DR. D. Y. PATIL INSTITUTE OF HOTEL MANAGEMENT ANDCATERING TECHNOLOGY

Tathawade, Pune 411033 (Maharashtra) India
NAAC ACCREDITED 'A' GRADE
Affiliated to Savitribai Phule Pune University
Approved by AICTE New Delhi and DTE Maharashtra

DPU
Dr. DY Patil
Unitech Society

25
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INSTITUTIONAL POLICY DOCUMENT

INDEX

VISION AND MISSION

VISION

"To create socially responsible professionals of global standards in the field of Hospitality"

MISSION

- To provide distinct and excellent contribution in the field of hospitality education.
- To nurture holistic development in the students for occupying key positions in hospitality industry globally.
- To imbibe social responsibility, innovation, sustainability and quality management concepts.

ABOUT THE INSITUTE

Dr. D. Y. Patil IHMCT Pune's sprawling campus is located at Tathawade on the Bangalore-Mumbai Express Highway It is close to Rajiv Gandhi InfoTech Park at Hinjewadi where many prestigious Companies like Infosys, Wipro, Cummins etc are located. **DYPIHMCT** being located close to Express way. It is easily accessible by road from Mumbai as well as connected to other parts of city.

Salient Features

- Institute offering two professional courses at UG level – BHMCT, B.Sc. Hospitality Studies.
- The BHMCT course approved by AICTE, affiliated to SPPU and recognized by Government of Maharashtra.
- B.Sc.H.S. course is affiliated to SPPU and recognized by Government of Maharashtra.
- Institute has applied for 12 (b) and 2 (f) recognition from UGC.

- State- of- the- art infrastructure with well ventilated & spacious classrooms, seminar halls, well equipped training kitchens (basic kitchen, quantity kitchen & (advanced kitchens), bakery, central store, training restaurants & bar with specialized equipments, front office lab, housekeeping lab and laundry room, dining hall for students, guest rooms with amenities, computer lab, administrative block, rooms for various cells, board room etc. and other support facilities for all the stakeholders.
- Library with OPAC and DELNET with 10619 books, 2826 titles.
- The institute has dedicated, experienced and competent faculty with varied industrial exposure in international and national chains of hospitality organizations.
- Emphasis on learner centric ICT based teaching-learning approaches and pedagogic innovations (use of simulations, narrative teaching, needs based teaching).
- Principal was appointed as chairman of BOS, 11 faculties were part of BHMCT syllabus revision committee for SPPU, Pune and 8 faculties engaged in curriculum for STTP.
- Proactive and vibrant AMC/IQAC initiating number of quality measures, innovations and best practices.
- Benevolent management, decentralized democratic approaches and decision making; emphasis on faculty development and welfare, thrust on perspective planning and auditing.

- Student centric curricular, co-curricular and extracurricular activities.

- Students bringing laurels to institute in academics and competitions.

- Institute has 12 university rank holders.

- Adopted online feedback mechanism through ERP.

- Maximization of extension and outreach activities through ISR cell to inculcate human value system, service and to bring environmental awareness.

- Emphasis on activities related to women empowerment and gender sensitization.

- Active ISR unit of the institute conducts various activities throughout the year like blood donation camps, Maître – a village activity, rallies, tree plantation etc.

- EDP activities to promote entrepreneurship skills and assist budding entrepreneurs.

- MoUs with leading international hotels and sister concerns DPU and Dr. D. Y. Patil Unitech Society (formerly Dr. D. Y. Patil Vidya Prathishthan Society's) colleges, Membership of Pune Hoteliers Association.

- Active and vibrant Alumni association.

- In house publication – wall magazine "College Beats" and "OASIS" E-magazine.

- Institute has conducted green audit and energy audit.

- Institute has an herb garden.

- Institute imparts on practical oriented skill development and on job training by conducting activities such as theme lunches, food festivals, hospitality luncheon etc. hospitality services to sister concerns, ODC, duty rota in training restaurant.

- Short term training programs (STTP) are conducted in chocolate and sandwich making, eggless cake, mixology, floral art, communication skills and soft skills.

- Hands on training, real-life practices of hospitality services, food and beverage arrangements, guest room arrangement for sister concern DPU and Dr. D. Y. Patil Unitech Society (formerly Dr. D. Y. Patil Vidya Prathishthan Society's) colleges during convocation, Republic day, Independence day, committee visits such as NAAC and NBA and for other major events.

- Institutes faculty and students provided professional and quality oriented hospitality services in F & B service, Guest Room Arrangements during peer team visit for SPPU NAAC, 2017.

ACADEMIC POLICY

Scope of Academic Policies and Procedure Manual -

This Manual is meant to serve as reference for all policies and procedures that impact academic conduct of the institute. It has been framed following the procedures and guidelines of Savitribai Phule Pune University (SPPU) and Maharashtra State Board of Technical Education (MSBTE).

The scope of this document spans but not limited to following academic activities of the institute -

› Conduct of Academics

› Conduct of Examinations

› Research and Development activities

› Grievance Redressal Mechanisms

These policies are subject to review and change as per the needs of time and keeping academic interest and priorities of the institute in mind. Any changes will be notified and enforced without any discrimination.

The institute boasts state-of-the-art infrastructure for its students. All these facilities go a long way in ensuring a perfect ambience for academic pursuits. It has spacious and well-ventilated classrooms and has acoustics with audio-visual facilities that provides excellent academic ambience to the students. Teaching learning process blended with traditional methods and ICT enabled teaching at the institute improves understanding, engagement and performance of the students. DYPIHMCT multi-disciplinary faculties are drawn from the cream of academics as well as industry. Diverse backgrounds and immense experience of the faculty members provides valuable insights and facilitate the honing of student's individual capacities to the optimum level and play an important role in shaping the student's personality, knowledge and career. Effectiveness in teaching learning process is achieved by successful accomplishment of theory and practical along with tutorials, remedial and orientation / expert lectures.

Dr. D. Y. Patil Institute of Hotel Management and Catering Technology supports the principles of equal opportunity in education. The institute seeks to ensure that no student will encounter discrimination in education on the basis of age, color, disability, national origin, race, religion\

or sexual orientation. As per the regulatory guidelines the institute has constituted Anti ragging committee and anti-discrimination Cell. A proactive internal compliant committee (ICC) ensures safety of female students and employees.

