



**SOPHIA GIRLS' COLLEGE (AUTONOMOUS),
AJMER**

(A Christian Minority Institution established, maintained and administered)

by

**SOPHIA COLLEGE EDUCATION SOCIETY,
AJMER**

POLICY HANDBOOK



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Preface

Sophia Girls' College (Autonomous) is a Post Graduate College for women, affiliated to Maharshi Dayanand Saraswati University, Ajmer in the state of Rajasthan. It is a Catholic minority institution established and run by the Mission Sisters of Ajmer. The College has a set of well-defined and structured policies pertaining to all matters of governance and administration that are in keeping with the Vision and Mission of the institution as well as the ethos of the Congregation of MSA.

The Vision of the College is to 'work for the promotion and empowerment of women in the field of Higher Education by providing ample opportunities for their holistic development so as to enable them to make an effective contribution to the community, society and nation'. The College nurtures its students to become competent persons of character, socially and ethically committed towards the propagation of a culture of peace and unity amidst the vibrant plurality of India and the world.

The Management of the College is zealously dedicated towards the cause of Human Rights and Social Justice. The aim is to bring the marginalised into the main stream and the same is reflected in the Governance of the College that strives for academic excellence in keeping with the changing needs of the society. The College engages its stakeholders at every step of its policy making and implementation, truly epitomising the policy of participative management in its functioning.

The College follows an inclusive policy in its intake of both staff and students. Its portals are open to women of diverse social, linguistic and religious backgrounds. The College takes into its fold women with disabilities, those belonging to marginalised communities and most important, the first-generation learners. It is the policy and practice of the institution not to receive donation for admission of students and appointment of staff.

The Welfare of the staff and students forms the core of all the initiatives taken by the College. The lush green plastic-free campus with all the amenities of communication and technology, offers a perfect ambience for the teaching learning process. The welfare measures especially adopted for the benefit of the teaching and non-teaching staff go a long way in creating a cohesive and healthy work atmosphere in the institution.

INDEX

S.No.	Contents	Page Number
I	Code of Conduct and Ethics Policy	5
•	Preamble	5
•	Code of Conduct for the Governing Body	5
•	Code of Conduct for Employees	5
•	Code of Conduct for Principal	10
•	Code of Conduct for Vice-Principal	11
•	Code of Conduct for Deans	11
•	Code of Conduct for Controller of Examination	11
•	Code of Conduct for IQAC Coordinator	12
•	Code of Conduct for Head of Departments	12
•	Code of Conduct for Teaching Staff	13
•	Code of Conduct for Office Superintendent	15
•	Code of Conduct for Administrative Staff	15
•	Code of Conduct for Maintenance Staff	16
•	Code of Conduct for Students	16
•	Code of Conduct for Parents/Guardians	19
II	Policy of Participative Governance	20
III	Admission and Reservation Policy	21
IV	Examination Policy	25
V	Anti-Ragging Policy	28
VI	Anti-Sexual Harassment Policy	29
VII	Grievance Redressal Policy	33
VIII	Policy for Inclusion of Students with Disabilities	34
IX	Scholarships and Freeships Policy	35
X	Policy for Welfare Measures for Teaching and Non- Teaching Staff	36
XI	Institutional Research Policy	37
XII	Research Ethics Policy	39
XIII	Institutional Seed Money Policy	40
XIV	Institutional Consultancy Policy	41
XV	Intellectual Property Rights Policy	43
XVI	Outcome Based Education Policy	44
XVII	Resource Mobilization Policy	44
XVIII	ERP Policy	47
XIX	Institutional Information Technology Policy	48
XX	Maintenance Policy	55
XXI	Library Policy	57
XXII	Policy on Environment and Energy Usage	64
XXIII	Waste Disposal Policy	67

I. CODE OF CONDUCT AND ETHICS POLICY

1. Preamble

Sophia Girls' College, (Autonomous) Ajmer trusts in Divinity, fosters Integrity, serves the Society, strives for Excellence, and sustains the highest ethical standards and values. It incorporates values like integrity, honesty and fairness into all its programmes and activities. The character of the Institution is built on discipline and morality which has been harmoniously blended in the functioning of the College. The Code of Conduct and Ethics Policy of Sophia Girls College, Ajmer is a shared statement of our commitment to uphold the ethical, professional and legal standards in the Institution. This policy is formed and communicated to strike the balance between freedom and responsibilities, rights and duties, in pursuit of knowledge along with respecting all the individuals.

The staff and students must be cognizant of, and comply with, this policy, standards, laws and regulations and are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws and policies.

The purpose of the Code is to express the Institutional standards of honesty, respect for persons and property, and responsible use of freedom. The Code of Conduct and Ethics Policy reflects the College's mission and identity, and exists to guide our conduct, and in safeguarding and promoting the College's educational activities.

The Staff and students must read and review this Code of Conduct and Ethics. It develops in them understanding towards their responsibilities which will be reflected in their day to day conduct in the Institution.

2. Code of Conduct for the Governing Body

Sophia Girls' College, (Autonomous) Ajmer shall be managed by the Governing Body of the Sophia College Education Society. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

Code of Conduct:

- Decisions and resolutions made by the Governing Body are obligatory.
- The members of the Governing Body shall maintain their character, transparency and good image.
- No property of the Society will be used for personal benefits.
- If any member of the Governing Body needs any primary information from the Institution, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
- If any misbehaviour and action by the employee defames the Institution, it will be communicated to the Secretary orally or in writing.
- The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision to the Principal.

3. Code of Conduct/Ethics for Employees (In General)

Sophia Girls' College, (Autonomous) Ajmer believes that for an institution to succeed, grow and excel, it needs to be anchored to its values and beliefs and to motivate all its

employees to follow these values in the course of their daily interactions.

The Code of Conduct and Ethics, articulated below, embodies the Institution's Values and Beliefs and endeavours to lay down guidelines for employees to follow in their day to day professional life.

All employees are expected to follow the Code of Conduct and Ethics in letter and spirit, so as to maintain the highest ethical standards in their conduct to attain the Institution's Objectives.

The Institution's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

Objective

To provide guidelines for professional, ethical, legal and socially responsible behaviour that the institution expects from its employees.

Applicability

All employees on the regular rolls of the Institution, including Part Time employees are governed by this Policy.

Employees are the representatives of the Institution and hence are expected to demonstrate a high degree of discretion and astute judgment in their dealings.

Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institution, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institution and its Values.

National Interest:

Sophia Girls' College, (Autonomous), Ajmer is committed in all its actions, to promote quality education and will not engage in any activity that would adversely affect such an objective, and shall not undertake any activity or project which is detrimental to national interests.

Use of the name of Sophia Girls' College, Ajmer:

The use of the name, logo and trademark of Sophia Girls' College, Ajmer (Autonomous) shall be governed by rules of the Institution. No employee, third party or joint venture shall use the Sophia Girls' College, Ajmer (Autonomous) Brand for any purpose without specific authorization.

Quality of Services:

Sophia Girls' College, Ajmer (Autonomous) is committed to deliver services of world class quality based on the requirement of its stakeholders and has been built in concordance with National and International standards.

Equal Opportunities:

Sophia Girls' College, Ajmer (Autonomous) shall provide equal opportunities to all employees and treat them with dignity. No discrimination shall be made based on the basis of race, colour,

gender, community or creed.

Confidentiality and Non-disclosure:

Employees shall ensure that all information available to them in the course of employment in the Institution are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institution.

Falsification or Destruction of Information:

Employees shall not make any statement or do any act that leads to unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

Using equipment and consumable resources:

Employees shall make sure that all equipment, resources, and consumable items of the Institution are used only for the work and business of the Institution.

