



COLLEGE POLICIES

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ANTI--RAGGING POLICY

In order to prevent the ill practices such as ragging on the College campus the institution is committed to take serious actions on the matter as supported by the law and follow UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (<http://www.ugc.ac.in/page/ragging-related-circulars.aspx>) as well as Goa Prohibition of Ragging Act, 2008 and the amendments carried out thereafter.

ANY OR IN MORE OF THE FOLLOWING ACTS AMOUNTS TO RAGGING:

1. Any deed by any student or group of students whether by words spoken or written or by an act which creates the effect of teasing, treating or handling with disrespect a fresher or any other student.
2. Involving in disorderly or undisciplined activities by any student or group of students which causes or is likely to cause displeasure, suffering, physical or psychological harm or to raise fear or anxiety or discomfort thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or nuisance or embarrassment to the student.
4. Any act by a senior student that inhibits, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Taking the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial pressure or forceful expenditure burden put on a fresher or any other student by the other student or group of students
7. Any act of physical and mental abuse including all variants of it like: sexual abuse, homosexual assaults, and undressing, forcing obscene and vulgar acts, gestures, causing bodily harm or any other danger to health or to the person.
8. Any act or abuse by spoken words, written comments, emails, post, public insults which would also include deriving perverted pleasure, vicarious or heartless thrill from actively or passively participating in the discomfiture to fresher or any other student.

9. Any act that affects the mental and physical health and self-confidence of a fresher or any other student of the institution.
10. With or without an intention to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher. Following functionaries are in place with defined responsibilities to prevent the incidences of ragging in and outside the college campus.

AFFIDAVIT BY STUDENTS AND PARENTS

Each student and his/her parents/ guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

ANTI-RAGGING COMMITTEE

Ensure the compliance of provisions pertaining to UGC Regulations on curbing the menace of Ragging as well as the provision of the Goa Prohibition of Ragging Act 2008 (and amendments) Monitor, oversee and guide the anti-ragging squad. The committee is also responsible to report any kind of ragging incidences to the Directorate of Higher Education, Government of Goa.

COMPOSITION OF ANTI RAGGING COMMITTEE

1. Principal- Chairperson
2. One Senior Teacher- Member Secretary
3. One Senior Teacher- Co-Ordinator
4. Three Senior Teachers- Members
5. ASI Canacona Police Station- Member
6. Two Parent Representatives- Member
7. UDC of the college- Member
8. General Secretary Students Council
9. Lady Representative Student Council

ANTI- RAGGING SQUAD

The purpose is to make surprise raids and inspect places of potential ragging on the campus. Conduct an on-the-spot enquiry into any incident of ragging referred by any person and submit an enquiry report along with recommendations to the Anti-Ragging Committee for action under clause (a) 9.1 of UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 and other relevant Rules/State Acts in force.

COMPOSITION OF ANTI RAGGING SQUAD

1. Senior Teacher- Co-Ordinator
2. One Senior Teacher- Member
3. Librarian of the college- Member
4. Attendant- Member
5. Attendant- Member
6. Watchman- Member
7. Watchman- Member

Any violation of ragging and disciplinary rules should be urgently brought to the notice of the principal. The institution shall take strict action proceeding to cancellation of admission against those found guilty of ragging and or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of ragging may be charged either on a written complaint by the affected or on independent finding of Anti Ragging Squad. The institution is bound by the UGC Regulation on Curbing the Menaces of Ragging in Higher Educational Institutions Act 2009.

PUNISHABLE ACTS OF RAGGING IN THE COLLEGE ARE-

1. Abetment/instigation to ragging,
2. Criminal conspiracy to ragging,
3. Unlawful assembly and rioting while ragging,
4. Public nuisance created during ragging,
5. Violation of decency and morals through ragging,
6. Injury to body, causing hurt, mental trauma,

7. Wrongful restraint,
8. Wrongful confinement,
9. Use of criminal force,
10. Assault as well as sexual offence,
11. Offences against property,
12. Physical or psychological humiliation,
13. Any act/abuse by spoken words, public insults e mails, SMS, MMS, Facebook comments etc.

PROCEDURE TO TAKE ACTION AGAINST RAGGING

1. The students may feel free to put up a complaint in writing through GR form and drop it in complaint box or email or handover to any member of GRC.
2. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents or evidence of ragging.
3. The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell and punish the person or persons found guilty.

The possible punishment for abetting ragging can be any one of the following depending upon the nature and gravity of the offence.

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Forfeiting campus placement opportunities/recommendations.
4. Debarring from appearing in any test/examinations or other evaluation process
5. Suspension/expulsion from the college.

STUDENTS HANDBOOK

CODE OF CONDUCT FOR STUDENTS

CODE

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that:

- (i) The student shall be regular in the classes and must complete his/her studies in the Institute.
- (ii) In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority.
- (iii) In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.

THE VARIOUS FORMS OF MISCONDUCT, THE STUDENTS SHOULD REFRAIN FROM, INCLUDE:

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.

4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
5. Participating in activities including:
 - Organizing meetings and processions without permission from the Institution.
 - Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India.
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - Unauthorized possession or use of harmful chemicals and banned drugs.
 - Smoking within the College campus.
 - Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
 - Rash driving on the campus that may cause any inconvenience to others.
 - Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
 - Pilfering or unauthorized access to the resources of others.
 - Misdemeanour and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
 - Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.

9. Students are expected to be careful and responsible and exercise restraints while using the social media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
10. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
11. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.
12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

ACADEMIC INTEGRITY

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The Policy on academic integrity, forms an integral part of the Code which applies to all students of the Institution to which they should adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity.

THE PRINCIPLES OF ACADEMIC INTEGRITY REQUIRE THAT A STUDENT SHOULD

- i. Properly acknowledges and cites use of the ideas, results, material or words of others.
- ii. Properly acknowledge all contributors to a given piece of work.
- iii. Make sure that all assignments in a course are submitted by his/her own.
- iv. Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
- v. Have right to pursue their educational goals without interference.
- vi. Violations of this policy include, but are not limited to:

(a) Plagiarism: Plagiarism means the use of materials, ideas, figures, codes or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Paraphrasing or changing an author's words or style without citation.

(b) Cheating: Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- Creating sources, or citations that do not exist
- Altering previously evaluated and re-submitting the work for re-evaluation
- Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

(c) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

ANTI-RAGGING

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher

Educational Institutions, 2009 (hereinafter referred to as the ‘UGC Regulations’). The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student.
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students.
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

ANTI-RAGGING SQUAD:

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and

circumstances of each incident of ragging and nature and gravity of the incident of ragging.

TEACHERS HANDBOOK

CODE OF CONDUCT

CODE OF CONDUCT FOR TEACHERS

The teachers are subjected to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility.

A DEFINITIVE CODE FOR THIS INSTITUTION ENCOMPASSES THE FOLLOWING:

PROFESSIONAL VALUES

1. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
2. He/She shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
3. He/She should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
4. His/Her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

5. The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
6. Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

PROFESSIONAL DEVELOPMENT AND PRACTICES

1. It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
2. A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject.
3. He should involve himself in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
4. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
5. The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

PROFESSIONAL INTEGRITY

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

- (iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

PROFESSIONAL COLLABORATION

1. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
2. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
3. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
4. Teachers should refrain from responding to unnecessary political motivations as this ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.
5. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College.
6. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
7. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

OFFICE STAFF HANDBOOK

CODE OF CONDUCT

CODE OF CONDUCT FOR SUPPORT STAFF

Being the employees of the Government of Goa, all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

PROFESSIONAL CONDUCT

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
5. They should not hamper the functioning of the college by engaging themselves in political or anti-sectarian activities.
6. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

WORKPLACE CONDUCT

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
2. They should also be responsible for the proper use and maintenance of college equipment and furniture.
3. No support staff should be under the influence of drugs or alcohol during office hours.

4. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
6. The support staff should show no discrimination on basis of gender, caste or religion.

PROFESSIONAL RELATIONSHIP

1. Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
2. The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
3. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
4. The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

EXAMINATION MANUAL

VISION

To Set and Maintain High Standards of Excellence in Teaching-Learning Evaluation through Quality Consciousness, Fairness, Facility, Integrity, Innovation with Active Participation of All Stakeholders.

MISSION

To ensure Efficiency and Effectiveness in Paper-setting, Invigilation and Evaluation in the Student-Centric Outcome-Based Learning Environment.

OBJECTIVES

- To engage in capacity-building of Paper-setters, Invigilators, Evaluators and Support.
Staff to carry out the responsibilities in a vibrant atmosphere as per UGC norms, University Statutes & Ordinances, Department of Higher Education Directives and College Policies.
- To encourage Teacher Facilitators to resort to creatively challenging methods of teaching-learning-Evaluation that ensures sharpening of thinking skills, acquisition of empowering knowledge and development of the ability to respond positively to the challenge of examination. The entire process of teaching learning and evaluation is transparent; reliable that ensures accountability among all the parties involved in the process.
- To organize capacity-building programs for students on Study Skills, Time Management, Stress Management, Memory Techniques etc.
- To bring in reforms in conduct of Examinations using a variety of formats such as Written Tests, Viva-Voce, Group Discussion, Buzz Groups, Presentation, DST, Impact Oratory, Assignments, Quizzes, Open Book Exams, Online Tests, Study Tours, Skits, Reports, Social Media Platforms: Facebook, WhatsApp, Twitter, E-mail, Free Website Creation, Blogs etc. within the framework of Syllabi and University Norms.

- To bring in reforms in Continuous Evaluations such as Model Question Bank, Answer Key, Model Answer Papers, Showing ISA papers, Discussion of Results for reflection of Academic Excellence and tracking etc.

FUNCTIONS

1. To maintain Secrecy and Sanctity of the examination system
2. To conduct the Exam as per Exam Schedule as per Goa University Ordinance/Statutes in force.
3. To obtain the Question Papers from the teachers concerned as per the prescribed syllabus in the respective subjects with Zero Defects.
4. To get Question Papers printed with proper Layout and Legibility.
5. To conduct the Examination Work in a sincere and diligent manner with Equal Responsibility and Opportunity to all the teachers without any bias or prejudice.
6. To maintain Exam- related Records and other documents in a Safe Custody.
7. To distribute the supervision duties to all the teachers in a Balanced Manner.
8. To address the grievances of the students in time- bound Manner as per Ordinances and Statues of Goa University.
9. To provide Scribes to Visually-challenged students and to those with writing difficulties on prior intimation as per university norms.
10. To provide Physically-challenged students the required facilities as per university norms to facilitate better performance in an anxiety-free atmosphere.
11. To benchmark our results with the best institutes in the neighborhood.

EXAMINATION TEAM

- PRINCIPAL
- VICE PRINCIPAL
- CONVENOR SEE
- CONVENOR ISA
- CONVENOR PROJECT
- COMMITTEE MEMBERS
- ADMINISTRATIVE STAFF
- PAPERS SETTERS, SUPERVISORS, EVALUATORS

EXAMINATION MANUAL TIME LINE

This Examination Manual will come into force from the Academic Year 2019-20 and will remain in force till the time decided by the Principal in consultation with the Stakeholders and will be amended as deemed necessary in light of relevant changes brought in by competent authorities including the Department of Higher Education and Goa University.

The College Principal will constitute the Examination Committee for the term of **THREE YEARS** in the light of OC 8.18.

COLLEGE EXAM COMMITTEE RESPONSIBILITIES:

1. Conduct of Intra Semester Examinations (ISA).
2. Conduct of Semester End Examination (From Sem. I to Sem. IV)
3. Conduct of Third Year Examination Sem. V and VI
4. Matters related to Third Year Projects. (Viva-Voce)
5. Facilitate conduct of Practical Exams.
6. Ensure entitlement of Grace Marks.
7. Analyse all Results.
8. Solicit Feedback on Exam Process from Stakeholders.
9. Maintain Exam-related Records.
10. Expedite solving of Examination-related Grievances.
11. Prepare and maintain list of Exam Toppers.
12. Bench marking of Results with neighbouring Institutes.
13. Exam related IT and Hardware Maintenance.
14. To facilitate answering of exam-related queries under the Right to Information.
15. Any other matter that arises related to examination in a direct or indirect manner.

WORKING PROCESS OF (CEC):

The work of CEC has been distributed in three core stages:

- Pre-Examination
- During Examination

- Post-Examination

PRE-EXAMINATION RESPONSIBILITIES

1. To be immediately done after last date of Enrolment by admission committee/understudy supervisor.
2. To get Class wise and subject wise (paper wise) list of registered students from Admission Committee (Along with contact numbers, Seat no./university enrolment no./enrolment year)
3. Confirm if appropriate examination fees are paid by the students enrolled and take positive measures accordingly to ensure all students become eligible for answering of examinations.
4. Check if the Change of Subject is incorporated.
5. Take list of defaulters from the Attendance committee, approved by the Principal, minimum 15 days before the commencement of semester end examination.
6. The examination committee shall prepare Examination Blocks, list of Supervisors, Seating Plan of candidates to conduct ISA and Semester End Examination.

DURING THE EXAM PROCESS

1. Drawing of Question Papers:
 - To prepare the list of the papers title-wise for each semester by the admission committee /under study supervisor.
 - In case of spilt papers, HOD of the concerned department will decide about who will set the paper. Pattern of question paper and allocation of marks as per Goa University Ordinance.
 - The paper setter should submit the Zero-Defect Form, duly filled, along with question papers.
 - Question papers are to be collected in the sealed envelopes.
 - Verification of Subject Title and Code by the H.O.D of respective departments.
2. Appointment of Paper Setters and Prepare the list of Examiners.

