failure to meet EHS standards and regulatory requirements may lead to loss of accreditation or certification status, affecting the institution's ability to attract students, secure funding, and maintain academic excellence.

Compliance:

- *Policy Adoption and Communication:* The institution must formally adopt the Environmental, Health & Safety Policy and communicate it to all stakeholders, including faculty, staff, students, contractors, and visitors.
- *Regulatory Compliance:* Ensure compliance with relevant environmental, health, and safety laws, regulations, codes of practice, and industry standards applicable to the institution's operations, facilities, and activities.
- *Risk Assessment and Management:* Conduct regular risk assessments to identify, evaluate, and manage environmental, health, and safety risks associated with institutional operations, facilities, and activities. Implement controls to mitigate identified risks.
- *Training and Education:* Provide comprehensive training and education programs to raise awareness and promote understanding of environmental, health, and safety policies, procedures, and best practices among faculty, staff, students, and contractors.
- *Emergency Preparedness:* Develop and implement effective emergency preparedness and response plans to address potential environmental incidents, workplace accidents, natural disasters, and other emergencies. Conduct regular drills and training exercises to test preparedness and response capabilities.
- *Monitoring and Reporting:* Establish mechanisms for monitoring, measuring, and reporting environmental, health, and safety performance indicators, including incident rates, compliance metrics, and corrective actions. Report findings to internal and external stakeholders as required.
- *Continuous Improvement:* Continuously evaluate and improve environmental, health, and safety performance through regular review, analysis, and feedback mechanisms. Set measurable objectives and targets to drive ongoing improvement in EHS management practices.
- *Stakeholder Engagement:* Engage with internal and external stakeholders, including government agencies, regulatory authorities, industry partners, community groups, and environmental organizations, to foster collaboration, share knowledge, and promote EHS excellence.

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1. Introduction:

Introducing and implementing eco-friendly transportation practices within an educational institution is a commendable initiative that can significantly contribute to reducing carbon emissions and fostering environmental sustainability. Below is an introductory guide that can be used to outline the importance and implementation of eco-friendly transportation within an educational setting.

The Importance of Eco-Friendly Transportation:

Transportation contributes significantly to greenhouse gas emissions, which directly impact climate change. By adopting eco-friendly transportation methods, we can mitigate these effects and promote a healthier, greener environment. Benefits include:

- *Reduced Carbon Footprint*: Choosing sustainable transportation options such as biking, walking, carpooling, or using electric vehicles can significantly reduce carbon emissions.
- *Improved Air Quality*: Decreasing reliance on fossil fuel-powered vehicles leads to cleaner air, benefiting the health and well-being of our community.
- *Resource Conservation*: Eco-friendly transportation helps conserve natural resources by reducing fuel consumption and dependency on non-renewable energy sources.

- *Promoting Health and Well-being*: Encouraging walking or biking promotes physical activity and a healthier lifestyle among students, faculty, and staff.

2. Purpose and Scope:

The primary purpose of implementing eco-friendly transportation initiatives at our educational institution is to foster a culture of sustainability, reduce our carbon footprint, and contribute to a healthier environment. This endeavour aligns with our institution's commitment to responsible stewardship and creating a more eco-conscious community.

Scope:

- *Environmental Impact:* The scope of our eco-friendly transportation initiatives encompasses reducing the institution's contribution to environmental degradation. By transitioning to greener transportation methods, we aim to significantly cut down carbon emissions and promote a more sustainable campus.
- *Behavioural Change:* The initiative extends beyond infrastructure improvements. It also involves fostering a shift in attitudes and behaviours towards transportation choices. This includes encouraging students, faculty, and staff to opt for environmentally friendly commuting options like biking, walking, carpooling, or using electric vehicles.
- *Infrastructure Development:* Enhancing the physical infrastructure to support eco-friendly transportation methods forms a crucial part of our scope. This may involve creating bike lanes, improving pedestrian walkways, installing electric vehicle charging stations, and optimizing parking spaces for sustainable vehicles.
- *Education and Awareness:* The scope also includes educational efforts aimed at raising awareness about the importance of eco-friendly transportation. This involves integrating sustainability topics into the curriculum, organizing seminars, workshops, and campaigns to educate and engage the campus community.
- *Partnerships and Collaboration:* Engaging with local transport authorities, partnering with eco-conscious organizations, and collaborating with community initiatives to expand the reach and impact of our eco-friendly transportation initiatives fall within our scope. This may involve advocating for better public transportation options and fostering alliances that promote sustainable commuting.

- *Continuous Improvement:* Continual assessment and improvement of our eco-friendly transportation efforts are essential. Regularly evaluating the effectiveness of implemented strategies, seeking feedback from the community, and making necessary adjustments ensure ongoing progress towards our sustainability goals.

3. Policy statement:

At Acharya Institute of Technology, we recognize our responsibility to promote environmental sustainability and reduce our carbon footprint. As part of our commitment to fostering a greener campus and a more eco-conscious community.

4. Objectives:

Implementing eco-friendly transportation initiatives within an educational institution involves setting clear objectives to guide the efforts toward sustainability. Here are potential objectives:

- *Reduce Carbon Emissions:* Decrease the institution's carbon footprint by a certain percentage within a specified timeframe, achieved through the adoption of sustainable commuting options and the encouragement of low-emission or electric vehicles.
- *Promote Alternative Transportation Methods:* Increase the use of environmentally friendly transportation methods, such as walking, biking, carpooling, and public transportation, by a specific percentage among students, faculty, and staff.
- *Enhance Infrastructure for Sustainable Transportation:* Develop and improve campus infrastructure by constructing bike lanes, enhancing pedestrian pathways, installing electric vehicle charging stations, and creating designated parking areas for sustainable vehicles within a defined timeline.
- *Education and Awareness:* Increase awareness and knowledge about eco-friendly transportation practices by conducting workshops, seminars, educational campaigns, and integrating sustainability topics into the curriculum. Track and measure the increase in the understanding and adoption of sustainable transportation choices among the campus community.

- *Partnerships and Collaboration:* Establish partnerships with local transportation authorities, businesses, and community organizations to improve access to sustainable transportation options, advocate for better public transportation services, and create initiatives that encourage environmentally conscious commuting practices.
- *Behavioural Change*: Encourage behavioural change among the campus community by incentivizing the use of eco-friendly transportation methods, promoting a culture of sustainability, and celebrating achievements in adopting sustainable commuting practices.
- *Continuous Evaluation and Improvement:* Implement a regular assessment mechanism to evaluate the effectiveness of eco-friendly transportation initiatives. Use feedback mechanisms and data analysis to make necessary adjustments, ensuring continual progress towards established sustainability goals.
- *Compliance and Accountability:* Ensure adherence to eco-friendly transportation policies and guidelines by all members of the institution. Establish accountability measures and responsible entities within the institution to monitor and enforce compliance.
- *Community Engagement and Outreach:* Expand the reach of eco-friendly transportation initiatives beyond the institution by engaging with the broader community, sharing best practices, and promoting sustainable commuting habits among neighbouring areas.

5. Procedures:

- *Encouraging Alternative Transportation Methods:*
  - Launch campaigns and communication initiatives to educate and encourage students, faculty, and staff about the benefits of using alternative transportation methods such as biking, walking, carpooling, and public transit.
  - Implement incentive programs like preferred parking for car poolers, discounts for using public transportation, or rewards for active commuting (biking or walking) to motivate the campus community to adopt eco-friendly commuting options.
- *Infrastructure Development:*
  - Develop bike lanes, secure bike storage facilities, and provide repair stations to encourage and support bicycling on campus.

- Improve pedestrian walkways, crosswalks, and accessibility features to enhance safety and convenience for walkers.
- Install electric vehicle charging stations across campus, making it convenient for users of electric vehicles to recharge.

- *Sustainable Transportation Guidelines:*
  - Ensure all members of the campus community are aware of and understand the institution's eco-friendly transportation policy through regular communication, orientation sessions, and inclusion in relevant handbooks or guides.
  - Provide resources and guidance on planning sustainable commutes, such as carpool matching services, public transit route information, and bike route maps.
- *Collaborations and Partnerships:*
  - Establish collaborations with local transportation authorities, rideshare programs, bike-sharing initiatives, and public transit agencies to enhance sustainable commuting options for the campus community.
  - Engage with neighbouring communities and organizations to promote eco-friendly transportation practices and advocate for sustainable commuting beyond the campus borders.
- *Monitoring and Evaluation:*
  - Regularly collect data on transportation modes used by students, faculty, and staff to assess the effectiveness of eco-friendly transportation initiatives.
  - Implement feedback mechanisms, surveys, or suggestion boxes to gather input from the campus community about their experiences with sustainable commuting and areas for improvement.

- *Continuous Improvement and Adaptation:*
  - Analyse collected data and feedback to identify areas for improvement and adapt procedures and infrastructure to better meet the needs of the campus population.

- Schedule periodic reviews of the eco-friendly transportation procedures to ensure they remain aligned with the institution's sustainability goals and evolving needs.

- *Reporting and Transparency:*
  - Prepare and share regular reports detailing the progress made in implementing eco-friendly transportation measures, including statistics, achievements, and areas for further development.
  - Maintain open communication channels to keep the campus community informed about ongoing initiatives, successes, challenges, and future plans related to sustainable transportation.

6. Roles and Responsibilities:

Implementing eco-friendly transportation initiatives within an educational institution involves assigning specific roles and responsibilities to various stakeholders to ensure smooth implementation and effective management of sustainable commuting practices. Here's an outline of potential roles and responsibilities:

a) Sustainability Coordinator or Committee:

- *Role:* Oversees and coordinates all eco-friendly transportation initiatives and policies.
- *Responsibilities:*
  - Develop and implement a comprehensive eco-friendly transportation plan aligned with the institution's sustainability goals.
  - Collaborate with various departments and stakeholders to ensure the integration and promotion of sustainable commuting practices.
  - Monitor progress, assess outcomes, and report on the effectiveness of eco-friendly transportation efforts.

b) Campus Facilities and Infrastructure Department:

- *Role:* Manages the physical aspects of sustainable transportation infrastructure.
- *Responsibilities:*

- Plan and execute the development and maintenance of bike lanes, pedestrian walkways, electric vehicle charging stations, and designated parking areas for eco-friendly vehicles.
- Regularly inspect and ensure the functionality and safety of transportation-related infrastructure on campus.

c) Transportation Services Department or Coordinator:

- *Role:* Facilitates and promotes sustainable transportation options.
- *Responsibilities:*
  - Provide information and resources on alternative transportation methods to the campus community.
  - Coordinate with local transportation authorities, rideshare programs, and public transit agencies to enhance sustainable commuting options.
  - Manage any on-campus transportation services and encourage their alignment with eco-friendly practices.

d) Communications and Outreach Team:

- *Role:* Raises awareness and promotes eco-friendly transportation initiatives.
- *Responsibilities:*
  - Develop and execute communication strategies to inform and engage the campus community about the benefits and methods of sustainable commuting.
  - Organize awareness campaigns, workshops, seminars, and events to promote eco-friendly transportation practices.
  - Create and distribute educational materials related to sustainable commuting options.

e) Student Organizations or Green Clubs:

- *Role:* Drive student involvement and advocacy for eco-friendly transportation.
- *Responsibilities:*
  - Initiate and lead student-led initiatives promoting eco-friendly transportation habits.
  - Collaborate with the institution to organize events, campaigns, and activities focused on sustainable commuting.
  - Advocate for the integration of sustainable transportation practices within the student body.

f) Faculty and Staff Engagement:

- *Role:* Promote and support sustainable commuting among faculty and staff.
- *Responsibilities:*
  - Encourage and support faculty and staff in adopting eco-friendly commuting practices, such as carpooling, using public transportation, or biking.
  - Incorporate discussions on sustainable transportation into relevant coursework or professional development programs.

g) Campus Security and Safety Officers:

- *Role:* Ensure safety and compliance in eco-friendly transportation initiatives.
- *Responsibilities:*
  - Monitor compliance with transportation policies, especially regarding bike lanes, pedestrian safety, and parking regulations for sustainable vehicles.
  - Address any safety concerns related to sustainable transportation infrastructure.

7. Consequences and Compliance:

a) Environmental Impact: Reduced Carbon Emissions: Adoption of sustainable transportation methods can significantly decrease the institution's carbon footprint, contributing to mitigating climate change and improving local air quality.

b) *Health and Well-being:* Encouraging walking, biking, or other active commuting options promotes physical activity among students, faculty, and staff, leading to improved health and well-being.

c) *Cost Savings and Efficiency:* Reduced fuel consumption through carpooling or the use of alternative transportation can lead to cost savings for individuals and the institution.

d) *Community Engagement and Collaboration:* Partnerships and Alliances: Collaborating with local transport authorities, businesses, and community organizations can foster partnerships and alliances focused on sustainable transportation practices, benefiting both the institution and the broader community.

e) Educational Opportunities: Integrated Learning: Incorporating eco-friendly transportation topics into the curriculum offers students valuable insights into environmental sustainability and real-world applications of sustainable practices.

f) *Reputation and Image:* Demonstrating a commitment to eco-friendly transportation can enhance the institution's reputation and appeal to environmentally conscious students, faculty, and stakeholders.

g) *Long-Term Sustainability:* Establishing eco-friendly transportation as a part of the institution's culture creates a long-term commitment to sustainability that extends beyond transportation, influencing various aspects of campus life.

h) *Compliance and Accountability:* Adherence to Regulations: Meeting or exceeding environmental regulations and sustainability standards set by local authorities or accrediting bodies demonstrates compliance and responsible citizenship.

i) *Data-Driven Decision-Making:* Tracking transportation-related data allows the institution to make informed decisions, identify trends, and continuously improve eco-friendly transportation initiatives based on evidence and feedback.

j) *Community Impact:* Becoming a model for sustainable transportation practices can inspire neighbouring institutions and communities to adopt similar eco-friendly initiatives, leading to broader societal impact.

Compliance

Compliance with eco-friendly transportation initiatives at an educational institution involves adherence to established policies, regulations, and guidelines aimed at promoting and sustaining environmentally conscious commuting practices.

- *Institutional Policies:* The institution should have a clear and comprehensive policy outlining commitments, objectives, and procedures related to sustainable transportation methods. Compliance involves adhering to the guidelines and principles outlined in this policy.
- *Regulatory Compliance:* Local and Regional Regulations: Ensure adherence to local laws and regulations related to transportation, emission standards, infrastructure development, and safety requirements. Compliance with these regulations ensures the institution operates within legal boundaries.
- *Infrastructure Standards:* Development and Maintenance: Ensure that transportation infrastructure (bike lanes, pedestrian walkways, charging stations, etc.) complies with safety standards and undergoes regular maintenance to ensure functionality and safety.

- *Educational Compliance:* Curriculum Integration: Integrate eco-friendly transportation topics into relevant coursework to educate students about the importance of sustainable commuting practices. Compliance involves implementing these educational initiatives effectively.
- *Monitoring and Reporting:* Data Collection and Analysis: Implement systems for tracking transportation-related data, such as mode of commuting, usage of sustainable options, and emission reductions. Regularly analyse this data to evaluate progress and compliance with set goals.
- *Accountability and Enforcement:* Assigned Responsibility: Clearly designate responsible entities or departments tasked with overseeing and ensuring compliance with eco-friendly transportation initiatives.
- *Enforcement Measures:* Implement measures to encourage compliance, such as incentives for using sustainable transportation options and enforcement of parking regulations to encourage the use of eco-friendly vehicles.
- *Communication and Engagement:* Transparent Communication: Maintain open communication channels to inform and educate the campus community about the importance of compliance with eco-friendly transportation policies. Regularly update stakeholders on progress and successes in sustainable transportation initiatives.
- *Partnerships and Collaborations:* Engagement with Stakeholders: Collaborate with local authorities, transportation agencies, and other relevant stakeholders to ensure alignment with broader regional or municipal eco-friendly transportation initiatives.
- *Continuous Improvement:* Adaptive Strategies: Regularly assess the effectiveness of eco-friendly transportation initiatives and adjust strategies as needed to improve compliance and achieve sustainability goals.

8. Change History

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1. Introduction

In the dynamic landscape of higher education, the continuous professional development and recognition of faculty members are pivotal in sustaining academic excellence and fostering a culture of innovation within an institution. The Faculty Appraisal and Promotion Policy at Acharya Institute of Technology is crafted to provide a comprehensive framework for systematically evaluating and acknowledging the contributions of faculty members across the domains of teaching, research, service, and professional growth.

This policy not only underscores the commitment of Acharya Institute of Technology to fostering a supportive and merit-based academic environment but also serves as a guide for faculty members seeking career advancement and increased impact within the Institute community. The Faculty Appraisal and Promotion Policy is reflective of the institution's dedication to recognizing and rewarding excellence, thereby ensuring the continual enhancement of teaching and scholarly pursuits.

2. Purpose and Scope

Purpose: The Faculty Appraisal and Promotion Policy at Acharya Institute of Technology is crafted with a profound commitment to nurturing an environment of academic excellence, continuous professional development, and recognition of the valuable contributions made by the faculty members.

Scope: The Faculty Appraisal and Promotion Policy applies to all academic units and faculty members at Acharya Institute of Technology, ensuring consistency and transparency in the evaluation process.

3. Policy Statement

Acharya Institute of Technology is dedicated to nurturing a vibrant academic community characterized by excellence in teaching, research, and service. The Faculty Appraisal and Promotion Policy is designed to articulate our commitment to the professional growth, recognition of achievements, and continuous development of our esteemed faculty members. This policy serves as a guiding framework to ensure fairness, transparency, and the alignment of faculty members' contributions with the institutional mission and values.

4. Objectives

- *Recognize and Reward Excellence*: To identify, acknowledge, and reward faculty members who consistently demonstrate excellence in teaching, research, and service, fostering a culture of achievement and recognition within the academic community.
- *Facilitate Career Advancement*: To provide a structured and transparent pathway for career advancement, outlining clear criteria for progression through academic ranks, empowering faculty members to achieve their professional aspirations.
- *Promote Teaching Effectiveness*: To enhance the quality of education by establishing clear guidelines for evaluating teaching effectiveness, including innovative pedagogical approaches, student engagement, and contributions to curriculum development.
- *Encourage Research and Scholarship*: To promote and recognize faculty contributions to research, scholarly publications, and creative works, fostering an environment that values intellectual inquiry, knowledge creation, and dissemination.
- *Acknowledge Service Contributions*: To recognize and value faculty members' active engagement in service to the institution, community, and the academic profession,

emphasizing the importance of societal impact beyond traditional academic responsibilities.

- *Support Ongoing Professional Development*: To encourage and support the ongoing professional development of faculty members by providing a framework that facilitates continuous learning, innovation, and the acquisition of new skills to enhance teaching, research, and service.
- *Ensure Fair and Comprehensive Evaluation*: To implement a fair and comprehensive evaluation process that includes self-assessment, peer review, and validation by academic leaders, ensuring a holistic approach of assessing and rewarding of faculty members' contributions.
- *Align with Institutional Goals*: To ensure that faculty appraisal and promotion processes are aligned with the broader perspective of institutional goals and strategic priorities of Acharya Institute of Technology as a whole, thus contributing to the overall success and advancement of the institution.
- *Foster Equity and Inclusivity*: To uphold principles of equity and inclusivity in the appraisal and promotion process, recognizing and valuing diversity in scholarly pursuits, teaching methodologies, and service contributions.
- *Encourage a Culture of Continuous Improvement*: To foster a culture of continuous improvement by regularly reviewing and updating the Faculty Appraisal and Promotion Policy to adapt to changing circumstances, regulatory requirements, and adoption of best practices in academia.
- *Enhance Institutional Reputation*: To contribute to the enhancement of Acharya Institution's reputation as a Centre of academic excellence by promoting and supporting the professional growth and success of its faculty members.

5. Procedure

a) Assistant to Associate Professors

- Assistant Professors, possessing Six (06) years of teaching/ research/ industry experience post PhD out of which at least Three (03) years should be as an Assistant Professor.
- Guidance of at least one PhD Scholar is desirable.

- A rating of at least Very Good & above in Three (03) out of the previous Four (04) Annual Appraisal cycles of Acharya Institute of Technology, wherever applicable.

b) Associate to Professors

- Associate Professors, possessing a total of 10 years of teaching/research/industry experience out of which at least Three (03) years as Associate Professor.
- Should have graduated at least One (01) PhD Scholar.
- A rating of at least Very Good & above in Three (03) out of the previous Four (04) Annual Appraisal cycles of AI, wherever applicable.

c) Evidence of Active Research

- Publications and other activities in the last five years as considered appropriate by Departments/ Schools.
- Other activities may include consultancy/ case research/ sponsored projects/exhibitions/ films and serials/ action research as deemed to be appropriate for specific domains of the Departments/ Schools.

d) *Non-Teaching Staff*

All regular employees will be promoted based on their Annual Performance Appraisal. However, the Management will have the discretion not to promote a specific individual because of poor performance or having been found guilty of Misconduct.

Process: Academic Performance Indicator (API) Scoring System is formulated by the institution based on UGC model to evaluate each faculty and based on the results, promotion and increments are awarded to the faculty. Faculty Performance Appraisal is based on the following Process:

- In the beginning of the academic year, all the faculty members familiarise with Academic Performance Indicators (API) along with various Appraisal Parameters.
- In the end of the academic year, all the faculty members are asked to submit the Academic Performance Indicator (API) which is filled based on the guidelines.
- The Performance Appraisal attributes will be framed based on the API submitted by the faculty. Academic Performance Indicator (API) Scoring System for The Faculties of Acharya Institute of Technology.

- Faculty will fill the appraisal form and send it through HOD / Principals and who in turn sends it to the DOF.
- HOD and Principal discuss with the faculty member about his/ her Performance with respect to the Appraisal Performance Report (APR) and future plans for the expansion of department and institution.
- Based on the discussions with the faculty member/s and APR score, the appraisal committee members decide the Promotion and Increments for the faculty and also share feedback for further improvement, if any.
- The Performance Appraisal category is based on the following scoring for Teaching, Learning and Professional development and Research & Academic contributions.

  Category I: Teaching, Learning and Evaluation related activities
  - ✓ Maximum API score available: 200/year
  - ✓ Minimum API score required for promotion: 130/year

  Category II: Co-curricular, Extension & Professional development related activities
  - ✓ Maximum API score available: 70 per year
  - ✓ Minimum API score required: 50 per year

  Category III: Research & Academic contributions:
  - ✓ Cumulative API score at the rate of 15 per year for promotion to Assistant Professor
  - ✓ Cumulative API score at the rate of 30 per year for promotion to Associate Professor
  - ✓ Cumulative API score at the rate of 40 per year for promotion to Professor

Based on the teacher's self-assessment, API scores are proposed for research and 5 academic contributions. The minimum API score required by teachers from this category is different for various levels of promotion and between colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:

- indexed journals - by 5 points
- papers with impact factor between 1 and 2 by 10 points
- papers with impact factor between 2 and 5 by 15 points

- papers with impact factor between 5 and 10 by 25 points.

All categories of API Scores to be calculated as overall score at the end of the required number of years as per the AI norms. The Performance Appraisal Methodology for API Scoring. Methodology of Finalization of yearly API Score of Individual Faculty – member.

- Individual Faculty-member would submit the Performance Based Appraisal System (PBAS) proforma duly filled by themselves enclosing all evidences and the calculated API score of the three categories.
- Each of the filled-up Acharya proforma will be authenticated and forwarded to the Principal by the respective Head of the Department of the college.
- The entire activity would be assisted, coordinated and data based by the IQAC of Acharya Institute of Technology.
- For the score claimed, each faculty member needs to provide evidences/justification documents along with the API Score form/Performance Based Appraisal System (PBAS) proforma.

If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)

The API for joint publications will be calculated in the following manner: Of the total score for the relevant category of publication by the teacher concerned, the first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

- For the score claimed, each faculty member needs to provide evidences / justification documents along with the API Score form/Performance Based Appraisal System (PBAS) proforma.
- Non-teaching staff Performance Appraisal is based on the following Process:
  - The performance appraisal cycle is based on Academic / Financial year.
  - The performance appraisal for all employees under probation shall be done on completion of one year from their date of joining, upon which their employment will be

confirmed or terminated or probation may be extended, based on their performance evaluation.

- The performance appraisal of faculty and staff shall be done every year.
- Annual Increments & promotions for all staff shall be granted based purely on performance of the individual.
- All employees in the AI shall be appraised by the immediate superior / Reviewing Authority.
- The training needs of the employee shall also be discussed during the performance review and recorded in writing.

- The appraisal parameters depend on the category and their performance attributes.
  - Supportive Services Staff
  - Administrative staff
  - Employee Satisfaction Results.
  - Innovative ideas and concepts, which can be used across the organization.
  - Training for better performance.
- Performance Review:
  - Self-assessment shall be done against each faculty which is agreed upon at the beginning of the academic year.
  - Self-assessment provides data to the immediate superior for the performance appraisal discussion and improvement action plan.
- Appraisal Data: The HR department shall:
  - Analyse the Appraisal ratings; identify the training needs and coordinate with the training team to provide necessary training.
  - Maintain the appraisal forms & Review sheet in the personal files of the employees for future reference.
  - Extension of Training and Probation: In case of unsatisfactory performance during Training / Probation, the same period will be extended by giving an opportunity for individual improvement by imparting the required training improvement programs.

6. Roles and Responsibilities

- ***Faculty Members***
  - *Self-Evaluation:* Faculty members are often required to complete a self-evaluation, reflecting on their achievements, challenges, and professional development over the appraisal period.
  - *Documentation Submission:* They must provide evidence of their teaching effectiveness, research activities, service contributions, and other relevant achievements. This may include student evaluations, publications, committee work, and continuing education efforts.
  - *Goal Setting*: Faculty members are responsible for setting professional goals for the upcoming appraisal period and outlining plans to achieve them.
- ***Department Chairs/Heads***
  - *Initial Review:* Department chairs or heads typically conduct the initial review of faculty performance. They analyse self-evaluations and supporting documents.
  - *Feedback Provision:* They provide constructive feedback to faculty members, highlighting strengths and areas for improvement.
  - *Recommendation:* They make recommendations regarding promotions, tenure, salary adjustments, and professional development opportunities based on the evaluation.
- ***Peer Review Committee***
  - *Peer Evaluation*: A committee of faculty peers reviews the performance of their colleagues. This peer review process helps ensure objectivity and provides additional perspectives on the faculty member & contributions.
  - *Reports Preparation:* The committee prepares reports summarizing their findings and recommendations, which are then submitted to higher administration levels.
- ***Director***
  - *Secondary Review:* The director reviews the evaluations conducted by department chairs and peer review committees to ensure consistency and fairness across the department or college.
  - *Decision Making:* They make final decisions on promotions, tenure, and salary adjustments, taking into account all gathered feedback and reports.

- *Conflict Resolution:* They handle any appeals or disputes arising from the appraisal process.

- ***Human Resources (HR) Department***
  - *Policy Implementation:* The HR department ensures that the appraisal policy is implemented correctly and consistently across the institution.
  - *Training and Support:* HR provides training for faculty and administrators on the appraisal process and offers support in using appraisal tools and systems.
  - *Record Keeping:* They maintain records of all evaluations, decisions, and professional development activities.
- ***Institutional Administration (Provost/Vice President for Academic Affairs)***
  - *Oversight:* Senior administrators, such as the provost or vice president for academic affairs, oversee the entire appraisal process to ensure it aligns with institutional goals and standards.
  - *Policy Development and Review:* They are responsible for developing and periodically reviewing the appraisal policy to ensure it remains effective and relevant.
  - *Strategic Planning:* They use the appraisal outcomes to inform strategic planning and resource allocation for faculty development initiatives.
- ***Students (Indirect Role)***
  - *Feedback Provision:* Student evaluations of teaching are often a critical component of the faculty appraisal process, providing direct feedback on teaching effectiveness.

7. Compliance and Grievances

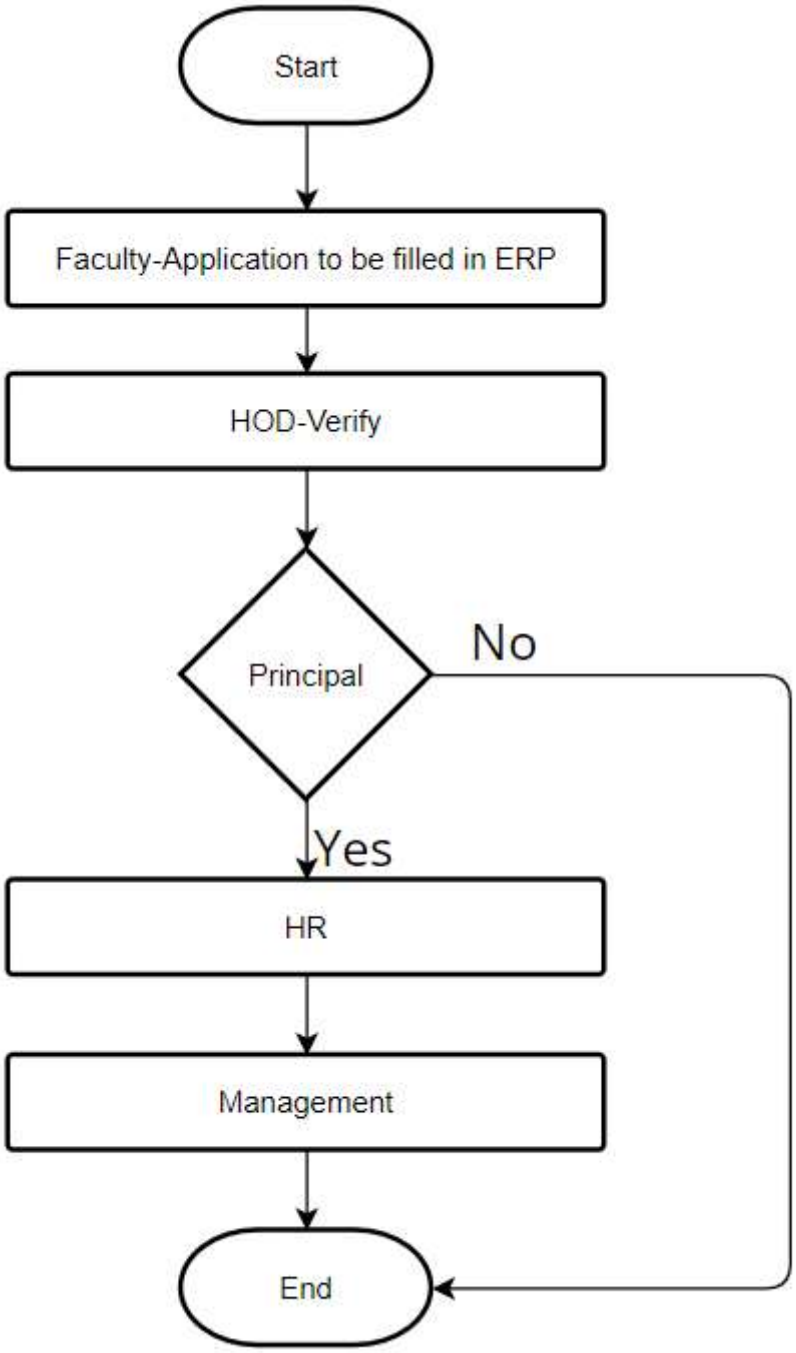
Any faculty member who feels he/she has not been given fair treatment in the Institute or during the assessment has the option to make a representation, which will be dealt through the agreed procedures for complaints and grievances. Complaints and grievances should be addressed to Principal of the institution.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

Prepared by and reviewed by	Approved by	Cleared for issue
-sd-	-sd-	CONTROLLED COPY
Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

9. Flow Chart


Start
Faculty-Application to be filled in ERP
HOD-Verify
Principal
No
Yes
HR
Management
End

10. Annexure

Annexure-1

Appraisal by the Principal of the College (Reviewing Officer)

Sl. No.	Assessment Indicators	Max. Points	Points Awarded
1.	Involvement in the Academic/Administrative management of the Institution	05	
2	Participation in Policy Planning/Project Proposals/Research Projects and Guidance, Extension activities	05	
3	Discipline, Regularity, Punctuality	05	
4	Potential to be groomed for institutional/ personal growth	05	
5.	Rating of the Faculty	05	
Maximum Points Awarded		**25**	

Points Obtained on a scale of 10= Points Obtained*10/25 =

Date

Seal and Signature

Principal

Annexure-2

Summary (Self-Assessment Report, Students Feedback, TLP, Appraisal by HOD & Principal)

Sl. No.	Academic Performance Parameters	Maximum Points Allotted	Points Obtained
A1.	Self-Appraisal by the Faculty **(FARM annual average score)**	50	
(Minimum Points to Be obtained for the Satisfactory performance is 25/50)			
B1	Students Feedback	20	
B2	IQAC assessment of TLP	10	
B3	Appraisal by Head of the Department	10	
B4	Appraisal by the Principal of the College	10	
(Minimum Points to Be obtained for the Satisfactory performance is 35/50)			
	Grand Total	100	

Verified the scores of all parameters,

Dean Administration

Signature and Date of Interaction with the concerned Faculty Member with Remarks:
Signature of the Faculty **Signature of the Principal**
ACCEPTING AUTHORITY
Chairman / Person Nominated / Delegated by the Chairman
RECORD KEEPING
Date **Coordinator, IQAC Cell / Head, HR Acharya Institute of Technology**

Annexure-3
Appraisal by Head of the Department (Reporting Officer)

Sl. No.	Assessment Indicators	**Max. Points**	**Points awarded**
1.	Discipline, Regularity, Punctuality	05	
2	Teaching Abilities	05	
3	Interaction with Students/Motivation to the Students	05	
4	Maintenance of Records and involvement in Department Activities	05	
5.	Initiatives (including networking) taken and ability to work under pressure	05	
Maximum Points Awarded		**25**	

Points Obtained on a scale of 10= Points Obtained*10/25 =

Date:

Seal and Signature
Head of the Department

Annexure-4

Internal Quality Audit of Teaching Learning Process

Department: _____

Sl.No.	Faculty Name	Attendance on ERP	Blue Books	Lab records/Drawing	IA Question papers	IAQP –scheme	Personal time table	Assignment/s	Mailing lesson plan	List of Slow & fast	Action taken	Tutorial	Proctor file/s	Co mapping	Course file(faculty)	Updating I A Marks to	Updating AIPS details	Total Points
Max. Points		**01**	**02**	**01**	**02**	**02**	**01**	**01**	**01**	**02**	**01**	**01**	**01**	**01**	**01**	**01**	**01**	

Note:

1. Marking is 0(Below expectations), 1/2(Meets expectations)
2. Attendance on ERP – To follow college format and It should be signed by HOD at regular intervals
3. Personal time table – It should be authenticated by HOD in the college format
4. Assignment/s – Question sheets and Yellow books to be verified
5. Mailing lesson plan- Proof for having mailed to the students should be submitted / produced
6. Action taken – Proof is necessary
7. Tutorial – Proof is necessary

CONTENTS

Sl. No	Content	Page No
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2	Purpose and Scope	1-2
3	Policy Statement	2
4	Objectives	2
5	Procedure	3-8
6	Roles and Responsibilities	8-11
7	Consequences and Compliance	11-13
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1. Introduction

Acharya Institute of Technology introduced faculty incentive policy to recognize and reward the exceptional performance of faculty members in the Institution. This policy aims to motivate faculty members to strive for excellence in their teaching, research, and service activities, and to support the overall mission and goals of Acharya. The mentioned incentives shall be over and above the annual Increments/ Promotions. The Faculty members who perform extraordinarily; over and above the expected performance level in their present cadre as notified by the HoD/ Principal only, are eligible to apply for the Incentives.

2. Purpose and Scope

This policy covers all the regular faculty members of all departments of Acharya Institute of Technology.

- The Faculty members claiming the incentives under any of the criteria, are expected to gain the minimum Performance score required for the respective cadre, indicating that the Faculty has performed at the acceptable performance level.

- The incentive applications shall be further processed, only if the activity reported is with the affiliation of the respective Acharya Institute of Technology, to which the Faculty member belongs.
- The Faculty Incentive pay is applicable for descriptive answers only (Not for MCQs').
- The Faculty Incentive pay is applicable for only to the regular faculty members.
- The Faculty Incentives are only the Privileges extended by the management to encourage performers and are subject to withdrawal without prior notice by the management.
- The decision of the Management shall be final, in case of disagreement or discrepancy.

3. Policy Statement

Acharya Institute of Technology is committed to fostering a dynamic and enriching academic environment that promotes excellence in teaching, research, and service. The Faculty Incentive Policy has been established to recognize and reward outstanding contributions made by faculty members towards the overall mission and goals of the institution.

4. Objectives

- To encourage and motivate the faculty members to concentrate on developmental Activities and research related activities, in addition to teaching.
- To inspire our faculty members to develop E-content and join government initiatives in addressing the needs of Higher Education.
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents, thereby in calculating a healthy environment for promoting interdisciplinary research.
- To encourage our members to attend faculty development programs, Certificate courses on NPTEL and other MOOC platforms, organized by AICTE, UGC and Institute/ Universities of Repute.
- To encourage faculties to clear for NET/SLET and Ph.D.
- To enhance Placement across the institutions.

5. Procedure

- The Faculty members will have to submit a request for incentives in a specified format along with the supporting documents for the claim to the Head, HR through their concerned Principal.
- The respective Cell/ Department shall verify and validate the correctness, relevance of the document and quality of the activity. The Head of the cell/ committee can request for further clarification or additional documentation for verification if required.
- On satisfactory validation the Head of the respective Cell/ Committee shall recommend or reject the application with valid reasons.
- All the Applications under the mentioned criterion must be submitted to Head, HR through their respective Principal.

Incidents of Incentives

The criterion for incentives includes four categories:

a) ***Teaching, Learning & Evaluation***

The Teaching, Learning & Evaluation achievements are classified into the following 2 Performance indicators:

- *Students' Performance:* Students' Performance is measured in terms of Pass rate in the Institution Examination as per credits, percentage of marks scored and student strength section wise as per Table-1. The incentive shall be claimed for the First Year Subjects/ Courses by the respective faculty on achieving the following
  - The Courses/ Subjects shall only be considered for the incentive.
  - Results considered is based on First Year/ Semester End Exams conducted by the respective Institution.
  - In case the subject is handled by two or more Faculty Members, then one of the Faculty members can apply on behalf and the incentive shall be shared among all the teachers proportionately.
  - The Result percentage in Fractions should be rounded off to the nearest integer.
  - The results declared by the institution in the first instance after the Examination shall be considered.

- Subsequent changes in results due to revaluations/ challenge valuations shall be delt with on case-to-case basis.
- Faculty member should have handled 95% of the Syllabus Hours prescribed by the Institution.
- To claim, the document required shall be the copy of results declared by the Institution certified and recommended by the Principal.

- *First Class with Distinction:* This parameter incentives the Department for achieving more than 40% of the class students passing in First Class with Distinction (FCD) in the Year/ Semester End Exams. The incentive of Rs. 5,000 shall be awarded on achieving the benchmark and the HoD shall claim the Incentive.

Note:

- Results considered should be based on Year/ Semester end Exams conducted by the respective Institution.
- Subsequent changes in results due to revaluations/ challenge valuations shall be delt with on case-to-case basis.
- The decision of the Management shall be final, in case of disagreement or discrepancy.
- To claim, the document required shall be the copy of results declared by the Institution certified and recommended by the Principal.

- *Institution Ranks:* This incentive is for the institution ranks for the Programme as a whole declared by the Institution. The HoD can claim the incentive on behalf of the department. Institution Ranks Incentive in Rs

1st Rank	₹10,000
2nd Rank	₹5,000
3rd Rank	₹3,000

Note:

- The Ranks declared by the Affiliating Institution shall be considered.
- All The 1st, 2nd, and 3rd ranks shall be considered for the Incentives.

- The incentive shall be awarded for the institution rank secured irrespective of number of students of the institution securing the same rank.
- To claim, the document required shall be the copy of Rank Notification/ Rank Certificate issued by the Institution certified and recommended by the Principal.

- *Co-curricular & Extra- curricular activities:* Co-Curricular and Extra-Curricular activities are the activities other than the regular teaching curriculum, organized by the Departments for the benefit of the Students.
  - Co-curricular activities are activities that complement and enhance the academic curriculum of the course being thought and Extra-curricular activities are activities that take place outside the regular academic curriculum.
  - To encourage the departments to organize maximum number of such activities and to create a healthy competition among the departments, the department conducting maximum number of Co-Curricular and Extra Curricular activities shall be incentivized.
  - The activities conducted during the specific Academic Year duration shall be considered for the count. The duration shall be decided by the respective Principal on the basis of Institution calendar.
  - For Maximum Number Activities like Hackathon/ Fests/ Visits/ Community Dev etc by the Department, the HoDs to get Digital Tab and one best faculty recommended by HoD to get a Smart watch. All faculty shall have a departmental Lunch sponsored by the Management.
  - Principal to choose/ recommend 30% of best performing departments on the basis of Number of Student activities. Management to select and incentivise top 1 department from each college.
  - Principal shall submit the report on the recommended department with the list of Activities along with the supporting Documents to Head, HR.
  - The Management representative/ committee shall verify the reports and identify the best department for the Award of the incentive.

b) ***Professional Advancement***

The Professional and other service activities are the involvement of Faculty member in continuous learning and skilling up programmes. Following are the performance indicators:

- *Faculty Development Programmes (FDP):* Faculty Development Programmes (FDP) are important for the faculty members to upgrade their knowledge and skills in the domain area. Hence to encourage the faculty members to attend the FDPs organized by the various institution, registration/ delegation fees shall be reimbursed to the maximum of Rs. 3,000/- per Faculty in a Calendar Year. The faculty would be allowed OOD for attending the FDP on prior approval.

Note:

- Faculty members shall attend the FDPs in the areas as recommended based on skill gap.
- Faculty members shall ensure to attend FDPs organized by institution of Repute.

- *Certification Courses like NPTEL/MOOCs etc:* which is the online learning environment giving faculty an opportunity to gain the required knowledge at their convenience and pace. To encourage the faculty members to undergo such certification the course fees/ Exam fees can be claimed by the faculty to the Maximum of Rs. 2,500 p.a for NPTEL courses and Rs. 1,500 p.a for other MOOCs in a Calendar Year.
- *Certification Courses on ChatGPT:* In addition to encourage faculty members to use the latest AI based technology, the Management is pleased to offer an incentive for undergoing courses on AI tech ChatGPT.

  Incentive of Rs. 250 can be claimed on Introductory course on ChatGPT, Rs. 500 can be claimed on the next application level of ChatGPT and Rs. 750 can be claimed on advanced level only once on completion of the course.

Note:

- The certification on ChatGPT should be from reliable institution.
- Faculty should ensure that the certification provides skills benefiting in the TLP or Research activity.

- *Development of e-content (video cast) on ALIVE:* To encourage the faculty members to develop e-content on ALIVE, the faculty members developing more than One Video cast lectures of ALIVE shall be awarded Rs. 1,000.

Note:

- One Video lecture on ALIVE is mandatory for all the faculty members.
- The Video shall be uploaded only after the Approval by the concerned authority.
- Each Video cover a topic decided in Advance which is effective when delivered using such content.

c) ***Development Activities:***

- *Qualifying NET/SLET:* To motivate the faculty members to qualify the National Eligibly Test (NET) or State Level Eligibility Test (SLET) which is eligibility to teach in Higher Education Institutes, a one-time incentive payment on qualifying NET/SLET is awarded. The faculty members qualifying either NET or SLET for the first time shall be awarded one-time incentive of Rs. 5,000.
- *Award of Ph.D. / Post Doc degree:* To encourage the faculty members to register and complete Ph.D./ Post Doc, a one-time incentive payment on Completion of Ph.D./Post Doc is awarded. The Ph.D. / Post Doc shall be considered as completed when the Certificate of successful Thesis defence or Provisional Degree Certificate is formally issued by the awarding institution. A one-time incentive of Rs. 50,000 shall be awarded to the Faculty provided the Ph.D. / Post Doc is completed in the minimum stipulated period notified by the Institution. All the faculty members who have completed the probationary period of service in the institute are eligible to apply on successful completion of the Ph.D. / Post Doc degree.

Note:

- The faculty member should ensure that the Research Coordinator of the department is updated on the progress the Research regularly.
- The Faculty should have completed the degree in the minimum stipulated period notified by the Institution.
- Incentives Subject to verification and validation of the Ph.D. /Post Doc degree by R & D cell.

d) Placement:

To incentivize the Training and Placement Officers (TPO) of the institution for the student placed with good salary package. To ensure judiciously incentivizing the efforts of TPO, the two-tier module shall be followed.

- *Incentive for placements (TPO):* The incentive is based on the number of placements with star packages, which is the annual salary package in terms of Lakhs. The incentive of Rs. 200 per lakh during the year shall be awarded to the TPO.
- *Incentive for placements (Faculty)*: The incentive shall be based on the students placed in any organization, the faculty responsible for placement will be awarded 7 days salary of the student placed.

Note:

- The placements achieved should be as a result of efforts made by the TPOs to train the students and arrange on-campus and off-campus placement drives.
- Incentives Subject to verification and validation of the placement data by Head, Training & Placement cell and Head QA.

e) Admission:

The incentive for admission to any of the staff/faculty working in Acharya Institute of Technology shall be awarded an amount of Rs. 5,000 for every admission.

6. Roles and Responsibilities

a) Administration:

- *Role:*
  - Provide strategic leadership and vision for the development and implementation of incentive policies.
  - Allocate financial resources and budget for incentive programs.
  - Monitor and assess the overall effectiveness and impact of incentive policies.
  - Approve incentive awards based on committee recommendations.
  - Ensure that incentive policies align with the institution's mission and strategic goals.
- *Responsibility:*

- Periodically review and update incentive policies to address changing priorities in line with vision and mission of the institution.
- Communicate the importance of incentives in promoting excellence and innovation.
- Address any systemic issues or challenges related to incentive programs.
- Recognize and celebrate the achievements of faculty and staff.

b) Human Resources (HR) Department:

- *Role:*
  - Develop, communicate, and administer incentive policies in collaboration with institution leadership.
  - Provide guidance and support to faculty and staff regarding the nomination and evaluation process.
  - Facilitate training sessions on incentive policies and procedures.
  - Maintain confidentiality during the incentive nomination and evaluation processes.
  - Communicate incentive outcomes to relevant stakeholders.
- *Responsibility:*
  - Regularly review and update incentive policies to ensure compliance with legal and ethical standards.
  - Collaborate with department heads, incentive committees, and other stakeholders to streamline processes.
  - Address concerns or disputes related to incentive outcomes.
  - Collect and analyse data to assess the impact and effectiveness of incentive programs.

c) Department Heads/Chairs:

- *Role:*
  - Support faculty and staff in understanding and navigating incentive policies.
  - Nominate faculty and staff for incentives based on departmental achievements.
  - Collaborate with HR and incentive committees in the evaluation process.
  - Provide leadership in fostering a culture of excellence within the department.
  - Ensure equitable distribution of incentives within the department.

- *Responsibility:*
  - Advocate for faculty and staff within the department and communicate the importance of incentives.
  - Align departmental goals with the broader institutional objectives reflected in incentive policies.
  - Mentor and guide faculty and staff in preparing documentation and self-assessments.
  - Encourage a supportive and collaborative environment within the department.

d) Faculty and Staff:

- *Role:*
  - Demonstrate excellence in teaching, research, and service.
  - Actively participate in self-assessment and documentation of achievements.
  - Nominate oneself or colleagues for incentives based on outstanding contributions.
  - Collaborate with incentive committees and provide necessary information during the evaluation process.
  - Uphold ethical conduct in all professional activities.
- *Responsibility:*
  - Keep thorough records of contributions in teaching, research, and service.
  - Actively seek professional development opportunities to enhance skills.
  - Mentor and support colleagues in their professional growth.
  - Embrace a mind-set of continuous improvement and adaptability.

e) Incentive Committees:

- *Role:*
  - Develop and periodically review criteria for each incentive category.
  - Evaluate nominations based on established criteria.
  - Recommend incentive awards to the institution administration.
  - Maintain confidentiality during the evaluation process.
  - Communicate with HR and department heads to gather relevant information.
- *Responsibility:*
  - Conduct fair and transparent evaluations of nominations.
  - Provide constructive feedback to nominees when necessary.

- Ensure timely communication of incentive outcomes to relevant stakeholders.
- Collaborate with HR and department heads to address any challenges or concerns during the evaluation process.

7. Compliance and Consequences

Consequence:

- Faculty members who fail to comply with the established documentation and nomination procedures may be ineligible for consideration for incentives in a given period.
- Incomplete or insufficient documentation may result in a delay or rejection of the incentive nomination.
- The Faculty Incentive Committee may request additional information, and failure to provide it within the specified timeframe may lead to disqualification.
- Achievements that do not align with the institution's mission and goals may be deemed ineligible for certain incentive categories.
- Faculty members are encouraged to align their contributions with the broader institutional objectives to enhance the impact of their achievements.
- If department heads or committees are found to be unfairly distributing incentives, it may lead to a review of the department's incentive practices.
- Inequitable distribution may result in a loss of credibility for the incentive program and dissatisfaction among faculty members.
- Faculty members who do not demonstrate a commitment to continuous improvement may receive fewer incentives over time.
- In case of severe budgetary constraints, the institution may need to adjust or temporarily suspend certain incentive categories.
- Reduced budget allocations may result in lower incentive amounts or fewer opportunities for faculty recognition.
- Breach of confidentiality during the nomination and evaluation process may result in the disqualification of the faculty member responsible.
- Loss of trust and credibility in the incentive program may occur if confidential information is improperly disclosed.

Compliance:

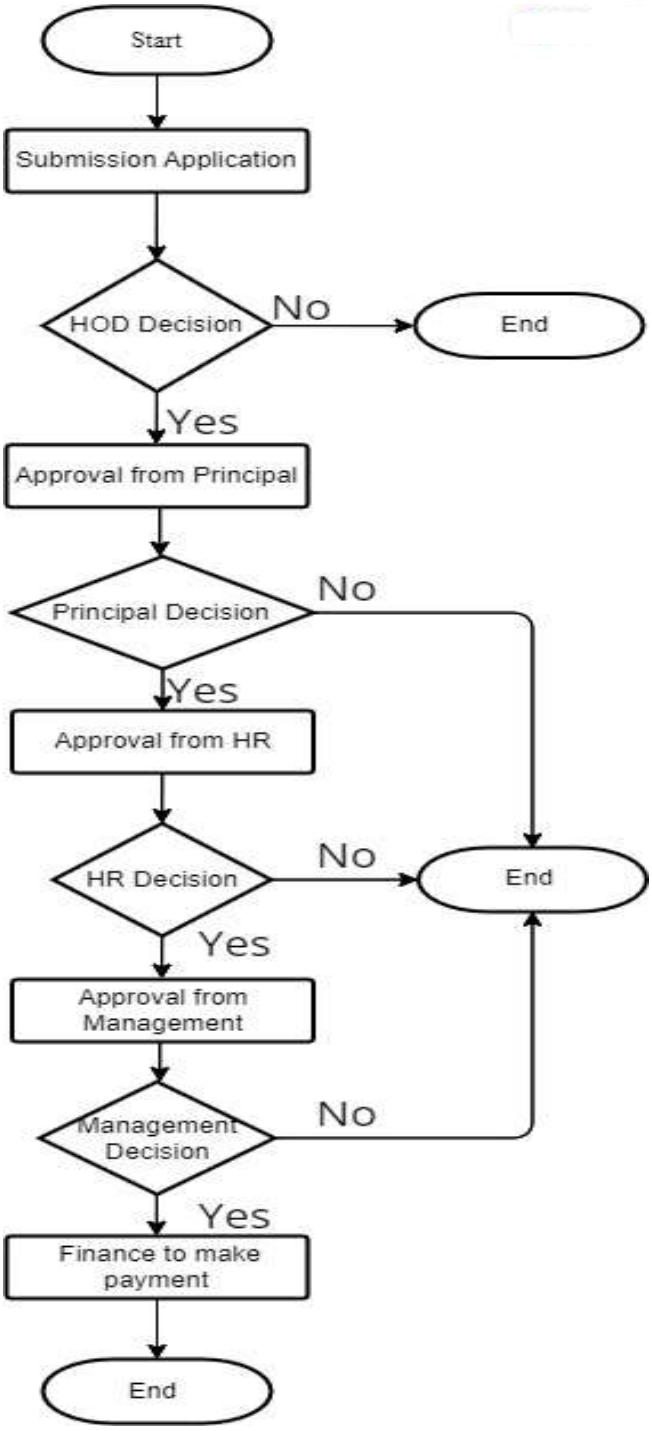
- Faculty members are expected to adhere to the outlined procedures, including timely submission of required documentation and accurate self-assessments.
- Ethical conduct in the submission of achievements and adherence to institution guidelines are essential for compliance.
- Faculty members must thoroughly and accurately document their achievements in teaching, research, and service as per the outlined criteria.
- Adherence to documentation guidelines is crucial to ensure a comprehensive evaluation process.
- Faculty members should proactively seek ways to align their activities with the strategic goals and priorities of the institution.
- Nomination / submissions should clearly demonstrate how achievements contribute to the overall mission of the institution.
- Department heads and Committees must ensure a fair and transparent distribution of incentives, without prejudice.
- Regular reviews and assessments should be conducted to ensure equity in the allocation of incentives.
- Faculty members should actively engage in professional development and demonstrate a commitment to improving their skills and contributions.
- Encouragement of a culture of continuous improvement is a key aspect of compliance.
- Institution administration and HR should communicate any changes in the incentive program due to budgetary constraints transparently.
- Efforts should be made to secure adequate funding for incentive programs to maintain their effectiveness.
- HR, department heads, and Committee Members must maintain strict confidentiality throughout the incentive nomination and evaluation processes and communicate to all on this.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

Prepared by and reviewed by	Approved by	Cleared for issue
-sd-	-sd-	CONTROLLED COPY
Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

9. Flow Chart



10. Annexures and Tables

Table-1

Prepared by and reviewed by	Approved by	Cleared for issue
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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

Percentage	4 Credit	3 Credit	2 Credit	1 Credit	Student Strength
95-100	4,000	3,000	2,000	1,000	>=40
90-94	3,000	2,250	1,500	750	
95-100	3,000	2,250	1,500	750	>=30
90-94	2,000	1,500	1,000	500	
95-100	2,000	1,500	1,000	500	>=20
90-94	1,000	750	500	250	
95-100	1,000	750	500	250	>=5-19
90-94	500	375	250	125	

Table-2

Segment	Activity	Milestone	Metric	Unit of Measure (UoM)	Parameter	Value (Rs)	Modalities
TLP		First Class with distinction in Semester End Exam results	Percentage of Students with FCDs in Semester End Exams	Percentage of Students Getting FCD overall result	> 40	5,000	HoD to Claim
		University Rank / Gold med	Number of University Ranks	Number of University Ranks (1st, 2nd & 3rd)	**1st Rank**	10,000	
					2nd Rank	5,000	
					3rd Rank	3,000	
	Departmental Activities: Cocurricular and Extra Curricular activities	Maximum Number of Activities		Number of Student Development Activities	Maximum Number Activities of like Hackathon/ Fests/ Visits/ Community Dev etc by the Department	HoDs to get Tab and one best faculty recommended by HoD to get a Smart watch. All faculty will have a departmental Lunch sponsored by the	Principal to choose/ recommend 30% of best performing departments on the basis of Number of Student development activities

						Management	
Prof & Other Services	FDP	No. of FDPs Attended	Amount claimed during the period	Number		3,000/- Faculty for attending FDPs	Only the Registration Fees can be claimed to the max of Rs.3,000 per Faculty
	Certification Courses	Completion of NPTEL Course by Faculty		Number Certification	Certificate Course in relevant Area to strengthen the gaps	2,500/-	Course and/or Exam fees can be claimed to the Maximum of Rs. 5,000 per Faculty
		Completion of MooC Course by Faculty		Number Certification	Certificate Course in relevant Area to strengthen the gaps	1,500/-	Course and/or Exam fees can be claimed to the Maximum of Rs. 3,000 per Faculty
	ChatGPT/ similar certification courses	Completion of certification course		Introductory Intermittent Advanced	Relevant Domain	250/- 500/- 750/-	Course and/or Exam fees can be claimed max of 250/-, 500/-, 750/- respectively
	Development of e-content on ALIVE	Complete Course on ALIVE		e-content for Number of courses		1,000/-	Max of 1,000/-
Development Activities	NET/SLET	Completion on NET/SLET		Certificate Proof	Any Faculty	5,000/-	Max of 5,000/-

	Ph.D./Post Doc	Completion on Ph.D./Post Doc		Certificate Proof	Any Faculty	50,000/-	Max of 50,000/-
Placements	Acharya Institute of Technology	Star Package	Number of Star Packages	In Lakhs	Department /College/Institute TPO	Rs. 200/- per Lakh of student salary	
	Individual Faculty	Average Package	Average Package	In Lakhs	Faculty	7 days salary of the student	
Admission	Individual staff/ faculty	Admission	Per Admission	One	Any Employee of Acharya Institute of Technology	Rs. 5,000/-	

Annexure-1

(Results Incentive Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Dear Sir/Madam,

I hereby request you to kindly grant the incentives for _____work for the year _____. The certificate of _____is closed.

