POLICY DOCUMENT

IQAC

MIT First Grade College

PROLOGUE

MIT First Grade College (Previously, Gopalaswamy College of Professional Studies) was established in the year 2009 by Maharaja Education Trust(R), Mysuru. The Institute aims at imparting good education with an emphasis on developing the overall personality of its students in addition to instilling moral values. We, in this institution, strive hard to shape the students in such a way that they would transform into an asset to the community and the nation at large.

For the smooth administration of the institution, the IQAC, in conformity with the management, has prepared the policies on different procedural matters concerning various process in the teaching, learning and administration process. This compendium of all policies is brought out for easy reference to all concerned.

PRINCIPAL
MIT FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb,
Fort Mohalla, Mysuru-570 008

01 August 2021
                                                            Principal
                                                            Prof. K Nage Gowda

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Maharaja Education Trust ®
MIT First Grade College
(Affiliated to University of Mysore)
Industrial Suburb, Manandavadi Road, Mysuru -570008

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POLICY ON SLOW AND ADVANCE LEARNER

Guidelines to identify the slow and advance learner:

Identification and support of slow and advanced learners is an important aspect of teaching and learning. Slow and advance learners are identified based on their performance in the first year of under-graduation.

The various parameters that have to be considered while identifying advance learners:

- Academic performance
- Involvement in curriculum
- Confidence
- Interaction

The various parameters that have to be considered while identifying slow learners:

- Interest level
- Less involvement
- Low of confidence
- Irregularity to class

Each faculty shall identify five slow and advanced learners based on grading with the mentioned parameter from a list of ten slow and advanced learners short listed based on academic score. Faculty must submit the same to the head of the department at the beginning of the academic year once the first-year results are announced.

The HOD's shall consolidated the submitted list and select five slow and advance learners with majority vote and notify to all the faculties.

To improve the performance of slow learners the following activities shall be considered for betterment of the students.

Supporting activities for slow learners:

- Counseling
- Remedial classes
- Additional learning resources
- Solving question bank and question paper

Advanced learners are encouraged further to upgrade their knowledge and skills.

Supporting activities for advanced learners:

- Encouragement for self-learning
- Encouraging them to participate in inter-collegiate competition
- Members of various cells and chapters

POLICY ON DIVYANGAN

MIT First Grade College follows the 2006 national policy of the Government of India for Persons with Disabilities. The institution ensures the implementation of the teaching and learning policies for persons with disabilities. The institution strictly prohibits any form of discrimination against persons with disabilities. In fact, persons with disabilities are to be treated as differently abled and considered for our college valuable resource. They are to be given opportunities on par with others. Their rights are to be fully protected. They are encouraged to participate fully in all academic and non-academic activities.

The focus of the policy is on the following:

- The institution will not reject any admission on basis of being differently abled.

- To ensure that the design of the building such as ramp/ lift should be according to the needs of disabled persons.

- To ensure the accessible, gender-sensitive, safe, usable and functional washroom facilities for disabled persons.

- The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright color contrast.

- To ensure the accessibility of software tools and technology for the people with disabilities.

- Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material.

POLICY ON PROFESSIONAL ETHICS

This policy includes the prescribed set of rules and regulations of acceptable behavior by professionals and expected compliance of the rules or standards set in the discharge of their duties.

1. Applicability

This policy document has been prepared by the College as per UGC guidelines and it is applicable to all the staff members directly or indirectly involved in serving the stakeholders of the college.

2. Relevance of Professional Ethics

A professional code of Ethics offers a set of guidelines to institutions which can be used to make appropriate and correct decisions at work place. Setting a professional code of Ethics provide a road map to approach and deal with problems in a morally and socially acceptable manner thereby imbibing honesty and integrity in the institutional ethos and work culture leading to a healthier work environment.

Teachers, as professionals, engaged in the teaching learning process are required to show impartiality, integrity and ethical behavior in the classroom and in their conduct with stakeholders and colleagues. Non-teaching staff members are required to abide by the general ethical standards in offering services to all stakeholders.