Using the Internet, Intranet, and Electronic Mail:

Employees shall avoid the use of the Institutions' computers for sending, receiving, and/or copying inappropriate material.

The transmission of information via communication and information networks and devices are done only if authorized to do so and in accordance with the relevant institutional protocols.

Employees will restrict themselves from sharing of password with another person, share another person's password/s, or record password/s which can be misused.

The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

Protecting the Institute's Assets:

Misuse of Resources:

Employees shall not misuse the property or resources of the Institution for their own personal or business purposes.

Theft:

Employees shall avoid any unauthorized removal or acquiring taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institution.

Unethical Transaction:

No employee shall assist in the misuse of the Institution's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers.

Gifts and Entertainment: Except in connection with and specifically pursuant to programs officially authorized by the Institution, no employee shall accept; directly or indirectly or take

any money, objects of value, or favours / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institution. All employees must disclose authorized transactions of this nature to the higher authorities.

All payments or transactions must be consistent with applicable laws and accepted practices and must be accurately recorded in the Institution's books and records.

Public Representation:

No employee shall, without the permission of the Principal, call for Press Meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the Institution or future prospects or projections of the Institution.

Political Activity:

No employee shall directly or indirectly be involved in any political activity.

Ethical Conduct:

Sophia Girls' College, Ajmer (Autonomous) expects its employees to maintain high moral and ethical standards of honesty, fairness, equity in interpersonal and professional relationships as well as in their day-to-day activities.

Dress Code:

Sophia Girls' College, Ajmer (Autonomous) expects its employees to follow a Dress Code which helps them to work comfortably at the workplace and at the same time project a professional image. Hence, it is essential that all employees take pride in her/his appearance and maintain a proper Dress Code and general appearance during office hours. Employees should dress neatly and decently.

Substance Abuse:

To meet our responsibilities to employees, the College shall maintain a healthy and productive work environment. Misusing banned/illegal substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal substances and alcohol on the job is absolutely prohibited.

No Smoking:

Smoking is strictly prohibited in the premises of Sophia Girls' College (Autonomous) Ajmer. Strict actions shall be taken against any person found violating the policy of this code.

Threats and Physical Violence:

Employees are strictly prohibited to use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or inflammatory devices in the workplace, on the premises or elsewhere.

The policy also prohibits the following behavior:

- Causing physical injury
- Making threatening remarks

- Aggressive or hostile behaviour that creates a reasonable fear or injury to another person or subjects another individual to emotional distress
- Intentionally damaging the employer's property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.

Sophia Girls' College, Ajmer (Autonomous) recognizes that Sexual Harassment violates the Fundamental Rights of Gender Equality, Right to Life and Liberty and Right to Work with Human Dignity as guaranteed by the Constitution of India. The Institution shall adopt strict measures to avoid, eliminate and if necessary impose punishment for any act of sexual harassment as per the College's Policy against Sexual Harassment.

The College prohibits harassment of one employee by another employee or group of employees on the basis of race, colour, marital status, religion, national origin, physical or mental disability and/or age.

Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing. The purpose of this policy is not to regulate our employees' personal morality, it is to assure that in the workplace, and no employee harasses another.

Relationship between Employees and Authorities:

- An employee should not engage himself/herself in any act prejudicial to the interests of the Management or Institution.
- An employee is not permitted to join any association or trade union within or outside the Institution.
- No employee shall, except with the prior sanction of the Management engage directly or indirectly in any trade occupation or business.
- No employee shall, except with the previous permission of the Governing Body participate in the editing or managing of any newspaper or periodical or act as a correspondent of a newspaper or periodical.
- The employee should not represent the College without the prior permission of the Principal.
- No employee should sign any document or financial vouchers on behalf of the Institution unless authorized by the Management/ Principal /Financial Administrator
- No employee shall keep in person or take out of the office, any document of the institution either original or copies, without the explicit written permission of the Principal/Management.
- No employee is ordinarily permitted to bring his / her children to the office or place of work during the working hours.
- All employees should record/sign the attendance register twice daily: the first while reporting for duty in the morning and the second time while leaving the campus at the prescribed time in the afternoon.
- Every employee should be present for his/her duty on time and fulfil the prescribed hours of work. If an employee has not completed the prescribed hours of work four times, it will be considered a dereliction of duty or half a day of casual leave.
- When an employee needs to leave the premises during working hours for any work he/she should obtain prior permission of the Principal. While going out during college hours for any assignment he/she should register in the Staff Movement Register

Disciplinary Action:

All employees of the Institution are required to adhere to the principles and rules laid down in this Code. Disciplinary action shall be taken against the employee who is found to contravene these principles.

If any employee is guilty of misconduct or violates the Code of Conduct, the concerned employee shall be issued Show Cause Notice which will give details of misconduct and the concerned employee shall be given seven days from the date of receipt of Show Cause Notice to submit the explanation. In case the explanation is not found to be satisfactory then a penalty shall be imposed by issuing the order in writing.

Disciplinary action may include immediate cessation/termination of employment or any other action as deemed fit by the Institution's sole discretion. The Institution will recover any loss suffered by it due to violation of the provisions of this Code by any employee.

4. Code of Conduct for the Principal

The Principal as the Head of the Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as the Head of the College.

Responsibility of the Principal:

Subject to the supervision and general control of the Management, the Principal as the principal Executive and Academic Head of the College, shall be responsible for-

- Academic growth of the College.
- Participation in the teaching, research and training programmes of the College.
- Assisting in planning and implementation of academic programmes such as refresher/orientation courses, seminars, in-service and other training programmes organized by the University and the Institution for academic competence of the faculty members.
- Admission of students, maintenance of disciplines of the Institution.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the Institution, Library and Hostel.
- Correspondence relating to the administration of the Institution.
- Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students' welfare activities of the Institution as well as maintenance of records.
- Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- As Chief Controller of Examination, the Principal will perform supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of the College.
- Maintenance of Self –Appraisal Reports of teachers and their Service Books.
- Any other work relating to the administration of the Institution as may be assigned to her by the Management from time to time.

5. Code of Conduct for the Vice- Principal

- The Vice Principal acts as a pillar of support to the Principal in the academic and administrative matters entrusted to her by the Principal
- The Vice-Principal shall, in the absence of the Principal, assume the duties and responsibilities of the Principal.
- Work closely with the Principal to ensure the smooth overall administration of the College
- Teach classes, develop rapport with the students, handle discipline issues and fill in for the Principal when required.
- Resolve conflicts between students, teachers, parents etc.
- Assist in yearly teacher evaluations, provide guidance to staff and students, and help to maintain a positive climate in the College.
- Direct assemblies and other events in the absence of the Principal
- Bring to notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution.
- Any other tasks as assigned by the Principal

6. Code of Conduct for Deans

There are four Deans in the College; Academic Dean, Cultural Dean, Dean of Student Welfare, Research Dean. The College Deans provide leadership to the College. The College Deans are responsible for Academic planning, enhancement of programs, curriculum, teaching, scholarship and service, professional and regional accreditation, faculty development and evaluation, student recruitment, developing Research milieu and allocation of resources.

The Deans shall be responsible for-

- Providing leadership, working with the faculty, to achieve the mission of the college in the areas of teaching, scholarship, and service.
- Representing and promoting the College both internally and externally.
- Implementing Academic policies.
- Providing leadership in the area of faculty development and professional growth.
- Maintaining open, positive channels of communication with all college stakeholders.
- Responding to student academic concerns and seeks resolution at the faculty level.
- Performing other such duties as assigned by the Principal.
- Seeing to the cultural growth of the students
- Encouraging Research among Staff and students.