Signature of Applicant

Branch	Sem	Section	Sub. Code	Credit	Pass %		Student Strength				Amount
					95-100	90-94	>=40	>=30	>=20	>=5-19	

Head of the Dept: _____
_____ Signature

Principal: _____
_____ Signature

HR: _____
_____ Signature

Management: _____
_____ Signature

Finance Department: _____
_____ Signature

Annexure-2

(First Class with Distinction (FCD) Incentive Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

Percentage of Students First Class with Distinction (FCD)

Sem & Program	Total No. of Students in the Semester	No of Students Appeared in the Exam	Number of Students with FCDs	Percentage of FCDs

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

*Minimum student strength of the class should be 30.

I hereby declare that the details provided above are correct and I have attached the required proof for the claim.

Date: Signature of the HoD

Supporting Document to be attached:

Result sheet for the respective sem/ or Result analysis certified by the Principal.

Verified and Recommended by

Principal

Annexure-3

(University Ranks Incentive Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

University Ranks

Program	Name of the Student	Registration No.	University Rank

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

I hereby declare that the details provided above are correct and I have attached the required proof for the claim.

Date: Signature of the HoD Supporting

Document to be attached:

Rank Notification from the university certified by the Principal.

Verified and Recommended by

Principal

Annexure-4

(Faculty Development Program Registration Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

Faculty Development Program

S. No	Name of the Event	Organised By	Participation Fees

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

I hereby declare that I have attended the FDPs in the areas as recommended based on skill gap.

Date: Signature of the Faculty

Supporting Document to be attached:

Certificate of participation issued by the Organizer.

Verified and Recommended by

Principal

Annexure-5

(NPTEL / MOOC Courses Exam Fees Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

NPTEL/MOOC Courses

S. No	Title of the Course	Name Institution University	Duration (From – To)	Course / Exam Fees

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

I hereby declare that I have attended the courses on the relevant academic domain.

Date: Signature of the Faculty

Supporting Document to be attached:

Certificate of successful course completion issued by the Organizer.

Verified and Recommended by

Principal

Annexure-6

(ChatGPT/ Similar Course Exam Fees Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

Certificate Course on ChatGPT

S. No	Title of the Course & Level	Name Institution	Duration (From – To)	Course &/or Exam Fees

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

Levels: Introductory – Level-1, Application – Level-2 & Advanced- Level - 3

I hereby declare that I have attended the courses on the relevant academic domain.

Date: Signature of the Faculty

Supporting Document to be attached:

Certificate of successful course completion issued by the Organizer.

Verified and Recommended by

Principal

Annexure-7

(Video cast on ALIVE Incentives Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

Video cast on ALIVE

Sl. No.	Title of the Content	Course/ Subject	Program/ Sem	Duration

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

*More than 1 video cast should have been uploaded for the incentive

I hereby declare that: The content developed is prepared and compiled with the objective of delivering the best and relevant study content to the Students.

Date: Signature of the Faculty

Supporting Document to be attached:

Link to the e-Content

Verified and Recommended by

Principal

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Annexure-8

(NET/SLET Incentives Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

Qualifying NET/SLET

NET/ SLET	Month and Year of Qualifying	Are you Qualifying NET or SLET for the First time

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

I hereby declare that I have completed NET/SLET.

Date: Signature of the Faculty

Supporting Document to be attached:

Supporting Document issued by the Authorities

Verified and Recommended by

Principal

Annexure-9

(PhD / Post.Doc Incentives Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

Award of PhD / Post.Doc Degree

Title of the Thesis	Awarding University*	Date of Thesis defence	Date of Convocation**

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

Note: PhD / Post.Doc will be deemed to be completed on certificate of successful thesis defence is issued

*The PhD / Post.Doc awarding institution should be an approved by UGC / AICTE

**If convocation is yet to happen, mention the proposed date.

Date: Signature of the Faculty

Supporting Documents:

1. Provisional Degree Certificate (PDC) or Certificate of successful thesis defence
2. Convocation certificate if already received

Principal

Annexure-10(a)

(TPO Placements Incentives Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

Placements

No. of Companies Visited on Campus	No. of Companies Students sent for Off Campus	No. of Students attended	No. of Students Placed	No. of Star Packages	Average Package

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

I hereby declare that:

1. The data provided is correct.
2. I have maintained all the communication documents to substantiate my claim and the efforts made for the Placements.

Date: Signature of the TPO

Supporting Documents:

1. List of Students Placed with details of the Package
2. Copy of appointment/offer letters.

Principal

Annexure-10(b)

(Faculty Placements Incentives Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

Placements

Name of the Student	Semester and Branch	Placed Organization Name	Average Package	Monthly Salary	Offer Letter issued (Yes/ No)

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

I hereby declare that:

1. The data provided is correct.
2. I have maintained all the communication documents to substantiate my claim and the efforts made for the Placements.

Date: Signature of the Faculty

Supporting Documents:

1. List of Students Placed with details of the Package
2. Copy of appointment/offer letters.

Principal

Annexure-11

(Admission Incentive Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institute of Technology, Bangalore

Academic Year of Incentive applied for:

Placements

Name of the Candidate	Program	Institute Name	Joining Academic Year	Relationship with Candidate	Details of Fee Paid

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

I hereby declare that:

1. The data provided is correct.
2. I have maintained all the communication documents to substantiate my claim and the efforts made for the Admission.

Date: Signature of the Staff/ Faculty

Supporting Documents:

1. List of candidates admitted
2. Copy of Admission Receipt from CPRD

Principal

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1. Introduction

Faculty Development Programs (FDPs) are a key aspect of enhancing the quality of teaching, learning, and overall academic performance within educational institutions. These programs aim to provide educators with opportunities to update their knowledge, improve their skills, and stay current with the latest advancements in their field. The FDP policy outlines the institutional approach to organizing, evaluating, and managing these programs for the continuous professional growth of faculty members.

2. Purpose and Scope

Purpose:

The purpose of a Faculty Development Program (FDP) policy at educational institutions is to foster the continuous professional growth and skill enhancement of faculty members. It aims to equip educators with the latest knowledge, pedagogical techniques, and technological tools to ensure they remain competent and effective in their teaching and research endeavors. By providing structured opportunities for upskilling, the FDP policy encourages innovation, interdisciplinary learning, and academic excellence. Additionally, it promotes a culture of

lifelong learning, aligns faculty development with institutional goals, and enhances the overall quality of education delivered to students, thereby contributing to the institution's reputation and academic standards.

Scope:

The scope of this policy extends to all faculty members of the educational institution, regardless of their academic discipline. It covers various types of development programs, such as workshops, seminars, training sessions, conferences, and online courses that contribute to improving the professional competence of educators

3. Policy statement

The institution recognizes the importance of Faculty Development Programs as integral to academic excellence and the professional growth of its teaching staff. The institution is committed to providing continuous, high-quality professional development opportunities that enhance teaching effectiveness, research capabilities, and overall academic performance. The FDP policy will be applied fairly and consistently across all departments and disciplines, with the aim of fostering a conducive academic environment.

4. Objectives

The main objectives of the FDP policy are:

- **Enhancement of Teaching Quality:** To improve teaching practices and the academic experience for students.
- **Skill Development:** To offer programs that develop both soft and hard skills necessary for professional growth.
- **Research Promotion:** To encourage faculty engagement in research and the adoption of innovative teaching practices.
- **Career Advancement:** To provide faculty with tools and resources for career growth, including leadership and administrative skills.

- **Alignment with Institutional Vision:** To ensure faculty development programs are in line with the institution's long-term academic and professional goals.

5. Procedures:

A. Procedures for conducting and attending FDP:

The procedure for implementing the Faculty Development Program (FDP) Policy involves a structured approach to planning, executing, and monitoring FDP activities. This ensures the policy's objectives are met, enhancing faculty competencies and contributing to the institution's academic excellence.

1. Needs Assessment

- **Objective**: To identify the training and development needs of faculty members.
- **Actions**:
  - Conduct surveys, interviews, or focus group discussions with faculty to assess knowledge gaps and professional development needs.
  - Review academic performance reports, student feedback, and faculty performance reviews to identify areas for improvement.
  - Analyze institutional goals and align faculty development needs with these objectives (e.g., new pedagogical trends, technological advancements).
  - Consult with department heads, academic leaders, and faculty representatives for input.

2. Program Planning and Design

- **Objective**: To design relevant and effective FDP programs based on the identified needs.
- **Actions**:
  - Develop an annual FDP calendar with a mix of topics such as pedagogy, technology integration, research methodologies, leadership, and communication skills.

- Ensure programs include a variety of formats such as workshops, seminars, webinars, and online courses to cater to different learning preferences.
- Collaborate with experts and organizations (external trainers, academic institutions, or industry professionals) to provide specialized sessions.
- Set clear learning outcomes for each program to ensure faculty members acquire the intended skills and knowledge.
- Ensure diversity and inclusivity in the content to cater to the needs of all faculty members across disciplines.

3. Approval and Budgeting

- **Objective**: To obtain institutional approval and allocate the necessary resources.
- **Actions**:
  - Present the FDP plan (calendar, goals, budget, resources required) to the Academic Council or relevant governing body for approval.
  - Prepare a detailed budget covering the costs of trainers, materials, venue (if offline), technology, and other logistical needs.
  - Seek approval for funding from institutional management or the finance department.
  - Allocate resources such as training materials, equipment, and space as required.

4. Implementation of FDPs

- **Objective**: To execute the FDPs effectively and ensure smooth participation.
- **Actions**:
  - Communicate the schedule of FDPs to all faculty members well in advance.
  - Provide logistical support (e.g., registration, venue arrangements, virtual platform setup) for the smooth execution of the programs.
  - Assign facilitators, trainers, or experts to deliver the programs.

- Offer flexible participation modes, including online platforms for remote faculty members.
- Ensure the training content is up-to-date, relevant, and engaging.
- Facilitate interactive learning by incorporating case studies, group activities, peer learning, and discussions.

5. Monitoring and Participation Tracking

- **Objective**: To track attendance, engagement, and performance throughout the program.
- **Actions**:
  - Maintain records of faculty members who participate in each FDP session.
  - Monitor faculty engagement and participation during the programs through attendance logs, surveys, quizzes, or feedback sessions.
  - Assess the quality of the sessions based on real-time feedback, evaluations, and interaction levels.
  - Provide additional support, if needed, to faculty members who may face challenges during the program (e.g., technological difficulties, learning barriers).

6. Evaluation and Feedback

- **Objective**: To assess the effectiveness and impact of the FDPs.
- **Actions**:
  - Collect feedback from faculty participants through surveys or interviews to evaluate the relevance, quality, and delivery of the programs.
  - Analyze feedback to assess whether the FDPs meet the learning outcomes and faculty needs.
  - Use performance indicators such as improved teaching effectiveness, student feedback, or faculty contributions to research/publications as indicators of success.

- Provide detailed reports to management on the outcomes of the FDPs, including the participation rate, feedback, and areas for improvement.

7. Reporting and Documentation

- **Objective**: To maintain a comprehensive record of FDP participation and achievements.
- **Actions**:
  - Document the attendance, content, feedback, and evaluation results of each FDP session.
  - Ensure that records are easily accessible for future reference, audits, or accreditation purposes.
  - Provide faculty members with certificates or recognition for their participation and completion of FDPs.
  - Ensure that faculty development activities are linked to performance appraisals or promotion criteria.

8. Follow-up and Continuous Improvement

- **Objective**: To foster a culture of continuous learning and improve the effectiveness of future FDPs.
- **Actions**:
  - Conduct follow-up surveys or check-ins to track how faculty members have applied the knowledge and skills gained from the FDPs in their teaching and research practices.
  - Organize refresher programs or advanced sessions to reinforce skills and address new developments.
  - Use feedback to revise and improve future FDP content, structure, and delivery methods.

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- Encourage faculty members to share their insights and experiences gained from the FDPs with colleagues through peer learning sessions.

B. Procedures for Attending Faculty Development Programs (FDPs)

Attending Faculty Development Programs (FDPs) is an essential component of professional growth for faculty members in educational institutions. Below are the procedures to ensure faculty members can effectively attend and benefit from FDPs:

1. Announcement and Communication of FDPs

- **Action**: The institution will announce upcoming FDPs via official communication channels (e.g., email, institutional website, noticeboards, faculty meetings).
- **Details Provided**: The announcement will include key information such as:
  - FDP title, objectives, and schedule.
  - Mode of delivery (online, in-person, or hybrid).
  - Registration procedure and deadlines.
  - Required materials or prerequisites.
  - Any applicable fees or funding support.

2. Registration Process

- **Action**: Faculty members wishing to attend an FDP must complete the registration process.
- **Steps**:
  - **Online Registration**: Faculty members should fill out an online registration form (via an institutional platform or email).
  - **Manual Registration**: In case of offline programs, faculty may be required to submit a paper registration form.

- **Deadline**: Ensure that registration is completed before the deadline to secure a spot in the program.

- **Confirmation**: Upon successful registration, faculty will receive a confirmation notice via email or other communication channels.

3. Approval from Supervisors or Department Heads

- **Action**: Depending on the institution's policies, faculty may need to seek approval from their department heads or supervisors before attending an FDP.
- **Steps**:
  - Faculty members should request approval for leave or participation from their respective supervisors.
  - If required, submit any necessary documentation or formal requests for approval.
  - Supervisors ensure that the faculty's attendance does not disrupt regular academic responsibilities (e.g., teaching, exams).
  - Once approved, supervisors will notify the FDP organizers and confirm the faculty member's participation.

4. Preparation for the FDP

- **Action**: Faculty members should prepare adequately for the FDP to maximize its benefits.
- **Steps**:
  - Review any pre-session materials or readings provided by the FDP organizers.
  - If the program involves group activities, prepare by reading the guidelines or instructions.
  - Set aside time to attend the program, ensuring it does not conflict with other responsibilities.

- Ensure access to necessary tools or technology (e.g., laptops, internet connection for online programs).

5. Attending the FDP

- **Action**: Faculty members should attend the program in a professional and committed manner.
- **Steps**:
  - **Punctuality**: Arrive on time for the program (whether in-person or virtual).
  - **Active Participation**: Engage actively in discussions, exercises, or activities. Contribute insights, ask questions, and collaborate with other participants.
  - **Technology Readiness**: For online FDPs, ensure that your internet connection is stable, and any required software (e.g., Zoom, MS Teams) is installed and tested beforehand.
  - **Respectful Conduct**: Maintain professional decorum during the sessions, respecting facilitators and peers.

6. Feedback and Evaluation

- **Action**: After attending the FDP, faculty members are expected to provide feedback on the program.
- **Steps**:
  - Complete the feedback or evaluation forms provided by the FDP organizers.
  - Reflect on the learning outcomes and how the FDP can enhance your teaching, research, and professional practices.
  - Provide constructive suggestions for improving future FDPs.

7. Certification of Completion

- **Action**: Upon successful attendance and participation, faculty members will receive a certificate or acknowledgment.
- **Steps**:
  - Verify the criteria for receiving the certificate (e.g., attendance, participation, completion of post-program assessments).
  - After successful completion, the certificate is typically provided by the organizing body.
  - Ensure the certificate is stored properly for career development or promotion purposes.

8. Post-FDP Application

- **Action**: Faculty members should apply the knowledge gained from the FDP to their teaching, research, or professional duties.
- **Steps**:
  - Integrate new pedagogical strategies, research methodologies, or technologies into daily academic responsibilities.
  - Share knowledge gained from the program with colleagues through workshops, discussions, or faculty meetings.
  - Document and report any noticeable improvements or impact on student learning or faculty performance to relevant authorities.

9. Continuous Professional Development

- **Action**: Faculty members should pursue continuous development through FDPs and other learning opportunities.
- **Steps**:
  - Stay updated on future FDPs and related professional development programs.

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- Create a personal development plan that outlines goals for attending additional FDPs or training sessions.
- Encourage peer involvement and discussion regarding FDP outcomes to foster a culture of continuous learning within the institution.

C. Procedures for Attending Faculty Development Programs (FDPs) Outside the Institution

Attending Faculty Development Programs (FDPs) outside the institution provides faculty members with opportunities to gain exposure to global best practices, new research trends, and advanced teaching methodologies. Below are the procedures that faculty members must follow when attending FDPs outside their home institution:

1. Identification and Selection of FDP

- **Action**: Faculty members identify and select relevant FDPs offered by external organizations, universities, or professional bodies.
- **Steps**:
  - Research external FDPs through academic networks, conferences, professional associations, online platforms, and educational organizations.
  - Ensure the FDP aligns with personal professional development goals, institutional objectives, and departmental needs.
  - Verify the credibility of the external institution or organization offering the program.

2. Seek Approval from the Institution

- **Action**: Faculty members must seek formal approval from the institution before enrolling in an external FDP.
- **Steps**:
  - **Submit a Request**: Faculty members submit a formal request or application to the academic department, supervisor, or Faculty Development Committee, detailing the program's relevance to their professional development.
  - **Provide Details**: Include relevant information such as the program's objectives, content, duration, and mode (online/offline).
  - **Approval for Leave or Funding**: Request approval for leave (if needed) and financial support for travel, accommodation, or registration fees.
  - **Supervisor's Endorsement**: Obtain endorsement from the department head or supervisor to ensure the program aligns with departmental goals and does not interfere with teaching responsibilities.

3. Registration and Enrollment

- **Action**: Once approval is obtained, faculty members proceed with the registration process.
- **Steps**:
  - **Complete Registration**: Register for the external FDP through the provided platform or by following the instructions from the external provider (via online registration form, email, or official application).
  - **Pay Fees (if applicable)**: Ensure timely payment of any registration or participation fees (if the institution does not cover the costs).
  - **Confirm Participation**: Upon successful registration, receive confirmation and all relevant materials (e.g., schedules, links for online programs, travel details for offline programs).

4. Preparing for the FDP

- **Action**: Faculty members should prepare for attending the external FDP program.
- **Steps**:
  - **Pre-Session Materials**: Review any pre-session materials, reading lists, or assignments provided by the external program organizers.
  - **Logistics (for In-Person FDPs)**: If attending an offline FDP, arrange travel, accommodation, and any other necessary logistics. Ensure travel does not conflict with teaching schedules.
  - **Technical Readiness (for Online FDPs)**: Ensure access to necessary technology (e.g., stable internet connection, software, or platforms like Zoom, Teams) for online participation.

5. Attending the FDP

- **Action**: Faculty members attend the program and participate fully in all sessions and activities.
- **Steps**:
  - **Punctuality**: Attend all sessions on time (both in-person and online).
  - **Active Engagement**: Participate in discussions, workshops, group activities, and Q&A sessions. Engage with peers and facilitators to maximize learning.
  - **Document Learning**: Take notes, record key takeaways, and document strategies or insights that can be applied in the institution.

6. Reporting to the Institution

- **Action**: After attending the FDP, faculty members are required to report on their participation and share key learnings with the institution.
- **Steps**:

- **Submit Report**: Write a comprehensive report summarizing the FDP experience, including topics covered, insights gained, and how the knowledge can be applied to improve teaching, research, or departmental activities.
- **Present Findings**: Present the findings of the external FDP to peers and colleagues through faculty meetings, workshops, or informal discussions to share best practices.
- **Proof of Completion**: Provide proof of participation, such as certificates, attendance records, or program materials.

7. Application of Learning

- **Action**: Faculty members should apply the skills and knowledge gained from the external FDP to their academic roles.
- **Steps**:
  - **Integration in Teaching**: Incorporate new teaching strategies, technologies, and methodologies into classes or curriculum design.
  - **Research Contributions**: Implement research insights or methodologies learned to enhance ongoing or future research projects.
  - **Collaborations**: Engage in academic collaborations with peers met during the program or establish professional networks for future partnerships.

8. Evaluation and Feedback

- **Action**: Faculty members provide feedback on the external FDP and reflect on its effectiveness.
- **Steps**:
  - **Feedback Form**: Complete any feedback surveys or evaluation forms provided by the external organizers.

- **Institutional Evaluation**: Share your own evaluation of the program with the institution (e.g., how useful it was, whether it met expectations, and its applicability to your role).

9. Follow-up with the Institution

- **Action**: Follow up with the institution to ensure the FDP's outcomes are integrated into professional development frameworks.
- **Steps**:
  - **Share Knowledge**: Collaborate with the faculty development committee or relevant departments to organize follow-up activities (e.g., workshops, seminars, or discussion groups) to disseminate knowledge gained from the FDP.
  - **Review Professional Development Plan**: Reassess and update the personal or departmental professional development plan based on insights gained from the external program.

D. Procedure for Getting Registration Fees and Incentives After Attending Faculty Development Programs (FDPs) Outside the Institution (as per Incentives Policy)

For faculty members who attend Faculty Development Programs (FDPs) outside the institution, it is often necessary to go through specific procedures for getting reimbursement for registration fees and receiving incentives after completion of the program. These procedures typically include obtaining approvals, submitting necessary documentation, and fulfilling institutional requirements for reimbursement and incentive eligibility.

1. Pre-Approval for Attendance and Registration Fees

Before attending an FDP outside the institution, faculty members need to seek approval from the institution for both participation and financial support for registration fees.

Procedure:

- **Identify the FDP**: Research and select an external FDP that aligns with professional development goals.
- **Submit an Application for Approval**:
  - **Request for Attendance**: Submit a formal request to the department head or Faculty Development Committee, explaining why the FDP is relevant and beneficial to professional growth.
  - **Funding Request**: Request approval for covering the registration fee and any other associated costs (e.g., travel, accommodation, or online platform fees).
  - **Details to Include**: Provide the following details in the application:
    - Title and objectives of the FDP.
    - Program duration, mode (online/in-person), and location.
    - Fee structure and payment deadlines.
    - Expected outcomes or learning objectives.
- **Supervisor's Endorsement**: Obtain approval from your supervisor or department head to ensure that the program aligns with the department's goals and doesn't interfere with your academic duties.
- **Institutional Approval**: Submit the application to the institution's relevant office (e.g., HR, administration, or Faculty Development Committee) for final approval.

2. Payment of Registration Fees

Once approval is granted, the next step is to ensure payment for the FDP registration fees (either by the faculty member in advance, or by the institution if it covers the cost).

Procedure:

- **Payment Process**:

- If the institution covers the registration fee, the finance or administration office will make the payment directly to the external FDP organizers.
- If the faculty member is required to pay upfront, they should ensure they meet the registration deadline.
- Retain receipts or payment confirmation as proof of payment.

- **Claiming Reimbursement**:
  - If the faculty member paid for the registration fee, they must submit a **claim for reimbursement** after attending the program.
  - Submit the following documentation to the designated office (e.g., HR or Finance):
    - Original receipt or payment confirmation for the registration fee.
    - A copy of the approval letter from the department and/or Faculty Development Committee.
    - Proof of attendance, such as a certificate of completion, program schedule, or participation verification from the external program organizers.
  - The finance department will verify the claim and issue the reimbursement as per institutional policies.

3. Documentation and Reporting Post-FDP Attendance

After attending the external FDP, faculty members should document their participation and report back to the institution as required.

Procedure:

- **Submit a Report**:
  - **Report on Learning Outcomes**: Submit a report to the department or Faculty Development Committee, summarizing the knowledge gained, key takeaways,

and how the learning will be applied in teaching, research, or other academic duties.

- **Certificate of Completion**: Provide a copy of the certificate or proof of attendance issued by the external FDP organizers as documentation of successful completion.

- **Feedback Form**:
  - Complete any internal feedback forms provided by the institution regarding the FDP's relevance and its impact on professional development.
- **Share Knowledge**: In some institutions, faculty members may be encouraged or required to share their learnings with colleagues through departmental seminars, meetings, or workshops.

4. Procedure for Receiving Incentives Post-FDP (as per Incentives Policy)

Incentives can be in the form of financial rewards, professional recognition, or career advancement opportunities, such as promotions or salary increments. The procedure for receiving these incentives typically follows the successful completion of an FDP.

Procedure:

- **Incentive Eligibility**:
  - The faculty member must have attended an approved external FDP and submitted the necessary reports and documentation (e.g., completion certificates, feedback).
  - The FDP should meet the criteria set by the institution for professional development (e.g., relevance to teaching, research, or leadership).
- **Submit Documentation for Incentive**:
  - After completing the FDP, submit the following documents to the relevant department (e.g., HR, Faculty Development Office):

- **Proof of Attendance**: Certificate or attendance verification from the FDP organizer.
- **Participation Report**: Summary of the learning outcomes and implementation plans for the knowledge gained.
- **Feedback Forms**: Completed institutional feedback forms, if required.

- **Review Process**:
  - The Faculty Development Committee, department head, or HR department will review the documentation and determine eligibility for the incentive.
- **Incentive Disbursement**:
  - **Financial Incentives**: If the institution offers a financial reward for attending external FDPs, it will be processed after reviewing the documentation. This could include direct monetary incentives or reimbursement for additional costs (e.g., travel or accommodation).
  - **Professional Recognition**: Faculty members who attend external FDPs and contribute positively to the institution's academic growth may be recognized in institutional meetings, newsletters, or through awards.
  - **Career Advancement**: The institution may link successful participation in FDPs to promotions, tenure reviews, or additional responsibilities such as leadership or administrative roles.

5. Post-Event Review and Institutional Recognition

Procedure:

- **Reflective Session**: Attend a reflective session organized by the institution (optional) to discuss and integrate the knowledge gained from external FDPs. Faculty may also present their experiences and share the insights gained with colleagues.
- **Institutional Acknowledgment**:

- The institution may formally acknowledge faculty members who have successfully attended FDPs by providing certificates, public recognition, or placing them in institutional newsletters or reports.

- **Encouragement for Future Development**: The institution may also encourage faculty members to attend future FDPs by making funding or reimbursement policies more flexible and accessible based on previous successful participation.

6. Roles and Responsibilities

1. Institutional Leadership (Management and Academic Council)

Responsibilities:

- **Strategic Direction**: Set the overall vision and strategy for faculty development programs, aligning them with institutional goals and academic priorities.
- **Policy Approval**: Approve the FDP policy, including its objectives, structure, and guidelines.
- **Resource Allocation**: Allocate adequate financial and administrative resources to support FDPs, ensuring sufficient budget for activities, materials, and external trainers.
- **Oversight and Monitoring**: Ensure continuous monitoring and assessment of the effectiveness of the FDPs. Review feedback and make necessary adjustments to the policy.
- **Promote Faculty Engagement**: Encourage faculty participation in FDPs and recognize those who actively engage in development activities.

2. Faculty Development Committee (FDC)

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Responsibilities:

- **Program Design and Planning**:
  - Develop, plan, and schedule FDPs based on faculty needs, institutional goals, and emerging trends in pedagogy and research.
  - Identify priority areas for faculty development, such as teaching methodologies, research skills, leadership, or technological integration.
- **Collaboration**: Coordinate with external experts, organizations, and institutions to bring in relevant trainers or facilitators for FDPs.
- **Communication**: Disseminate information about upcoming FDPs to faculty members through emails, notices, or internal platforms.
- **Quality Assurance**: Ensure the quality and relevance of the FDPs through rigorous evaluation and feedback mechanisms. Continuously update the FDP content to reflect the latest trends and technologies.
- **Tracking and Reporting**: Monitor faculty participation, assess progress, and report the outcomes of FDPs to the institutional leadership. Maintain records of faculty attendance and engagement.
- **Feedback Collection**: Gather feedback from faculty members on the effectiveness and usefulness of FDPs. Use feedback to enhance future programs.

3. Department Heads / Academic Supervisors

Responsibilities:

- **Approval and Coordination**:
  - Approve faculty participation in FDPs and assist in planning schedules that allow for faculty attendance without disrupting academic responsibilities.
  - Ensure that faculty members' involvement in FDPs aligns with departmental goals and academic priorities.

- **Encourage Participation**: Actively encourage faculty members to engage in FDPs, especially those that contribute to improving their teaching, research, and leadership skills.
- **Performance Monitoring**: Monitor and support faculty members in applying the skills and knowledge acquired from FDPs to their teaching and research.
- **Feedback on Impact**: Provide feedback to the Faculty Development Committee on how faculty participation in FDPs has impacted the department and suggest areas for future improvement.

4. Faculty Members (Participants)

Responsibilities:

- **Active Participation**:
  - Attend FDPs regularly, engage actively in discussions, workshops, and activities, and complete any assignments or assessments.
  - Follow through with pre-session reading materials and participate in post-session evaluations.
- **Apply Knowledge**: Implement the skills and strategies learned in FDPs into everyday teaching practices, research, and academic administration.
- **Feedback and Improvement**: Provide constructive feedback on the content, delivery, and effectiveness of FDPs to help improve future programs.
- **Share Knowledge**: Share key takeaways from the FDP with colleagues and contribute to the departmental or institutional dissemination of new practices and ideas.

5. Human Resources (HR) / Administrative Support

Responsibilities:

- **Logistical Support**:

- Assist in organizing and coordinating FDPs, including managing registrations, scheduling venues (physical or virtual), and ensuring the availability of resources and materials.
- Handle any administrative tasks related to faculty participation, such as providing travel and accommodation arrangements for external FDPs or handling financial reimbursements.

- **Documentation and Records**: Maintain accurate records of faculty participation, certificates, and any other relevant documents. Ensure that the records are readily accessible for audits, performance evaluations, or accreditation purposes.
- **Compliance and Reporting**: Ensure that FDPs adhere to institutional policies, such as leave policies for attending external programs, and assist in preparing reports for institutional leadership.

6. External Trainers / Facilitators

Responsibilities:

- **Content Delivery**: Provide high-quality, relevant content for the FDPs, based on faculty needs and the objectives set by the institution.
- **Engagement and Interaction**: Facilitate interactive sessions that encourage active participation, discussions, and hands-on practice. Address questions and engage with participants to ensure effective learning.
- **Feedback and Evaluation**: Collect feedback from faculty members regarding the effectiveness of the training and use the information to improve future sessions.
- **Post-Program Support**: Offer additional resources or support materials for faculty members to continue their development beyond the FDP.

7. Students (Indirect Responsibility)

Responsibilities:

- **Benefit from Enhanced Teaching**: Although students may not be directly involved in the FDP execution, they are the ultimate beneficiaries of improved teaching and research capabilities resulting from faculty participation in FDPs.
- **Feedback Contribution**: Student feedback on teaching quality, course content, and faculty engagement can serve as an indirect input to help shape future FDPs.

8. IT Support Team

Responsibilities:

- **Technical Support**: Provide technical assistance for online or hybrid FDPs, ensuring that the necessary tools and platforms (e.g., Zoom, Learning Management Systems) function properly during the sessions.
- **Platform Setup and Maintenance**: Ensure that all virtual learning platforms are properly set up for online FDPs and that faculty members have access to the necessary resources before and during the program.
- **Troubleshooting**: Address any technical issues that arise during the FDP and ensure smooth virtual delivery of content.

9. Accreditation and Compliance Bodies (if applicable)

Responsibilities:

- **Quality Assurance**: Ensure that the FDPs meet the accreditation standards set by the relevant educational bodies or regulatory authorities.
- **Accreditation of Programs**: If necessary, help facilitate the accreditation process for FDPs, ensuring that the programs contribute to professional development and align with the institution's academic standards.
- **Documentation and Reporting**: Provide necessary documentation or reports to accreditation bodies to validate the outcomes of the FDP.

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7. Consequences and Compliance:

1. Compliance Expectations for Faculty

Faculty members are expected to:

- **Attend a specified number of FDPs**: Engage in mandatory FDPs (internally or externally) as per the institutional guidelines.
- **Actively Participate**: Be engaged and contribute meaningfully during FDPs, following any pre-program preparations or assignments.
- **Implement Learning**: Apply the knowledge gained in FDPs to improve teaching, research, or other academic responsibilities.
- **Provide Feedback**: Complete feedback forms and evaluations for the programs attended, offering insights for future improvements.
- **Report Learnings**: Share the knowledge acquired in FDPs with colleagues or through departmental seminars or meetings.

2. Compliance Mechanisms

To ensure compliance, institutions can put the following measures in place:

a. Monitoring Attendance and Participation

- **Tracking Systems**: Institutions should maintain records of faculty participation in FDPs, using online registration systems, attendance logs, or participation certificates to verify attendance.
- **Feedback Surveys**: Faculty participation can be linked to the completion of feedback surveys or assessments related to the FDP.

b. Linkage to Performance Appraisal

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- **Incorporate FDPs in Appraisal Systems**: Faculty participation in FDPs should be integrated into annual performance reviews, promotions, and tenure evaluations.
- **Teaching Quality and Research**: The implementation of skills learned in FDPs should be reflected in the quality of teaching (e.g., innovative teaching methods, technology integration) and research (e.g., adoption of new methodologies, enhanced research output).
- **Peer Reviews**: Peer reviews or self-assessments may be used to evaluate whether the faculty has successfully applied new knowledge gained from FDPs.

c. Reporting Requirements

- Faculty members should submit a report on what they have learned from FDPs and how they plan to incorporate these learnings into their academic practices.

3. Consequences of Non-Compliance

Non-compliance with the FDP policy can have several negative consequences, both for the individual faculty member and the institution as a whole. The following are possible consequences for non-compliance:

a. For Faculty Members

1. **Impact on Performance Reviews and Promotions**:
    - Non-compliance with FDP participation may result in lower performance ratings in annual reviews, potentially impacting opportunities for promotion, tenure, or salary increments.
    - Failure to demonstrate professional growth through FDPs may be perceived as a lack of commitment to improving teaching and academic performance.

2. **Reduced Professional Development Opportunities**:
    - Faculty members who do not meet the FDP requirements may lose eligibility for certain academic or professional development opportunities, including leadership roles, collaborative research projects, or funded research initiatives.
3. **Limited Career Advancement**:
    - Without active participation in FDPs, faculty members might fall behind in adopting new teaching techniques, research methodologies, and technological advancements, thus limiting their career growth and academic reputation.
4. **No Recognition or Certification**:
    - Faculty members who do not attend or complete required FDPs may not receive certificates or recognition for professional development, which may be required for certain professional qualifications, certifications, or academic roles.
5. **Loss of Institutional Support**:
    - Institutions may restrict access to funding, resources, or support for faculty members who consistently fail to attend required FDPs.

b. For the Institution

1. **Reduced Academic Excellence**:
    - If a significant portion of the faculty does not engage in FDPs, it can lead to stagnation in teaching quality and research innovation, affecting the overall academic standing of the institution.
2. **Poor Reputation**:
    - Non-compliance with FDPs can affect the institution's reputation as a center for high-quality education and faculty development, potentially leading to lower rankings, loss of accreditation, or difficulty attracting talented faculty members.
3. **Impact on Accreditation**:
    - Accreditation bodies often require that institutions demonstrate a commitment to faculty development. Non-compliance with FDP policies could affect the

institution's ability to meet these standards, potentially putting its accreditation status at risk.

4. **Hindered Institutional Growth**:
    - Faculty members are key drivers of institutional growth, and if they are not continuously improving their skills, the institution may struggle to adapt to new trends in higher education, research, and pedagogy.

4. Enforcement and Remediation Strategies

To effectively enforce compliance with the FDP policy and address non-compliance, institutions should implement the following enforcement mechanisms and remediation strategies:

a. Clear Communication of Expectations

- **Policy Communication**: Clearly communicate FDP policy expectations to all faculty members through official documents, orientations, emails, and faculty meetings. Ensure that all faculty members are aware of their responsibilities and the benefits of engaging in FDPs.

b. Reminders and Follow-ups

- **Regular Reminders**: Send regular reminders about upcoming FDPs, deadlines for registration, and the importance of attending these programs for professional growth.
- **Follow-Up Actions**: If a faculty member misses an FDP or does not provide feedback, follow-up emails or discussions with the department head should occur to encourage participation in future programs.

c. Structured Remediation

- **Make-Up Programs**: For faculty members who fail to attend required FDPs, offer opportunities to make up for missed sessions through online modules, one-on-one coaching, or attending external FDPs.
- **Support for Improvement**: If a faculty member fails to show improvement in implementing the knowledge gained from FDPs, the institution can offer additional support through mentoring, peer review, or refresher programs.

d. Progressive Consequences

- **Initial Warning**: For first-time offenders, provide a warning and remind them of the importance of fulfilling FDP requirements.
- **Formal Counseling**: If non-compliance continues, arrange formal counseling with the department head or Faculty Development Committee to discuss barriers and find solutions.
- **Impact on Performance Reviews**: Persistent non-compliance should be reflected in the faculty member's performance appraisal, impacting promotion or salary increases.
- **Sanctions**: In extreme cases, consistent non-compliance could result in disciplinary actions, such as suspension from certain academic responsibilities or loss of specific privileges (e.g., research funding).

e. Incentivization

- **Recognition and Rewards**: Offer positive reinforcement, such as recognition, certificates, or incentives (e.g., funding for further professional development) for faculty members who consistently engage in FDPs.

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- **Incorporate into Career Growth**: Link participation in FDPs to career advancement, making it a key element in faculty members' long-term development plans.

5. Continuous Improvement of the FDP Policy

To ensure the effectiveness of the FDP policy and encourage compliance, institutions should:

- **Regularly Review the Policy**: Periodically assess and update the FDP policy to ensure it meets the evolving needs of faculty and the institution.
- **Adapt to Feedback**: Act on faculty feedback to improve the quality of FDPs and make them more accessible, engaging, and aligned with their professional needs.
- **Provide Support**: Offer additional resources, such as guidance on selecting relevant FDPs, scholarships for external programs, or administrative support for logistics.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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9. Flow Chart

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10. Annexure

Annexures-1

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e-LEARNING CONTENT DEVELOPMENT AND DEPLOYMENT POLICY

Policy No: AI/AC/ECDP/016	Version No: 002	Owner: Acharya Institute	Page 1 of 46
Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Faculty and Students	

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1. Introduction

In the rapidly evolving landscape of education, the integration of technology, particularly in the form of e-content, has become essential for providing flexible, accessible, and innovative learning experiences. This document serves as an introduction to the e-Learning Content Development and Deployment Policy at Acharya Institutes.

2. Purpose and Scope

The purpose of this policy is to establish a comprehensive framework for the systematic development and deployment of e-learning initiatives within Acharya Institutes. By defining clear guidelines, standards, and procedures, this policy aims to ensure the quality, effectiveness, and ethical use of e-learning technologies in support of our educational mission.

This policy encompasses all aspects of e-learning, including the creation of digital content, the utilization of technology in curriculum design, and the implementation of virtual learning environments. It applies to faculty, students, administrators, and support staff involved in the development, delivery, and maintenance of e-learning resources and platforms.

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3. Policy Statement

At Acharya Institutes, we recognize the transformative power of Information Communication Technology (ICT) in education and are dedicated to providing a dynamic and student-centric learning environment. This policy establishes the guiding principles and standard procedures to ensure progression and effective integration of e-learning technologies in support of the Institute's mission.

4. Objectives

- *Curation and Accuracy:* Ensure a rigorous quality assurance processes, fact-checking, and source verification to curate content. Regularly review and update content to maintain accuracy and provide learners with credible information.
- *Personalised Content*: Promote options for learners to choose topics, formats, and learning activities based on their preferences. Utilize learner profiles, preferences, and performance data to customize content delivery, pacing, and learning pathways. Differentiated e-content must be provided to meet the individual learning needs, preferences, and interests of learners.
- *Enhance the Learning Ability*: Incorporate instructional strategies such as problem-solving activities, case studies, gamification and simulations to stimulate active learning and deeper understanding. Provide wider opportunities for reflection, application, and synthesis of knowledge. Improve learners' cognitive abilities, critical thinking skills, and knowledge retention through interactive and engaging e-content.
- *Technological Integration*: Utilize multimedia elements, interactive features and adaptive learning technologies to create engaging and interactive learning experiences. Ensure compatibility with various devices and assistive technologies to promote accessibility. Integrate technology tools and platforms effectively to enhance the accessibility, interactivity, and usability of e-content.
- *Teaching-Learning Practices*: Incorporate evidence-based instructional strategies, pedagogical principles, and learning theories into e-content design and delivery. Provide

resources and support for educators to effectively integrate e-content into their teaching practices. Align e-content with best practices in teaching and learning to optimize instructional effectiveness.

- *Stakeholder Engagement:* Seek feedback and input from stakeholders throughout the development process to ensure that e-content meets the needs and expectations. Foster collaboration and communication among stakeholders to promote ownership and buy-in. Involve stakeholders, including learners, educators, administrators, and subject matter experts, in the development and review of e-content.
- *Continuous Improvement*: Implement feedback loops, user surveys, and analytics tools to gather data on learner engagement, satisfaction, and learning outcomes. Use this data to identify areas for improvement and make iterative updates to e-content. Establish mechanisms for ongoing evaluation, feedback, and refinement of e-content to enhance its quality and effectiveness.
- *Managing Resource Allocation:* Development of a clear project plans, timelines, and budgets for e-content projects. Allocate resources strategically based on project priorities, goals, and timelines. Optimize resource allocation, including budget, time, and personnel, to support the development and deployment of e-content.
- *Increased access to Education*: Utilize online platforms, digital libraries, and open educational resources (OER) and various other e-resources to disseminate e-content to a wide audience. Ensure that content is accessible on multiple devices and available in multiple languages to reach diverse learners. Expand access to educational opportunities by making e-content available to learners regardless of geographical location, socioeconomic status, or other barriers.
- *Optimizing Learner Engagement*: Incorporate gamification elements, multimedia resources, and real-world examples to captivate learners' interest and motivation. Provide opportunities for collaboration, discussion, and peer interaction to foster active engagement. Enhance learner engagement and participation in the learning process through interactive and immersive relevant e-content.

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5. Procedure:

a) ***Constitution of IT Committee:*** The committee is chaired by the ADQA of the Institution. The committee shall contribute towards planning, implementation and monitoring (Strategy, Stating Policies and SOPs Identification of e-Content, Mapping with ICT tools, Discussions with collaborators, e-Content Verification, Implementation, Assessments, Updations, Evaluation, Feedback and Recommendations) of activities pertaining to e-learning development and deployment. The committee shall engage in effective communication through the conduct of regular meetings (once in two months) for designing the process of e-learning development and deployment ecosystem.

Table 1: Centralised and Institution level committee

IT Committee (Centralised) **(Refer Annexure 1)**	**IT Committee (Institution Level) (Refer Annexure 2)**
Assistant Director Quality Assurance Special Advisors (I&E Max. 04 Members)	Principal Vice Principal/Dean Academics
IT Coordinator (cum Project Manager/Member Secretary) ALive Coordinator ERP Coordinator Systems and Infrastructure Coordinators	IQAC Coordinator IT Coordinator (Member Secretary) ALive Coordinator ERP Coordinator Systems and Infrastructure Coordinators
Members - Representatives from Institutions under Acharya	Members- HODs and Dept. IT coordinators
Student Representatives (Boy & Girl from final year)	Student Representatives (Boy & Girl from final year)

Institutions shall form the IT committee at the Departmental level

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b) Constitution of Review Committee:

- *Quality Assurance:*
  - ✓ Ensures that the e-learning content meets predefined quality standards.
  - ✓ The personnel are responsible for reviewing the content from a quality perspective, checking for accuracy, consistency, relevance, and adherence to instructional design principles.
- *IT Committee Coordinators:*
  - ✓ Oversee the technical aspects of e-learning content development and deployment.
  - ✓ Ensure that the content is compatible with the chosen e-learning platforms, assess technical requirements, and address any IT-related issues that may arise during the development and deployment process.
- *Dean Academics:*
  - ✓ Ensures alignment between e-learning initiatives and the Institution's academic objectives.
  - ✓ They shall provide strategic guidance and support for integrating e-learning content into the curriculum, ensuring that it complements traditional teaching methods and enhances the overall learning experience.
  - ✓ They shall ensure adherence to the stipulated guidelines/norms/rules and regulations/statutes by the University and accreditation bodies.
  - ✓ They shall verify and validate the data/notes/materials/video & audio content.
- *IQAC Coordinator:*
  - ✓ Overseeing quality enhancement initiatives within the Institution.
  - ✓ Ensure that the e-learning content aligns with the Institution's quality assurance (Infer the student-centric learning, innovative teaching-learning, methodologies, usage of distinct tools and e-resources, mapping and attainment of CO's and PO's – OBE process) framework.
  - ✓ Monitors the effectiveness of e-learning programs.

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- ✓ Collects feedback from stakeholders for continuous improvement.
- ✓ Reviews the feedback and creates an action plan for significant implementation processes.

- *HoD/DAC/Subject Matter Experts:*
  - ✓ Provide domain-specific expertise and feedback on the e-learning content.
  - ✓ Ensure that the content is accurate, up-to-date, and relevant to the subject matter being taught.
  - ✓ Maintain academic rigor and relevance in the e-learning materials.
  - ✓ HoD/DAC shall ensure the authenticity of e-content created by the SME's and content creators.
  - ✓ SME's must monitor and ensure the validated e-content upload on the ALive digital platform.

c) Work Plan:

- *Analysis:*

Sl. No	Parameter	Description	Output	Action Plan
1	**Need (Refer Annexure 3)**	Conduct a thorough analysis to identify the learning needs and gaps. The perspective of stakeholders like learners, teachers, subject experts, practitioners, policy makers etc. must be considered.	Needs assessment report	Gather data through surveys, interviews and research.
2	**Learner**	Identify characteristics, preferences, and requirements of the learners.	Learner profiles	Develop learner personas and analyse demographics.

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3	**Syllabi (Refer Annexure 4)**	Propose learning objectives and outcomes for each subject and topic/module.	Syllabus framework	Collaborate with subject matter experts to outline syllabi for each course or topic, including learning objectives, content, and assessment methods. Consider • Bridge course/ prerequisite • University syllabi • Augmented syllabi • integrated syllabi
4	**Stakeholders Feedback (Refer Annexure 5)**	Gather feedback from stakeholders including Special Advisors, IQAC Coordinator, Parent, Teacher and students.	Stakeholder feedback	Conduct semesterly/yearly meetings, surveys, or focus groups.
5	**Scope**	Define the scope and boundaries of the e-learning project.	Scope statement	Determine project objectives, constraints, and deliverables.

- *Design:*

Sl. No	Parameter	Description	Output	Action Plan
1	**Instructional Design**	Design the instructional strategy, including content structure, learning evaluation, and media.	Instructional design	Develop a comprehensive instructional design plan.
		Define **i.** Learning objectives **ii.** Content structure **(Refer Annexure 6)** **iii.** Assessment methods **iv.** Media elements		• State objectives clearly such that they are realistic, relevant, achievable and measurable • Align objectives to national / state curriculum frameworks and specific learning outcomes (national/ state). • Prefer the content in following data points **i.** Introduction

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				ii. Conceptual learning **iii.** Problem solving/Case study **iv.** Critical thinking **v.** Advanced problems **vi.** Concise notes **vii.** University QP solving. **viii.** (Basic to general to specific to advanced content) • Map the content to the aforementioned content structure. • Map the content to lesson plan. • Map the content to CO's and PO's (OBE Process). • Prefer usage of multiple media to make e-content accessible to all learners, including those with cognitive, sensoryor physical disabilities. • Select appropriate presentation format based on the nature of content. • Upload the content on ALive platform
2	**Digital Design**	Design the Visual elements User interface	Visual design	• Create mock-ups or prototypes for visual representation. • Prefer Acharya design template • ALive is preferred for digital data upload and class engagement.
3	**Technical Design**	Design the Technical architecture	Technical design	• Determine technical requirements and standards for development.

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				• Ensure the platform supports content Accessibility, Usability, Adaptability, Scalability, Sustainability, Interoperability
4	**Prototype Testing**	Test prototypes and mock ups to ensure functionality and user experience.	Tested prototypes	• Conduct ALive demo class sessions to ensure usability testing. • Gather feedback for improvements.

- *Development:*

Sl. No	Parameter	Description	Output	Action Plan
1	**Storyboard (Refer Annexure 7)**	Develop a detailed outline of the e-learning content.	Storyboard	Create a structured outline specifying content flow and interactions. • Ensure that the storyboard is logical and sequential. • It should align with the content map created at design stage. • Provide clear instructions for the developers to use the appropriate media elements. • Get the Storyboard reviewed by content, pedagogical and technical experts. • Use Institution designed format to develop storyboard based on the form of eContent • Clearly state the topic, theory/lab aspect,

				target group, objectives, content coverage, media type, presentation format to the development team etc. • Storyboard can include instructions in various forms like text, audio, visual etc. • Include formative assessment • Use examples, illustrations and visuals as part of eContent in the storyboard. • It has to be free from gender discrimination, religion/ community/ regional/ caste biases, vague words, it should address inclusiveness.
2	**Content creation (Refer Annexure 8)**	Create the actual content according to the storyboard and design specifications.	Developed content	Produce multimedia assets, text, and interactive elements. • List down the various media elements that need to be identified/ created based on the storyboard. • Identify and select appropriate tools (preferably Free and Open Source) that meet the necessary

				compliance standards to develop the media elements. • Meet the allocated human resources for the production of individual media element. • Schedule the production timelines for each media element and ensure coordination at functional level. • Develop the media elements as per the storyboard. • Ensure that the media elements follow the Instructional strategy, visual and technical design guidelines during the process of development. • Get each media element reviewed by subject expert, technical expert and pedagogical expert before integration.
3	**Content Integration**	Integrate the content elements into the e-	Integrated content	• Implement content within the chosen

		learning platform or LMS.		delivery system. • Maintain all versions of eContent with appropriate nomenclature on ALive.
4	**Content Review (Refer Annexure 9)**	Review and revise the content for accuracy, clarity, and effectiveness.	Reviewed content	Conduct peer reviews and quality assurance checks. • Develop a post-production evaluation sheet. • The review team that includes subject matter, technical and pedagogical experts shall review the econtent. • Check technical and instructional aspects • Capture experts' feedback in post-production evaluation sheet. • Incorporate the necessary changes and finalize the content.
5	**Metadata profile**	Define metadata attributes for organizing and indexing the e-learning content.	Metadata profiles	Establish metadata standards for content classification and retrieval. • Use standard vocabulary, abbreviations as the listed in the glossary. • Write in standard format so that it supports interoperability, facilitating distribution of information across platforms. • Do not use certain

				characters like bullets, En or Em dashes, curly quotation marks, bold and italic text, underlining, slash, subscripts, superscripts, ampersands etc.
6	**Process Documentation**	Document the development process including workflows, tools, and guidelines.	Process documentation	Create documentation for future reference and maintenance.

- *Deployment:*

Sl. No	Parameter	Description	Output	Action Plan
1	**Training Strategies**	Develop strategies for training instructors and users on utilizing the content.	Training plans	Design training materials and schedule training sessions.
2	**Content Delivery Strategies (Refer Annexure 10)**	Plan strategies for delivering content effectively to the target audience.	Delivery strategies	• List required hardware and software with specifications. • Understand ALive specify modalities for delivery of the eContent. • List prerequisite knowledge and skills required for facilitator and learner to use the eContent. • Map the content, mode of delivery, methodologies on ERP. • Provide step-by-step instructions with necessary visuals for using eContent. • Adhere to the

				prepared econtent, ALive, ERP, academic integrity and academic honesty and relevant Institutional policies
3	**Learning Management System (LMS) – Alive**	Utilise the ALive set up/platform a LMS for content delivery.	Configured LMS	Install ALive and configure according to technical requirements.
4	**Testing/Mock ups**	Conduct testing and demonstrations to ensure functionality and usability.	Tested deployment	Conduct pilot testing and gather feedback for improvements. • Decide target group. • Following implementation strategy document, try out the final eContent on the representative sample of the target group. • Develop observation schedule and use to collect information for validating the eContent. • Enlist changes to be done to maintain the validity of the content. • If required, modify eContent and implementation strategy document based on the field try out.
5	**Compliance**	Ensure compliance with relevant standards, regulations, and guidelines.	Compliance checklist	Review econtent suitability, address legal, accessibility, and security requirements.
6	**Validation**	Validate the deployment process and ensure	Validated deployment	Conduct final checks and approvals before launch.

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		readiness for full-scale implementation.		Any certification, legal approvals and reusability shall will be informed to the committee.

- *Evaluation:*

Sl. No	Parameter	Description	Output	Action Plan
1	**Feedback Mechanism (Refer Annexure 11)**	Establish mechanisms for collecting feedback from users and stakeholders.	Feedback data	• Develop feedback tools for collecting feedback from different stakeholders • Mount the feedback tool on the platform for easy access. • Items for feedback should relate to technopedagogy, content and contextual relevance. • Implement surveys, assessments, and feedback channels.
		Analyze feedback to assess the attainment of learning objectives.	Analysis report	Evaluate feedback data to identify strengths and weaknesses.
2	**Improvisation feedback**	Use feedback to identify areas for improvement and make necessary adjustments.	Action taken plan for improvement	Develop action taken plans based on feedback analysis.

- *New Practices:*

Sl.No	Parameter	Description	Output	Action Plan
1	**Updation in curriculum**	Update the curriculum based on insights and feedback from e-learning initiatives.	Updated curriculum	Integrate e-learning content and methodologies into the curriculum.

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2	**Updation with Technological trends**	Stay updated on emerging technologies and trends in e-learning.	Technological updates	Research and adopt new technologies and tools for e-learning.
3	**Innovate strategies and practices**	Experiment with innovative instructional strategies and practices.	Innovative practices	Pilot new approaches and evaluate their effectiveness.
4	**Culture for global standards**	Foster a culture of continuous improvement and adherence to global standards.	Culture of improvement	Promote collaboration, knowledge sharing, and professional development.

6. Roles and Responsibilities

a) Administrative Roles and Responsibilities:

- *Assistant Director Quality Assurance:*
  - ✓ Oversee the quality assurance process for e-learning content development.
  - ✓ Ensure compliance with educational standards, regulations, and best practices.
  - ✓ Coordinate assessment and evaluation activities to maintain content quality.
- *Special Advisors (Two Internal and Two External Members):*
  - ✓ Provide strategic guidance and expertise in e-learning content development.
  - ✓ Offer insights on emerging trends, technologies, and pedagogical approaches.
  - ✓ Review and provide feedback on content development plans and strategies.
- *IT Committee Coordinator:*
  - ✓ Coordinate IT resources and infrastructure required for e-learning content development.
  - ✓ Oversee technical aspects such as platform selection, integration, and maintenance.