3. General Principles of Professional Ethics

- Engage in educational activities in keeping with the vision and mission of the institution.
- Practice the immemorial, virtues of respect and consideration towards all.
- Set high standards of professional conduct; insist on adherence and universal compliance of the same.
- Practice open, honest and inclusive communication strategies with colleagues.
- Maintain confidentiality in professional relationships and adopt professional approach.
- Be responsible, accountable and fulfill all commitments as promised or agreed upon.
- Be punctual and report for work on time.
- Display commitment towards discharging duties with competence.
- Maintain self- discipline, impartiality and objectivity while dealing with others without any preconceived notions or biases
    - Upgrading professional competencies, up-skilling oneself to adapt to the changing

educational scenario to deliver quality education.

- Appreciate, acknowledge and encourage merit at organizational levels.

- Punctuality- All the members of the staff shall discharge their duties with utmost punctuality.

4. Areas for Ethical applications-

- Day to day administration

- Teaching – learning-Evaluation

- Research and Project consultancy

- Professional conduct

5. Role of Institutional Ethical Committee

- Malpractice and Lapses if reported an enquire committee to investigate into reported cases.

POLICY ON RESEARCH

Preamble:

MIT First Grade College is committed to promote research culture and ambience in the institution. The institution motivates the staff and students to take-up research activities. The aim is to motivate, guide and coordinate the initiatives of the staff and students towards research projects,and research publications in accounted journals in sciences and the humanities, organizing of national and international seminars/ conferences, presentation of research papers.

Objectives:

- To create an academic responsiveness amongst the students, researchers and academicians about ethical code of conduct for research publications by developing academic integrity.
- To create academic awareness about responsible conduct of research, promotion ofacademic integrity and prevention of misconduct including plagiarism in academic writing.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research for promotion of academic integrity and deterrence from plagiarism.
- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism.This research policy undertakes to provide a broad framework to guide scholarly researches.

The policy has the following provisions:

- Individual research scholars shall be free to select the subject matter of their research.
- Research scholars shall not violate established professional ethics.
- The committee shall create a suitable ambience to research by providing infrastructure-space,library, and laboratory facilities.
- Any staff desirous of doing research shall seek permission from the management and once theapproval is, he shall register for Ph.D.
- The management on the suggestions made by the research committee shall support the scholar bysanctioning incentives, study leaves, exempting from other duties.
- The researcher shall be bound by the undertaking given in the beginning- he shall complete theproject, he shall follow the research ethics etc.
- The researcher shall report the progress of the research once in every three months and also makepresentations before the committee.
- The researcher shall reimburse the institution for the full amount of allowance received during

theperiod of leave if he/she takes up employment in other organizations.

- The researcher shall publish two research articles in UGC Care list journal and attend at least a fewnational or international seminar/ conferences and make a presentation of at least two papers.
- The College Management desires that every staff to take up research projects – Minor or Majorfunded by UGC, DST, etc.
- The management shall provide infrastructural support to such projects and assist in applying to thefunding agencies.
- The management shall provide TA and DA to those who are presenting papers in the national andinternational conferences as per the service rules.

Safety Policy

The safety policy ensures that the institution has all safety measures in practice to ensure the safety ofits students, who are all women.

- There are security personnel posted at the gates round the clock in shifts.

- Surveillance Cameras are fixed in the entire campus.

- High Compound Walls provide safe enclosure.

- Fire Extinguishers are available at key points.

- Sessions on Disaster Management are conducted by IQAC and NSS to educate the students, teaching and non-teaching staff members on Safety, First-Aid and other life-saving strategies.

- Demonstration of Fire Safety and other techniques by professionals from Department of Fireor other experts in the areas organized every year.

- Entry & exit notebook is maintained to check unwanted entry or exit.

- Apart from these the committee for "Cyber Security and Safety Standards" ensures Cyber safety of students through awareness programmes on potential dangers students may have toface in the virtual world.

- Every department has its own safety measures according to their work environment.