7. Code of Conduct for Controller of Examination (COE)

The Controller of Examination heads the examination office and is accountable for the fair conduct of the examinations as per the academic calendar, which is prepared in consultation with the Principal.

The COE shall be responsible for-

- Conducting examination, tests and the declaration of results. She/he shall discharge his/her functions under the direct supervision, direction and guidance of the Principal.
- The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results. It shall be his/her responsibility:

- To take disciplinary action wherever necessary against the candidates, paper setters, examiners, moderators or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- To review from time to time, the results of examinations and forward report thereon to the Academic Council.
- To ensure confidentiality and to make assessment/ improvement in the process of the college examination/ evaluation;
- To finalize the mode of examination for different courses in consultation with concerned Faculty/ Department/Academic Council.

8. Code of Conduct for IQAC Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members and efficient execution of the decisions of IQAC committee.

The IQAC Co-ordinator shall be responsible for-

- Dissemination of information on various quality parameters of higher education
- Documentation of the various programmes / activities leading to quality improvement
- Co-ordination of the quality-related activities of the institution
- Co-ordination in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Conduct of Internal Academic as well as Administrative Audits.
- Development of Quality Culture in the institution;
- Organization of inter and intra institutional workshops, seminars on quality related themes.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.

9. Code of Conduct for Head of the Departments

The prime role of the Head of an Academic Department is to provide strong academic leadership.

The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.

The Head of the Department shall be responsible for:

- Setting and advancing the academic strategy of the Department in line with faculty and college strategic plans and direction
- Being a convenor of the Board of Studies and contributing to the overall leadership and management of the Faculty
- Developing and sustaining appropriate structures for management, consultation, decision-making and communication with staff and students
- Promoting and representing the College both internally and externally.
- Ensuring the best possible student experience through the fulfilment of the college's responsibilities concerning students in respect of their admission, instruction, progress and examination.
- Refreshing and developing new programmes in order to attract new students.
- Ensuring the highest levels of quality, integrity and ethics in all research undertaken.
- Creating a dynamic and forward looking research environment for both staff and students

- Deciding the workload and timetable of the Department and supervising the classes are going as per time-table or not.
- Ensuring that staff performance is managed appropriately and in a way that is consistent with the expectations of the college, and that fair workload allocation processes are in place.
- Ensuring all staff has access to the necessary support to enable them to contribute fully and develop their skills and experience.
- Engendering a culture of excellence, co-operation and respect both within and beyond the department.

10. Code of Conduct for Teaching Staff

The success of Sophia Girls' College (Autonomous) Ajmer depends on the quality of its teachers, which, in turn, depends on the effective teaching / learning process. Teachers play the most crucial role in the development of the institution as a whole and also in imparting and maintaining its high standards. The Teaching Staff of the College is expected to imbibe the Code of Conduct and Ethics of the College and to follow it in letter and spirit and maintain the highest standards of values in their conduct to achieve the Institution's objectives.

Classroom Teaching

- Teachers should be punctual for their classes. They should be present in their classroom at the stroke of the bell for the classes and begin their lecture without delay.
- Teachers should not dismiss the classes earlier than the close of the assigned hour. They shall not cancel any class without the prior permission of the Dean, Academics.
- Teachers should complete the syllabus on time. Teachers should strive for good results in the subjects taught by them and are accountable for the same.
- The Staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- Mentor-Mentee System must be effectively implemented. Teachers shall monitor the respective group of students who are assigned to them.
- Teaching Faculty taking leave shall arrange the classes with the consent of the Head of the Department.
- The workload of a teacher shall be prepared within the guidelines of the University/Government from time to time. However, the Management may, depending on the specific needs of the Institution and students increase or decrease the work load of Staff Members.
- In addition to the duties of teaching and allied activities, every teacher shall strive to make himself/herself available to the students/Institution and Management by organizing useful and relevant programmes, co-curricular and extra-curricular activities.
- The Staff should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- The Staff should interact with the Head of the Department and inform him/her about the habitual absentees, slow learner objectionable behaviour etc.

Grievance Redressal

- No member of the staff shall approach the higher authorities of the Institution or of the Education Department or the Government in connection with any matter connected with the Institution except through the Principal.
- The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the Management will be final and binding.

Performance Appraisal

- All the staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format.
- Annual/Biannual evaluation of the teachers will be made to assess their individual performance.
- The Teaching Staff shall devote their time to develop and improve their academic performance/competence by availing themselves of all opportunities to attend and participate in Academic Programmes such as Research, Seminars, Conferences, Workshops, Paper Presentations, Orientation and Refresher Courses and in service programmes.
- Faculty members should attempt to publish research papers and articles in reputed International/Indian Journals, Magazines and Periodicals. Further they should also author and co-author reference books in keeping with the changing curriculum.

Commitment to the Community

- All the Staff Members are required to adhere to a responsible pattern of behaviour accepted by the community for professional persons.
- They should perform the duties of citizenship, and participate in community activities with due consideration.
- Staff members should respect the community in which they are employed and be loyal to the nation, community and college
- They should work to improve the literacy of the community and to strengthen the community's moral, spiritual and intellectual life.
- They should co-operate with approved agencies concerned with Student Welfare.

Relationship between Teachers and Students

- No teacher shall discriminate against students on political, social, religious grounds or for other reasons and shall not incite the students against other students or other teachers, colleagues or the Management.
- A Teacher shall respect the right and dignity of the student in expressing her opinion;
- A teacher shall encourage, improve and excel; develop their personalities and at the same time contribute to community welfare;
- A teacher shall inculcate among students a scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- A teacher shall be affectionate to the students and not behave in a vindictive/ partial manner towards any of them for any reason.

Relationship Between Teachers And Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of race, religion, creed, caste, or sex in their professional endeavour.
- No teacher shall engage in any kind of private tuitions to the students of our College or regular teaching in any other Institution. If any faculty is found doing so disciplinary action will be taken.

11. Code of Conduct for Office Superintendent:

The Office Superintendent manages the administration and management of the college.

The Office Superintendent shall be responsible for:

- Providing guidance to college administrative staff on all phases of budget development, preparation, monitoring and management;
- Assisting in projection of budget needs and provides data on current and prior years expenditures and assists in strategic planning for the college.
- Maintaining an effective oral and written communication process between college administrators and their staff regarding fiscal and other matters.
- Acting as a liaison among the college, accounts, purchase, and payroll departments; ensuring college compliance with policy and procedures.
- Administering processes for inventory control, disbursements, and staff continuing education programs.
- Preparing financial and statistical reports.
- Evaluating administration of fiscal, inventory and other systems developed to achieve institutional goals regarding internal controls, overall administrative efficiency, and fiscal policy compliance.
- Developing and implementing procedures within the college that support internal control regarding all phases of fiscal management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of college accounts.
- Ensuring security arrangements and safety requirements at the Campus.
- Keeping account of all the financial transactions related to repair, maintenance, purchase etc.
- Disbursing salaries for the employees of the College
- Preparing the annual account.
- Dealing with banks and other financial institutions regarding loans etc.

12. Code of Conduct for Administrative Staff

The Administrative Staff shall be responsible for:

- Maintenance and upkeep of the records of student and staff members.
- Maintenance and upkeep of record related to salary, sponsorship and projects.
- Recording the attendance of college staff, keeping count of leaves thereof.
- Checking and following up the incoming letters received from the University Department/Colleges/Students etc.

- Submitting notes/drafts for approval of the officers through the Superintendent.
- Ensuring the prompt dispatch of letters.
- Arranging filing of the papers and files in order, year-wise and subject-wise.
- Attending to such other work that may be assigned to them by the Principal.