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- ✓ Liaise with IT staff and vendors to address technical issues and ensure smooth operations.

b) Member Secretary

- *Administrative Coordination:*
  - ✓ Act as the primary point of contact and coordinator for the committee or group, facilitating communication and collaboration among members.
  - ✓ Schedule meetings, prepare agendas, and distribute meeting materials to members in advance.
  - ✓ Record minutes of meetings, including decisions, action items, and follow-up tasks, and distribute them to relevant stakeholders.
- *Documentation and Records Management:*
  - ✓ Maintain accurate and up-to-date records of committee activities, including meeting minutes, resolutions, reports, and correspondence.
  - ✓ Organize and archive documents and files in a systematic manner for easy retrieval and reference.
  - ✓ Ensure compliance with record-keeping requirements and confidentiality policies related to sensitive information.
- *Information Management and Dissemination:*
  - ✓ Serve as a central source of information and resources for committee members, providing updates, documents, and relevant information as needed.
  - ✓ Coordinate communication between the committee and external stakeholders, including other departments, organizations, or regulatory bodies.

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- ✓ Disseminate announcements, notifications, and official communications on behalf of the committee or group.

- *Logistical Support:*

  - ✓ Arrange logistics for meetings, workshops, and events organized by the committee, including venue booking, catering, audio-visual equipment, and travel arrangements.
  - ✓ Coordinate with support staff and vendors to ensure smooth execution of events and activities.
  - ✓ Provide administrative support to committee members, including assistance with travel arrangements, expense reimbursements, and other logistical needs.

- *Compliance and Governance:*

  - ✓ Ensure compliance with legal, regulatory, and organizational requirements governing the activities of the committee.
  - ✓ Maintain awareness of relevant policies, procedures, and guidelines applicable to the committee's mandate and objectives.
  - ✓ Assist in the development and implementation of governance frameworks, charters, and standard operating procedures for the committee's operations.

- *Facilitation of Decision-Making:*

  - ✓ Support the chairperson or convener of the committee in facilitating discussions, decision-making processes, and consensus-building among members.
  - ✓ Provide background information, research findings, and data analysis to inform discussions and deliberations.
  - ✓ Document decisions, resolutions, and outcomes of committee meetings for reference and follow-up.

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- *Stakeholder Engagement and Relationship Management:*

  - ✓ Foster positive relationships with stakeholders, including committee members, senior leadership, external partners, and relevant stakeholders.
  - ✓ Solicit feedback, input, and contributions from stakeholders to inform the work of the committee and enhance collaboration and engagement.
  - ✓ Serve as a liaison between the committee and external stakeholders, representing the interests and perspectives of the committee to external audiences.

c) ALive Coordinator:

- ✓ Manage the implementation of the e-learning platform (ALive) for content delivery.
- ✓ Provide technical support to faculty and students using the platform.
- ✓ Monitor usage metrics and gather feedback for platform improvements.
- ✓ Provide student progression visibility and access to administrative members.
- ✓ Train administrative staff, academic staff and student on ERP functionalities related to e-learning.

d) ERP Coordinator:

- ✓ Integrate e-learning systems with the Institution's ERP (Enterprise Resource Planning) system.
- ✓ Ensure data integrity and security across platforms.
- ✓ Train administrative staff and academic staff on ERP functionalities related to e-learning.

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e) Systems Coordinator:

- ✓ Manage hardware and software systems necessary for e-learning content development.
- ✓ Troubleshoot technical issues related to systems and tools.
- ✓ Coordinate upgrades and maintenance activities as needed.

f) Infrastructure Coordinator:

- ✓ Oversee physical infrastructure requirements for e-learning, such as classrooms, labs/studios, and multimedia facilities.
- ✓ Ensure facilities are equipped with necessary technology and resources for content delivery.
- ✓ Coordinate facility usage scheduling and maintenance.

g) Member Representatives:

- ✓ Represent various departments or administrative units in e-learning planning and decision-making processes.
- ✓ Provide input on departmental needs, concerns, and priorities related to e-learning.

h) Student Representatives:

- ✓ Advocate for student interests and preferences in e-learning content and platform design.
- ✓ Gather feedback from students on their e-learning experiences and preferences.
- ✓ Collaborate with faculty and administrators to address student concerns and improve the e-learning environment.

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i) Instructional Designers/Content Creators:

- *Content Creation:*
  - ✓ Generate original ideas and concepts for digital content based on audience needs, objectives, and platform requirements.
  - ✓ Develop written content, such as articles, blog posts, scripts, and educational materials, adhering to established guidelines and style preferences.
  - ✓ Create visual content, including graphics, illustrations, infographics, and photographs, to enhance the presentation and engagement of digital materials.
- *Media Production:*
  - ✓ Produce multimedia content, such as videos, animations, podcasts, and webinars, using relevant software tools and technologies.
  - ✓ Capture, edit, and optimize audio and video recordings to ensure high-quality production values and technical performance.
  - ✓ Incorporate storytelling techniques, visual effects, and sound design elements to enhance the narrative and impact of multimedia content.
- *Graphic Design:*
  - ✓ Design graphics and visual assets for digital content, including logos, icons, illustrations, and user interface elements.
  - ✓ Create layouts, templates, and branding materials for websites, social media platforms, and digital publications.
  - ✓ Ensure visual consistency, coherence, and aesthetic appeal across all content assets and platforms.

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- *Interactive Content Development:*

  - ✓ Develop interactive elements and experiences, such as quizzes, games, simulations, and interactive infographics, to engage and educate users.
  - ✓ Utilize interactive authoring tools and programming languages (e.g., HTML5, CSS, JavaScript) to create responsive and user-friendly interfaces.
  - ✓ Test and optimize interactive content for usability, accessibility, and cross-platform compatibility.

- *Content Optimization:*

  - ✓ Optimize digital content for search engines (SEO) and social media platforms to improve visibility, reach, and engagement.
  - ✓ Incorporate keywords, metadata, and multimedia elements strategically to enhance content discoverability and user engagement.
  - ✓ Analyze performance metrics and user feedback to identify opportunities for content improvement and optimization.

- *Collaboration and Communication:*

  - ✓ Collaborate with stakeholders, including subject matter experts, project managers, designers, and developers, to align content creation with project objectives and timelines.
  - ✓ Communicate effectively with team members to coordinate workflows, provide updates, and address feedback and revisions promptly.
  - ✓ Participate in brainstorming sessions, content reviews, and creative discussions to generate innovative ideas and solutions.

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- *Continuous Learning and Development:*

  ✓ Stay updated on industry trends, best practices, and emerging technologies in content creation and digital media production.

  ✓ Engage in professional development activities, such as workshops, courses, and networking events, to enhance skills and knowledge.

j) Academic Roles and Responsibilities:

- *Faculty:*

  ✓ Develop e-learning content for assigned courses, following established learning objectives and curriculum guidelines.

  ✓ Deliver online lectures, facilitate discussions, and provide support to students through virtual channels.

  ✓ Assess student learning through online assignments, quizzes, and exams.

- *HoD (Head of Department):*

  ✓ Provide leadership and support to faculty members in integrating e-learning into their courses.

  ✓ Allocate resources and personnel for e-learning initiatives within the department.

  ✓ Collaborate with other departments and administrative units to ensure coherence and alignment in e-learning strategies.

- *Dean Academics:*

  ✓ Oversee academic programs and curriculum development efforts related to e-learning.

  ✓ Ensure compliance with accreditation standards and educational regulations in e-learning initiatives.

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- ✓ Advocate for resources and support for faculty and staff engaged in e-learning activities.
- ✓ Review the content planning, design, delivery of e-content and engagement of faculty and students.

- *IQAC Coordinator (Internal Quality Assurance Cell):*
  - ✓ Coordinate quality assurance activities related to e-learning content and delivery methods.
  - ✓ Conduct evaluations and assessments to measure the effectiveness of e-learning initiatives.
  - ✓ Implement continuous improvement processes based on feedback and evaluation results.

- *Principal:*
  - ✓ Provide overall leadership and direction for e-learning initiatives within the Institution.
  - ✓ Advocate for the integration of e-learning into the broader educational strategy.
  - ✓ Allocate resources and support for e-learning infrastructure, faculty development, and student engagement.

7. Consequences and Compliances

a) University Norms, Rules, and Regulations:

- ***Curriculum Planning and Design:***
  - ✓ *Consequences:* Failure to adhere to University norms in curriculum planning and design could lead to issues such as outdated or irrelevant content, mismatched learning outcomes, and reduced student engagement.

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✓ *Compliance:* Curriculum planning should align with the University's academic standards, accreditation requirements, and educational goals. Collaboration with relevant stakeholders such as faculty members, department heads, dean academics, IQAC, IT committees, Principal and QA is essential. Regular reviews and updates are necessary to ensure relevance and effectiveness.

- ***Curriculum Delivery:***

✓ *Consequences:* Inadequate delivery methods may result in ineffective learning experiences, poor student performance, and dissatisfaction among stakeholders.

✓ *Compliance:* Ensure that curriculum delivery methods comply with University guidelines and policies. Use a variety of instructional strategies, including lectures, discussions, projects, and experiential learning opportunities. Embrace technology to enhance accessibility and engagement, while also addressing any accessibility requirements.

- ***Teaching Methodology:***

✓ *Consequences:* Inappropriate teaching methodologies can hinder student understanding, engagement, and retention of course material.

✓ *Compliance:* Faculty should employ teaching methods that align with the University's and accreditation bodies pedagogical principles and instructional standards. This may include active learning strategies, student-centered approaches, and inclusive practices. Compliance with academic integrity policies is also crucial in maintaining the credibility of the teaching process.

- ***Assessment Methods:***

✓ *Consequences:* Poorly designed assessment methods may fail to accurately measure student learning outcomes, leading to unfair evaluations and compromised academic standards.

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- ✓ *Compliance:* Assessment methods should be aligned with course objectives, reflective of student learning, and fair to all learners. Ensure compliance with University policies regarding grading, evaluation criteria, and academic honesty. Utilize diverse assessment tools such as exams, essays, projects, presentations, and peer evaluations etc., as prescribed by the University and accreditation centres.

b) Reach and Impact:

- ✓ *Consequences:* The reach and impact of educational content can significantly influence learning outcomes, student engagement, and institutional reputation.
- ✓ *Compliance:* Develop and deploy e-content with a focus on accessibility, inclusivity, and relevance to diverse learner needs. Adhere to copyright laws and intellectual property rights when creating and disseminating content. Monitor and evaluate the reach and impact of e-content through analytics and feedback mechanisms, making adjustments as needed.

c) Ethical Considerations:

- ✓ *Consequences:* Ignoring ethical considerations can lead to misinformation, privacy breaches, exploitation, and harm to individuals or communities.
- ✓ *Compliance:* Uphold ethical principles such as honesty, integrity, respect, and fairness in all aspects of content development, delivery, and assessment. Prioritize the well-being and dignity of students and other stakeholders. Respect intellectual property rights, privacy regulations, and cultural sensitivities. Implement safeguards against plagiarism, cheating, and unethical behavior.

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d) Incentive: Faculty can develop an audio-video (AV) lecture using ICT. For every one hour of AV lecture an amount of rupees 1000/- will be awarded.

*Note: (**Refer Annexure 12**)*

- One AV lecture shall be of 1 hour (60 mins).
- The AV shall be approved by the concerned authority.
- Each AV covers a topic decided in advance shall be effective and delivered.
- Such group of AV can be converted into certification course to the students/faculty/public based on credit of course.
- The e-content developed using ICT for certification course can be copyright.
- Each certification course shall be charged based on credits of course.
- The registration amount paid by the student/faculty/public for certification course shall be shared between the faculty and Management in the ratio of 40:60 respectively.

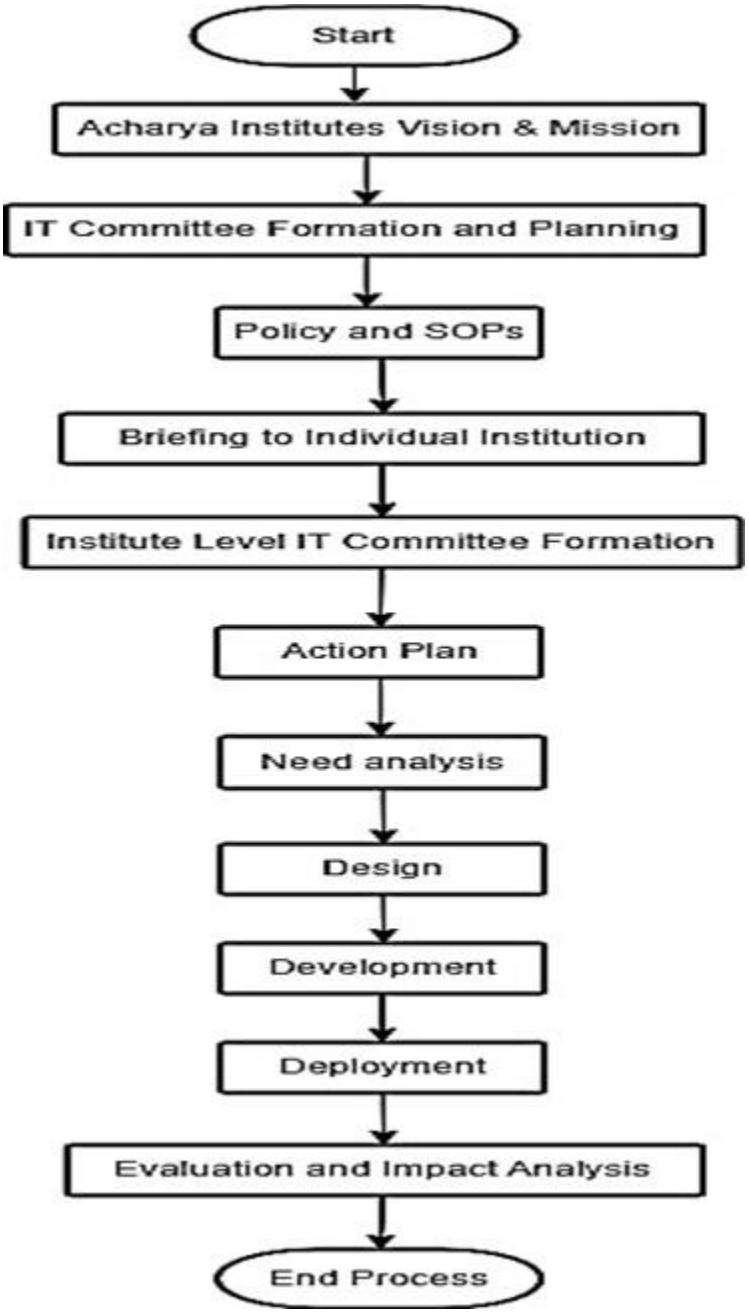
8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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9. Flow Chart

Project Structure

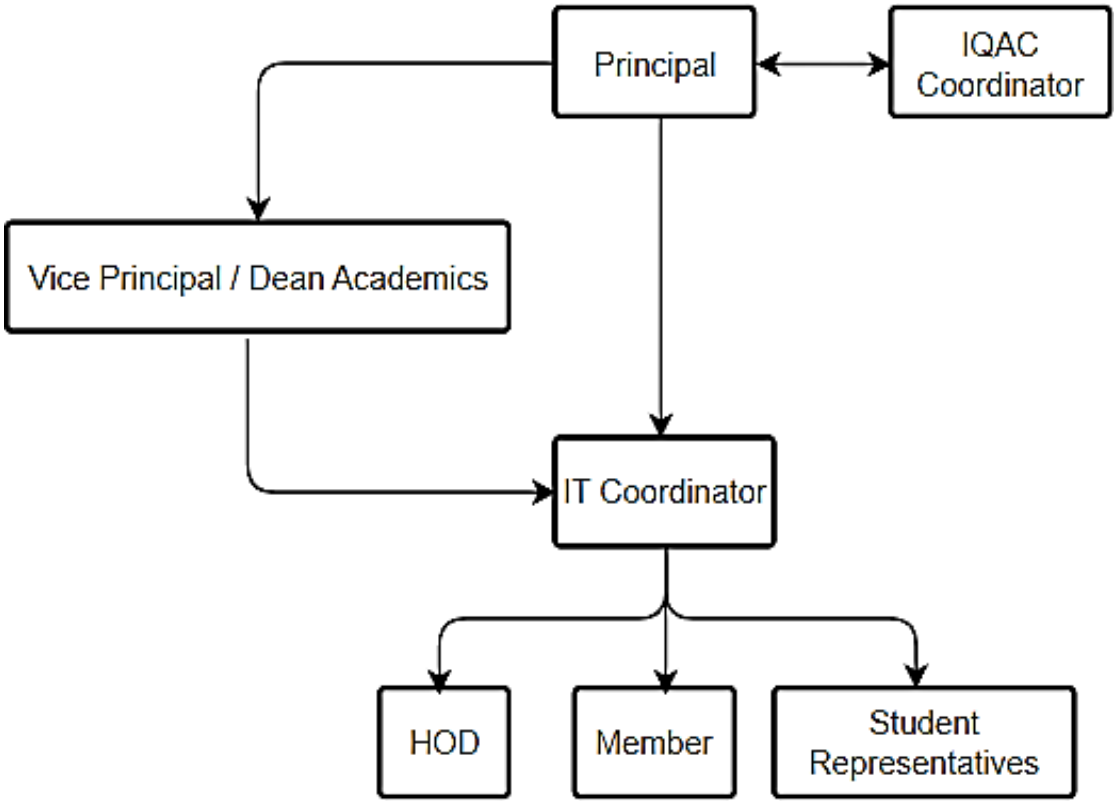


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- **Committee at Centralised Level**

  Refer Table 1

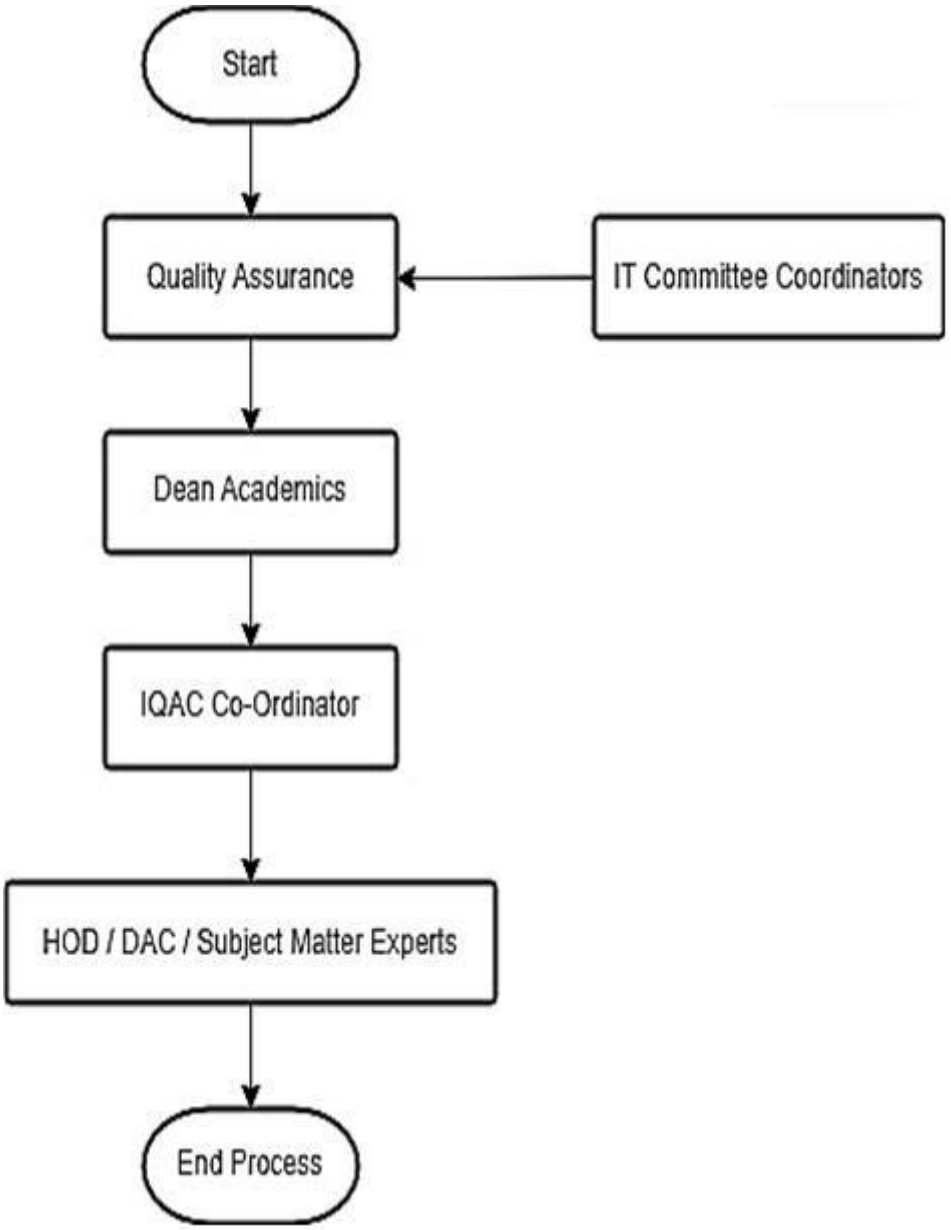
- **Committee at Institution Level**



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- **Constitution of Review Committee**

At Institute level



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10. Annexures

Annexure 1
(Centralised IT Committee)

Ref. No.: AI/ADQA/Const.Cent.IT.Committee/01/23-24 | **Academic Year:** 2023-24

NOTIFICATION

The committee is constituted to play a pivotal role in overseeing and advancing the Institution's digital infrastructure and e-learning initiatives.

Sl. No.	Position	Name	Signature
1	Chairperson	Dr. Riyaz ur Rahaman Khan, Assistant Director Quality Assurance (ADQA)	
2	Special Advisors - External		
3	Special Advisors - External		
4	Special Advisors - Internal	Dr. Rajshekar Patil, QA Head	
5	Special Advisors - Internal		
6	IT Committee Coordinator/Project Manager/Member Secretary		
7	Alive Coordinator		
8	ERP Coordinator		
9	Systems and Infrastructure Coordinator		
10	Members		
11	Student Representatives - Boy		
12	Student Representatives - Girl		
			ADQA

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Annexure 2
Institution Level IT Committee

Ref. No.: AI/ADQA/Const.Cent.IT.Committee/01/23-24	**Academic Year:** 2023-24

NOTIFICATION

The committee is constituted to play a pivotal role in overseeing and advancing the Institution's digital infrastructure and e-learning initiatives.

Sl. No.	Position	Name and Designation	Signature
1	Principal		
2	Vice Principal/Dean Academics		
3	IQAC Coordinator		
4	IT Committee Coordinator/Project Manager/Member Secretary		
5	Alive Coordinator		
6	ERP Coordinator		
7	Systems and Infrastructure Coordinator		
8	Members - HoDs/DACs/Dept. IT Coordinator		
9	Student Representatives - Boy		
10	Student Representatives - Girl		

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NEED ASSESSMENT		
Sl.No.	**User/Deliver/Observer**	**Category**
1	**Educators/Trainers**	
		Learning objectives
		Topics or subjects
		Specific challenges or gaps
		Types of instructional materials or resources
		Envision integrating e-learning
2	**Learners**	
		Preferred learning styles or formats
		Topics or areas need additional support
		Barriers do you face when accessing educational materials or resources
		Engagement with e-learning content
		Specific skills or knowledge gained
3	**Administrators/Managers**	
		The key performance indicators or metrics
		Budgetary or resource constraints
		Plan to support educators in integrating e-learning
		Technical infrastructure or support is availability
4	**Subject Matter Experts**	
		The critical concepts or topics to be covered in curriculum
		Emerging trends or developments reflected in the content
		Resources or materials are currently availability
		The common misconceptions or areas of confusion
		Envision assessing learners' comprehension and mastery of the material

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Annexure 4
SYLLABI

Sl.No.	Syllabus Type	Unit/Chapter /Module	Topic	Lecture class (PPT)	Video Content	Simulation/Gamification etc.,	Open Source	Paid Source	Vendors & Cost	Faculty initiative
1	Bridge Course/Prerequisite	Unit/Module/ Chapter 1: Introduction to	Mention all relevant Topics	Mention the Topics	Mention the Topic: Link	Mention the Topic: Link	Mention the Topic: Link	Link: e-resources	Link: e-resources	Company details: SPOC Name: Type of content (OS or PS): Cost: Subscription: Weekly/Monthly/Quarterly/Annually
2	University Syllabus	Unit/Module/ Chapter 1: Introduction to	Mention all relevant Topics	Mention the Topics	Mention the Topic: Link	Mention the Topic: Link	Mention the Topic: Link	Link: e-resources	Link: e-resources	Company details: SPOC Name: Type of content (OS or PS): Cost: Subscription: Weekly/Monthly/Quarterly/Annually
3	Augmented Syllabus	Unit/Module/ Chapter 1: Introduction to	Mention all relevant Topics	Mention the Topics	Mention the Topic: Link	Mention the Topic: Link	Mention the Topic: Link	Link: e-resources	Link: e-resources	Company details: SPOC Name: Type of content (OS or PS): Cost: Subscription: Weekly/Monthly/Quarterly/Annually
4	Integrated Syllabus	Unit/Module/ Chapter 1: Introduction to	Mention all relevant Topics	Mention the Topics	Mention the Topic: Link	Mention the Topic: Link	Mention the Topic: Link	Link: e-resources	Link: e-resources	Company details: SPOC Name: Type of content (OS or PS): Cost: Subscription: Weekly/Monthly/Quarterly/Annually

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Annexure 5 **STAKEHOLDERS FEEDBACK**
1. Content Design:
a) How would you rate the clarity of the content provided?
1. Excellent
2. Good
3. Fair
4. Poor
b) Which of the following best describes your opinion on the relevance of the content?
1. Highly relevant
2. Somewhat relevant
3. Neutral
4. Not relevant
2. Resource Support:
a) Have you found the available resources to be sufficient for your needs?
1. Yes, completely
2. Yes, to some extent
3. No, not really
4. Not at all
b) How would you rate the accessibility of the resources provided?
1. Very accessible
2. Somewhat accessible
3. Neutral
4. Not accessible
3. Content Delivery:
a) Which delivery method do you find most effective for your learning?
1. Online platforms

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2. In-person sessions
3. Blended approach (mix of online and in-person)
4. Others (please specify)
b) Do you encounter any challenges with the current delivery approach?
1. Yes
2. No
4. Learner Readiness:
a) How prepared do you feel to engage with the content and activities?
1. Very prepared
2. Prepared
3. Somewhat prepared
4. Not prepared
b) Are there any barriers or challenges you've experienced in preparing for learning sessions?
1. Yes
2. No
5. Technical Readiness:
a) Do you encounter any technical difficulties when accessing or interacting with the content?
1. Frequently
2. Occasionally
3. Rarely
4. Never
b) How would you rate the reliability of the technical tools or platforms used?
1. Highly reliable
2. Somewhat reliable
3. Neutral
4. Not reliable

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6. Financial Readiness:
a) Do you feel adequately supported financially to participate in this initiative?
1. Yes, completely
2. Yes, to some extent
3. No, not really
4. Not at all
b) Are there any financial concerns or barriers that need to be addressed?
1. Yes
2. No
7. Ethical Considerations:
a) Are there any ethical concerns or considerations related to the content or activities?
1. Yes
2. No
b) Do you feel that ethical principles are adequately addressed in the project/initiative?
1. Yes
2. No
8. Assessment:
a) How effective do you find the assessment methods used to evaluate learning progress?
1. Very effective
2. Effective
3. Somewhat effective
4. Not effective
b) Are there any changes or improvements you would suggest for the assessment process?
1. Yes
2. No
9. Evaluation:

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a) What criteria do you think should be used to evaluate the success of the project/initiative?
[Open-ended response]
b) How would you assess the impact of the project/initiative on your learning or performance?
1. Highly effective
2. Effective
3. Somewhat effective
4. Not effective

Annexure 6

CONTENT STRUCTURE

Sl. No.	Content Type
1	Introduction
2	Conceptual Learning
3	Problem Solving/Case Study
4	Critical Thinking
5	Advanced Problems
6	Concise Notes
7	University Solved QP

Annexure 7
STORYBOARD

Sl. No.	Content Type	Material	Visual	Text
1	**Introduction**	PPT	Animation/Illustrations/Diagrams/Sketches/Models/Audio/Video/Interactives/Depiction	Definitions/Terminologies/Statements/Principles/Laws/Theories/Titles/Articles/Historical background/Linking/objectives/importance/significance/scope
2	**Conceptual Learning**	PPT	Animation/Illustrations/Diagrams/Sketches/Models/Audio/Video/Interactives/Depiction	Bridge the introduction with the key aspects of learning the titled topic
3	**Problem Solving/Case Study**	PPT	Animation/Illustrations/Diagrams/Sketches/Models/Audio/Video/Interactives/Depiction/Step-wise/Clue based/Quizzes/Debates/MCQs/time-based Q&A/GD's	Provide problem statement and solution
4	**Critical Thinking**	PPT	Animation/Illustrations/Diagrams/Sketches/Models/Audio/Video/Interactives/Depiction/Step-wise/Clue based/Quizzes/Debates/MCQs/time-based Q&A/GD's	Provide problem statement and solution Provide problem statement to solve Creation of problem statement
5	**Advanced Problems**	PPT	Animation/Illustrations/Diagrams/Sketches/Models/Audio/Video/Interactives/Depiction/Step-wise/Clue based/Quizzes/Debates/MCQs/time-based Q&A/GD's	Provide complimentary/supplementary/combined problems from complete syllabus topic wise
6	**Concise Notes**	PDF/PPT	Pictorials, Written/Typed script	Consider headings 1 to 5 and prepare the notes for each topic, a Unit/Module/Chapter

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7	**University Solved QP**	PDF/Video (As per faculty choice)	Question and Answer as per University QP pattern/recommendations. For example, 1. Descriptive 2. MCQ's 3. Match the following 4. Fill in the blanks 5. True or False/Yes or No 6. Viva	Consider Syllabus flow wise, academic year wise, question wise and marks wise Q&A. Topic A/B/C/D: Mention the (2/3/4/5/6/7/8/9/10/12) Marks Q1. _____(QP Question No., Scheme, Year) Solution (If the answering skills/approach needs to be addressed differently for similar questions, answer it separately)

Annexure 8
CONTENT CREATION

Sl. No.	Content Type	Material
1	**Introduction**	1. Animated Video with voice over and without voice over 2. In-classroom/On-board/On-desk/In-lab/In-studio/On-Field
2	**Conceptual Learning**	1. Animated Video with voice over and without voice over 2. In-classroom/On-board/On-desk/In-lab/In-studio/On-Field
3	**Problem Solving/Case Study**	1. Animated Video with voice over and without voice over 2. In-classroom/On-board/On-desk/In-lab/In-studio/On-Field 3. Interactive content
4	**Critical Thinking**	1. Animated Video with voice over and without voice over 2. In-classroom/On-board/On-desk/In-lab/In-studio/On-Field 3. Interactive content
5	**Advanced Problems**	1. Animated Video with voice over and without voice over 2. In-classroom/On-board/On-desk/In-lab/In-studio/On-Field 3. Interactive content
6	**Concise Notes**	PDF/PPT/Word
7	**University Solved QP**	PDF/Video

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Annexure 9

CONTENT REVIEW

Sl. No.	Reviewer	Authors Name, Designation, Institution Name	Topic	Title	Text	Graphics	Video	Audio	Animation	Simulation	Gamification	Other (Specify)
1	Faculty											
2	Content Creators											
3	HoD											
4	SME's/DAC/ Dean Academics											
5	/IQAC Coordinator & Principal											
6	IT Committee Coordinator											
7	Special Advisors											
8	ADQA											

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Annexure 10

CONTENT DELIVERY

Sl. No.	Content Suitability	Content Stability	Content Type	Reading Assignments
1	e-Learning	List Stable Contents	Introduction	Textbooks
2	Face-to-Face	List Dynamic Contents	Conceptual Learning	Newspaper Articles
3			Problem Solving/Case Study	Printed-Journal/Magazine
4			Critical Thinking	Online Journal and Magazine
5			Advanced Problems	e-books
6			Concise Notes	Case study/Project reports
7			University Solved QP	Online Courses
8				Notes
9				Solved QP's
				Others

Annexure 11 **FEEDBACK FORM**
Course Information:
Course Name: [Insert Course Name]
Instructor Name: [Insert Instructor Name]
Semester/Year: [Insert Semester/Year]
Section 1: Learning Outcomes and Content
1. To what extent were the learning objectives and outcomes of the course clearly communicated to you?
a. Very clear
b. Clear
c. Somewhat clear
d. Not clear at all
2. How well did the e-learning materials (videos, readings, activities) align with the stated learning objectives and outcomes?
a. Completely aligned
b. Mostly aligned
c. Partially aligned
d. Not aligned at all
3. Were the e-learning materials engaging and conducive to your learning?
a. Highly engaging
b. Moderately engaging
c. Slightly engaging
d. Not engaging at all

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Section 2: Instructional Design and Delivery
1. How would you rate the clarity and organization of the e-learning materials?
a. Excellent
b. Good
c. Fair
d. Poor
2. Did the e-learning platform provide easy access to course materials and resources?
a. Very easy
b. Somewhat easy
c. Difficult
d. Very difficult
Section 3: Assessment and Feedback
1. Were the assessments (quizzes, assignments) aligned with the learning outcomes and helpful in assessing your understanding?
a. Completely aligned and helpful
b. Mostly aligned and helpful
c. Partially aligned and helpful
d. Not aligned or helpful at all
2. How effective was the feedback provided on your assessments in helping you understand your strengths and areas for improvement?
a. Very effective
b. Moderately effective
c. Slightly effective
d. Not effective at all
Section 4: Technical Aspects

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1. Did you encounter any technical issues while accessing the e-learning platform or materials? If yes, please specify.
[Open-ended response]
Section 5: General Feedback
1. What did you like most about the e-learning experience in this course?
[Open-ended response] List in bullet points
2. What aspects of the e-learning experience do you think need improvement?
[Open-ended response] List in bullet points
3. Any additional comments or suggestions for enhancing the e-learning experience?
[Open-ended response] List in bullet points
4. Demographic Information (Optional):
Gender: [ ] Male [ ] Female
Age: [ ] Under 18 [ ] 18-24 [ ] 25-34

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Annexure-12

(E-Content using ICT Incentives Form)

From:	To,
Name:	The Management
Dept:	Acharya Institutes, Bangalore
College:	
Mobile:	
Email:	

Academic Year of Incentive applied for:

Video cast on E-Content using ICT

Sl. No.	Title of the Content	Course/ Subject	Program/ Sem	Duration

I hereby request you to kindly grant the incentives for _____ of amount Rs. _____.

*More than 1 video cast should have been uploaded for the incentive

I hereby declare that: The content developed is prepared and compiled with the objective of delivering the best and relevant study content to the Students.

Date: Signature of the Faculty

Supporting Document to be attached:

Link to the e-Content

Verified and Recommended by

Principal

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1. Introduction

The Data Protection Policy aims to safeguard the personal and institutional data collected, processed, and stored within an Acharya Institute. It is essential to ensure compliance with relevant data protection laws and maintain trust among students, faculty, staff, and stakeholders. This policy emphasizes transparency, accountability, and responsible data management in all institutional processes.

2. Purpose and Scope

Purpose

The purpose of this policy is to protect the integrity, confidentiality, and availability of data managed by the institution while fostering a culture of data security and privacy.

Scope

This policy applies to:

- All faculty, staff, students, and stakeholders associated with the institution.
- All data formats (electronic, paper-based, or other) and systems used for storing, processing, or transmitting data.

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- Institutional data, including student records, employee information, research data, and operational data.

3. Policy Statement

The institution is committed to:

- Collecting, processing, and using data in compliance with applicable data protection laws (e.g., GDPR, IT Act 2000, etc.).
- Implementing measures to protect data from unauthorized access, misuse, and loss.
- Ensuring that all stakeholders understand and adhere to the principles of data protection.
- Regularly reviewing and updating the policy to address evolving legal, technological, and institutional requirements.

4. Objectives

- To ensure legal compliance with applicable data protection regulations.
- To establish a robust framework for the secure collection, processing, storage, and sharing of data.
- To foster trust and confidence among stakeholders regarding the institution's data management practices.
- To minimize the risk of data breaches and ensure swift corrective action in case of violations.

5. Procedure

- *Data Collection:* Obtain data only for specific, legitimate purposes with informed consent.
- *Data Storage:* Implement secure physical and digital storage systems with access control mechanisms.
- *Data Usage:* Ensure data is used only for its intended purposes and in compliance with applicable laws.

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- *Data Sharing:* Share data only with authorized parties and ensure proper agreements are in place.
- *Data Retention and Disposal:* Retain data only as long as necessary and securely dispose of it thereafter.
- *Incident Management:* Report and address data breaches promptly following institutional protocols.

6. Roles and Responsibilities

- *Data Protection Officer (DPO)*
  - Oversee compliance with data protection laws and institutional policies.
  - Serve as the primary point of contact for data protection inquiries and incidents.
  - Conduct regular audits and risk assessments to ensure data security.
  - Provide guidance on the implementation of technical and organizational measures for data protection.
  - Report data breaches to regulatory authorities and manage mitigation efforts.
- *Management*
  - Allocate resources and infrastructure necessary for data protection.
  - Support the development and enforcement of data protection policies and procedures.
  - Ensure the institution's strategic goals align with data protection principles.
  - Foster a culture of accountability and transparency regarding data privacy.
- *Faculty and Staff*
  - Adhere to data protection policies in their roles and daily operations.
  - Collect, process, and handle data responsibly, ensuring its confidentiality and integrity.
  - Report suspected or actual data breaches to the DPO or relevant authorities promptly.
  - Participate in training programs on data protection and security.
- *IT Department*
  - Implement and maintain secure IT systems for data storage, processing, and transfer.

- Conduct vulnerability assessments and manage cybersecurity risks.
- Provide technical support for access control and data encryption mechanisms.
- Monitor systems for unauthorized access or potential data breaches.

- *Students and External Stakeholders*
  - Understand and comply with the institution's data protection guidelines.
  - Provide accurate information and consent when necessary for data processing.
  - Use institutional resources responsibly and respect privacy norms.
  - Report any suspicious activities or potential breaches involving their data.
- *Data Owners (Data owners could include department heads, project leaders, or individuals responsible for specific data sets.)*
  - Ensure data is collected and processed in accordance with institutional and legal requirements.
  - Regularly review data to ensure it is accurate, relevant, and secure.
- *Audit and Compliance Teams*
  - Conduct regular reviews to verify adherence to the data protection policy.
  - Provide recommendations for improvement in data management practices.
  - Document findings and ensure follow-up actions are implemented effectively.
- *Legal and Regulatory Teams*
  - Monitor changes in data protection laws and advise on compliance requirements.
  - Assist in drafting and updating data protection policies to align with legal standards.
  - Handle legal matters arising from data breaches or disputes related to data protection.

7. Consequences and Compliance

Consequences

Failure to adhere to the Data Protection Policy can have serious implications for the institution and its stakeholders. These include:

- ***For Individuals:***
  - *Disciplinary Action:* Employees, faculty, or students found violating the policy may face actions ranging from warnings to termination of employment or expulsion, based on the severity of the breach.
  - *Legal Liability:* Individuals responsible for data breaches due to negligence or malicious intent may face legal action under applicable data protection laws (e.g., IT Act 2000, GDPR).
- ***For the Institution:***
  - *Legal Penalties:* Non-compliance with data protection laws may result in fines, legal sanctions, or other regulatory actions.
  - *Reputational Damage:* Data breaches can erode trust among students, parents, and other stakeholders, affecting the institution's credibility.
  - *Operational Disruption*: Breaches may lead to downtime, financial losses, and additional costs for rectifying issues.

Compliance

To ensure adherence to the Data Protection Policy, the institution will implement the following measures:

- *Regular Audits:* Conduct periodic audits to identify vulnerabilities, verify compliance, and ensure proper data handling practices.
- *Training and Awareness:* Provide mandatory training sessions for all employees, faculty, and students to promote awareness of data protection principles and legal obligations.
- *Access Control:* Implement strict access controls to ensure that only authorized personnel can access sensitive data.
- *Incident Reporting Mechanisms:* Establish a clear protocol for reporting and managing data breaches or policy violations promptly.
- *Monitoring and Feedback:* Continuously monitor data protection processes and solicit feedback to address gaps and enhance the policy.

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8. Change History

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1. Introduction

Data is a critical asset for educational institutions, supporting academic, administrative, and strategic decision-making processes. A Data Quality and Assurance Policy ensures that data collected, processed, and utilized is accurate, consistent, complete, and reliable. This policy underscores the institution's commitment to maintaining high standards of data quality to enhance operational efficiency, regulatory compliance, and trustworthiness.

2. Purpose and Scope

Purpose

The purpose of this policy is to establish a framework for managing data quality across all functions of the institution. This includes implementing measures to ensure that data is accurate, consistent, and reliable for use in academic, administrative, and operational activities.

Scope

This policy applies to:

- All types of data managed by the institution, including academic records, research data, financial data, and administrative data.
- All departments, units, and stakeholders involved in the collection, processing, and utilization of data.
- Both digital and non-digital data formats.

3. Policy Statement

The institution is committed to:

- Establishing clear standards and procedures to ensure data accuracy, consistency, and reliability.
- Regularly auditing and validating data to maintain its quality and relevance.
- Promoting a culture of accountability among all stakeholders regarding data management.
- Using technology and best practices to minimize errors and improve data quality.

4. Objectives

- To ensure the integrity, accuracy, and reliability of data used in decision-making and reporting.
- To promote consistent and standardized data management practices across the institution.
- To comply with legal, regulatory, and accreditation requirements regarding data quality.
- To enhance operational efficiency and stakeholder trust through high-quality data.

5. Procedure

- *Data Collection:*
  - Use standardized methods and formats for collecting data to ensure consistency.
  - Verify the accuracy and completeness of data at the point of collection.
- *Data Validation:*

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- Implement validation mechanisms to detect and correct errors during data entry or processing.
- Conduct regular reviews to identify discrepancies and ensure data accuracy.

- *Data Maintenance:*
  - Update and cleanse data periodically to remove outdated or redundant information.
  - Archive or securely dispose of data no longer required in accordance with retention policies.
- *Data Reporting:*
  - Ensure that data used in reporting is validated and adheres to institutional standards.
  - Maintain transparency in the data reporting process for internal and external stakeholders.
- *Monitoring and Auditing:*
  - Perform routine audits to assess data quality and address any identified issues.
  - Use data quality metrics to evaluate performance and identify areas for improvement.

6. Roles and Responsibilities

- *Data Quality Manager (or Equivalent Role):*
  - Oversee the implementation of data quality standards and practices.
  - Monitor data quality metrics and report on compliance with the policy.
- *Institutional Management:*
  - Provide resources and infrastructure to support data quality initiatives.
  - Promote accountability among staff and departments for maintaining data quality.
- *Faculty and Staff:*
  - Ensure that data they collect, process, or manage is accurate, complete, and reliable.
  - Follow institutional guidelines and procedures for data management.
- *IT Department:*
  - Implement and maintain systems that support data quality assurance.
  - Provide technical support for data validation, storage, and security mechanisms.

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- *Students and External Stakeholders:*
  - Provide accurate and complete information when requested.
  - Report errors or inconsistencies in their data promptly to the appropriate department.

7. Consequences and Compliances

Consequences

- *For Individuals:* Failure to adhere to the policy may result in corrective actions, including additional training, formal warnings, or disciplinary measures.
- *For the Institution:* Poor data quality can lead to reputational damage, financial loss, legal penalties, and diminished trust among stakeholders.

Compliances

- *Training and Awareness:* Regular training for all stakeholders on data quality standards and best practices.
- *Audits and Reviews:* Conduct routine audits and reviews to ensure compliance with the policy.
- *Policy Review:* Update the policy periodically to reflect changes in technology, legal requirements, and institutional needs.

8. Change History

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1. Introduction

In an era where Acharya Institutes rely heavily on digital data, protecting sensitive information is crucial. A Data Breach Response Policy outlines the institution's commitment to identifying, managing, and mitigating data breaches promptly and effectively. This policy ensures the institution's reputation, legal compliance, and trustworthiness are upheld, even in the face of potential breaches.

2. Purpose and Scope

Purpose

The purpose of this policy is to establish a structured approach to handle data breaches to minimize their impact and ensure the institution complies with legal obligations.

Scope

This policy applies to:

- All students, faculty, staff, and third-party stakeholders of the institution.
- All forms of data, including personal, financial, academic, and operational data.

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- Data breaches affecting digital, paper-based, or other media, regardless of whether they occur internally or via external threats.

3. Policy Statement

The institution is committed to:

- Detecting, responding to, and mitigating data breaches promptly and effectively.
- Notifying affected individuals and relevant authorities in accordance with applicable laws.
- Conducting thorough investigations to identify the cause of the breach and prevent recurrence.
- Ensuring all stakeholders are aware of their responsibilities in preventing and responding to breaches.

4. Objectives

- To establish a clear and systematic approach to handling data breaches.
- To minimize the impact of breaches on stakeholders, operations, and reputation.
- To ensure compliance with data protection laws, including notification requirements.
- To provide guidance on preventive measures and promote a culture of data security.

5. Procedure

- *Detection and Reporting:*
  - Implement systems to detect potential breaches in real-time.
  - Encourage all stakeholders to report suspected breaches immediately to the Data Protection Officer (DPO) or IT team.
- *Initial Assessment:*
  - Determine the nature and extent of the breach.
  - Identify the type of data involved and assess potential risks to affected individuals.
- *Containment and Mitigation:*
  - Isolate affected systems or data to prevent further exposure.

- Implement emergency measures, such as disabling compromised accounts or securing physical records.

- *Notification:*
  - Notify affected individuals and stakeholders promptly, providing details about the breach and steps they should take.
  - Report breaches to regulatory authorities if required by law.
- *Investigation and Documentation:*
  - Conduct a detailed investigation to identify the root cause of the breach.
  - Document all findings, actions taken, and lessons learned for future reference.
- *Rectification and Recovery:*
  - Restore affected systems and data to normal operations.
  - Implement corrective actions to address vulnerabilities and strengthen security measures.
- *Follow-Up:*
  - Conduct a post-breach review to evaluate the response process.
  - Update policies and procedures as necessary to prevent similar incidents.

6. Roles and Responsibilities

- *Data Protection Officer (DPO):*
  - Coordinate breach response efforts and serve as the primary contact for reporting and communication.
  - Notify authorities and affected individuals as required by law.
- *IT Department:*
  - Monitor systems for potential breaches and provide technical support during response efforts.
  - Implement containment and recovery measures.
- *Management:*
  - Ensure adequate resources for breach response and prevention.

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- Provide leadership and accountability during breach investigations.

- *Faculty and Staff:*
  - Adhere to best practices for data security and report breaches promptly.
  - Cooperate with investigations and follow guidance from the DPO or IT team.
- *Students and Stakeholders:*
  - Use institutional resources responsibly and report suspicious activities.
  - Follow recommended actions to mitigate personal risks after a breach.

7. Consequences and Compliance

Consequences

- *For Individuals:* Faculty, staff, or students who fail to report or address data breaches may face disciplinary actions, including warnings, suspension, or termination.
- *For the Institution:* Failure to respond effectively to breaches may result in legal penalties, loss of stakeholder trust, and reputational damage.

Compliance

- *Training and Awareness:* Regular training for all stakeholders on data breach prevention and response.
- *Audits:* Periodic audits of data security practices to ensure preparedness.
- *Policy Review:* Continuous updates to the policy to align with evolving threats and regulations.

8. Change History

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1. Introduction

Information Technology (IT) plays a pivotal role in supporting academic, administrative, and operational activities within Acharya Institutes. This IT Policy establishes guidelines for the effective and secure use of technology resources, ensuring that IT infrastructure is used responsibly and aligns with the institution's goals. The policy aims to protect institutional data, prevent misuse of IT resources, and comply with relevant legal and ethical standards.

2. Purpose and Scope

Purpose

The purpose of this policy is to define the acceptable use, management, and security of IT resources within the institution. It aims to optimize the use of technology to enhance learning, research, and administrative functions while safeguarding institutional assets.

Scope

This policy applies to:

- All users of the institution's IT resources, including students, faculty, staff, and external collaborators.

- All hardware, software, networks, data systems, and internet resources owned, leased, or managed by the institution.
- Activities involving data storage, transmission, access, and usage within or outside the institution.

3. Policy Statement

The institution is committed to:

- Providing reliable and secure IT resources to support academic, administrative, and research activities.
- Ensuring the responsible and ethical use of IT resources by all users.
- Protecting the institution's IT infrastructure from unauthorized access, cyber threats, and data breaches.
- Promoting IT literacy and awareness among users to maximize the benefits of technology.

4. Objectives

- To ensure the secure and efficient use of IT resources across the institution.
- To establish guidelines for acceptable use of IT infrastructure and services.
- To protect the confidentiality, integrity, and availability of institutional data.
- To comply with legal and regulatory requirements concerning IT use and data protection.

5. Procedure

- *Access and Authentication:*
  - Provide secure access to IT systems through unique user IDs and passwords.
  - Regularly update authentication credentials to enhance security.
- *Usage Guidelines:*
  - Restrict IT resource usage to academic, research, and institutional purposes.
  - Prohibit unauthorized software installations, illegal downloads, and malicious activities.
- *Data Management:*

- Ensure secure storage, backup, and retrieval of institutional data.
- Enforce data encryption and access controls for sensitive information.

- *Network Security:*
  - Implement firewalls, antivirus software, and intrusion detection systems to safeguard networks.
  - Regularly monitor network activities for anomalies or unauthorized access attempts.
- *Incident Reporting:*
  - Establish a clear process for reporting IT incidents, including system failures, cyber-attacks, or breaches.
  - Respond promptly to incidents to minimize disruptions and potential risks.
- *Maintenance and Updates:*
  - Conduct regular updates to hardware, software, and security protocols.
  - Ensure IT systems are routinely maintained to prevent technical issues.

6. Roles and Responsibilities

- *IT Department:*
  - Manage and maintain the institution's IT infrastructure, including hardware, software, and networks.
  - Implement and monitor security protocols to protect IT systems and data.
  - Provide technical support to users and conduct regular training sessions on IT usage.
- *Management:*
  - Allocate resources for the development and maintenance of IT infrastructure.
  - Ensure that IT policies align with the institution's mission and objectives.
- *Faculty and Staff:*
  - Use IT resources responsibly and adhere to institutional guidelines.
  - Safeguard institutional data and report any IT-related incidents promptly.
- *Students and External Stakeholders:*
  - Follow acceptable use policies when accessing institutional IT resources.

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- Avoid activities that compromise the security or integrity of IT systems.

7. Consequences and Compliances

Consequences

- *For Individuals:* Violations of the IT Policy may result in restricted access to IT resources, disciplinary action, or legal consequences, depending on the severity of the breach.
- *For the Institution:* Non-compliance can lead to reputational damage, financial losses, legal liabilities, and compromised data security.

Compliances

- *Training and Awareness:* Conduct regular sessions to educate users on IT policies, security practices, and emerging threats.
- *Audits and Monitoring:* Perform periodic audits and real-time monitoring to ensure compliance with the IT Policy.
- *Policy Updates:* Review and update the IT Policy regularly to address advancements in technology and changes in regulatory requirements.

8. Change History

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R & D POLICY
(a) RESEARCH PAPER PUBLICATION POLICY

Policy No: AI/RD/RPPP/007	Version No: 003	Owner: Principal	Page 1 of 17
Date of issue:01 May 2025	Review date: 01 Jan 2027	Applicability: Staff, Students and Researcher	

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1. Introduction

AIT established with a motto of 'Nurturing Aspirations Supporting Growth'. The reputation and success of any education institution highly depends on attaining its objectives by aligning the staff, students and researcher towards research initiatives and relevant activities. The policy aims to help Stakeholders such as staff, students and researcher achieve excellence and to benefit human society as a whole to applied for economic growth. They are encouraged to carry out research activities in the respective domains and interdisciplinary areas with a set of guidelines. The institute is committed to provide required monetary and infrastructural support towards promotion of research paper publication:

- International Journal Publication (Q1, Q2, Q3, Q4, Scopus)
- International/National Journal Publication (Web of Science)

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- International Conference (IEEE, Springier, IoP, Grenz Society etc;)
- National Conference (SCOPUS, Web of Science, Google Scholar)
- Book Chapters (Scopus Indexed)
- Book Published (Wiley, Taylor Series, CRC Press, River Publication, IGI Global Publication etc;)

2. Purpose and Scope

- The purpose of this policy is to clarify criteria for attribution of authorship of all research outputs contributed by stakeholders of AIT. Ensure that appropriate steps to confirm authorship are taken prior to submission of research outputs for publication.
- The scope of this policy applies to all stakeholders collectively to imbibe, promote and sustain research excellence in all AIT.

3. Policy Statement

The policy states the research incentives are issued by the Management for staff, students and researcher for research publications, in order to create an environment that will foster research excellence in AIT.

4. Objectives

The objective of research paper publication policy is to provide guidelines and a framework for stakeholder within AIT to engage in scholarly research, writing, and publication for academic excellence.

- To encourage and support stakeholder in their research and scholarly publication efforts, contributing to the institution's academic mission and promoting a culture of research.
- To safeguard the academic freedom of stakeholder, allowing them to explore various research topics, methodologies, and perspectives while adhering to ethical and professional standards.

- To establish ethical standards for research and publication activities, including guidelines on plagiarism, research integrity, responsible authorship, and the ethical treatment of research subjects.
- To provide stakeholder with resources, such as funding, grants, administrative support, and research facilities, to facilitate their research and publication activities.
- To establish institutional standards for the quality of research and publications, including peer-reviewed journals, conference proceedings, books, theses, and other scholarly works.
- To recognize and reward stakeholder for their research and publication achievements, including awards, promotions, tenure decisions, and scholarships, to incentive excellence in research and scholarship.
- To ensure compliance with institutional policies, as well as applicable government regulations and funding agency requirements, regarding research and publication.
- To establish mechanisms for monitoring and evaluating the impact and quality
- To make publications accessible to the academic community and the public, with a focus on discover ability and impact.

5. Procedure

i. Staff, Students and Researchers are encouraged to discuss authorship between potential co-authors and contributors to research outputs at the beginning of the research and as soon as circumstances in collaborations or the research change.

ii. Manuscript Preparation – The manuscript conceived and developed must be inclined to AIT Research Policy, it includes:

- Should be assigned fairly and consistently,
- Should be communicated clearly and transparently between contributors to the research
- Should be approached with a generosity of spirit whilst remaining true to the policy requirements.
- Should be pass through Plagiarism check.

6. Roles and Responsibilities

a) Responsibilities of Author

- To ensure that the authorship team maintains the highest standards of research integrity.
- To define the types of presentation of the research output.
- To negotiate with the authorship team responsibilities for each conference/journal presentation.
- To negotiate with the authorship team the authorship order and inclusion within all manuscripts and presentations.
- To oversee the preparation of manuscripts, abstracts and presentations including accountability for content.
- To oversee the record keeping regarding the research output including circulating drafts, integrating changes, production of the final version and making the ultimate decision regarding submission to the publishing company.
- To prepare and maintain record-keeping regarding the authorship statement.
- To develop timeline and ensure adherence to same.

b) Responsibilities of Department Research Committee (DRC)

- The DRC is formed with the Head of the Department, Department Research Coordinator and Senior Professors
- The committee is responsible for evaluating research papers submitted by department members, faculty, or researchers affiliated with the department.
- Overseeing and facilitating the peer review process for research papers.
- Must ensure that research papers meet high academic standards and align with departmental research priorities.
- Committee should be aware of the research paper publication policy and guideline, including policies related to preprints, data sharing, and research integrity.

c) Responsibility of Dean R&D

- To disseminate authorship information to the Institution on a quarterly basis.