Overall student's development is monitored by mentoring system with the objectives to provide guidance and support to the students, to improve student- teacher relationship, to improve overall performance of the students and to help students in identifying various options for their career and future. Taking into consideration student centric learning process and in order to bridge the curricular gaps, various curriculum enrichment programs through add-on courses, guest lectures, seminars, workshops, etc. shall be designed in discussion with IQAC

I. Programme Committee / Institute Level Curriculum Implementation UnitICIU)

The Teaching and Learning process in the institute shall be planned and monitored by Programme / Academic / ICIU Committee which constitutes of Principal, Academic coordinator, Academic in - charge, HODs, Class teachers and class representatives. Programme committee shall plan and monitor the teaching learning activity.

Academic Calendar

At the start of the semester / year, programme committee of the institute shall prepare an Academic Calendar, in accordance with SPPU calendar and. The calendar shall summarize planning of various teaching / learning, examination co-curricular, extra-curricular and training and skill development activities. The probable dates for all the activities to be conducted in the academic year shall be discussed and displayed in co-ordination with respective committee in- charges. The actual execution as per plan shall be monitored by the academic committee on monthly basis and the review of activities conducted should be submitted to the Principal.

Subject Distribution and time table

At the start of the semester, the workload distribution and the subject allocation to the faculty shall be done at the department level. Accordingly, time tables shall be prepared and displayed by the programme committee for the students and circulated amongst the staff.

Academic Monitoring System

Programme committee members and HODs shall monitor academic practices for:

› Conduct of prescribed theory and practical by subject teacher

› Course content and its effective delivery

› Usage of different pedagogical teaching methods

› Unbiased evaluation in continuous assessment and examinations

› Syllabus completion

› Student attendance

› Improvement in Student Performance

II.   Academic Delivery:

The number of theory and practical hours for each subject and number of working days for the semester/ year shall be completed as prescribed by regulatory guidelines.

The concern faculty shall prepare the course outcome. Based on proposed number of teaching days, subject teacher should plan course content delivery. Every faculty shall submit term wise teaching plan for their respective subjects (Theory and Practical) to the academics after verification by Head of the Department and approved by Principal.

The record of the conducted theory, tutorial and practical shall be maintained by the subject teacher which shall be verified periodically by Head of the Departments, Academic in-charge and Principal. The syllabus completion report shall be submitted to the academic section after completion of the semester.

In case, if the required number of working days is not met due to unavoidable reason, the academic committee shall plan extra working hours to complete the portion in the stipulated time frame.

Conduct of theory / practical classes

› Prepare lecture-wise lesson plan / practical plan and follow it strictly.

› Prepare course content

› Share course materials with students through DPU ERP Portal.
› Promote higher cognitive learning modules in the class including experiential

  learning, participative learning and problem based learning.

Subject Teachers Should -

› Take revision in form of discussion, MCQ/ assignments.

› Discuss university question papers and guide students for model answers.

› Special attention towards slow learners to cope with the difficult concepts.

› Submit the records of tutorials at the end of semester/ year.

Orientation / Expert Lectures -

Orientation should be conducted by the faculty with sound subject knowledge. Adequate lectures shall be planned by the subject teacher in concern with the expert.

Expert should orient students about -

› The subject university question paper and writing pattern.

› The importance of the subject for higher classes/studies.

› Time management and scoring in the subject.

› Overall motivate and boost student confidence.

Conduct of Remedial classes -

Remedial classes shall be conducted for the students who had backlog in previous semester. HODs in consultation with academics shall allot the subject teacher to conduct remedials.

Subject Teacher Should -

› Cover the topics from the syllabus and those where students are finding difficulty.
› Discuss university question papers and guide students for model answers.

› Take revision in form of MCQs, assignments, etc.

› Submit the records of remedial at the end of the semester/ year.

III. Co-curricular and Extra-curricular activities

Various co-curricular and extra-curricular activities shall be conducted by the respective committees.

Code of conduct for students:

All the students of the institute shall strictly follow the below mentioned rules and regulations:

1. Ragging is strictly prohibited within / outside campus. Defaulters will be dealt as per Maharashtra Anti- Ragging Act, 1999.

2. First week formalities: (For newly admitted students)

3. Students shall fill up enrolment form / eligibility form as per the schedule notified after completion of admission process

4. Students should sign anti-ragging affidavit as per guidelines

5. Student shall collect identity card and library cards.

6. 80% attendance (As per PCI norms) for both theory and practical classes separately shall be mandatory to appear for sessional (Internal) and University end semester examinations. If mandatory attendance requirement is not achieved, the student will be detained from sessional and end semester examination.

7. In case of leave (less than 5 days), students should get the leave sanctioned from mentor and class teacher. If more than 5 days leave, students need to get it sanctioned by Principal.

8. In case of medical leave, application with medical certificate needs to be submitted.

9. In case of confide reason, the college authority should be informed well in advance about probable absentee with a mandatory condition to maintaining minimum 80% attendance.

10. Every student shall carry valid college I-Card in the college and campus premises.

11. No student shall come late or leave earlier without prior permission and must follow the time table. No late entries shall be entertained.

12. Every student will have one allotted class teacher and mentor to address academic / personal problems.

13. Students should issue practical journal from the stores.

14. In lab hours, students should be in lab coat and cap along with their lab record book.

15. Unless Journal is completed for the earlier exercise he/she will not be allowed in the practical laboratory for the next practical.

16.   Students with certified journals will only be eligible for practical examination.

17.   The use of mobiles is strictly prohibited in the laboratories, classrooms, library and corridors. In case of emergency, use of mobiles in the common room is allowed.

18.   The students should be in college uniform.

19.   Students are advised to see the academic, examination and account notice board and official WhatsApp group daily.

20.   Discarding papers and similar materials in the campus or corridor is strictly prohibited.

21.   Students are neither allowed to sit on the steps, fence walls or loiter in the corridors. Loud talking near and around the library, staff room and passage shall be punishable.

22.   Monthly student performance record including academic performance and attendance report will be communicated to parents.

23.   Students should to maintain discipline and decorum in the classrooms, laboratories, and library and within the institute premises. Any kind of misbehaviour in the college campus will not be entertained.

24.   Students should not damage college property.

25.   Student should not be involved in anti-national/social/racial activity.

EXAMINATION POLICY

Examination policies are based on the rules and regulations of the Savitribai Phule Pune University (SPPU). All the work in Examination section is governed by SPPU & monitored by the Head of the Institute (Principal). All the university procedures related to examination are mostly through the online system.

