## Environmental and Green Campus Policy

**Policy Statement:**

Nanasaheb Y. N. Chavan Arts, Science and Commerce College, Chalisgaon is committed to fostering a sustainable and environmentally responsible campus. The efforts are taken to promote sustainable and eco-friendly campus through various initiatives. The efforts are taken to promote sustainable and eco-friendly campus through various initiatives.

**Aim:** This policy aims to promote sustainability through education, research, awareness and actions, ensuring a healthy environment for present and future generations.

**Objectives: -**

➢ Minimize waste generation and enhance recycling programs.

➢ Conserve water through efficient use and management.

➢ Protect and enhance campus green spaces and local biodiversity.

➢ Implement sustainable landscaping practices.

➢ Incorporate sustainability principles into the curriculum.

➢ To promote plastic free campus.

➢ Encourage and support research in environmental sustainability.

- ➢ Foster a culture of sustainability among students, faculty, and staff.
- ➢ Promote environmental awareness through events, workshops, and campaigns.

**Activities:**

- ➢ Conduct regular environmental and energy audits and implement recommendations.
- ➢ Invest in renewable energy sources (e.g., solar panels).
- ➢ Encourage the use of public transportation, bicycles, walking.
- ➢ Implement comprehensive recycling and composting programs.
- ➢ Reduce single-use plastics on campus.
- ➢ Organize campus-wide clean-up events and waste reduction campaigns.
- ➢ Install water-efficient fixtures and appliances.
- ➢ Utilize rainwater harvesting.
- ➢ Promote water conservation practices through signage and awareness programs.
- ➢ Develop and maintain green spaces with native and drought-resistant plants.
- ➢ Conduct biodiversity assessments/ Green/ Environment audit
- ➢ Integrate sustainability topics syllabus.
- ➢ Support interdisciplinary research projects focused on environmental issues.
- ➢ Establish a sustainability committee.
- ➢ Host seminars, workshops, and guest lectures on environmental topics.
- ➢ Collaborate with local organizations and governments on sustainability initiatives.
- ➢ Implement policies for reducing paper use and promoting digital alternatives.
- ➢ Put sign boards regarding plastic free campus, ban to tobacco etc.

**Green campus initiatives on the campus:**

1. Vehicles should be parked at parking area to reduce noise and air pollution. Honking of horns should be prohibited in the college premises and speed limit should be restricted.

2. As the college is located in the rural area, most of the students prefer bicycles to commute. College has set up bicycle stands as a part of discipline and security.

3. The use of plastic in campus is minimized by creating awareness among staff and students through orientation by authorities and display boards in the campus. Use of polythene bags is prohibited in the campus.

4. Landscaping with trees and plants: The campus development committee is constituted to look after the development, maintenance and monitoring of the campus. The botanical garden has good number of plant collection. An adequate financial support is provided for proper care and maintenance of greenery in the campus. Landscaping of the college is worth seeing and reflects aesthetic sense.

5. Vermicomposting unit is established and the compost is used.

6. Environmental friendly activities like tree plantation, cleanliness drive, plastic free campus are being conducted.

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# E-governance Policy Document

In the context of college, e- governance is providing its stakeholders the choice to access the information and services as and when they required in simple and easy way. The implementation of e-governance policies in colleges aims to enhance efficiency, transparency, accountability, and accessibility in various institutional processes. E-governance in a college setup refers to the use of information and communication technology (ICT) to streamline and improve the management, administration, and delivery of educational services.

**Objectives:**

1. To improve efficiency in the areas of operations.
2. To provide services in affordable prices and in shortest time.
3. To bring about transparency and accountability.
4. To improve interaction with stakeholders

**Areas of operations:**

College has decided to have e-governance in following areas

1. Administration
2. Student admission and support
3. Finance and accounts
4. Teaching, learning and evaluation
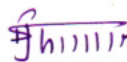5. Library services

**Implementation of e-governance:**

1. Assessment and Planning: Evaluate the institution's current governance processes and identify areas where digitization can improve efficiency and transparency.