POLICY ON CONSULTANCY

The members of the academic staff of the MIT First Grade College should be permitted to engage themselves in Consultancy practice to such extent, which does not interfere with the discharge of their duties. The reasons being:

- To facilitate industry-institute relationship and upbringing the reputation to the institution.
- Consultancy/Sponsored Research projects provide enrichment of the experience and knowledge through interacting in the professional sphere. The Academics also get a chance of experimenting under actual service conditions.
- It provides financial return (small or large) to, JSS COLLEGE FOR WOMEN(Autonomous) the faculty and the staff in general.

Objective
- To provide a support framework for consultancy activities at MIT First Grade College

Rules
- Staffs have to take prior permission from the HOD and Principal before entering into any consultancy service.
- Management shall decide the revenue sharing if applicable.
- Publication arising from consultancy work shall include the faculty affiliation of the instituteand acknowledge for the facilities used.
- Patents arising from consultancy work if applicable shall be jointly published on the name ofthe authors and the institute.

Policy for Revenue Sharing in Consultancy:
- Institute facilities and resources may be used for consultancy work and must be chargedwith consultancy amount.
- Revenue, after deducting all actual expenses incurred in it, shall be shared between staff and institute as given below,

S. No	Particulars	Staff	College/ Institute
1.	For testing/using the institution space and facilities.	80%	20%
2	For providing services without using the institutional facilities.	90%	10%

SWACHHATA POLICY (CLEANLINESS POLICY)

Institution is a place where many noble thoughts are installed into the young minds. It helps students to grow up into responsible citizens. The college strives to remove the garbage, in its premises, in a scientific way. Students and staff shall join hands to keep college premises clean and beautiful. Students should be role models for others to keep cleanliness. Cleanliness, Personal hygiene, Good sanitation provides a clean college environment for the students to keep them in good health and safe.

General guidelines

- Dust bins must be placed at various places in college campus to segregate collection of waste and promote recycling of waste.
- Students and staff in the college shall be instructed to put waste in appropriate bins so thatthey develop a habit of disposing of waste properly.
- Single use plastic is banned in the college campus.

Rules to be followed to maintain the cleanliness in College Campus
Dos and Dont's
Dos

- Put the waste materials in the appropriate dust bin in order to dispose the waste properly.
- Take care to use the college properties such as Chairs, tables, duster and chalks properly.
- Keep the class room and premises clean.
- Maintain personal hygiene.
- Maintain the toilets clean and hygienic.

Dont's

- Don't throw the papers, chalks or any other waste materials in the class rooms and ground.
- Don't break/damage the college properties.
- Don't write on the walls of the college/class rooms.
- Don't write on the table/desks/benches/plants.
- Don't pluck the flowers and leaves from the school garden.
- Don't use non-recyclable plastic packets and plastic cups.
- Don't walk on lawn in the garden.
- Shun the use of plastic.

Policy Guidelines on Student Financial Aid & Scholarships

Guiding Principles

The Institution is committed to fair and balanced policy on the scholarship/fee concession based on merit, economic need, equal opportunity and socially backward groups. The policy does not discriminate against students based on gender preference, caste, age, faith, or disability. The balance that is achieved in terms of scholarship may depend on specific criteria, but will not violate the basic principles stated above. Below is the summary of criteria that play a role in scholarship decisions.

Scholarship Criteria/Scheme

- **Merit:** This will always play an important role in scholarship decisions. Top scorers in any of the schools will be eligible for scholarship consideration, although the exact scholarship amount and numbers may vary based on the accomplishment of the students. Students need to provide respective proof of academic accomplishment to avail the scholarship.

- **GSI:** On the grounds of sister concern Rs.2000/- for UG extra fee concession will be given to the students of Gopalaswamy Independent PU college in addition to normal concession.

- **MIT FGC PG:** Students who are joining the PG programme in the same institution are provided fee concession as notified in the fee structure for that academic year.

- **Others:** The Management is committed to help weaker section of the community providing fee waive off. The institution always been positive for backward groups as, OBC, SC/ST, and other such groups approved by the Government of India including economically weaker section. A certain percentage of such groups will always receive scholarship every year.

Scholarship Application Process

The students should contact the departmental Office and submit an application. The student is responsible to furnish all suitable documentation to avail scholarship benefit. Such documentation includes proof of merit, recommendation letter for merit scholarship, Government approved proofs for members of backward communities and any other necessary documentation for special relaxation.