Committee:

Sr. No.	Designation
1.	Principal (Chairperson)
2.	Chief Exam Officer
3.	Senior Exam In-charge

Following are the policies related to various activities of the examination-

Eligibility:

Admissions to First year BHMCT, is based on government rules and regulations & by Directorate of Technical Education, Maharashtra (Government quota and Institute Level quota). Once admission process is finished by Directorate of Technical Education, important process to be completed as per SPPU norms is to verify the eligibility of every newly admitted student for the course in Institute. It is online process. Students are instructed for filling eligibility forms as and when notification is received from SPPU. Once the documents are received then as per university proforma, institute uploads the documents on given SPPU portal. University then approve the eligibility and a unique Eligibility Number is allotted to every registered student, which is necessary for filling all online forms of the University.

Admission to BSc HS, is based on the guidelines from SPPU. The eligibility of newly admitted students is verified through online process. Students are instructed for filling eligibility forms as and when notification is received from SPPU. Once the documents are received then as per university proforma, institute uploads the documents on given SPPU portal. University then approve the eligibility and a unique Eligibility Number is allotted to every registered student, which is necessary for filling all online forms of the University

Following are Courses and Qualifications required for Eligibility given by SPPU Pune-

Courses & Eligibility Criteria-

Sr. No.	Name of Course	Qualifications required for Eligibility
1.	Bachelor of Hotel management & Catering technology (BHMCT)	Candidate should have passed the H.S.C. (Std. XII) examination of Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent examination in Science/Home Science Commerce/Arts/MCVC with English as one of the subject and secured minimum 45% marks in aggregate (40% marks in aggregate for reserved class category candidates belonging to Maharashtra State only).
2.	Bachelor of Science in Hospitality Studies (BSc HS)	Candidate should have passed the H.S.C. (Std. XII) examination of Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent examination in Science/Home Science Commerce/Arts/MCVC with English as one of the subject and secured Minimum 50% marks in aggregate for Open category (45% marks in aggregate for reserved class category candidates belonging to Maharashtra State only).

Examination Form Process:

To appear for examination, every registered student has to fill the examination form. Examination form filling process of SPPU is an online process. College informs students as & when the process starts.

a. Exam form filling schedule:

Examination section prepare notice and circulate it to all students. Exam in-charge guides students to fill the required information in exam form. Exam in-charge verify it and if there are any problems in form filling, examination section forward the problems to university by mail to exam support, which then solve the problems and inform to exam section regarding status of problem. Examination section then informs concerned students through class coordinator to complete his/her examination form filling.

b. Examination form fees payment:

Exam fees is received by institute account section and paid to University on behalf of students. Examination accountant cross verify the payments and generate reports. If any problem occurs in examination form payment system, then it is solved by accountant by contacting SPPU.

c. Collection and approval of examination forms:

Online filled exam forms and fee receipts of a class are collected by admin office. They verify the forms in all respects. All received forms are in-warded by admin office. This process is completely online. Examination section once again informs students to submit their examination forms through class coordinators (Those who have not submitted till last date).

d. Examination forms with late fees:

Students have to pay late fee as charged by SPPU (amount of late fee appears on exam form by default) if the forms are submitted after the given date of submission. However, SPPU allows students to submit form with late and super late fee. All the other procedure remains as mentioned above.

e. University PRN:

Once the process of uploading examination forms is completed, challan is generated online and an examination fee is transferred to university against all registered students. University gives number to students in First year which is unique, called as Permanent Registration Number (PRN), which is then required till completion of course. PRN is reflected on hall ticket.

Summary & Time Table:

   University send Hall tickets/Name List and Summary of Examination, which is then generated through online examination portal (http://exam.unipune.ac.in/Pages/CollegeLogin.html). Admin office distributes hall tickets to the students. In the mean period, University declares schedule for practical /oral and theory examination which is then informed to all departments.

Internal evaluation and Theory Examination:

For the current pattern applicable to respective classes of BHMCT and B.Sc. HS, evaluation patters are divided into three parts:

a) Internal evaluation   b) Practical evaluation   c) External theory evaluation

Internal evaluation-

Class Test – Class test is based upon chapters of each course subjects completed within 40 to 45 days from the day of commencement of semester. The class test is conducted out of 20/25 marks as per applicable pattern of BHMCT and B.Sc. HS. It is conducted in written and time allotted is 1 hr.

Assignment – As prescribed in the syllabus of concern course, assignments are given to students. Each assignment is assessed separately and average or sum total marks, (as per pattern applicable) of the assignments are considered in internal assessment.

Preliminary Exam – Exam is based upon the entire syllabus of the course at the end of semester (a month prior to SPPU final theory examination). The exam is conducted out of 50/60/70 marks as per applicable pattern of BHMCT and B.Sc. HS. It is conducted in written and time allotted is 2hrs/2.15 hrs. / 3hrs (depending upon credits /marks)

Online Mode:

The class test and prelim examination are conducted online through the ERP platform. For the online mode, multiple choice questions are designed by each subject teacher. The question bank is uploaded on ERP through ERP profile of concerned subject teacher. The subject teacher then creates online exam and publishes examination for respective class.

Subject teacher is expected to be available for any problems of the students such as network failure during examination hour.

Grievances:

In case of any grievances related to internal evaluation, use the ERP generated mark sheet. If multiple tests of the same subject are conducted in one semester, then use the mark sheet which shows higher marks of student.

Practical Evaluation:

Practical examination is conducted before SPPU theory examination. Institute declares class-wise schedule of practical examination.

Internal Evaluation- As mentioned in syllabus, each student is evaluated at the end of the practical session during the course of curriculum. The average of the performance of the student is considered in internal marks of the practical.

External Evaluation- An industry expert or a teaching faculty from other institutes is appointed as external examiner. External examiner then evaluates every student on the day of practical examination.

Once the statement of internal and practical marks of each subject is prepared, marks are uploaded on SPPU portal by concern subject faculty members.

External theory Evaluation:

The external theory examination is conducted as per the schedule declared by the university. Institute conducts theory examination following the guidelines given by university. Appointment of external senior supervisor is done by the university and conveyed to institute prior to commencement of exam session.

Central assessment programme (CAP):

As per revised pattern and syllabus in 2017(and amended in 2019), evaluation of external theory exam of F. Y. BSc HS is executed by the concern institute. As amended in 2019, institute evaluates external theory papers and marks are submitted on SPPU exam portal.