13. Code of Conduct for the Maintenance Staff

The Maintenance Staff of Sophia Girls' College, (Autonomous), Ajmer, should follow and observe the following to be a person of professional conduct:

- Should understand and work according to the policies of the institution and should sincerely and diligently carry out the duties delegated to them.
- Leave of absence should be intimated to the supervising authorities and the Institution well in advance.
- Should not work in any other capacity in other places during working hours and also should not be a part of a reason or part of any small business activity within the institution
- Should not be a part of political, anti-secular activities and such other conduct which will hamper the institutional policies
- Should treat their peers, Supervisors, Principal, Management and students with utmost respect and should not engage in activities which hurt the sentiments of the group or an individual
- Should be punctual in their work to fulfil the need of their presence and smooth functioning of the day
- Should handle the equipment carefully for the longevity and proper functioning of the same
- Should not indulge in abuse of drugs, tobacco, chewing of beetle leaf or alcohol.
- Should not divulge any official matters of importance (which they have proximity by virtue of their position) to anybody
- Should not falsify any original document which they may have access
- Should have honesty and integrity in executing the duties
- Should not develop emotional relationship with students or their parents/guardians
- Should respect the decision of the Management and any conflict should be settled amicably
- Should be present neatly dressed
- Should be responsible for the cleanliness of the rooms/labs/ premises of the concerned departments
- Should not allow any unauthorized persons to enter the departments / office without proper verifications
- Mutual trust and goodwill created among all the group of employees will generate a harmonious environment in the campus and no individual should be a hindrance by way of their activities in action, word or thought.

14. Code of Conduct for Students

Admission:

After admission, if a student is found having submitted false documents/given false information/deliberately hidden important facts, then her admission can be terminated.

- If a student leaves the college in mid-session or is terminated mid-session, fees paid shall not be refunded according to the norms of the College

Attendance:

- Students are expected to attend lectures punctually as the attendance is registered biometrically for each class.
- Attendance during examinations is compulsory.
- 75% attendance in every subject is a must. ***Defaulters will not be allowed to appear for the End Semester Examinations in the subject they have short attendance.***
- When absenting from class, the leave record in the diary duly signed by the Parent should be submitted to the Principal on the day of return.
- Students going for sports/NCC/NSS/cultural competitions/extra-curricular activities/seminars as on duty should get prior permission from the Principal through the Faculty- in-charge of these programmes.
- In case of prolonged absence on account of medical reasons; a medical certificate ought to be submitted to the Principal within ten days of absence.

Discipline:

- Every student shall maintain the decorum of the College and be polite to the Principal, Vice-Principal, the Teaching, Non-teaching and Maintenance staff and also to their peers.
- No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
- There should be complete silence in the corridors during class hours. Students must not loiter in the corridors during class hours.
- Students are liable to disciplinary action (even dismissal) if found smoking in and around the campus/ in possession of, or under the influence of tobacco products, drugs or alcohol.
- Students are forbidden to bring fire crackers and Holi colours to the campus. Students found doing so are liable to disciplinary action.
- Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
- Students are expected to conduct themselves with dignity and maturity. They must observe the norms of decency and propriety.
- Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
- Outsiders are not permitted to attend College functions without invitation from the College
- Posters and notices must not be put up without the permission of the Principal.
- Printed matter, photographs/videos/audios not approved by the Principal are not to be brought to the College.
- The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class representative will be responsible for the cleanliness of the room allotted to it.
- In case of any damage to the property of the college - identified students/the whole class / batch will be given punishment.

- Vehicle Parking will be allowed on all working days from 8:00 a.m. to 4.00 p.m. The College will not take responsibility of vehicles parked in the premises after 4:00 p.m.
- No money is to be collected from students without the prior permission of the Principal.
- If students have any difficulty that needs to be addressed they can forward the same through their representative in a disciplined and peaceful manner to the teacher and if very necessary to the Principal. They can also contact their mentor/teacher or the Grievance Redressal Cell. However, they cannot by any means contact any outsiders.
- Students shall not indulge in any political activity on the college campus. Violence of any kind shall not be tolerated.
- Students shall not involve in any immoral/criminal activity. In case of any such involvement, strict action shall be taken.
- Posters, banners or flags are not to be kept or exhibited anywhere in the campus. No pamphlets/leaflets may be distributed inside the campus without the prior permission of the authority.
- After class hours students are not expected to remain on the campus unless there is a function/programme /rehearsal/games practice.
- Students must cultivate the use of the Library. They are expected to spend their free time in the Library or in the Reading Room where they can refer to books, magazines, newspapers, journals and e-resources.

Punctuality:

Students must observe punctuality. If a student is regularly late for classes, she may not be permitted to attend classes. If the concerned lecturer is absent, students are expected to go to the library, e- resource laboratory or re-arrange the class.

Daily Assembly:

It is mandatory for all the students to attend the Daily Assembly. All important information is disseminated at the Assembly.

Identity Cards:

Students must wear their Identity Cards issued by the college at all times in the campus. In the absence of ID-Cards, students shall not be permitted to enter the college, or participate in any college function nor will they be allowed to issue library books. In case of loss of original identity card, a duplicate will be provided on payment.

Dress Code:

There is no specific dress code as such but students are expected to dress decently inside the campus.

Mobile phones:

- Students are permitted to bring mobile phones and laptops to the College
- Mobile phones and laptops can be used only for academic purposes during class hours
- Mobile phones should be in silent mode while on the College campus.
- Students indulging in inappropriate use of mobile phones or laptops on campus will have to face disciplinary action prescribed by the College.

Examination:**No Dues Certificate:**

All the candidates who appear for examinations shall obtain No Dues Certificate from the Department, Hostel, Library, Physical Director and the laboratory concerned.

Hall Tickets:

All those candidates who appear for examinations shall be issued Hall Tickets only when they produce “No Dues Certificate” from the various offices as mentioned above. No candidate will be permitted to appear for semester examinations without the Hall Ticket.

15. Code of Conduct for Parents/Guardians

- Parents/guardians of the students should be active partakers in the formation of good character and holistic development of their children/wards and should cooperate with the College authorities in this regard.
- Outsiders or relatives should not interfere with matters of the students unless it is duly informed by the parents in an officially assigned format and procedure.
- Parents/guardians of the students should uphold the vision, values and ethos of the College.
- Parents/guardians should maintain a good relation with the Staff and Management of the College.
- Parents/guardians should maintain courteous and respectful attitude towards the staff (teaching and non-teaching) of this College
- Parents/guardians should help the College authorities to maintain good discipline and high academic standards.
- Parents/guardians should attend the Parent Teacher Meetings whenever it is held
- Parents/guardians should meet the mentors and Principal regarding the conduct and overall performance of the children/wards.
- Parents/guardians should inform the Principal when a student is on leave due to ill health for more than 15 consecutive days
- Parents/guardians can approach any Faculty member only with the prior consent of the Principal
- Parents/guardians should not enter the classroom of their children. In case of emergency they can meet the student in the parlour with the permission of Principal
- Parents/guardians are not allowed to meet other students in the campus without the permission of the Principal.
- In matters of discord and grievances, the parents/guardians are advised to meet the Principal.

II. POLICY OF PARTICIPATIVE GOVERNANCE

The vision of the College is to ensure a quality culture, aimed at establishing an innovative and intellectual academic ambience in the institution. The College follows the healthy practice of adopting a participative style of management that involves employees and stakeholders at all levels of decision making. Participative Management is followed at the strategic, functional and operational level.