2. Stakeholder Involvement: Engage with faculty, staff, students, and administrators to understand their needs and concerns regarding e-governance.

3. Digital Records Management: Implementation of electronic systems for maintaining student records, staff profiles, attendance, and other administrative documents.

4. Automated Admission Process: Online application submission, digital verification of documents, online payment of fees, and status updates.

5. Online Libraries and Resources: Digital libraries, e-books, journals, and other online resources accessible to students and faculty.

6. E-Examination and Evaluation: Online examination systems, digital grading, and instant results processing.

7. Digital tools for managing the college's finances, budgeting, and financial reporting.

8. Legal and Regulatory Compliance: Ensure that the e-governance policy complies with relevant laws and regulations related to data privacy, security, and accessibility.

9. Technology Infrastructure: Invest in the necessary technology infrastructure, including hardware, software, and networking capabilities, to support e-governance systems.

<table>
<tr><td>Dr. U. R. Magar<br>IQAC Co-ordinator</td><td>Dr. S. R. Jadhav<br>Principal<br><br>PRINCIPAL<br>NANASAHEB Y. N. CHAVAN<br>Arts, Science & Commerce College<br>Chalisgaon Dist. Jalgaon</td></tr>
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## Energy Conservation Policy

**Aim:** The primary aim of the energy conservation policy is to promote sustainable practices within the college community, reduce energy consumption, minimize the environmental footprint, and foster a culture of energy efficiency among students, faculty, and staff.

**Objectives:**

1. Achieve a measurable reduction in energy use across all campus facilities.

2. Encourage the adoption of energy-efficient behaviors and technologies.

3. Increase awareness and understanding of energy conservation principles among the college community.

4. Integrate renewable energy sources where feasible and support related research and development.

5. Ensure compliance with local, state energy regulations and regularly report on energy use and savings.
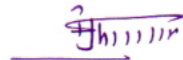
**Activities:**

- Conduct regular energy audits of campus building to identify areas of high energy consumption and opportunities for improvement.

- Implement recommendations from audits to enhance energy efficiency.

- Replace incandescent and fluorescent lighting with energy-efficient LED lighting across the campus.
- Install solar panels on campus.
- To take steps towards 100% use of renewable energy resources to meet institutional needs of energy.
- Support student and faculty-led renewable energy research projects.
- Launch campaigns to educate and encourage students, faculty, and staff to adopt energy-saving behaviors, such as turning off lights and unplugging electronics when not in use.
- Provide training and workshops on energy conservation practices.
- To minimize energy consumption by maximizing use of daylight and natural ventilation.
- Ensure that all appliances and equipment are used efficiently.
- Encourage the use of energy-efficient computers, printers, and other office equipment.
- Engage with the local community to promote energy conservation beyond the campus.

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## Policy for Awarding Non-Government Scholarships to Students

**Aim:** To provide financial assistance to deserving students through non-government scholarships, thereby promoting educational opportunities and academic excellence.

### Objectives:

➢ To provide financial support to students and increase access to higher education.

➢ Recognize and reward students for their academic achievements and potential.

➢ Ensure a transparent, fair, and efficient process for awarding non-government scholarships.

➢ To enhance participation of students in sports, cultural, extension activities along with academic progress.

### Different Non-government scholarships and free-ships:

1. Institutional scholarship
2. Earn and learn scheme
3. Poor student aid fund
4. Financial assistance to Economically weaker student

**Activities:**

- Develop a comprehensive database of available non-government scholarships, including those offered by private foundations, corporations, and non-profit organizations.
- Regularly update the database to include new scholarship opportunities.
- Conduct orientation sessions to inform students about available non-government scholarships and the application process.
- Utilize the college's website, social media platforms, and bulletin boards to promote scholarship opportunities and deadlines.
- Establish clear and consistent eligibility criteria for each scholarship, considering factors such as academic performance, financial need, extracurricular involvement, and community service.
- Create a standardized application form for students to apply for non-government scholarships.
- Form a scholarship selection committee comprising faculty members, administrative staff.
- Implement a thorough and fair evaluation process for reviewing scholarship applications, including academic records, personal statements, and letters of recommendation.
- Notify selected scholarship recipients in a timely manner and provide them with details of the award, including any conditions or requirements.
- Organize an awards ceremony or event to publicly recognize scholarship recipients.
- Encourage scholarship recipients to stay connected with the college and contribute to future scholarship programs as alumni.