Sr. No	Designation
1.	Principal (Director)
2.	Assistant to Director
3	CAP in-charge
4	Assistant to CAP in-charge

Committee appoints internal examiners to evaluate theory papers of all the courses of F. Y. BSc HS. Result is declared within 45 days from the last date of examination.

Revaluation:

Revaluation link is kept open by SPPU after the declaration of result for students who are willing to get their paper reevaluated. As a first step, SPPU offers students to see photocopy of evaluated paper through e-mail. Students may apply for further re-evaluation if needed. SPPU charges fees for each subject separately. Students applying for re-evaluation have to submit hard copy of online application along with fees, which is then transferred to SPPU by institute.

Re-evaluated results are published separately by SPPU and new mark sheet is generated for individual student.

MENTORING POLICY

1. The institute has adopted the mentoring/parenthood system with the following objectives:

   › To provide guidance and support to students

   › To improve student – teacher relationship

   › To improve overall performance of the students.

   › To help students in discovering various options for their career and future.

2. Each mentor/teaching faculty is assigned as guardian for 20-25 mentees/students.

3. The mentors are instructed to take meeting weekly with the mentees to continuously assess, monitor, counsel and give possible guidance to the mentees.

4. Mentors shall counsel the students on the following points:

   › Daily attendance

   › Academic Performance

   › Extra and Co-curricular performance

   › Career Development and Personal development including communication and soft skills

   › Interpersonal relationship and social responsibilities

5. During counselling sessions, mentors are expected to be co-operative and kind towards the students to gain their full confidence.
6. Mentors are instructed to record the details o each student in the provided format.
7. Mentors shall maintain the confidentiality about the personal information shared by the students.
8. All the information, instructions, notices should be communicated to the mentees through group representative of the batch.
9. Mentor should sanction leave (max 5 days to the mentee based on the total attendance and should communicate same to class teacher.
10. Mentors should recommend students for co-curricular and extracurricular activities as and when required to the respective head.
11. Every month report (orally0 of all the mentees should be given to head mentor of the class in the meeting.
12. Case study observed during/within semester should be reported to mentoring committee.
13. Mentor will be solely responsible and answerable for the group of students.

RESEARCH POLICY

The institute is committed towards achieving and maintaining the standards of integrity and fairness in the conduct of research by both its staff and research students.

The institute seeks to build and sustain a rich research environment by striving to:

- Foster an environment conducive by promoting and fascinating research activities.

- Encourage scientific temperature, research culture and aptitude.

- Provide a foundation for inculcating creative thinking and scientific approach in all domains of sciences thereby promoting an interdisciplinary approach for research.

- Practice high standards of ethics in research inputs process and out.

- Foster academia industry partnership through collaborative research consultancy.

- Create a platform of dissemination of research findings.

- Facilitate resource mobilization and capacity building to facilitate high quality research.

- **Guidelines for the promotion of Research Activities / Joint Collaborative Projects / Consultancy Activities within the Departments / Industries / Academic Institutes.**

    1. The faculty and students should participate in research activities to improve their technical skills and knowledge.

    2. The faculty should undertake joint collaborative projects and consultancy activities in them of expertise.

    3. Faculties should identify and approach suitable industries to propose their specific research schemes with proper NDA.

    4. The faculty should establish network with institute / industries for identification of potential partners for collaborative research

    5. In such cases (collaborative work) the institute should preferentially sign the Memorandum of Undertaking (MOU) or agreement which clearly states the terms and condition to carry out the work.

6. In case of consultancy activities, the work can be allotted to Departments/ Investigators pertaining to the required area of expertise.

7. Due care should be taken (terms specified in MOU) to minimize and avoid exposure of the faculty and the institute to litigation, liability and conflicts of interest.

8. The R and D facilities / resources (infrastructural / instrumental / laboratory / library) in the institute should be appropriately utilized to maximize the output generated.

9. The MOU / Agreement should provide clarity and transparency with regard to ownership of invention under a collaborative programme.

10. The faculty should be encouraged to function as guides and co-guide for monitoring research activities.

11. The R and D cell should assist / guide the faculty towards submission of research projects to obtain research grants from various funding bodies.

12. In house training activities should be conducted periodically to provide opportunities for skill up-gradation amongst the faculty and students.

13. Ethical practices should be followed during the conduct of animal experimentations as per the guidelines of CPCSEA and OECD.

14. Each faculty member guiding M. Pharm students for their dissertation work must publish a minimum of one research paper in National/International journals of repute.

15. In case of faculty guiding PhD students the guides should ensure that each student should publish a minimum of two research papers in cited National / International journals.

16. The faculty should be encouraged to undertake research projects with emphasis on interdisciplinary / multi-disciplinary approach.

17. The R and D cell should make provisions for conduct of workshops / conference / training sessions to supplement the academic and research activities. Faculty should also participate and present their research findings in various National / International workshops / conferences.

18. The research output, in case patentable, the institute will provide necessary assistance in filing IP.

19. Such IP rights should be routed through the institute or otherwise can be filed individually with prior permission of the concerned authorities. Clarity and transparency should be maintained.

20. Efforts must be taken to develop the scientific temperament and inculcate research culture and aptitude among the students through the following activities
› Motivation to undertake research projects with commercial application
› Undertaking training / research work in pharmaceutical industries
› Encouragement to participate and present their research work in research competition / conferences etc.

- **Guidelines for implementation of the Funded Research Projects**

1. For the research projects which are funded through various bodies (SPPU / AICTE / Industries) the institute has made provision of separate bank account to enable smooth conduct of research work.

2. For projects sanctioned through SPPU, Pune an Academic and Research co-ordinator (ARC) is appointed to ensure smooth implementation of project.

3. The Principal Investigator (PI) / Co-investigator are required to submit their requirement for sanction / purchases to be made (Laboratory chemicals / consumables / instruments etc.) to the institutional stores.

4. The institutes also provide autonomy to the principal investigators for utilizing contingency amount for procurement of suitable items for carrying out the research work.
5. The ARC should co-ordinate with various bodies for timely release for grants to imitate and run the project.

6. The PI/ Co-investigator should submit the report of the work done with audited statement of the expenditure at timely intervals as required by sanctioning body.

7. On completion of the research project the PI / Co-investigator should submit the final report of work completed with utilization certificate to the funding authorities.