- The question paper setting of the ISA and End Semester Examination shall be done by the concerned faculty teaching the paper.
 - The concerned faculty teaching the course shall follow all guidelines related to the paper setting notified by CEC from time to time.
3. Question Paper Setting:
- General Guidelines/Instructions to the Question Paper Setter
- The faculty member teaching the course shall set the question papers for ISA and End Semester Examination. The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
 - If the concerned teacher is not available due to genuine reason, the HOD of the concerned department shall arrange for alternative faculty who shall do the paper setting and all the related work.
 - The subject teacher will get the question paper formatting done from exam clerk for proof reading and after necessary correction, final copy of the paper along with Xerox copies (as per no of students) will be submitted to CEC.
 - If any additional requirement is needed for the paper, the subject teacher has to intimate the CEC on the envelope in writing.

4. Issue of Admit Cards

A student will be issued an Admit Card for appearing in the End Semester Examination only if he/she meets the following requirements.

- Attendance record to the satisfaction as per the Goa university guidelines.
- Paid examination fees.
- Appeared for both the ISAs of the concerned semesters.
- Not been debarred from appearing in the examination as a result of disciplinary proceedings/shortage of attendance.

ROLE AND RESPONSIBILITIES:

CHIEF CONDUCTOR OF EXAMINATION

The Chief Conductor of Examinations shall be the Principal of the institute for conducting all examinations, making all arrangements necessary for holding examinations and declaration of the results.

Role and responsibility of the CEC

- To prepare and announce in advance the calendar of examinations
- To check the submitted question papers as per the subject wise list.
- To arrange block wise questions papers.
- To check the block wise answer sheets, supplement's, attendance reports and thread.
- To check and supply required material as per the instructions in the question paper.
- To receive the answer sheets from block supervisor along with duly completed attendance report.
- Allotting the answer papers to the examiners for evaluation with last date to return the answer sheets.
- To keep constant supervision of examination and related activity during exams.
- Verification of the received answer sheets
- College exam committee shall arrange to get the result prepared/settled and announced. To arrange for the timely declaration of results of examinations and ISA.
- To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and student found guilty of malpractices in relation to the examinations
- To finalize the grading process of marks.

CEC RESPONSIBILITIES TOWARDS ISA

- ISA is out of 20 marks and SEE is for 80 marks;
- The examination for ISA component shall be conducted by the teachers teaching the paper.

- The schedule for the ISAs shall be notified to all the teachers at the beginning of the Semester.
- ISA I must be in a written exam and IInd ISA of each semester maybe in any mode such as assignment field trip report, presentations, quizzes, oral etc.
- ISA I and II can be conducted in any other mode prescribed if the approved syllabi of the subject states so. ISA I shall preferably be completed by the end of August for odd Semesters and end of January for even Semesters.
- Students who fail to appear for ISA I due to a genuine reason shall be given another opportunity by the end of September/ March respectively, on a date pre- determined by the CEC.
- The marks of ISA shall be communicated to the students within two weeks from the date of examination.
- A student who does not appear for two ISAs of a Course shall not be eligible to answer SEE of that Course.

ROLES AND RESPONSIBILITIES OF IN CHARGES OF NSS, NCC AND SPORTS DIRECTOR:

To submit the list of students eligible for Grace Marks before completion of SEE.

RESPONSIBILITIES OF INVIGILATORS (BLOCK SUPERVISOR)

Invigilators general responsibilities would be:

- To collect examination copies and question papers from the CEC office at least 30 minutes before the commencement of the examination.
- Proper invigilation during the examination and ensure that candidates are constantly and appropriately supervised.
- Invigilator has to instruct the candidates not to carry mobile phones in the examination block.

- Ensure Exam copies and question papers are distributed appropriately (according to the seating plan).
- Verify the admit cards of the students.
- Conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates.
- Make announcements to candidates as and when found necessary.
- Ensure to conduct the examination process in the appointed examination room.
- Responsibility for following the correct procedure if a candidate becomes sick, distressed or behaves in a way seeming to be misconduct and contact the Chief conductor as necessary.
- Collect and deliver completed scripts and attendance forms to the Central Examinations Cell.
- Report to the appointed examination room 15 minutes prior to the schedule or as directed before the start of the examination.
- Collection of attendance slips.
- Supplements are to be issued to the candidates on demand/request.
- No candidate shall enter the examination room more than 30 minutes (or as prescribed) after the examination time has begun. If an Invigilator is approached by a student arriving more than 30 minutes after the start or after the specified time, refer the student to the COE/ Chief conductors, who will record his/her name.
- Report any matters of concern to the Convener of CEC or the Chief Conductor of examination.

IRREGULARITIES IN THE EXAMINATION:

- Irregularities in an exam room usually involve the possession of unauthorized material or conferring with another student in the block.
- If an Invigilator suspects a candidate of being in possession of unauthorized notes, he or she must inform the Convener.

- Candidates, who are seen conferring or exchanging items, must immediately be warned of their behaviour. Smoking, chewing tobacco or gums and eating is to be prohibited in the examination block.
- Drinking water is to be permitted and arrangements to supply the water have to be in place.
- Where candidates raise doubts requiring clarification which cannot be dealt with the invigilator in the examination room, the CEC should be informed in all cases.
- If a candidate becomes ill during an examination and must leave the room as a result, the CEC must be informed. A candidate who becomes ill may leave the room for a short time then return to complete the paper, as long as they have been continuously accompanied by an MTS staff. Extra time may be allowed at the discretion of the CEC.
- Candidates who request a toilet visit during the examination should be accompanied by an MTS staff to the door of the nearest toilet.
- The CEC will have the authority to debarred the candidate from the room for suspected misconduct, and that a written report will be submitted to the chief conductor after the examination.
- The CEC shall confiscate any illicit material which appears to be in the possession of the candidate and note the script to indicate the point at which the candidate was taken out of the examination venue.
- The candidate will be permitted to return to the room and continue the examination only if he is able to defend himself or herself appropriately. No penalties may be imposed on the candidate except after an enquiry held.
- Examinee will not be allowed to leave the examination room within first half of examination and last 15 minutes of examination.

POST EXAMINATION

- Collection and Administration of Completed Scripts

- The Invigilator will collect answer books, examination papers and any other material from the examination block.
- It is very important that all answer books and supplementary sheets (whether used or not) are collected from each student before they leave the hall.
- In no circumstances are students allowed to take answer books or paper from the examination room.
- Students who have used supplementary sheets should attach them to their answer book with the tag provided.

COMPILATIONS OF RESULTS:

- Collection of ISA mark lists from the subject In-charges.
- Preparing the result sheet by entering the marks of SEE and ISA.
- Collecting the list of students eligible for grace marks from NSS, NCC and Sports.
- Rechecking of the result sheet.
- List of examinees who, have passed or failed along with those having Supplementary or exemptions (as per the benchmarks defined in the syllabus) is prepared within two weeks of the completion of the Examinations.
- Results are displayed on the Website and Notice Board of the college.
- Individual Mark-sheets to be given to the students on completion of each Semester.

PRACTICAL EXAMINATIONS

- Examination(s) in Laboratory exercises shall be conducted for Courses having practical component.
 - The concerned faculties should submit the batch wise practical Time Table to CEC in advance.
 - The final break-up of marks shall be submitted to CEC as recommended by the Board of Studies in the respective subject, approved by the Academic Council and notified by the University to all the Colleges.
- THIRD YEAR PROJECT**

- The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester.
- The project shall be group project with a maximum of 8 to 10 students per group. A teacher shall not be ordinarily assigned more than 2 projects.
- The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.
- Project work and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
- The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the Project Manual by Goa University.

SUPPLEMENTARY EXAMINATION

- A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of Semester II and IV examinations.
- Students who have a backlog of any or all the papers (theory / practical) of Semesters I, II, III and IV are eligible to appear for this examination.
- A candidate shall not be permitted to reappear for improvement of performance at Semesters- I, II, III and IV.

INVESTIGATION OF GRIEVANCE BY THE COLLEGE GRIEVANCE COMMITTEE:

- The Committee shall consider the written complaint by a student on the conduct of examination provided that

- The complainant is submitted within 15 days after the declaration of results;
- The complaint is accompanied with a fee of Rs.500/- (refundable if the complaint is found genuine)
- The matter is referred to the Committee by the Principal.
- The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.
- After considering the reply of the concerned party, the Committee shall recommend a course of action in writing to the Principal.
- The Principal may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after revaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his/her result.

GRIEVANCE REDRESSAL POLICY

INTRODUCTION:

To understand the primary needs of the students and secure civil liberties for everybody, a Grievance Redressal Cell is constituted in the institution according to the guidelines of Goa University. The GRC aims to find out solutions for the problems like, examination related grievances, incidences of ragging and sexual harassment – any kind of physical or mental harassment. Apart from these three areas the grievances redressal cell also looks into the other issues of students. Anyone with a genuine grievance may approach the members of the GRC in person, or in consultation with the officer in-charge of the GRC. Grievances may also be sent through e-mail to the member/officer in-charge of Students' Grievance Redressal Cell.

COMPOSITION:

Grievance Redressal Policy looks into the grievances of the students related to the following issues.

1. Examination related grievances: The institution has a Grievance Committee to address the examination related grievances.
2. Grievances linked to ragging of the students- The institution has an anti-ragging committee and anti-ragging squad to look into the incidences of ragging. However, no incidences of ragging are reported in the institution and the report of Zero Incidences of ragging is forwarded to Goa University every month.
3. Grievances arising out of the sexual harassment of the students: The institution has constituted a sexual harassment committee (Saheli) to prevent the incidents of sexual harassment of the students in the institutions.

OBJECTIVES:

GRC has been created in the college to resolve issues related to student's problems, develop a responsive and accountable attitude among the all stakeholders in order to maintain a harmonious educational atmosphere in Institute.

FUNCTIONS:

The grievances from the students are attended promptly on receipt of written grievances from the students. The cell formally reviews all cases and gives report to the higher authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

POWERS:

In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students. In case the members fail to find out any solution then the matter is referred to the principal for final comment on the matter. If anybody is found to be guilty for any kind of nuisance, he or she is given punishment with due consideration with the principal. The nature of punishment includes verbal as well as written warning, information to the parents, financial punishment, information to the police (if situation arises for so) and expelling from the college as per the rule of the university.

PURPOSE:

The GRC of college functions with following purposes

1. To ensure a democratic environment in the campus,
2. To inform all the students about their rights and responsibilities,
3. To solve the various personal and educational related grievances of the students,
4. To make the institute student friendly and promote healthy teaching learning environment,
5. To ensure the qualitative as well as quantitative development of institution through GRC.

PROCEDURE:

Following is the procedure followed to redress the grievances of the students.

1. The students may feel free to send their written grievances either by email or can submit their letter in the College Office.
2. The Grievance Cell will act upon those cases which have been forwarded to it by the principal along with the necessary documents.
3. The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell (Maximum within a period of 5 days).

EXAMINATION GRIEVANCE POLICY

Examination Grievance Policy has been framed by the institution as per the guidelines laid down by the Goa University to ensure efficient and non-biased handling the students' examination related grievances and develop and maintain a harmonious educational atmosphere.

COMPOSITION:

The institution has formed an Examination Grievance Committee to address the grievance of the students related to the matters of examination. The committee is consisting of senior members from the teaching faculty and the administrative staff from the examination section of the college.

1. Senior Faculty Member: Chairperson
2. Senior Faculty Member: Member
3. Senior Faculty Member: Member
4. Administrative Staff from the Examination Section: Member

OBJECTIVE AND PURPOSE:

1. To ensure competent and non-biased management of the students' examination related grievances.

PROCEDURE:

As per OC-8.20 procedure for investigation of Grievances by the college Grievances committee is as following

1. The Committee shall consider the written complaint by a student on the conduct of examination provided that,
 - 1) The complaint is submitted by the student within 15 days after the declaration of the results.
 - 2) The complaint is accompanied with a fee of Rs. 100/- (refundable if the complaint is found genuine).
 - 3) The matter is referred to the Committee by the Principal of the College.
 - 4) The committee shall invite a reply to the allegations, if any, made by the student from the concerned party.

2. After considering the reply of the concerned party, the Committee shall recommend a course of action in writing to the Principal.
3. The Principal may inform the student (effective from 14th July 2005), the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after revaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his /her result.
4. Imposition of fine of Rs 50/- on the student may be done if the allegations are found to be a deliberate attempt at casting aspersions on the teacher.

REPAIRS AND MAINTENANCE POLICY

Dnyan Prabodhini Mandal's SHREE MALLIKARJUN and Shri Chetan Manju Desai College (SMC) is committed to excel and impart quality education by maintaining its available resources. The SMC management, faculty, non-teaching staff and students of SMC are committed towards this maintenance policy.

1. PRELIMINARY OBLIGATION.

- i. The maintenance committee shall be appointed every three years comprising of management representative, academic head of the institute, vice-principal, three faculty members, one representative of the purchase committee and one LDC designated **as the maintenance supervisor**.
- ii. The maintenance committee shall meet at min of six months or at any time needed to discuss the issues related to the repairs and maintenance of infrastructure and learning resources.
- iii. The maintenance committee shall address all the service/ repair/repaint/reworks of the college.
- iv. The maintenance committee shall reserve all the rights to accept or postpone the maintenance work based on the availability of funds.
- v. Academic head of the institute and vice-principal can consider the urgent maintenance work on a case-to-case basis, based on the availability of funds by conveying the maintenance committee meetings.