Scholarship Approval Process

The Office will review all scholarship applications in consultation with management and takes approval for the same. Institutional scholarship will follow the three criteria mentioned above. Decision on extremely funded scholarships will be as per the criteria specified by the Management. The list of students receiving scholarship will be informed annually.

STUDENT WELFARE POLICY

Preamble

Student welfare Policy envisages promotion of students' welfare in a holistic manner. It aims at continuous improvement in education process through value additions.

Policy

The policy seeks to nurture students' mental, physical, cultural growth with various activities for their overall personality development and to make them civilized Indian citizens to complete in the globalized world.

The student welfare policy abides with programs set by the college to provide a unique Academic environment based on positive interaction among the students and college and to help the students overcome all personal, social and academic hindrances.

Objectives

The Student Welfare Policy aims at achieving numerous objectives for improving the academic process:

- To help the students to understand their unique personal abilities
- To overcome educational difficulties in language and suggest appropriate solutions
- To give maximum benefits to the students through various welfare activities organized bythe college authorities.
- To analyze and solve the problems of students regarding academic & Institutional activities.
- To create awareness about higher education among rural students and to build up their confidence to face the challenges
- To enhance the personality of rural students
- It fosters discovering and boosting the student's skills through the proper social sports and cultural activities

Scope

- This policy applies to all students

Strategy

- Mentorship
- The counseling Cell
- Women Empowerment Cell

- Induction Program

- Remedial Coaching Classes

- Add on courses / Certificate courses

- Career Guidance and placement Cell

- Training program in spoken English

- Language Lab facilities

- Seminar/Class Coaching classes for Competitive examination.

- Health Checkup Health Insurance

- Skill Development (Spoken English / Computer Literacy etc.) Soft Skills

- Performance enhancement for slow learners

- Publication of students' magazines

- Sports facilities

- Extra-Curricular and co-curricular

- Grievance Redressal Cell

- Alumni Association

Policy on Infrastructural Utilization and Maintenance

The need of policy making arises from constant, uninterrupted and smooth functioning of the services and facilities. This policy document assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support servicefacilities of the college.

Following aims are achieved through the policy document.

Objectives

- To achieve optimum utilization of facilities and services for the benefit of stakeholders.
- To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
- To prevent misuse and misconduct of resources and services.
- To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services.
- To set standardized maintenance and utilization procedures for resources.
- To reduce probabilities of accidents at workplace for ensuring safety.
- Day to day maintenance and care is taken by the administrative office, in consultation with the principal.
- The requirements of large expenses are sent to the JSS Mahavidyapeeta for approval and funding.

General measures for optimum utilization

- Departments and office staff take care of facilities provided to them.
- Instructions are displayed for the proper use infrastructure facilities.
- Equipment must be taken by entering in the equipment movement register.
- The technical staff looks after ICT facilities.
- The support staff having technical and mechanical skills looks after the day- to- day maintenance of infrastructure.
- Students carefully use main instruments and hazardous chemicals under the supervision of the teaching or non-teaching faculty.
- Fire extinguishers are placed in appropriate places, and they are refilled periodically.

- For library books and office, document preservation periodic pest control is carried out.

- An electrician takes care of electric fittings and wiring periodically

- For drinking water supply the college has installed water purifiers cum coolers which are maintained by the support staff.

- Library resources must be availed by the rules led down by the Library and Information Center.

POLICY ON WATER MANAGEMENT

Preamble

Water is the fundamental requirement of life. Water is very essential to sustain life on the mother EARTH. Today, water is under extreme threats from growing population, increasing demands of agriculture and industry, and the worsening impacts of climate change. Sustainable development is essential in conservation of water.

Objectives

- To minimize wastage of water in the campus
- To provide adequate water supplies to meet demands of the campus.
- To provide clean, safe, reliable drinking water at all times.
- To enable water storage and propose conjunctive management of surface and groundwater
- To provide for groundwater recharge while protecting groundwater resources fromoverdraft
- To protect the groundwater resources from contamination
- To undertake activities to sensitize people about Climate change.