8. The institute will support the PI by providing the facilities / resources (infrastructural / instrumental / library) available in the institute to maximize the output generated.

- **Guidelines to check malpractices and plagiarism in research**

1. Research work carried out by the undergraduate, post graduate, doctoral students in the institute should be critical monitored by their allotted research guides.

2. The R and D committee should supervise the research work as and when required.

3. For the doctoral research work the research guides should forward a copy of the synopsis to the Ph.D review committee to scrutinize the eligibility of the PhD thesis before submission to the SPPU.

4. It is mandatory to submit certificate from the research students and guide stating that the work carried out is original and references and other contribution have been duly acknowledged.

5. The research work / PhD thesis should be checked for any plagiarism prior to submission as per SPPU guidelines.

- **Guidelines for Ph.D. scholars**

1. The research scholars registered for PhD at the centre are strictly adhere to the guidelines laid down by SPPU.

2. The research scholar should carry out their research work and report to their guides at specified periods.

3. The research scholars are required to submit their progress reports at specified intervals for forwarding to the SPPU.

4. The research scholars should follow the norms and regulation of the institute to avoid any disciplinary action.

5. Research scholars should follow Good Laboratory Practices (GLP) during conduct of any experiments at the institute.

6. The research scholars should publish a minimum of two research papers in cited National / International journals prior to forwarding of their synopsis for thesis submission to SPPU.

7. Research work carried out should be original and references and other contribution should be duly acknowledged.

8. The research work / PhD thesis / Research Papers submitted for publication should be checked for any plagiarism prior to submission as per SPPU guidelines.

9. The plagiarism report should be certified by guide prior to submission.

10. If IP is generated through the research work the IP rights should be routed through the institute. Any other provision should be executed with prior permission of the concerned authorities. Clarity and transparency should be maintained.

IT POLICY

Introduction

- **Academic Freedom:** Academic freedom is a fundamental Institute value. This Policy will be administered in a manner that supports the principle of academic freedom.

- **Supportive Academic Environment:** The Dr. D. Y. Patil Institute of Hotel Management & Catering Technology, Tathawade, Pune - 33 seeks to provide a supportive working, living, learning and clinical environment. To accomplish this, we actively look for ways to encourage exchange and discourse, to bring together faculty, students, and staff, and to build a community that encourages all of its members to succeed and grow.

- **Accountability for Institute Resources:** All members of the Institute community have responsibility to protect its resources for which they have access or Custodianship. Members of the Institute community are accountable for their access to and use of its resources.

- **Personal Use and Privacy:** The Institute recognizes that students, faculty and staff have reasonable expectations of privacy in their uses of Information Technology Resources. However, rights to privacy are constrained in the institute environment because

  1. The institute owns and supplies these Information Technology Resources to its faculty, staff and students fundamentally for the purpose of accomplishing its academic missions,
  2. The Information Technology Resources contains many closely shared environments and resources and the rights of other users must be taken into account
  3. Legal and ethical restrictions apply. Individuals may have access to unconstrained use through private or commercial systems located at their residence or elsewhere. Resources or systems owned and maintained by the Institute for the benefit of the academic community are primarily intended for use for the Institute, not personal or business communications.

Scope of IT policy

- **People to Whom Policy Applies:** This Policy applies to everyone who accesses Institute Information Technology Resources, whether affiliated with the Institute or not, whether on campus or from remote locations, including but not limited to students, faculty, staff, contractors, consultants, temporary employees, guests, and volunteers. By accessing Institute Information Technology Resources, the user agrees to comply with this Policy.

- **Definition of Information Technology Resources:** Information Technology Resources for purposes of this Policy include, but are not limited to, Institute-owned transmission lines, networks, wireless networks, servers, exchanges, internet connections, terminals, applications, and personal computers. Information Technology Resources include those owned by the Institute and those used by the Institute under license or contract, including but not limited to information recorded on all types of electronic media, computer hardware and software, paper, computer networks, and telephone systems. Information Technology Resources also includes, but is not limited to, personal computers, servers, wireless networks and other devices not owned by the Institute but intentionally connected to the Institute-owned Information Technology Resources (other than temporary legitimate access via the world wide web access) while so connected.

Aims of IT Policy

DPU Information Security Policies are necessary to ensure that important data, Institution plans and other confidential information are protected from theft or unauthorized disclosure. If employees of any organization are not aware of these policies, they will not know what is expected of them when they handle such confidential information.

› Empowering citizens, managers and other stakeholders by enabling online teamwork for increased participation, collaboration and information sharing through the use of email, the Web and other remote collaboration tools.

› Enabling the rapid creation and inexpensive distribution of educational information and knowledge.

› Encouraging professional development, in service training, remote support and mentoring for lifelong learning for teachers, managers and other citizens.

› Facilitating fast and easy access to information and expertise around the world.

› Increasing motivation through the use of multimedia (sound, video, graphics, animation and text.)

› Allowing each student to learn at his/her level and speed thereby giving pupil's greater control over their own learning.

› Enhancing the development of the abilities of mentally and physically challenged students.

› Promoting active rather than passive learning.

› Engaging students in research, data analysis and problem solving, thereby facilitating higher-order thinking processes such as synthesizing, interpreting and hypothesizing.

Policy Statement

"It shall be the responsibility of the I.T. Department to provide adequate protection and confidentiality of all corporate data and proprietary software systems, whether held centrally, on local storage media, or remotely, to ensure the continued availability of data and programs to all authorized members of staff, and to ensure the integrity of all data and configuration controls."

Benefits of Information Technology

› Information Technology can affect in the spread of education and to enable greater access to it. IT increases flexibility so that students can access educational resources regardless of time and geographical barriers. They can affect the way that students are given instruction and how they learn. They enable collaborative development of skills and abilities to create knowledge. This as a result will bring a better preparation for students, lifelong learning and the opportunity to join industry.

› Increase access, Flexibility of content and distribution Combination of education and work the methods are focused on the student.

› High quality, cost-effective professional development in place of labor. Improve the skills of employees, increase of productivity. Developing a new culture of learning. Sharing of costs and timing of training among employees.

› Increased capacity and cost effectiveness of the system education. Achievement of target groups that have limited access to traditional education. Support and improve the quality and relevance of existing structures of education. Provide links to education institutions and curricula with the networks.