- To facilitate in conflict resolution regarding authorship.
- To oversee publication timelines as drawn by the Author.
- To send reminders to the Author regarding pending planned publication.
- To send reminders to the department research coordinator for publications and sub-committee regarding pending planned publication.

d) Responsibilities of QA Office

- Encourage faculty collaboration and interdisciplinary research.
- Emphasize adherence to ethical research practices, including obtaining informed consent from research participants, avoiding plagiarism, and upholding research integrity.
- Provide guidance on technology transfer, patents, copyrights, and licensing agreements.
- Ensure that research and publications meet the institution's quality standards.
- Encourage faculty to publish in reputable, peer-reviewed journals or conference proceedings.
- Recognize and reward faculty members for their research and publication achievements, including promotions and awards.
- Monitor and ensure compliance with the Faculty Publication Policy and other relevant institutional policies.
- Ensure that faculty adhere to external regulations and funding agency requirements as applicable.
- Periodically review the Research Paper Publication Policy and its associated procedures to ensure their relevance and effectiveness.

e) Responsibilities of ADR (Assistant Director Research)

- The Assistant Director R&D helps formulate and execute the research publication strategy in alignment with the organization's goals and objectives. Stakeholders may work closely with the Dean R&D, Head QA and Head of the Institution to ensure that research efforts are focused and contribute to the institution's mission.
- The Assistant Director R&D ensures that research papers meet high-quality standards, both in terms of content and presentation. He/She may establish guidelines for researchers,

provide training, and oversee the peer review process with research committee formed at institute level need to check with Ethical guidelines.

- Promoting collaboration among researchers within and outside the organization is crucial.
- Managing the budget for research publication, which may include expenses related to data acquisition, publication fees, conferences, and outreach activities based on the research paper publication policy (Point no.13)
- Ensuring that intellectual property rights related to research are protected and managed appropriately, especially in the case of patentable inventions.
- Preparing reports for the senior management or funding agencies to provide updates on research progress, achievements, and challenges.
- Identifying areas for improvement in the research publication process, such as streamlining workflows, improving data management, or adopting new technologies.

7. Standard Outline for Research Paper

Abstract	The problem How the study addresses this problem Key results
Introduction	Write this last
Background or Literature Review	The most difficult part of the paper to write
Methods & Materials	Straightforward
Data & Results	Straightforward
Discussion	Your ideas on what the data means
Conclusion	Summary of the findings; Limitations of the study; Recommendations
Acknowledgement	Especially grant sources
Reference	Pay special attention to the journal guidelines for references

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- Describe their contribution to the research output in writing. This is the authorship Researchers should be fully aware of the requirements and responsibilities of authorship. (Refer research paper publication policy of AIT)
- Researchers are encouraged to discuss authorship between potential co-authors and contributors to research outputs at the beginning the research and as soon as circumstances in collaborations with other organization or the research change.
- Researchers are encouraged to keep a record of these discussions on the understanding that changes in authorship over the course of research are likely. Copies of correspondence, for example emails that outline the discussions and decisions made, can serve as record. This record (copy of email) should be made available to all researchers involved in the research.
- All authors must agree on the authorship for the research output in writing prior to peer review for refereed research outputs or appearance on the public record for non-refereed research outputs.
- All authors of research outputs are required to agreement. An authorship agreement can be recorded by email correspondence, or by using the Template Authorship Record Form provided by the Dean Research Office for Research Ethics and Integrity or the record of authorship agreement.

8. Reimbursement on APC (Journal Publication)/Registration Fee (IC/NC)

a) Internal Scrutiny Process

The following guidelines apply to the submission and processing of application:

- A fully completed Application Form (**Annexure 1**), dated and signed by the researcher, supervisor (if applicable) and departmental head.
- The application must be approved by the relevant departmental research committee head and department head.
- The application to be attached with published article with registration fee receipt attested from Head of the department.

- The details will be verified by Dean Research office and intimated to the researcher after internal check. (Refer Internal Administrative Check)
- The above process needs to be communicated to Head of the institution, QA office and Assistant Director R&D (ADR) in order to carry out further approval and claim for reimbursement on APC/Registration Fee based on **Annexure 2.**

b) Internal Administrative Check

The published work should be communicated to respective Department Head for the claim. Department head need to form a DRC for checking the details for further approval. If DRC found potential in the work publish and meeting the guidelines of the policy. DRC can recommend to Dean R&D Office for further approval process. Dean R&D will communicate the details to Head of the Institution, followed by QA Head, and Assistant Director R&D for Journal Publication/ Conference proceeding APC/Registration adhering to the policy.

- The claim application with proof details of publication forwarded by Department Research Committee to Dean R&D office. Dean R&D will verify the submitted details inline to the institution policy and recommend for further approval to Head of the Institution.
- Head of the Institution need to send the details to QA office for the verification of the quality of the published work and further approval.
- Once it is forwarded from QA Office to ADR office the reimbursement of the publication charges or registration fee claimed will be checked with Finance Office for the availability of the Research Fund.
- Institute Finance Office give a implication to ADR office whether fund is available or not for the current year budget. If funds available the information to be pass to ADR office from Finance Officer.
- Depend upon the information received from Finance Office, ADR office can recommend the claim for management approval. Once the approval is done ADR office need to communicate all stakeholders of the policy.

c) Incentives on Research Publication

The incentives for the research publication will be applicable to staff, students and researcher at AIT if he/she is not claiming for reimbursement of APC or registration charges. The incentives will be released to the concerned faculty through proper process as discussed in Point No. 8.1 and 8.2. The incentives structure has been discussed in Annexure 3.

9. Consequences and Compliance

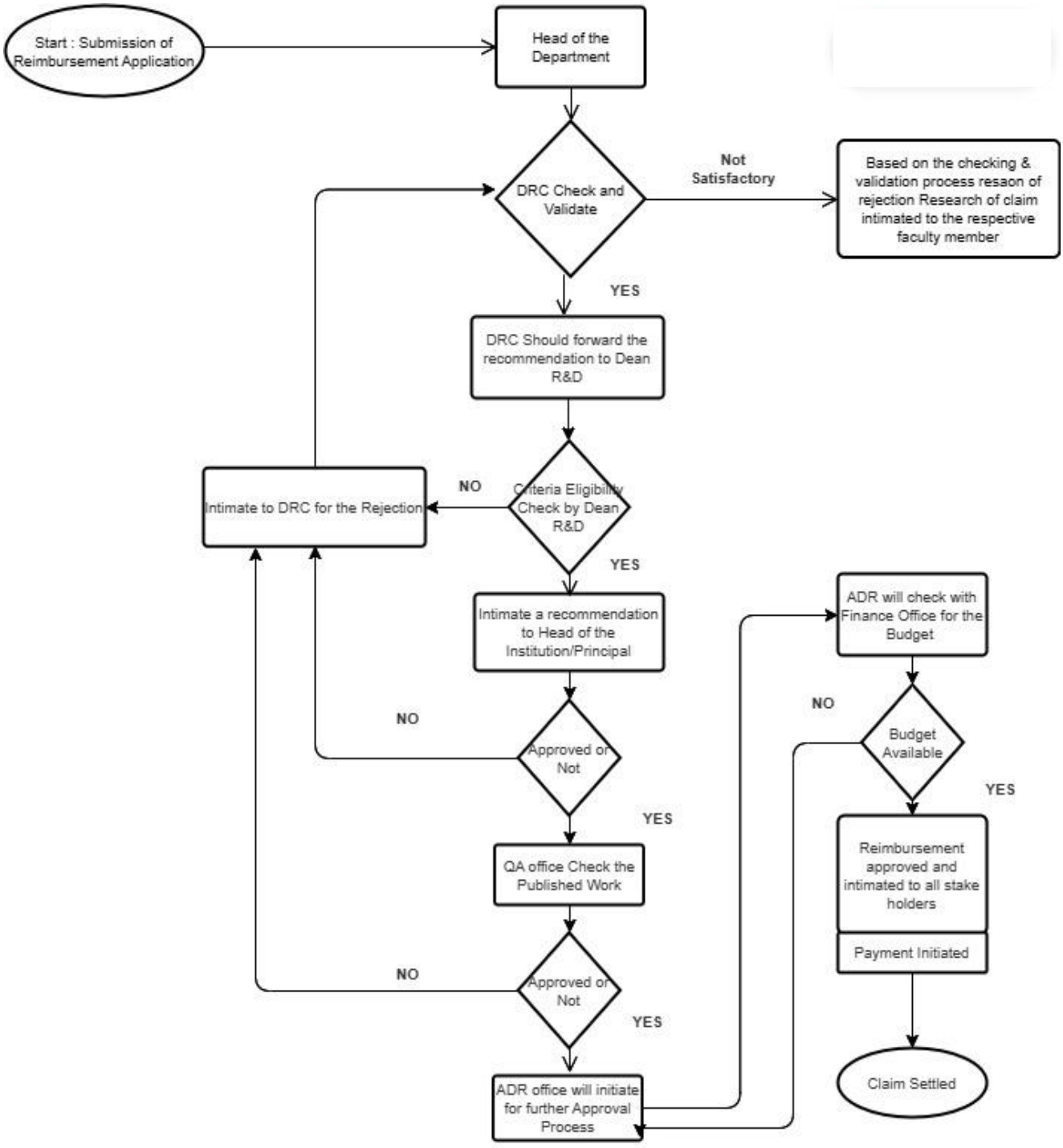
- Knowing, International, or reckless violations of this policy are considered research misconduct defined by AIT Research Paper Publication Policy and as such, will be referred to the Assistant Director R&D, Head of the Institution, Head QA, Dean R & D with loop of Department Head.
- Violation of the policy that do not rise to the level of research misconduct may subject the individual to corrective action or other sanction by ADR. Disagreement regarding the order of authorship do not, in and of themselves of the policy or research misconduct.

10. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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11. Flow Chart



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12. Annexures and Tables

Table 1

(Reimbursement of APC)

Quartile	International Journal		Reimbursement Amount First Author	Reimbursement Amount Second Author	Reimbursement Amount Third Author
	Impact Factor (I.F)	H- Index (HI)			
Quartile 1 (Q1)	I.F> 8.1	>280	25,000	11,250	10,000
		250-280	22,500	10,000	8,750
		220-250	20,000	8,750	7,500
Quartile 2 (Q2)	5.1<I.F< 8.0	151<HI<219	18,750	7,500	8,125
Quartile 3 (Q3)	2.1<I.F< 5.0	101<HI<150	17,500	8,125	7,500
Quartile 4 (Q4)	0.6<I.F< 2.0	50<HI<100	16,250	7,500	6,875
SCOPUS and ESCI			15,000	6,250	5,000
SCOPUS and Web of Science			12,500	5,000	3,750
UGC Indexed Journal			10,000	3,750	2,500
International Conference			**Reimbursement Amount First Author**	**Reimbursement Amount Second Author**	**Reimbursement Amount Third Author**
IEEE Conference Series (Out Side India)	Professional Bodies		17,500	8,125	7,500

IEEE Conference Series (In Side India)	Professional Bodies	15,000	6,250	5,000
IEEE Conference	Non-Society	12,500	5,000	3,750
Springer Conference/IOP(OutSide India)		12,500	5,625	5,000
Springer Conference/IOP (In Side India)		10,000	3,750	2,500
SCOPUS INDEXED Conference		7,500	2,500	1,250
Book Chapter Published in International Editions		5,000	1,875	1,250
Publishing Articles in Newspaper/ Technical Magazine		3,000/-		

Table 2

(Incentives on Research Publication)

Quartile	International Journal		Incentive Amount First Author	Incentive Amount Second Author	Incentive Amount Third Author
	Impact Factor (I.F)	I- Index (HI)			
Quartile 1 (Q1)	I.F> 8.1	>280	20,000	8,750	7,500
		250-280	15,500	7,500	6,250
		220-250	15,000	6,250	5,000
Quartile 2 (Q2)	5.1<I.F<8.0	151<HI<219	12,500	5,625	5,000
Quartile 3 (Q3)	2.1<I.F<5.0	101<HI<150	11,250	5,000	4,375
Quartile 4 (Q4)	0.6<I.F<2.0	50<HI<100	10,000	4,375	3,750
SCOPUS and ESCI			8,750	3,500	3,125
SCOPUS and Web of Science			7,500	3,125	2,500
UGC Indexed Journal			6,250	2,500	1,875
Peer Reviewed			2,500	950	625
Non-Scopus Indexed			2000	800	500
Non-Indexed			1000	750	500
International Conference			**Incentive Amount First Author**	**Incentive Amount Second Author**	**Incentive Amount Third Author**

IEEE Conference Series (Out Side India)	Professional Bodies	15,000	6,875	6,250
IEEE Conference Series (In Side India)	Professional Bodies	12,500	5,625	5,000
IEEE Conference	Non-Society	10,000	3,500	2,500
Springer Conference/IOP (Out Side India)		10,000	4,375	3,750
Springer Conference/IOP (In Side India)		7,500	3,125	2,500
SCOPUS INDEXED Conference		6,250	2,500	1,875
Book Chapter Published in International Editions(Scopus)		5,000	1,875	1,250
Research Book/ Printed Book		5000	2000	1250
E-Books (ISBN)		4000	1600	1000
Book Chapter Published in Indexed Book (Non-Scopus)		3000	1200	750
National Conference		3,750	1,250	950
National Poster Presentation		2,500	950	625
International Poster Presentation		3,750	1,575	1,250
Publishing Articles in Newspaper/ Technical Magazine		2,000		

Annexure-1

(Application Form)

Acharya Institute of Technology, Bangalore -560107, Karnataka, India	
Date	
Name of the Faculty	
Name of the Department	
Designation	
Employee ID	
Contact Number	
1. Research Output Type **Scientific Targets** - Scientific Article, Book/Monograph/Book Chapter/Conference Paper	
2. Details of Publication	
Title of Publication	
Publication Details (Journal /Conference /Book Chapters	
3. Brief Summary of the Research Described in Research Output	
4. Contributors (Authors and Co- Author)	
5. Description of all author contributions	

Name and affiliation of Author	Contribution(s) (for example, conception of the project, design of methodology, or experimental protocol, data collection, analysis, drafting the manuscript, revising it critically for important intellectual content, etc;)

6. Expected Dates of Submission /Publication/ Communication
7. Expected Place/s of Publication/Communication
8. Declaration
I declare that the above in an accurate description of my contribution to this work, and the contributions of authors are described above.
Signature and date – Corresponding Author
9. Department Research Committee (DRC) Verification and Approval (Comments) (Committee should comprise of HoD, Department R&D Coordinator and 2 Senior Professor)

Signature of Researcher	
Signature of Department R&D Coordinator	
Signature of Department Head	
Signature of Dean R & D	
Signature of Head of the Institution	

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Signature of QA Office	
Signature of Assistant Director R&D	
Management Approval	

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R & D POLICY
(b) RESEARCH PROPOSAL & CONSULTANCY POLICY

Policy No: AI/RD/RPCP/005	Version No: 003	Owner: Principal	Page 1 of 21
Date of issue:01 May 2025	Review date: 01 Jan 2027	Applicability: Staff, Students and Researcher	

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1. Introduction

AIT established with a motto of 'Nurturing Aspirations Supporting Growth'. The reputation and success of any educational Institutes highly depends on attaining its objectives by aligning the staff, students and researcher towards research initiatives and relevant activities. The policy aims to help Stakeholders such as staff, students and researcher achieve excellence and to benefit human society as a whole to applied for economic growth. They are encouraged to carry out research activities & consultancy in the respective domains and interdisciplinary areas with a set of guidelines. The policy outlines the process of developing and submitting grant proposals. The Institute is committed to provide required monetary and infrastructural support towards promotion of research grant proposal and consultancy.

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2. Purpose and Scope

- The purpose of this policy is to outline the process of developing and submitting a research proposal, which could include grants, consultancy, contracts, or clinical trials, to an external sponsor.
- This policy will enable the Head of the Institutes to support Principal Investigators (PI) in the proper development and submission of a research proposal in accordance with sponsor guidelines.
- The scope of this policy applies to all stakeholders collectively to imbibe, promote and sustain research excellence in all AIT.

3. Policy Statement

The policy states the research grant incentives and consultancy amount are issued by the Management for staff, students and researcher for research grants, in order to create an environment that will foster research excellence in AIT. This document outlines the principles that should be considered while planning and conducting research. It should be followed strictly while recording, reporting and applying the results produced are emphasized.

4. Objectives

i. The objective of research grant policy and consultancy is to provide guidelines and a framework for stakeholder within AIT to engage in scholarly research writing, and grant submission for academic excellence.

ii. To secure financial support for a specific project or program. Grants serve as a vital source of funding for research, community projects, educational programs, and other initiatives.

iii. To enable researchers, organizations, and individuals to advance their research goals, implement projects, and achieve specific outcomes. The proposal outlines the objectives of the project and how the funding will be utilized to meet those objectives:

   a. to advance the understanding of a particular subject or address critical issues.

b. to address a specific need or problem within a community or a broader context. The proposal outlines how the project will tackle the identified challenges and make a positive impact.

iv. To enhance capacity and resources which includes acquiring equipment, hiring personnel, or developing infrastructure.

v. To establish or strengthen partnerships and collaborations.

vi. To meet funding agency criteria include demonstrating how the proposed project aligns with the agency's mission, goals, and specific areas of interest.

vii. To demonstrate accountability and feasibility of the proposed project.

viii. To communicate impact and its sustainability beyond the grant period

ix. To implement incentives for research activities and consultancy work.

5. Procedure

i. Staff, Students and Researcher are encouraged to identify relevant funding opportunities that align with your project or research goals. Explore government agencies, private foundations, and other organizations that support projects in their field.

ii. As per the guidelines provided by the funding agency the eligibility criteria, deadlines, required documents, and any specific instructions for preparing and submitting the grant proposal.

iii. If PI or Co-PI have any questions or need clarification on any aspect of the application process, contact the funding agency. Many agencies provide contact information for program officers or staff who can assist applicants.

iv. Prepare a comprehensive grant proposal that clearly outlines the project's objectives, methodology, budget, timeline, and expected outcomes. Tailor the proposal to meet the specific requirements outlined in the guidelines.

v. Collect all supporting documents required for the grant application. This may include letters of support, resumes of key personnel, financial statements, and other relevant materials.

vi. Create a detailed budget that clearly outlines how the grant funds will be utilized. Ensure that the budget aligns with the objectives of the project and complies with the funding agency's guidelines.

- Fill out any required application forms provided by the funding agency. This may include online forms, downloadable templates, or specific documents that must be submitted along with the proposal.
- Thoroughly proofread the entire proposal and accompanying documents. Check for clarity, coherence, and adherence to the guidelines. Revise as needed to strengthen your case for funding.
- If required, obtain necessary signatures on the proposal and other documents. This may include signatures from Institutes all representatives, collaborators, or project team members.
- Submit the grant proposal by the specified deadline. Pay attention to submission methods, which may include online submission portals, email, or postal mail. Ensure that all required materials are included in the submission.
- After submission, confirm receipt of the proposal with the funding agency. Some agencies may provide confirmation emails or receipts to acknowledge successful submission.
- Follow up with the funding agency to inquire about the timeline for decisions. Await the review process and be prepared to provide additional information if requested.

vii. Consultancy Work

- Any faculty receive proposal of consultancy the concerned shall bring to the notice of Head of the department, Head of the Institutes, and Head of the Research &Development mandatorily.
- Faculty should carry out the consultancy work within stipulated time and report to Head of the department, Head of the Institutes, and Head Research & Development.
- For the realising of received consultancy charges to be request made to Dean R&D for further approval process.

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6.Roles and Responsibilities

a) Responsibilities of Principal Investigator

- Each funding agency has their own set of guidelines and regulations, which both the PI and Co-PI must ensure that they are being strictly followed.
- PI and Co-PI should work with the head of the department to create a detailed budget that covers all aspects of the research. Monitor expenditures throughout the project to ensure adherence to the budget.
- Develop a detailed project plan outlining tasks, timelines, and milestones. Oversee the execution of the project to ensure that it aligns with the approved proposal and meets objectives.
- The PI and Co- PI must strictly adhere to the objectives mentioned in the proposal that has been approved by the funding agencies. Even small changes in work that deviate from the sanctioned work cannot be considered, without the knowledge of the sponsoring/funding agencies.
- Provide regular updates to the funding agency through progress reports, financial reports, and other required documentation. Retain research records for 3 years after study completion date and maintain subject confidentiality
- A proper repository should be maintained for all project related to financial transactions with the signatures of PI, Co-PI, Head of the Department, Dean R&D, Head of the Institutes, QA office and Assistant Director Research.
- During the closure of every financial year, a Utilization Certificate (UC), Statement of Expenditure (SoE) and project report has to be submitted, according to the guidelines of the funding agency need to be followed through proper approval from the Institutes level office.
- If PI leaving AIT to another Institutes/ organization/ establishment for any reason within the period of the project, then PI have to transfer the project to his/her department head and

department head will identify the potential member to take up the charge, upon obtaining prior approval from the concerned funding agency with the consent of Co-PI.

- PI & Co-PI should oversee the data analysis process. Interpret results and draw meaningful conclusions to be communicated to reputed SCI Journals or Reputed Conference.
- With the sanctioned grants PI or Co-PI should conduct FDP/SDP for skill developments in the field of research work. Seek opportunities for professional development and training to enhance skills relevant to the project.
- Consultant for the received consultancy work should complete the work systematically putting in a loop with all stakeholders.

b) Responsibilities of Department Research Committee (DRC)

- Once the proposal has been prepared by faculty members or researchers within the department should assess proposals prior to submission.
- Evaluate proposals based on predefined criteria, including scientific merit, feasibility, alignment with department goals, and adherence to funding agency guidelines.
- The committee should give a constructive feedback to researchers whose proposals are under consideration. This may include suggestions for improvement or clarification.
- The committee assist researchers in understanding and navigating the grant application process. Provide guidance on proposal development and budget planning.
- If the department has discretionary funds or resources to support research, the DRC may allocate these resources based on the merit of proposals or as part of a broader research strategy.
- Based on the potential of research proposal DRC recommend for collaborate with other committees or departments to optimize the use of available resources.
- Ensure that proposed research projects adhere to ethical standards and meet Institutes all guidelines, including obtaining Institutes Review Board (IRB) approval for studies involving human subjects.

- Stay informed about Institutes all policies related to research and ensure that all projects comply with these policies and promote interdisciplinary collaboration by identifying opportunities for joint research initiatives or partnerships within the Institutes or with external entities.
- Provide a platform for researchers to network and share their expertise, fostering a collaborative research culture within the department.
- DRC should regularly monitor the progress of ongoing research projects within the department that have received grant funding and also intimate the progression to Head of the Institutes as well as to Assistant Directorate of Research.
- In a regular basis the committee assess the outcomes and impact of research projects to determine their success and contribution to the department's research goals.
- The committee should encourage and support the professional development of researchers within the department. Facilitate opportunities for training, workshops, and conferences in line to the research grants.
- Maintain transparent communication with researchers regarding committee decisions, expectations, and any changes in policies or procedures.

c) Responsibility of Dean/Co-Ordinator R&D

i. The Dean of Research and Development plays a critical role in fostering a vibrant research culture within the Institutes and ensuring the success of research endeavor through effective leadership, strategic planning, and resource management.

ii. Critically examine all the project proposals submitted by an expert committee specially constituted for the purpose and forward the same to the funding agencies. This procedure is adopted mainly to ensure the projects meet certain basic minimum quality criteria and encourage the faculty to be quality conscious.

iii. To review and approve a Principal Investigators' proposal within his/her Institutes. Considerations include:

- Does this proposed project fit with the College mission(s)?

- Are the cost sharing commitments made by the Department appropriate and acceptable?
- Does the budget fully reflect the costs necessary to successfully perform on the project?

iv. To review and approve a Principal Investigators' proposal within his/her department. Considerations include:

	Y/N
1.1.1 Does the proposed project fit with the department mission?	
1.1.2 Is the faculty member able to complete this project at the level of defined effort given his or her other AI obligations?	
1.1.3 Are there sufficient resources to carry out the proposal? This review includes resources currently available at AI and any equipment or materials and supplies purchased during the project.	
1.1.4 Does this proposal need review by AI's compliance committees?	
1.1.5 Is any proposed cost share acceptable and are these funds available during the proposed period of performance?	

v. Monitor the progress and ensure Research / Consultancy Projects meet the various deadlines.

vi. The annual progress report completed in all respects of all the ongoing projects has to be obtained from the concerned Principal Investigators (PIs) in proper format and the same has to be signed by Dean (R&D), Head of the Institutes, Head QA and Assistant Director Research on behalf of the Institutes and forwarded on time to the funding agencies.

vii. Prepare the Budget Proposals for the office of Dean (R&D) and followed with Head of the Institutes, Head QA office and Assistant Director Research.

d) Responsibilities of QA Office

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- Review grant proposals to ensure that the research design, methods, and any potential risks are consistent with ethical standards.
- For projects involving human subjects, collaborate with Institutes all Review Boards (IRBs) to ensure compliance with ethical guidelines and the protection of participants.
- Verify that grant proposals comply with relevant regulations and guidelines, including those set by government agencies and funding bodies.
- Keep abreast of changes in regulations and requirements related to research and grant funding with regular review data management outlined in grant proposals to ensure the proper handling, storage, and security of research data.
- Establish and enforce protocols to ensure the integrity of research data, including measures to prevent data fabrication or manipulation.
- The office assess COI disclosures provided by researchers to identify any potential conflicts of interest related to the grant proposal and work with researchers and administrators to manage and mitigate conflicts of interest in accordance with Institutes all policies.
- QA office Investigate allegations, in cases of suspected research misconduct related to grant-funded projects, initiate investigations in accordance with Institutes all procedures.
- Facilitate fair and impartial investigations, protecting the rights of both the complainant and the accused. It also offer pre- submission reviews of grant proposals to identify and address potential compliance issues before submission to funding agencies.
- Collaborate with the Principal Investigator (PI) and other relevant offices to monitor ongoing research projects funded by grants to ensure continued compliance.
- The office adhere to ethical standards, regulatory compliance, and Institutes all policies throughout the research process and clearly communicate ethical and regulatory requirements to researchers during the grant proposal development process.
- Continuously assess and update QA processes to reflect changes in regulations, institutes all policies, and best practices in research compliance and proactively identify potential

compliance risks associated with grant-funded research and propose risk mitigation strategies.

- Address instances of non-compliance promptly and implement corrective actions as necessary.

e) Responsibilities of ADR (Assistant Director Research)

- Review proposal components, including the project narrative, budget, and supporting documentation, to ensure completeness and alignment with grant guidelines.
- Work with the Quality Assurance (QA) Office to ensure that grant proposals adhere to ethical standards, regulatory requirements, and Institutes all policies.
- If applicable, collaborate with the Institutes all Review Board (IRB) to address ethical considerations in grant proposals, particularly those involving human subjects.
- Help PIs develop realistic and well-justified budgets for grant proposals. Ensure that the budget aligns with the project's goals and is in accordance with the funding agency's guidelines.
- Monitor budget expenditures and ensure that spending aligns with the approved budget throughout the grant period. Oversee the logistics of the proposal submission process, including assembling required documents, ensuring compliance with submission deadlines, and liaising with the funding agency or submission platform.
- Continuously scan for relevant funding opportunities and inform PIs about potential sources of funding that align with their research interests. Act as a point of contact between researchers and funding agencies and also communicate with funding agencies to seek clarification on guidelines and address any issues related to proposals.
- Maintain regular communication with PIs to provide updates on funding opportunities, proposal statuses, and other relevant information.
- Collaborate with relevant offices to resolve challenges or concerns that may arise during the grant proposal process and continuously evaluate and implement best practices in grant proposal development and management.

- Establish mechanisms for gathering feedback from researchers to identify areas for improvement in the support provided
- The annual progress report completed in all respects of all the ongoing projects has to be obtained from the concerned Principal Investigators (PIs) in proper format and the same on behalf of the Institutes and forwarded on time to the funding agencies.

7. Standard Outline for Research grant proposal:

Title page	• Project title • Name and contact Information • Institutes affiliation
Abstract	• Brief summary of the research project • Objectives, methods, and expected outcomes • Usually limited to a specific word or character count
Introduction	• Background and context of the research problem • Statement of the research problem or question • Justification for the study (importance and relevance
Literature Review	• Review of existing literature related to the research topic • Identification of gaps, controversies, or areas needing further exploration • Explanation of how your research contributes to existing knowledge
Objectives and Hypotheses	• Clearly state the research objectives • Formulate hypotheses if applicable
Research Design and Methods	• Explanation of the research design (e.g., experimental design, observational study, survey)

	• Detailed description of research methods and techniques • Data collection procedures • Data analysis methods
Expected Results	• Anticipated outcomes and their significance • How the results will contribute to the field
Timeline	• Breakdown of the project timeline • Milestones and deadlines for each phase of the research
Budget	• Detailed budget breakdown • Justification for each budget item • Explanation of how the funds will be used to support the research
Ethical Considerations	• Discussion of any ethical issues related to the research • Explanation of how ethical concerns will be addressed
References	• Complete list of references cited in the proposal • Follow the citation style recommended by the funding agency
Appendices	• Any additional materials or information that supports the proposal • This may include CVs, letters of support, preliminary data, etc.
Data & Results	Straightforward
Discussion	Your ideas on what the data means
Conclusion	Summary of the findings ;Limitations of the study; Recommendations

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Acknowledgement	Especially grant sources
Reference	Pay special attention to the guidelines for references

8. Incentives for granted proposals and consultancy:

a) Internal Scrutiny Process

The following guidelines apply to the submission and processing of application:

- A fully completed Application Form (**Annexure 1**), dated and signed by the researcher, supervisor (if applicable) and departmental head.
- The application must be approved by the relevant departmental research committee head and department head.
- The application to be attached with grants proposals, registration fee receipt attested from Head of the department.
- The details will be verified by Dean Research office and intimated to the researcher after internal check.(Refer Internal Administrative Check)
- The above process needs to be communicated to Head of the Institutes, QA office and Assistant Director R&D (ADR) to carry out further approval and claim for incentives for granted proposals based on **Annexure 2.**

b) Internal Administrative Check

The published work should be communicated to respective Department Head. Department head need to form a DRC for checking the details for further approval. If DRC found potential in the work publish and meeting the guidelines of the policy. DRC can recommend to Dean R&D Office for further approval process. Dean R&D will communicate the details to Head of the Institutes, followed by QA Head, and Assistant Director R&D for claiming incentives adhering to the policy.

- The incentive application with proof details of proposal forwarded by Department Research Committee to Dean R&D office. Dean R&D will verify the submitted details inline to the Institutes policy and recommend for further approval to Head of the Institutes.

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- Head of the Institutes need to send the details to QA office for the verification of the quality of the published work and further approval.
- Once it is forwarded from QA Office to ADR office incentive amount claimed will be checked with Finance Office for the availability of the Research Fund.
- Institutes Finance Office give an implication to ADR office whether fund is available or not for the current year budget. If funds available, the information to be pass to ADR office from Finance Officer.
- Depend upon the information received from Finance Office, ADR office can recommend the claim for management approval. Once the approval is done ADR office need to communicate all stakeholders of the policy.
- 5% of the sanctioned grant amount will be incentive for PI and CoPI's.
- 20% of the 5% sanctioned grant amount will be issued as advance fund.
- Balance 80% of the 5% sanctioned grant amount will be issued after submission of the Utilization Certificate. (UC)

c) Incentive for proposal submission:

- Submission of proposals from faculty members with verification from Head of the Department (HOD), Dean R&D, Head of the Institution, Assistant Director of Research (ADR) and Head QA for the further approval process on the claim made.
- Refer to Annexure-2

9. Consequences and Compliance

- Knowing, International, or reckless violations of this policy are considered research misconduct defined by AIT Research proposal Policy and as such, will be referred to the Assistant Director R&D, Head of the Institutes, Head QA, Dean R & D with loop of Department Head.
- Violation of the policy that do not rise to the level of research misconduct may subject the individual to corrective action or other sanction by ADR. Disagreement regarding the order of authorship do not, in and of themselves of the policy or research misconduct.

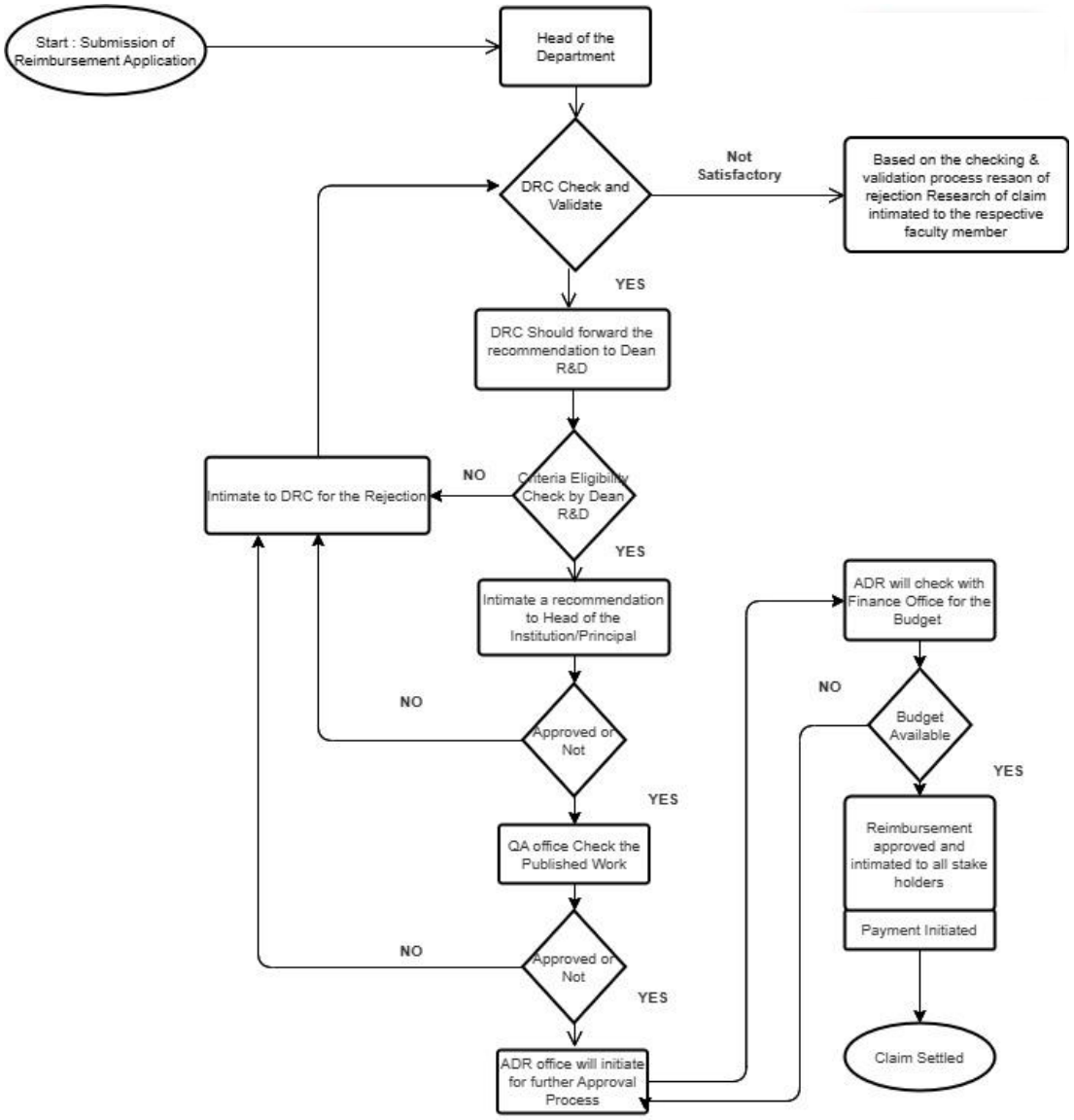
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Policy Drafting & Review Committee	Managing Director Acharya Institutess	Head, Quality Assurance Acharya Institutess

10. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

11. **Flow Chart**

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12. Annexures and Tables

Consultancy amount will be reimburse to respective consultant by the management.

Table 1

Incentives for Granted Proposal and Consultancy

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SL.No.	5% of Sanctioned Amount		For Example, Rs.10,00,000 is Sanctioned
1	Single PI	Full 5%	Rs. 50,000
2	PI	3.75 %	Rs. 37,000
	First Co-PI	1.25 %	Rs. 12,500
3	PI	2.5 %	Rs. 25,000
	First Co-PI	1.5%	Rs. 15,000
	Second Co-PI	1.0 %	Rs. 10,000
4	PI	2.5%	Rs. 25,000
	First Co-PI	1.0%	Rs. 10,000
	Second Co-PI	0.9%	Rs. 9,000
	Third Co-PI	0.6%	Rs.6,000

Table 2

Incentive for Grants Proposal Submission

Sl. No	Number of the Proposal Submitted	Incentive Amount
1	1st Proposal	Rs. 1000
2	2nd Proposal	Rs. 2000
3	3rd Proposal	Rs. 4000

Annexure-1

Application Form

Prepared by and reviewed by	Approved by	Cleared for issue
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Policy Drafting & Review Committee	Managing Director Acharya Institutess	Head, Quality Assurance Acharya Institutess

Acharya Institute of Technology, Bangalore -560107, Karnataka, India	
1. Project Title:	Sanctioned Body: Sanctioned Number: Sanctioned Date:
2. PI (Name & Address):	Date of Birth
Institutes/ Department	Emp Id
3. Co-PI (Name & Address):	Date of Birth
Institutes/ Department	Emp Id
4. Broad area of Research 4.1 Sub Area 5. Approved Objectives of the Proposal:	
Date of Start:	Total cost of Project:
Date of completion:	Sanctioned amount: Expenditure as on_____:
Duration of the Project	
6. Methodology	
7. Salient Research Achievements:	

7.1 Summary of Progress

7.2 New Observations:

7.3 Innovations:

7.4 Application Potential:

7.4.1 Long Term
7.4.2 Immediate

7.5 Any other

8. Research work which remains to be done under the project (for on-going projects)

Ph.Ds. Produced no:	Technical Personnel trained:	Research Publications arising out of the present project:

List of Publications from this Project (including title, author(s), journals & year(s)

(A) Papers published only in cited Journals (SCI)

(B) Papers published in Conference Proceedings, Popular Journals etc.

Patents filed/ to be filed:

Major Equipment (Model and Make)

Sl.No.	Sanctioned List	Procured (Yes/ No) Model & make	Cost (Rs in lakhs)	Working (Yes/ No)	Utilization Rate (%)

9. Declaration

I declare that the above in an accurate description of my contribution to this work, and the contributions of authors are described above.

PI/Co-PI Signature

Comments:

Signature of Head of the Department

Comments:

Signature of Dean R&D

Comments:

Signature of Head of the Institutes

Comments:

Signature of ADR, Acharya Institutes

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Policy Drafting & Review Committee	Managing Director Acharya Institutess	Head, Quality Assurance Acharya Institutess

Comments: Signature of Managing Director, Acharya Institutes

Annexure-2

Incentive Form (Proposal Submission)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institutes, Bangalore

Dear Sir/Madam, I hereby request you to kindly grant the incentives for _____work for the year _____. Signature of Applicant

1. Project Title:	Sanctioned Body: Proposal-1st / 2nd / 3rd
2. PI (Name & Address):	Date of Birth
Institutes/ Department	Emp Id
3. Co-PI (Name & Address):	Date of Birth

Prepared by and reviewed by	Approved by	Cleared for issue
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Policy Drafting & Review Committee	**Managing Director Acharya Institutess**	**Head, Quality Assurance Acharya Institutess**

Institutes/ Department	Emp Id
7. Broad area of Research 7.1 Sub Area 8. Approved Objectives of the Proposal:	
Date of Start:	Total cost of Project:
Date of completion:	Sanctioned amount: Expenditure as on_____:
Duration of the Project	
9. Methodology	
10. Research work which remains to be done under the project (for on-going projects)	
11. Declaration I declare that the above in an accurate description of my contribution to this work, and the contributions of authors are described above.	

Head of the Dept: _____ _____ Signature Dean R & D: _____ _____ Signature Principal: _____ _____ _____ _____ Signature ADR: _____ _____ Signature	Head QA: _____ _____ Signature Finance Department: _____ _____ Signature Management: _____ _____ Signature

Prepared by and reviewed by	Approved by	Cleared for issue
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Policy Drafting & Review Committee	Managing Director Acharya Institutess	Head, Quality Assurance Acharya Institutess

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Sl. No	Content	Page No
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4	Objectives	2
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6	Roles and Responsibilities	6-11
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1. Introduction

Staff, Students and Researchers of AIT are engaged in Research & Development work of diverse nature. R & D lead to evolution of intellectual property (IP) in the form of patents, know-how, copyrights, designs, instruments, devices, processes, specimens, diagnostic kits and other inventions. Intellectual Property Rights (IPR) are legal protections granted to individuals or entities for their creations of the mind, such as inventions, literary and artistic works, and symbols, names, and images used in commerce. These rights are essential for fostering innovation and creativity, as they provide creators and innovators with exclusive rights to control and benefit from their intellectual creations. The primary types of IPR include patents (protecting inventions and innovations), copyrights (protecting literary and artistic works), trademarks (protecting brands and symbols), and trade secrets (protecting confidential business information). IPR laws vary from country to country and are designed to strike a balance between rewarding creators and promoting the dissemination of knowledge and culture. The IP may yield financial returns to the AIT, and partially support the R & D.

2. Purpose and Scope

To create awareness and provide guidance to Staff, Students and Researchers on the IP practices and also claim the incentives of the rules of Acharya Institutions on intellectual property rights and obligations within the frame work.

The Scope of IPR typically includes Patents, Copy Rights, Trademarks, Trade Secrets, Industrial Designs, Plant Variety Protection, Geographical Indications and Integrated Circuit Design (IC), Etc., IPR is crucial for fostering innovation, creativity, and economic development by providing legal mechanisms to incentivize individuals and companies to invest in the creation and development of intellectual property. It varies by jurisdiction and is subject to international agreements and treaties.

3. Policy Statement

An IPR outlines an organization approves to managing ownership, protection use and licensing, enforcement, collaborations, compliance, confidentiality, review and updates, training and awareness, dispute resolution, ethical considerations, international considerations and incentives.

4. Objectives

i. *Data Integrity*: Ensure the accuracy and reliability of student academic records, preventing tampering or unauthorized alterations.

ii. *Accessibility*: Provide a centralized and easily accessible location for authorizes users and to relevant students to verify academic credentials.

iii. *Efficiency*: Streamline the process of requesting and verifying academic records, reducing administrative burden and turnaround times.

iv. *Security*: Protect sensitive student information from data breaches and unauthorized access.

v. *Transparency*: Promote transparency in educational systems by making academic records readily available for verification purposes.

vi. *Standardization*: Establish consistent data formats and verification processes to simplify cross-institutional recognition of academic achievements.

vii. *Research and Analytics*: Facilitate data analysis and research in the education sector by providing a comprehensive dataset of academic records.

viii. *Incentives*: To encourage and motivate faculties and students.

5. Procedure

a. *Formation of a Committee*:

- *Selection of Members*: Form a committee comprising experienced faculty members, legal experts, and administrative staff with knowledge in intellectual property laws and regulations.
- *Roles and Responsibilities*: Define the roles and responsibilities of committee members, specifying their duties related to intellectual property management, protection, and commercialization.

b. Policy Development:

- *Drafting IP Policy*: Develop a comprehensive Intellectual Property Policy outlining the guidelines for IP creation, ownership, protection, and commercialization.
- *Approval:* Present the drafted policy to the college governing body or relevant authorities for approval.

c. Awareness and Training:

- *Workshops and Seminars*: Conduct workshops, seminars, and training sessions to educate faculty, researchers, and students about intellectual property rights, patent filing procedures, copyrights, trademarks, etc.
- *Collaborate with Experts*: Invite experts in the field of intellectual property law to provide specialized training.

d. IPR Management:

- *Innovation Disclosure*: Establish a system for researchers and inventors to disclose their innovations and intellectual property to the IPR Cell.
- *IP Evaluation*: Evaluate the disclosed innovations to assess their novelty, potential commercial value, and patentability.

- *Patent Filing*: Assist inventors in filing patents for inventions with commercial potential.
- *Copy Right Filing*: Assist the author to filing a copy right.
- *Copyright and Trademark Registration*: Help creators in registering copyrights for creative works and trademarks for branding purposes.

e. IP Commercialization:

- *Market Research*: Conduct market research to identify potential markets and industries interested in licensing or acquiring the college's intellectual property.
- *Licensing and Agreements*: Negotiate licensing agreements with interested parties, ensuring terms are favourable for the college.
- *Revenue Sharing*: Establish a transparent revenue-sharing mechanism for income generated through licensing deals.

f. IP Protection and Enforcement:

- *Monitoring and Enforcement*: Monitor the market to identify potential infringements of college-owned intellectual property.
- *Legal Actions*: Take legal actions against infringing parties if necessary, ensuring the protection of the college's intellectual property rights.

g. Documentation and Record Keeping:

- *Maintain Records*: Keep detailed records of all intellectual property disclosures, patent filings, licensing agreements, revenue generated, and legal actions taken.
- *Confidentiality*: Ensure confidentiality of disclosed inventions and sensitive information related to intellectual property.

h. Collaboration and Networking:

- *Collaborate with Industries*: Foster collaborations with industries and research organizations to enhance research and development activities.
- *Participate in IP Events*: Participate in intellectual property-related events, conferences, and seminars to stay updated with the latest trends and network with experts.

i. Periodic Review and Improvement:

- *Regular Evaluation*: Periodically evaluate the effectiveness of the IPR Cell's activities and make necessary improvements to the processes.
- *Feedback Mechanism*: Establish a feedback mechanism to gather input from inventors, faculty, and other stakeholders to improve the functioning of the IPR Cell.

j. IPR Registration Process:

- *Patent Filing*: Assist inventors in preparing and filing patent applications with the appropriate patent offices. This includes drafting patent specifications and claims.
- *Copyright Registration*: Facilitate the registration of copyrights for literary works, software, artistic creations, and other copyrightable materials.

  Here are to be considered as exemptions:

  - *Academic Works*: Often, the IPR policy acknowledges that academic works created by faculty, such as research papers, articles, and scholarly publications, are exempted from certain restrictions. Faculty members may retain copyright in their academic works to promote the dissemination of knowledge.
  - *Teaching Materials*: Materials created by faculty for use in teaching, including lecture notes, presentations, and educational content, may be exempted from certain restrictions to support effective teaching methods and educational goals.
  - *Student Works*: Policies may address the ownership and use of intellectual property created by students during their course of study. Student projects, theses, and other academic works may have specific considerations.
  - *Fair Use*: The policy may incorporate the concept of "fair use," allowing for the use of copyrighted material for purposes such as criticism, comment, news reporting, teaching, scholarship, and research without the need for permission or licensing.
  - *Library and Archival Uses*: Exemptions may be provided for the use of copyrighted materials in libraries and archives, allowing for activities such as preservation, research, and scholarship.

- *Non-Commercial Research*: Exemptions may be granted for non-commercial research activities, facilitating the pursuit of academic research without unnecessary copyright restrictions.
- *Open Access Initiatives*: Policies might encourage or support open access initiatives, allowing for wider dissemination of research outputs and academic works.
- *Collaborative Research*: The policy may address intellectual property resulting from collaborative research efforts, outlining how ownership and use will be managed when multiple contributors are involved.
- *Public Domain Materials*: The policy may recognize the use of materials in the public domain as exempt from copyright restrictions.
- *Creative Commons Licensing*: Policies might encourage the use of Creative Commons licenses for certain works, allowing creators to specify the permissions granted to others.

- *Trademark Registration*: Aid in registering trademarks for college logos, names, and other branding elements.
- *Industrial Design Protection*: Assist in registering industrial designs for unique and aesthetically appealing product designs.

6. Roles and Responsibilities

a. Patent Registration:

- *Innovation Evaluation*: Evaluate innovations and research outputs from faculty, researchers, and students to identify patentable inventions.
- *Patent Searches*: Conduct thorough patent searches to assess the novelty and patentability of the inventions.
- *Patent Drafting*: Assist inventors in drafting detailed and accurate patent applications, including specifications, claims, and drawings.
- *Filing and Prosecution*: File patent applications with the appropriate patent offices and handle prosecution procedures, including responding to office actions and examiner queries.
- ***Strategic Leadership:***

- *Policy Development*: Lead the development, implementation, and revision of university-wide intellectual property policies and guidelines.
- *Strategic Planning*: Develop long-term strategies for the university's intellectual property management, including protection, commercialization, and enforcement.

b. IPR Cell Management:

- *Team Leadership:* Supervise and lead the IPR Cell team, ensuring efficient coordination and collaboration among team members.
- *Resource Allocation*: Allocate resources, including budget, staff, and technology, to support the activities of the IPR Cell effectively.

c. Stakeholder Engagement:

- *Internal Collaboration*: Foster collaboration with faculty, researchers, students, and administrative staff to promote intellectual property awareness and encourage innovation.
- *External Partnerships*: Establish partnerships with industry, research organizations, and legal experts to enhance the university's intellectual property capabilities.

d. Intellectual Property Protection:

- *Guidance*: Provide guidance to faculty, researchers, and students regarding the protection of their intellectual property, including patents, copyrights, trademarks, and trade secrets.
- *Quality Control*: Ensure the quality and accuracy of patent applications and other intellectual property filings submitted by the university.

e. Commercialization and Licensing:

- *Market Analysis*: Oversee market research to identify potential markets and commercialization opportunities for university inventions and innovations.
- *Licensing Negotiations*: Lead negotiations for licensing agreements, ensuring favorable terms for the university while promoting technology transfer.

f. Enforcement and Legal Affairs:

- *Infringement Protection*: Oversee the monitoring of intellectual property rights, taking legal actions against infringing parties when necessary.

- *Legal Compliance*: Ensure compliance with intellectual property laws, regulations, and international treaties related to patents, copyrights, trademarks, and other forms of intellectual property.

g. Awareness and Education:

- *Awareness Programs*: Organize seminars, workshops, and training sessions to create awareness about intellectual property rights, patent filing processes, and innovation among university stakeholders.
- *Educational Initiatives*: Implement educational initiatives to promote a culture of intellectual property awareness and respect for intellectual property rights within the university community.

h. IPR Policy Advocacy:

- *Policy Advocacy*: Advocate for favourable intellectual property policies at the university, regional, and national levels to support innovation and protect intellectual property rights.
- *Policy Dissemination:* Ensure that university intellectual property policies are effectively communicated to all stakeholders and are well-understood.

i. Performance Evaluation and Reporting:

- *Monitoring and Evaluation:* Establish key performance indicators (KPIs) to evaluate the effectiveness of the IPR Cell's activities and regularly assess its performance.
- *Reporting*: Prepare comprehensive reports on the IPR Cell's activities, achievements, challenges, and future plans for university administration and governing bodies.

j. Ethical Considerations:

- *Ethical Oversight*: Ensure ethical considerations are integrated into the intellectual property management process, particularly concerning research integrity, plagiarism, and fair use of intellectual property.

k. Continuous Improvement:

- *Feedback Mechanism*: Establish a feedback mechanism to gather input from stakeholders and use this feedback to continuously improve the services and programs offered by the IPR Cell.
- *Stay Updated*: Keep abreast of the latest developments in intellectual property laws, technology transfer mechanisms, and industry trends to enhance the university's intellectual property management strategies.

l. Incentives:

The following guidelines apply to the submission and processing of application for incentives:

- A researcher/applicant shall submit an Application Form (Annexure 5) along with certified copy of the grant, to be submitted to IPR Head.
- The above process needs to be communicated to R & D Head, then to Management and Finance.
- In case if patent/copy right is filed individually/outside the IPR cell are eligible for incentives.

Roles and responsibilities of Applicants

a. Understanding the Process:

- *Research*: Conduct preliminary research to ensure the novelty and uniqueness of the invention, creative work, or brand name before filing for intellectual property protection.
- *Consultation*: Seek advice from intellectual property professionals or attorneys to understand the legal requirements, processes, and potential outcomes associated with the chosen type of intellectual property protection.

b. Completing Application Requirements:

- *Document Preparation*: Prepare accurate and detailed documents required for the application process, including patent specifications, copyright samples, trademark designs, or any other necessary materials.

- *Filing Application*: Submit the application along with the required fees and documents to the respective intellectual property office. Ensure that the application is complete and filed within the specified deadlines.

c. Communication and Cooperation:

- *Response to Office Actions*: Respond promptly and effectively to any queries or objections raised by the intellectual property office during the examination process. This may require clarifications, amendments, or additional documentation.
- *Cooperation with Attorneys*: If represented by an attorney, maintain open communication and cooperate fully to enable the attorney to represent the applicant's interests effectively.

d. Protection of Rights:

- *Enforcement*: Monitor the market for potential infringements of the intellectual property rights and take legal action, if necessary, to enforce these rights.
- *Renewals*: Stay aware of renewal deadlines and pay the necessary fees to keep the intellectual property rights in force. Failure to renew within the specified timeframes can lead to the loss of protection.

e. Ethical and Legal Considerations:

- *Disclosure*: Disclose all relevant information to the intellectual property office transparently and honestly. Failure to disclose pertinent information might lead to the rejection or invalidation of the intellectual property rights.
- *Avoid Plagiarism*: Ensure that the intellectual property being claimed is original work and does not infringe on existing patents, copyrights, or trademarks. Plagiarism or infringement can lead to legal consequences.

f. Commercialization and Licensing:

- *Commercialization Strategies*: Develop strategies for commercializing the intellectual property, which may include manufacturing, marketing, or licensing agreements.

- *Licensing Agreements*: If desired, negotiate and enter into licensing agreements with third parties. Ensure that these agreements protect the interests of both the applicant and the licensee.

g. Continuous Monitoring and Improvement:

- *Market Changes*: Stay informed about market trends, technological advancements, and changes in regulations that might affect the intellectual property rights.
- *Continuous Improvement*: Learn from the application process and, if necessary, refine future applications based on feedback and experiences from previous filings.

h. Documentation and Record-Keeping:

- *Maintain Records*: Keep detailed records of the application process, correspondence with intellectual property offices, office actions, responses, and any other relevant documents.
- *Confidentiality:* Maintain confidentiality and discretion regarding sensitive information related to the intellectual property, especially during the application process.

7. Consequences and Compliance

Consequences of Non-Compliance:

- *Loss of Rights*: Failure to follow proper procedures might result in the loss of intellectual property rights. For instance, not renewing patents or trademarks on time can lead to their expiration.
- *Infringement Claims*: Non-compliance may inadvertently lead to the infringement of others' intellectual property rights, resulting in legal actions, fines, and damages.
- *Legal Battles*: Individuals or businesses failing to protect their intellectual property properly might find themselves embroiled in legal battles, defending their rights against infringers.
- *Damage to Reputation*: Not protecting intellectual property can harm a company's reputation. Customers and partners may lose confidence in a business that cannot safeguard its innovations and creations.

- *Missed Opportunities*: Lack of proper protection may deter potential investors or collaborators who seek assurance through intellectual property rights.
- *Economic Loss*: Infringement cases, legal fees, and potential damages can cause significant economic losses for individuals and businesses.