- Sophia College Governing Body is the Apex body of the Institution.
- The **Superior General** of the Congregation of the Mission Sisters of is the President/Chairperson of the Governing Body. She, along with her team, ensures that the vision and mission of the College is at the core of all decisions made. The **Secretary** takes care of recruitments of employees. The **Principal** directs all academic, research and student-related activities.
- The Board of Management, Academic Council, Finance Committee and Departmental Board of Studies are set up to plan, implement and oversee the activities of the College.
- Being an Autonomous College, the institution uses its academic and operative freedom to make consistent efforts to attain higher goals in the field of education.
- The Board of Management, Academic Council and Departmental Board of Studies are set up to plan, implement and oversee the activities of the College.
- There are various committees and cells for the smooth functioning of the College
- The staff and students coordinate with the Heads of the Departments, the administrative office, or through various conveners and coordinators of committees, cells, clubs and associations attached to different departments.
- Regular feedback is taken from teaching, non-teaching, support staff, students, external experts, industrialists and also from alumni. The report is analysed and further steps are taken for improvement.
- The Non-teaching staff members are also on certain committees to give their input on finance, planning and evaluation

The functioning of the Institution is based on delegation of responsibility and effective decentralization that enhances the quality of higher education in the College.

III. ADMISSION AND RESERVATION POLICY

Sophia Girls' College (Autonomous), Ajmer is committed to a fair transparent ethical human and consistent admission process. It aims at providing quality education for girls with values and social commitment. The policy abides by the Vision, Mission, Core Values, Ethics and Code of Conduct of the Institution. The Institution shall ensure equity, accessibility and inclusiveness in the admission of students to College programs. No donation / capitation fee is collected other than the fee prescribed by the Institution. The admission to the College is open to all girls irrespective of caste, creed, geographic, linguistic and communal background.

Admission Policy:

The policy applies to the admissions of Undergraduate & Postgraduate Programs of the College leading to the award of a degree.

The objectives of this policy are:

- a) To provide a framework to ensure the integrity of selection and admission decisions.
- b) Set clear responsibilities and accountability pertaining to admissions.
- c) Ensure that selection and admissions processes are transparent and decisions are consistent and fair.

Scope:

This policy and guidelines are applicable to prospective candidates' admission in Sophia Girls' College (Autonomous), Ajmer

Admission Committee:

The Admission Committee will be constituted under the direction of the Principal who is the Chairperson of the Committee. The Committee is responsible for the implementation of the Admission Policy following the guidelines. Fairness shall be observed by the members of the committee in all admission related matters.

The members of the Admission Committee shall be as follows:

- a) Chairperson - Principal
- b) Coordinator - Senior Faculty
- c) Members - Members from different Departments

Functions of the Admission Committee:

- a) The Admission Committee performs the following functions:
- b) They define and modify the Admission Policy as per the guidelines of the Commissionerate of Higher Education, Government of Rajasthan and the affiliating University.
- c) They implement the eligibility criteria, reservation criteria and other policies for all the Programs of the Institution.
- d) They scrutinize and review the admission process every year.

Reservation Policy:

Sophia Girls' College (Autonomous), Ajmer run by the Mission Sisters of Ajmer, as a religious minority Higher Education Institution adheres to the reservation policy of the State Government of Rajasthan regarding admission of students to various programmes offered in the College.

The Institution has by and large adopted an inclusive Admission Policy for providing equal opportunities to students, irrespective of their economic, social or regional backgrounds provided that she fulfils the minimum eligibility criteria for the Programme.

The Institution abides by the following reservation norms specified by **Commissionerate of Higher Education, Government of Rajasthan** for admission to **Undergraduate and Postgraduate Programs**.

Category	Reservation (%)
SC	16
ST	12
OBC + MBC	26
EWS	10

Other Reservation Categories :

- **Minority:** Sophia Girls' College (Autonomous), Ajmer being a Christian Minority Institution follows the Government Minority reservation policy in which 50% seats are reserved for Christian students applying for admission.
- **Divyangjan:** Students who are Differently abled– 5%
- **Defence:** Students belonging to Defence background - 3%
- **Kashmiri Migrants:** Students who are Kashmiri Migrants - 1%
- **Sports / NCC / NSS:** Students with outstanding achievements at International/ National Level in Sports, NCC and NSS are also given preference.

NOTE: When the number of applicants for admission in any of the above categories is less, the remaining seats are filled based on merit.

Eligibility Criteria:

The Institution shall abide by the eligibility criteria of UGC, State Government and the affiliating University for admissions to the Undergraduate and Postgraduate Programs.

- **Eligibility Criteria for Undergraduate Programs** - a candidate who has passed the 10 + 2 examination from a recognised Board approved by the affiliating University and fulfils the minimum eligibility criteria for the course shall be eligible to apply for Undergraduate Programs of the Institution.
- **Eligibility Criteria for Postgraduate Programs:** A candidate who has passed the qualifying degree exam from a recognised University approved by the affiliating University and fulfils the minimum eligibility criteria for the course shall be eligible to apply for Postgraduate Programs of the Institution.
- **Eligibility Criteria for Undergraduate / Postgraduate Programs for International Candidates :**

For U.G. Programs, the candidates must have a School Level Examination Certificate from a recognised Foreign Board and must submit an equivalency certificate from the Indian Government as per program requirements.

For P.G. Programs, the candidates must have a Bachelor's degree from a recognized University and must submit an equivalency certificate from the Association of Indian Universities (AIU), New Delhi, as per program requirements.

Admissions are based on the Eligibility Criteria which are as follows:

Undergraduate Programs:

<u>S.No.</u>	<u>Program</u>	<u>Eligibility XIIth</u>
1.	Bachelor of Arts (B.A. Pass Course)	Minimum 45%
2.	B.A. Honours (English)	Minimum 50%
3.	B.A. Honours (Economics)	Minimum 50%
4.	Bachelor of Science (Biology)	Minimum 48%
5.	Bachelor of Science (Mathematics)	Minimum 48%
6.	Bachelor of Commerce (B.Com.)	Minimum 48%
7.	Bachelor of Commerce (Honours) (B.Com. Hons.)	Minimum 50%
8.	Bachelor of Business Administration (B.B.A)	Minimum 50%
9.	Bachelor of Computer Application (B.C.A)	Minimum 50%
10.	Bachelor of Library & Information Science (B.L.I.S) (Only for Graduates)	Minimum 45% in Graduation

Postgraduate Programs:

<u>S.No.</u>	<u>Program</u>	<u>Eligibility Graduation</u>
1.	M.A.- English Literature (*Graduation from any faculty)	Minimum 48%
2.	M.A.- Political Science (*Graduation from any faculty)	Minimum 48%
3.	M.A.- Sociology (*Graduation from any faculty)	Minimum 48%
4.	M.A.- History (*Graduation from any faculty)	Minimum 48%
5.	M.A. / M.Sc. - Geography (*Graduation from any faculty)	Minimum 48%
6.	M.Sc.- Computer Science (*Graduation from any faculty)	Minimum 50%
7.	M.Sc.- Chemistry (* B.Sc. with Chemistry as a subject for three years)	Minimum 50%
8.	M.Com. - A.B.S.T (* B.Com. / B.Com. Honours Graduate)	Minimum 48%
9.	Integrated M.Sc. (C.S.)	Minimum 50% (in Class XII)

Transfer Between Programs:

1. The Principal's approval is necessary for the student to transfer from one program to another Program at the College, subject to the following conditions:

- a) The availability of seats as per the Program.
- b) During the specific time period allotted for the same.