2. MAINTENANCE PROCEDURE

- i. Concern department/faculty/student in a need of repair and maintenance work has to register the complaint in the maintenance register giving the details of the maintenance/repair work.
- ii. Students are encouraged to meet the Principal and place their grievances as needed. The Principal then directs the complaint to the maintenance supervisor.
- iii. As a part of regular exercise, the Principal/ maintenance supervisor may note the need for repairs and maintenance.
- iv. Base on AMC and the nature of complaints the maintenance supervisor calls within 24 hours the service vendor and gets the repairs done.

- v. Maintenance the supervisor shall bring to notice of the Principal the nature and urgency of maintenance work.
- vi. Maintenance supervisor shall sign the job completion report.
- vii. Bills shall be marked to the accountant.
- viii. Bills generated should be processed through the concerned authorities and forwarded through the head of the institute for final payment.
- ix. All monthly maintenance bills are brought to the notice of the head of the institute.

3. ANNUAL MAINTENANCE CONTRACT (AMC)

The college shall have has AMC for 3 years for stationary, xerox, housekeeping, civil, fabrication, plumbing, electrical, computer, CCTV, air condition systems, power backup systems, fire extinguishers, waste disposal, laboratory consumables and equipment.

In case of renewal of the AMC, the following points may be taken care of while sending the proposal for renewal of AMC.

- i) AMC should be from a prospective date. In order to ensure this, the Department concerned shall inquire to initiate action for renewal of AMC at least 30 days before the expiry of previous AMC.
- ii) In case of renewal, the service report/ log book (of Xerox copier) should be sent along with the proposal.
- iii) In case of any increase in AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the intend.

4. MAINTENANCE SUPERVISION

All the peons/MTS shall be appointed as subordinates to maintenance supervisors of different sections of the college. Subordinates to maintenance supervisors should weekly check the facilities like the air conditioner, fan, lights, sound systems and others for their proper functioning. The register shall be maintained in the office to duly sign the supervision activity.

5. COMPLAIN AND SUGGESTION BOX

Anonymous complaints/suggestions from faculty/staff/students are welcomed for improving the quality of the infrastructure and learning resources. Such complaints/suggestions shall be considered in annual meetings of the committee.

The college follows OPEN DOOR POLICY to facilitate free and frank dialog for improvement.

Feedback is to be solicited from all stakeholders oral and written, formally or informally through a variety of channels such as email, WhatsApp, Facebook Group, letters, Suggestion Box and Personal visits.

6. STRICTLY PROHIBITED IN THE COLLEGE.

The following acts are strictly prohibited in college under the maintenance policy and could be punishable up to Rs. 10000 or more depending on the severity of the act.

- i. Pasting any kind of paper/notices/brochures on walls or doors.
- ii. Littering in college.
- iii. Chewing tobacco, smoking and drinking alcohol.
- iv. Writing on benches and college infrastructure.
- v. The act that causes damage/misuse of college property by any means.

The Repair and Maintenance Policy can be revisited, reviewed and necessary addition deletions can be made by the competent authority as deemed necessary, from time to time.

MENTORING POLICY

MEANING OF MENTORING

Mentoring is a strategy to provide students with emotional and instrumental support they need to achieve learning goals.

OBJECTIVES OF MENTORING POLICY

The objective behind the programme is:

1. To provide a campus-based role model' and a role model's message 'I will help you, be whoever you want to be.' The understanding is that the Young people need a helping hand to evolve themselves as responsible citizens and chart a success path in the career they choose.
2. The purpose is also to identify intervening mechanisms to improve the performance of weak students.

In this context few ideas have been outlined:

- a. To focus and motivate students to achieve learning goals and thereby improve their Academic performance.
- b. To generate interest in academics and other institutional activities amongst students.
- c. To provide students with information on preparatory courses such as bridge courses, skill courses, etc.

THE PROCESS- MENTORING POLICY

1. Identification of weak students:

One of the Objective of Mentoring is to identify the specific Learning needs of the students. The student shall be grouped into Slow Learners and Advance Learners.

2. Identification of mechanism to aid weak students:

Slow Learners and Advance Learners shall be identified based on the student's past Performance/Attendance/Performance in ISA.

3. Realization of desired outcome: The Strategies to realize the desired outcome-

- a. Conduct Extra-Classes/ Revision Classes/Practice Sessions/Home Work

- b. Conduct Personal Counselling
4. Assist by providing Study Material/ Reference List /PDF Material/YouTube Videos.
5. The Mentor shall conduct Six Meets in each Term with following Agenda:
 - a. Introduction/Orientation to Mentoring Programme.
 - b. Orientation about Exam and E- Learning.
 - c. Feedback/ Discussion on Limitations in Learning.
 - d. General Counselling.
 - e. ISA Results and Exam Preparation.
 - f. Review of Academic Preparation.

PROCEDURE OF MENTORING POLICY

- a. All The Teaching Faculty serves as ‘On Campus Faculty Mentors’.
- b. The Co-ordinator for the Mentoring programme identifies the students to be placed under each mentor.
- c. Personal One to One based meeting to be conducted as the need perceived or need felt by the student.
- d. The students to be provided with campus partners in learning.
- e. For interaction the students shall be integrated through the Whatsapp Group.

Desired result of improvement of academic performance of weak students shall be achieved by implementation of the mentoring policy procedure.

THE MENTOR - MENTEE RELATIONSHIP

Here are some general guidelines and tips describing the mentor-mentee relationship. The roles, responsibilities, and outcomes may vary just as individuals and the situations vary.

MENTOR’S ROLES, RESPONSIBILITIES & BENEFITS:

The mentor's role is to teach, guide and help shape the professional growth and learning of the mentee and to serve as a positive role model.

Mentor responsibilities:

1. Listens actively.
2. Serves as a positive role model.
3. Helps mentee set educational/career goals.
4. Provides encouragement for building confidence and self- esteem.
5. Offers mentee constructive and meaningful advice and feedback.
6. Celebrates milestones and achievements with mentee.
7. Acts as a resource for information about careers.
8. Educates mentee on workplace.
9. Help weaker students.
10. Be a friend, philosopher and guide.

BENEFITS OF MENTORING FOR THE MENTOR:

1. Demonstrates expertise and shares knowledge.
2. Opportunity to build leadership skills.
3. Enhances skills in coaching, counselling, listening and modelling.
4. Contributes to the professional development of a student.
5. Gives back to the community.
6. Builds relationships with potential interns and new hires for organization.

MENTEE'S ROLES, RESPONSIBILITIES & BENEFITS:

The mentees role is to seek guidance and constructive feedback on his/her professional development and career goals.

Mentee Responsibilities:

1. Takes responsibility for keeping in regular contact with mentor and actively participates in the relationship.
2. Assesses academic/professional strengths, learning and developmental needs, values and short and long-term Career goals.
3. Develops a plan with mentor for achieving these goals.
4. Follows through on commitments and Goals.
5. Respects the mentor's time.
6. Maintains confidentiality at all times.
7. Openly shares successes and failures.

8. Is receptive to feedback and coaching.
9. Takes advantage of opportunities presented by the mentor.

BENEFITS OF MENTORING FOR THE MENTEE:

1. Assistance in defining career goals, strategies and outcomes.
2. Develops a meaningful professional relationship with mentor.
3. Increases professional connections and network.
4. Gains knowledge of work place expectations.
5. Builds self-advocacy skills and confidence to be successful.
6. Access to potential internships and job opportunities.

STUDENT COUNCIL AND EMPOWERMENT POLICY

Though having a Student Council is not mandatory for the institutions, our SMC has a Student Council functioning on democratic lines. The approach of the Student Council is participatory in nature hence there is a representation of the students on the various administrative and academic bodies. This gives an opportunity to the institution to empower the student's community at large. The college ensures the participation of students in a wide range of co-curricular and extra-curricular activities to facilitate their holistic development. The members of the Students Council are nominated on various statutory and non-statutory committees of the college. The council helps in coordinating all the events related to academics and other co-curricular & extra-curricular activities, as per the directives of teaching faculty which contributes in strengthening the organisational ability and developing the responsible behaviour among the student's community. They do a lot of academic/ administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the Institute, acting as a medium between faculty and students.

As a rule, the elections for the members are held through ballot according to the system of simple majority votes. Among the elected majority are the female students and also students belonging to Scheduled Tribe and other marginalised communities. This gives an opportunity to the students from the marginalised sections of the society to explore their hidden talents. The Student Council of the institution is functioning at two levels:

1. College Student Council which is internal to the institution
2. Representation of the students in the University Student Council.

Activities for student empowerment:- The Student Council of the College is very active and dynamic. It conducts various extra-curricular activities competitions for the overall personality development of the students and celebrates special days and festivals throughout the year. Yearlong activities and events help in confidence building and creative thinking among the students and make them capable of facing the real-life challenges. The Student's Council has been assisting the faculty in organizing various events especially the Annual Social Gathering, Bazaar Day, 'Galaxy', 'Aurora', Young Economist, etc. farewell to the outgoing students of the College and many other activities. All these activities give an opportunity to the students to take part in different

competitions and events which in turn contribute in their overall personality development. The institution provides necessary support to the council members in organizing & coordinating the events. It encourages the students to develop their leadership skills through these activities.

RESOURCE MOBILIZATION POLICY

DPM's Shree Mallikarjun and Shri. Chetan Manju Desai College has a transparent and well-planned financial management and financial mobilization system. This Resource Mobilization Policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The harmonized Governing body of the Dnyan Prabhodini Mandal (DPM) along with the Principal coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem.

1. The Institution is a centrally managed non-profit organization with Honorary Governing Body Members which ensures the income generated is spent optimally in the institution itself.
2. A Purchase Committee and the Infrastructural Development Committee body will manage the funds under the direction of the Management. The Government funds are to be taken care of by the Principal and the Accountant.
3. Funds will be provided to meet the infrastructure requirement of the institution by the DPM while starting new programmes and centers.
4. The management will provide financial supports for Seminars/ Workshops/ Expert Talks/ Association Activities and Faculty Development Programmes wherever needed.
5. The extracurricular activities of the students which stands as a major concern; adequate funds are provided for Sports and Cultural activities through grant-in-aid and the fees collected.
6. Scholarships and free ships to the deserving students under Student-Aid Fund are managed by the Student-Aid-Fund Committee (SAF).
7. Provident fund (PF) and Employee State Insurance (ESI) benefits are provided to the appointed staff through Government support.
8. Financial Resource of the institution are:
 - a. Tuition Fee.
 - b. Corporate Grants.
 - c. Government Funds-UGC/ RUSA/ Grant-in-Aid/ Special Grants/ Loans from State Government.
 - d. Donation from individuals, philanthropist collection.

- e. College Development Fund.
 - f. Contribution from Management Members.
 - g. Alumni Contribution.
 - h. PTA Contribution.
 - i. Grant-in-Aid for Salary through State Government.
 - j. Non-Salary Grants through State Government.
9. Corporate grant is used for the infrastructure and academic activities.
 10. Government funds are optimally used for which it is sanctioned.
 11. Transparency and accountability are ensured by conducting an Annual Audit of the statements.
 12. The Financial document is audited at the end of the financial year.

FINANCIAL AUDIT OF GRANT: GRANTS AND FUNDS SANCTIONED BY THE GOVERNMENT/UGC:

There are three levels of audit for the funds sanctioned by the Government. They are as follows:

1. Chartered Accountant -

After a stipulated period of time, the account for all the grants and funds sanctioned by the Government/UGC are to be initially submitted to an external Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts is submitted to the concerned sanctioned authorities.

2. Directorate of Collegiate Education -

At the time of Annual Audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by college. After hearing the clarifications and corrections, the final accounts are settled.

GRANTS AND FUNDS SANCTIONED BY MANAGEMENT

1. The institution has a strong Board for Management that manages all accounts and all the accounts sanctioned are audited internally as well as externally. On

behalf of the Management, all daily transactions are verified by the Principal of the college.

2. The Internal Audit of Management accounts are done by the Treasurer of DPM periodically. All financial transactions are verified and observations are given to the Principal.
3. Annual statements are maintained by accountant under the direction of Principal.
4. The Management has appointed Tubachi & Company as the External Auditor of the Management accounts. At the end of every financial year, they prepare Annual Financial Statements and Audit Reports.
5. Expenditure towards Infrastructural Development, Repair and Maintenance and Purchases are dealt by the Purchase Committee and Infrastructural Development Committee respectively.

WEBSITE POLICY

INTRODUCTION

1. We are committed to safeguarding the privacy of our website visitors and service users.
2. This policy applies where we are acting as a data controller with respect to the personal data of our website visitors and service users; in other words, where we determine the purposes and means of the processing of that personal data.
3. Our website incorporates privacy controls which affect how we will process your personal data.
4. In this policy, "we", "us" and "our" refers to our above college name only.

How we use your personal data

In this Section we have set out:

- a. the general categories of personal data that we may process;
- b. the purposes for which we may process personal data; and
- c. the legal bases of the processing.

We may process data about your use of our website. The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. This usage data may be processed for the purposes of analyzing the use of the website. The legal basis for this processing our legitimate interests, namely monitoring and improving our website.

We may process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters. The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is our legitimate interests, namely the proper administration of our communications with users.

We may process information contained in or relating to any communication that you send to us. The correspondence data may include the communication content. The

correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is our legitimate interests, namely the proper administration of our communications with users.

We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is necessary for compliance with a legal obligation to which the controller is subject.

We may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legal obligation to protect our college against risks.

In addition to the specific purposes for which we may process your personal data set out in this Section 3, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

Please do not supply any other person's personal data to us, unless we prompt you to do so.