Procedure

- The Manager is responsible to ensure the water is not wasted in the campus also processed drinking water is available all the days.
- Awareness programs on water conservation must be conducted by NSS unit.

Policy for IT

Preamble

IT policy of the institution ensures smooth and efficient usage of IT resources. This IT policy also applies to the resources administered by the central administrative departments such as Library, Computer Centers, Laboratories, Offices of the institute, or hostels and guest houses, or residences wherever the network facility was provided by the institute.

Facility and Usage:

Computer Science department has been entrusted with the responsibility of maintaining the institute's Internet services.

MIT FGC is getting its Internet bandwidth from BSNL and Yashtel. Total bandwidth availability from BSNL source is 10 Mbps and total bandwidth availability from Yashtel source is 100mbps.

Resources

- Network Devices wired/ wireless
- Internet Access
- Official Websites, web applications
- Official Email services
- Data Storage
- Mobile/ Desktop / server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents

Policy Objectives: -

The objectives of the IT policy are as follows:

- To provide all required IT resources as per the academic programs also, introduce newIT technologies which will benefit the students and research staff.
- To effectively have an annual plan of introducing new technologies in-line with the Academia.
- Create provision for priority up-gradation of the products
- Create Provision for Annual Maintenance expenses to ensure maximum uptime of the products.
- Plan and invest for redundancy at all levels.

- To ensure that the products are updated and catered 24x7 in the campus or as per the policies lay down by the College Management.

- Leveraging information technology as a tool for the socio-economic development of the Institute.

IT Hardware Installation Policy

Institute's network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

- **Primary User**

An individual in whose room the computer is installed and is primarily used by him/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and makea person responsible for compliance.

- **Power Connection to Computers and Peripherals**

All the computers and peripherals should be connected to the electrical point strictly throughUPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthling and have properly laid electrical wiring.

- **Network Cable Connection**

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

- **File and Print Sharing Facilities**

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

- **Maintenance of Computer Systems provided by the Institute**

For all the computers that were purchased by the institute centrally will attend the complaints related to any maintenance related problems.

- **Noncompliance**

Staff and students not complying with this computer hardware installation policy

may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's non- compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

- **Software Installation and Licensing Policy**

Any computer purchases made by the individual departments/cells should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

- **Operating System and its Updating**

Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them.

- **Antivirus Software and its updating**

Computer systems used in the institute should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

- **Backups of Data**

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

- Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically C, D and so on. OS and other software should be onC drive and user's data files on the other drives (e.g., D, E). In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data on CD / DVD

or other storage devices such as pen drives, external hard drives.

- **Network (Intranet & Internet) Use Policy**

Network connectivity provided through an authenticated network access connection or Wi-Fi is governed under the Institute IT Policy. The Computer Science Department is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Institute's network should be reported to Computer Science Department.

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Web Site Hosting Policy

- **Official Pages**

Departments, Cells, central facilities may have pages on official Web Site.

As on date, the Computer Science Department is responsible for maintaining the official web site of the institute viz., http://mitfgc.in

- **Responsibilities for updating Web Pages**

Departments, cell, and individuals are responsible to send updated information time to time about their Web pages to Computer Science Department through Principal of the institution.

Responsibilities of Department

- **Supply of Information by Department, or Cell for Publishing on /updating theMIT FGC Web Site**

  All Departments or Cells should provide updated information concerning them periodically (at least once in a month or earlier).

  Hardcopy or softcopy to be sent to the Computer Science Department. This policy is applicable even for advertisements/Tender notifications published in newspapers, andthe events organized by Department, or Cells.

  Links to any web pages that have to be created for any specific purpose or event for any individual department or faculty can be provided by the Computer Science department upon receiving the written requests. If such web pages have to be directly added into the official web site of the institute, necessary content pages (and images, if any) have to be provided by the respective department or individual in a format that is exactly compatible with the existing web design/format. Further, such requests along with the soft copy of the contents should be forwarded to the In Charge, Computer Science Department well in advance.

- **Preservation of Network Equipment and Accessories**

  Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different locations by the institute arethe property of the institute and are maintained by respective departments.