› IT can also help improve the performance of knowledge workers and enhance organizational learning. Externally, it can improve the performance of knowledge workers in customer, supplier and partner organizations; add information value to existing products and services; create new information-based products and services.

› In terms of Functionality and Flexibility, internally IT can help improve infrastructure performance thus increasing functionality and the range of options that can be pursued. Externally, it can help create an efficient, flexible online/offline platform for doing coordination with educational Organizations.

Limitations of IT use in Education

› IT as a modern technology that simplifies and facilitates human activities is not only Advantageous in many respects, but also has many limitations. Many people from inside and outside the education system, think of IT as "Panacea" or the most important solution to institution problems and improvements. However, many conditions can be considered as limitations of IT use in education. The limitations can be categorized as teacher related, student related, and technology related. All of them potentially limit the benefits of IT to education.

› The other limitation of IT use in education is technology related. The high cost of the technology and maintenance of the facilities, high cost of spare parts, virus attack of software and the computer, interruptions of internet connections, and poor supply of electric power are among the technology related limitations of IT use in education.

Summary of Main Security Policies

› Confidentiality of all data is to be maintained through discretionary and mandatory access controls, and wherever possible these access controls should meet with security functionality.

› Internet and other external service access are restricted to authorized personnel only.

› Access to data on all laptop computers is to be secured through encryption or other means, to provide confidentiality of data in the event of loss or theft of equipment.

› Only authorized and licensed software may be installed, and installation may only be performed by I.T. Department staff.

› The use of unauthorized software is prohibited. In the event of unauthorized software being discovered it will be removed from the workstation immediately.

› Data may only be transferred for the purposes determined in the Organizations' data-protection policy.

› All diskette drives and removable media from external sources must be virus checked before they are used within the Organization.

› Passwords must consist of a mixture of at least 4 alphanumeric characters, and must be changed every 30 days and must be unique.

› Workstation configurations may only be changed by I.T. Department staff.

› The physical security of computer equipment will conform to recognized loss prevention guidelines.

› To prevent the loss of availability of I.T. resources measures must be taken to backup data, applications and the configurations of all workstations.

Virus Protection

› The I.T. Department will have available up to date virus scanning software for the scanning and removal of suspected viruses.

› Corporate file-servers will be protected with virus scanning software.
› Workstations will be protected by virus scanning software.

› All workstation and server anti-virus software will be regularly updated with the latest anti-virus patches by the I.T. Department.

› No disk that is brought in from outside the Organization is to be used until it has been scanned.

› All systems will be built from original, clean master copies whose write protection has always been in place. Only original master copies will be used until virus scanning has taken place.

› All removable media containing executable software (software with .EXE and .COM extensions) will be write protected wherever possible.

› All demonstrations by vendors will be run on their machines and not the Organizations'.

› Shareware is not to be used, as shareware is one of the most common infection sources. If it is absolutely necessary to use shareware it must be thoroughly scanned before use.

› New commercial software will be scanned before it is installed as it occasionally contains viruses.

› All removable media brought in to the Organization by field engineers or support personnel will be scanned by the IT Department before they are used on site.

› To enable data to be recovered in the event of virus outbreak regular backups will be taken by the I.T. Department.

› Management strongly endorses the Organizations' anti-virus policies and will make the necessary resources available to implement them.

› Users will be kept informed of current procedures, policies and notified of virus incidents

› Employees will be accountable for any breaches of the Organizations' anti-virus policies.

› Anti-virus policies and procedures will be reviewed regularly.

› In the event of a possible virus infection the user must inform the I.T. Department immediately. The I.T. Department will then scan the infected machine and any removable media or other workstations to which the virus may have spread and eradicate it.

Access Control

› Users will only be given sufficient rights to all systems to enable them to perform their job function. User rights will be kept to a minimum at all times.

› Users requiring access to systems must make a written application on the forms provided by the I.T Department.

› Where possible no one person will have full rights to any system. The I.T. Department will control network/server passwords and system passwords will be assigned by the system administrator in the end-user department.

› The system administrator will be responsible for the maintaining the data integrity of the end-user department's data and for determining end-user access rights.

› Access to the network/servers and systems will be by individual username and password, or by smartcard and PIN number/biometric.

› Usernames and passwords must not be shared by users.

› Usernames and passwords should not be written down.

› Usernames will consist of initials and surname.

› All users will have an alphanumeric password of at least 4 characters.

› Passwords will expire every 30 days and must be unique.

› Intruder detection will be implemented where possible. The user account will be locked after 5 incorrect attempts.

INSTITUTIONAL POLICY DOCUMENT

› The I.T. Department will be notified of all employees leaving the Organizations' employment. The I.T. Department will then remove the employee's rights to all systems.

› Network/server supervisor passwords and system supervisor passwords will be stored in a secure location in case of an emergency or disaster, for example a fire safe in the I.T. Department.

› Auditing will be implemented on all systems to record login attempts/failures, successful logins and changes made to all systems.

› I.T. Department staff will not login as root on to UNIX, Linux systems, but will use the SU command to obtain root privileges.

› Use of the admin username on Novell systems and the Administrator username on Windows is to be kept to a minimum.

› Default passwords on systems such as Oracle and SQL Server will be changed after installation.

› On UNIX and Linux systems, rights to RLOGIN, FTP, TELNET, SSH will be restricted to I.T. Department staff only.

› Where possible users will not be given access to the UNIX, or Linux shell prompt.

› Access to the network/servers will be restricted to normal working hours. Users requiring access outside normal working hours must request such access in writing on the forms provided by the I.T. Department.

› File systems will have the maximum security implemented that is possible. Where possible users will only be given Read and Files scan rights to directories, files will be flagged as read only to prevent accidental deletion.

GRIEVANCE REDRESSAL MECHANISM

A grievance is a formal complaint that is raised by any stack holder towards any other individual or group or committee or administration within the institute.

Grievance Redressal will primarily cover the receipt and processing of complaints from students, parents and staff, a wider definition includes actions taken on any issue raised by them to avail services more effectively at the institute.

Anyone who belongs or related to organization can file a grievance including staff, students and parents. The acceptance of the grievance is subject to verification of association of the candidate to the institute and relevance of the grievance to above-mentioned heads. Once the grievance is verified, it will be forwarded to concern office. The identity of the complainant will be kept anonymous if required.