RETAINING AND DELETING PERSONAL DATA

1. This Section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
2. Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
3. Notwithstanding the other provisions of this Section 4, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

YOUR RIGHTS

In this Section, we have summarized the rights that you have under data protection law. Some of the rights are complex and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

1. Your principal rights under data protection law are:
 - A. the right to access;
 - B. the right to rectification;
 - C. the right to erasure;
 - D. the right to restrict processing;
 - E. the right to object to processing;
 - F. the right to data portability;
 - G. the right to complain to a supervisory authority; and
 - H. the right to withdraw consent.
2. You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data.
3. You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
4. In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include:
5. the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
6. you object to the processing under certain rules of applicable data protection law. However, there are exclusions of the right to erasure. The general exclusions include where processing is necessary:
7. for exercising the right of freedom of expression and information; for compliance with a legal obligation; or for the establishment, exercise or defense of legal claims.

8. In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defense of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defense of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.
9. You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for: the performance of a task carried out in the public interest or in the exercise of any official authority vested in us; or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defense of legal claims.
10. You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.
11. If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the state of your habitual residence, your place of work or the place of the alleged infringement.
12. To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.
13. You may exercise any of your rights in relation to your personal data by contacting us.

ABOUT COOKIES AND WEB STORAGE

1. A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored on your computer/device by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
2. Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
3. Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.
4. Web storage, is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored on your computer/device by the browser. Web storage supports persistent data storage, similar to cookies but with a greatly enhanced capacity and is more secure

COOKIES AND WEB STORAGE THAT WE USE

We use cookies for the following purposes:

- a) Authentication - we use cookies to identify you when you visit our website and as you navigate our website (cookies used for this purpose is: sessionid)
- b) Status - we use cookies [to help us to determine if you are logged into our website (cookies used for this purpose is: sessionid)]
- c) Security - we use cookies as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally (cookies used for this purpose is: csrftoken)
- d) Analysis - we use cookies to help us to analyse the use and performance of our website and services (cookies used for this purpose are: style and piwik visitor)

- e) Cookie consent - we use web storage to store your preferences in relation to the use of cookies more generally (web storage used for this purpose is: cookie check)

COOKIES USED BY OUR SERVICE PROVIDERS

Our service providers use cookies and those cookies may be stored on your computer when you visit our website.

- a) We use Twitter to supply your twitter feed. This service uses cookies to allow the Twitter module to function correctly. You can view the privacy policy of this service provider at <https://help.twitter.com/en/rules-and-policies/twitter-cookies> The relevant cookies are: guest id and k
- b) We use YouTube to embed YouTube videos. This service uses cookies for YouTube embedded videos to run correctly. You can view the privacy policy of this service provider at <https://policies.google.com/technologies/cookies>

MANAGING COOKIES

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
- b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
- c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
- d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- e) <https://support.apple.com/en-gb/guide/safari/manage-cookies-and-website-data-sfri11471/> (Safari); and
- f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).
- g) Blocking all cookies will have a negative impact upon the usability of many websites.
- h) If you block cookies, you will not be able to use all the features on our website.

SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

(PREVENTIVE AND REMEDIAL)

1. BACKGROUND:

SHREE MALLIKARJUN and Shri. Chetan Manju Desai College is committed to creating and maintaining a community in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation.

This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex /gender. Every member of this college community should be aware that while this college is committed to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

Sexual harassment has come to be widely condemned as a form of human rights violation, and an infringement on life and liberty, as defined by the Constitution of India. Such behaviour is seen to transgress common dignity, gender equality, and fundamental rights. Sexual harassment is contrary to anti-discrimination laws (Article 15: "Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth" and Article 19 (1) (g): Right to freedom which upholds a woman's right "to practice any profession, or to carry on any occupation, trade or business")

The Supreme Court of India, in landmark judgement in August 1997 (Vishaka & other V. State of Rajasthan & Others) stated that every instance of sexual harassment is a violation of "Fundamental Rights" of equality under Article 14, right against sex based discrimination under Article 15, right to work of women under Article 19 (1) (g) and right to life and dignity under Article 21 of the of the Constitution of India. Another Supreme Court Judgement in January 1999 (Apparel Export Promotion Council vs. Chopra) has stated that sexually harassing behaviour "needs to be eliminated as there is no compromise on such violation". These judgements confirm India's international commitment to the International Covenant on Economic, Social and Cultural Rights

(acceded to in 1979) and the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) ratified 1993). The SHREE MALLIKARJUN & Shri Chetan Manju Desai College, Canacona Government of India was also a signatory to the Resolution of the Fourth World Conference on Women in Beijing in 1995.

The Supreme Court judgement of 1997 makes it obligatory for every other responsible person to follow the guidelines laid down by the court and to evolve a specific policy to combat sexual harassment at the workplace. Educational institutions are bound by the same directive. Following this, Shree Mallikarjun College and Shri. Chetan Manju Desai College is committed to uphold the Constitutional mandate ensuring the above-mentioned human rights of all those who fall within its jurisdiction.

This Policy having been passed by the committee received the assent of the Principal & came into effect on 22/11/2011.

2. OUR INTENTION:

Our Intention in framing the policy is to provide the students, and staff- teaching and non-teaching with information and mediation strategies aimed to make aware of the conduct which could constitute sexual harassment, the set procedures to follow if one is sexually harassed, and information of the consequences that may follow from violation of the provisions of the Policy.

3. OBJECTIVES OF THE POLICY:

- To prevent sexual harassment, and to ensure a safe environment at the workplace.
- To promote a learned environment that will raise awareness about sexual harassment in its various forms.
- To deal with cases of sexual harassment, in a time bound manner, ensuring support services to the victim and termination of harassment.
- To ensure that both the victim and the accused receives the necessary rehabilitation.

4. DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment is any unwelcome conduct of sexual nature- it can include verbal, nonverbal and physical conduct that ranges from sexual gestures or teasing to sexual assaults, acts of sexual SHREE MALLIKARJUN & Shri Chetan Manju Desai College, Canaconaviolence, including domestic and dating violence, sexually motivated stalking and coerced activity.

5. THE FOLLOWING IS ALSO SEXUAL HARASSMENT AND IS COVERED BY THE COMMITTEE:

- ❖ Eve-teasing,
- ❖ Unsavory remarks,
- ❖ Gender based insults or sexist remarks,
- ❖ Threatening to post the contents or posting contents on social media- including Facebook, twitter, Whats App that will violate one's privacy and dignity.

6. PROCEDURE FOR REGISTERING COMPLAINTS:

All complaints must be brought by the complainant in person / sent via email/ post to any member of the committee members. In exceptional cases, third party/ witness complaints may be entertained. In such cases, the respective committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received, the respective committee shall proceed to investigate it as per the procedure specified.

- ❖ If the complainant wishes, a representative can accompany him/her.
- ❖ The complaint has to be filed by the employee/student within 3 months of the date of the incident.
- ❖ Once a complaint is filed the complainant is allowed to withdraw complain through a written letter to the committee, only in case of mutual understanding between the two parties involved.

7. PROCEDURE FOR INQUIRY:

1. The inquiry has to be completed within 90 days.
2. The inquiry report has to be issued within 10 days from the date of completion of inquiry.

3. The employee/student is required to act on the recommendations of the committee within 60 days of the receipt of inquiry report.
4. Appeal against the decision of the committee is allowed within 90 days of the date recommendation of SHREE MALLIKARJUN & Shri Chetan Manju Desai College, Canacona
5. In case a complaint is found to be false; the procedure of punishment will be taken against the complainant.

8. THE DISCIPLINARY ACTION:

A. In the case of College employees, disciplinary action could be in the form of:

- a. Warning
- b. Written apology
- c. Bond of good behavior
- d. Adverse remarks in the Confidential Report
- e. Debarring from duties
- f. Denial of membership of statutory bodies
- g. Denial of re-employment
- h. Stopping of increments/promotion
- i. Reverting, demotion
- j. Suspension
- k. Dismissal
- l. Any other relevant mechanism.

B. In case of students, disciplinary action could be in the form of:

- a. Warning
- b. Written apology
- c. Bond of good behavior
- d. Parents/Mentors involvement. (if the behavior doesn't change with the written apology)
- e. Debarring entry into a hostel/ campus
- f. Suspension for a specific period.
- g. Withholding results.

- h. Debarring from exams
- i. Debarring from contesting elections
- j. Debarring from holding posts such as member of Committee of Courses, membership of College union, etc.
- k. Expulsion (if the committee feels the need) SHREE MALLIKARJUN & Shri Chetan Manju Desai College, Canacona
- l. Denial of admission
- m. Declaring the harasser as "persona non grata" for a stipulated period of time
- n. Any other relevant mechanism.

9. REHABILITATION:

The committees will make an effort to resolve complaints through counselling and mediation if commensurate with the nature of the violation.

- a. It will be mandatory for the accused and the victim to go through the process of
 - b. counselling, for as many sessions as the client and counsellor feel necessary.
 - c. The victim and accused will have to go through interventions or help if found necessary by the counsellor and the committee.
10. Since we are affiliated to Goa University, the guidelines and policy of prevention of Sexual harassment of Goa University also will be applicable to SHREE MALLIKARJUN and Shri.Chetan Manju Desai College.

LIBRARY POLICY

VISION:

To be Knowledge provider of diversified and qualitative information sources in all forms and formats to teaching and learning community of the college and Society.

MISSION:

- 1 To nurture the joy of reading
- 2 To Provide innovative quality service
- 3 To meet informational, educational, cultural and recreational needs of Staff, Students and Community.

PROCUREMENT OF LIBRARY RESOURCES/ISSUE OF BOOKS

1.1 COLLECTION DEVELOPMENT:

1. BUDGET SOURCE:

- i. Library Fees collected from students Library fees collected from the students as recommended by the University and spending to be made as per the POA under the Non salary grants of Govt. of Goa
- ii. Allocation from Institute maintenance Grants-Journals and E-Resources

2. ALLOCATION OF FUNDS:

- **POLICY:** As per the College Policy and directives of Library committee for distribution of funds for purchase of both print and non- Print materials.
- **PROCESS:** Collected funds are distributed for the purchase of Periodicals, E-resources and books. Budget is distributed among the subjects based on the number of Papers taught in the subject.

3. PROCUREMENT OF INFORMATION RESOURCES: PRINT & NON-PRINT:

- 1) POLICY: To acquire learning resources that supplement teaching, learning needs of Teaching staff and students.
- 2) INPUT: Recommendations from the concerned teachers and Principal.
- 3) PROCESS:
 1. Collecting the requisition from Head of the Departments.
 2. Checking the Duplication
 3. Making a list of Books to be ordered
 4. Get the approval from Principal
 5. Place order with a vendor
 6. Once received, verify books and bills
 7. Selection of books based on book jacket is not allowed
- 4) Time to place order for the books-7 days. In case of urgency order will be placed within 24 Hours. An attempt will be made to get the book with a local vendor if available.
- 5) Periodicals: Minimum 2 periodicals subscribed in the paper that is taught at the T. Y. level and on the recommendation of the concerned teacher.
Procedure: Proforma is collected and then the periodical is subscribed and renewed every year.

1.2: ORGANIZATION OF RESOURCES:

A) BOOKS:

- 1) POLICY: To own the book.
- 2) INPUTS: Accessioned books, Classification
- 3) OUTPUT: Processed Books, Periodicals, E-Resources
- 4) PROCEDURE:
 - a) Receipt of the books from the Vendor
 - b) Verifying the bills and condition of books
 - c) Accessioning Books in the accession register

- d) Putting ownership stamps
- e) Putting classification number using DDC scheme
- f) Bibliographic details are entered in the Excel sheet as well as SMS library Management Software
- g) Books are forwarded to library attendant for labeling and pasting.
- h) Book Jackets of New arrivals are exhibited on the Notice Board.
- i) Received books are shown to the
- j) Send the bills to Accounts Section for payment

B) PERIODICALS

Accessioned on the Periodical Accession Register Put Library stamp and display on the rack

C) RESOURCES:

Scanned copies of Question Papers, Syllabus, PPts, Notes

D) CDs:

CDs are accessioned in the CD accession register.

E) NEWSPAPER CLIPPING FILES

F) RESEARCH JOURNALS of other colleges.

G) JNANSAGAR:

Collection of Faculty publication in Hard well as soft copy. Gangotri, Prospectus of the College.

1.3 CIRCULATION:

- 1) **POLICY:** To make reading materials/ Information sources made available to teaching, learning community.
- 2) **INPUT:** Library users that is Staff and Students.
- 3) **EXPECTED OUTCOME:** List of Circulated reading materials,
- 4) **PROCEDURE;**
 - a) Registration of users
 - b) Issue of 2 cards to each student
 - c) Extra library card for T.Y.Students.

- d) Issue of books for a period of one week. Can be renewed if there is no demand for the book
- e) For staff there is no restriction to borrow books and no timeline.
- f) No issue of periodicals for students. CDs issued overnight.