1. **Institutional scholarship**

   College is established in semi urban area where most of the students are from rural area and economically weaker sections. Our vision is to provide education to down trodden. The college authority/ committee appeals to philanthropists to donate seed money. This amount is kept in the bank, the interest earned at the end of academic year is felicitated as merit scholarship to the deserving students. The title of the scholarship is as wished by the philanthropist to desired subject. Similar procedure is followed for the scholarships in sports, cultural activities and other activities.

   **Selection of students:** Student scholarship is given purely on merit basis. Report from the Head of the departments and Result analysis committee is collected. The student securing highest marks in the subject is scrutinized, it is verified with result sheet of University and the mark-sheet of the student. Similarly for Best NSS volunteer award, Best sports person etc. are selected on the basis of recommendation of respective committees. Criteria for selection is participation and winning in more activities at various levels.

   **Distribution of scholarship:** The seed money donated by philanthropist is deposited in the bank. The interest of this fixed deposit is collected at the end of academic year. A fixed amount is used as scholarship to the merit student and remaining amount is added to the donation money so that value of FD increases. Few philanthropists give cash money before scholarship distribution. The scholarship is distributed in the Prize distribution ceremony.

2. **Earn and Learn Scheme:**

This scheme is run in our college in collaboration with the affiliating University. It is for the students of economically weaker section who may stop their education due to finances. To prevent the dropout of students. Students selected for this scheme are given work in the office, Library, departments etc. for three hours per day except holidays. Student welfare Committee looks after this scheme. As per University rule 2 percentage of students from total admitted students can avail this scheme. In the honorarium Distribution University provides 75 percentage while college contributes 25 percentage.

**Procedure-**

**Notification:** After completion of admission procedure, the Student Development Committee notifies the students regarding Earn and Learn Scheme in the classroom, puts up on notice board, sends on WhatsApp groups and uploads on website.

**Collection of application forms:** All the applications along with supporting documents are collected by the committee like admission receipt, previous years mark sheet, Income certificate, Death certificate of either parent etc.

**Sorting:** As the seats are limited, the committee sorts out the application forms by careful scrutiny.

**Interview:** The committee conducts interview of the sorted out applicants and list of selected students is notified on the notice board.

**Work distribution:** Students are given orientation regarding work, working hours, honorarium, keeping records etc. They are given work in the office and library for data entry, in the Laboratories for stock verification etc.

**Honorarium allocation:** At the end of every month the students are given their honorarium as per their work and records.

3. **Poor student aid fund:** This fund is collected as minimum amount from all the students at the time of admission and is utilized for the needy students. Students can apply for any one of the schemes only.

   Students are notified regarding this fund. Minimum of Rs. 500/- is distributed as Poor student aid fund.

   Applications are invited from needy students.

   Committee scrutinizes the applications along with supporting documents.

   Minimum of Rs. 500/- is given to each student.

4. **Financial assistance to Economically weaker student:**

   This scheme is conducted by the affiliating University. It is for providing financial support to the economically backward students enrolled in affiliated colleges. Under this scheme, University provides financial support to 2% of total admitted students. Criteria for selection is economically weaker, additional support is given to the students who is orphan or have one of the parents only and for physical disability.

   - Students are notified regarding this scheme.
   - Applications are invited from needy students along with supporting documents.
   - Committee scrutinizes the applications along with supporting documents.
   - The selected student list is forwarded to the university.