  Tampering of these items by the department or individual user comes under violation ofIT policy.

Guidelines for Desktop Users

These guidelines are meant for all members of the JSSCW Network User.

Institute IT Policy has put together recommendations to strengthen desktop security.

The following recommendations include:

- All desktop computers should have the latest version of antivirus. And should retain the setting that schedules regular updates of virus definitions from the central server.

- When a desktop computer is installed, all operating system updates and patches should be applied. In addition, operating system updates and patches should be applied regularly, on an ongoing basis.

- The password should be difficult to break.

- The guest account should be disabled.

- In addition to the above suggestions, backing up data on a regular basis (daily and/or weekly) will lessen the damage caused by the loss of a machine.

Video Surveillance Policy

The system comprises: Fixed position cameras; Monitors; digital video recorders; Storage; Public information signs.

Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.

Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV Camera installation is in use. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Purpose of the system

The system has been installed by institute with the primary purpose of reducing the threat of crime generally, protecting institutes premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent

- Assist in the prevention and detection of crime

- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or studentagainst whom disciplinary or other action is, or is threatened to be taken.
- CCTV footage provided by the institute upon receiving the requests from the individuals

The code of Conduct for the students for online classes

- Students should login within the specified time allotted to every class.

- They can log out only after their class time is over.

- Everyone should login with their official names only.

- Link or number should not be shared with others, if shared; he/she will be barredfrom classes henceforth.

- Candidate alone should login, if anybody else logs in the name of the candidate,such person will not be allowed to login again.

- All should attend classes with proper dress.

- If there is any network error or poor connection, they should avail theirconnections or make sure their connectivity where ever it is available.

- All should mute their audio and switch on their videos.

- Choose a place where there is no distraction.

- Attendance will be marked at the end of every class.

- Adhere to the instructions of the subject teachers.

- Don't interrupt in the middle of the class.

- Use chat box to Post your questions.

- At the end each class exercises will be given and same shall be prepared sent as directedby the teacher, besides notes must be written and submitted.

- Action would be initiated against the students who do not adhere to the rules and regulations.

- Each teacher will be providing link to the class.

E-Governance policy

Objectives:

- Implementation of E-governance in various functioning of the institution

- Achieving efficiency in our functioning

- Promoting transparency and accountability

- Achieving paperless administration of the institution

- Facilitating online internal and external communication between various entities of the institution

- Providing easy access to information

- Making the institution visible globally

Policy:

- In order to provide simple and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities.

- The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. It is resolved to implement e-governance in other areas and with this aim in view drafted policy framework is hereunder.

Focus:

- For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the college reserves the right to implement e-governance even in the areas not enlisted herewith.

Website:

- The website of the college needs revamp taking into account the new changes. The website should act as a mirror of the college activities and information about all activities. Important notices should be made easily available to the outsiders. For this purpose, internal expertise shall be optimally used. Besides, training should be given to the existing staff members who could be identified and delegated with the responsibility of website administration and updatingat the college level.

- **Student Admission:**

  The admission of the student is as per the rules laid down by the University of Mysore and excuted through UUCMS portal.

- **Accounts:**

For ease of maintaining accounts, the college is already using Tally ERP. Accordingly, requirements should be assessed by the Principal by discussing with accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software must be done on timely basis.

- **Library:**

The College has the privilege of having good library. There is a need to add advanced e- learning resources for the benefit of the teachers and students. Library is presently using KOHA software for its internal working. It needs to update timely. Also the OPAC system should be converted into a web based service for others to utilize the library resources effectively. Similarly newer e-learning resources should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for usingthe e-learning resources should be provided.

- **Administration:**

To provide a hassle free and convenient process maximum of the administration of the college should be handled with ICT based technology. Facilities should be provided for online leave management of employees, e-copy of salary certificates and internal communication between the employees. Students also must be able to obtain maximum services like transfer certificate, bonafide certificate, Migration certificate, Provisional pass certificate, No objection certificate and Verification certificate in online mode.

Alumni:

In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the Principal and a separate alumni coordinator at the college level be appointed to take care of the entire activity.