1.4 PHYSICAL VERIFICATION:

Stock Verification Periodicity Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed:

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3-year intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes. 100% physical verification at 5-year intervals	100% physical verification at 5-year intervals
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

LOSS OF PUBLICATIONS

- Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding Rs.2000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action taken. The Principal will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every five years.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non receipts/damages be considered as loss for write-off.
- There may be no objection to the Librarian, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

PROCEDURE FOR WRITE-OFF

- List the documents not found during stock verification

- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Library Advisory Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Obtain approval from the Library Advisory Committee
- Obtain approval from the Director / Competent Authority
- Make necessary entries in the accession register, write-off register
- Remove records from databases

1.5. ISSUE OF BOOKS

PURPOSE:

- 1) POLICY: To make reading materials/ Information sources made available to teaching, learning community.
- 2) INPUT: Library users that is Staff and Students.
- 3) EXPECTED OUTCOME: List of Circulated reading materials,
- 4) PROCEDURE;
 - a) Registration of users
 - b) Issue of 2 cards to each student
 - c) Extra library card for T.Y.Students.
 - d) Issue of books for a period of one week. Can be renewed if there is no demand for the book
 - e) For staff there is no restriction to borrow books and no timeline.
 - f) No issue of periodicals for students. CDs issued overnight.
 - g) Question papers, syllabus is allowed to refer in the library premises.

a) LIBRARY MEMBERSHIP:

Library membership is open to all the bonafide Students, Faculty, Administrative staff of the college, Ex-students and Outsiders who wish to refer the library are allowed to make use of the library on prior permission from the Principal.

i) CIRCULATION:

1. The library is primarily for the use of faculty members, students and non teaching employees of the college.
2. Each student will be given 2 Borrower cards for that particular academic year.
3. Books are issued to the students against the production of library Borrower's cards
4. Books are issued to students for the period of 7 days.
5. Books can be renewed by the students provided there is no demand for the book.
6. Overdue charge of Re. 1/ will be charged if book is not returned on or before due date mentioned.
7. Books for the staff are issued to staff for the period of one year and books are to be returned at the end of academic year for stock verification.
8. The librarian reserves the right to allow more books on special request, if any
9. The librarian reserves the right to call any book from any member at any time.
10. Reference books, loose issues of periodicals, bound volumes of periodicals and question papers are not for issue.
11. On production of Identity card students are allowed to refer the periodicals, question papers on the library premises.
12. In case of Loss of Books:
 - a) Borrower has to either replace the book or bear the its cost

- b) If the book of a multi volumes set is damaged or lost the member concerned will be liable to replace the whole set or pay the cost of the same.

ii) GENERAL RULES:

1. Using Cell Phones inside the Library is prohibited
2. Members shall observe silence in the reading halls
3. Members shall not write upon, damage or mark on any book belonging to the library
4. Members are responsible for any damage caused by them to the books or any other property belonging to the library and will be required to pay the penalty imposed upon them by the librarian
5. Members shall not bring personal belongings in the library.
6. The library users will lose the privilege of library admission upon infringement of library rules.
7. The library reserves the right to suspend the membership of any member found misbehaving, misusing the library, abusing the library staff and behaving in indecent manners.

1.6 LIBRARY SERVICES

- 1) Borrowing Library books
- 2) Reference service
- 3) Book reservation and Renewal
- 4) Paper Clippings
- 5) Reade's guidance
- 6) Book Bank Facility
- 7) Orientation/ Information literacy programs.
- 8) Internet Facility
Access to E-resource Package called NLIST package
- 9) Online presence of library through dpmsmclib.weebly.com

1.7. ACTIVITIES:

Policy: To make library more user friendly and maximum utilization of library resources Procedure:

- 1) Conducting orientation program
- 2) Information Literacy programs
- 3) Conducting Book exhibitions on important occasions
- 4) Display of New arrivals
- 5) Library membership to Ex-students of the college
- 6) Library Access to Citizens and students of other institutes to make use of the library with prior permission from the College Principal

1.8 RARE BOOK POLICY;

College Library Policy for developing Rare book Collection.

COLLECTION DEVELOPMENT

Rare books are collected for their value to the teaching and research purposes of the college and for the cultural value of the books. Growth of the Collection is consequently limited. Items may be acquired through donation or purchase. Acquisition requires the approval of the Library Committee. Donations are accepted.

Definition

- **RARE BOOKS**

Editions Published before 1980

Limited editions: Signed Copies: Significant books signed by the author and /or limited to editions of 500 copies or less than that should be considered for inclusion in the Rare Book Collection. Certain publications, though issued in larger limited editions, should be considered on an individual basis, taking into account the date, size of edition, printing quality, associated interest.

- Association Books: Copies of the books bearing autograph or bookplates of prominent persons.
- Books containing The Work of Famous Illustrators in First or Early editions.

- Non-Book Materials: Non book materials such as scrolls, palm-leaf books, clay tablets
- Books on local History

SPECIAL CATEGORY

Books in Unusual or Special Formats requiring Special care 1) Fine Printing and Binding: Books bound in unusual materials which requirespecial handling

ACCESS POLICY

1. Rare Books must be used in the library
2. Photocopying of Rare books is not permitted

LIBRARY MANUAL

1. INTRODUCTION

Library plays an important role in supporting the academic programmes of the institute; It identifies, evaluates, procures, processes and makes the learning resources available to the faculty and students for their teaching, learning and overall personality development of the students

A Library is the powerhouse of any Institution. It caters to the learning and teaching activities of the institution. It collects, manages and disseminates the information to its users according to their need. The Library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time.

The very purpose of library is to integrate the information support system with the educational activities in all possible ways and to leap forward to the expectations of the academic community of the college and also those who resort to college library resources from the nearby locality

LIBRARY MANUAL:

The functional aspect of a library is normally an integration of Academic (i.e. resource selection, technical processing, organization of materials, reader's services, update the new developments etc.) and Administrative (i.e. acquisition of materials, bill processing, budget management, etc.) aspects of the institute. Therefore, the institute library requires a 'Library Manual' for its everyday activity to follow uniform procedures.

Library manual is a source of information, a constitution which lists out all departments, sections and their functions, procedures and policies within the library.

This Manual is meant for providing the library staff a practical handbook containing

1. Guidelines/procedures for acquisition of library documents, their technical processing and organizing them for their optimum utilization.

2. Rules and Regulations issued by the authorities for operation and management of the library, procedures for operations and management of the library, procedures for providing library services to the users.
3. Organizing, processing retrieval and dissemination of information as well as documents to the users.

2. LIBRARY PROFILE OF THE COLLEGE

2.1. VISION:

To be a knowledge center and Informational repository for Academic excellence and Lifelong Learning.

2.2. MISSION:

- To Link the Academic community with Knowledge.
- To provide quality services and comprehensive collection of Information sources to support academic pursuit and intellectual growth of the college.
- Push for E-resources and Digital Era.

2.3. OBJECTIVES:

To develop and maintain excellent collection of Information sources in diversified forms and formats to support all educational and instructional based programs of the college and recreational materials appropriate to varying abilities and interest of students community of the college.

To provide guidance to the student community for the effective usage of the available library resources.

To prepare the students for lifelong learning through Orientation program/Information Literacy programs

To work as a regional repository by building collection of Information sources of Local importance which portrays the History, Culture, Economy, Geography and Society of Goa and Canacona

SMC library is spread over 200sq ft with the seating capacity of 50 persons. Library is open to faculty members, students, non-teaching staff, ex-students, citizens of nearby locality.

The library has collection of 13000 books, 35 subscribed journals/periodicals, 15 Newspapers, 500 project reports, 700 bound volumes of Journals, 200 CDs.

Library has open access system. Books are arranged subject-wise, Dewey Decimal classification is used for classifying the books.

2.4. WORKING HOURS:

Library is open on all days except on Sundays and Public Holidays. It is open from 8.00a.m to 3.30 p.m. Library Hours are subjected to change and will be notified through Notices on Notice board and WhatsApp groups.

2.5. MEMBERSHIP:

All bonafide students and Staff are users of the library. Membership is open to Ex Students and Citizens of Canacona.

- Borrowing Facility
- Students: 3 books for the period of one week/8 days
- Staff: No restriction on number of books
- Ex Students: One Book for 8 Days.
- Citizens: One book for 8 days

OFFICE ADMINISTRATIVE PROCESSES

ACTIVITY	Steps	For m No.	In charge	Time- line
Demand for any Document / File / Information for NAAC/ IQAC/ RUSA	<ol style="list-style-type: none"> 1. Fill the <u>Seek Permission Application</u> (<i>Form Number</i>) 2. Submit it to Office 3. Mark to concerned person 4. Collect the required <u>data/information/file</u> and Acknowledgement Receipt 5. File the application (<i>File number</i>) 	01 File No. X	Principal/HC	
Leaves	<ol style="list-style-type: none"> 1. Follow the Rules from Rule Book, under Statute/ CCS 2. Apply to Principal in the pre-formatted application in advance 3. Seek Permission for leaving HQ 4. Submit Application 5. Receive Relieving/Sanction Order, whenever needed 6. Joining report 7. Submission of 3 copies Certificates wherever required 	RB		
New Permanent Recruitments (Teaching)	<ol style="list-style-type: none"> 1. Conduct HOD Meeting 2. Obtain workload assessment 3. Compile workload assessment 4. Assess the staff requirement 5. Assess the Reservation Policy 6. Apply for NOC 7. Advertise the Post 8. Apply for Panel of Experts 9. Ask for Reservation Representative 10. Receive application along with the required documents 11. Fix date of interview 12. Conduct interview as per Goa University Rules) 13. Report to DHE and University for Approval 			

	<ul style="list-style-type: none"> 13. Issue offers of appointment and letter to Medical Fitness Certificate 14. Obtain Joining Report 15. Orientation 16. Resume the regular duties 		
New Contract / LB/ Adhoc Recruitments (Teaching)	<ul style="list-style-type: none"> 1. Conduct HOD Meeting 2. Obtain workload assessment 3. Compile workload assessment 4. Assess the staff requirement 5. Assess the Reservation Policy 6. Apply for NOC 7. Advertise the Post 8. Apply for Panel of Experts 9. Ask for Reservation Representative 10. Receive application along with the required documents 11. Fix date of interview 12. Conduct interview (As per Goa University Rules) 13. Report to DHE and University for Approval 14. Issue offers of appointment and letter to Medical Fitness Certificate 15. Obtain Joining Report 16. Orientation 17. Resume the regular duties 		
New / Renewal of Contract / LB/ Adhoc Recruitments (Non-Teaching)	<ul style="list-style-type: none"> 1. Assessment of staff as per Staffing Pattern 2. Assess the Reservation Policy 3. Apply for NOC 4. Advertise the Post 5. Seek name of Employment Exchange 6. Inform about the post to the above received names 7. Ask for Government Nominee 8. Ask for Reservation Representative 9. Receive application along with the required documents 10. Fix date of interview 11. Conduct interview as per Goa University Rules) 12. Report to DHE and University for Approval 		

	<p>13. Issue offers of appointment and letter to Medical Fitness Certificate</p> <p>14. Obtain Joining Report</p> <p>15. Orientation</p> <p>16. Resume the regular duties</p>		
New permanent Recruitments (Non-Teaching)	<p>1. Assessment of staff as per Staffing Pattern</p> <p>2. Assess the Reservation Policy</p> <p>3. Apply for NOC</p> <p>4. Advertise the Post</p> <p>5. Seek name of Employment Exchange</p> <p>6. Inform about the post to the above received names</p> <p>7. Ask for Government Nominee</p> <p>8. Ask for Reservation Representative</p> <p>9. Receive application along with the required documents</p> <p>10. Fix date of interview</p> <p>11. Conduct interview as per Goa University Rules)</p> <p>12. Report to DHE and University for Approval</p> <p>13. Issue offers of appointment and letter to Medical Fitness Certificate</p> <p>14. Obtain Joining Report</p> <p>15. Orientation</p> <p>16. Resume the regular duties</p>		
Attendance / Deputation to Seminar / Conference / Workshop / Training	<p>1. Fill the Duty Leave Application along with the Proof</p> <p>2. Submit to the Office</p> <p>3. Seek the Approval</p> <p>4. Submit the attendance report</p> <p>5. Submit the Joining report at 8.30 a.m</p> <p>6. Resume the regular duties</p>		
Organization of Seminar / Conference / Workshop / Internship / Field Trip / Study Visit	<p>1. Draft the application of conducting Seminar along with the budget of details</p> <p>2. Seek the approval of Principal</p> <p>3. Seek the Approval of Management (If needed)</p> <p>4. Make revisions with the suggestion of Principal</p>		

	<p>5. Seek the Approval of IQAC Members</p> <p>6. Draft the notice/letter</p> <p>7. Draft the notice of Yes/No</p> <p>8. Advance Permission for reimbursement</p> <p>9. Letter to Students / Outside Colleges</p> <p>10. Conduct</p> <p>11. Submit</p> <ul style="list-style-type: none"> • Report • Feedback • Attendance • Press Note • Accounts to the satisfactory of Accountant 		
Inviting Chief Guest / Guest Faculty / For Attending Meeting / Exam / Interview	<p>1. Discuss with the Principal</p> <p>2. Request of Deputation to the Principal of College of concerned professor / Guest</p> <p>3. Seek permission for renumeration</p> <p>4. Give the Attendance Certificate/ Appreciation Letter</p> <p>5. Give the Renumeration</p>		
Thanking Letter & Attendance Certificate to Chief Guest / Guest Faculty / For Attending Meeting / Interview	<p>1. Fill the Thanking/Attendance Application</p> <p>2. Submit to the Office</p> <p>3. Mark to the concerned Person</p> <p>4. Draft the Certificate</p> <p>5. Submit to the Office</p> <p>6. Handover to the Guest</p>		
Draft of Minutes of Meeting for Interviews to Teaching Posts	<p>1. Write down every interview question and the criterion/indicator it is attributed to. Note that interview questions are the questions which are actually asked during the interviews, do not use the phrases specifying the indicators, in most cases they will be too general to elicit any useful answers. The interview questions must also be aligned to the specific interview groups: the same question might be phrased quite differently.</p>		

	<p>2. Leave enough space in the form to be able to record the gathered information.</p> <p>3. Print out the interview minutes before the interviews. Alternatively, the form can also be made available on laptop computers/notebooks. Make sure all Peers have all necessary forms before the interview starts.</p> <p>4. Take minutes by noting key words and statements for each interview question.</p> <p>5. The Peer Tandem should then discuss and distil the information collected during the interview in relation to the following questions</p> <ul style="list-style-type: none"> a. What are the key issues of the interview in relation to the indicators and criteria? What can be considered strengths, what are areas of improvement? b. How credible and reliable is the information gathered by this interview? c. What additional meaningful and unusual information (which does not fit into the indicators/criteria) can be outlined? d. Do you want to record any further questions, assumptions or inconsistencies? 		
Draft of Minutes of Meeting for Interviews to Non-Teaching Posts	<ol style="list-style-type: none"> 1. Write down every interview question and the criterion/indicator it is attributed to. Note that interview questions are the questions which are actually asked during the interviews, do not use the phrases specifying the indicators, in most cases they will be too general to elicit any useful answers. The interview questions must also be aligned to the specific interview groups: the same question might be phrased quite differently. 2. Leave enough space in the form to be able to record the gathered information. 		