- c) Meeting the prerequisites and other admission requirements for the Program.
- d) The minimum entry requirements for the Program.
- e) The academic competitiveness of the applicant.

Transfer from other Autonomous Colleges:

A student belonging to another Autonomous College can be given admission only in Semester III of U.G. Programs if there is 50 % equivalence in the course content of previously studied programs with the Program in which she is seeking admission subject to the approval of the Admission Committee. However, provisional admission is granted, subject to the clearance of courses as required by the program and approval of the affiliating University.

Cancellation or withdrawal of Admission

The Principal / Admission Committee may withdraw or cancel the admission and enrolment of a student when:

- a) The candidate fails to provide the required documents or fulfil other requirements within the stipulated time.
- b) The admission has been made based on incomplete, inaccurate or fraudulent information.
- c) In instances of misconduct or unethical behaviour.
- d) The Student does not attend College for two or more months consecutively without any written permission from the Principal her admission stands cancelled. She may be granted readmission after seeking approval of the Principal.

Admission Process

- a) The admission procedure is monitored and processed by the Admission Committee.
- b) Admission Notification is given through College website and print media.
- c) The student has to fill the form and submit it with the required documents online / offline.

Merit List:

- a) The committee conducts a thorough scrutiny of Application Forms from which Merit lists are prepared and displayed (The Admission Committee selects only from among applicants eligible for consideration under the minimum entry requirements approved by the Concerned Authorities).
- b) An Entrance Test is conducted for certain Programs for shortlisted students. Based on the results a list of selected students is prepared and results declared.

IV. EXAMINATION POLICY

1. Objective

- To create a conducive environment for smooth and transparent conduction of College Examinations.
- To establish and develop high tech Examination Cell for providing service to students such as online Exam form filling facility, generating digital Hall Tickets and providing online results on student portal.

2. Preamble

- Assessment of student learning should be a fair and transparent process so that students are treated impartially across the Institution.
- Examinations are conducted by the College in the College campus itself.
- Students are provided with a clear indication of how to appear in various examinations.
- Assessments of student learning are transparent, applied consistently, and harmonious with course objectives.
- Students receive prompt and constructive feedback on their learning progress at regular intervals.
- All regulations covering student assessment and examinations have been developed into a framework with two levels of authority and responsibility: Departments, College.
- This policy covers policies, rules and procedures governing the student assessment, including conduct of examinations.

3. Examination Conduction Policy

The examinations for programmes under CBCS are conducted by the College in consonance with the Semester pattern of study. There will be two semesters:

- **The Odd Semester-** beginning July and ending with Semester End Examinations in December
- **The Even Semester-** beginning December and ending with Semester End Examinations in April/ May.

The Examinations Committee will be responsible for the conduct of the Internal and External Examinations as well as handling the concerned duties. The Principal is the Superintendent and Chief Controller of Examinations. The Faculties are appointed as Additional Superintendent, Flying Squads and as Invigilators. The Controller of Examinations is the overall in charge of the examinations. The Committee shall take all the necessary decisions and execute them throughout the session for the smooth conduction of the examinations.

4. Malpractice cases

A student indulging in any unfair means/misconduct/illegal practices during or after the examination will be considered to have committed malpractice and is liable for punishment as per the scheduled rules of the College.

In such cases, the Assistant Superintendent must inform the Centre Superintendent / Controller of Examination immediately.

- a. The student shall be called upon to surrender the unfair means material found in his or her possession, if any, and his/her answer-book to the Superintendent.

- b. Signature of the concerned student shall be obtained on the relevant materials and the form.
- c. Concerned Invigilator and the Superintendent shall also sign on all the relevant materials and documents.
- d. Statement of the student and her undertaking in the prescribed format and statement of the concerned Invigilator on duty shall be recorded in writing by the Superintendent.
- e. If the students refuse to make a statement or to give undertaking the concerned Invigilator and Superintendent shall record accordingly under their signatures.
- f. The Superintendent shall take one or more of the following decisions depending upon seriousness/gravity of the case:
 - Confiscate her answer-book, mark it as “suspected unfair means case” and not allow her to appear for that particular or/and the remaining examination as per the decision of the Unfair Means Committee.
 - In case the student runs away from the examination room/ hall along with her answer sheets, immediately an FIR shall be lodged within the nearest police station having proper jurisdiction and the candidate shall be charged under malpractice as per the provisions of Rajasthan Act No. 27 of 1992.
 - A copy of the FIR shall be enclosed with the Malpractice Report and the candidate will be debarred for the rest of the examinations.

5. Unfair Means Committee and its Functions

- All the instances of malpractices relating to the examinations that will be detected and reported by the invigilators shall be examined and discussed by an Unfair Means Committee.
- This Committee consists of the Principal, Controller of Examination, Assistant Controller of the Examination, Assistant Superintendent, Head of the Department (concerned subject), and Invigilator and is responsible for investigating the cases of malpractice.
- It shall award punishment, if in its opinion the student is proved guilty by the support of evidence available, such as, the prohibited material, reports of Assistant Superintendent / Invigilator member and explanation of the student admitting her guilt.
- In case a student is found guilty, the committee shall be responsible for deciding the further course of action.
- If any unfair means is detected during the evaluation process of the answer copies by an internal/external examiner, he/she should report it to the Controller of Examinations. The same shall be referred to the Controller of Examinations to determine if there is a prima facie case. If the COE finds that there is a prima facie case, it shall be referred to the Unfair Means Committee. The Committee shall make relevant recommendations after getting the answer copies re-evaluated, and giving a reasonable opportunity to the student(s) in their defence. However, no such opportunity is to be given to the student(s) if it is group malpractice.
- In case, at any stage if it is brought to the notice that a student is suspected to have indulged in any misconduct/illegal practice even after the conduction of examination, her case shall be referred by the Controller of Examinations to the Unfair Means Committee. On the basis of such evidences, the committee shall recommend the punishment to be awarded to the student(s), after giving reasonable opportunity to her in defence.

- If a candidate is found guilty of malpractice after declaration of the result, her result shall be cancelled and she shall be entitled for a rectifying measures decided by the Unfair Means Committee decides.
- If any other act of unfair/illegal means or misconduct is caught during the course of or even after the examination, not contained in this provision shall be dealt strictly by the Unfair Means Committee with respect to the principles of justice and make necessary recommendations for the case.

6. Provision for writer's help (scribe) or extra time for the examination

- The students are expected to write their examination by themselves but in case, if any student requests to provide a writer or extra time on the basis of certain health issues or the disability to write, then the Chief Controller of Examination can allot a writer or extra time to the student. The COE shall verify the student's medical reports in such cases.
- The qualification of the writer needs to lower than the person for whom the exam is being written. In most of the cases the writer shall be provided by the College. No blood relation is allowed to appear as a writer for any candidate.
- The qualified writer needs to submit the following Documents to the examination cell:
 1. Application signed by the Center Superintendent and the COE.
 2. Proof of her Educational background
 3. Any authentic photo ID Proof (Aadhaar Card, Driving License, PAN Card, Ration Card Etc.)

7. Withholding of the Results

If the student has not paid the semester fees to the College at any stage, or has dues pending due to any reason, or if any case of indiscipline is pending, the result of the student may be kept on hold. In this case the student will not be promoted to the next semester. The award or issue of the degree may also be withheld in such cases.

8. Amendments of Results

a. Due to errors

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examination shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary with the necessary approval of Principal.