Grievance Redressal typically covers the following areas:

- Grievance related to Ragging

- Grievance related to caste discrimination

- Grievance related to sexual harassment

GRIEVANCE MECHANISM FOR RAGGING

The Honourable Supreme Court of India admitted and heard the above referred SLPs in relation to the menace of ragging in Technical Institutions/ Universities/ Colleges in the Country. In this connection, a committee headed by Dr. R. K. Raghavan, former Director of CBI, for giving specific recommendations on effective prevention of ragging in educational institutions was constituted by the apex court. Accordingly, the Committee had carried out a very detailed study on the various factors contributing for ragging and collected the public opinion. Further, the committee had submitted a detailed report with suitable recommendations and measures required to effectively curb the menace. The recommendations of the committee were duly accepted and the following directives have been issued to all the educational institutes for necessary implementation by the Honourable Supreme Court.

I. Factors enlisted by the committee:

1. Primary responsibility for curbing ragging rests with academic institutions themselves.

2. Ragging adversely impacts the standards of higher education.

3. Incentives should be available to institutions for curbing the menace and there should be disincentives for failure to do so.

4. Enrolment in academic pursuits or a campus life should not immunize any adult citizen from penal provisions of the laws of the land.

5. Ragging needs to be perceived as failure to inculcate human values from the schooling stage.

6. Behavioural patterns among students, particularly potential 'raggers', need to be identified.

7. Measures against ragging must deter its recurrence.

8. Concerted action is required at the level of the school, higher educational institution, district administration, university, State and Central Governments to make any curb effective.

9. Media and the Civil Society should be involved in this exercise.

II. Recommendations approved by the Supreme Court.

1. The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report must be filed without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly With the police, that will not absolve the institutional authority from the requirement of filing the FIR.

3. In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution.

4. It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure, action can be taken; for example, denial of any grant-in-aid or assistance from the State Governments

5. Anti-ragging committees and squads shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is noticed that there is any deviation, the same shall be forthwith brought to the notice of this Court.

6. Monitoring Cell: Every institution shall, at the end academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for fresher's, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of on one Mentor for six fresher's and one Mentor of a higher level for six Mentors of the lower level.

7. The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

III. Action Taken by the Institute:

A. Formation of Committees & Squads -

Complying with the directives of the Hon'ble Supreme Court of India, the institute has formed the Anti-ragging committees and squads for tackling the menace of ragging and overseeing the implementation of Ale provisions of the verdict with immediate effect.

B. Permanent hoardings / banners have been erected in prominent places within the institute to insist the students to prevent or not to indulge in ragging and also indicating there in the names of the officials and their telephone numbers to be contacted in case of ragging.

C. Undertaking from Students and Parents -

Student of the College and his / her parents and, or Guardian are hereby required to submit a combined undertaking at the time of registration. All concerned officials of the Institute, students, parents and guardians of the students, members of Anti-ragging committees & Anti-ragging squads are hereby requested to adhere to the stipulations and effectively monitor and comply with the provisions made in the directives.

INTERNAL COMPLAINT COMMITTEE

In accordance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and as per the notification of Savitribai Phule University (Circular Ref. No. MVVM/21, DATED 28.01.2015), DYPIPSR has constituted the Internal Complaints Committee (ICC) for the process of prevention and redressal of complaints of sexual harassment.

Roles and Responsibilities

Student including Employees - It is the responsibility of the student / employees to:

- Refrain from committing any which may amount to sexual harassment at the institute

- Report incidents of sexual harassment without fear or favor

- Create an environment conducive for growth and development without fear ofharassment

- Seek advice and clarifications from the ICC as and when required

Heads of all Administrative / Academic committees

- Ensure that there is no hostile working environment in the institute.

- Ensure that all the staff of the section/department are aware of the purpose of thepolicy.

- Report any complaint or grievance received, immediately to the concernedauthorities.

- Ensure that no victimization of the aggrieved party takes place at the institute where the supposed action is said to have taken place.

Policy

DYPIHMCT is committed to creating a healthy, conducive working environment that enables the students and employees (Teaching and Non-teaching) to carry out their work without any fear of gender bias, prejudice and sexual harassment. The institute is also committed to foster an environment of mutual respect and dignity of all its students and employees.

Keeping this in view, all the employees/students must be sensitive to acts of conduct which may be considered offensive by fellow personnel and must refrain from engaging in such conduct. The institute will not, under any circumstances, condone or tolerate any such acts that may constitute to sexual harassment in the institute.

DYPIHMCT abides by the „Vishakha Guidelines" and „The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013" ensuring protection against sexual harassment/ gender inequality.

Procedure for Filing Complaints

Any employee/student of DYPIHMCT who feels is being sexually harassed or is being subjected to any disparity on the basis of gender or sex, directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee (ICC) in writing with his/her signature (with date) within three months from the date of the incident.

A complaint must specify the nature of the charge, the date and time of specific event(s), names of witnesses if any, and any evidence that support the allegation(s). In addition, it should also include the contact details of the aggrieved party such as address, contact number, department and name(s) of alleged harasser, etc.

If the complaint has been submitted with any Department Head, the same should be forwarded to ICC for investigations.

Redressal of Complaint

1. Before initiating inquiry into the alleged complaint, at the request of the aggrieved party, the ICC may take step to resolve the matter between theaggrieved party and respondent, through conciliation.

2. Where the settlement has been arrived as per point (1) above, no further inquiryshall be conducted by ICC. ICC shall record the details of the settlement so arrived and forward the same to the employer for necessary action as specifiedin the recommendation.

3. The ICC shall forward the copies of the settlement as recorded under point (2) to the aggrieved party and respondent.

4. Subject to point (3) as above, if the complaint has not been resolved through conciliation, ICC may proceed to initiate inquiry into the complaint. The inquiryshall be completed within a period of 90 days

5. During the pendency of the inquiry, on a written request made by the aggrieved party, ICC may recommend management of DYPIHMCT to

   a.   *Transfer the aggrieved party or respondent to other department/practice.*
   b.   *Grant leave to the aggrieved party up to a period of one months*

6. A copy of the complaint will be forwarded to alleged respondent and ICC shall direct the respondent(s) to submit a written response to the complaint/ allegations within the time period decided by ICC.

7. ICC shall conduct the proceedings in accordance with the principles of natural justice and in line with the Act and this Policy. It shall allow both parties reasonable opportunity of presenting their case. Documents produced by either party shall be affixed with that party's signature to certify the documents as original/true copy (as appropriate).