	<p>3. Print out the interview minutes before the interviews. Alternatively, the form can also be made available on laptop computers/notebooks. Make sure all Peers have all necessary forms before the interview starts.</p> <p>4. Take minutes by noting key words and statements for each interview question.</p> <p>5. The Peer Tandem should then discuss and distil the information collected during the interview in relation to the following questions</p> <ul style="list-style-type: none"> a. What are the key issues of the interview in relation to the indicators and criteria? What can be considered strengths, what are areas of improvement? b. How credible and reliable is the information gathered by this interview? c. What additional meaningful and unusual information (which does not fit into the indicators/criteria) can be outlined? d. Do you want to record any further questions, assumptions or inconsistencies? 		
Grievance related to Salary / Pay / Service	<p>1. In the first step the grievance is to be submitted to departmental representative, who is a representative of college. He has to give his answer within 48 hours.</p> <p>2. If the departmental representative fails to provide a solution, the aggrieved employee can take his grievance to head of the department, who</p>		

	<p>has to give his decision within 3 days.</p> <p>3. If the aggrieved employee is not satisfied with the decision of departmental head, he can take the grievance-to-Grievance Committee. The Grievance Committee makes its recommendations to the Principal within 7 days in the form of a report. The final decision of the Principal on the report of Grievance Committee must be communicated to the aggrieved employee within three days of the receipt of report. An appeal for revision of final decision can be made by the Staff if he is not satisfied with it. The Principal must communicate its decision to the Staff within 7 days.</p> <p>OR</p> <p>Open door policy Step-ladder policy</p>		
Request for NOC / Salary / Experience Certificate	<ol style="list-style-type: none"> 1. Fill the request <u>Application</u> for NOC/Experience Certificate (<i>Form Number</i>) 2. Submit it to Office 3. Mark to concerned person 4. Collect the required <u>certificate</u> and Acknowledgement Receipt 5. File the application (<i>File number</i>) 		
Disposal of Asset / Waste / Scrap	<ol style="list-style-type: none"> 1. Create list of items to be disposed 2. Match with the Asset Register 3. Conduct disposal committee meeting 4. Dispose on approval, follow Green Practices 5. Cancel the entry in Asset Register 		
Complaint of Sexual Harassment / Ragging	<ol style="list-style-type: none"> 6. Follow either 7. Open door policy 8. Step-ladder policy 9. Or 		

	<p>10.</p> <p>11. Form Visaka Committee</p> <p>12. Orientation to the Students and Staff</p> <p>13. Maintain Sexual Harassment Book</p> <p>14. Keep the copies available in library, office and common room.</p> <p>15. The formal grievance procedure begins with the student's preparation of a written statement of the grievance, including supporting particulars and remedies sought. The student will present this statement to the LR, who will present it to the faculty member with a copy to the Head of the department. The LR will arrange a meeting of the student, faculty member, and the LR.</p> <p>16. The LR will prepare a written record of this meeting, at which every effort will be made to resolve the problem, and will provide all the parties with a copy of this record. This information will also be noted in the LR's monthly report to the Principal, with copies to the Department Chair and GS. The student and faculty member may also prepare and submit to all the parties a written record of this meeting. When a grievance reaches Stage I, copies of all written statements shall be sent by the LR to the GS.</p> <p>17. If the grievance is not resolved to the satisfaction of the student, that student may appeal to the HOD for a decision. The HOD, together with the LR, will attempt to resolve the problem in accordance with the written procedures established by the</p>		
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	<p>department and approved by the GOA-UGC. These procedures will guarantee:</p> <ul style="list-style-type: none"> 18. the speedy disposition of the grievance 19. the right of the faculty member to reply in writing to the grievance 20. the hearing of all parties to the grievance, and their opportunity to provide supporting material 21. review of disputed material by qualified faculty members where appropriate 22. involvement of other students wherever appropriate 23. the preparation by the HOD and by the LR, of written records of all proceedings, these records to be held – along with any written material provided by the student and faculty member - by both the LR and the HOD 24. and prompt written notification of the HOD's decision (with rationale) sent to the student , the faculty member and the LR 25. It is strongly urged that each department establish a grievance committee, or designate an appropriate standing committee to hear grievances. It is further urged that this committee include students, and that a majority of its members be faculty members (except that on questions arising over evaluation of performance on examinations and assigned projects, the department may choose to involve faculty members only). 26. All methods for settlement at the departmental level having been exhausted, the student may appeal the department's decision to the GOA-UGC. A letter from the student requesting a review of the grievance should be 		
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	<p>addressed to the GOA-UGC care of the Associate Dean of the Undergraduate Division in GU. A copy of the original grievance should accompany this letter, and a copy of the letter should be sent to the department chairperson. The LR will forward to the GOS-UGC copies of all written documents collected at Stage II. The GOA-UGC will review all documentation to determine whether further information is needed. If not, a decision on the grievance will be made on the basis of the material in hand. If it is felt that more information is needed, it may be requested in writing, or a hearing of all parties to the grievance (including the HOD and the representative, if any, referred to Stage II) may be scheduled, after which a decision will be made.</p> <p>27. The GOA-UGC shall consist of three student members from the pool of LR in the College chosen by the CST-UGC, three faculty members selected by the Executive Committee, and a representative of the Dean's office. In no case shall a member of the GOA-UGC come from the department from which the grievance originated.</p> <p>28. It shall be the duty of the GOA-UGC to receive information from all parties involved in a grievance. The Dean's representative shall chair the GOA-UGC, and the majority of its seven members must approve the final decision on the grievance issued by the GOA-UGC. The GOA-UGC shall transmit its decision and rationale in writing to the</p>		
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	<p>student, the faculty member, the LR, the chairperson, and to the Dean for implementation if necessary. This decision shall be the final recourse available within the College for the arbitration of a student grievance. It can be appealed to the Vice Provost of Undergraduate Studies and his/her designate for final review on procedural grounds only.</p>			
Process of Inward	<ol style="list-style-type: none"> 1. Receive Letter 2. Submit to the Office 3. Marked to the LDC and Concerned person 4. LDC will make entry on Inward Register 5. If required take Print Out 			
Process of Outward	<ol style="list-style-type: none"> 1. Draft the application 2. Take 3 copies of application (Number of copies vary depend on copy to) 3. Submit to the Office 4. Mark to the LDC 5. LDC will make entry on Outward Register 6. One copy letter will be delivered either through post or hand delivery 7. One copy will be filed to respective File 8. One copy will be filed to Outward File 			
Resignation from services	<ol style="list-style-type: none"> 1. Submit the Resignation Application to Office 2. Submit it to the Office 3. Mark to the concerned person 4. Complete handover/responsibility 5. Collect No dues Certificate from Accountant, library Lab and HOD 6. Collect the Experience Certificate 			

	<p>7. Collect the Relieving Certificate 8. Fill up Exit Feedback 9. Settlement of Accounts</p>			
Stock, Stores and Inventory Maintenance and Management	<p>1. Draft the Purchase Order along with the estimate of budget 2. If budget is less than 5000 <ul style="list-style-type: none"> • Seek Approval of Principal • Get the Invoice • Verify the asset with the Bill • Entry on Stock register • Verify the rate as per the quotation supplied by the supplier • Send bill for payment • Numbering the asset • Rent the asset as per the requirement. 3. If purchase is more than 5000 <ul style="list-style-type: none"> • Conduct Purchase Committee Meeting • Seek approval of Purchase Committee • Draft the Tender Notice • Draft the Comparative statement • Send the Order • Get the Invoice • Verify the asset with the Bill • Entry on Stock register • Verify the rate as per the quotation supplied by the supplier • Send bill for payment • Numbering the asset • Rent the asset as per the requirement. </p>			
IT, Mobile & Internet usage Policy, Confidentiality & Privacy	<p>1. Follow the IT Policy 2. implement the Policy by framing appropriate Rules and Regulations. 3. take suitable action on all IT-related complaints/queries/violations addressed to this Committee.</p>			

	<ol style="list-style-type: none"> 4. continuously review and update the Rules and regulations in view of the rapid changes in technology and institutional factors. 5. record any violation of the policy and initiate/recommend disciplinary action by the competent authority, third party administrator or the government as per existing rules from time to time. 			
360° Feedback, Peer Review, Audits and Certification	<ol style="list-style-type: none"> 1. Review parameters and questions 2. Distribute the questionnaire 3. Review 4. Analysis 5. Report 			
Student Related				
Request for Salary Certificate	<ol style="list-style-type: none"> 1. Application to Principal 2. Mark to concerned person 3. Collect Certificate 	A-1 C-1	Prin RG/SF RG	3 days
Request for Experience Certificate	<ol style="list-style-type: none"> 1. Application to Principal 2. Mark to concerned person 3. Collect Certificate 	A-2 C-2	Prin RG RG	3 days
Application for Character / Bonafide Certificate/ NOC	<ol style="list-style-type: none"> 1. Application to Principal 2. Mark to concerned person 3. Collect Certificate 	A-3 C-3	Prin RG	3 days
Student Admission Process	<ol style="list-style-type: none"> 1. Online Admission form filling Information 2. Original Leaving Certificate 3. Xerox Copies of XII Marksheets 4. Submit Form 5. online fees deposited in bank 6. Fill the Online Univ. Registration 7. Print the University Registration Card 8. Writing General Register 9. Writing Daily Fees Register 		RG	
Student Leaving Process	<ol style="list-style-type: none"> 1. Application of Leaving/Transference Certificate 	A-3	RG	7 days

	2. Online application of Migration 3. Collect fees & deposited in bank 4. Transference certificate sending to the Colleges. 5. Exit Feedback Form	C-3 For m 1		
Application for Duplicate Mark sheet / Id Card	1. Application to Principal 2. Mark to concerned person 3. Pay the fees of dup.Marksheet/Dup. Id Card 4. Fees deposited in bank 5. Collect the document	A-3	Prin RG	2 days
Application for Leave of Absence from Regular Classes	1. Application to Principal 2. Marked to concerned Committee 3. Concerned Person adjusts	A-4	Prin	1 day
Application for Change in Subject / Class / Division	1. Application to Principal 2. Marked to concerned Committee 3. Admin/V.P – Change 4. Exam Department Inform	A-5 For m 2	Prin	3 days
Student Elections	1. Election notice displayed on Notice Board 2. Fill the Nomination form for C.R., G.S. S.S., C.S. & Ladies representative. 3. Scrutiny of Nomination. 4. Withdrawal of Candidature. 5. Date of Election/Record of Votes. 6. Elected C.R., G.S. S.S., C.S. & Ladies Reps.	As per requ i-red	RG	As per sche- dule
Salary Claim for Regular Staff	1. Find any staff is on leave for complete month (Check Leave Sanction Order) 2. Find any changes in Compulsory deductions 3. Print Salary Claims 4. Send for Principal Signature 5. Send for outward Post/H.D.	A/c- 1 A/c- 2	H.C. Accountant Accountant MTS MTS MTS	Not later than 5 th of every month of proceeding month
Salary Payment Regular Staff	a. Find salary Grant Order from DHE b. Whether grant is as per Claim or not c. If not as per claim, see changes and rectify	A/c- 16	Sargam Accountant Accountant Accountant	1 st of every month or after

	<p>d. Find any changes in staff salary deductions</p> <p>e. Print salary sheets with covering letters to Bank , write voucher and draw cheques</p> <p>f. Send for Principal signature</p> <p>a. Send for Treasurer Signature</p> <p>b. Find whether grant credited to bank account</p> <p>c. Send for outward and bank</p> <p>d. Print Pay Slips & issue to staff</p> <p>e. Send someone for collecting GPF/PPF challan to DHE and payment of TDS challan to SBI Margao</p> <p>f. Payment of GPF & PPF challans to SBI Canacona</p> <p>g. Payment of staff loan instalment & LIC premium</p> <p>Obtain copy of Salary sheets from bank duly stamp and sign by the Manager</p>	A/c-5 A/c-6 A/c-17 A/c-8 A/c-9 A/c-10 A/c-15 A/c-12 A/c-13 A/c-14	Accountant MTS MTS MTS MTS MTS MTS MTS MTS MTS MTS	salary grant credit ed to A/c
Claim of Contact and Lecture Basis Teachers	<p>a. Obtain letter of approval of appointment from DHE & Goa University</p> <p>b. Verify attendance of contract basis teachers from muster roll</p> <p>c. Verify lecture basis register and bills submitted by L.B. Teachers</p> <p>d. Prepare claim of C.B. & L.B. as per DHE format along with covering letter</p> <p>e. Send for Principal signature</p> <p>Send for outward Post/ H.D.</p>	A/c-3 A/c-4	H.C. Accountant Accountant Accountant MTS MTS	
Payment of Contact and Lecture Basis Teachers	<p>a. Find salary Grant Order from DHE</p> <p>b. Whether grant is as per Claim or not</p> <p>c. If not as per claim, see changes and rectify</p>	A/c-16	Accountant Accountant Accountant MTS MTS	