- After further verification University sends the fund to the College account of Student.
- Development Committee, and list of students along with amount sanctioned.
- College authority distributes the check to respective students.


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## Policy for Disable friendly Environment

**Introduction:** The Constitution of India ensures equality, freedom, justice and dignity of all individuals and mandates an inclusive society for all including persons with disabilities (PwD). The policy for the Disabled-Friendly Environment of Nanasaheb Y. N. Chavan ASC College, Chalisgaon is in accordance with the Right of Persons with Disabilities Act, 2016 that prohibits discrimination against individuals with physical and mental disabilities. Our parent organization runs a school for visually impaired children. And most of the students from this school continue their higher education in our college. The college is against all kinds of discriminations on any grounds including disability. The college ensures to design its infrastructure, administration, and activities accessible to all the students and staff including the differently-abled.

**Objectives:**

➤ To create Inclusive Culture to avoid discrimination, exploitation and exclusion of the Disable Students and Staff in all spheres of work and education.

➤ To create suitable regulatory mechanism for the effective delivery of services to the Disable Students and Staff.

➤ Provide equal opportunities for participation in academic, social, and extracurricular activities.

➤ Increase awareness and sensitivity among staff, faculty, and students about the needs and rights of individuals with disabilities.

➤ Promote positive attitudes towards disability and diversity.

➤ Ensure all buildings, classrooms, and facilities are wheelchair accessible, including ramps and accessible restrooms.
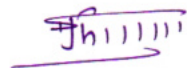
- ➢ Provide assistive technology/ persons in classrooms and libraries.
- ➢ Establish a dedicated office for disability services to provide support, counseling, and advocacy for students with disabilities.
- ➢ Offer academic accommodations such as extended time for exams, note-taking assistance, and priority registration for classes.

The responsibilities of the college:

- Provide counseling for students with disabilities.
- The College should provide disabled friendly campus.
- Assessing the educational needs of persons with disability.
- Ensuring priority in admission.
- Making available various educational scholarships for these students.
- The campus should be barrier free and accessible for persons with differently able. For this, Ramps and Railings at appropriate places should be constructed.
- A separate seating arrangement and use of scribe in the examinations is permitted as per the University guidelines to the visually impaired students.


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## Research Incentive Policy

**Introduction:** Research is a cornerstone of academic excellence and innovation in higher education institutions. A Research Incentive Policy is designed to foster a research-oriented culture among faculty and students by providing structured incentives and support for scholarly activities. This policy outlines the various incentives, rewards, and support mechanisms available to faculty members and students who engage in research activities, ensuring that the institution remains at the forefront of academic and scientific advancements.

**Aim:** To promote and enhance the research output of the college by motivating and supporting faculty and students to engage in high-quality research. The policy seeks to contribute to the creation of new knowledge, technological advancements, and solutions to societal challenges, thereby elevating the college's reputation and impact in the academic and professional communities.

**Objectives:**

- Foster a culture of research and innovation among faculty and students.
- To encourage faculty to pursue and complete their PhD thereby enhancing the total number of doctorates in the institution
- Provide incentives for undertaking high-quality research projects and publishing in reputable journals.
- Offer training and development programs to enhance the research capabilities of faculty and students.
- Facilitate access to research resources, tools, and infrastructure.
- Encourage collaborative research across different disciplines to address complex, real-world problems.
- Support interdisciplinary projects that have the potential for significant impact.

- ➢ Assist faculty and students in securing external research funding from government agencies, industry partners, and other sources.
- ➢ Provide incentives for achieving notable research milestones, such as publications, patents, and presentations at prestigious conferences.
- ➢ Encourage the dissemination of research outcomes through publications, conferences, and other platforms.
- ➢ Encourage faculty to involve students in research projects, providing hands-on learning experiences.