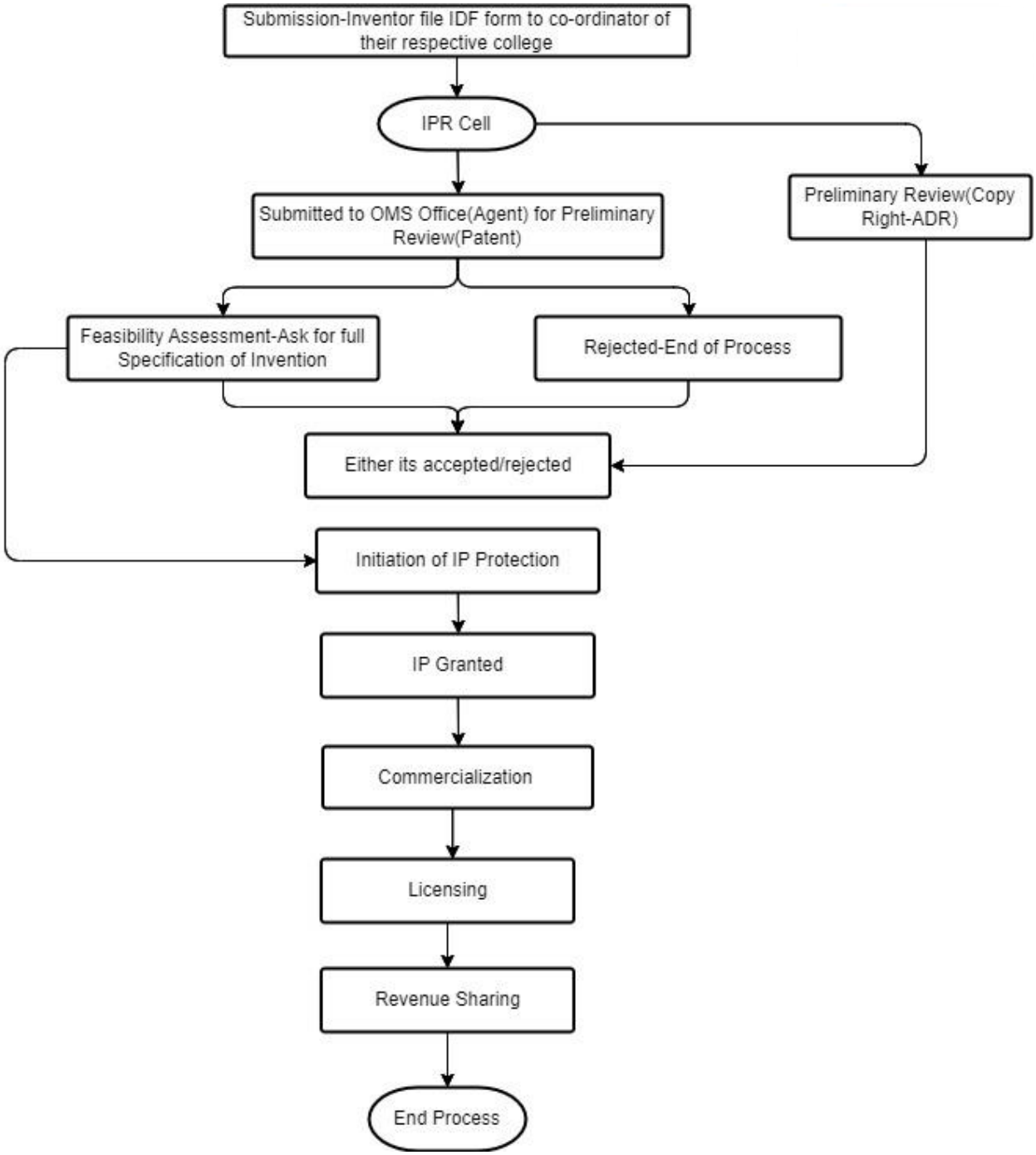
Compliance with IPR Procedures:

- *Understanding Laws*: Stay informed about the intellectual property laws and regulations applicable in the relevant jurisdiction. Different countries have different rules regarding patents, copyrights, trademarks, etc.
- *Timely Filings*: File patent applications, trademark registrations, and copyrights promptly. Timely filings are crucial to establishing priority and ensuring legal protection.
- *Quality Documentation*: Maintain accurate records and documentation related to intellectual property. Detailed records help in resolving disputes and validating ownership claims.
- *Regular Renewals*: Renew patents, trademarks, and copyrights as required by law. Renewals are essential to maintaining the validity of intellectual property rights.
- *Monitoring and Enforcement*: Regularly monitor the market for potential infringements. Promptly take legal action against infringers to protect rights and deter future violations.
- *Confidentiality Agreements*: Use confidentiality agreements (non-disclosure agreements) when sharing sensitive information with employees, contractors, or partners to prevent unauthorized disclosure of inventions or trade secrets.
- *Employee Training*: Educate employees about intellectual property policies and the importance of safeguarding sensitive information.
- *Collaborative Research Agreements*: Establish clear intellectual property clauses in research agreements to delineate the ownership of innovations resulting from collaborative efforts.
- *Global Protection*: If operating internationally, consider protecting intellectual property in key markets to prevent infringement in regions critical to business interests.
- *Regular Audits*: Conduct periodic internal audits of intellectual property assets to ensure compliance and identify areas that need attention.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart



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10. Annexures and Tables

Table -1

(Registration)

Indian Patent Publication	Indian Patent Grant Publication	Copy Right Publication	Patent Design Publication
16,000	20,000	4,000	12,000

Table -2

(Incentives)

Author	Indian Patent	Foreign Patent	Indian Patent Grant	Foreign Patent Grant	Copy Right	Patent Design
I	10,000	12,000	10,000	14,000	2,000	6,000
II	9,000	10,800	9,000	12,600	2,000	5,400
III	8,000	9,600	8,000	11,200	2,000	4,800
IV	7,000	8,400	7,000	9,800	2,000	4,200
V	6,000	6,200	6,000	8,400	2,000	3,600

Annexure-1

(Invention Disclosure Form)

1. Proposed title of the invention:
2. Proposed abstract of the invention:
3. Key words:
4. What are the present technologies that exist in the field of your invention and what are the limitations of the same? (Present state of Art)
   - Background of the present Invention
5. What problems does the invention address and how your Invention is able to overcome the limitations/ problems of the existing technologies?
6. Detailed Explanation of the Invention along with working examples.
7. Kindly provide an elaborated description of each and every aspect of the invention (product and/or process) in great detail.
8. What are the aspects of your disclosure that you want to claim/monopolize?

   Proposed claims:
9. Have you conducted novelty/inventiveness search for your invention? If yes, what are the databases /references used by you? What are the search results?
10. References (if any)
11. Inventors Details (Full Names, Nationality and Addresses)
12. Applicant Details (Full Names, Nationality and Addresses)

Annexure-2

(Copy Right Form)

STATEMENT OF PARTICULARS

1.	Signature of the Applicant required in the following format as the same has to be uploaded online while filing the application Signature File type: • jpg and jpeg format. • File size Less than 512 KB.	Signature on plain white paper using blue ink and send the picture of the signature in the format mentioned.
2.	Name, Address and Nationality of the Applicant	Name: Nationality: Indian Address: ……
3.	Nature of the applicant's interest in the copyright of the work	Owner/Author
4.	Class and description of the work (description of the work within 200 characters)	*Provide Type of Work and Description here*
5.	Title of the work	
6.	Language of the work	
7.	Name, address and nationality of the author and, if the author is deceased, the date of his decease	Name: Nationality: Indian Address: ……
8.	Whether work is Published or Unpublished	

9.	Year and country of first publication and name, address and nationality of the publishers	
10.	Years and countries of subsequent publications, if any, and names, addresses and nationalities of the publisher	
11.	Names, address and nationalities of the owners of the various rights comprising the copyright in the work and the extent of rights held by each, together with particulars of assignment and licences, if any	Name: Nationality: Indian Address: ……
12.	Names, addresses and nationalities of other persons, if any, authorized to assign or license the rights comprising the copyright.	
13.	If the work is an "artistic work", the location of the original work, including name, address and nationality of the person in possession of the work. (In the case of an architectural work, the year of completion of the work should also be shown)	
14.	If the work is an 'artistic work' which is used or is capable of being used in relation to any goods or services, the application shall include a certificate from the	

	Registrar of Trade Marks in terms of the proviso to sub-section (1) of section 45 of the Copyright Act, 1957.]	
15.	If the work is an "artistic work" whether it is registered under the Designs Act 2000. If yes give details.	
16.	If the work is an "artistic work" capable of being registered as a design under the Designs Act 2000, whether it has been applied to an article though an industrial process and, if yes, the number of times it is reproduced.	
17.	Remarks, if any	

STATEMENT OF FURTHER PARTICULARS

(For Literary, including Software, Dramatic, Musical and Artistic Works only)

1. Is the work to be registered	
(a) An original work?	Yes
(b) Translation of a work in the public domain?	N.A.
(c) A translation of a work in which copyright subsists?	N.A.
(d) An adaptation of a work in the public domain?	N.A.
(e) An adaptation of a work in which copyright subsists?	N.A.
2. If the work is a translation or adaptation of a work in which copyright subsists:	N.A.

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(a) Title of the original work.	N.A.
(b) Language of the original work.	N.A.
(c) Name, address and nationality of the author of the original work and, if the author is deceased, the date of his decease.	N.A.
(d) Name, address and nationality of the publisher, if any, of the original work.	N.A.
(e) Particulars of the authorization for a translation or adaptation including the name, address and nationality of the party authorizing.	N.A.
3. Remarks, if any.	

Annexture-3

Application for Design

FORM 21 [THE DESIGNS ACT, 2000]

GENERAL POWER OF AUTHORITY

(See section 43)

In connection with designs filed for registration in the name of

NAME OF APPLICANT, an Indian University having its registered office at **ADDRESS OF APPLICANT, NAME OF APPLICANT,** an Indian citizen having its residence at **ADDRESS OF APPLICANT**. We hereby authorize Mrs. Pooja, Registered Patent Agent (IN/PA/1838) of Innove Intellects, A-102, Sector-9, New Vijay Nagar, Ghaziabad, Uttar Pradesh-201009 India to act as our Agents and to receive all notices, requisitions and communications until further notice.

We here by revoke the previous authority, if any, given by us in this matter.

Dated this_____

Industrial Design Number: _____

Signature…….

Name: NAME OF APPLICANT

Signature…….

Name: NAME OF APPLICANT

To

The Controller of Designs,

The Patent Office,

Kolkata

Annexure-4

(Incentives Form)

From: Name: Dept: College: Mobile: Email:	To, The Management Acharya Institutes, Bangalore

Dear Sir/Madam,

I hereby request you to kindly grant the incentives for _____work for the year _____. The certificate of _____is closed.

Signature of Applicant

Head of the Dept: _____ _____ Signature Principal: _____ _____ Signature IPR Head: _____ _____ _____ _____ Signature ADR: _____ _____ Signature	Head QA: _____ _____ Signature Finance Department: _____ _____ Signature Management: _____ _____ Signature

Remark if any:

Prepared by and reviewed by	Approved by	Cleared for issue
-sd-	-sd-	CONTROLLED COPY
Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

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1. Introduction

In the dynamic landscape of education, ensuring students find appropriate placements is paramount. A robust student placement policy not only serves as a roadmap for academic and career advancement but also reflects an institution's commitment to fostering student success. This introduction lays the groundwork for understanding the significance and objectives of a student placement policy.

2. Purpose and Scope

Purpose:

The primary purpose of the student placement policy at educational institutions is to facilitate the successful transition of students from academia to the professional world by providing structured opportunities for practical experience, internships, and employment relevant to their field of study. This policy aims to:

- *Enhance Career Readiness:* Prepare students for the workforce by offering hands-on learning experiences that complement academic knowledge with practical skills, industry exposure, and professional competencies.

- *Foster Industry Connections:* Establish and nurture partnerships with employers, industry organizations, alumni networks, and community stakeholders to create placement opportunities aligned with students' career aspirations and market demand.
- *Promote Personal and Professional Growth:* Support students in developing essential employability skills, such as communication, teamwork, problem-solving, and adaptability, through experiential learning opportunities tailored to their individual interests and goals.
- *Ensure Equity and Inclusivity*: Ensure equitable access to placement opportunities for all students, regardless of background, demographics, or circumstances, to promote diversity, inclusion, and social mobility in the workforce.
- *Support Academic Excellence:* Integrate placement experiences into the academic curriculum to enrich students' learning outcomes, reinforce theoretical concepts with practical application, and foster a deeper understanding of industry trends and best practices.
- *Strengthen Institutional Reputation:* Enhance the reputation of the educational institution by producing graduates who are well-prepared, highly skilled, and sought after by employers, thereby contributing to alumni success stories and institutional pride.

Scope:

The student placement policy at educational institutions encompasses a wide range of activities, initiatives, and responsibilities aimed at facilitating successful student placements. It includes:

- *Placement Programs and Services:* Offering a variety of placement programs, such as internships, co-op experiences, field placements, practicums, and employment opportunities, tailored to different academic disciplines, career pathways, and student needs.
- *Partnership Development:* Establishing and maintaining strategic partnerships with employers, industry associations, government agencies, non-profit organizations, and other stakeholders to expand placement opportunities, enhance employer engagement, and stay abreast of industry trends and demands.

- *Student Support Services:* Providing comprehensive support services to students throughout the placement process, including assistance with resume writing, interview preparation, job search strategies, networking, and professional development workshops.
- *Quality Assurance and Compliance:* Ensuring adherence to legal, ethical, and quality assurance standards in the design, implementation, and evaluation of placement programs, including compliance with relevant laws, regulations, accreditation requirements, and industry best practices.
- *Monitoring and Evaluation:* Implementing mechanisms for monitoring, evaluating, and continuously improving placement programs based on feedback from students, employers, faculty, and other stakeholders. This includes tracking placement outcomes, assessing student performance, and identifying areas for enhancement.
- *Equity and Inclusivity:* Promoting equity, diversity, and inclusivity in placement opportunities by addressing barriers to access, providing accommodations for students with disabilities, and offering targeted support for underrepresented groups to ensure equal opportunity for all students.
- *Communication and Outreach:* Communicating placement opportunities, policies, procedures, and resources to students, faculty, employers, and other stakeholders through various channels, including websites, newsletters, social media, and informational sessions.
- *Research and Innovation*: Conducting research, surveys, and data analysis to identify emerging trends, evaluate the effectiveness of placement programs, and generate evidence-based recommendations for continuous improvement and innovation in student placement practices.

3. Policy Statement

At Acharya Institute of Technology, we are committed to providing our students with valuable opportunities for practical experience, internships, and employment placements that complement their academic learning and prepare them for successful careers. Our student placement policy reflects our dedication to fostering student success, enhancing employability, and promoting lifelong learning.

4. Objectives

- *Facilitate Career Development:* The primary objective of the student placement policy is to facilitate the career development of students by providing them with practical experience, internships, and employment placements relevant to their field of study or career aspirations.
- *Enhance Employability:* The policy aims to enhance the employability of students by equipping them with the necessary skills, knowledge, and experiences to succeed in the workforce, thereby increasing their competitiveness in the job market.
- *Integrate Theory with Practice:* By integrating practical experiences into the academic curriculum through placements, the policy seeks to bridge the gap between theoretical learning and real-world application, allowing students to apply their knowledge in practical settings and gain hands-on experience.
- *Promote Professional Growth:* The policy aims to promote the professional growth of students by providing them with opportunities for skill development, networking, and exposure to industry practices, thus preparing them for the challenges and opportunities of their chosen career paths.
- *Expand Industry Connections:* Through partnerships with employers, industry associations, alumni networks, and community stakeholders, the policy aims to expand placement opportunities for students, enhance employer engagement, and stay abreast of industry trends and demands.
- *Ensure Equity and Inclusion:* The policy is designed to ensure equitable access to placement opportunities for all students, regardless of background, demographics, or circumstances, thereby promoting diversity, inclusion, and social mobility in the workforce.
- *Provide Comprehensive Support:* The policy aims to provide comprehensive support services to students throughout the placement process, including assistance with resume writing, interview preparation, job search strategies, networking, and professional development workshops.

- *Ensure Quality and Compliance:* The policy seeks to ensure adherence to legal, ethical, and quality assurance standards in the design, implementation, and evaluation of placement programs, thereby upholding the integrity of the institution and the welfare of students.
- *Promote Feedback and Evaluation*: By implementing mechanisms for feedback and evaluation, the policy aims to gather input from students, employers, faculty, and other stakeholders to assess the effectiveness of placement programs, identify areas for improvement, and make data-driven decisions for continuous enhancement.
- *Strengthen Institutional Reputation:* Through the successful placement of students in meaningful and rewarding positions, the policy aims to enhance the reputation of the educational institution, attract prospective students and employers, and contribute to alumni success stories and institutional pride.

5. Procedure

- ***Policy Development and Approval:***
  - Establish a committee or task force responsible for drafting the student placement policy, comprising representatives from academic departments, career services, administration, and relevant stakeholders.
  - Conduct research, gather input from faculty, students, and employers, and develop a comprehensive student placement policy that aligns with the institution's mission, goals, and regulatory requirements.
  - Present the draft policy for review and feedback from key stakeholders, make necessary revisions, and obtain final approval from senior leadership or the governing body of the institution.
- ***Resource Allocation:***
  - Allocate financial, human, and technological resources necessary for the implementation of the student placement policy, including staffing for career services, technology infrastructure for placement management systems, and funding for student support services and initiatives.

- ***Partnership Development:***
  - Identify and establish partnerships with employers, industry associations, alumni networks, government agencies, and community organizations to create placement opportunities for students across various fields and industries.
  - Collaborate with partners to define placement criteria, expectations, and objectives, and develop mutually beneficial agreements or memorandums of understanding (MOUs) outlining the terms of engagement.
- ***Student Preparation and Engagement:***
  - Provide comprehensive support services to students to prepare them for placements, including resume writing assistance, interview preparation workshops, career counselling sessions, and networking opportunities.
  - Engage students in the placement process through informational sessions, job fairs, networking events, and online platforms where they can explore placement opportunities, submit applications, and track their progress.
- ***Placement Coordination and Management:***
  - Designate a placement coordinator or team responsible for overseeing the placement process, managing placement databases, tracking student applications and placements, and facilitating communication between students, employers, and academic departments.
  - Develop placement guidelines, procedures, and timelines to streamline the placement process, ensure transparency, and provide clarity to all stakeholders involved.
- ***Quality Assurance and Compliance:***
  - Establish mechanisms for monitoring, evaluating, and ensuring compliance with the student placement policy, including regular audits, surveys, and feedback mechanisms to assess the effectiveness of placement programs and identify areas for improvement.
  - Ensure adherence to legal, ethical, and quality assurance standards in the design, implementation, and evaluation of placement programs, including compliance with relevant laws, regulations, and industry best practices.

- ***Evaluation and Continuous Improvement:***
  - Collect feedback from students, employers, faculty, and other stakeholders on their placement experiences, including strengths, challenges, and areas for enhancement.
  - Use feedback and evaluation data to identify trends, make data-driven decisions, and implement continuous improvement initiatives to enhance the effectiveness and impact of placement programs.
- ***Documentation and Reporting:***
  - Maintain accurate records and documentation of placement activities, including student placements, employer partnerships, feedback received, and outcomes achieved.
  - Prepare regular reports on placement metrics, trends, and accomplishments to senior leadership, governing bodies, and external stakeholders to demonstrate the impact of placement programs and inform decision-making.

6. Roles and Responsibilities

- ***Placement Coordinator/Manager:***
  - Oversees the implementation of the student placement policy.
  - Coordinates placement activities, including employer partnerships, student preparation, and placement management.
  - Acts as the primary point of contact for students, employers, and academic departments.
- ***Career Services Department:***
  - Provides comprehensive support services to students throughout the placement process.
  - Offers resume writing assistance, interview preparation workshops, and career counselling sessions.
  - Facilitates networking opportunities and job fairs to connect students with potential employers.
- ***Academic Departments/Faculty Advisors:***
  - Assists in identifying placement opportunities relevant to students' academic programs.
  - Advises students on the suitability of placement options based on their academic goals and interests.

- Provides academic oversight and support during the placement period.

- ***Employer Relations Team:***
  - Cultivates and maintains partnerships with employers, industry associations, alumni networks, and community organizations.
  - Identifies placement opportunities, defines placement criteria, and negotiates placement agreements or memorandums of understanding (MOUs).
  - Coordinates employer engagement activities, such as employer site visits, industry panels, and employer appreciation events.
- ***Placement Support Staff:***
  - Assists students with placement-related inquiries, applications, and documentation.
  - Manages placement databases, tracks student applications and placements, and ensures data accuracy.
  - Provides administrative support to placement coordinators, employers, and students as needed.
- ***Student Placement Committees/Task Forces:***
  - Develops and reviews policies, procedures, and guidelines related to student placement.
  - Monitors the effectiveness of placement programs, evaluates placement outcomes, and recommends improvements.
  - Represents the interests of students and advocates for their needs throughout the placement process.
- ***Quality Assurance and Compliance Officer:***
  - Ensures adherence to legal, ethical, and quality assurance standards in placement activities.
  - Conducts audits, reviews placement documentation, and monitors compliance with regulatory requirements.
  - Provides guidance on best practices and recommends corrective actions to address non-compliance issues.
- ***Senior Leadership/Administration:***

- Provides oversight, guidance, and support for the implementation of the student placement policy.
- Allocates resources, approves policies and procedures, and ensures alignment with institutional goals and priorities.
- Receives regular reports on placement activities, outcomes, and recommendations for improvement.

- ***Students:***
  - Actively participate in the placement process by exploring placement opportunities, submitting applications, and attending interviews.
  - Adhere to placement guidelines, policies, and deadlines set forth by the institution.
  - Seek guidance and support from career services, academic advisors, and placement coordinators as needed.
- ***Employers:***
  - Collaborate with the institution to create meaningful placement opportunities for students.
  - Provide mentorship, supervision, and feedback to students during the placement period.
  - Adhere to placement agreements, guidelines, and ethical standards established by the institution.

7. Consequences and Compliance

Consequences:

- *Loss of Placement Opportunities:* Educational institutions may lose placement opportunities with employers or industry partners if they fail to comply with placement policies or meet quality standards. This can limit students' access to valuable experiential learning opportunities.
- *Student Disadvantage:* Non-compliance with placement policies can disadvantage students by limiting their access to quality placements or exposing them to unscrupulous employers. This can impact students' career readiness and employability upon graduation.

- *Legal and Regulatory Issues:* Failure to comply with legal and regulatory requirements related to student placements may result in legal consequences, including fines, penalties, or lawsuits, particularly in cases of discrimination, harassment, or unsafe working conditions.
- *Reputation Damage:* Non-compliance with placement policies can tarnish the reputation of the educational institution, affecting its credibility and standing within the academic community, among employers, and among prospective students and their families.

Compliance:

- *Policy Communication and Training*: Ensure that all stakeholders, including students, faculty, staff, employers, and placement coordinators, are aware of the student placement policy, procedures, and expectations through regular communication, training sessions, and dissemination of policy documents.
- *Documentation and Record-keeping:* Maintain accurate records and documentation of placement activities, including placement agreements, student applications, evaluations, and feedback. Documenting compliance efforts helps demonstrate adherence to policy requirements and regulatory standards.
- *Monitoring and Oversight*: Establish mechanisms for monitoring and oversight to ensure compliance with placement policies, procedures, and quality standards. This may include conducting regular audits, reviews, and evaluations of placement programs and activities.
- *Quality Assurance:* Implement quality assurance measures to uphold the integrity and effectiveness of placement programs. This includes ensuring that placement opportunities meet educational objectives, align with academic standards, and provide meaningful learning experiences for students.
- *Ethical Guidelines:* Adhere to ethical guidelines and standards of conduct in all placement activities, including maintaining confidentiality, respecting student rights, and promoting fair and equitable treatment of all stakeholders involved in the placement process.
- *Student Support and Advocacy:* Provide students with support and advocacy services to address any concerns or issues related to placements, including assistance with resolving

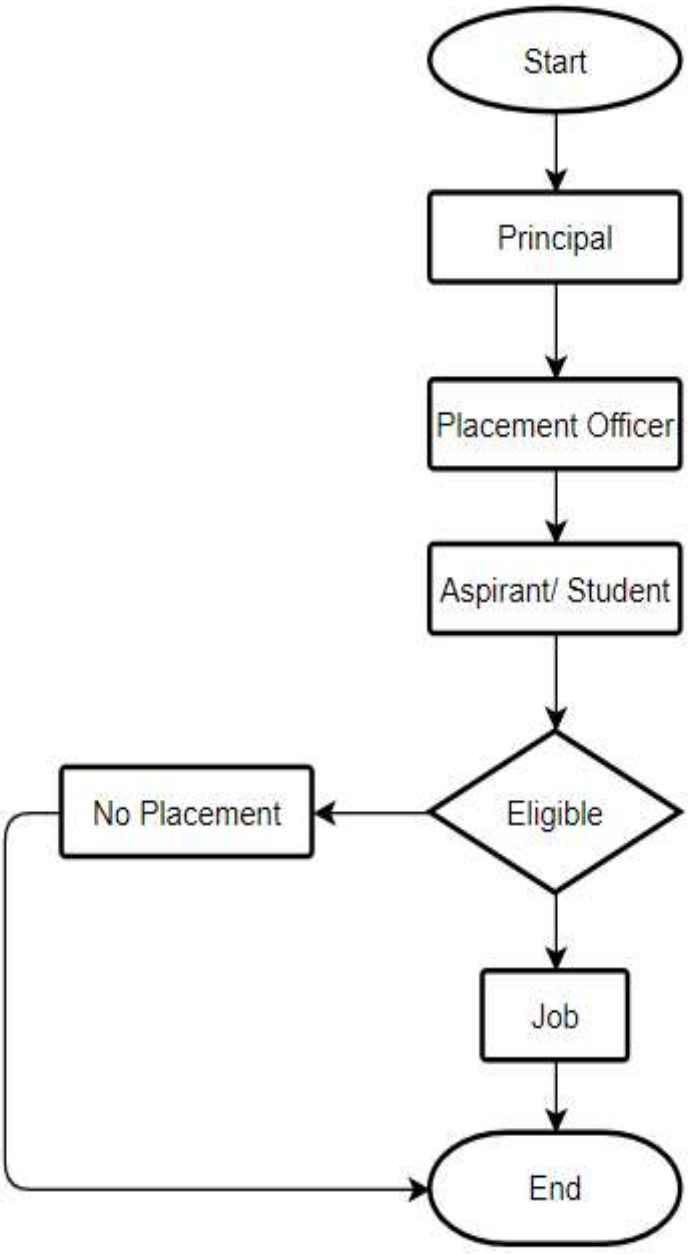
disputes, reporting grievances, or seeking alternative placement opportunities if necessary.

- *Feedback and Continuous Improvement:* Solicit feedback from students, employers, faculty, and other stakeholders on their placement experiences to identify areas for improvement and implement corrective actions as needed. Continuous feedback and improvement are essential for maintaining compliance and enhancing placement outcomes.
- *Compliance Reporting:* Regularly report on compliance efforts, placement activities, outcomes, and recommendations to senior leadership, governing bodies, and external stakeholders to demonstrate accountability, transparency, and commitment to compliance with placement policies and regulatory requirements.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart


Start
Principal
Placement Officer
Aspirant/ Student
Eligible
No Placement
Job
End

Policy No: AI/SW/STWP/010	Version No: 004	Owner: Principal	Page 1 of 10
Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Students	

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1. Introduction

"Student welfare policy lies at the heart of educational institutions, embodying their commitment to the holistic development and well-being of their students. These policies are designed to create a supportive and nurturing environment where students can thrive academically, socially, and emotionally. By addressing a wide range of needs and concerns, from health and safety to academic support and personal development, student welfare policies aim to ensure that every student has the opportunity to reach their full potential. This introduction will explore the key components and objectives of student welfare policy, highlighting its importance in fostering a culture of care, inclusivity, and student success within educational institutions."

2. Purpose and Scope

Purpose:

- *Promote Student Well-being:* The primary purpose of student welfare policy is to promote the physical, mental, and emotional well-being of students. This includes providing access to healthcare services, mental health support, counselling, and resources for maintaining a healthy lifestyle.

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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

- *Ensure Student Safety:* Student welfare policies aim to create a safe and secure environment for students by establishing protocols for campus safety, emergency response, and crisis management. This includes measures to prevent and address issues such as harassment, discrimination, and violence.
- *Support Academic Success:* Student welfare policies are designed to support students academically by providing resources for academic advising, tutoring, study skills development, and accommodations for students with disabilities. These policies aim to remove barriers to learning and ensure that all students have the opportunity to succeed academically.
- *Foster Inclusivity and Equity:* Student welfare policies promote inclusivity and equity by addressing the needs of diverse student populations, including underrepresented minorities, international students, and students from marginalized backgrounds. This includes initiatives to promote diversity, equity, and inclusion on campus and to address systemic barriers to student success.
- *Provide Social and Emotional Support:* Student welfare policies include provisions for social and emotional support, such as peer mentoring programs, support groups, and recreational activities. These initiatives aim to foster a sense of community, belonging, and connectedness among students and to help them navigate the challenges of college life.

Scope:

- *Health and Wellness Services:* Student welfare policies encompass access to healthcare services, including medical care, mental health counselling, wellness programs, and preventive care initiatives.
- *Safety and Security:* Policies address campus safety and security measures, including emergency preparedness, crime prevention, and protocols for responding to safety incidents.
- *Academic Support:* Student welfare policies include provisions for academic support services, such as tutoring, academic advising, study skills workshops, and accommodations for students with disabilities.

- *Diversity and Inclusion:* Policies promote diversity and inclusion on campus through initiatives such as cultural competency training, diversity awareness programs, and support services for underrepresented student populations.
- *Student Engagement:* Policies support student engagement and involvement in campus life through extracurricular activities, leadership development programs, and opportunities for community service and civic engagement.
- *Crisis Intervention and Support:* Student welfare policies establish protocols for crisis intervention and support, including procedures for responding to emergencies, providing mental health support, and assisting students in distress.

3. Policy Statement

At Acharya Institute of Technology, we are committed to promoting the holistic well-being and success of our students. Our student welfare policy underscores our dedication to creating a safe, supportive, and inclusive campus environment where every student can thrive academically, socially, and personally. This policy encompasses a range of initiatives and support services aimed at enhancing student health, safety, and academic success. We prioritize diversity, equity, and inclusion, striving to create a campus culture that values and respects the unique identities and experiences of all students. Through collaboration, innovation, and ongoing evaluation, we continuously strive to improve our student welfare policies and practices to meet the evolving needs of our diverse student body. Our commitment to student welfare is integral to our mission of fostering learning, growth, and success for all members of our campus community."

4. Objectives

- *Health and Wellness Services*: “Our institution is committed to promoting the health and wellness of our students. We provide access to comprehensive healthcare services, including medical care, mental health counselling, wellness programs, and preventive care initiatives, to support students in achieving their academic and personal goals."
- *Safety and Security:* “Ensuring the safety and security of our students is a top priority. We maintain a safe and secure campus environment through proactive measures, emergency preparedness protocols, and ongoing efforts to prevent and address safety

incidents. Our institution is dedicated to providing a campus where students can learn, live, and thrive free from harm."

- *Academic Support:* "We are committed to supporting the academic success of our students. Our institution offers a range of academic support services, including tutoring, academic advising, study skills workshops, and accommodations for students with disabilities, to empower students to reach their full potential in their academic pursuits."
- *Diversity and Inclusion:* "Diversity and inclusion are fundamental values of our institution. We are committed to creating an inclusive campus community where all students feel welcomed, valued, and supported. Through initiatives such as cultural competency training, diversity awareness programs, and support services for underrepresented student populations, we strive to foster a culture of belonging and respect."
- *Student Engagement:* "Our institution is dedicated to promoting student engagement and involvement in campus life. We offer a variety of extracurricular activities, leadership development programs, and opportunities for community service and civic engagement to enhance the student experience and cultivate leadership skills and social connections."
- *Crisis Intervention and Support:* "In times of crisis or distress, our institution stands ready to provide immediate support and assistance to students in need. We have established protocols for crisis intervention, mental health support, and emergency assistance to ensure that students receive the care and resources they require during challenging times."

5. Procedure

- *Policy Development and Review:*
  - Establish a committee or task force responsible for developing, reviewing, and updating the student welfare policy. This committee should include representatives from various campus stakeholders, including administrators, faculty, staff, and students.
  - Conduct research, gather input from stakeholders, and review best practices to inform the development of the policy.

- Ensure that the policy aligns with the institution's mission, values, and legal requirements.

- *Policy Approval and Adoption:*
  - Present the draft policy to relevant governing bodies, such as the board of trustees, academic senate, or executive leadership team, for approval.
  - Seek feedback and make revisions as necessary based on input from stakeholders and governing bodies.
  - Once approved, officially adopt the policy and establish an effective date for implementation.
- *Dissemination and Communication:*
  - Communicate the student welfare policy to all members of the campus community, including students, faculty, staff, and administrators.
  - Utilize various communication channels, such as email, newsletters, websites, social media, and orientation sessions, to ensure widespread awareness of the policy.
  - Provide training sessions or informational materials to educate stakeholders about the policy's content, objectives, and procedures.
- *Resource Allocation and Implementation Planning:*
  - Allocate necessary resources, including funding, staff, and infrastructure, to support the implementation of the policy.
  - Develop an implementation plan outlining specific actions, timelines, and responsibilities for operationalizing the policy.
  - Assign designated personnel or committees responsible for overseeing the implementation process and monitoring progress.
- *Training and Capacity Building:*
  - Provide training sessions or workshops to educate faculty, staff, and students about the student welfare policy and their roles and responsibilities in its implementation.
  - Offer training on relevant topics such as mental health awareness, crisis intervention, diversity and inclusion, and student support services.
  - Ensure that key personnel are equipped with the knowledge and skills necessary to effectively implement the policy and respond to student needs.

- *Monitoring and Evaluation:*
  - Establish mechanisms for monitoring and evaluating the effectiveness of the student welfare policy in achieving its objectives.
  - Collect data on key performance indicators, such as student satisfaction, utilization of support services, academic outcomes, and campus safety incidents.
  - Conduct regular reviews and assessments to identify areas for improvement and make necessary adjustments to the policy and implementation strategies.
- *Feedback and Continuous Improvement:*
  - Solicit feedback from stakeholders, including students, faculty, staff, and administrators, to assess the impact of the policy and identify areas for enhancement.
  - Create channels for ongoing communication and dialogue to address concerns, gather suggestions, and promote transparency and accountability.
  - Use feedback to inform revisions to the policy and implementation strategies, ensuring that the student welfare policy remains responsive to evolving needs and priorities.

6. Roles and Responsibilities

- *Executive Leadership:*
  - Provide strategic direction and support for the implementation of the student welfare policy.
  - Allocate resources and prioritize initiatives that promote student well-being.
  - Ensure that the policy aligns with the institution's mission and values.
- *Policy Development Committee:*
  - Develop, review, and update the student welfare policy based on research and stakeholder input.
  - Ensure that the policy addresses the diverse needs of students and is compliant with legal and regulatory requirements.
  - Recommend policy revisions or enhancements as needed to address emerging challenges or opportunities.

- *Policy Coordinator or Officer:*
  - Serve as the primary point of contact for overseeing the implementation of the student welfare policy.
  - Coordinate communication and training efforts to ensure awareness and understanding of the policy among stakeholders.
  - Monitor compliance with the policy and address any concerns or issues that arise.
- *Department Heads and Managers:*
  - Communicate the student welfare policy to faculty and staff within their respective departments or units.
  - Ensure that departmental practices and procedures align with the requirements of the policy.
  - Support faculty and staff in implementing the policy and addressing student welfare concerns.
- *Student Affairs Office:*
  - Oversee the implementation of the student welfare policy related to student support services, campus life, and student engagement.
  - Provide resources and programs to support student well-being, including counselling services, health promotion initiatives, and student activities.
  - Serve as a central point of contact for students seeking assistance or information related to the policy.
- *Health and Counselling Services:*
  - Provide medical care, mental health counselling, and wellness programs to support student health and well-being.
  - Implement policies and procedures to ensure confidentiality, accessibility, and quality of care for students.
  - Collaborate with other campus departments to address student welfare issues holistically.
- *Academic Advising and Support Services:*
  - Offer academic advising, tutoring, study skills workshops, and accommodations for students with disabilities to support academic success.

- Ensure that students are aware of available support services and resources to help them overcome academic challenges.
- Collaborate with faculty and staff to identify and address academic barriers to student success.

- *Diversity and Inclusion Office:*
  - Promote diversity, equity, and inclusion on campus through initiatives such as cultural competency training, diversity awareness programs, and support services for underrepresented student populations.
  - Implement policies and practices that foster a welcoming and inclusive campus environment for all students.
  - Address issues of discrimination, harassment, and bias that may impact student well-being.
- *Student Representatives and Organizations:*
  - Advocate for student interests and concerns related to the implementation of the student welfare policy.
  - Provide feedback on the effectiveness of the policy and suggest improvements or changes as needed.
  - Collaborate with campus administrators and departments to promote student welfare and well-being initiatives.

7. Consequences and Compliance

Implementing a student welfare policy at educational institutions comes with both positive outcomes and potential challenges. Here are the consequences and considerations:

Consequences:

- *Enhanced Student Well-being:* Implementing a student welfare policy can lead to improved physical, mental, and emotional well-being among students. Access to support services, counselling, and resources promotes a healthier campus environment.
- *Increased Academic Success:* A comprehensive student welfare policy can support academic success by providing academic support services, accommodations, and

resources to help students overcome barriers to learning and achieve their academic goals.

- *Safer Campus Environment:* Implementing safety protocols, crisis intervention procedures, and initiatives to prevent harassment and violence can contribute to a safer and more secure campus environment for all students.
- *Promotion of Inclusivity and Diversity:* A student welfare policy that prioritizes diversity, equity, and inclusion can foster a more inclusive campus culture where all students feel welcomed, valued, and supported, regardless of their background or identity.
- *Student Engagement and Satisfaction:* Providing opportunities for involvement in campus life, leadership development, and community service can enhance student engagement and satisfaction with the institution, leading to a more positive overall student experience.
- *Resource Allocation:* Implementing a comprehensive student welfare policy may require significant financial and personnel resources. Institutions must allocate resources effectively to ensure that support services and initiatives are adequately funded and staffed.

Compliance:

Ensuring compliance with the student welfare policy across departments and units within the institution can be challenging. Clear communication, training, and oversight mechanisms are necessary to ensure consistent implementation of the policy.

- *Balancing Priorities:* Institutions must balance competing priorities and demands when implementing a student welfare policy. Striking the right balance between promoting student well-being, academic success, and institutional priorities requires careful planning and decision-making.
- *Addressing Student Needs:* Student needs and concerns may vary widely, requiring a flexible and responsive approach to policy implementation. Institutions must be prepared to adapt their policies and support services to address evolving student needs and emerging challenges.

- *Measuring Impact:* Evaluating the impact of the student welfare policy can be challenging. Establishing meaningful metrics and evaluation methods to assess the effectiveness of policy implementation and its impact on student outcomes requires careful planning and data collection efforts.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Annexure

COMPOSITION OF GREVIENCE COMMITTEE ON STUDENT WELFARE	
Name	**Designation**
Principal/Assignee by Principal	Chairman
HOD belongs to Complainant	Member
HOD belongs to Accused	Member
Women (If women are a party of the Enquiry)	Member
Senior Faculty of respective college	Member (2 Nos)
Proctor (If student is involved)	Member
Legal Expert	Member

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1. Introduction

Alumni form an integral part of the extended family of any educational institution. Their experiences, achievements, and ongoing engagement contribute significantly to the reputation and vitality of the alma mater. Recognizing the value of these lifelong relationships, Acharya Institute of Technology is committed to establishing and maintaining a robust alumni relations policy.

2. Purpose and Scope

Purpose

The purpose of this policy is to outline Acharya Institute of Technology approach to engaging with alumni, cultivating meaningful connections, and leveraging alumni support for the benefit of current and future students.

- *Foster Lifelong Relationships*: The primary purpose of an alumni relations policy is to cultivate enduring connections between the institution and its alumni. By maintaining strong ties with graduates, the institution can leverage their expertise, support, and networks to enhance its reputation and advance its mission.
- *Promote Institutional Pride:* An alumni relations policy aims to instil a sense of pride and loyalty among graduates, encouraging them to remain engaged with their alma mater

and act as positive ambassadors for the institution in their personal and professional lives.

- *Support Alumni Success*: Educational institutions have a vested interest in the success of their alumni. Therefore, an alumni relations policy should include provisions for providing resources, mentorship, and career support to help graduates thrive in their chosen fields.
- *Enhance Student Experience:* Alumni can play a valuable role in enriching the educational experience of current students. By facilitating interactions between alumni and students, the institution can provide mentorship, networking opportunities, and real-world insights that complement classroom learning.
- *Drive Philanthropic Support:* Alumni relations policies often include strategies for cultivating a culture of philanthropy among graduates. By fostering a sense of gratitude and loyalty, institutions can encourage alumni to contribute their time, talents, and financial resources to support key initiatives and priorities.

Scope:

- *Communication Strategy:* The scope of an alumni relations policy encompasses the development and implementation of a comprehensive communication strategy to keep alumni informed about institutional news, events, and opportunities for engagement.
- *Events and Programming*: An effective alumni relations policy should include provisions for organizing a diverse array of events and programs designed to cater to the interests and needs of alumni. These may include reunions, networking receptions, professional development workshops, and cultural activities.
- *Alumni Benefits and Services:* The policy should outline the benefits and services available to alumni, such as access to library resources, career counseling, lifelong learning opportunities, and exclusive discounts on programs and events.
- *Volunteer Opportunities:* Institutions should provide avenues for alumni to volunteer their time and expertise in support of the institution's goals. This may include serving as mentors, guest speakers, committee members, or advocates for the institution.

- *Philanthropic Initiatives:* A key aspect of alumni relations is fundraising. The policy should outline strategies for soliciting and stewarding philanthropic support from alumni, including annual giving campaigns, endowed scholarships, capital projects, and planned giving programs.

3. Policy Statement

At Acharya Institute of Technology, we recognize the invaluable contributions of our alumni community to the ongoing success and legacy of our institution. Our Alumni Relations Policy serves as a guiding framework to cultivate and nurture lifelong relationships with our graduates, foster a sense of pride and connection to the institution, and leverage alumni support to enhance the educational experience for current and future students.

4. Objectives

- *Foster Lifelong Relationships:* Our aim is to cultivate enduring connections between alumni and the institution by providing opportunities for continued engagement, networking, and mutual support.
- *Promote Institutional Pride:* Through strategic communication and programming, we seek to instill a sense of pride and loyalty among alumni, encouraging them to remain active ambassadors for Acharya Institute of Technology.
- *Support Alumni Success*: We are committed to supporting the personal and professional development of our alumni community by offering resources, mentorship programs, and career services.
- *Enhance Student Experience:* By facilitating interactions between alumni and current students, we aim to enrich the educational experience, provide valuable insights, and expand networking opportunities.
- *Drive Philanthropic Support:* We strive to cultivate a culture of philanthropy among our alumni, encouraging them to contribute their time, talents, and resources to support Acharya Institute of Technology 's mission and strategic priorities.

5. Procedure

- *Establish an Alumni Relations Office or Committee:*
  - Designate a dedicated office or committee responsible for overseeing alumni relations activities.
  - Define the roles and responsibilities of staff members or committee members involved in alumni engagement.
- *Develop a Strategic Plan:*
  - Conduct a thorough assessment of current alumni engagement practices, strengths, and areas for improvement.
  - Set clear goals and objectives aligned with the institution's mission and strategic priorities.
  - Identify target audience segments within the alumni community based on demographics, interests, and engagement levels.
- *Create a Communication Strategy:*
  - Develop a comprehensive communication plan to reach out to alumni through various channels, including email newsletters, social media, alumni magazines, and the institution's website.
  - Segment alumni based on interests and preferences to personalize communications and maximize engagement.
  - Establish regular communication schedules to keep alumni informed about institutional news, events, and opportunities for involvement.
- *Organize Events and Programming:*
  - Plan and execute a diverse range of events and programs tailored to the interests and needs of alumni.
  - Coordinate alumni reunions, networking receptions, professional development workshops, career fairs, and cultural activities.
  - Collaborate with academic departments, student organizations, and other campus entities to create meaningful engagement opportunities for alumni.
- *Provide Alumni Benefits and Services:*

- Offer a variety of benefits and services to alumni, such as access to library resources, career counselling, continuing education programs, and exclusive discounts on campus facilities and events.
- Ensure that alumni have easy access to information about available benefits and services through the alumni relations website or portal.

- *Facilitate Volunteer Opportunities:*
  - Recruit alumni volunteers to serve as mentors, guest speakers, committee members, and advocates for the institution.
  - Establish volunteer programs and initiatives that match alumni skills and interests with institutional needs.
  - Recognize and celebrate the contributions of alumni volunteers through awards, certificates, or public acknowledgments.
- *Implement Philanthropic Initiatives:*
  - Develop fundraising campaigns and initiatives to solicit philanthropic support from alumni.
  - Cultivate relationships with potential major donors and planned giving prospects within the alumni community.
  - Provide opportunities for alumni to make meaningful contributions through annual giving, endowed scholarships, capital projects, and legacy gifts.
- *Evaluate and Adjust Strategies:*
  - Regularly evaluate the effectiveness of alumni relations activities and initiatives against established goals and metrics.
  - Solicit feedback from alumni through surveys, focus groups, and other feedback mechanisms to assess satisfaction and identify areas for improvement.
  - Use evaluation findings to refine strategies, allocate resources, and prioritize future alumni engagement efforts.

6. Roles and Responsibilities

- ***Alumni Relations Office or Committee:***
  - *Overall Oversight:* The Alumni Relations Office or Committee is responsible for overseeing the implementation of the Alumni Relations Policy.
  - *Policy Development:* Develop and update the Alumni Relations Policy in consultation with relevant stakeholders.
  - *Strategic Planning:* Develop long-term strategies and goals for alumni engagement in alignment with the institution's mission and objectives.
  - *Resource Allocation:* Allocate resources, including budget, staff, and technology, to support alumni relations initiatives.
  - *Evaluation and Reporting:* Monitor and evaluate the effectiveness of alumni engagement efforts and provide regular reports to senior leadership.
- ***Alumni Relations Director or Manager:***
  - *Leadership:* Provide leadership and direction to the Alumni Relations Office or team.
  - Relationship Management: Cultivate and maintain relationships with key alumni, volunteers, donors, and external partners.
  - *Program Development*: Develop and implement alumni engagement programs, events, and initiatives.
  - *Communication:* Oversee the development of communication strategies and materials to effectively engage alumni.
  - *Volunteer Management:* Recruit, train, and manage alumni volunteers to support various initiatives and events.
  - *Fundraising*: Collaborate with development staff to identify and solicit philanthropic support from alumni.
- ***Development Office or Advancement Team:***
  - *Fundraising:* Work closely with the Alumni Relations Office to identify and cultivate potential donors among alumni.
  - *Stewardship:* Acknowledge and steward alumni donors, including providing updates on the impact of their contributions.

- *Database Management:* Maintain accurate alumni records and databases to support alumni engagement and fundraising efforts.
- *Prospect Research:* Identify potential major donors and planned giving prospects within the alumni community.

- ***Marketing and Communications Team:***
  - *Communication Strategy*: Collaborate with the Alumni Relations Officer to develop and execute communication strategies to engage alumni.
  - *Content Development*: Create compelling content, including newsletters, social media posts, and alumni publications, to share news and updates with alumni.
  - *Branding and Design*: Ensure consistent branding and messaging across all alumni communications and materials.
  - *Event Promotion:* Promote alumni events and programs through various marketing channels to maximize attendance and participation.
- ***Academic Departments and Student Affairs:***
  - *Student Engagement:* Collaborate with the Alumni Relations Office to facilitate mentorship, networking, and career development opportunities for students through alumni connections.
  - *Event Hosting:* Host alumni events and activities on campus, including academic lectures, panel discussions, and student-alumni networking events.
  - *Student-Alumni Engagement:* Facilitate interactions between current students and alumni through internships, alumni guest speakers, and alumni mentoring programs.
- ***Volunteer Coordinators:***
  - *Recruitment:* Recruit alumni volunteers to support various alumni relations initiatives, events, and programs.
  - *Training:* Provide training and orientation to volunteers to ensure they are equipped to fulfil their roles effectively.
  - *Recognition*: Recognize and celebrate the contributions of alumni volunteers through awards, certificates, and public acknowledgments.

7. Consequences and Compliances

Consequences

- *Loss of Funding*: Departments or individuals failing to comply with the alumni relations policy may risk losing funding or resources allocated for alumni engagement initiatives.
- *Diminished Alumni Support:* Non-compliance with the policy could lead to alumni dissatisfaction, resulting in decreased participation, support, and donations from the alumni community.
- *Damage to Reputation:* Failure to adhere to the policy guidelines may damage the institution's reputation among alumni and stakeholders, affecting its standing and credibility in the community.
- *Legal Ramifications:* Non-compliance with legal requirements, such as data privacy regulations or fundraising regulations, could result in legal penalties or liabilities for the institution.
- *Accountability Measures*: Individuals or departments found to be in violation of the policy may face disciplinary action, including warnings, reprimands, or termination of employment, depending on the severity of the non-compliance.

Compliance:

- *Training and Education:* Provide training sessions and educational resources to inform staff and stakeholders about the requirements and expectations outlined in the alumni relations policy.
- *Clear Communication:* Clearly communicate the policy guidelines, procedures, and expectations to all relevant parties, including staff, faculty, students, alumni, and volunteers.
- *Monitoring and Oversight:* Establish mechanisms for monitoring and oversight to ensure compliance with the policy, such as regular audits, reviews, and assessments of alumni engagement activities.

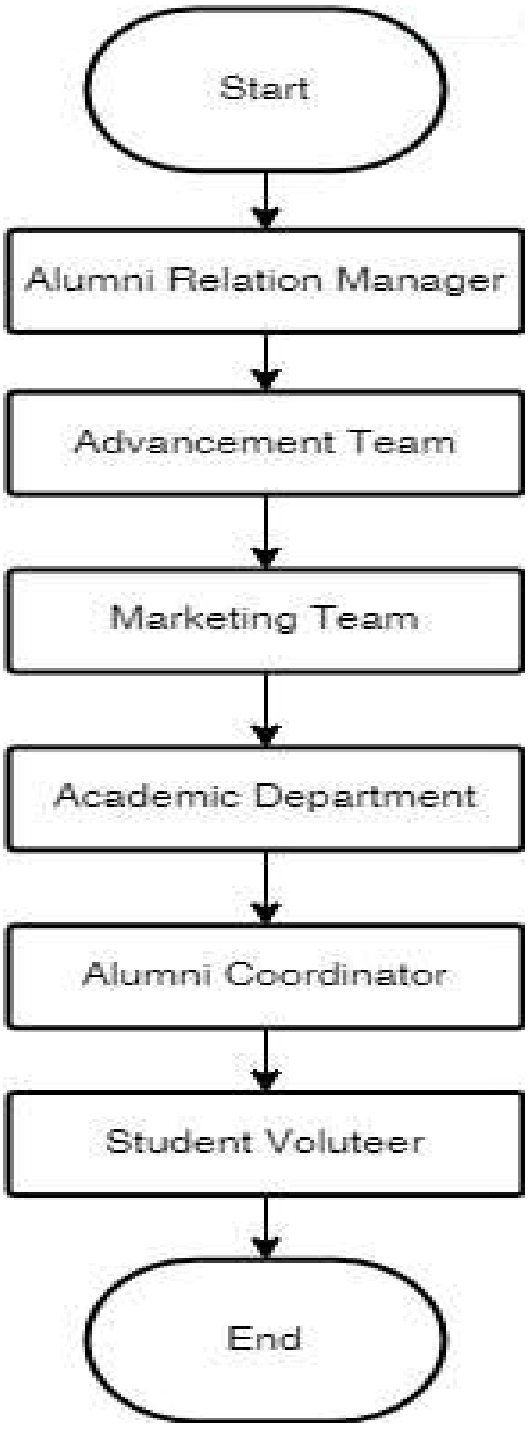
- *Documentation and Reporting*: Maintain accurate records and documentation of alumni relations activities, including event attendance, donor contributions, and communication efforts, to demonstrate compliance with the policy.
- *Feedback and Evaluation*: Solicit feedback from stakeholders, including alumni, staff, and volunteers, to assess the effectiveness of the policy and identify areas for improvement or compliance issues.
- *Enforcement Measures:* Implement enforcement measures to address instances of non-compliance promptly, including corrective actions, sanctions, and accountability measures as necessary.
- *Continuous Improvement*: Regularly review and update the alumni relations policy in response to changing needs, feedback, and best practices to ensure its relevance and effectiveness over time

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

Prepared by and reviewed by	Approved by	Cleared for issue
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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

9. Flow Chart



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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

SCHOLARSHIP POLICY

Policy No: AI/AIT/CPRD/006	Version No:02	Owner: Acharya Institute of Technology	Page 1 of 4
Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Fresh Admissions	

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SOLDEVANAHALLI, BENGALURU - 560 107

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Policy Drafting & Review Committee	Managing Director Acharya Institute of Technology	Head, Quality Assurance Acharya Institute of Technology

SCHOLARSHIP POLICY

Policy No: AI/AIT/CPRD/006	Version No: 02	Owner: Acharya Institute of Technology	Page 2 of 4
Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Fresh Admissions	

1. Purpose

- To assist students who are not financially sound
- To assist students who are academically excellent

2. Policy References

NONE

3. Introduction

Details the process to be followed for scholarship

4. Scope

- Fresh Admissions

5. Definitions

NONE

6. Responsibilities

- Counsellor
- Scholarship Committee

7. Specific Procedure

- Counsellor to check if the student is eligible for scholarship under any of the following categories along with supporting documents:

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SCHOLARSHIP POLICY

Policy No: AI/AIT/CPRD/006	Version No: 02	Owner: Acharya Institute of Technology	Page 3 of 4
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Sl.no	Category	Supporting Documents
1	Children of Defence	ID card of parent/s in defence
2	Academic Merit	Copy of marks card of the previous examination
3	Sports – State and National	Participation certificates not older than one year
4	Children of Teachers	Teachers ID card
5	Children of Farmers	
6	Student of Acharya	Previous ID card issued by Acharya Institutes
7	Children of Faculties	Faculty ID card issued by Acharya Institutes
8	Special cases	Case to case basis

- After the creation of AUID, counsellor to issue Scholarship form for the respective AUID
- While issuing the scholarship form, all the details required should entered along the scholarship amount
- Counsellor to mention the semester wise breakup of the scholarship amount on the scholarship form
- Relevant supporting documents to be attached along with the scholarship form and submitted to the executive in charge at CPRD for the Executive Director's approval
- On ED's approval on the hard copy, the semester wise breakup of the scholarship amount has to be entered and approved by the executive in charge on ERP
- The approved copy has to be scanned and uploaded on ERP
- Once approved on ERP, the scholarship amount will be reflected in the student ledger

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SCHOLARSHIP POLICY			
Policy No: AI/AIT/CPRD/006	Version No: 02	Owner: Acharya Institute of Technology	Page 4 of 4
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NOTE:

- The process of scholarship has to be completed within 48 hours of issuing the scholarship form. Failing this will result in eluding the student from scholarship.
- Counselors have to check with the Executive Director / Director Admissions / Executive in charge for scholarships given on special cases
- Academic Merit scholarships: If relevant fee templates are available, the counsellors have to mandatorily select them instead of issuing scholarship form

8. **Forms/Templates to be used**

NONE

9. **Internal and external references**

NONE

10. **Change History**

Version no.	Effective Date	Significant Changes	Previous Version no.
001		**Initial Version**	**NIL**

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Policy Drafting & Review Committee	**Managing Director Acharya Institute of Technology**	**Head, Quality Assurance Acharya Institute of Technology**

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1. Introduction

In the multifaceted landscape of educational institutions, providing comprehensive support for students' mental health and well-being is paramount. A robust Counselling Service Policy serves as a cornerstone in fostering a nurturing environment that promotes psychological resilience and academic success. Let's delve into an introductory exploration of this vital policy framework tailored for educational settings.

In the dynamic ecosystem of educational institutions, the mental and emotional well-being of students is a foundational element that profoundly impacts their academic success and personal growth. Recognizing the significance of this aspect, educational institutions are increasingly prioritizing the establishment of robust Counselling Service Policies. These policies are not just about offering reactive support in times of crisis but also about cultivating a proactive culture of mental wellness and resilience.