8. Should the respondent choose not to participate in the proceedings, ICC shall continue the inquiry, ex parte.

9. Minutes of all proceedings of each sitting of ICC shall be prepared and duly signed by the members of the committee.

10. ICC shall record the conclusion of its findings in writing supported with explanations &

11. recommendations and shall forward the same to the administrative section within a period of 10 days from date of completion of inquiry. In case ICC finds that prima facie criminal case exists, the same shall be specifically mentioned in the ICC"s report.

12. If the ICC arrives at the conclusion that allegation against the respondent hasnot be proved, it shall recommend management of DYPIHMCT, to take action against the respondent for sexual harassment as a misconduct in accordance with disciplinary policy of DYPIHMCT.

13. If the ICC arrives at the conclusion that allegation against the respondent has not been proved it shall recommend the management of DYPIHMCT that no action is required to be taken in the matter.

14. In continuation of point (12) above if ICC arrives at conclusion that allegation made against the respondent is malicious and or made with a false intent and or aggrieved party has produced false / misleading document ICC may recommend the management of DYPIHMCT to take action against the aggrieved party in accordance with disciplinary policy of DYPIHMCT.

15. If in the course of the proceedings the committee finds that any person / respondent has victimized the aggrieved party and/ or person assisting the aggrieved party, the committee shall record the same in writing with a recommendation to management of DYPIHMCT to take disciplinary action against such person(s).

Confidentiality

Given the sensitive nature of sexual harassment and its impact on the victim as well as the person against whom such allegations are levelled, DYPIHMCT is committed to maintaining strict confidentiality in relation to such complaints and the resultant inquiry.

The identity and address of the aggrieved person, respondent and witnesses if any, all proceedings, including the statements and other materials, recommendations of the ICC, shall be treated as strictly confidential and the members shall not divulge the details to any other employee within DYPIHMCT or to any person outside the institute.

The ICC should emphasize the necessity for confidentiality to other employees involved in such discussions and the consequence of possible disciplinary action in case of transgression.

Miscellaneous

The ICC shall maintain records of such cases and communicate with the SPPU (Savitribai Phule Pune University, Pune) to which the institute is affiliated every academic year or as and when required.

DYPIHMCT shall conduct necessary communications and training across the institute, with respect to this policy.

Role of ICC

1. To create awareness among the employees including students regarding the constitution of the ICC for looking into complaints of sexual harassment.
2. To register complaint received thereof.
3. To hold inquiry into the complaint to decide whether the facts contained in the complaint make a case of "sexual harassment" in light of the definition contained in the policy
4. To hold meetings to provide an opportunity for both parties to present their case.
5. To summon witness/documents to assess the allegations contained in the complaint
6. To recommend the disciplinary action as per the policy of the institute.
7. To monitor the follow-up action to be taken by DYPIHMCT on recommendations of ICC.
8. To ensure that the details of the complaints and proceeding are maintained strictly confidential.

Possible Disciplinary Actions

1. Permanent transfer or suspension without pay, or both
2. Fine equivalent to 2 month's salary.
3. Stoppage of increment with or without cumulative effect.
4. Reduction in level.
5. Termination/ dismissal from the services of DYPIHMCT.
6. Any other action based on disciplinary Policy

GREEN CAMPUS AND ENVIRONMENT POLICY

Scope

This is a documented strategy of the organization in terms of its actions relating to the environment commitment to sustainability. We are committed to making a positive impact on the environment by developing and implementing effective green practices and procedures as a rule, not as an exception.

We are dedicated to taking the following actions to achieve our green vision

- Reduce the amount of waste and careful disposal of produced waste
- Increase our green knowledge

We will ensure that this policy and all procedures relating to it are understood, implemented and maintained by all institute employees and students.

Objectives of the Policy Document

› To sensitize the students, faculty and staff about green environment and sustainable development

› To educate the students, faculty and staff about green environment and sustainable development measures

› To adopt, enhance and promote the green initiatives to minimize environmental pollution.

Guidelines

- Timely energy, environmental and green audit

  These audits should be carried out from time to and time and necessary corrective measures should be taken

- Limited entry of vehicles

  The entry of vehicles in the campus is limited.

  Further, all the college staff/ faculty/student's members are encouraged to get a emission certification of their vehicle on timely basis.

- Use of Bicycle/ battery powered vehicles is encouraged

  The employees and students are encouraged to use public transport or car pool etc. tolimit the emissions. Further, use of bicycle or battery powered vehicles is encouraged.

- Pedestrian-friendly pathways

  The institute should have pedestrian friendly pathways. Any new modifications made in

the infrastructure should also be with respect to above consideration.

- Ban on use of Plastic

  The college continuously committed to work towards plastic-free

  campus. There is complete ban on single-use plastics in the

  Institution's premises.

- Landscaping with trees and plants

  Plant more trees within and outside campus to clean the atmosphere and keep it green.

- Measures for energy conservation

  All should ensure optimum utilization of lights, fans and other electronic devices, turning them off when not in use.

  The activation of power management systems (power saving modes) in electronic devices like computers, laptops etc. should be done, when not in use.

  Utilization of LED or compact fluorescent bulbs should be done as far as possible.

  The purchase of equipments or instruments should be made in view of energy conservation Utilization of alternative sources of energy should be promoted.

- Digital Library / E-Learning Centre

  All should promote utilization of e-resources like e-books, online journals and soft copies over hard copies/papers wherever possible.

  All should use e-mail/ messaging services for official communications instead of paper as far as possible.

  Utilization of learning management systems and e- platforms should be promoted.

- e-Governance

  Measures should be taken to promote e-governance.

  Printing of documents should be done back to back whenever feasible to avoid use of more papers.

- Waste Management

  All should aptly utilize the dust bins for waste disposal made available at different locations in premises and the campus

  All should strictly exercise separate disposal of dry, wet, electronic and biomedical waste.

The disposal of chemicals and laboratory waste should be done suitably by dilution/chemical treatment method.

- Water management

All are required to use water cautiously.

Suitable measures may be taken to prevent wastage of water in conduct of experiments and other day to day activities.

Measures for conservation of water like water recycling, rain water harvesting systems etc. should be promoted.

While developing a new infrastructure, careful planning should be done with regards to this green and environmental policy.

All should strictly adhere to the above mentioned rules and regulations.

The Policy Document is effective from 1st September 2017 and is subject to review after 5years or as and when required.