**Research Policy : -**

- All faculty who have been awarded PhD shall publish at least 1 paper per year in a journal with Impact Factor.
- All faculty who are currently pursuing their PhD shall publish at least 2 papers per year in reputed journals. At least 1 of these papers should be in a journal with Impact Factor.
- All faculty who are research guide shall ensure that their students publish at least 1 paper in a journal with good Impact Factor.
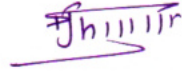
**Incentive Schemes: -**

- ➢ Any faculty who submits and is sanctioned a funded project as Principal Investigator for any private agency shall include a head for remuneration to the PI in the project proposal itself after due approval by the Principal.
- ➢ Any faculty who is awarded PhD in the academic year of the incentive scheme will be eligible for an award in recognition of his/her receiving PhD.
- ➢ The award will consist of a certificate and felicitation.
- ➢ For publication in reputed International Conference, the same faculty will be eligible for an incentive of full registration fees and partial travel support (to be decided on case-to-case basis). All such support and incentives shall only be valid for well-established and reputed conferences.
- ➢ Faculty who are pursuing PhD shall be eligible for incentive only for publications beyond the mandatory 2 papers.

- ➢ Articles in press will not be considered for incentive. The same can be submitted for consideration once the article is published.
- ➢ The award will consist of felicitation and certificate.
- ➢ Faculty who render services as resource persons at other organizations will be eligible for incentive according to the nature of expertise.
- ➢ Only awards that are in recognition of overall teaching or research or professional achievements will be considered for the above incentive.
- ➢ The award will carry a certificate of honor, a citation and felicitation as an incentive.

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## Single use plastic policy

Single-use plastics means items intended to be used once and discarded, including but not limited to plastic bags, bottles, straws, cutlery, plates, and packaging materials.

**Objective:**

- To reduce the environmental impact of single-use plastics on campus by minimizing their use, promoting sustainable alternatives, and encouraging responsible waste management practices.

## Policy statement:

The college prohibits the distribution of single-use plastic items in all campus facilities, including office, canteen and campus events. Departments and students are required to avoid using single-use plastics in their operations and events. Alternatives such as reusable, compostable, or biodegradable items should be used. This policy applies to all students, faculty, staff, vendors, and visitors on the college premises.
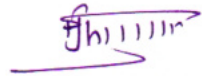
## Policy Implementation:

- ➤ Conduct regular awareness campaigns to educate the campus community about the environmental impact of single-use plastics and the benefits of sustainable alternatives.
- ➤ Incorporate sustainability education into the curriculum where possible and encourage student-led initiatives on reducing plastic waste.

- ➤ Conduct regular audits of waste management practices and report findings to the campus community.
- ➤ Develop guidelines for the enforcement of this policy, including penalties for non-compliance.
- ➤ Provide support and resources to departments and organizations to help them comply with the policy.

By reducing the use of single-use plastics, we aim to create a cleaner, healthier campus and contribute to global efforts to combat plastic pollution.


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## Water Conservation policy

**Aim:** To promote sustainable water use practices within the college community, reduce water consumption, ensure the efficient use of water resources, and enhance the awareness of water conservation among students, faculty, and staff.

**Objectives:**

➤ Achieve a measurable reduction in water use across all campus facilities.

➤ Encourage the adoption of water-efficient behaviors and technologies.

➤ Increase awareness and understanding of water conservation principles among the college community.

➤ Implement systems and practices that facilitate the recycling and reuse of water where feasible.

➤ Ensure compliance with local water regulations and regularly report on water use and savings.

**Activities:**

➤ Conduct regular water audits of all campus buildings to identify areas of high water consumption and opportunities for improvement.

➤ Implement recommendations from audits to enhance water efficiency.

- Replace old and inefficient fixtures such as faucets, showerheads, and toilets with low-flow and water-efficient models.
- Upgrade irrigation systems to include smart controllers, rain sensors, and drip irrigation where appropriate.
- Use native and drought-tolerant plants in landscaping to reduce the need for irrigation.
- Explore the feasibility of rainwater harvesting systems to collect and store rainwater for non-potable uses.
- Establish a regular schedule for inspecting plumbing systems for leaks through maintenance.
- Launch campaigns to educate and encourage students, faculty, and staff to adopt water-saving behaviors, such as turning off taps when not in use.
- Provide training and workshops on water conservation practices.
- To maximize water usage efficiency and minimize wastage of water.
- To organize various outreach programmes under the leadership of NSS, College and other student bodies.