2. Purpose and Scope

Purpose:

- *Promoting Mental Wellness:* The primary purpose of the Counselling Service Policy is to promote mental wellness among students by providing access to confidential, professional counselling services. It aims to empower students to navigate challenges, develop coping strategies, and enhance their overall psychological resilience.
- *Supporting Academic Success:* Recognizing the integral connection between mental health and academic performance, the policy aims to support students' academic success by addressing psychological barriers to learning. By providing timely intervention and support, it enables students to thrive academically and reach their full potential.
- *Fostering a Culture of Care:* The policy underscores the institution's commitment to fostering a culture of care and compassion where students feel valued, supported, and understood. It seeks to create an environment where seeking help for mental health concerns is normalized and stigma-free.
- *Preventing Crisis Situations:* Proactive intervention is a key aspect of the Counselling Service Policy. By offering preventive counselling, early intervention programs, and crisis management strategies, the policy aims to mitigate the risk of mental health crises and promote early detection and intervention.
- *Promoting Equity and Inclusion:* The policy ensures that counselling services are accessible to all students, regardless of background, identity, or circumstance. It emphasizes the importance of inclusivity, cultural competence, and sensitivity to the diverse needs of the student population.

Scope:

- *Individual Counselling:* The Counselling Service Policy encompasses individual counselling sessions, where students can receive personalized support from licensed professionals to address a wide range of mental health concerns, including anxiety, depression, stress, relationships, and academic challenges.
- *Group Counseling*: In addition to individual sessions, group counseling programs are offered to provide students with opportunities for peer support, skill-building, and community

connection. These groups may focus on specific topics such as mindfulness, resilience, assertiveness, or identity exploration.

- *Crisis Intervention:* The policy includes protocols for responding to mental health crises, such as suicidal ideation, self-harm, or acute distress. It outlines procedures for assessing risk, providing immediate support, and coordinating with emergency services or mental health professionals as needed.
- *Preventive Programs:* Recognizing the importance of preventive measures, the policy incorporates proactive programs and initiatives aimed at promoting mental wellness and resilience. These may include workshops, seminars, outreach events, and psychoeducational campaigns on topics such as stress management, self-care, and healthy coping strategies.
- *Referral and Collaboration:* The Counselling Service Policy outlines procedures for referring students to external resources, specialists, or community agencies for specialized support beyond the scope of campus counselling services. It also encourages collaboration with other campus departments, student organizations, and community partners to enhance the support ecosystem.
- *Confidentiality and Privacy:* Confidentiality is a core principle of the Counselling Service Policy. It ensures that students' privacy rights are respected, and their personal information remains confidential within legal and ethical boundaries. The policy outlines procedures for informed consent, confidentiality agreements, and exceptions to confidentiality in cases of imminent harm or legal requirements.

3. Policy Statement

At Acharya Institute of Technology, we are committed to fostering a supportive and inclusive campus community where the mental health and well-being of our students are prioritized. Our Counselling Service Policy reflects our dedication to providing accessible, confidential, and high-quality counselling services that empower students to thrive academically, personally, and emotionally. This policy statement encapsulates our guiding principles and commitment to promoting mental wellness among our student body.

4. Objectives

- ***Promote Mental Wellness:***
  - ➢ *Objective*: Foster a campus culture that prioritizes mental wellness, resilience, and self-care among students.
  - ➢ *Actions:*
  - ✓ Provide counselling services that empower students to address mental health concerns, manage stress, and develop coping skills.
  - ✓ Offer preventive programs, workshops, and outreach initiatives that promote mental wellness, mindfulness, and self-awareness.
- ***Enhance Academic Success:***
  - ➢ *Objective:* Support students' academic success by addressing psychological barriers to learning and performance.
  - ➢ *Actions:*
  - ✓ Offer counselling services to help students manage academic stress, improve study skills, and enhance time management.
  - ✓ Provide support for students facing academic challenges, such as test anxiety, perfectionism, or procrastination.
- ***Provide Accessible Support:***
  - ➢ *Objective:* Ensure that counselling services are accessible to all students, regardless of background, identity, or circumstance.
  - ➢ *Actions:*
  - ✓ Offer a range of counselling options, including individual counselling, group therapy, crisis intervention, and online counselling.
  - ✓ Address barriers to access, such as cost, stigma, language, and cultural factors, to ensure equitable access to services.
- ***Foster a Supportive Campus Culture:***
  - ➢ *Objective*: Create a campus environment where seeking help for mental health concerns is normalized and stigma-free.
  - ➢ *Actions:*

- ✓ Promote awareness and education about mental health issues, reducing stigma and increasing understanding among students, faculty, and staff.
- ✓ Collaborate with student organizations, peer support groups, and campus leaders to create supportive spaces for dialogue and community-building around mental health.

- ***Provide Crisis Intervention and Risk Management:***
  - ➢ *Objective:* Ensure timely and effective response to mental health crises and emergencies.
  - ➢ *Actions:*
  - ✓ Establish protocols for assessing and responding to mental health crises, including suicide prevention, risk assessment, and coordination with emergency services.
  - ✓ Provide training for counsellors and staff on crisis intervention techniques, de-escalation strategies, and suicide risk assessment.
- ***Collaborate and Refer:***
  - ➢ *Objective:* Collaborate with other campus departments, community agencies, and mental health professionals to expand resources and support for students.
  - ➢ *Actions:*
  - ✓ Establish partnerships with campus health services, disability support offices, and academic advisors to provide holistic support for students.
  - ✓ Provide referrals to external resources, specialists, or community agencies for specialized support beyond the scope of campus counselling services.
- ***Ensure Confidentiality and Privacy:***
  - ➢ *Objective:* Uphold the principles of confidentiality and privacy to create a safe and trusting environment for counselling sessions.
  - ➢ *Actions:*
  - ✓ Adhere to strict confidentiality standards and legal and ethical guidelines for protecting students' personal information.
  - ✓ Inform students about their rights to privacy and confidentiality and obtain informed consent for counselling services.

5. Procedure

- ***Needs Assessment and Planning:***
  - *Assess Current Needs:* Conduct a comprehensive assessment of the mental health needs and challenges faced by students through surveys, focus groups, and consultations with stakeholders.
  - *Define Objectives:* Clearly define the objectives and goals of the Counselling Service Policy based on the identified needs and priorities.
  - *Formulate a Plan*: Develop a strategic plan outlining the steps, timeline, and resources required for implementing the Counselling Service Policy.
- ***Policy Development and Approval:***
  - *Establish a Task Force:* Form a multidisciplinary task force comprising representatives from counselling services, administration, faculty, students, and other relevant departments.
  - *Draft the Policy*: Collaboratively draft the Counselling Service Policy, incorporating input from stakeholders and aligning it with institutional values, goals, and legal requirements.
  - *Review and Revision*: Circulate the draft policy for feedback from stakeholders, revise as needed, and ensure alignment with best practices and ethical guidelines.
  - *Approval Process:* Present the finalized policy to the institution's leadership or governing body for review, approval, and formal adoption.
- ***Resource Allocation:***
  - *Allocate Budget:* Assess budgetary needs for implementing the Counselling Service Policy, including funding for staff, training, infrastructure, and outreach initiatives.
  - *Human Resources:* Determine staffing requirements for counselling services, including licensed counsellors, therapists, support staff, and administrative personnel.
  - *Infrastructure and Technology:* Identify and allocate resources for establishing counselling centres, confidential spaces, technology platforms, and communication tools to support counselling services.
- ***Training and Capacity Building:***

- *Training Programs*: Develop and conduct training programs for counselling staff on policy objectives, ethical guidelines, cultural competence, crisis intervention, and confidentiality protocols.
- *Professional Development*: Provide opportunities for ongoing professional development and supervision to enhance counsellors' skills and competencies.

- ***Communication and Awareness:***
  - *Policy Communication:* Communicate the Counselling Service Policy to all stakeholders, including students, faculty, staff, parents, and the wider community, through various channels such as websites, newsletters, orientation sessions, and campus events.
  - *Awareness Campaigns*: Launch awareness campaigns and initiatives to destigmatize mental health issues, promote help-seeking behaviours, and raise awareness about counselling services and resources available on campus.
- ***Service Implementation:***
  - *Establish Counselling Centres:* Set up counselling centres or offices equipped with confidential spaces, resources, and technology to deliver counselling services effectively.
  - *Appointment Scheduling:* Implement systems for appointment scheduling, intake procedures, and triage to ensure timely access to counselling services for students.
  - *Service Delivery:* Begin offering counselling services, including individual counselling, group therapy, crisis intervention, workshops, and outreach programs, as outlined in the Counselling Service Policy.
- ***Monitoring and Evaluation:***
  - *Performance Metrics:* Define key performance indicators (KPIs) to measure the effectiveness and impact of counselling services, such as client satisfaction, session attendance, wait times, and academic outcomes.
  - *Feedback Mechanisms*: Establish feedback mechanisms, such as surveys, focus groups, and suggestion boxes, to solicit input from students, staff, and other stakeholders on their experiences with counselling services.
  - *Continuous Improvement*: Use data and feedback to identify areas for improvement, refine service delivery processes, and enhance the effectiveness of counselling services over time.

- ***Compliance and Review:***
  - *Compliance Monitoring*: Ensure compliance with legal and ethical standards, confidentiality requirements, and relevant regulations governing counselling services.
  - *Policy Review:* Periodically review and update the Counselling Service Policy to reflect changes in institutional needs, best practices, and emerging trends in mental health care.

6. Roles and Responsibilities

- ***Institutional Leadership:***
  - Endorse and support the Counselling Service Policy.
  - Allocate resources and budget for counselling services.
  - Provide strategic direction and oversight.
  - Ensure compliance with policy objectives and standards.
- ***Counselling Services Department:***
  - Develop and implement counselling programs and services in alignment with the policy objectives.
  - Hire and train qualified counsellors and mental health professionals.
  - Provide individual counselling, group therapy, crisis intervention, and preventive programs.
  - Maintain confidentiality and adhere to ethical guidelines and professional standards.
- ***Counselling Staff:***
  - Conduct individual counselling sessions with students, addressing a wide range of mental health concerns.
  - Facilitate group therapy sessions, workshops, and support groups.
  - Provide crisis intervention and risk assessment services.
  - Collaborate with other campus departments and external agencies to coordinate care and referrals for students.
- ***Student Affairs Department:***
  - Promote awareness of counselling services among students through orientation programs, marketing campaigns, and outreach initiatives.
  - Provide administrative support for scheduling appointments, managing intake processes, and maintaining records.

- Collaborate with counselling services to address student concerns and facilitate referrals to appropriate resources.

- ***Faculty and Academic Advisors:***
  - Identify and refer students who may benefit from counselling services.
  - Provide academic accommodations and support for students experiencing mental health challenges.
  - Collaborate with counselling services to support student success and well-being.
- ***Campus Health Services:***
  - Coordinate with counselling services to address students' physical and mental health needs comprehensively.
  - Provide medical support and referrals for students with co-occurring health conditions.
  - Collaborate on health promotion initiatives and preventive programs.
- ***Student Organizations:***
  - Raise awareness about mental health issues and promote help-seeking behaviours among students.
  - Partner with counselling services to organize events, workshops, and campaigns related to mental wellness and resilience.
  - Provide peer support and advocacy for students accessing counselling services.
- ***Diversity and Inclusion Office:***
  - Ensure that counselling services are accessible and inclusive for students from diverse backgrounds, identities, and experiences.
  - Provide training and resources to counsellors on cultural competence and sensitivity.
  - Advocate for the needs of marginalized and underrepresented student populations.
- ***Institutional Research and Assessment Office:***
  - Collect and analyse data on the utilization and effectiveness of counselling services.
  - Monitor trends in student mental health and well-being.
  - Use data to inform decision-making and continuous improvement efforts.

7. Consequences and Compliance

Consequences

- *Student Well-being at Risk:* Failure to comply with the Counselling Service Policy puts students' mental health and well-being at risk, potentially leading to increased stress, anxiety, depression, and other mental health concerns.
- *Academic Impact:* Students facing mental health challenges may experience academic difficulties, including decreased performance, absenteeism, and withdrawal from classes or programs.
- *Legal Liability:* Non-compliance with the policy may expose the institution to legal liability if students' mental health needs are not adequately addressed, leading to lawsuits or legal claims.
- *Reputational Damage:* Negative publicity resulting from incidents related to inadequate mental health support can tarnish the institution's reputation and credibility, affecting enrolment, funding, and community relations.
- *Regulatory Non-Compliance:* Failure to comply with relevant regulations, such as disability rights laws or accreditation standards related to student support services, may result in sanctions or penalties from regulatory bodies.

Compliance:

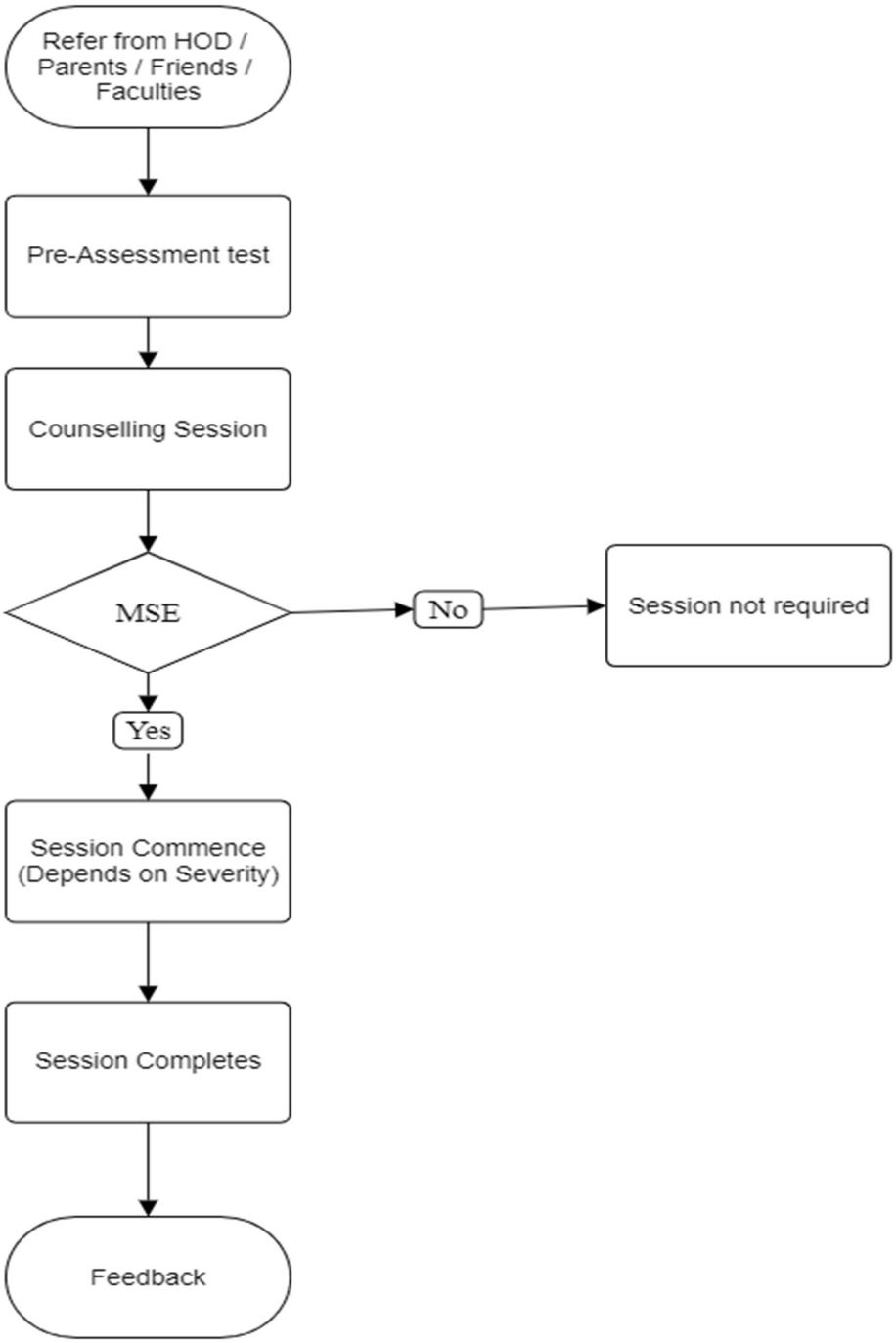
- *Policy Awareness and Training:* Ensure that all stakeholders are aware of the Counselling Service Policy and understand their roles and responsibilities in supporting student mental health.
- *Accessible Counselling Services:* Ensure that counselling services are readily accessible to students, with clear information on how to schedule appointments, access crisis support, and seek help in emergencies.
- *Confidentiality and Privacy:* Uphold strict confidentiality and privacy standards to protect students' personal information and create a safe and trusting environment for counselling sessions.

- *Quality Assurance and Monitoring:* Implement quality assurance mechanisms to monitor the effectiveness and impact of counselling services, including client satisfaction surveys, outcome assessments, and peer reviews.
- *Collaboration and Referral:* Foster collaboration with other campus departments, community agencies, and mental health professionals to enhance the support ecosystem for students.
- *Continuous Improvement*: Engage in continuous improvement efforts to enhance the effectiveness, accessibility, and responsiveness of counselling services based on feedback, data analysis, and best practices in mental health care.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart


Refer from HOD / Parents / Friends / Faculties
Pre-Assessment test
Counselling Session
MSE
No
Session not required
Yes
Session Commence (Depends on Severity)
Session Completes
Feedback

10. Annexures

Annexure-1

PRE-ASSESSMENT FORM FOR COUNSELLING SESSIONS FOR STUDENTS / FACULTY

Personal Information:

Full Name:	College Name:
Age:	Contact Number:
Gender	Email Address:

Reason for seeking counselling (Please provide a brief explanation):

1. _____
2. _____
3. _____

Counselling History:

Have you previously attended any counselling sessions? Yes ☐ No ☐

Reason for Counselling: _____

Emotional/Behavioural Concerns:

(Please indicate if you have experienced any of the following in the past month)

PRE-ASSESSMENT FORM FOR COUNSELLING SESSIONS FOR STUDENTS

Personal Information:

Full Name:	College Name:
Age:	Contact Number:
Gender	Email Address:

Reason for seeking counselling (Please provide a brief explanation):

1. _____
2. _____
3. _____

Counselling History:

Have you previously attended any counselling sessions? Yes ☐ No ☐

Reason for Counselling: _____

Emotional/Behavioural Concerns:

(Please indicate if you have experienced any of the following in the past month)

1. Anxiety or constant worry: Yes ☐ No ☐
2. Depressed mood or sadness: Yes ☐ No ☐
3. Sleep disturbances: Yes ☐ No ☐
4. Appetite changes: Yes ☐ No ☐
5. Substance use/abuse: Yes ☐ No ☐
6. Suicidal thoughts or self-harm behaviours: Yes ☐ No ☐

Academic Concerns:

(Please indicate if you have experienced any of the following in the past month)

1. Study skills difficulties: Yes ☐ No ☐
2. Time management issues: Yes ☐ No ☐
3. Relationship issues with classmates/teachers: Yes ☐ No ☐

Availability for counselling sessions:

(Please specify days and times you are available for counselling sessions)

1. Days: _____

2. Times: _____

1. Anxiety or constant worry: Yes ☐ No ☐

2. Depressed mood or sadness: Yes ☐ No ☐

3. Sleep disturbances: Yes ☐ No ☐

4. Appetite changes: Yes ☐ No ☐

5. Substance use/abuse: Yes ☐ No ☐

6. Suicidal thoughts or self-harm behaviors: Yes ☐ No ☐

Academic Concerns:

(Please indicate if you have experienced any of the following in the past month)

1. Study skills difficulties: Yes ☐ No ☐

2. Time management issues: Yes ☐ No ☐

3. Relationship issues with classmates/teachers: Yes ☐ No ☐

Availability for counselling sessions:

(Please specify days and times you are available for counselling sessions)

1. Days: _____

2. Times: _____

Annexure-2

STUDENT/ FACULTY SELF-REFERRAL FORM

NAME: _____

COURSE/ DEPARTMENT: _____

COLLEGE: _____

GENDER: _____ AGE: _____

Area(s) of Concern:

- Personal / Social Development
- Psychological concerns
- Behavioural concerns
- Academic Development

Any actions or strategies adapted to address the issue earlier:

Have the Family/college authorities been informed about the issue – Yes/No

Signature: **Date:**

Contact details: _____

Annexure-3

FACULTY REFERRAL FORM

(To be filled by faculty)

Name: _____ **Date:** _____

Department: _____ **Designation:** _____

Contact number: _____

Student's Name: _____

Relationship with the student: _____

Year or section: _____

Area(s) of Concern:

- Personal / Social Development
- Psychological concerns
- Behavioural concerns
- Academic Development

Pre-Referral Intervention:

Specific Observable Behaviours: _____

Any strategies used to address the issue: _____

Parent / Guardian Contacted: **No** **Yes**

Outcome of Contact: _____

Reason for Referral: _____

Signature: **Date:**

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Annexure-4

PARENT/ GUARDIAN REFERRAL FORM

Name: _____ **Date:** _____

Relationship with the Student: _____

Contact number: _____

Student's Name: _____ **Course:** _____

How did you come across the counselling service: College/HoD/Proctor/Student/Others.

Reasons for the referral – please check the issues that apply

Area(s) of Concern:

- Personal / Social Development
- Psychological concerns
- Behavioural concerns
- Academic Development

Have the faculty/college authorities been informed about the issue – Yes/No

Signature: **Date:**

Annexure-5

STUDENT/FACULTY- INFORMED CONSENT FORM

Student's/ Faculty Name: _____

Course and year: _____

This informed consent document is intended to provide general information about the counselling services provided by the Acharya Institute of Technology. Please read the document thoroughly before signing.

Nature of Counselling: The type and extent of services that I receive will be determined following an initial assessment and through discussion with me. I understand that there may be both benefits and risks associated with participation in counselling. Counselling may improve ability to relate to others, provide a clearer understanding of self, values, and goals, and an ability to deal with everyday stress. I understand that counselling may also lead to unanticipated feelings and change, which might have an unexpected impact on me.

Confidentiality: I understand that counsellors maintain confidentiality in accordance with the ethical guidelines and legal requirements of their profession. Effective counselling, however, sometimes requires that confidential information be shared with other staff members and professors, who are training at Acharya Institute of Technology. When confidential information must be shared, pseudonyms (false names) are used to protect the identity of the student. I understand that no records or information about me will be released outside Acharya Institute of Technology without my permission, except under certain circumstances: if I present a serious danger to self or other person(s); if there is a suspicion or actual incident of abuse; or a valid judicial notice is issued for my records, or my records are otherwise subject to other legal process requiring disclosure.

If I have any questions regarding this consent form or about the services offered, I understand that I may discuss them with my counsellor.

I have read and I understand the above. I understand that treatment may be stopped at any time and there are no penalties for denying permission. I hereby consent to the counselling services offered at the Institution.

Student/Faculty Full Name

_____

Signature

Counsellor's Signature

_____

Annexure-6

PARENT CONSENT FORM

Student name; _____

Course and year: _____

This informed consent document is intended to provide general information about the counselling services provided by the Acharya Institute of Technology. Please read the document thoroughly before signing.

Nature of Counselling: The type and extent of services that my child receive will be determined following an initial assessment and through discussion with my child. I understand that there may be both benefits and risks associated with participation in counselling. Counselling may improve ability to relate to others, provide a clearer understanding of self, values, and goals, and an ability to deal with everyday stress. I understand that counselling may also lead to unanticipated feelings and change, which might have an unexpected impact on my child.

Confidentiality: I understand that counsellors maintain confidentiality in accordance with the ethical guidelines and legal requirements of their profession. Effective counselling, however, sometimes requires that confidential information be shared with other staff members and professors, who are training at Acharya Institute of Technology. When confidential information must be shared, pseudonyms (false names) are used to protect the identity of the student. I understand that no records or information about me will be released outside Acharya Institute of Technology without my permission, except under certain circumstances: if my child presents a serious danger to self or other person(s); if there is a suspicion or actual incident of abuse; or a valid judicial notice is issued for my child's records, or the records are otherwise subject to other legal process requiring disclosure.

I, _____am the parent/legal guardian of _____.
I have read and understand and agree to the terms of the college counselling services.I give permission for my child to receive counselling services while attending Acharya Institutes. I

understand that I may withdraw my consent anytime by submitting a written notice requesting the termination of the counselling sessions.

_____ _____

Parent/guardian's name Date

_____ _____

Contact number Signature

Annexure-7

COUNSELLING FEEDBACK FORM

This form allows you an opportunity to provide feedback to your counsellor after your sessions have finished. This will help your counsellor's professional development as well as helping to improve the service offered to others.

Please place a mark in the box which most closely corresponds to how you feel about each statement.

PART: A

ABOUT THE SESSION	Strongly agree (5)	Somewhat agree (4)	No strong feelings (3)	Somewhat disagree (2)	Strongly disagree (1)
I'm learning new ways to manage my concerns.					
I feel my goals are identified.					
I feel challenged on my thoughts when / if appropriate					
I feel I talk about everything I want to					
I feel I'm making progress in reaching my goals.					
There was sufficient time to deal with my concerns.					
The session was helpful in accomplishing my immediate objective(s).					
After every session I had sufficient time to process about the situation.					
The sessions helped me with relapse management.					

ABOUT THE COUNSELLOR					
Demonstrated a genuine desire to help me.					
I'm comfortable with the counsellor's approach					
My counsellor fostered a safe and trusting environment					
I feel I can express myself without judgement to my counsellor.					
I feel my point of view is understood by the counsellor.					
I feel listened to, heard and supported.					
We work on concerns most important to me.					
Was knowledgeable and prepared for the session.					
Encouraged me to ask questions and participate in the discussion.					
Listened carefully to me.					
Used the counselling time effectively					
Was efficiently able to complete sessions.					
The sessions were regular and punctual.					

Overall Satisfaction

My overall level of satisfaction with the service provided by my counsellor is:	**Satisfied (5)**	**Somewhat Satisfied (4)**	**No Strong Feeling (3)**	**Somewhat Dissatisfied (2)**	**Dissatisfied (1)**

PART B

Written Evaluation (***please respond to the following):***

1. What did you like about this counselling session?

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2. What did you dislike about this counselling session?

3. What specific changes could improve the counselling session?

Signature and Name: _____

Annexure-8

CERTIFICATE OF ATTENDANCE

ACHARYA INSTITUTES

Acharya Dr. Sarvepalli Radhakrishnan Road, Soladevanahalli, Bengaluru -560 107, India

CERTIFICATE OF ATTENDENCE

Student Name:	AUID:
College Name:	Department:
Date:	Time:

The above student attended counselling session. Kindly consider the absence and provide attendance during mentioned date & time.

_____

Sign of Counsellor with date

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1. Introduction

The Mentoring Policy is designed to foster personal and academic growth among students within AIT. This program pairs experienced mentors—typically faculty members, alumni, or advanced students—with mentees, who are usually new or less experienced students. The primary goal is to create a supportive environment that enhances learning, encourages professional development, and promotes social integration.

Mentors provide guidance, share knowledge, and offer insights into academic and career pathways, helping mentees navigate challenges and seize opportunities. The program emphasizes mutual respect, confidentiality, and a commitment to fostering a positive and enriching experience for both parties.

2. Purpose and Scope

Purpose:

The Mentoring Policy aims to:

- *Enhance Academic Success:* Provide mentees with personalized support and resources to improve their academic performance.

- *Foster Professional Development:* Equip mentees with insights into career opportunities and professional skills through mentor guidance.
- *Encourage Personal Growth:* Support mentees in developing confidence, resilience, and interpersonal skills.
- *Build Community:* Create a sense of belonging and connection within AIT, promoting a collaborative learning environment.
- *Facilitate Knowledge Transfer:* Leverage the experience and expertise of mentors to enrich the educational experience of mentees.

Scope:

- *Participants: All students and faculty members of the institute*
- *Duration:* Specifications regarding the length of mentorship relationships and the frequency of meetings.
- *Evaluation:* Procedures for assessing the effectiveness of the program, including feedback mechanisms from both mentors and mentees.
- *Confidentiality and Ethics:* Establishing a framework for maintaining trust and confidentiality within the mentor-mentee relationship.

3. Policy Statement

The Mentoring Policy at AIT is designed to foster a supportive and enriching educational environment by pairing experienced mentors with mentees to enhance academic, personal, and professional growth. This program aims to promote a culture of collaboration, knowledge sharing, and mutual respect among participants.

All students are encouraged to participate as either mentors or mentees, regardless of their background or academic discipline. AIT is committed to providing resources and training to ensure effective mentorship relationships.

Mentors will guide mentees in navigating academic challenges, exploring career opportunities, and developing essential skills, while mentees will engage actively in their own development and seek to maximize the benefits of the mentorship experience.

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4. Objectives

- *Academic Support*: Provide mentees with guidance on academic challenges, study strategies, and course selections to enhance their educational experience.
- *Career Development:* Assist mentees in exploring career options, developing professional skills, and understanding industry expectations through mentor insights and networking opportunities.
- *Personal Growth:* Support mentees in building confidence, resilience, and interpersonal skills, fostering overall personal development.
- *Social Integration:* Help mentees feel more connected and engaged within AIT, reducing feelings of isolation and promoting a sense of belonging.
- *Knowledge Sharing:* Facilitate the transfer of knowledge and experience from mentors to mentees, enriching the learning experience and encouraging a culture of collaboration.
- *Encouragement of Diversity:* Promote an inclusive environment by matching mentors and mentees from diverse backgrounds, enhancing cross-cultural understanding and perspectives.
- *Retention and Success:* Improve student retention rates and overall academic success by providing the necessary support and resources to help mentees navigate their educational journey.
- *Evaluation and Improvement:* Establish metrics for assessing the effectiveness of the program, using feedback from participants to continuously refine and enhance the mentorship experience.

5. Procedure

- *Program Development:*
  - Establish a committee to oversee the Mentoring Policy, including faculty, staff, and student representatives.
- *Mentor Assignment:*
  - All the faculty members of the Institute

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- *Mentee:*
  - All the students of the Institute.
- *Matching Process:*
  - Implement a matching system based on shared interests, academic goals, and professional aspirations.
  - Ensure confidentiality and respect in the matching process.
- *Orientation and Training:*
  - Conduct orientation sessions for both mentors and mentees, outlining roles, responsibilities, and program expectations.
  - Provide training resources for mentors on effective mentoring techniques and communication skills.
- *Regular Meetings:*
  - Encourage regular meetings between mentors and mentees, establishing guidelines for the frequency and format of these interactions (e.g., in-person, virtual).
  - Provide suggested topics and activities for discussion.
- *Support and Resources:*
  - Offer ongoing support through workshops, resources, and check-ins to assist mentors and mentees in their relationships.
  - Create a platform for sharing resources, experiences, and best practices.
- *Feedback and Evaluation:*
  - Implement feedback mechanisms for participants to share their experiences, challenges, and suggestions for improvement.
- *Recognition and Celebration:*
  - Recognize the contributions of mentors through awards or appreciation events.
  - Celebrate the achievements of mentees and the overall success of the program.

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6. Roles and Responsibilities

- *Program Head/First year coordinator:*
  - Oversee the development and implementation of the Mentoring Policy.
  - Organize training sessions, orientations, and workshops for mentors and mentees.
  - Monitor program progress and address any issues that arise.
- *Mentors:*
  - Provide guidance, support, and encouragement to mentees.
  - Share knowledge and resources related to academic and professional development.
  - Maintain open and respectful communication, fostering a safe environment for discussion.
  - Commit to regular meetings and actively engage in the mentoring relationship.
- *Mentees:*
  - Actively participate in the mentoring process, setting goals and seeking guidance.
  - Communicate openly with mentors about needs, challenges, and progress.
  - Show appreciation for the mentor's time and efforts, and be proactive in scheduling meetings.
- *Evaluation Team:*
  - Gather feedback from participants on the effectiveness of the program.
  - Analyse data and provide recommendations for program improvements based on participant experiences.
- *AIT Administration:*
  - Support the program through policy endorsement, resource allocation, and promotion.
  - Encourage participation and recognition of the program's importance within AIT.

7. Consequences and Compliance

Consequences:

- ***For Mentors:***
  - *Lack of Engagement:* Mentors who fail to maintain regular communication or fulfil their responsibilities will be counselled first, and if he/she repeats the same, corrective measures will be initiated against the mentor

- ***For Mentees:***
  - *Disengagement:* Mentees who do not actively participate or communicate with their mentors will be counselled first, and if he/she repeats the same, corrective measures will be initiated against the mentee.

Compliance:

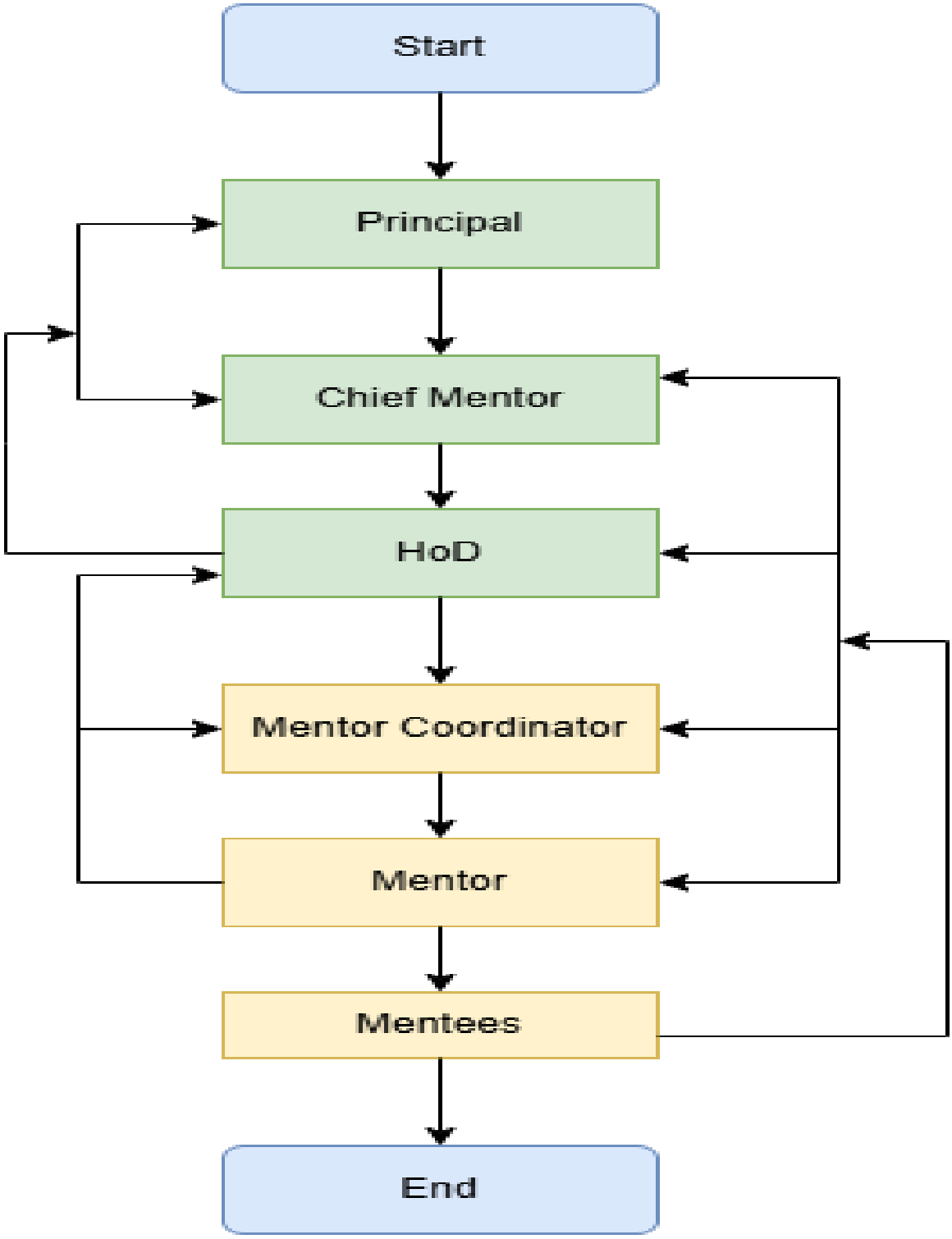
- *Commitment to Participation:* Mentors and mentees must commit to the expectations outlined in the program, including regular meetings and open communication.
- *Training Attendance:* All mentors are required to complete training sessions to ensure they are equipped with the necessary skills and knowledge.
- *Feedback Submission:* Participants are expected to provide regular feedback on their experiences to facilitate program evaluation and improvement.
- *Adherence to Ethical Standards:* All participants must adhere to the AIT's code of conduct and maintain confidentiality and respect within the mentor-mentee relationship.
- *Reporting Issues:* Participants are encouraged to report any concerns or issues promptly to the mentor/mentor coordinator/program coordinator/chief mentor to address them effectively.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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9. Flow Chart



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1. Introduction

Welcome to the intellectual hub of our academic community – the Acharya Institute of Technology library. As a vibrant and essential resource, the library plays a pivotal role in supporting the academic endeavors of students, faculty, and researchers alike. To ensure a conducive and equitable environment for learning and research, the Acharya Institute of Technology has established a comprehensive Library Access and Use Policy. This policy outlines the principles, guidelines, and expectations that govern access to and utilization of the library's vast collection of resources.

Our Institute library is more than just a repository of books; it is a dynamic space designed to foster intellectual exploration, critical thinking, and collaborative learning. Whether you are a seasoned scholar, a curious undergraduate, or a dedicated researcher, this policy is crafted to provide clear insights into the privileges and responsibilities associated with library access.

This document covers key aspects such as borrowing privileges, access to electronic resources, facility usage guidelines, code of conduct, and the protection of intellectual property. It serves as

a roadmap for navigating the rich tapestry of knowledge housed within our library while promoting a respectful and inclusive atmosphere for all patrons.

In adherence to our commitment to academic integrity, the Library Access and Use Policy aims to create an environment that encourages responsible and ethical use of resources. This ensures that everyone in our academic community has equal opportunities to benefit from the wealth of information available while preserving the integrity of the materials for future generations.

As you embark on your academic journey, we encourage you to familiarize yourself with this policy to make the most of your library experience. Our dedicated library staff is available to assist you in understanding and adhering to the guidelines outlined herein. Together, let us contribute to a thriving intellectual community where the pursuit of knowledge is celebrated and nurtured.

2. Purpose and Scope:

The primary purpose of the Library Access and Use Policy at the Acharya Institute of Technology is to create a conducive and inclusive environment that supports the academic and research needs of the Acharya Institute of Technology community. This policy is designed to ensure fair and unrestricted access to the rich array of resources housed within the library while upholding principles of ethical use, intellectual property rights, and maintaining an atmosphere conducive to scholarly pursuits.

The scope of the Library Access and Use Policy encompasses the entire Acharya Institute of Technology community, including but not limited to:

- *Students:* All enrolled students, regardless of academic level or program, are covered by this policy. It applies to undergraduates, postgraduates, and doctoral candidates who utilize the library for research, study, and academic enrichment.

- *Faculty and Staff:* This policy extends to faculty members, researchers, and Acharya Institute of Technology staff who rely on the library's resources to support their teaching, research, and administrative responsibilities.
- *Researchers:* Individuals engaged in independent or collaborative research within the Acharya Institute of Technology premises have access to the library resources in accordance with this policy.
- *Visitors:* While limited, the policy outlines provisions for visitors and guests to access specific library resources, acknowledging the importance of extending scholarly opportunities beyond the immediate Acharya Institute of Technology community.

The scope further includes various aspects of library usage such as:

- *Borrowing Privileges:* Guidelines on borrowing and returning materials, loan durations, and renewal policies.
- *Electronic Resources:* Regulations regarding access to and use of digital databases, e-books, and other online resources.
- *Facility Usage:* Rules governing the use of library spaces, including study areas, meeting rooms, and computer facilities.
- *Code of Conduct:* Expectations for behavior within the library premises to maintain a respectful and conducive environment for all users.
- *Intellectual Property:* Guidelines on respecting copyright laws, intellectual property rights, and proper citation practices to uphold academic integrity.

3. Policy Statement:

At Acharya, we recognize the pivotal role that the Institute library plays in fostering a vibrant academic community. Our commitment to providing an inclusive and conducive environment for learning and research is reflected in our Library Access and Usage Policy. This policy outlines the principles and guidelines that govern the access to and use of the rich array of resources within our esteemed library.

4. Objectives:

- *Ensure Equitable Access:*
  - To provide all members of the Acharya Institute of Technology community, including students, faculty, staff, and researchers, with equal and convenient access to a diverse range of physical and digital resources.
  - To eliminate barriers to information and knowledge, fostering an inclusive environment where every individual has the opportunity to engage with a wealth of academic materials.
- *Promote Academic Excellence:*
  - To support the academic pursuits of students and faculty by offering resources that enhance the learning experience and contribute to the overall academic excellence of the institution.
  - To provide access to up-to-date and relevant materials that facilitate cutting-edge research, innovation, and the advancement of knowledge within various disciplines.
- *Encourage Responsible Use:*
  - To promote responsible and ethical use of library resources, emphasizing compliance with copyright laws, intellectual property rights, and proper citation practices.
  - To educate library users on the importance of preserving and respecting the integrity of materials, ensuring their availability for future generations.
- *Facilitate Lifelong Learning:*

- To serve as a hub for lifelong learning by providing resources that cater to diverse learning needs, encouraging a culture of continuous education and intellectual growth.
- To support the development of information literacy skills, empowering individuals to navigate and critically evaluate a wide array of information sources.

- *Create a Collaborative Environment:*
  - To foster a collaborative and respectful atmosphere within the library, promoting a sense of community among users engaged in academic endeavors.
  - To facilitate interdisciplinary collaboration and knowledge-sharing, encouraging the exchange of ideas and fostering a culture of academic discourse.
- *Adapt to Technological Advancements:*
  - To stay abreast of technological advancements and evolving academic needs, ensuring that the library remains a state-of-the-art facility equipped to meet the requirements of a dynamic academic landscape.
  - To explore and integrate innovative technologies that enhance access to information and improve the overall user experience.
- *Identification and Enrollment:*
  - To access the library, individuals must first be officially enrolled as students or employed as faculty/staff at Acharya Institutes.
  - A valid Acharya Institute of Technology identification card, which serves as a library card, is required for entry and borrowing privileges.
- *Library Orientation:*
  - New students and faculty are encouraged to attend library orientations provided by library staff. These sessions introduce users to the library's layout, policies, and available resources.
- *Library Hours:*

- Familiarize yourself with the library's operating hours, which may vary during regular semesters, exam periods, and holidays.
- Check for any updates or changes in operating hours through official Acharya Institute of Technology communication channels.

- *Entry and Exit Procedures:*
  - Upon entering the library, present your valid Acharya Institute of Technology identification card at the entrance.
  - Follow any specific entry and exit procedures outlined by library staff, especially during peak hours or special events.
- *Borrowing Privileges:*
  - Explore the borrowing policies regarding the loan duration, renewal options, and the maximum number of items that can be borrowed at a time.
  - Borrow materials using the self-checkout stations or approach library staff for assistance.
- *Accessing Electronic Resources:*
  - Utilize Acharya Institute of Technology credentials to access electronic resources, including databases, e-journals, and e-books, either on-campus or through remote access.
  - Familiarize yourself with any specific procedures for accessing subscription-based resources.
- *Facility Usage:*
  - Choose an appropriate study area based on your preferences, whether it's a silent study zone, collaborative space, or designated computer area.
  - Respect library policies regarding the use of facilities, including meeting rooms, group study spaces, and computer workstations.
- *Code of Conduct:*
  - Adhere to the library's code of conduct, which includes maintaining a quiet environment, respecting fellow patrons, and handling materials with care.

- Refrain from engaging in activities that disrupt the study atmosphere.

- *Return and Renewal:*
  - Return borrowed materials on or before the due date to avoid fines.
  - Renew materials online or in-person if needed, ensuring continued access to resources.
- *Ask for Assistance:*
  - Approach library staff for assistance with locating materials, using library equipment, or addressing any questions or concerns.
- *Feedback and Suggestions:*
  - Provide feedback on your library experience and suggest improvements to enhance the overall user experience.

5. Procedure

- ***Planning and Preparation***
  - *Needs Assessment:* Conduct a needs assessment to understand the requirements of students, faculty, and staff.
  - *Resource Allocation:* Allocate budget and resources for library infrastructure, technology, and staffing.
  - *Policy Development:* Develop comprehensive policies for library access, borrowing, usage, and conduct.
- ***Infrastructure Setup***
  - *Library Layout:* Design a user-friendly layout with designated areas for study, research, collaboration, and multimedia use.
  - *Technology Integration:* Install necessary technology, including computers, self-checkout stations, printers, and Wi-Fi access points.
  - *Signage and Navigation:* Create clear signage and navigation aids to help users locate resources and services within the library.

- ***System Implementation***
  - *Library Management System (LMS):* Implement an LMS for cataloging, circulation, and user account management.
  - *Online Access:* Set up an online portal where users can search the catalog, access e-resources, and manage their accounts.
  - *Authentication:* Integrate with the institution's authentication system to ensure secure access to digital resources.
- ***User Registration and Orientation***
  - *ID Cards:* Issue library cards or integrate with institutional ID cards for access and borrowing.
  - *Orientation Sessions:* Conduct mandatory orientation sessions for new students and staff to familiarize them with library services, resources, and policies.
  - *Online Tutorials:* Provide online tutorials and guides on using the library's resources and systems.
- ***Resource Management***
  - *Acquisition:* Establish a process for acquiring and cataloging new materials, including books, journals, and digital resources.
  - *Collection Development:* Develop a collection development policy to ensure that resources remain relevant and up-to-date.
  - *Resource Access:* Implement systems for easy access to physical and digital resources, including interlibrary loans and special collections.
- ***Service Provision***
  - *Circulation Services:* Set up circulation desks and self-service kiosks for borrowing and returning materials.
  - *Reference Services:* Provide reference services through help desks, online chat, and email to assist users with research and information needs.

- *Study and Collaboration Spaces*: Create and manage spaces for individual study, group work, and multimedia use, with reservation systems as needed.

- ***Training and Support***
  - *Staff Training:* Train library staff on all systems, policies, and customer service best practices.
  - *User Support:* Offer continuous support to users through workshops, seminars, and one-on-one consultations.
- ***Communication and Promotion***
  - *Marketing*: Promote library services and resources through the institution's communication channels, including newsletters, social media, and campus events.
  - *Feedback Mechanism*: Implement a feedback mechanism to gather user input and continuously improve services.
- ***Policy Enforcement and Evaluation***
  - *Policy Enforcement:* Ensure that library policies are clearly communicated and consistently enforced.
  - *Usage Monitoring:* Monitor library usage and resource circulation to identify trends and areas for improvement.
  - *Regular Evaluation:* Conduct regular evaluations and assessments of library services and user satisfaction to inform ongoing development.
- ***Continuous Improvement***
  - *Innovation*: Stay updated with trends in library services and technology to incorporate innovative solutions.
  - *User Engagement:* Engage with users through surveys, focus groups, and advisory committees to understand their needs and preferences.
  - *Resource Updates:* Regularly update resources and services to meet the evolving needs of the institution's community

6. Roles and Responsibilities:

- *Customer Service:* Provide excellent customer service by assisting library users in navigating the library's resources, answering inquiries, and offering guidance on library policies and procedures.
- *Orientation and Training:* Conduct library orientations and training sessions for new students, faculty, and staff to familiarize them with the library's layout, services, and available resources.
- *User Assistance:* Be available to assist users in locating materials, using library equipment, and accessing electronic resources, ensuring a positive and productive experience.
- *Borrowing Services:*
  - Administer borrowing services, including checking in and checking out materials, managing loan periods, and facilitating the renewal of items.
  - Handle any issues related to lost or damaged materials and assist in the resolution of fines or fees.
- *Access Control:* Monitor and enforce access control measures, ensuring that only authorized individuals with valid identification cards gain entry to the library.
- *Electronic Resources Support:*
  - Provide support for accessing and using electronic resources, including troubleshooting issues related to databases, e-journals, and e-books.
  - Assist users in navigating online catalog systems and other digital tools.
- *Facility Management:*
  - Oversee the management of library spaces, ensuring a clean, organized, and conducive environment for study, research, and collaboration.
  - Monitor and address any issues related to noise levels, facility usage policies, and the availability of study spaces.

- *Code of Conduct Enforcement:* Enforce the library's code of conduct, addressing any disruptive behavior and ensuring that users adhere to established guidelines for maintaining a respectful and scholarly atmosphere.
- *Reference Services:* Offer reference services by providing research assistance, guiding users in the use of reference materials, and assisting with literature searches.
- *Technology Support:* Provide technical support for library equipment, such as computers, printers, scanners, and other technology resources available for user use.
- *Collection Management:* Contribute to the maintenance and organization of the physical collection, including shelving, inventory management, and ensuring materials are in their designated locations.
- *Communication and Outreach:* Communicate important information about library services, resources, and policy updates to the Acharya Institute of Technology community through various channels, including the library website, emails, and informational materials.
- *Professional Development:* Engage in continuous professional development to stay informed about new library technologies, information resources, and best practices in library services.
- *Feedback and Improvement:* Collect user feedback and suggestions to identify areas for improvement in library services and contribute to the enhancement of the overall user experience.

7. Consequences and Compliance:

- ***Code of Conduct:***
  - *Compliance*: All library users are expected to adhere to the library's established code of conduct, promoting a respectful and focused atmosphere for study and research.
  - *Consequences:* Violations of the code of conduct may result in warnings, temporary suspension of library privileges, or, in severe cases, referral to Acharya Institute of Technology disciplinary procedures.

- ***Borrowing Policies:***
  - *Compliance*: Users must comply with borrowing policies, including returning materials on time and adhering to renewal guidelines.
  - *Consequences:* Late returns may incur fines, and persistent violations can lead to suspension of borrowing privileges.
- ***Electronic Resources Usage:***
  - *Compliance:* Adherence to copyright laws, licensing agreements, and terms of use for electronic resources is mandatory.
  - *Consequences*: Violations may result in the suspension of access to electronic resources, academic penalties, or referral to Acharya Institute of Technology disciplinary processes.
- ***Access Control:***
  - *Compliance*: Only authorized individuals with valid identification cards are allowed entry into the library.
  - *Consequences*: Attempted unauthorized access may result in warnings, temporary suspension of library privileges, or referral to Acharya Institute of Technology authorities.
- ***Facility Usage Policies:***
  - *Compliance*: Users must adhere to facility usage policies, including guidelines for study spaces, meeting rooms, and computer workstations.
  - *Consequences:* Failure to comply may result in warnings, temporary suspension of privileges, or referral to Acharya Institute of Technology disciplinary processes.
- ***Intellectual Property Rights:***
  - *Compliance*: Respect for intellectual property rights, proper citation practices, and adherence to copyright laws are essential.
  - *Consequences:* Violations may lead to academic penalties, suspension of library privileges, or referral to Acharya Institute of Technology disciplinary proceedings.

- ***Communication and Notifications:***
  - *Compliance*: Users are responsible for staying informed about library policies, updates, and communications.
  - *Consequences:* Lack of awareness may not exempt users from consequences. Libraries may use various communication channels to notify users of policy changes and updates.
- ***Appeal Process:***
  - *Compliance*: Users have the right to appeal decisions related to consequences imposed.
  - *Consequences*: Libraries may provide a formalized appeal process to review decisions, ensuring fairness and transparency.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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1. Introduction

An Institutional Ethics Policy (IEP) is a critical framework that guides the ethical conduct of an organization and its members. This policy serves as a cornerstone for ensuring integrity, transparency, and accountability within the institution. It outlines the principles and standards that govern the behaviour of individuals associated with the institution, including employees, management, board members, and stakeholders.

2. Purpose and Scope

Purpose

The Institutional Ethics Policy (IEP) is designed to serve several crucial purposes within an organization:

- *Establish Ethical Standards:* The primary aim is to define and communicate the ethical standards that guide the behaviour and decision-making processes of the institution and its members. This creates a common understanding of what is expected in terms of ethical conduct.
- *Promote Integrity and Trust:* By adhering to a well-defined ethical framework, the institution fosters a culture of integrity and trust. This is essential for building and

maintaining strong relationships with stakeholders, including employees, customers, partners, and the broader community.

- *Prevent Misconduct:* The policy acts as a preventive measure against unethical behavior and misconduct. By clearly outlining what constitutes unacceptable behavior and the consequences of violations, the policy helps deter potential ethical breaches.
- *Ensure Compliance:* The IEP ensures that all actions and decisions within the institution comply with applicable laws, regulations, and internal standards. This helps avoid legal issues and enhances the institution's credibility.
- *Support Ethical Decision-Making:* The policy provides a framework for making ethical decisions, particularly in complex or ambiguous situations. It offers guidance and support to individuals faced with ethical dilemmas, helping them choose the right course of action.
- *Enhance Accountability:* The policy establishes accountability by defining roles and responsibilities related to ethical conduct. It ensures that all members of the institution are aware of their ethical obligations and the consequences of failing to meet these standards.

Scope

The scope of the Institutional Ethics Policy encompasses several key areas and applies to all members and aspects of the institution:

- *Applicability:* The IEP applies to all individuals associated with the institution, including employees, management, board members, volunteers, contractors, and any other stakeholders involved in the institution's operations.
- *Behaviour and Conduct:* The policy covers all aspects of behaviour and conduct within the institution. This includes professional interactions, decision-making processes, handling of confidential information, use of institutional resources, and compliance with laws and regulations.
- *Decision-Making Processes:* It includes guidelines for ethical decision-making across all levels of the institution. This ensures that decisions are made transparently, fairly, and in alignment with the institution's ethical standards and values.

- *Conflict of Interest:* The policy addresses potential conflicts of interest, providing clear guidelines on how to identify, disclose, and manage conflicts to prevent compromising the institution's integrity.
- *Reporting Mechanisms:* It encompasses procedures for reporting unethical behaviour or violations of the policy. This includes anonymous reporting options to encourage individuals to report concerns without fear of retaliation.
- *Enforcement and Disciplinary Actions:* The policy outlines the procedures for investigating reported violations and the disciplinary actions that may be taken against individuals who breach the ethical standards. This ensures that enforcement is consistent and fair.
- *Training and Education:* It includes provisions for ongoing training and education to ensure that all members of the institution are knowledgeable about the ethical standards and how to apply them in their roles.
- *Continuous Improvement:* The policy also encompasses mechanisms for regular review and updates to ensure it remains relevant and effective in addressing emerging ethical challenges and evolving standards.

3. Policy Statement

Acharya Institute of Technology is committed to fostering an environment of integrity, respect, and excellence. The Institutional Ethics Policy is designed to uphold the highest standards of ethical conduct among all members of the Institutes community, including students, faculty, staff, administrators, and affiliated partners. This policy reflects our dedication to creating a community based on trust, fairness, and responsibility, which are essential to our mission of education, research, and service.

4. Objectives

The Institutional Ethics Policy at the Acharya Institute of Technology is designed to achieve several key objectives that are vital to fostering an ethical and professional academic environment. These objectives ensure that the Institute's core values of integrity, respect, accountability, fairness, and excellence are upheld by all members of the community.

- ***Promote Ethical Behaviour***
  - *Objective:* To cultivate a culture of ethical behaviour among students, faculty, staff, and administrators.
  - *Details:*
    - ✓ Educate and train the Acharya Institute of Technology community on ethical standards and practices.
    - ✓ Encourage individuals to act with integrity and make ethical decisions in all academic, professional, and personal activities.
- ***Ensure Compliance with Laws and Regulations***
  - *Objective:* To ensure that all actions and decisions within the Acharya Institute of Technology comply with applicable laws, regulations, and internal policies.
  - *Details:*
    - ✓ Provide clear guidelines on legal and regulatory requirements.
    - ✓ Regularly review and update policies to reflect current legal standards and best practices.
- ***Protect and Uphold Academic Integrity***
  - *Objective:* To safeguard the principles of academic integrity in teaching, research, and scholarship.
  - *Details:*
    - ✓ Establish clear standards for academic honesty and conduct.
    - ✓ Implement measures to prevent and address academic misconduct, such as plagiarism and fraud.
- ***Foster a Respectful and Inclusive Environment***
  - *Objective:* To create an inclusive and respectful environment that values diversity and promotes equal opportunities.
  - *Details:*
    - ✓ Ensure that all members of the Acharya Institute of Technology community are treated with respect and dignity.
    - ✓ Promote policies and practices that support diversity, equity, and inclusion.