Error Means:

- a. Error in computer/data entry, printing or programming and the like.
- b. Clerical error, manual or machine, in totalling or entering of marks on ledger /register.
- c. Error due to negligence or oversight of examiner or any other person conned with evaluation, moderation and result preparation.

b. Due to fraud, malpractices etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examiner has benefited and that such examiner, has in the opinion of the Controller of Examination been party of privy to or connived at such malpractice, fraud or improper conduct, the Examination Cell shall have power at any time notwithstanding the

issue of the certificate or the award of a Prize or Scholarship, to amend the result of such examiner and to make such declaration as the Examination Cell considers necessary in that behalf.

V. ANTI RAGGING POLICY

Sophia Girls College, (Autonomous) Ajmer is known for its discipline and moral values. The Institution has zero tolerance towards anything that goes against and degrades these values. Ragging is against the human and ethical values which our institution upholds. In order to obliterate ragging in all its forms from the institution, an Anti-Ragging and Vigilance Cell was established as per the guidelines of the UGC.

Ragging consists of one or more of the following acts:

- Any conduct by any student whether by words spoken, written or by an act which has the effect of teasing, treating, and handling with offensiveness a fresher or any other student.
- Engaging in improper activities by any student or students which causes annoyance, hardship, physical/psychological harm, or to raise fear, apprehension thereof in any fresher or any other student.
- Any action by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or a fresher.
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving wrong pleasure, distorted or a callous thrill from actively or passively participating in the discomfiture to a fresher or any other student
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or imposing superiority by a student over any fresher or any other student.
- Asking any student to do any act which the student will not in the ordinary course do and which has the effect of causing or producing a sense of humiliation, or distress or agony so as to adversely affect the physique or psyche of such fresher or any other student.
- Exploiting the services of a fresher or any other student for completing the academic tasks allotted to an individual or a group of students.
- Any act of financial blackmail or forceful expenditure put on a fresher or any other student by the students. .

Ragging in any form is totally banned in the entire Institution and strict action is taken against those found guilty of ragging. All complaints pertaining to any kind of ragging by any student/group of students of the College inside or outside the College campus may be reported to the Anti-Ragging and Vigilance Committee by sending a mail to ***antiraggingcell@sophia.college*** or putting a slip in the Grievance Box. The students may also fill the online Grievance Form when in need. They may also approach the members of the Committee or their mentors as per their comfort level. The phone numbers of the Anti-Ragging Committee are displayed on the College Notice Board as well the website.

Anti-Ragging Measures

In conformity with the Supreme Court judgments and directions, UGC Guidelines and State Government Instructions, our College follows a 'Zero-Tolerance Policy' towards ragging. Any student of Sophia Girls College Ajmer (Autonomous) if accused and found guilty of ragging, will be severely dealt with as per the College's Policy against Ragging.

The Institution shall punish a student found guilty of ragging by:

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Debarring from representing the institution in any international, national or regional meet, tournament, youth festival, etc.
- Suspension/Expulsion from the hostel.
- Cancellation of admission.
- Expulsion from the Institution and consequent debarring from admission to any other Institution for a specified period

VI. ANTI-SEXUAL HARASSMENT POLICY

The Supreme Court issued guidelines in 1997 to ensure the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places. Sophia Girls' College, (Autonomous), Ajmer has constituted an Anti-Sexual Harassment Committee and Anti Sexual Harassment Policy and strictly follows the guidelines laid down by the Supreme Court to combat sexual harassment in the workplace. The Anti Sexual Harassment Policy of Sophia Girls' College (Autonomous) Ajmer is based on the Policy against Sexual Harassment of women at workplace in accordance with Hon'ble Supreme Court's guidelines with Vishakha vs. State of Rajasthan case. This policy seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the Institution.

Sophia Girls' College (Autonomous), Ajmer has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. The Institution condemns and strictly prohibits all forms of gender violence, sexual harassment, and discrimination on the basis of gender and it strongly supports gender equality.

Declaration of Policy

Sophia Girls' College (Autonomous) Ajmer shall uphold the dignity of every individual, especially women, work towards the enhancement of the development of its human resources, ensures full respect for human rights, the full enforcement of "Fundamental Rights" under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and defend the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or

education. The Institution declares here by that all forms of sexual harassment in the employment, education or training environment are unlawful and offensive and punishable.

Objectives of the Policy

- As per the directive of the Supreme Court, as well as the UGC directives, to implement a policy against sexual harassment in the institution.
- To develop a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based discrimination and violence in the institution.
- To make sure the implementation of the policy both in letter and spirit through quick response to the complaints and their follow-up procedures.
- To create an environment free of gender-based discrimination.
- To guarantee equal access of all facilities and participation in activities of the College.
- To ensure a secure physical and social environment that will prevent acts of sexual harassment.
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Definition of Sexual Harassment

Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person feels offended, humiliated, or intimidated. Sexual harassment also refers to any unwelcome sexual advance; request for sexual favours or other unwelcome conduct of a sexual nature whether directly or by implication as:

Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- A demand or request for sexual favours
- Sexually coloured remarks
- Physical contact and advances
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Jurisdiction

The rules and regulations stated in this policy shall be applicable to all complaints of sexual harassment made:

- By a member of the institution against any other member, if the harassment is alleged to have taken place within or outside the campus.
- By a non-member against a member of the college or by a member of the College against a non-member of the institution, if the sexual harassment is alleged to have taken place within the premises of the College.
- By a member of the Institution against an outsider if the sexual harassment is alleged to have happened outside the College campus. In such cases the Committee shall recommend that the Principal initiate action by making a complaint with the appropriate authority.

Role and Responsibility of Anti-sexual Harassment Committee:

- To provide an educational and social environment that is free from sexual harassment.

- To take appropriate steps (active and preventive in nature) to prevent the harassment from occurring.
- To address any oral/written complaint about unwelcome sexual advances, unsolicited acts of physical intimacy, unwanted requests for sexual favours or other unwanted conduct of a sexual nature.
- To equip all staff and students with the information of what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students.
- To provide information and training to staff and students by conducting orientation programmes and workshops to make them aware of their responsibilities in relation to maintaining a work and study environment free from sexual harassment.
- To ensure that complaints/ processes are clearly documented, explained to all employees and to offer both informal and formal options for resolution.
- To address complaints in a manner that is fair, timely and confidential and based on the principles of natural justice.
- To provide clear guidance on internal investigation procedures and keep records.
- To ensure that no student or employee be victimized or disadvantaged for making a complaint.

Internal Complaints Committee (ICC)

The Internal Complaint Committee is constituted to be easily available to the stake holders to express and lodge complaints about any form of sexual harassment and to prevent or dissuade the acts of sexual harassment and to ensure the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

Powers of the Committee:

- The Committee shall have the power to call for witnesses and call for documents or any information from any student/ employee.
- Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced.
- Upon submission of document /information called for by it, the Committee shall have the power to
 - a) Make copies of such documents/information or extracts there from; or
 - b) Retain such documents /information
- The Committee shall exercise the power to issue interim directions to/ with regard to any person participating in the proceedings before it.
- The Committee shall recommend the action to be taken against any person found guilty of
 - a) Sexually harassing the complainant;
 - b) Retaliating against/victimizing the complainant or any other person before it;
 - c) Making fake charges of sexual harassment against the accused person.

Functions of the Internal Complaint Committee (ICC)

- To ensure a safe environment that is free of sexual harassment
- To encourage behaviour that creates an atmosphere of gender equality and equal opportunities.
- To provide a mechanism for registering complaints to be safe, accessible and sensitive.

- To make quick response to the complaints about sexual harassment, to conduct enquiries, to provide assistance and redressal to the victims and to recommend penalties.
- To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- To ask for medical, police and legal intervention with the consent of the complainant.
- To make arrangements for appropriate psychological, emotional and physical support (in form of counselling, security and other assistance) to the victim if so desires.