	<p>d. Prepare contract Basis Salary Sheet with covering letter to Bank</p> <p>e. Send for Principal Signature</p> <p>f. Send for Treasurer Signature</p> <p>g. Find whether grant credited to bank account</p> <p>h. Send for outward and bank</p> <p>i. Obtain copy of Salary sheet from bank duly stamp and sign by the Manager</p> <p>j. Write vouchers and cheques of Lecture Basis Teachers</p> <p>Disburse cheques to L.B. teachers by signing on vouchers</p>	A/c-7	<p>Accountant</p> <p>MTS</p> <p>MTS</p> <p>Accountant</p> <p>MTS</p> <p>MTS</p> <p>Accountant</p> <p>Accountant</p>	
Payments of staff Re-imbursement	<p>a. Verify bills and find in order/not in order</p> <p>b. If not in order explain to staff</p> <p>c. Staff make the required corrections and make in order</p> <p>d. Letter to Principal for Approval with Bills</p> <p>e. Account number to which the bills to be settle</p> <p>f. Write voucher and draw cheque</p> <p>g. Send for Principal signature</p> <p>h. Send for Treasurer signature</p> <p>Cheque disbursed to staff by obtaining sign on voucher</p>		<p>Accountant</p> <p>Accountant</p> <p>Accountant</p> <p>MTS</p> <p>Accountant</p> <p>Accountant</p> <p>MTS</p> <p>MTS</p> <p>Accountant</p>	
Payment of bills to suppliers	<p>a. Bills checked and find in order/not in order</p> <p>b. Whether bill as per the quotation supplied by the supplier</p> <p>c. Send bill for Principal approval</p> <p>d. Send bill for register entry to concern staff</p> <p>e. Account number to which bill is to be settle</p> <p>f. Write voucher and draw cheque</p> <p>g. Send for Principal Signature</p> <p>h. Send for Treasurer signature</p> <p>Disbursed cheque with covering letter to supplier vide outward no.</p>		<p>Accountant</p> <p>Accountant</p> <p>Agraj</p> <p>Accountant</p> <p>Accountant</p> <p>MTS</p> <p>MTS</p> <p>Agraj</p>	

Daily wages/outsources payment	<ul style="list-style-type: none"> a. Contract for housekeeping activities with agencies/ contract for daily wages for each workers sweepers/gardners/watchman b. Check attendance of workers from muster roll c. Calculate monthly payment for number of days present d. Write voucher and draw cheques e. Send for Principal Signature f. Send for Treasurer Signature <p>Disbursed cheque to the workers duly signing on voucher</p>		H.C. Accountant Accountant Accountant MTS MTS Accountant	
Writing GPF Register	<ul style="list-style-type: none"> a. Find paid GPF challan and verify date of payment and challan number b. See monthly contribution of staff from monthly contribution sheet c. Write Register and cumulative balance d. Total individual Ledger of Register at the end of year e. Verify rate of interest during the financial year f. Calculate interest and balance of each staff and consolidated interest calculation g. Send calculation sheets to DHE with covering letter <p>Issue balance certificate to each staff</p>	A/c-11	Accountant	Befor e 31 st March Till 30 th April
Writing PPF Register	<ul style="list-style-type: none"> a. Find paid PPF challan and verify date of payment and challan number b. See monthly contribution of staff and Govt. contribution from monthly contribution sheet c. Write register d. Total of register of each staff Ledger at the end of financial year e. Send details of contribution to Directorate of Accounts and demand for yearly slip f. After receiving slip verify with Register and see the total yearly contribution is in order 		Accountant	Till 30 th April

	If not in order write to Directorate of Accounts.			
Income Tax TDS	<p>a. Calculate estimated yearly salary of each staff</p> <p>b. Calculate yearly estimated Income Tax to each staff and divided equally for 12 months</p> <p>c. Deduct the amount from monthly salary of staff</p> <p>d. Total income tax of staff paid by TDS challan to SBI Margao</p> <p>e. File quarterly ETDS return by from no. 24Q of Income Tax by sending salary data to C.A. for each quarter and finally yearly salary data at the end of financial year</p> <p>f. Download form no. 16 of each staff members</p> <p>Issue Form No. 16 to each staff members</p>	A/c- 18	Accountant	30 th March of Proce eding year

INFORMATION SYSTEMS SECURITY POLICY

POLICY STATEMENT

Any Information is a critical asset of Shree Mallikarjun College. Accurate, timely, relevant, and properly protected information is essential to the success of the College's academic and administrative activities.

The College is committed to ensuring all accesses to, uses of, and processing of College information is performed in a secure manner.

Technological Information Systems play a major role in supporting the day-to-day activities of the College. These Information Systems include but are not limited to all Infrastructure, networks, hardware, and software, which are used to manipulate, process, transport or store Information owned by the College.

The Policy provides a framework in which security threats to College Information Systems can be identified and managed on a risk basis and establishes terms of reference which are to ensure uniform implementation of Information security controls throughout the College.

The College recognizes that failure to implement adequate Information security controls could potentially lead to:

- Financial loss
- Irretrievable loss of Important College Data
- Damage to the reputation of the College
- Legal consequences

Therefore, measures must be in place, which will minimize the risk to the College from unauthorized modification, destruction or disclosure of data, whether accidental or deliberate.

This can only be achieved if all staff and students observe the highest standards of ethical, personal and professional conduct. Effective security is achieved by working with a proper discipline, in compliance with legislation and College policies, and by adherence to approved College Codes of Practice.

The Information Systems Security Policy and supporting policies apply to all staff and students of the College and all other users authorized by the College.

The Information Systems Security Policy and supporting policies relate to use of:

- ❖ All College networks connected to the College Backbone
- ❖ All College-owned/leased/rented and on-loan facilities.
- ❖ To all private systems, owned/leased/rented/on-loan, when connected to the College network directly, or indirectly.
- ❖ To all College-owned/licensed data/programs, on College and on private systems.

The objectives of the Information Systems Security Policy and supporting policies are to:

- ❖ Ensure that information is created used and maintained in a secure environment.
- ❖ Ensure that all of the College's computing facilities, programs, data, network and equipment are adequately protected against loss, misuse or abuse.
- ❖ Ensure that all users are aware of and fully comply with the Policy Statement and the relevant supporting policies and procedures.
- ❖ Ensure that all users are aware of and fully comply with the relevant Information Technology (Amendment) Act, 2008 legislation.
- ❖ Create awareness that appropriate security measures must be implemented as part of the effective operation and support of Information Security.
- ❖ Ensure that all users understand their own responsibilities for protecting the confidentiality and integrity of the data they handle.

IT MANAGEMENT ROLES AND RESPONSIBILITIES

The Committee to Oversee Cyber Policy (COCP)

The COCP is responsible for approving the IT Security Policy, distributing the policy to all heads of department and for supporting the IT security officer in enforcement of the policies where necessary.

Committee members include:

- Principal
- Vice-Principal
- Head Clerk
- Department of IT
- System Administrator
- Lab Assistant of IT

THE IT SECURITY OFFICER

The IT Security Officer is responsible for:

- a. Reviewing and updating the Security policy and supporting policies and procedures. The promotion of the policy throughout College.
- b. Periodical assessments of security controls as outlined in the Security Policy and procedures.
- c. Investigating Security Incidents as they arise.
- d. Maintaining Records of Security Incidents. These records will be stored for statistical purposes.
- e. Reporting to the Principal, Heads of department and other appropriate persons on the status of security controls within the College.

INFORMATION SYSTEMS USERS

It is the responsibility of each individual Information Systems user to ensure his/her understanding of and compliance with this Policy and the associated Codes of Practice.

All individuals are responsible for the security of College Information Systems assigned to them. This includes but is not limited to infrastructure, networks, hardware and software. Users must ensure that any access to these assets, which they grant to others, is for College use only, is not excessive and is maintained in an appropriate manner

PURCHASING, COMMISSIONING, DEVELOPING AN INFORMATION SYSTEM

All individuals who purchase, commission or develop an Information System for the College are obliged to ensure that this system conforms to necessary security standards as defined in this Information Security Policy and supporting policies.

Individuals intending to collect, store or distribute data via an Information System must ensure that they conform to College defined policies and all relevant legislation.

REPORTING OF SECURITY INCIDENTS

All suspected information security incidents must be reported as quickly as possible through the appropriate channels. All College staff and students have a duty to report information security violations and problems to the IT Security Officer on a timely basis so that prompt remedial action may be taken. Records describing all reported information security problems and violations will be created.

Incidents can be reported via:

1. Email (smcmmit93@shreemallikarjuncollege.ac.in)
2. Appointment with System Administrator (Any time)
3. Complain Box in Computer Lab

COMPLIANCE WITH LEGISLATION

The College has an obligation to abide by legislation of India. The relevant acts, which apply in Indian law to Information Systems Security, include:

1. Information Technology (Amendment) Act, 2008.
2. The Information Technology Act, 2000.

BREACHES OF SECURITY

MONITORING

The Information Technology department will monitor network activity, reports from the OIT and take action/make recommendations consistent with maintaining the security of College information systems.

INCIDENT REPORTING

Any individual suspecting that there has been, or is likely to be, a breach of information systems security should inform the IT Security Officer or the OIT help desk immediately who will advise the College on what action should be taken.

ENFORCEMENT

The Principal or committee has the authority to invoke the appropriate College disciplinary procedures to protect the College against breaches of security.

In the event of a suspected or actual breach of security, the committee or the IT Security Officer may, after consultation with the Principal make inaccessible/remove any unsafe user accounts, data and/or programs on the system from the network.

ACTION AT INSTITUTIONAL LEVEL

In the event of a suspected or actual breach of security, The IT Security Officer will report to Principal

1. Unsafe user's college accounts would be disabled
2. Committee verifies report and recommends action plan to principal Action would be notified to respective Mentor/Parent/student Immediate suspension from college
3. Fine would be charged 5 times the replacement cost of the stolen/damaged asset amount
4. Committee will go with Legal implication if necessary

LEGAL IMPLICATIONS

Any breach of security of an Information System could lead to loss of security of personal information. This would be an infringement of Information Technology (Amendment) Act, 2008 and could lead to civil or criminal proceedings. It is vital, therefore, that users of the Colleges

Information Systems must comply, not only with this policy, but also with the College's Data Protection policy.

DISCIPLINARY PROCEDURES

Failure of an individual student or member of staff to comply with this policy may lead to the instigation of the relevant disciplinary procedures and, in certain circumstances, legal action may be taken.

DATA COLLECTION, USE AND DISSEMINATION

Institutional data that is collected, used, and/or distributed must adhere to strict guidelines of confidentiality. The Department should release data only in an intentional, purposive, and controlled manner that permits an appropriate level of disclosure, ensures the timely receipt of data by interested parties, enables accurate and meaningful interpretation of use, and protects the confidentiality of faculty and students, and of the College overall.

PROCEDURES:

The collection, sharing, or dissemination of assessment data by members of the college will adhere to the following guidelines:

- (a) Departments that routinely collect data, such as statistical summaries for enrolment or other institutional purposes, will provide oversight for the sharing and dissemination of those data.
- (b) Survey data collected by individual divisions and departments will be coordinated by the campus-wide assessment committee, as part of the larger comprehensive campus-wide assessment process, to avoid duplication and redundancy. The collection and dissemination of such data will be consistent

with campus-wide assessment priorities set by the Cabinet.

- (c) The Office will review and authorize all requests for new surveys, which may require additional authorization by the campus-wide assessment committee.
- (d) The collection of student work for assessment purposes must follow these collection criteria:
 - (i) Students will be informed of the College's guidelines for the collection and submission of student work, and
 - (ii) submission is voluntary.
- (e) External data requests from professional associations other than those to which college subscribes will be considered by individual divisions on a case-by-case basis in accordance with the following criteria:
 - i. the data given are necessary for the desired task; overly general requests, or "fishing expeditions" will not be honored;
 - ii. the data should be used only for the task specified in the request;
 - iii. the identity of the individuals participating will be protected according to Human Subjects Guidelines and Procedures;
 - iv. names of institutions will not be connected to their data, nor will they be singled out publicly;
 - v. those who provide the data, or are subjects of it, will be given an opportunity to review results before they are published or communicated to others to check for accuracy, appropriateness and timeliness of release; and
 - vi. A memorandum of understanding will specify the agreed-upon criteria.
- (f) External data collection, such as survey data collected by independent organizations via e-mail, will adhere to the above-referenced guidelines (d)(i-vi) and will include in a memorandum of understanding item (vii) which will state that student e-mail addresses will only be used for the specified task.
- (g) External data requests from independent staff members will be considered on a case-by-case basis, reviewed by the Assessment Committee for approval,

and must be consistent with campus-wide assessment priorities.

- (h) Student assessment data and/or results collected by individual divisions and departments will be used for academic planning and continuous improvement. While sharing is encouraged, cross-department dissemination is left to the discretion of the originating department.
- (i) Student assessment data and/or results collected as part of the campus-wide assessment process will be disseminated to the campus community as consistent with assessment priorities and in consultation with the Principal, or divisional Vice Principal.
- (j) The public (external) dissemination of student assessment data collected by individual academic departments or divisions must be approved by the Principal in consultation with the originating divisional Vice-Principal.
- (k) Decisions about the routine dissemination of institutional and enrolment data, such as the Rulebook and Report, rests with the Principal.
- (l) Out-of-the ordinary requests by the media for institutional or student information will be approved by the Director of Public Affairs and the Principal in consultation with the divisions or departments affected.