- ***Enhance Transparency and Accountability***

  Objective: To enhance transparency in decision-making processes and ensure accountability at all levels of the Acharya Institute of Technology.

  - *Details:*
    - ✓ Implement mechanisms for transparent decision-making and communication.
    - ✓ Establish clear roles and responsibilities to hold individuals accountable for their actions.

- ***Provide Mechanisms for Reporting and Addressing Misconduct***
  - *Objective*: To provide clear and accessible channels for reporting unethical behavior and addressing policy violations.
  - *Details:*
    - ✓ Offer multiple reporting mechanisms, including anonymous options, to encourage reporting of concerns.
    - ✓ Ensure timely and fair investigation and resolution of reported incidents.

- ***Support Ethical Research and Innovation***
  - *Objective:* To support ethical standards in research and innovation, ensuring that all research activities are conducted responsibly.
  - *Details:*
    - ✓ Provide guidelines and training on ethical research practices, including issues related to human subjects, animal welfare, and data integrity.
    - ✓ Promote responsible conduct in research and innovation, emphasizing the importance of honesty, accuracy, and transparency.

- ***Promote Continuous Improvement and Ethical Awareness***
  - *Objective*: To promote continuous improvement in ethical standards and raise awareness about the importance of ethics in the academic community.
  - *Details:*
    - ✓ Regularly review and update the Institutional Ethics Policy to reflect emerging ethical challenges and evolving standards.
    - ✓ Engage the Acharya Institute of Technology community in ongoing discussions and education about ethics and integrity.

- ***Enhance the Acharya Institute of Technology's Reputation***
  - ➢ *Objective*: To enhance the Acharya Institute of Technology's reputation as a leading institution committed to ethical standards and integrity.
  - ➢ Details:
    - ✓ Demonstrate the Acharya Institute of Technology's commitment to ethics through adherence to the policy and public communication of ethical standards.
    - ✓ Build trust with stakeholders, including students, parents, alumni, partners, and the broader community, through consistent ethical conduct.

5. Procedure

Implementing an Institutional Ethics Policy at educational institutes involves a structured and comprehensive approach to ensure that ethical standards are integrated into all aspects of the institution's operations. The following steps outline the procedure for implementing the Institutional Ethics Policy effectively:

- ***Leadership Endorsement and Resource Allocation***
  - ➢ *Objective:* Secure commitment from leadership and allocate the necessary resources for policy implementation.
  - ➢ *Actions:*
    - ✓ Obtain formal endorsement of the ethics policy from top management or the governing board.
    - ✓ Designate an ethics office or committee responsible for overseeing the implementation.
    - ✓ Allocate resources, including budget and personnel, to support the implementation process.

- ***Policy Development and Approval***
  - ➢ *Objective:* Develop a comprehensive ethics policy tailored to the institution's specific needs.
  - ➢ *Actions:*
    - ✓ Form a task force or committee that includes representatives from faculty, staff, students, and legal advisors to draft the policy.

- ✓ Research best practices and review existing ethical standards from similar educational institutes.
- ✓ Conduct consultations and gather feedback from various stakeholders within the institution.
- ✓ Finalize the policy draft and submit it for approval by the institution's governing body (e.g., Board of Trustees, Academic Senate).

- ***Communication and Dissemination***
  - ➢ *Objective:* Ensure that all members of the institution are aware of the ethics policy and understand its importance.
  - ➢ *Actions:*
    - ✓ Announce the policy through official channels such as emails, newsletters, and the institution's website.
    - ✓ Organize informational sessions, town hall meetings, and workshops to explain the policy's content and implications.
    - ✓ Provide printed and digital copies of the policy to all members of the institution.
- ***Training and Education***
  - ➢ *Objective:* Equip members of the institution with the knowledge and skills to adhere to the ethics policy.
  - ➢ *Actions:*
    - ✓ Develop and implement mandatory ethics training programs for all employees, students, and other stakeholders.
    - ✓ Incorporate ethics training into orientation programs for new members.
    - ✓ Offer ongoing education and professional development opportunities related to ethical behaviour and decision-making.
    - ✓ Create and maintain online training modules and resources accessible to all members.
- ***Integration into Operations and Processes***
  - ➢ *Objective:* Embed the ethics policy into the institution's daily operations and decision-making processes.
  - ➢ *Actions:*

- ✓ Review and update existing policies, procedures, and codes of conduct to ensure alignment with the ethics policy.
- ✓ Ensure that ethical considerations are integrated into academic curricula, research protocols, and administrative procedures.
- ✓ Develop specific ethical guidelines for different departments and ensure consistency across the institution.

- ***Establish Reporting Mechanisms***
  - ➢ *Objective*: Provide clear and accessible channels for reporting unethical behaviour and policy violations.
  - ➢ *Actions:*
    - ✓ Set up multiple reporting mechanisms, including anonymous options, for reporting unethical behaviour.
    - ✓ Clearly communicate reporting channels and procedures to all members of the institution.
    - ✓ Designate an office or individual responsible for receiving and investigating reports of unethical behaviour.
- ***Enforcement and Disciplinary Actions***
  - ➢ *Objective:* Ensure that violations of the ethics policy are addressed promptly and fairly.
  - ➢ *Actions:*
    - ✓ Develop clear procedures for investigating and resolving reported violations.
    - ✓ Establish a disciplinary committee to handle cases of unethical behaviour.
    - ✓ Define a range of disciplinary actions, from warnings to termination or expulsion, depending on the severity of the violation.
    - ✓ Ensure that enforcement is consistent, transparent, and free from retaliation.
- ***Monitoring and Evaluation***
  - ➢ *Objective:* Regularly assess the effectiveness of the ethics policy and make necessary improvements.
  - ➢ *Actions:*
    - ✓ Conduct regular audits and assessments to evaluate compliance with the ethics policy.
    - ✓ Collect feedback from stakeholders on the policy's implementation and impact.

- ✓ Periodically review and update the policy to address new ethical challenges and incorporate best practices.
- ✓ Report on the policy's effectiveness and any updates to the institution's governing body and stakeholders.

- ***Continuous Improvement and Ethical Culture Promotion***
  - ➢ *Objective:* Foster a culture of continuous improvement and ethical engagement within the institution.
  - ➢ *Actions:*
    - ✓ Promote ongoing dialogue about ethics and integrity through seminars, workshops, and forums.
    - ✓ Recognize and reward ethical behaviour and contributions to the institution's ethical culture.
    - ✓ Stay informed about developments in ethical standards and practices within the education sector.
    - ✓ Engage with external bodies and professional organizations to ensure the ethics policy remains current and effective.

6. Roles and Responsibilities

Implementing the Institutional Ethics Policy in educational institutes requires clearly defined roles and responsibilities to ensure effective and consistent application across the institution. The following outlines the key roles and their associated responsibilities:

- *Governing Body (e.g., Board of Trustees, Academic Senate)*
  - ➢ Approve the Institutional Ethics Policy and any subsequent revisions.
  - ➢ Provide oversight and ensure the policy aligns with the institution's mission, values, and legal requirements.
  - ➢ Allocate necessary resources to support the implementation and ongoing management of the policy.
  - ➢ Review regular reports on policy compliance and effectiveness.
- *Institutional Leadership (e.g., President, Provost, Deans)*
  - ➢ Champion the ethics policy and model ethical behaviour.
  - ➢ Communicate the importance of the policy to all members of the institution.

- Ensure that the policy is integrated into the institution's strategic planning and operational processes.
- Oversee the appointment of key roles such as the Ethics Officer and the Ethics Committee.

- *Ethics Officer*
  - Lead the development, implementation, and administration of the ethics policy.
  - Serve as the primary point of contact for ethics-related inquiries and concerns.
  - Develop and coordinate ethics training and educational programs.
  - Manage reporting mechanisms and ensure the confidentiality and protection of whistle-blowers.
  - Oversee investigations of reported unethical behaviour and policy violations.
  - Prepare regular reports on the status and effectiveness of the ethics policy for the governing body and institutional leadership.
- *Ethics Committee*
  - Provide guidance and support on ethical issues and dilemmas.
  - Review and adjudicate cases of reported unethical behaviour and policy violations.
  - Recommend disciplinary actions in accordance with the ethics policy.
  - Ensure consistency and fairness in the application of the policy.
  - Conduct periodic reviews of the ethics policy and suggest updates or improvements.
- *Department Heads and Supervisors*
  - Promote awareness of the ethics policy within their departments.
  - Ensure that departmental practices and procedures comply with the ethics policy.
  - Encourage open communication and ethical behaviour among staff and students.
  - Report any suspected ethical violations to the Ethics Officer.
  - Support the implementation of ethics training and educational programs within their departments.
- *Faculty Members*
  - Model ethical behaviour in teaching, research, and interactions with students and colleagues.
  - Incorporate discussions of ethics and integrity into the curriculum where appropriate.

- Advise students on ethical issues related to their academic work and conduct.
- Report any suspected ethical violations to the Ethics Officer or through established reporting mechanisms.

- *Staff Members*
  - Adhere to the ethics policy in all professional activities and interactions.
  - Participate in ethics training and educational programs.
  - Report any suspected ethical violations to the Ethics Officer or through established reporting mechanisms.
  - Promote a culture of integrity and ethical behaviour within the institution.
- *Students*
  - Familiarize themselves with the ethics policy and adhere to its principles in all academic and extracurricular activities.
  - Participate in ethics training and educational programs as required.
  - Report any suspected ethical violations to the Ethics Officer or through established reporting mechanisms.
  - Engage in discussions about ethics and integrity and support a culture of ethical behavior among peers.
- *Human Resources (HR)*
  - Ensure that the hiring and onboarding processes include information about the ethics policy.
  - Provide support for ethics training and educational programs.
  - Assist in the investigation of reported ethical violations, particularly those involving staff members.
  - Maintain records of ethics policy violations and disciplinary actions.
- *Legal Counsel*
  - Provide legal advice on the development and implementation of the ethics policy.
  - Ensure that the policy complies with applicable laws and regulations.
  - Assist in the investigation of reported ethical violations, ensuring due process and legal compliance.
  - Advise on disciplinary actions and potential legal implications.

7. Consequences and Compliance

Ensuring compliance with the Institutional Ethics Policy is critical for maintaining a culture of integrity, accountability, and respect within educational institutes. The following outlines the consequences of violating the ethics policy and the measures to ensure compliance.

Consequences

- ***Disciplinary Actions***
  - *Warnings:* Issuance of verbal or written warnings for first-time or minor infractions.
  - *Counselling:* Mandatory counselling sessions to address the behaviour and its impact.
  - *Probation:* Placing individuals on a probationary period with specific conditions to be met.
- ***Major Violations:***
  - *Suspension*: Temporary suspension from academic or professional duties.
  - *Dismissal or Expulsion*: Permanent removal from the institution for severe or repeated violations.
  - *Termination*: Termination of employment for staff or faculty members involved in serious breaches.
- ***Academic Penalties***
  - *Grade Reduction:* Lowering of grades for assignments or courses involved in academic dishonesty.
  - *Revocation of Credits:* Removal of academic credits obtained through dishonest means.
  - *Rescinding Degrees:* Revocation of degrees awarded based on fraudulent activities.
- ***Legal Consequences***
  - *Fines*: Imposition of monetary fines for violations that involve financial misconduct.
  - *Legal Action:* Referral to law enforcement for actions that constitute criminal offenses.
- ***Reputational Damage***
  - *Public Disclosure:* In severe cases, the institution may publicly disclose the actions taken against violators, which can harm personal and professional reputations.

- *Loss of Privileges:* Removal of certain privileges, such as eligibility for scholarships, grants, or leadership positions.

Compliance

- ***Education and Training***
  - *Ongoing Training Programs:*
    - ✓ Regularly scheduled training sessions for students, faculty, and staff to reinforce the importance of the ethics policy and educate on specific ethical issues.
    - ✓ Inclusion of ethics modules in the curriculum and professional development programs.
  - *Orientation Programs:* Comprehensive orientation programs for new students and employees to introduce the ethics policy and highlight expectations.
- ***Clear Communication***
  - *Policy Access:*
    - ✓ Making the ethics policy easily accessible through the institution's website, intranet, and physical copies in key locations.
    - ✓ Regular updates and reminders about the policy through newsletters, emails, and institutional bulletins.
- ***Transparent Reporting Channels:***
  - Establishing and publicizing multiple reporting channels, including anonymous options, for reporting unethical behaviour.
  - Ensuring that all members of the institution are aware of how to report violations and whom to contact.
- ***Support Systems***
  - *Ethics Office or Committee:*
    - ✓ A dedicated office or committee responsible for overseeing the implementation of the ethics policy, handling reports, and conducting investigations.
    - ✓ Providing support and resources for individuals seeking advice on ethical dilemmas.
  - *Counselling and Support Services:* Access to counselling services for individuals affected by unethical behaviour or who have violated the policy and need assistance in understanding and correcting their actions.

- ***Monitoring and Auditing***
  - ➢ *Regular Audits:*
    - ✓ Conducting regular audits and assessments to ensure compliance with the ethics policy and identify areas for improvement.
    - ✓ Reviewing academic work, financial transactions, and administrative processes for adherence to ethical standards.
  - ➢ *Feedback Mechanisms:*
    - ✓ Collecting feedback from students, faculty, and staff on the effectiveness of the ethics policy and its implementation.
    - ✓ Using surveys, suggestion boxes, and focus groups to gather insights and make necessary adjustments.

- ***Enforcement and Accountability***
  - ➢ *Consistent Application of Consequences:*
    - ✓ Ensuring that disciplinary actions are applied consistently and fairly across all levels of the institution.
    - ✓ Avoiding bias and ensuring that the investigation and resolution processes are transparent and just.
  - ➢ *Publicizing Outcomes:* Sharing outcomes of significant ethical violations and the actions taken, while respecting confidentiality, to demonstrate the institution's commitment to enforcing the policy.

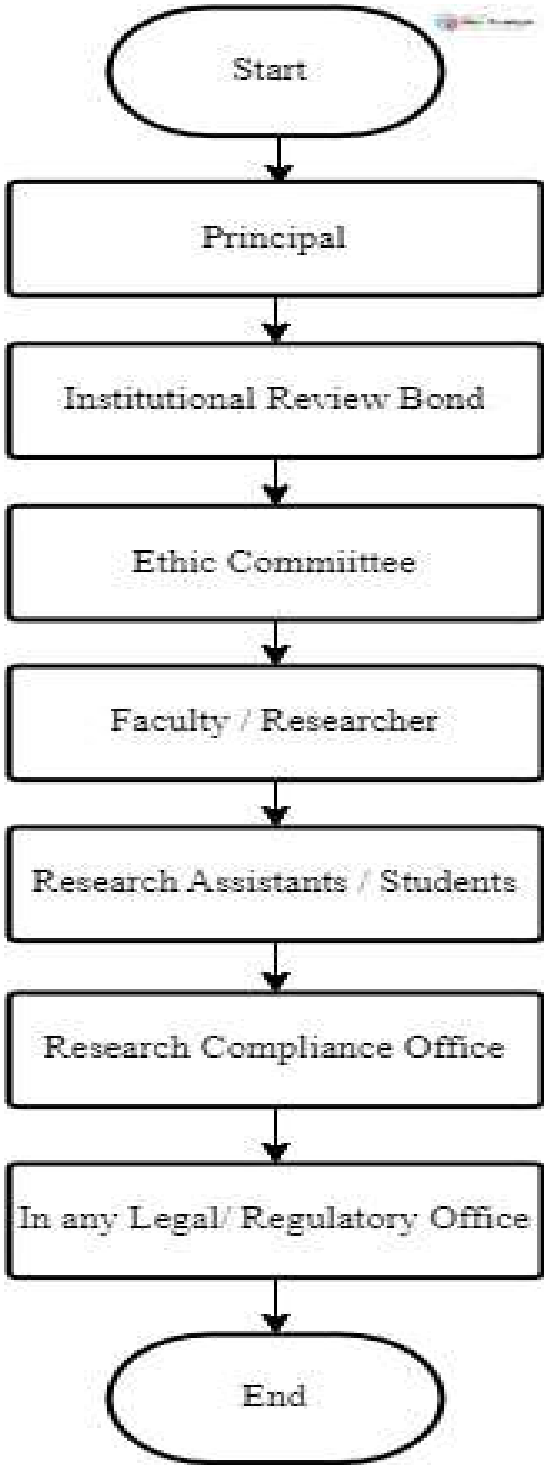
8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

Prepared by and reviewed by	Approved by	Cleared for issue
-sd-	-sd-	CONTROLLED COPY
Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

9. Flow Chart

Prepared by and reviewed by	Approved by	Cleared for issue
-sd-	-sd-	CONTROLLED COPY
Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes


Start
Principal
Institutional Review Bond
Ethic Commiittee
Faculty / Researcher
Research Assistants / Students
Research Compliance Office
In any Legal/ Regulatory Office
End

COMPENSATION AND BENEFIT POLICY			
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Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Staff	

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1. Introduction

In the realm of Acharya Institute of Technology, Compensation & Benefit Policy plays a pivotal role in attracting and retaining talent, ensuring organizational effectiveness, and fostering employee satisfaction. These policies encompass a wide array of strategies aimed at fairly rewarding faculty, staff, and administrators for their contributions while offering benefits that support their well-being and professional development

2. Purpose and Scope

Purpose:

- *Attracting and Retaining Talent:* Educational institutions rely on skilled and motivated faculty, staff, and administrators to fulfil their mission of providing quality education. A well-designed Compensation & Benefit Policy helps attract top talent by offering competitive salaries and benefits, while also retaining existing employees through fair and rewarding compensation packages.
- *Motivation and Engagement:* Compensation & Benefit Policy serves to motivate employees and enhance their engagement with the institution. By providing fair compensation and valuable benefits, employees feel recognized for their contributions, leading to increased job satisfaction, morale, and productivity.

- *Equity and Fairness:* Ensuring equity and fairness in compensation is crucial for maintaining a positive work environment and fostering trust among employees. The policy should address pay disparities, promote transparency in salary structures, and prevent discrimination based on factors such as gender, race, or ethnicity.
- *Compliance with Regulations:* Educational institutions must comply with various labour laws, regulations, and industry standards related to compensation and benefits. A well-defined policy helps ensure compliance with legal requirements, reducing the risk of potential liabilities or disputes.
- *Financial Sustainability:* Balancing the institution's budgetary constraints with the need to offer competitive compensation and benefits is essential for long-term financial sustainability. The policy should consider cost-effectiveness measures while still providing valuable rewards to employees.
- *Supporting Employee Well-being:* Compensation & Benefit Policy plays a role in supporting the overall well-being of employees. Benefits such as health insurance, retirement plans, and wellness programs contribute to employees' physical, mental, and financial health, leading to higher job satisfaction and retention rates.

Scope:

- *Salary Structures*: Establishing clear and equitable salary structures based on job roles, qualifications, and market trends ensures consistency and fairness in compensation practices across the institution.
- *Benefits Packages:* Designing comprehensive benefits packages that address employees' diverse needs, including healthcare, retirement plans, paid leave, professional development opportunities, and tuition assistance.
- *Performance Management:* Linking compensation to performance through performance evaluation processes, merit-based pay increases, bonuses, or incentives. Performance management systems help recognize and reward employees' contributions effectively.
- *Job Classification and Grading:* Defining job classifications, career paths, and grading systems to facilitate career progression and ensure equitable compensation based on job responsibilities, skills, and experience levels.

- *Legal Compliance*: Ensuring compliance with relevant labour laws, regulations, and institutional policies governing compensation, benefits, and employment practices.
- *Communication and Transparency:* Communicating the Compensation & Benefit Policy clearly to all employees, including the criteria for salary determination, eligibility for benefits, and any changes or updates to the policy. Transparency builds trust and helps employees understand the value of their compensation package.

3. Policy Statement

Acharya Institute of Technology is committed to attracting, retaining, and rewarding talented faculty, staff, and administrators who contribute to the institution's mission of excellence in education, research, and service. Our Compensation & Benefit Policy aims to provide competitive and equitable compensation packages and valuable benefits that support employee well-being, foster engagement, and align with the institution's values and goals.

4. Objectives

- *Attracting Top Talent:* To offer competitive compensation packages and attractive benefits to attract highly qualified faculty, staff, and administrators who can contribute to the institution's academic excellence and growth.
- *Retention of Employees:* To provide incentives and rewards that encourage talented individuals to remain with the institution long-term, reducing turnover rates and maintaining continuity in teaching, research, and administrative functions.
- *Motivating Performance:* To align compensation and benefits with performance goals and achievements, motivating employees to excel in their roles and contribute positively to the institution's mission and objectives.
- *Ensuring Equity and Fairness:* To establish fair and transparent compensation practices that eliminate biases, address pay disparities, and ensure equal opportunities for all employees regardless of gender, race, ethnicity, or other factors.
- *Supporting Employee Well-being:* To provide benefits and resources that support employees' physical, mental, and financial well-being, promoting a healthy work-life balance and enhancing overall job satisfaction and morale.

- *Compliance with Regulations:* To ensure compliance with relevant labour laws, regulations, and institutional policies governing compensation, benefits, and employment practices, reducing the risk of legal and financial liabilities.
- *Promoting Financial Sustainability:* To balance the institution's budgetary constraints with the need to offer competitive compensation and benefits packages, ensuring long-term financial sustainability and viability.
- *Enhancing Organizational Effectiveness*: To align compensation and benefits with the institution's strategic goals and objectives, supporting efforts to recruit, retain, and develop a diverse and talented workforce that drives innovation and excellence in education, research, and service.
- *Fostering a Positive Work Environment:* To create a supportive and inclusive work environment where employees feel valued, recognized, and empowered to contribute their best efforts towards the institution's success, fostering a culture of collaboration, trust, and mutual respect.
- *Continuous Improvement:* To regularly review and evaluate the effectiveness of the Compensation & Benefit Policy, identifying areas for improvement and implementing changes or updates as needed to better meet the evolving needs of employees and the institution.

5. Procedure:

- ***Policy Development:***
  - *Establish a Committee*: Form a committee comprising representatives from human resources, finance, administration, and relevant academic departments to oversee the development of the Compensation & Benefit Policy.
  - *Conduct Research:* Gather data on industry standards, market benchmarks, and best practices in compensation and benefits within the education sector.
  - *Define Objectives:* Clearly outline the objectives and goals of the Compensation & Benefit Policy, considering the institution's mission, vision, and strategic priorities.

- *Draft the Policy:* Develop a comprehensive Compensation & Benefit Policy document that includes guidelines, procedures, and criteria for salary structures, benefits packages, performance evaluation, compliance, and governance.

- ***Stakeholder Engagement:***
  - *Communicate with Stakeholders:* Engage with key stakeholders, including faculty, staff, administrators, and relevant governing bodies, to solicit feedback and input on the draft policy.
  - *Address Concerns:* Address any concerns or questions raised by stakeholders and incorporate their feedback into the final policy document, where appropriate.
- ***Policy Approval:***
  - *Review and Revision:* Conduct a thorough review of the draft policy document, considering feedback from stakeholders, legal requirements, and institutional priorities.
  - *Approval Process:* Present the final policy document to the appropriate governing body or authority for approval, ensuring alignment with institutional policies and compliance with legal regulations.
- ***Training and Education:***
  - *Training Sessions:* Provide training sessions for managers, supervisors, and human resources personnel to familiarize them with the Compensation & Benefit Policy, its objectives, procedures, and implementation guidelines.
  - *Educational Materials:* Develop educational materials, such as manuals, handbooks, and online resources, to help employees understand their compensation and benefits entitlements, performance evaluation processes, and rights and responsibilities under the policy.
- ***Implementation Plan:***
  - *Timeline and Milestones:* Develop a detailed implementation plan with specific timelines and milestones for rolling out the Compensation & Benefit Policy across the institution.
  - *Resource Allocation:* Allocate necessary resources, including staffing, technology, and budgetary allocations, to support the implementation of the policy effectively.

- *Communication Strategy:* Develop a communication strategy to inform employees about the new policy, its objectives, and any changes or updates to existing compensation and benefits practices.

- ***Performance Monitoring and Evaluation:***
  - *Monitoring Progress:* Monitor the implementation of the Compensation & Benefit Policy regularly to ensure compliance with established procedures and objectives.
  - *Feedback Mechanisms:* Establish feedback mechanisms, such as surveys, focus groups, or suggestion boxes, to gather input from employees on their experiences with the policy and identify areas for improvement.
  - *Evaluation Criteria:* Define key performance indicators (KPIs) and evaluation criteria to assess the effectiveness of the policy in achieving its objectives, such as employee satisfaction, retention rates, and compliance with legal requirements.

- ***Continuous Improvement:***
  - *Review and Adjustment:* Conduct periodic reviews and evaluations of the Compensation & Benefit Policy to identify strengths, weaknesses, and opportunities for improvement.
  - *Feedback Integration:* Incorporate feedback from stakeholders and evaluation results into the policy revision process, making adjustments as necessary to better meet the evolving needs of the institution and its employees.

6. Roles and Responsibilities:

- ***Human Resources Department:***
  - *Policy Development*: Lead the development of the Compensation & Benefit Policy in collaboration with relevant stakeholders, ensuring alignment with institutional goals and legal requirements.
  - *Policy Implementation:* Oversee the implementation of the policy, including communication, training, and coordination of implementation activities across departments.
  - *Administration:* Administer compensation and benefits programs, including payroll processing, benefits enrolment, and compliance with regulatory requirements.

- *Employee Support:* Provide guidance and support to employees regarding their compensation and benefits entitlements, addressing inquiries and resolving issues as needed.

- ***Senior Management:***
  - *Policy Approval:* Review and approve the Compensation & Benefit Policy document, ensuring alignment with the institution's strategic objectives and budgetary considerations.
  - *Resource Allocation:* Allocate necessary resources, including budgetary allocations and staffing, to support the implementation and administration of the policy effectively.
  - *Championing:* Serve as champions for the policy, communicating its importance to employees and reinforcing its alignment with the institution's mission and values.
- ***Managers and Supervisors:***
  - *Communication:* Communicate the Compensation & Benefit Policy to their teams, ensuring that employees understand their entitlements, rights, and responsibilities under the policy.
  - *Performance Management*: Implement performance evaluation processes in alignment with the policy's objectives, providing feedback to employees and making compensation-related decisions based on performance outcomes.
  - *Support:* Support employees in navigating the policy, addressing questions, concerns, and issues related to compensation and benefits administration.
- ***Employees:***
  - *Compliance:* Familiarize themselves with the Compensation & Benefit Policy, understanding their entitlements, rights, and responsibilities under the policy.
  - *Feedback:* Provide feedback to managers, supervisors, and human resources personnel on their experiences with the policy, identifying areas for improvement or clarification.
  - *Performance:* Demonstrate performance consistent with the institution's expectations and standards, thereby influencing compensation-related outcomes such as merit increases or bonuses.
- ***Legal and Compliance Officers:***

- *Policy Review*: Review the Compensation & Benefit Policy to ensure compliance with relevant labour laws, regulations, and institutional policies.
- *Risk Management:* Identify and mitigate potential legal or regulatory risks associated with compensation and benefits administration, providing guidance to ensure adherence to compliance requirements.

- ***Finance Department:***
  - *Budgetary Oversight*: Provide financial oversight and guidance regarding the budgetary implications of the Compensation & Benefit Policy, ensuring alignment with the institution's financial resources and priorities.
  - *Cost Analysis:* Conduct cost-benefit analyses and financial forecasting to assess the financial impact of proposed changes or updates to compensation and benefits programs.
- ***Employee Representatives or Unions (if applicable):***
  - *Advocacy:* Represent employee interests and concerns regarding compensation and benefits administration, advocating for fair and equitable treatment and negotiating with management on behalf of employees, if applicable.
  - *Collaboration:* Collaborate with management and human resources personnel to ensure that the Compensation & Benefit Policy reflects the needs and priorities of employees while also aligning with institutional goals.

7. Consequences and Compliances:

Consequences

- *Employee Morale and Engagement:* Proper implementation of the policy can lead to improved morale and higher levels of engagement among faculty, staff, and administrators. Fair and competitive compensation and benefits can enhance job satisfaction and motivation, resulting in increased productivity and retention rates.
- *Attraction and Retention of Talent:* A well-implemented Compensation & Benefit Policy can help attract and retain top talent in the educational sector. Competitive salaries and comprehensive benefits packages can serve as incentives for prospective employees to join the institution and for existing employees to stay long-term.

- *Financial Implications:* Implementing the policy may have financial implications for the institution, including increased payroll costs, benefit expenses, and administrative expenses related to compensation and benefits administration. However, these costs are often viewed as investments in the institution's human capital and can contribute to long-term organizational success.
- *Legal and Regulatory Compliance:* Failure to comply with relevant labor laws, regulations, and institutional policies governing compensation and benefits can result in legal and financial consequences for the institution. Non-compliance may lead to penalties, fines, lawsuits, reputational damage, and loss of trust among employees and stakeholders.

Compliance:

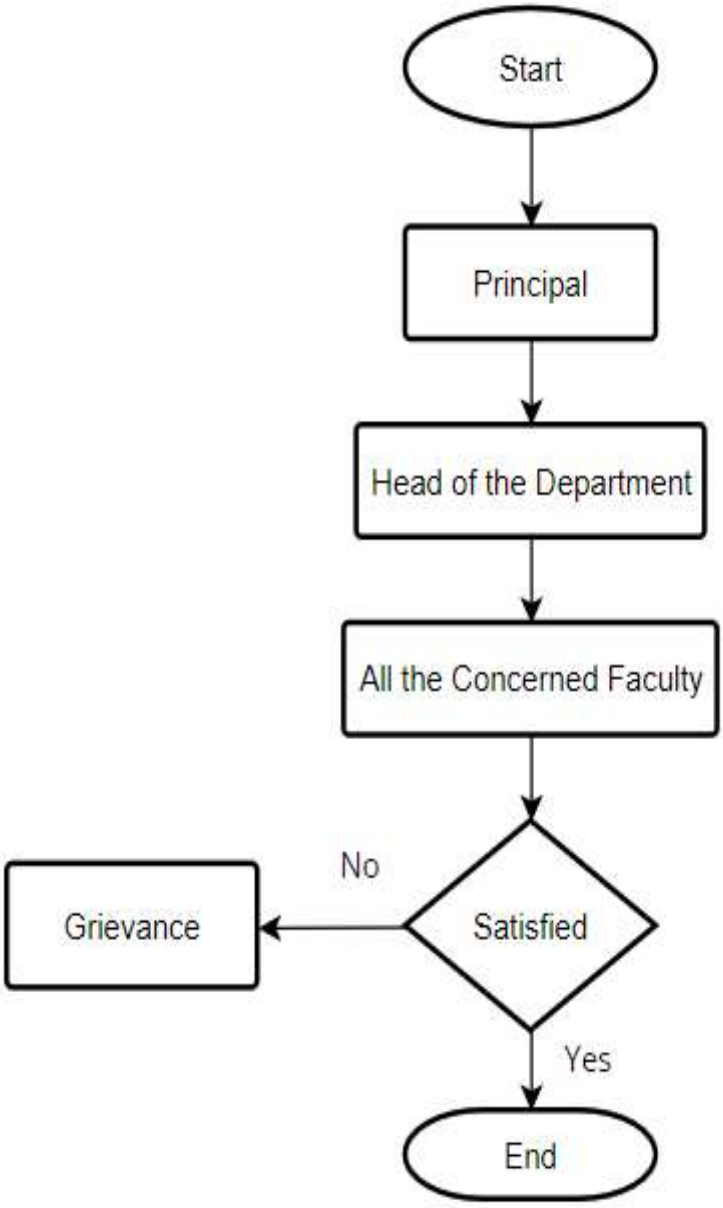
- *Labour Laws and Regulations:* Educational institutions must comply with federal, state, and local labour laws and regulations governing compensation, benefits, and employment practices. These include laws related to minimum wage, overtime pay, equal employment opportunity, and employee benefits such as health insurance and retirement plans.
- *Institutional Policies and Guidelines:* Institutions should have clear policies and guidelines governing compensation and benefits administration that align with their mission, values, and strategic objectives. These policies should be communicated effectively to employees and consistently applied across the organization.
- *Documentation and Record-Keeping:* Proper documentation and record-keeping are essential for compliance with compensation and benefits regulations. Institutions should maintain accurate records of employee compensation, benefits enrolment, performance evaluations, and any changes or updates to the Compensation & Benefit Policy.
- *Transparency and Accountability:* Institutions should promote transparency and accountability in compensation and benefits administration by clearly communicating the criteria and processes used to determine compensation, evaluate performance, and administer benefits. Employees should have access to information about their entitlements and rights under the policy.
- *Regular Audits and Reviews:* Regular audits and reviews of the Compensation & Benefit Policy and practices can help ensure compliance with legal requirements and identify areas

for improvement. Institutions should conduct internal audits and seek external assessments, if necessary, to verify compliance and address any deficiencies.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

9. Flow Chart


Start
Principal
Head of the Department
All the Concerned Faculty
Satisfied
No
Grievance
Yes
End

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1. Introduction

In the dynamic environment of Acharya Institute of Technology, ensuring the upkeep and functionality of infrastructure, facilities, and equipment is paramount. A robust maintenance policy serves as a guiding framework to optimize resources, enhance safety, and create conducive learning environments.

2. Purpose and Scope

Purpose:

- *Infrastructure Preservation*: The primary purpose of the maintenance policy is to preserve and prolong the lifespan of Acharya Institute of Technology's infrastructure, including buildings, classrooms, laboratories, and utilities. By implementing preventive maintenance measures, the policy aims to mitigate wear and tear, deterioration, and obsolescence of physical assets.
- *Operational Continuity:* Maintenance policy ensures the uninterrupted functioning of facilities and equipment essential for academic and administrative activities. By proactively addressing maintenance needs, the policy minimizes disruptions, downtime, and inconvenience caused by equipment failures or facility deficiencies.

- *Safety and Compliance:* Another critical purpose of the maintenance policy is to prioritize the safety and well-being of students, faculty, staff, and visitors. By adhering to safety regulations, building codes, and environmental standards, the policy promotes a secure and compliant learning and working environment, reducing the risk of accidents, injuries, or health hazards.
- *Resource Optimization:* The policy aims to optimize resource allocation by strategically managing maintenance activities and expenditures. By prioritizing maintenance needs based on risk assessment, budget constraints, and operational priorities, the policy ensures the efficient utilization of financial, human, and material resources.
- *Cost Management:* Effective maintenance practices contribute to long-term cost savings by minimizing the need for expensive repairs, replacements, or renovations. By investing in preventive maintenance and asset preservation, the policy helps mitigate the financial burden associated with deferred maintenance and unplanned expenses.

Scope:

- *Facilities Maintenance*: The maintenance policy encompasses the upkeep of physical facilities, including buildings, classrooms, laboratories, libraries, sports facilities, and outdoor spaces. It addresses routine maintenance tasks such as cleaning, landscaping, HVAC servicing, and structural repairs to ensure the functionality, cleanliness, and aesthetic appeal of facilities.
- *Equipment Maintenance:* The policy extends to the maintenance of educational equipment, including instructional technology, laboratory equipment, machinery, vehicles, and office furniture. It outlines procedures for preventive maintenance, calibration, repairs, and replacement of equipment to support teaching, research, and administrative activities.
- *Safety and Security Maintenance*: Maintenance policy encompasses measures to enhance safety and security within Acharya Institute of Technology. This includes fire safety inspections, emergency preparedness drills, security system maintenance, lighting upgrades, and other initiatives aimed at promoting a secure and resilient campus environment.

- *Environmental Maintenance:* The policy addresses environmental stewardship and sustainability considerations, such as energy conservation, water management, waste reduction, and green building practices. It may include initiatives to improve energy efficiency, implement renewable energy solutions, and promote eco-friendly practices across campus.
- *Compliance Maintenance:* The policy ensures compliance with relevant regulations, standards, and guidelines governing facility operations, occupational health and safety, accessibility, environmental protection, and building codes. It outlines procedures for conducting compliance audits, addressing deficiencies, and documenting regulatory compliance efforts.

3. Policy Statement

At Acharya Institute of Technology, we are committed to providing a safe, efficient, and conducive learning environment for our students, faculty, staff, and visitors. As part of this commitment, we have developed the following Maintenance Policy to guide the management and upkeep of our physical assets, facilities, and equipment. This policy reflects our dedication to preserving our infrastructure, promoting operational continuity, ensuring compliance with regulations, and optimizing resource utilization.

4. Objectives

- ***Infrastructure Preservation:***
  - *Objective*: Preserve and prolong the lifespan of educational facilities and infrastructure.
  - *Actions:*
    - ✓ Implement preventive maintenance programs to mitigate wear and tear.
    - ✓ Conduct regular inspections to identify and address maintenance needs.
    - ✓ Schedule timely repairs and renovations to prevent further deterioration.

Operational Continuity:

- *Objective:* Ensure the uninterrupted functioning of facilities and equipment essential for academic and administrative activities.
- *Actions:*

- ✓ Minimize disruptions and downtime caused by equipment failures or facility breakdowns.
- ✓ Implement emergency response plans to address unexpected maintenance issues.
- ✓ Provide alternative solutions or temporary facilities when maintenance activities impact operations.

- ***Safety and Compliance:***
  - ➢ *Objective:* Prioritize the safety and well-being of students, faculty, staff, and visitors, while ensuring compliance with regulations.
  - ➢ *Actions:*
    - ✓ Adhere to safety standards, building codes, and environmental regulations.
    - ✓ Conduct regular safety inspections and assessments of facilities and equipment.
    - ✓ Implement measures to address safety hazards and mitigate risks.
- ***Resource Optimization:***
  - ➢ *Objective:* Optimize the allocation of financial, human, and material resources for maintenance activities.
  - ➢ *Actions:*
    - ✓ Prioritize maintenance needs based on risk assessment and strategic priorities.
    - ✓ Invest in cost-effective preventive maintenance measures to avoid costly repairs.
    - ✓ Utilize resources efficiently to maximize the impact of maintenance efforts.
- ***Cost Management:***
  - ➢ *Objective*: Minimize maintenance-related expenses and achieve long-term cost savings.
  - ➢ *Actions:*
    - ✓ Identify cost-effective solutions for maintenance and repairs.
    - ✓ Plan and budget for routine maintenance activities to avoid unexpected expenses.
    - ✓ Monitor and evaluate maintenance costs to identify opportunities for improvement.
- ***Sustainability:***
  - ➢ *Objective:* Promote environmental sustainability and energy efficiency in maintenance practices.
  - ➢ *Actions:*

- ✓ Implement green building initiatives to reduce energy consumption and environmental impact.
- ✓ Incorporate sustainable materials and practices in maintenance and renovation projects.
- ✓ Educate the campus community on the importance of sustainability in maintenance activities.

- ***Stakeholder Satisfaction:***
  - ➢ *Objective:* Enhance stakeholder satisfaction by providing well-maintained facilities and responsive maintenance services.
  - ➢ *Actions:*
    - ✓ Solicit feedback from students, faculty, staff, and visitors to identify maintenance needs and concerns.
    - ✓ Communicate maintenance schedules and updates to minimize inconvenience.
    - ✓ Provide timely and effective responses to maintenance requests and inquiries.

5. Procedure

- ***Policy Development and Approval***
  - ➢ *Formation of a Task Force:* Establish a multidisciplinary task force comprising representatives from facilities management, administration, finance, and academic departments.
  - ➢ *Policy Drafting:* Collaboratively draft the Maintenance Policy, outlining objectives, responsibilities, procedures, and standards for maintenance activities.
  - ➢ *Review and Feedback:* Circulate the draft policy for feedback from stakeholders, including faculty, staff, students, and relevant committees or councils.
  - ➢ *Policy Revision:* Incorporate feedback and make necessary revisions to the policy draft.
  - ➢ *Approval Process*: Present the finalized policy to the institution's leadership or governing body for review, approval, and formal adoption.
- ***Resource Allocation***
  - ➢ *Budget Planning:* Assess budgetary needs for implementing the Maintenance Policy, including funding for preventive maintenance, repairs, renovations, and staff training.

- *Resource Allocation:* Allocate financial, human, and material resources to support maintenance activities as outlined in the policy.
- *Staffing:* Determine staffing requirements for maintenance personnel, including technicians, custodial staff, and administrative support.

- ***Communication and Training***
  - *Policy Communication:* Communicate the Maintenance Policy to all stakeholders through official channels, such as memos, emails, and staff meetings.
  - *Training Programs*: Develop and conduct training programs to educate staff on policy objectives, procedures, safety protocols, and compliance requirements.
  - *Documentation:* Provide written documentation of the Maintenance Policy, including manuals, handbooks, and reference materials, for easy access and reference.
- ***Implementation Guidelines***
  - *Maintenance Procedures:* Develop detailed procedures for preventive maintenance, corrective actions, emergency response, and routine inspections.
  - *Safety Protocols:* Establish safety protocols for maintenance activities, including personal protective equipment (PPE), lockout/tagout procedures, and hazard communication.
  - *Asset Management:* Implement an asset management system to track and manage the condition, maintenance history, and lifecycle of physical assets.
- ***Vendor and Contractor Management***
  - *Vendor Selection:* Establish criteria for selecting vendors and contractors for maintenance services, ensuring they meet quality, safety, and compliance standards.
  - *Contract Negotiation:* Negotiate contracts with vendors and contractors, specifying scope of work, performance metrics, and service level agreements (SLAs).
  - *Monitoring and Evaluation:* Monitor vendor performance, conduct periodic evaluations, and address any issues or concerns to ensure compliance with contract terms and policy requirements.

- ***Monitoring and Evaluation***
  - *Performance Metrics:* Define key performance indicators (KPIs) to measure the effectiveness and efficiency of maintenance activities, such as uptime, response times, and cost per maintenance event.
  - *Regular Audits*: Conduct regular audits and inspections to assess compliance with the Maintenance Policy, identify areas for improvement, and ensure alignment with institutional goals.
  - *Feedback Mechanisms:* Establish feedback mechanisms, such as surveys or suggestion boxes, to solicit input from stakeholders on maintenance services and identify opportunities for enhancement.
- ***Continuous Improvement***
  - *Data Analysis:* Analyse maintenance data, including work orders, asset records, and performance metrics, to identify trends, patterns, and areas for improvement.
  - *Process Optimization:* Continuously refine and optimize maintenance processes based on feedback, data analysis, and industry best practices to enhance efficiency and effectiveness.
  - *Policy Review:* Periodically review and update the Maintenance Policy to reflect changes in technology, regulations, and institutional needs, ensuring it remains relevant and effective over time.

6. Roles and Responsibilities

- ***Institutional Leadership***
  - Endorse and support the Maintenance Policy.
  - Allocate resources and budget for maintenance activities.
  - Provide strategic direction and oversight.
  - Ensure compliance with policy objectives and standards.
- ***Facilities Management Team***
  - Develop and implement maintenance plans and schedules.
  - Conduct regular inspections and assessments of facilities and equipment.
  - Coordinate preventive maintenance, repairs, and renovations.

- Manage contracts with vendors and contractors for maintenance services.

- ***Maintenance Staff***
  - Perform routine maintenance tasks as per the policy guidelines.
  - Respond promptly to maintenance requests and emergencies.
  - Conduct repairs and troubleshoot equipment and facility issues.
  - Document maintenance activities and update maintenance records.
- ***Safety and Compliance Officer***
  - Ensure compliance with safety regulations and building codes.
  - Conduct safety inspections and risk assessments.
  - Provide training on safety protocols and procedures.
  - Investigate accidents and incidents related to maintenance activities.
- ***Procurement and Contracts Officer***
  - Procure materials, supplies, and equipment needed for maintenance.
  - Manage contracts with vendors and service providers.
  - Ensure compliance with procurement policies and procedures.
  - Monitor vendor performance and contract deliverables.
- ***Academic and Administrative Departments***
  - Report maintenance issues and requests to the facilities management team.
  - Cooperate with maintenance staff during scheduled maintenance activities.
  - Ensure that facilities and equipment are used and maintained properly.
  - Provide input and feedback on maintenance needs and priorities.
- ***Students and Faculty***
  - Report maintenance issues and safety concerns to appropriate authorities.
  - Follow maintenance protocols and procedures when using facilities and equipment.
  - Cooperate with maintenance staff during scheduled maintenance activities.
  - Participate in training and awareness programs related to maintenance and safety.
- ***Finance and Budgeting Department***
  - Allocate funds for maintenance activities as per the budgetary allocation.
  - Monitor and track expenditures related to maintenance.

- Provide financial analysis and forecasting for maintenance budget planning.
- Ensure compliance with financial policies and regulations.

- ***Quality Assurance and Improvement Team***
  - Monitor and evaluate the effectiveness of maintenance activities.
  - Collect feedback from stakeholders and identify areas for improvement.
  - Implement corrective actions and process improvements.
  - Ensure continuous improvement of maintenance policies and procedures.

7. Consequences and Compliance

Consequences

- *Safety Risks:*
  - Non-compliance with maintenance policies can lead to safety hazards for students, faculty, staff, and visitors.
  - Unsafe conditions such as malfunctioning equipment, faulty electrical systems, or structural defects pose risks of accidents and injuries.
- *Operational Disruptions:*
  - Neglecting maintenance responsibilities can result in equipment breakdowns, facility closures, or disruptions to academic and administrative activities.
  - Unplanned downtime due to maintenance-related issues can disrupt classes, research activities, and campus operations.
- *Asset Deterioration:*
  - Lack of regular maintenance accelerates the deterioration of physical assets, including buildings, infrastructure, and equipment.
  - Deferred maintenance leads to costly repairs, premature replacements, and loss of asset value over time.
- *Legal and Regulatory Consequences:*
  - Non-compliance with safety regulations, building codes, and environmental standards may result in legal liabilities and regulatory penalties.
  - Failure to address safety violations or environmental hazards can lead to fines, lawsuits, or sanctions from regulatory authorities.

- *Reputational Damage:*
  - Persistent maintenance issues and facility shortcomings reflect poorly on the institution's reputation and credibility.
  - Negative publicity stemming from safety incidents, operational disruptions, or deteriorating facilities can tarnish the institution's image and impact enrollment, funding, and community relations.

Compliance:

- *Policy Awareness and Training:*
  - Ensure that all stakeholders are aware of the Maintenance Policy and understand their roles and responsibilities.
  - Provide training and education programs to staff, students, and faculty on maintenance procedures, safety protocols, and compliance requirements.
- *Regular Inspections and Audits:*
  - Conduct routine inspections and audits of facilities, equipment, and infrastructure to identify maintenance needs and compliance gaps.
  - Document inspection findings, prioritize maintenance tasks, and implement corrective actions promptly.
- *Proactive Maintenance Practices:*
  - Implement preventive maintenance programs to address maintenance needs proactively and prevent equipment failures or facility breakdowns.
  - Schedule regular servicing, calibration, and repairs to ensure the reliability and longevity of assets.
- *Safety and Compliance Monitoring:*
  - Monitor compliance with safety regulations, building codes, and environmental standards through regular assessments and reviews.
  - Address safety hazards, environmental risks, and compliance deficiencies promptly to mitigate liabilities and ensure regulatory compliance.
- *Accountability and Enforcement:*

- Hold individuals and departments accountable for their maintenance responsibilities and adherence to policy guidelines.
- Implement disciplinary measures or corrective actions for non-compliance with maintenance policies, procedures, or safety protocols.

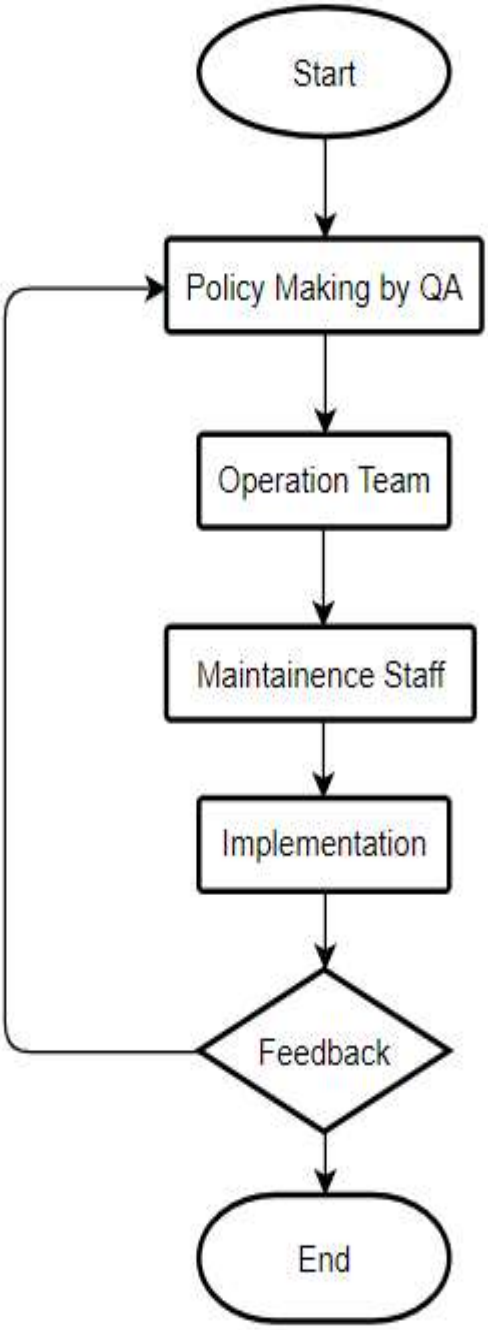
- *Continuous Improvement:*
  - Continuously evaluate and refine maintenance policies, procedures, and practices based on feedback, data analysis, and lessons learned.
  - Foster a culture of continuous improvement and accountability to ensure ongoing compliance and effectiveness of maintenance efforts.

8. Change of History

Version no.	Effective Date	Significant Changes	Previous Version no.

Prepared by and reviewed by	Approved by	Cleared for issue
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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

9. Flow Chart



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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

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1. Introduction

Energy conservation is the proactive and deliberate effort to reduce the consumption of energy resources while maintaining or improving the quality of life. It encompasses a range of practices, technologies, and behaviors aimed at using energy more efficiently to minimize waste and environmental impact.

The need for energy conservation arises from the finite nature of natural resources, the environmental consequences of excessive energy use, and the growing global demand for energy. Fossil fuels, which are the primary source of energy for most of the world, are non-renewable and contribute significantly to greenhouse gas emissions, leading to climate change and environmental degradation.

Conserving energy involves various strategies across different sectors such as residential, commercial, industrial, and transportation. These strategies include adopting energy-efficient technologies, improving insulation and building designs, optimizing transportation systems, implementing smart energy management systems, and raising awareness about energy-saving practices.

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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

By reducing energy consumption, individuals, businesses, and governments can not only decrease their carbon footprint but also save money on energy bills, increase energy security, and create a more sustainable future for generations to come. Moreover, energy conservation plays a pivotal role in achieving global climate goals and ensuring a cleaner and healthier planet for all.

2. Purpose and Scope

Acharya Institute of Technology is pioneers in promoting water conservation initiatives for sustainability of green environment. We focus on saving and conserving water in all the possible ways. The major water conservation initiative is having a rainwater harvesting system which includes a four-acre lake inside the campus. Through Rainwater harvesting system the collection and storage of rain is done, rather than allowing it to run off. Rainwater is collected into artificial lake through percolation, so that it seeps down and restores the ground water. The conserved rainwater serves as a secondary source of water. Rainwater harvesting develops new paradigms by creating sustainable solutions to environmental needs of mankind.

Water conservation in educational institutions involves a comprehensive approach to managing and reducing water usage across various facilities within the campus.

3. Policy Statement

Acharya Institute of Technology (AIT) is committed to fostering a sustainable and responsible environment. Recognizing the significant impact of energy consumption on both the environment and operational costs, Acharya Institute of Technology (AIT) is dedicated to promoting energy conservation practices across all its campuses and facilities.

4. Objectives

- For reducing the loss of water by its running –off.
- To avoid pooling of water of roads.
- For meeting the rising demands of water necessity in the campus.

- To raise the water table underground.
- To reduce soil erosion and provide water to the trees in the campus.
- To minimize pollution, save cost, reduce wastage, mitigate environmental degradation, and improve staff and student health.

Facilities for water conservation:

- Rainwater harvesting from rooftop run-offs.
- Collection of water at in-built campus lake.
- Well-developed bore well recharge system.
- Low pressure & sensor-based water tabs in some areas of campus.
- Water distribution and recirculation system in the Campus.

5. Procedure

- *Energy Audit and Assessment*:
  - Conduct regular energy audits of all facilities within the education institution to identify areas of high energy consumption.
  - Assess the efficiency of existing equipment, lighting, HVAC systems, and other energy-consuming assets.
- *Establish an Energy Conservation Team:*

  Form an Energy Conservation Team comprised of representatives from various departments, including facilities management, administration, and sustainability.
- *Set Energy Conservation Goals:*

  Define specific and measurable energy conservation goals for the institution, considering factors such as reducing overall energy consumption, increasing energy efficiency, and incorporating renewable energy sources.
- *Create Awareness and Training Programs:*

Develop and implement awareness campaigns and training programs for students, faculty, and staff to promote energy-saving practices and the importance of conservation.

- *Implement Energy-Efficient Technologies:*

  Upgrade or replace outdated equipment with energy-efficient alternatives.

  Install programmable thermostats, motion-activated lighting systems, and other technologies that reduce energy waste.

- *Optimize Building Design and Layout:*
  - Implement design principles that maximize natural lighting and ventilation, reducing the reliance on artificial lighting and HVAC systems.
  - Ensure proper insulation and weather sealing to minimize energy losses.
- *Routine Maintenance and Inspections:*
  - Establish a regular maintenance schedule for all energy-consuming systems, including HVAC, lighting, and other equipment.
  - Conduct periodic inspections to identify and address any issues affecting energy efficiency.
- *Encourage Responsible Energy Use:*
  - Promote energy-conscious behavior among students, faculty, and staff by encouraging practices such as turning off lights and electronic devices when not in use.
  - Display energy conservation guidelines prominently in common areas.
- *Integrate Renewable Energy Sources:*
  - Explore and implement renewable energy sources, such as solar panels or wind turbines, where feasible.
  - Collaborate with local authorities or energy providers to explore community-wide renewable energy initiatives.
- *Monitoring and Reporting:*
  - Implement an energy monitoring system to track consumption patterns and identify opportunities for improvement.

- Generate regular reports on energy usage, conservation progress, and cost savings to keep stakeholders informed.

- *Regular Review and Improvement:*
  - Periodically review the effectiveness of energy conservation measures and adjust strategies accordingly.
  - Stay updated on advancements in energy-saving technologies and incorporate them into the institution's practices.
- *Compliance with Regulations:*
  - Ensure compliance with relevant energy conservation regulations and standards.
  - Stay informed about any updates or changes to regulations that may impact energy conservation efforts.
- *Partnerships and Collaborations:*

  Seek partnerships with local businesses, energy providers, and government agencies to access resources, funding, and expertise to enhance energy conservation initiatives.
- *Document and Communicate Progress:*
  - Maintain records of energy conservation initiatives, including successes, challenges, and lessons learned.
  - Communicate progress and achievements to the institution's stakeholders through regular updates and reports.