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## Zero Tolerance Policy

The zero tolerance policy is part of our Code of Conduct. This policy applies to all students, staff, faculty, and visitors on college property, as well as off-campus activities sponsored by the college. It covers behaviors including, but not limited to, discrimination, harassment, bullying, substance abuse, violence, and academic dishonesty.

**Objectives:**

➢ Ensure that all members of the college community feel safe, respected, and valued.

➢ Eliminate behaviors that threaten the well-being of individuals and the college community as a whole.

➢ Define unacceptable behaviors and the consequences for engaging in such behaviors.

➢ Communicate these standards clearly to all students, staff, and faculty.

➢ Apply the policy consistently and fairly to all individuals, regardless of status or position.

➢ Ensure that violations are met with appropriate and immediate disciplinary actions.

➢ Ensure that contact information for reporting is easily accessible and widely communicated.

**Prohibited Behaviors**

- o Discrimination or harassment based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other protected characteristic.

**Harassment:** Harassment is any one-time or repeated unwanted physical, verbal, or non-verbal conduct that violates a person's dignity or creates an intimidating, hostile, degrading, uncomfortable, or toxic environment. Examples of harassment include, but are not limited to:

- ➢ Making threatening remarks
- ➢ Sexual assault
- ➢ Gender-based insults or jokes causing embarrassment or humiliation
- ➢ Repeated unwanted social or sexual invitations
- ➢ Inappropriate or unwelcome comments on a person's physical attributes or appearance

**Bullying:** Any form of bullying, cyberbullying, or intimidation that causes physical or emotional harm. Bullying is any physical, verbal, and non-verbal conduct that is malicious or insulting. Bullying can make a person feel vulnerable, excluded, humiliated, undermined, fearful, or threatened. Bullying can take the form of physical, verbal, and non-verbal conduct, virtual, cyber etc. Examples of bullying include, but are not limited to:

- ➢ Physical threats, violence
- ➢ Psychological threats
- ➢ Overbearing or intimidating levels of supervision
- ➢ Shouting at colleagues in public or private
- ➢ Spreading malicious rumours

**Discriminatory Behavior:** Discrimination refers to behavior that treats people differently or adversely because of one or more of the facets of their identity, including race, color, ethnic origin, gender expression, religion, age, sex, sexual orientation, marital status, family status, physical or mental disability, or genetic characteristics. Examples of discrimination include, but are not limited to:

➤ Making insensitive jokes

➤ Factoring an individual's identity into a hiring decision

➤ Purposefully excluding a colleague on the basis of their gender

➤ Using a racial slur

**Disciplinary Action:**

➤ Incidents of prohibited behavior will be addressed promptly, with immediate measures taken to protect the affected individuals and prevent further violations.

➤ Consequences for violations may include suspension, expulsion, termination and rustication of employee, student

➤ In cases involving illegal activities, the college will cooperate with law enforcement and pursue legal action as necessary.
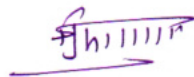
**Reporting Mechanisms:**

➤ Provide multiple channels for reporting violations, including anonymous options. This can include online forms, email, written reporting and in-person reporting to designated officials.

➤ All reports will be taken seriously and investigated promptly and thoroughly.

- The investigation will be conducted by a trained team to ensure objectivity and confidentiality.
- Protect individuals who report violations from retaliation. Any act of retaliation will be treated as a serious violation of this policy.
- Regularly conduct awareness campaigns to educate the college community about zero-tolerance policies and acceptable behaviors.
- Include information about the zero-tolerance policy in orientation programs for new students, staff, and faculty.
- Offer counseling services and support for individuals affected by violations of the zero-tolerance policy.

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