MAILING ADDRESS

Every incoming mail should be in the correct format. The correct mailing format to receive mail is the following:

Sub:
Body
.....
Regards,
(Name)
(College Name)
(Designation)
(Mobile Number)

All incoming mail must use the above format.

MAIL FORWARDING

Any mail to be forwarded is to be done on prior permission from the Principal.

CELL PHONE USE

Employees requiring cell phones to perform their work will not receive a stipend to compensate for business use of a personal cell phone.

The College will no longer own cell phones or devices for the use of individual employees, with limited exceptions.

AUTHORIZATION AND USER QUALIFICATIONS:

Employees may qualify for a cellular phone and related data service only, as approved by their Principal, has determined it to be required for the performance for their job and the following criteria are met:

- The job requires the employee to be mobile with direct contact to associates; or
- The job consistently requires timely and business critical two-way communications for which there is no reasonable alternative technology.

The following criteria may serve as a guideline to identify an employee's need for a cell phone or device and therefore eligibility for the stipend:

- Safety requirements indicate having a cell phone or device is an integral part of meeting the requirements of the job description
- More than 50% of work is conducted off-campus
- Required to be contacted on a regular basis outside normal work hours
- Required to be on-call (24/7)
- Job requirements include critical College-wide communication for decision making

Only one stipend for a single cellular phone will be approved for each qualified employee. This monthly cost will be charged against the operating budget of the

employee's respective department.

Under this program, employees will not be required to document and submit monthly detailed usage logs for their cell phones or devices. However, as part of the annual review usage logs may be requested by the department as needed.

STIPEND:

PLAN ALLOWANCE

Employees will be responsible for choosing their own voice and/or data plan as well as their carrier. The College does not accept any liability for claims, charges or disputes between the service provider and the employee. Recipients of this stipend must continue to maintain the cell phone or device while in receipt of the stipend.

Employees will also be responsible for choosing their own equipment. As described below, there is no additional allowance for devices. Because the employee is personally responsible for the equipment, any replacement for loss or damage will be at the expense of the employee. Use of the phone or device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the stipend.

The College will pay only the approved stipend amount even if actual monthly costs may occasionally exceed the stipend.

SUPPORT FOR CELL PHONES OR DEVICES

When possible, cell phones and devices will be secured with a pin number or password, and will automatically lock after inactivity. In addition, cell phones and devices should have the ability to be remotely 'wiped' or otherwise remotely disabled in the event of theft or loss. Protected data may not be stored on portable devices.

Support for cell phones and devices will be provided by the carrier. ITS may provide consultation on the type of equipment to purchase, especially as it relates to devices that enable e-mail and calendar support. Employees who are approved for a data service device should consult with ITS to determine the best type of device for the functions needed.

POLICY EXCEPTIONS

The College will continue to provide cell phones and devices to certain employees who require specific equipment or similar technology to perform college functions and never expect to use these phones for personal use. Exceptions must be approved by the Director of Information Technology, the Principal or the Vice Principal for Administration and Finance.

The College reserves the right to transfer any employee to the stipend program if excessive personal calls are made or if required documentation is not submitted in a timely manner. If a personal call inadvertently occurs, restitution must be made to the College.

ANNUAL REVIEW:

A cell phone stipend renewal form will be distributed to department heads each fiscal year to verify the need for the stipend. These forms will require approval by the appropriate Department Head to continue the stipend. The Director of Finance and Director of Information Technology Services will also review the current stipend records.

Reimbursement of Cell Phone Costs Not Covered by the Stipend Program:

If an employee does not participate in the stipend program and their personal cell phone is used for College business, an expense report can be completed for reimbursement of those calls. The College however, will not provide for reimbursement if the phone calls were made under a standard calling plan for which the employee did not incur any additional costs related to the qualified business use.

Proper documentation shall be required which will permit these expenses to be identified and tracked.

USE OF INFORMATION TECHNOLOGY SERVICES

College information technology resources are provided to enable faculty, staff and students to advance the mission of the College in their academic and administrative activities. Information technology resources are to be accessed and utilized in an ethical manner that does not compromise the integrity of the system. All users of information

technology are to adhere to high moral, legal and professional standards, and to act in the best interests of the College.

In addition, all users of information technology resources are responsible for protecting the proprietary rights of the College and maintaining the accuracy, integrity and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person, institution or company within or outside the College community. While the College encourages the exploration of educational and scholarly interests through the use of its information technology resources, respect for the rights and privacy of others must be observed. Community members and their guests may not access the files or communications of others without authorization. Those who are authorized to access confidential files must respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

The College is committed to providing accessibility to information technology resources for all members of the community. The College acknowledges its responsibility to all faculty, staff and students to provide a safe environment for work and study.

All users of information technology are to comply with the following policies, procedures and security controls. The Information Security Officer is charged with the responsibility of implementing, monitoring and revising the provisions of this Policy.

Definition:

- Information technology resources are the computer equipment and facilities that comprise the College network and all electronic information and communication contained on the network.
- A network is the electronic infrastructure that allows a user's computer to be connected to other information technology resources.
- Users are all members of the College community, including but not limited to students, faculty and staff who have an account on the College network.
- A network identifier is a unique pre-formatted code assigned to the user that is

the property of the College.

- A network password is an eight-character alphanumeric code created by the user to access the College network.
- A network file is any personal, academic or administrative record stored electronically on the College network.

ACCESS

Most of the information technology resources of the College are accessible to members of the College community. Some resources are also accessible to the public. Access to certain resources may require authorization by an academic or administrative department head who will also provide adequate orientation and training for the appropriate use of such resources. Users are not to attempt to access, search or copy information without the proper authorization.

A user's network identifier and password provide access to information technology resources. In some cases, this includes authorized access to restricted information. A user's network password is not to be shared with anyone, and its confidentiality is to be strictly maintained. Users will be held accountable for all actions performed under their network identifier, including those performed by other individuals as a result of user negligence in protecting their network password. If a user's password is compromised, the user must change the password immediately. Students, faculty, and staff are required to change their passwords every 365 days.

No one is to use the information technology resources through another individual's network identifier, either with or without permission. Active sessions are not to be left unattended.

Providing false or misleading information in order to gain access to information technology resources is prohibited.

CONFIDENTIALITY

Academic, financial and personnel records of the College are considered confidential whether or not they exist in computerized form. Every effort will be made to limit access to those records only to authorized individuals. The College may be compelled

to release confidential records to comply with legal obligations.

All users with access to confidential data are to safeguard the accuracy, integrity and confidentiality of that data by taking all necessary precautions and following established office procedures to ensure that no unauthorized disclosure of confidential data occurs.

PRIVACY

The College conducts monitoring of information technology resources in order to protect the confidentiality, integrity, and availability of these resources, as well as to comply with laws, industry regulations, and licensing requirements. The College will not conduct targeted monitoring of an individual's electronic data, software and communications as a routine matter; however, the College reserves the right to monitor, access and to disclose the contents of an individual's electronic data, software and communications when a legitimate need exists. The reasons for such monitoring, access and disclosure include, but are not limited to, investigations of serious violations of College policies or unlawful activities.

Users should note that all network files are regularly copied to backups and stored for indefinite periods in off-site locations. In such instances, user deletion of an electronic file, such as an e-mail message, may not delete a network copy of that file.

It is a violation of College policy for authorized users to access confidential files of others without a legitimate academic or administrative purpose.

COPYRIGHT

Copyright is a form of protection the law provides to the authors of “original works of authorship” for their intellectual works that are “fixed in any tangible medium of expression,” both published and unpublished. It is illegal to violate any of the rights provided by the law to the owner of a copyright. The College respects the ownership of intellectual material governed by copyright laws. All members of the College community are to comply with the copyright laws and the provisions of the licensing agreements that apply to software, printed and electronic materials, graphics, photographs, multimedia, and all other information technology resources licensed and/or purchased by the College or accessible over network resources provided by the

College. Individual author, publisher, patent holder and manufacturer agreements are to be reviewed for specific stipulations.

WEB USE

A significant portion of the College's information technology resources is its Web site. Faculty, staff and students authorized to publish on the Web must comply with the Web Policy.

SYSTEM INTEGRITY AND PROTECTION

The integrity and protection of the College's information technology resources are integral to an efficient and high-performance network. Any activity that compromises the integrity or protection of the system is prohibited. Such activities include but are not limited to:

- Creation, importation or exportation of destructive code, such as a virus
- Degradation of system performance, including the creation of unnecessary processes or excessive printing
- Unauthorized use of mass e-mail
- Propagation of chain e-mail
- Failure to provide adequate physical security for information technology resources

Prohibited Uses of Information Technology Resources

Faculty, staff and students are encouraged to make full use of the College's information technology resources. Such use, however, is not without limitations. Any activity that violates College policy or any local, state or federal law is prohibited. The following uses are also proscribed:

- Soliciting sales, advertising or managing a private business
- Impersonating other individuals or concealing one's identity in electronic communication
- Viewing offensive or objectionable material at publicly accessible stations

- Posting offensive or objectionable material on the College Web sites

Communications from members of the College community are to reflect mutual respect and civility. Obscene or intolerant language, as well as offensive images, clearly violate these standards and are considered inappropriate for electronic and all other forms of discourse among members of the College community. The determination of what is obscene, offensive or intolerant is within the sole discretion of the College. Users should note that College information technology resources may be accessed by minors.

REPORTING SUSPECTED VIOLATIONS

Suspected violations of this policy are to be reported to the incharge. Depending on the nature of the violation, the incharge may refer the matter to the Principal. The College will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any prohibited activity as described above may be subject to disciplinary action, including the loss of computer privileges and/or dismissal from the College, and to criminal prosecution under the applicable state and/or federal laws.

SHREE MALLIKARJUN SENSITIVE DATA

Shree Mallikarjun Sensitive data are any paper and/or electronic data that are not classified as Shree Mallikarjun Protected data which College would not generally distribute to the public. The department originating the data is responsible for establishing classification in coordination with the Security Officer (College General Counsel).

Examples of the types of data include, but are not limited to:

- Academic advising records
- Student education records
- Admission files and college transcripts and other scholastic records
- Student account data and loan information
- Financial assistance application files, student federal work-study information, scholarships and loan information

- Directory Information for those Students requesting FERPA data privacy protection as indicated in the Student system.
 - o Name (first and last name and/or first initial and last name)
 - o Address(es) and telephone number
 - o College e-mail address
 - o Photograph
 - o Major and minor field(s) of study, including the college, division, department, institute or program in which the student is enrolled
 - o Dates of attendance
 - o Grade level (junior, senior or graduate level)
 - o Enrolment status (undergraduate or graduate, full-time or part-time)
 - o Date of graduation
 - o Degree(s) received
 - o Honors or awards received
 - o Intercollegiate Athletics: Injury reports, scholarship contacts, performance records, height and weight information
 - o Participation in officially recognized activities or sports
 - o College e-mail address
 - o Budgets
 - o Salary information
 - o Alumni Information

SHREE MALLIKARJUN PUBLIC DATA

Shree Mallikarjun Public data are any paper and/or electronic data that College is comfortable distributing to the general public. For department-specific data, this classification comes from the Department. If more than one department creates data jointly, the involved departments should jointly classify the data. If they are unable to come to a consensus, the data must be classified as Shree Mallikarjun Sensitive Data. For College-wide data, this classification can only come from the Office of the President, the Office, Academic Affairs.

Examples of the types of data included are:

- Department faculty lists

- Department web and mailing addresses
- Press releases
- The Shree Mallikarjun web site content

Any College data that does not contain personally identifiable information concerning any individual and that is not Shree Mallikarjun Protected data or Shree Mallikarjun Sensitive data, is classified as Shree Mallikarjun Public data.

LAPTOP USE

Shree Mallikarjun “Protected” Data on Laptops/Desktops

No College “Protected” data are to be stored on the local hard drives of laptops/desktop unless required for the proper execution of College business. Rather, Protected data should be stored on the College’s network file services, restricted by passwords (e.g. the “P:” or “M:” drive). If local storage is required, the laptop/desktop must have functioning data encryption software installed by a trained ITS technician.

Shree Mallikarjun “Sensitive” Data on Laptops/Desktops

Storing College “Sensitive” data on local hard drives of laptops/desktop is strongly discouraged. If required for the proper execution of College business, data encryption software must be installed by a trained ITS technician.

Shree Mallikarjun “Public” Data on Laptops/Desktop

College “Public” data stored on the local hard drives need not be encrypted. It is still recommended that all College data be stored on College network servers (e.g. the “P:” or “M:” drive) to ensure proper backup and recovery is possible in the event that the laptop/desktop is lost or stolen.

If a Laptop/Desktop is Lost or Stolen

If a laptop/Desktop used to conduct College business, whether or not that laptop/desktop is the property of the College, is lost or stolen, the Information Technology Services Committee is to be notified immediately. The Director will coordinate further actions as required by law and/or policy.

POLICY ADHERENCE:

Failure to follow this policy can result in disciplinary action as provided in the

Handbook, as appropriate.

Procedure for Lodging Cyber Crime Complaints

1] Contact:

- i. GOA POLICE, Canacona
- ii. Police Control Room, Canacona : 0832 264 3357
- iii. Police Exchange, Canacona: 0832 264 3357

2] Send Email to Following Email IDs:

- i. Director General of Police, Goa dgpgoa@goapolice.gov.in
- ii. Inspector General of Police Goa igpgoa@goapolice.gov.in
- iii. Superintendent of Police North Goa spn-pol.goa@nic.in
- iv. Superintendent of Police South Goa sps-pol.goa@nic.in
- v. General e-mail goapol@bsnl.in