6. Roles and Responsibilities

Water conservation in educational institutions involves a range of responsibilities distributed across various stakeholders within the campus community. These responsibilities are crucial for implementing effective water-saving initiatives, fostering a culture of sustainability, and ensuring efficient water management. Here are the key responsibilities of different stakeholders in water conservation at educational institutions:

- ***Administrative Leadership:***
  - *Policy Development*: Establishing comprehensive water conservation policies, setting clear goals, and outlining strategies to reduce water usage across campus facilities.
  - *Resource Allocation*: Allocating funds and resources towards implementing water-saving technologies, infrastructure upgrades, and educational programs focused on water conservation.
- ***Facilities Management and Operations:***
  - *Infrastructure Maintenance:* Ensuring regular maintenance of plumbing systems, irrigation equipment, and water fixtures to prevent leaks and optimize water efficiency.
  - *Implementing Efficiency Measures:* Overseeing the installation of water-saving fixtures, smart irrigation systems, and other technologies to reduce water consumption in buildings and landscapes.
- ***Educational Programs and Student Engagement:***
  - *Curriculum Integration:* Integrating water conservation topics into educational programs, encouraging research projects, and engaging students in practical initiatives related to water sustainability.
  - *Student Outreach and Engagement:* Organizing awareness campaigns, workshops, and student-led initiatives that promote water conservation and encourage behavioral changes among the student body.
- ***Operations and Campus Services:***
  - *Monitoring and Reporting:* Implementing systems to track water consumption, conducting regular audits, and providing transparent reports on water usage to identify areas for improvement.
  - *Implementation of Conservation Measures:* Overseeing the execution of water conservation initiatives, including retrofitting facilities, optimizing water-use practices, and ensuring compliance with water-saving policies.

- ***Community Engagement and Partnerships:***
  - *Collaboration*: Building partnerships with local water authorities, environmental organizations, and community groups to share resources, knowledge, and best practices for water conservation.
  - *Public Awareness:* Organizing outreach programs, seminars, and community events to involve the broader community in water-saving efforts and advocate for sustainable water practices.
- ***Research and Development:***
  - *Innovation and Best Practices:* Supporting research initiatives focused on developing innovative water-saving technologies, sustainable water management practices, and fostering a culture of continuous improvement in water conservation.
- ***Governance and Compliance:***
  - *Compliance with Regulations:* Ensuring adherence to water conservation regulations, codes, and standards set by local authorities or government agencies.
  - *Advocacy and Policy Influence:* Advocating for policies and regulations that promote water conservation and sustainability at both institutional and governmental levels.

7. Consequences and Compliance

Consequences for Non-Compliance:

- *Educational Measures*: Individuals who consistently fail to adhere to energy conservation guidelines may be required to undergo additional training on energy-saving practices.
- *Financial Penalties*: Departments or individuals responsible for significant energy wastage may face financial penalties or budget reductions to cover increased energy costs.
- *Performance Reviews*: Energy conservation efforts may be considered during performance evaluations, and failure to comply may impact professional assessments.
- *Loss of Privileges:* Non-compliance with energy conservation policies may result in the loss of privileges or access to certain resources or facilities within the institution.

- *Community Service Assignments*: Individuals or groups found in violation of energy conservation policies may be required to contribute to community service projects related to sustainability or environmental conservation.
- *Escalation to Disciplinary Action*: Repeated or severe violations may lead to formal disciplinary action, including written warnings, probation, or, in extreme cases, termination of employment or expulsion for students.

Compliance Measures:

- *Policy Dissemination*: Ensure that the energy conservation policy is effectively communicated to all members of the institution, including students, faculty, staff, and relevant stakeholders.
- *Training and Education*: Provide regular training sessions and educational programs to inform and update the campus community on energy conservation practices and policies.
- *Monitoring and Reporting*: Implement a robust monitoring system to track energy consumption and provide regular reports on progress toward conservation goals. Transparency and accountability are essential for compliance.
- *Incentives for Compliance*: Establish recognition programs or incentives to reward departments, individuals, or initiatives that consistently demonstrate outstanding commitment to energy conservation.
- *Integration into Campus Culture*: Integrate energy conservation principles into the broader institutional culture, emphasizing the importance of sustainability in academic and operational activities.
- *Accountability:* Hold individuals and departments accountable for their energy usage by establishing clear lines of responsibility and reporting mechanisms.
- *Continuous Improvement*: Regularly review and update energy conservation measures based on feedback, technological advancements, and changing environmental priorities.

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- *Partnerships and Collaborations*: Collaborate with local organizations, government agencies, and energy providers to stay informed about the latest developments in energy conservation and to access resources that support compliance efforts.
- *Recognition and Communication*: Publicly acknowledge and celebrate achievements in energy conservation to reinforce a positive culture and encourage continued compliance.
- *Feedback Mechanisms*: Establish channels for feedback from the campus community to identify challenges, address concerns, and gather suggestions for improving energy conservation measures.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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1. Introduction

The world's increasing energy demands and concerns about environmental sustainability have spurred a global quest for alternative sources of energy and effective energy conservation measures. Traditional fossil fuels, while abundant, contribute significantly to pollution, climate change, and geopolitical tensions. To combat these issues, researchers, governments, and industries are exploring various renewable and sustainable energy sources alongside implementing measures to conserve energy efficiently.

Alternate Sources of Energy

- *Solar Energy:* Harnessing sunlight through photovoltaic cells or solar panels to convert it directly into electricity. Solar power is abundant, renewable, and has minimal environmental impact.
- *Wind Energy*: Utilizing wind turbines to generate electricity by converting the kinetic energy of the wind into mechanical power. Wind energy is a clean and readily available resource.
- *Hydroelectric Power*: Generating electricity by using the gravitational force of falling or flowing water. Hydroelectric dams and plants can provide consistent and reliable power.

- *Geothermal Energy*: Tapping into the Earth's heat by utilizing underground reservoirs of steam and hot water to generate electricity or heat buildings. Geothermal energy is continuous and environmentally friendly.
- *Biomass Energy*: Utilizing organic materials like agricultural residues, wood, and waste to produce energy through combustion or biological processes. Biomass can be renewable if managed sustainably.
- *Nuclear Energy*: Generated through controlled nuclear reactions, producing heat that is used to generate electricity. It's highly efficient but raises concerns about safety and radioactive waste disposal.

2. Purpose and Scope

The purpose of exploring alternate sources of energy and implementing energy conservation measures is multifaceted, aiming to address various global challenges and achieve specific goals:

- *Environmental Sustainability*: Reduce reliance on fossil fuels, which contribute to air and water pollution, greenhouse gas emissions, and climate change. Alternate energy sources like solar, wind, and hydroelectric power offer cleaner options, reducing environmental harm.
- *Energy Security*: Diversify the energy mix to decrease dependence on finite and geopolitically sensitive fossil fuel reserves. A wider array of energy sources helps ensure a more stable and secure energy supply, less vulnerable to disruptions or price fluctuations.
- *Resource Conservation*: Conserve natural resources by minimizing extraction and use of finite resources like coal, oil, and natural gas. Renewable energy sources such as solar and wind harness inexhaustible resources like sunlight and wind.
- *Economic Benefits*: Foster innovation, job creation, and economic growth by investing in renewable energy technologies and energy-efficient solutions. This can lead to new industries, employment opportunities, and technological advancements.
- *Mitigating Climate Change*: Reduce carbon emissions and mitigate the impacts of climate change by transitioning to cleaner energy sources. Renewable energy and energy

conservation measures play a significant role in lowering greenhouse gas emissions and slowing down global warming.

- *Cost Savings:* Energy conservation measures, such as improving energy efficiency in buildings or using energy-saving appliances, can lead to cost savings for individuals, businesses, and governments by reducing energy bills and operational expenses.
- *Long-Term Sustainability*: Ensure a sustainable energy future for future generations by shifting towards renewable and sustainable sources of energy. These sources have the potential to provide energy for an extended period without causing irreparable harm to the planet.

Scope: The scope of alternate sources of energy and energy conservation measures is vast and encompasses various sectors, including technology, policy, economics, and societal behaviour.

3. Policy statement

Approach towards utilizing alternate sources of energy and implementing energy conservation measures across our operations.

4. Objectives

The objectives of alternate sources of energy and energy conservation measures are multifaceted, aiming to achieve various social, environmental, economic, and technological goals. Some of the primary objectives include:

- *Reduce Greenhouse Gas Emissions*: Mitigate climate change by decreasing reliance on fossil fuels, which are major contributors to greenhouse gas emissions. Adopting renewable energy sources and energy conservation measures helps cut down on carbon dioxide and other pollutants released into the atmosphere.
- *Enhance Energy Security*: Diversify the energy mix to reduce dependence on finite and geopolitically sensitive fossil fuel reserves. By embracing multiple sources of renewable energy, countries can enhance energy security and reduce vulnerability to supply disruptions.
- *Promote Environmental Sustainability*: Protect ecosystems and reduce environmental degradation caused by traditional energy extraction and consumption. Alternate energy

sources like solar, wind, hydro, and geothermal power have lower environmental impacts compared to fossil fuels.

- *Encourage Technological Innovation*: Drive technological advancements in renewable energy technologies, energy storage, and energy efficiency. This objective aims to improve the efficiency, affordability, and scalability of alternative energy sources while advancing related technologies.
- *Achieve Energy Independence*: Reduce reliance on imported fossil fuels by developing domestic renewable energy resources. This objective enhances a nation's energy independence, reducing exposure to fluctuations in global energy markets.
- *Create Economic Opportunities:* Stimulate economic growth by investing in renewable energy industries and promoting energy conservation measures. This objective includes job creation, fostering innovation, and supporting new industries related to clean energy.
- *Lower Energy Costs*: Reduce energy bills for consumers and businesses through energy efficiency measures. Implementing energy-saving technologies and practices can lead to cost savings on utility bills and operational expenses.
- *Improve Public Health*: Minimize air and water pollution associated with traditional energy sources, thereby improving public health. Adopting cleaner energy alternatives can reduce respiratory illnesses and other health issues caused by pollution.
- *Enhance Energy Access*: Facilitate access to energy in underserved or remote areas by deploying decentralized renewable energy solutions. This objective aims to provide reliable and sustainable energy access to communities that lack access to traditional grid systems.

5. Procedures

- *Establishment of Energy Committee:*
  Form an Energy Committee comprising representatives from various Institute departments, including facilities management, engineering, environmental science, and administration.
- *Appointment of Energy Manager:*
  Appoint an Energy Manager responsible for overseeing the implementation of the policy, coordinating with the Energy Committee, and ensuring day-to-day adherence to energy-related initiatives.
- *Conduct Energy Audit:*

- Hire a professional energy auditing firm to conduct a comprehensive audit of the Institute's energy consumption patterns.
- Identify and prioritize areas for improvement, considering both energy efficiency and potential alternate sources of energy.

- *Development of an Energy Plan:*

  Collaborate with the Energy Committee to create a detailed Energy Plan outlining specific goals, targets, and timelines for the integration of alternate energy sources and conservation measures.

- *Exploration of Alternate Energy Sources:*
  - *Solar Power:*
    - ✓ Assess the feasibility of installing solar panels on suitable Institute buildings.
    - ✓ Explore options for both on-grid and off-grid solar solutions.
  - *Wind Power:*
    - ✓ Investigate the potential for wind energy generation on Institute grounds.
    - ✓ Assess the feasibility of partnering with wind power providers.

- *Other Renewable Sources:*

  Research and evaluate the feasibility of integrating other renewable energy sources such as geothermal or biomass into the Institute's energy mix.

- *Implementation of Energy Conservation Measures:*

  a) *Building Efficiency:*
    - ✓ Identify and implement energy-efficient technologies for lighting, HVAC systems, and other building infrastructure.
    - ✓ Develop guidelines for architects and engineers to incorporate energy-efficient designs in new constructions and renovations.

  b) *Smart Campus Solutions:*
    - ✓ Install smart meters and sensors to monitor real-time energy consumption.
    - ✓ Implement smart building technologies for automated energy management, including lighting and temperature control.

  c) *Awareness and Education Programs:*

- ✓ Develop and conduct awareness campaigns to educate the Institute community about the importance of energy conservation.
- ✓ Organize training programs for staff and students on adopting energy-efficient practices.

d) Policy Integration:

- ✓ Integrate energy conservation measures into the Institute's procurement policies, promoting the purchase of energy-efficient appliances and equipment.
- ✓ Monitoring and Reporting:
- ✓ Establish a system for regular monitoring of energy consumption and the performance of alternate energy sources.
- ✓ Generate periodic reports detailing energy savings, alternate energy generation, and overall sustainability impact.

e) Review and Update:

- ✓ Conduct regular reviews of the Energy Plan to ensure its relevance and effectiveness.
- ✓ Update the plan as needed to incorporate technological advancements and emerging best practices in energy conservation and alternate energy sources.

f) Compliance and Accountability:

- ✓ Enforce compliance with the energy policy across all Institute departments and individuals.
- ✓ Include adherence to energy conservation measures in performance evaluations and accountability frameworks.

6. Roles and Responsibilities

Alternate sources of energy and energy conservation measures play a crucial role in educational institutions, where they serve not only as models for sustainability but also as platforms for education and innovation.

- *Demonstrate Sustainable Practices*: Educational institutions have a responsibility to lead by example. Implementing alternate sources of energy like solar panels, wind turbines, or geothermal heating systems on campus showcases a commitment to sustainability.
- *Educate and Raise Awareness*: Institutions can educate students, faculty, and staff about the importance of energy conservation and the benefits of using renewable energy sources.

Workshops, seminars, and educational campaigns can promote understanding and behavioural changes.

- *Integrate Renewable Energy into Curriculum*: Incorporating renewable energy topics into the curriculum allows students to understand the technology, benefits, and challenges of alternate energy sources. This integration can span various disciplines, from engineering and science to economics and environmental studies.
- *Research and Innovation*: Educational institutions can contribute to research and development in the field of renewable energy and energy conservation. This involves conducting studies, experiments, and projects aimed at improving efficiency and sustainability.
- *Implement Energy Conservation Measures*: Implementing energy-efficient practices within campus buildings, such as using LED lighting, optimizing heating and cooling systems, and installing energy-saving appliances, demonstrates commitment to conservation.
- *Participate in Renewable Energy Projects*: Collaborating with industry partners or local governments on renewable energy projects allows educational institutions to contribute to larger-scale initiatives. This collaboration can provide practical learning experiences for students.
- *Create Living Laboratories*: Educational campuses can serve as living laboratories for testing and demonstrating renewable energy technologies. These spaces offer hands-on learning opportunities and real-world applications for students studying energy-related fields.
- *Engage in Community Outreach*: Educational institutions can extend their knowledge and resources to the wider community by organizing workshops, seminars, or community projects focused on energy conservation and renewable energy adoption.
- *Set Goals and Monitor Progress:* Establishing targets for energy reduction, renewable energy adoption, or carbon neutrality within the institution helps track progress and ensures accountability. Regular monitoring and reporting of energy usage and savings are essential.

- *Promote Student Engagement and Initiatives:* Encourage student-led initiatives, clubs, or organizations focused on sustainability and renewable energy. Empowering students to take part in projects or campaigns fosters a culture of environmental responsibility.

7. Consequences and Compliances

Consequences:

- *Non-Compliance Fines:* Failure to comply with the Alternate Sources of Energy and Energy Conservation Measure Policy may result in fines or penalties imposed by regulatory authorities.
- *Loss of Funding:* Non-compliance may lead to the loss of funding opportunities from governmental or institutional grants and subsidies aimed at promoting energy conservation and sustainability initiatives.
- *Legal Action:* Persistent non-compliance may result in legal action being taken against the institution, including lawsuits or injunctions, to enforce compliance with energy regulations and policies.
- *Reputational Damage:* Non-compliance with energy conservation measures can tarnish the institution's reputation, leading to negative publicity and public perception.
- *Increased Operational Costs:* Failure to adopt energy conservation measures and alternative energy sources may result in higher energy consumption and increased operational costs for the institution.
- *Environmental Impact:* Continued reliance on conventional energy sources without implementing energy conservation measures may contribute to environmental degradation, including air and water pollution, habitat destruction, and climate change.

Compliance:

- *Policy Adoption and Communication:* The institution must formally adopt the Alternate Sources of Energy and Energy Conservation Measure Policy and communicate it to all stakeholders, including faculty, staff, students, contractors, and visitors.
- *Implementation Plan:* Develop a comprehensive implementation plan outlining specific actions, targets, and timelines for integrating alternative energy sources and implementing energy conservation measures across the institution.

- *Resource Allocation:* Allocate sufficient resources, including financial, human, and technical resources, to support the implementation of energy conservation initiatives and the adoption of alternative energy sources.
- *Monitoring and Reporting:* Establish mechanisms for monitoring and reporting energy consumption, greenhouse gas emissions, and progress towards energy conservation goals. Regularly report on energy performance and compliance with energy policies and regulations.
- *Training and Awareness:* Provide training and awareness programs to educate faculty, staff, and students about energy conservation practices, the benefits of alternative energy sources, and their role in achieving energy sustainability goals.
- *Partnerships and Collaboration:* Collaborate with government agencies, industry partners, and energy experts to leverage expertise, share best practices, and explore opportunities for funding and support for energy conservation initiatives.
- *Continuous Improvement:* Continuously evaluate and update the Alternate Sources of Energy and Energy Conservation Measure Policy and implementation plan to reflect evolving technologies, regulatory requirements, and institutional priorities.

8. Change History:

Version no.	Effective Date	Significant Changes	Previous Version no.

GREEN CAMPUS POLICY

Policy No: AI/HS/GRCP/006	Version No: 004	Owner: Principal	Page 1 of 10
Date of issue: 01 Jan 2025	Review date: 01 Jan 2027	Applicability: Faculty & Students	

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1. Introduction

A green campus, also known as an eco-friendly or sustainable campus, is a holistic approach to creating an environmentally conscious and resource-efficient educational institution. It encompasses various strategies, initiatives, and practices aimed at minimizing the ecological footprint while fostering a culture of sustainability among students, faculty, and staff.

The concept of a green campus revolves around integrating sustainability into all aspects of campus life, including infrastructure, operations, curriculum, and community engagement. This approach focuses on reducing energy consumption, conserving water, managing waste effectively, promoting green transportation, preserving biodiversity, and utilizing renewable resources.

Through sustainable building designs, the use of energy-efficient technologies, implementing recycling programs, encouraging the use of public transportation or cycling, and adopting green spaces, a green campus aims to mitigate environmental impacts and promote a healthier, more sustainable environment for learning and living.

Moreover, a green campus serves as an educational platform, providing opportunities for students to learn about sustainability, environmental stewardship, and the importance of adopting eco-friendly practices. It encourages research and innovation in sustainability-related fields and fosters a sense of responsibility towards the planet among the campus community.

2. Purpose and Scope

The purpose of a green campus encompasses several interconnected objectives aimed at fostering sustainability, environmental stewardship, and holistic well-being within educational institutions. Some of the key purposes include:

- *Environmental Conservation*: Green campuses strive to minimize environmental impact by reducing carbon emissions, conserving natural resources like water and energy, managing waste effectively through recycling and composting, and preserving biodiversity within the campus environment.
- *Sustainable Infrastructure*: The purpose involves designing, constructing, and maintaining eco-friendly buildings and facilities by incorporating energy-efficient systems, renewable energy sources, green roofs, rainwater harvesting, and other sustainable infrastructure practices.
- *Education and Awareness*: Green campuses serve as living laboratories for sustainability education. They provide opportunities for students, faculty, and staff to engage in learning about environmental issues, sustainable practices, and solutions, fostering a culture of environmental awareness and responsibility.
- *Community Engagement*: These campuses often engage with the local community to promote sustainability initiatives, share knowledge, and collaborate on projects that benefit both the campus and the surrounding area. This collaboration may involve partnerships with local businesses, governments, and non-profit organizations to advance sustainability goals.
- *Health and Well-being*: Creating a green campus includes prioritizing the health and well-being of the campus community. This involves providing access to green spaces, promoting active transportation options like walking and cycling, and ensuring healthy indoor environments through improved air quality and natural lighting.

- *Cost Savings and Efficiency*: Implementing sustainable practices often leads to cost savings in the long term. Energy-efficient buildings, reduced water consumption, and waste management strategies not only benefit the environment but also contribute to financial savings for the institution.
- *Innovation and Research*: Green campuses support research and innovation in sustainability-related fields. They encourage the development of new technologies, methodologies, and solutions to address environmental challenges, providing opportunities for students and researchers to contribute to global sustainability efforts.

The scope of a green campus is comprehensive and multifaceted, encompassing various aspects of sustainability and environmental consciousness within the educational institution

3. Policy Statement

Acharya Institute of Technology is dedicated to creating a sustainable and environmentally responsible campus that fosters a culture of conservation, innovation, and ecological stewardship. Recognizing the interconnectedness of our institution with the natural environment, Acharya Institute of Technology commits to establishing and maintaining a Green Campus Policy that guides our efforts to minimize environmental impact and promote sustainable practices.

4. Objectives

- The objectives of a green campus revolve around creating a sustainable and environmentally conscious educational institution that actively works towards reducing its ecological footprint while fostering a culture of sustainability among students, faculty, staff, and the broader community. Some key objectives include:
- *Environmental Conservation*: Promoting practices and initiatives aimed at reducing the campus's environmental impact by minimizing energy consumption, conserving water, managing waste effectively, and preserving biodiversity.
- *Energy Efficiency and Renewable Energy*: Implementing energy-saving measures, utilizing renewable energy sources such as solar, wind, or geothermal energy, and adopting energy-

efficient technologies to reduce reliance on non-renewable resources and lower carbon emissions.

- *Sustainable Infrastructure*: Designing, constructing, and maintaining buildings and facilities with a focus on sustainability, utilizing green building principles, eco-friendly materials, and efficient systems for water, electricity, and heating/cooling.
- *Waste Management and Recycling*: Establishing robust waste management practices that prioritize recycling, composting, and reducing the generation of waste to minimize the amount of material sent to landfills.
- *Education and Awareness*: Integrating sustainability into the curriculum, promoting environmental education, and organizing awareness campaigns and events to engage and educate students, faculty, and staff about sustainable practices.
- *Transportation and Mobility*: Encouraging the use of sustainable transportation options such as biking, walking, carpooling, and public transit to reduce carbon emissions associated with commuting to and from the campus.
- *Green Spaces and Biodiversity Preservation*: Creating and maintaining green spaces, gardens, and natural habitats on campus to enhance biodiversity, improve air quality, and provide areas for relaxation and recreation.
- *Community Engagement and Partnerships*: Collaborating with local communities, governments, businesses, and organizations to share knowledge, resources, and best practices in sustainability, and actively participating in broader sustainability initiatives beyond the campus.
- *Health and Well-being*: Prioritizing the health and well-being of the campus community by ensuring healthy indoor environments, promoting physical activity, and providing access to nature and green spaces.
- *Continuous Improvement and Innovation*: Fostering a culture of continuous improvement by regularly assessing environmental performance, conducting research, implementing innovative solutions, and adopting new technologies to further enhance sustainability efforts.

5. Procedure:

Procedure for Maintaining a Green Campus at Acharya Institute of Technology.

- *Establish a Green Campus Committee*: Form a dedicated Green Campus Committee with representatives from various departments, including facilities management, administration, academics, and student organizations.
- *Conduct a Green Campus Assessment:* Perform an initial assessment of the campus to identify current environmental practices, areas for improvement, and opportunities for sustainability initiatives.
- *Develop a Green Campus Plan:* Based on the assessment, create a comprehensive Green Campus Plan outlining specific goals, strategies, and timelines for implementing sustainable practices across the institution.
- *Resource Conservation Programs:* Implement programs to conserve resources such as water, electricity, and paper. This may include installing water-efficient fixtures, promoting energy-saving initiatives, and encouraging electronic communication and documentation.
- *Biodiversity Preservation*: Develop and implement landscaping plans that prioritize native plant species, create green spaces, and protect habitats for local flora and fauna. Consider establishing a campus garden or wildlife-friendly areas.
- *Sustainable Infrastructure Projects:* Integrate sustainable building practices in new construction and renovations. Incorporate energy-efficient technologies, green roofs, and other eco-friendly features. Strive for certification where applicable.
- *Waste Reduction and Recycling Programs:* Establish a comprehensive waste reduction and recycling program, including proper waste separation, recycling bins across campus, and educational campaigns to encourage responsible waste disposal.
- *Promote Green Transportation:* Encourage eco-friendly transportation options, such as walking, cycling, and public transportation. Install bicycle racks, provide incentives for carpooling, and consider introducing electric vehicle charging stations on campus.
- *Environmental Education Initiatives:* Integrate environmental education into the curriculum, offering courses or workshops on sustainability. Organize seminars, guest lectures, and awareness campaigns to educate the campus community about green practices.

- *Community Engagement Programs:* Encourage active participation in green initiatives through community service projects, tree planting events, and environmental awareness campaigns. Foster a sense of environmental responsibility among students, faculty, and staff.
- *Renewable Energy Integration:* Explore and implement renewable energy sources, such as solar panels or wind turbines. Collaborate with energy providers to transition toward a more sustainable and renewable energy mix.
- *Green Procurement Guidelines:* Develop and implement green procurement policies that prioritize environmentally friendly products and services. Consider factors such as eco-labels, recycled content, and energy efficiency in procurement decisions.
- *Monitoring and Reporting Systems:* Implement systems to monitor energy consumption, waste generation, and other key environmental metrics. Generate regular reports to track progress toward green campus goals and communicate updates to the campus community.
- *Compliance with Environmental Regulations:* Ensure that all green campus initiatives comply with relevant local, regional, and national environmental regulations and standards. Stay informed about changes in regulations and update practices accordingly.
- *Continuous Improvement and Feedback Mechanisms:* Regularly review the effectiveness of green campus initiatives. Seek feedback from the campus community, conduct periodic assessments, and adjust strategies to improve sustainability practices continually.
- *Celebrate and Recognize Achievements:* Acknowledge and celebrate achievements in maintaining a green campus. Recognize individuals, departments, or initiatives that demonstrate outstanding commitment to sustainability.

6. Roles and Responsibilities

Maintaining a green campus involves ongoing efforts and responsibilities to ensure the sustainability initiatives and practices are sustained and improved over time.

- *Regular Assessment and Monitoring:* Continuously monitoring and assessing the campus's environmental impact, energy consumption, waste generation, water usage, and overall sustainability performance. This helps in identifying areas for improvement and tracking progress towards sustainability goals.

- *Education and Outreach Programs:* Sustaining educational programs, workshops, and awareness campaigns to keep the campus community engaged and informed about sustainability initiatives. Encouraging ongoing learning and participation in eco-friendly practices.
- *Policy Implementation and Compliance:* Ensuring that sustainability policies and guidelines are effectively implemented across the campus. Regularly reviewing and updating policies to align with evolving sustainability standards and best practices.
- *Resource Management:* Managing resources efficiently by continuing efforts to reduce energy consumption, water usage, and waste generation. Implementing new technologies or strategies to further enhance resource conservation.
- *Waste Reduction and Recycling:* Maintaining and improving waste reduction and recycling programs by regularly evaluating their effectiveness. Encouraging proper waste segregation, recycling, and composting practices among the campus community.
- *Infrastructure Maintenance:* Regularly maintaining and upgrading sustainable infrastructure, such as energy-efficient systems, renewable energy installations, water-saving technologies, and green building features, to ensure optimal performance.
- *Transportation and Mobility Initiatives:* Sustaining efforts to promote sustainable transportation options by maintaining bike lanes, providing adequate bike racks, improving pedestrian pathways, and incentivizing eco-friendly commuting practices.
- *Green Space Management:* Conserving and managing green spaces and biodiversity on campus by maintaining gardens, natural habitats, and green areas. Encouraging community involvement in maintaining and enjoying these spaces.
- *Community Engagement and Partnerships:* Continuing engagement with local communities, businesses, government agencies, and non-profit organizations to collaborate on sustainability initiatives, share resources, and address broader environmental issues.
- *Innovation and Improvement:* Encouraging a culture of innovation and improvement by seeking new ways to enhance sustainability efforts. Supporting research, piloting new technologies, and implementing innovative solutions that further reduce the environmental footprint of the campus.

- *Reporting and Transparency:* Providing regular reports and updates on the progress of sustainability initiatives to the campus community and stakeholders. Ensuring transparency in the institution's environmental performance and efforts towards maintaining a green campus.

7. Consequences and Compliance

- *Adherence to Green Campus Policy*: All members of the institution, including students, faculty, and staff, are expected to comply with the Green Campus Policy, actively participating in and supporting sustainability initiatives.
- *Waste Management Guidelines*: Follow proper waste separation and disposal guidelines to minimize the generation of solid waste. Utilize recycling bins and other waste reduction practices as outlined in the Green Campus Policy.
- *Energy Conservation Practices:* Adhere to energy-saving practices outlined in the policy, such as turning off lights and electronic devices when not in use. Support and promote campus-wide efforts to reduce energy consumption.
- *Water Conservation Measures*: Comply with water conservation initiatives by using water-efficient fixtures, reporting leaks promptly, and participating in awareness campaigns promoting responsible water use.
- *Green Transportation Policies*: Follow eco-friendly transportation guidelines, including walking, cycling, using public transportation, or carpooling. Abide by campus regulations related to green transportation practices.
- *Sustainable Procurement Standards*: Adhere to green procurement policies when making purchasing decisions. Consider environmentally friendly options, such as products with eco-labels, recycled content, and energy-efficient features.
- *Participation in Environmental Education Programs*: Actively participate in environmental education initiatives, including attending workshops, seminars, and courses focused on sustainability.

- *Collaboration with Campus-wide Initiatives*: Collaborate with campus-wide green initiatives, community service projects, and environmental advocacy efforts to contribute to a collective commitment to sustainability.
- *Compliance with Building and Construction Guidelines*: Adhere to sustainable building and construction guidelines when involved in new construction or renovation projects. Follow established protocols for energy-efficient technologies and green infrastructure.
- *Use of Green Spaces and Biodiversity Preservation*: Respect and support efforts to preserve green spaces, promote biodiversity, and protect habitats on campus.

Consequences for Non-Compliance:

- *Educational Measures:* Individuals who consistently fail to adhere to green campus guidelines may be required to undergo additional training on sustainable practices and the importance of environmental conservation.
- *Financial Penalties*: Departments or individuals responsible for significant environmental violations may face financial penalties or budget reductions to cover the costs associated with environmental damage or resource waste.
- *Performance Reviews*: Green campus efforts and compliance may be considered during performance evaluations. Non-compliance could impact professional assessments.
- *Loss of Privileges*: Non-compliance with green campus policies may result in the loss of privileges or access to certain resources or facilities within the institution.
- *Community Service Assignments*: Individuals or groups found in violation of sustainability policies may be required to contribute to community service projects related to environmental conservation.
- *Escalation to Disciplinary Action*: Repeated or severe violations may lead to formal disciplinary action, including written warnings, probation, or, in extreme cases, termination of employment or expulsion for students.
- *Public Acknowledgment*: Instances of non-compliance may be communicated to the campus community to raise awareness and emphasize the importance of adherence to green campus guidelines.

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8. Change History

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1. Introduction

Managing degradable and non-degradable waste within Acharya Institute of Technology is a crucial step towards fostering environmental consciousness, promoting sustainability, and setting an example for responsible waste management practices. The institution generates various types of waste, including paper, food scraps, plastics, and electronic devices, among others. Effectively managing these waste streams is vital to minimize environmental impact and instil eco-friendly behaviours among students and staff.

Acharya Institute of Technology play a pivotal role in shaping future generations' environmental attitudes and behaviours. By implementing effective waste management strategies, these institutions not only contribute to a cleaner environment but also instil a sense of responsibility and sustainability in students, preparing them to become environmentally conscious global citizens.

2. Purpose and Scope

The purpose of managing various types of degradable and nondegradable waste at educational institutions serves multiple critical objectives:

- ***Environmental Conservation:***

- *Reduction of Environmental Impact:* Proper waste management practices help reduce the environmental impact caused by waste disposal, such as pollution, soil contamination, and greenhouse gas emissions.
- *Preservation of Natural Resources:* Managing waste, especially through recycling and reusing materials, helps conserve natural resources by decreasing the need for new raw materials.
- *Protection of Ecosystems*: Effective waste management prevents harmful substances from contaminating soil, water bodies, and the atmosphere, safeguarding local ecosystems and biodiversity.

- ***Education and Awareness:***
  - *Promoting Environmental Education:* Managing waste at educational institutions provides a practical platform to educate students and staff about environmental issues, waste reduction, recycling, and the importance of sustainable practices.
  - *Fostering Responsible Behaviour:* By engaging in waste management activities, educational institutions instil responsible waste-handling behaviours in students, encouraging them to become environmentally conscious citizens and future leaders.
- ***Cost Reduction and Efficiency:***
  - *Minimizing Operational Costs:* Implementing effective waste management strategies, such as recycling and waste reduction programs, can reduce waste disposal costs for educational institutions.
  - *Resource Optimization:* Proper management of waste resources allows educational institutions to optimize their use of materials, leading to more efficient operations and cost savings in the long term.
- ***Social Responsibility and Leadership:***
  - *Setting an Example:* Educational institutions serve as role models in the community by demonstrating responsible waste management practices, inspiring others to adopt similar environmentally friendly behaviours.

- *Social Impact:* By actively participating in waste management initiatives, institutions contribute positively to the local community, fostering a culture of environmental stewardship and social responsibility.

- ***Compliance and Regulations:***
  - *Meeting Legal Requirements:* Managing waste in compliance with local, regional, and national waste management regulations ensures that educational institutions meet legal obligations regarding waste handling, disposal, and environmental protection.
  - *Supporting Sustainable Development Goals:* Aligning waste management practices with global sustainability goals, such as those outlined in the United Nations Sustainable Development Goals (SDGs), contributes to broader efforts for a sustainable future.

Scope:

The scope of managing various types of degradable and nondegradable waste at Acharya Institutions is extensive and encompasses diverse aspects of waste management, sustainability, education, and community engagement.

3. Policy statement

Acharya Institute of Technology recognize our responsibility to manage waste effectively to protect the environment and human health. Our Management of Degradable and Nondegradable Waste Policy outlines our commitment to minimizing waste generation, promoting recycling and proper disposal practices, and fostering a culture of environmental stewardship.

4. Objectives

Managing various types of degradable and nondegradable waste at educational institutions involves several key objectives aimed at achieving environmental sustainability, educational advancement, resource optimization, and societal impact. Here are the primary objectives:

- ***Environmental Objectives:***
  - *Waste Reduction*: Minimize the volume of waste generated within the institution by implementing strategies such as source reduction, reuse, and recycling.

- *Environmental Protection*: Prevent pollution and minimize environmental impact by responsibly managing both degradable and nondegradable waste to safeguard ecosystems, soil, water, and air quality.
- *Resource Conservation:* Promote the conservation of natural resources by recycling materials and reducing dependence on raw materials, thereby mitigating environmental degradation
- *Promotion of Sustainable Practices:* Foster a culture of sustainability by demonstrating responsible waste management practices that support long-term environmental health.

- ***Educational and Awareness Objectives:***
  - *Environmental Education:* Use waste management as an educational tool to teach students about environmental stewardship, sustainable living, and the importance of waste reduction.
  - *Promoting Responsible Behaviour:* Encourage responsible waste handling behaviours among students, faculty, and staff, creating a community that values sustainability.
  - *Raising Awareness:* Conduct workshops, campaigns, and educational programs to raise awareness about waste management's significance and its impact on the environment.
- ***Operational Efficiency and Cost Reduction:***
  - *Optimizing Resources*: Efficient waste management reduces operational costs by minimizing waste disposal expenses and optimizing the use of resources.
  - *Waste-to-Energy Initiatives*: Explore waste-to-energy technologies to convert non-recyclable waste into energy, contributing to sustainable energy practices and cost savings.
- ***Social Responsibility and Leadership:***
  - *Setting an Example:* Act as a role model within the community by demonstrating effective waste management practices, inspiring others to adopt similar environmentally friendly behaviours.
  - *Community Engagement:* Engage with the local community through collaborative initiatives, such as recycling events or educational programs, to promote environmental awareness and shared responsibility.

- ***Compliance and Sustainable Development:***
  - *Regulatory Compliance:* Adhere to waste management regulations and standards to ensure responsible waste handling and environmental protection within legal frameworks.
  - *Supporting Sustainable Development Goals:* Align waste management practices with broader sustainability goals, such as those outlined in the Sustainable Development Goals (SDGs), contributing to global efforts for a sustainable future.

5. Procedures

Formation of Waste Management Committee: Establish a Waste Management Committee comprising representatives from various Institute departments, including facilities management, sustainability, health and safety, and student organizations.

- ***Appointment of Waste Management Coordinator:*** Appoint a Waste Management Coordinator responsible for overseeing the implementation of waste management procedures, coordinating with the Waste Management Committee, and ensuring compliance with waste regulations.
  - *Waste Assessment*:
    - ✓ Conduct a comprehensive waste assessment to understand the types and quantities of waste generated on campus.
    - ✓ Categorize waste into degradable (organic) and non-degradable (inorganic) types.
  - *Development of Waste Management Policies:*
    - ✓ Collaborate with the Waste Management Committee to develop clear and comprehensive waste management policies that outline standards, responsibilities, and procedures.
    - ✓ Ensure alignment with local waste management regulations and sustainability goals.
  - *Waste Segregation:*
    - ✓ Implement a campus-wide waste segregation program to separate degradable and non-degradable waste at the source.
    - ✓ Provide easily identifiable and properly labelled bins for different types of waste.
  - *Waste Collection System:*
    - ✓ Design and implement an efficient waste collection system that considers the volume and frequency of waste generation.

- ✓ Assign responsibilities for waste collection and transportation to designated areas.

➢ *Composting for Degradable Waste:*

- ✓ Establish composting facilities for degradable waste, including food scraps and yard waste.
- ✓ Promote the use of compost in campus landscaping and gardening projects.

➢ *Recycling Program for Non-Degradable Waste:*

- ✓ Introduce a comprehensive recycling program for non-degradable waste, including paper, plastic, glass, and metals.
- ✓ Collaborate with local recycling facilities for proper waste disposal and recycling.

➢ *Electronic Waste (E-Waste) Management:*

- ✓ Implement a system for the proper disposal and recycling of electronic waste.
- ✓ Educate the campus community on the hazards of improper e-waste disposal.

➢ *Hazardous Waste Management:*

- ✓ Develop and implement protocols for the proper handling, storage, and disposal of hazardous waste generated in laboratories and other facilities.
- ✓ Ensure compliance with safety regulations and disposal guidelines.

➢ *Waste Reduction Initiatives:*

- ✓ Promote waste reduction initiatives, such as encouraging the use of reusable items, implementing paperless practices, and minimizing packaging waste.
- ✓ Integrate waste reduction principles into procurement policies.

➢ *Awareness and Education Programs:*

- ✓ Conduct regular awareness campaigns and educational programs to inform the campus community about waste management practices.
- ✓ Encourage responsible waste disposal through workshops, seminars, and signage.

➢ *Waste Audits:*

- ✓ Periodically conduct waste audits to assess the effectiveness of waste management initiatives.
- ✓ Use audit results to identify areas for improvement and adjustment of waste management strategies.

- *Community Engagement:*
  - ✓ Involve students, faculty, and staff in waste management initiatives through volunteer programs and community projects.
  - ✓ Foster a sense of responsibility and ownership among the campus community.
- *Monitoring and Reporting:*
  - ✓ Establish a system for monitoring waste management activities, including waste collection, recycling rates, and disposal methods.
  - ✓ Generate regular reports on waste management performance and share findings with stakeholders.
- *Continuous Improvement:*
  - ✓ Foster a culture of continuous improvement within the waste management system.
  - ✓ Regularly review and update waste management policies and practices based on emerging best practices and technological advancements.
- *Compliance and Accountability:*
  - ✓ Ensure compliance with waste management policies across all Institute departments and individuals.
  - ✓ Integrate waste management considerations into performance evaluations and accountability frameworks.

6. Roles and Responsibilities

Managing various types of degradable and nondegradable waste at educational institutions entails several responsibilities that contribute to environmental stewardship, sustainability, and fostering a culture of responsible waste management. Here are the key responsibilities:

- ***Waste Segregation and Collection:***
  - *Implementing Segregation Systems:* Establishing systems for proper segregation of degradable (organic waste) and nondegradable waste (plastics, metals, glass, etc.) at the source to facilitate efficient handling and recycling.
  - *Efficient Collection Methods:* Organizing and maintaining waste collection systems within the institution, including designated bins for different types of waste and ensuring regular and appropriate waste pickups.

- ***Recycling and Reuse Initiatives:***
  - *Establishing Recycling Programs:* Setting up comprehensive recycling programs for paper, plastics, glass, metals, and other recyclable materials to divert waste from landfills and promote resource conservation.
  - *Promoting Reuse:* Encouraging the reuse of materials wherever possible, such as implementing policies for using both sides of paper or utilizing refillable bottles instead of disposable ones.
- ***Organic Waste Management:***
  - *Composting Programs:* Creating and managing composting facilities or partnering with composting services to handle organic waste, turning it into nutrient-rich compost for landscaping or agricultural use.
- ***Hazardous Waste Handling:***
  - *Safe Disposal Protocols:* Implementing specific protocols for the safe disposal of hazardous waste materials like chemicals, electronic waste, batteries, etc., in compliance with environmental regulations.
- ***Educational Integration and Awareness:***
  - *Curriculum Integration:* Incorporating waste management and sustainability concepts into the educational curriculum to educate students and staff about environmental conservation and responsible waste practices.
  - *Awareness Campaigns:* Conducting workshops, seminars, and awareness campaigns to raise awareness among students, staff, and the wider community about the importance of waste management and environmental stewardship.
- ***Technology and Innovation:***
  - *Exploring Sustainable Technologies:* Researching and adopting innovative technologies and solutions for waste management, such as waste-to-energy systems or advanced recycling methods.

- ***Community Engagement and Social Responsibility:***
  - *Community Involvement:* Engaging the local community through collaborative initiatives, like organizing clean-up drives, recycling events, or educational programs, to foster a sense of shared responsibility towards waste management.
  - *Leading by Example:* Setting an example for other institutions and the community by demonstrating effective waste management practices and promoting environmentally friendly behaviours.
- ***Compliance and Sustainability Goals:***
  - *Adhering to Regulations*: Ensuring compliance with local waste management regulations and standards to operate responsibly within legal frameworks.
  - *Supporting Sustainable Objectives:* Aligning waste management practices with global sustainability goals, such as those outlined in the Sustainable Development Goals (SDGs), to contribute to broader sustainability efforts.

7. Consequences and Compliances

Consequences:

- *Legal Penalties*: Failure to comply with waste management regulations can lead to legal penalties, fines, or sanctions imposed by regulatory authorities, which may tarnish the institution's reputation and financial standing.
- *Environmental Pollution:* Improper management of degradable and nondegradable waste can result in environmental pollution, contamination of soil, water bodies, and air, and negative impacts on public health and ecosystems.
- *Health Risks:* Exposure to hazardous or improperly managed waste can pose health risks to faculty, staff, students, and the surrounding community, including respiratory issues, infections, and other adverse health effects.
- *Reputational Damage*: Incidents related to waste mismanagement can damage the institution's reputation, resulting in negative publicity, loss of public trust, and diminished stakeholder confidence.

- *Resource Depletion:* Failure to recycle or recover valuable materials from waste streams can contribute to resource depletion, increased energy consumption, and unsustainable use of natural resources.
- *Financial Costs:* Inefficient waste management practices can result in increased waste disposal costs, including landfill fees, transportation expenses, and potential fines or cleanup costs associated with environmental incidents.

Compliance:

- *Policy Adoption and Communication:* The institution must formally adopt the Management of Degradable and Nondegradable Waste Policy and communicate it to all stakeholders, including faculty, staff, students, contractors, and visitors.
- *Regulatory Compliance:* Ensure compliance with relevant waste management laws, regulations, codes of practice, and industry standards applicable to the institution's operations, facilities, and activities.
- *Waste Reduction and Segregation:* Implement waste reduction measures and segregation practices to minimize waste generation and separate degradable and nondegradable waste streams for proper disposal or recycling.
- *Recycling and Recovery:* Establish recycling programs and partnerships with waste management service providers to recover valuable materials from waste streams and divert them from landfills.
- *Proper Disposal:* Ensure proper disposal of nondegradable waste in accordance with waste management regulations, including hazardous waste disposal requirements, to prevent environmental contamination and protect public health.
- *Composting and Organic Waste Management:* Implement composting programs and practices to manage organic waste, such as food scraps and yard trimmings, and divert it from landfills for beneficial reuse as compost or soil amendments.
- *Monitoring and Reporting:* Establish mechanisms for monitoring, measuring, and reporting waste generation, recycling rates, and disposal practices to track progress towards waste management goals and compliance with waste management policies.

- *Education and Awareness:* Provide education and awareness programs to raise awareness about waste management practices, encourage participation in recycling and composting initiatives, and promote responsible consumption and waste reduction behaviours among faculty, staff, and students.

8. Change History:

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1. Introduction

Recycling waste water is an integral part of sustainable resource management and environmental conservation. As our planet faces increasing challenges related to water scarcity and pollution, the recycling of liquid water has emerged as a crucial solution to address these pressing issues.

Water recycling, also known as water reclamation or reuse, involves the treatment and purification of wastewater or used water from various sources like households, industries, and agricultural activities. This treated water is then repurposed for non-potable or even potable uses, reducing the demand for fresh water and minimizing the strain on natural water sources.

The process of recycling liquid water typically includes several stages of treatment, such as filtration, disinfection, and advanced purification techniques like reverse osmosis or UV treatment. These processes eliminate contaminants, pathogens, and pollutants, making the water safe for specific purposes like irrigation, industrial processes, or even for consumption after meeting stringent safety standards.

- *Conservation of Resources*: By recycling water, we conserve precious freshwater resources, reducing reliance on natural water bodies like rivers, lakes, and aquifers.

- *Environmental Protection:* Properly treated and recycled water prevents pollution of natural water sources by minimizing the discharge of untreated wastewater, thereby preserving ecosystems and aquatic life.
- *Sustainability:* Water recycling supports sustainable practices by promoting a circular economy where water is reused, reducing the need for continuous extraction and consumption of finite water resources.
- *Economic Savings:* Utilizing recycled water can result in cost savings for industries, municipalities, and agricultural operations by reducing expenses related to water procurement and treatment.

2. Purpose and Scope

The purpose and scope of recycling waste water revolve around conserving resources, protecting the environment, addressing water scarcity, supporting various sectors, and necessitate a comprehensive approach involving treatment, policy, innovation, and infrastructure development to achieve sustainable water management.

3. Policy statement

A policy statement on the recycling of water serves as a formal declaration outlining a government's or organization's commitment, objectives, and principles regarding the treatment and reuse of wastewater. Such a statement typically focuses on promoting sustainable water management, ensuring the safety and efficiency of recycled water, and fostering responsible environmental stewardship.

4. Objectives

- *Minimize Freshwater Demand*: Reduce the reliance on freshwater sources by reusing treated wastewater for non-potable and potable purposes, thereby conserving precious freshwater resources.
- *Addressing Water Scarcity:* Provide an alternative and sustainable source of water, particularly in regions facing water scarcity or periods of drought, to ensure a more consistent and reliable water supply.

- *Prevent Water Pollution:* Minimize the discharge of untreated or poorly treated wastewater into natural ecosystems, reducing pollution in water bodies and protecting aquatic life and habitats.
- *Preserve Ecosystems:* Maintain the health of aquatic ecosystems by minimizing the impact of contaminants and pollutants present in wastewater.
- *Promoting Sustainable Practices:* Promote responsible and efficient use of water resources, aligning with sustainable development goals to balance economic growth, societal needs, and environmental protection.
- *Ensuring Water Quality and Safety:* Implement advanced treatment processes and stringent quality standards to ensure that recycled water is safe for its intended purposes, meeting or surpassing regulatory safety requirements.
- *Supporting Various Sectors:* Provide recycled water for agricultural irrigation, industrial processes, and other non-potable uses, reducing pressure on freshwater resources for these sectors.
- *Innovation and Research:* Encourage ongoing research and innovation in water treatment technologies and recycling methods to improve efficiency, enhance water quality, and explore new applications for recycled water.
- *Public Health and Awareness:* Conduct public awareness campaigns and educational programs to inform and engage communities, businesses, and industries about the safety, benefits, and responsible use of recycled water.

5. Procedures

The procedures involved in the recycling of liquid water encompass several stages of treatment, management, and distribution to ensure that wastewater is effectively transformed into high-quality recycled water suitable for various purposes. Below are the typical procedures involved:

a) Collection and Pre-treatment:

- *Wastewater Collection*: Wastewater from residential, commercial, and industrial sources is collected through a network of sewers and directed to treatment facilities.

- *Initial Screening and Removal of Debris*: Large objects, debris, and solids are removed through physical screening processes, such as bar screens or grit chambers, to prevent damage to equipment and facilitate subsequent treatment stages.

b) Primary Treatment:

Wastewater undergoes primary treatment processes, such as sedimentation and settling, where suspended solids and organic matter settle out, forming sludge. This process helps in reducing the organic load of the wastewater.

c) Secondary Treatment:

Wastewater then undergoes secondary treatment, where biological processes (such as activated sludge or biological filters) are employed to further break down organic matter and remove pathogens. This step helps improve water quality significantly.

d) Tertiary Treatment and Advanced Processes:

- *Advanced Filtration*: Involves tertiary treatment using processes like sand filtration, microfiltration, or ultrafiltration to remove finer particles, remaining solids, and microorganisms from the water.
- *Disinfection*: Various methods like chlorination, ozonation, UV treatment, or advanced oxidation are employed to disinfect and remove remaining pathogens, ensuring the water is safe for reuse.

e) Advanced Treatment (if needed for potable reuse):

- *Advanced Purification*: Advanced processes like reverse osmosis, membrane filtration, or advanced oxidation are utilized for further purification in cases where recycled water is intended for potable use.
- *Monitoring and Testing*: Rigorous testing and monitoring of water quality at every stage are conducted to ensure that the water meets safety and quality standards for its intended purpose.

f) Distribution and Utilization:

- *Distribution Systems*: The treated and recycled water is then distributed through separate networks for various applications, such as irrigation, industrial processes, or non-potable uses in residential or commercial settings.
- *Education and Awareness*: Efforts are made to educate the public and stakeholders about the safety, benefits, and responsible use of recycled water to promote acceptance and understanding.

g) Regulatory Compliance and Management:

- *Compliance with Standards*: Adherence to strict regulatory guidelines, policies, and standards governing the treatment, distribution, and utilization of recycled water.
- *Management and Maintenance*: Regular maintenance of treatment facilities, monitoring systems, and infrastructure to ensure the continued effectiveness of recycling procedures.

h) Research and Development:

Ongoing research and development efforts focus on improving treatment efficiency, exploring new technologies, and expanding the scope of water recycling applications.

6. Roles and Responsibilities

- ***Administration and Management:***
  - *Policy Development*: Establish policies and guidelines for water recycling initiatives, outlining goals, procedures, and safety standards.
  - *Resource Allocation*: Allocate funds and resources for the implementation, maintenance, and improvement of water recycling systems.
  - *Compliance and Regulation*: Ensure compliance with local regulations and standards related to water recycling and wastewater treatment.
  - *Collaboration and Coordination:* Coordinate with relevant departments, faculty, and staff to implement and monitor water recycling programs effectively.
- ***Facilities Management:***
  - *Infrastructure Development*: Oversee the installation, maintenance, and operation of water recycling systems, including treatment plants, pipelines, and distribution networks.

- *Regular Maintenance*: Schedule and conduct routine checks, repairs, and maintenance of equipment and facilities to ensure proper functioning.
- *Monitoring and Testing*: Implement monitoring protocols to regularly assess water quality and system performance to maintain high standards.

- ***Faculty and Staff:***
  - *Education and Awareness*: Educate students and staff about the importance of water conservation, recycling practices, and the significance of water reuse in sustainability efforts.
  - *Integration into Curriculum*: Incorporate water recycling concepts into relevant courses and educational programs to promote understanding and involvement.
- ***Students:***
  - *Engagement and Participation:* Encourage students to actively participate in water conservation and recycling initiatives through awareness campaigns, clubs, or projects.
  - *Promotion of Responsible Practices*: Encourage responsible water use and the proper disposal of waste to support the effectiveness of recycling systems.
- ***Overall Collaboration:***
  - *Monitoring and Reporting*: Collaborate across departments to establish reporting mechanisms and monitor the effectiveness of water recycling efforts, tracking water savings and environmental impact.
  - *Continuous Improvement:* Encourage ongoing research, innovation, and collaboration with relevant stakeholders to improve water recycling methods and technologies.
  - *Community Engagement:* Extend awareness and educational programs beyond the institution to involve the broader community, promoting the institution's commitment to sustainability.

7. Consequences and Compliance

- *Resource Conservation:* Recycling liquid water conserves freshwater resources, reducing the institution's reliance on external water sources and contributing to water sustainability.

- *Cost Savings:* Implementing water recycling systems can lead to cost savings in water procurement and wastewater disposal, potentially reducing utility expenses over time.
- *Environmental Benefits:* By reducing water consumption and minimizing wastewater discharge into the environment, the institution contributes to environmental conservation and protects local water bodies.
- *Educational Opportunities:* Water recycling initiatives offer educational opportunities for students, providing hands-on learning experiences about sustainability, water treatment, and environmental stewardship.
- *Promotion of Sustainability:* Demonstrating a commitment to sustainable practices enhances the institution's reputation and encourages a culture of environmental responsibility among students, faculty, and staff.
- *Mitigating Water Stress:* In regions facing water scarcity or where water stress is prevalent, recycling liquid water helps alleviate strain on local water supplies.
- *Initial Investment:* The installation of water recycling infrastructure might require a significant upfront investment, impacting the institution's budget initially.
- *Maintenance Costs:* Ongoing maintenance and operational costs of water recycling systems need to be considered to ensure consistent and efficient operation.
- *Regulatory Compliance:* Compliance with local regulations and health standards for water quality is essential and may require additional resources for testing and monitoring.
- *Public Perception:* Overcoming potential scepticism or concerns about recycled water safety among students, staff, and the community may require educational efforts and transparent communication.
- *Infrastructure Requirements:* Ensuring adequate infrastructure and space for water treatment facilities and distribution systems could pose logistical challenges.
- *Educational Integration:* Integrating water recycling concepts into the curriculum and promoting active student involvement might require additional effort and resources.
- *Community Engagement:* Engaging the broader community to support and understand the importance of water recycling initiatives could be a continuous challenge.

Compliance

- *Regulatory Framework*: Compliance with local ordinances and regulations governing water recycling practices, including permits and approvals for the establishment and operation of water recycling systems.
- *Health and Safety Standards*: Adherence to health and safety standards to ensure that recycled water meets established quality guidelines and poses no risk to public health.
- *Environmental Regulations*: Compliance with environmental laws to prevent pollution and ensure the responsible discharge and reuse of treated water, minimizing impact on natural ecosystems.
- *Quality Standards and Testing:* Water Quality Standards: Meeting specific quality criteria for recycled water intended for various uses, ensuring it meets the required purity and safety levels.
- *Regular Testing:* Implementing rigorous testing protocols to monitor water quality at different stages of treatment and reuse, ensuring compliance with set standards.
- *Treatment Technology Standards:* Following recognized and approved treatment technologies and processes to effectively treat wastewater to acceptable standards.
- *Efficiency and Effectiveness:* Ensuring that treatment systems are operated efficiently to consistently produce high-quality recycled water within defined parameters.
- *Record-Keeping:* Maintaining detailed records of water treatment processes, testing results, and compliance measures for regulatory authorities' review.
- *Reporting Requirements:* Complying with reporting obligations stipulated by regulatory bodies regarding water quality, usage, and adherence to standards.
- *Public Education:* Engaging in educational initiatives to inform the public about the safety, benefits, and responsible use of recycled water, addressing potential misconceptions or concerns.
- *Transparent Communication:* Openly communicating water quality test results, compliance efforts, and any relevant information to stakeholders to build trust and transparency.
- *Continuous Improvement:* Regularly reviewing and updating water recycling practices to meet evolving regulations, standards, and technological advancements.

- *Adaptive Management:* Implementing adaptive management strategies to address challenges and improve compliance with changing environmental and regulatory conditions.

8. Change History

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