Procedure to be followed by the Committee

- Complaint may be received by any member of the Committee
- The Committee shall meet as and when any complaint is lodged.
- The Committee may ask the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars.
- The Committee shall direct the accused student/ employee(s) to prepare and submit a written response to the complaint/allegations within a specified period as per the decision of the Committee.
- Each party is permitted to have a copy of the written statement(s) submitted by the other.
- The Committee shall give both the parties a reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue the proceedings in the interest of complainant.
- The Committee shall ask both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be attested to certify the document as original/true copy.
- The documents /witnesses produced by the parties shall be entitled to cross-examination.
- The Committee shall record and consider the evidence produced by both parties.
- As far as possible, all proceedings of the Committee shall take place in the presence of both parties.
- Minutes of all proceedings of the Committee shall be recorded and duly signed by the members of the Committee.
- The Committee shall make all efforts to complete its proceedings within a period of seven (7) days from the date of receipt of complaint.
- In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- If the Committee has the clear evidence and is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the repetition of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, initiate disciplinary action in the form of:-
 - a) Warning
 - b) Written apology
 - c) Bond of good behaviour
 - d) Adverse remarks in the confidential report
 - e) Debarring from supervisory duties
 - f) Denial of membership of statutory bodies
 - g) Denial of re-employment/re – admission
 - h) Stopping of increments/promotion/denying admission ticket

- i) Reverting, demotion
- j) Suspension
- k) Dismissal
- l) Any other relevant mechanism

If, the Committee has sufficient proof that any person has retaliated against/victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal with recommendations of the action to be taken against such person.

If, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal, with recommendations of the action to be taken against such person.

VII. GRIEVANCE REDRESSAL POLICY

The College aims to provide a strife free environment so that the students experience a harmonious atmosphere necessary for their holistic development. The College constituted the Grievance Redressal Cell in order to maintain a trustworthy and consistent system for redressal of various issues faced by students. The Grievance Redressal Cell desires to develop and promote a responsive and accountable attitude among all the stakeholders in order to maintain a friendly and peaceful educational atmosphere in the institute.

The Grievance Cell meets periodically, examines the nature and pattern of grievances and redresses it accordingly.

Objectives

- To uphold the dignity of the College by ensuring strife free environment in the College by encouraging the students to freely express their grievances/problems without any fear.
- To provide approachable, accountable and convenient system for the redressal of grievances.
- To solve all the grievances very effectively and promptly.

Role and Functions

- To provide information about the Cell's objectives and mode of operation through the website and handbook.
- To inform students of the process for registering of grievances in the Induction Programs
- To make all necessary arrangements for receiving grievances from students.
- To address the complaints within the stipulated time period.
- To review all cases and act accordingly as per the policy of the Grievance Redressal Cell.

Procedure

- The students may lodge their grievances in the prescribed form available on the College Website or mail it at grievancecell@sophia.college (Online procedure) or drop it in boxes placed in the College (Offline procedure).
- The Grievance Redressal Cell can redress the grievances of the following issues:

- a) Academic issues pertaining to teaching, learning and evaluation activities.
- b) Grievances related to library and IT services
- c) Grievances related to infrastructural maintenance
- The Grievance Cell organizes Grievance Redressal Cell meeting periodically.
- A student representative is also a member of Grievance Redressal Cell so she can put forth the problems of students in the meeting.
- Grievances pertaining to internal evaluation shall be redressed at individual / Faculty / HOD/ Principal level.
- The committee will make efforts to resolve the grievances within 15 days by the Principal issuing warning letters and reformation remedies where necessary.
- The grievances pertaining to women harassment and ragging are forwarded to the respective committees as per the prescribed procedure.

VIII. POLICY FOR INCLUSION OF STUDENTS WITH DISABILITIES

Preamble

According to the Government policy, a barrier- free environment is the fundamental right of differently-abled students (RPWD Act, 2016). In compliance with this, Sophia Girls' College has prepared and adopted a policy for the differently-abled students. The College entrusts in providing equal opportunities to all without any discrimination. Sophia College and its Management strive to furnish the maximum possible facilities at the best of its approach and resources for the differently-abled students. This perspective of the College brings in equality and harmony in the workspace.

Objectives

- To provide special infrastructure facilities
- To provide equal opportunities
- To nurture a compatible environment
- To provide special facilities during examination as per UGC guidelines
- To organize awareness programs

Practice

Sophia Girls' College (Autonomous) Ajmer recognizes that persons with disabilities are valuable human resource for the society and seeks to create an environment that provides them equal opportunities, protection of their rights and full participation in the activities of the College. For this purpose Sophia Girls' College (Autonomous), Ajmer has adopted a policy for the disabled students.

Admission:

- No academically qualified applicant will be denied admission in the College on the grounds of disability alone. All reasonable adjustment will be made and opportunity will be provided for full consideration of the specific support or facilities required for disabled candidate.
- Reservation for the differently-abled students shall be ensured in the Admission Policy as per Government norms.

Support Services:

The College shall make sure that disabled students have equal opportunity to utilize the support services. The following facilities will be provided by the College for the benefit of such students:

- Ground floor classrooms shall be provided for differently abled students by reshuffling the time-table.
- Human assistance shall be provided
- Rehabilitation equipment like canes, crutches and wheel chair shall be made available
- Provision shall be made for easy access to buildings, rooms and toilets
- Disabled students shall have access to friendly paths and specially prepared walkways
- Fully equipped infirmary shall be made available
- Ramps at prime locations are available for the students
- Easy approachable seating in the classroom shall be ensured.
- Sensitization Programmes shall be organized through Value Education to develop a sense of

responsibility among all the students for their differently-abled classmates.

Assessment and Examination

The College shall make reasonable adjustment and appropriate arrangements for disabled students in lectures, seminars, practical sessions, assessment and examination. Time relaxation shall be allowed and scribes shall be provided to differently-abled students for examination.

IX. SCHOLARSHIP AND FREESHIP POLICY

- The Management of Sophia Girls' College (Autonomous), Ajmer ensures that students who are eligible for Government Scholarships are helped to avail it.
- Grant of Scholarships from the Central and State Government is admissible to the students only when sanction orders are issued by the appropriate authorities. The College is not responsible for the grant or non-grant of Government Scholarships.
- The Government Scholarship amount will be disbursed to the student's Savings Bank Account (SB) only through Electronic Clearing Service (ECS) from the relevant Government funding departments.
- Apart from the Government Scholarships, the Management provides scholarships and freeships to those deserving students who are not eligible for scholarships from the Government.
- The list of scholarships available for Aided and Self-Financing courses are mentioned in the College Prospectus and Student Handbook
- Freeships are provided to sportswomen and deserving students who are not eligible for any Government grant. Students are financially assisted from the Managing Society, Sophia College Alumni Association and from the contributions of magnanimous philanthropists.

X. POLICY FOR WELFARE MEASURES FOR TEACHING AND NON- TEACHING STAFF

Sophia Girls' College (Autonomous), Ajmer promotes a healthy work ambience and gives a sense of belongingness to all its members. The College has adopted numerous welfare measures for the benefit and academic growth of its members.

For Teaching Staff:

- Provision of Research Incentives to Faculty for paper publications, seminars, conferences, workshops, webinars, clearing NET, Ph.D., Research Supervisorship etc.
- Provision for granting seed money for Institutional Research Projects to enhance research skills
- Sponsoring the Registration Fee for Orientation, Refresher, Faculty Development Programs, etc.
- Permission for higher studies.
- Permission to apply for projects and grants for Seminars and Conferences.
- Faculty are permitted to offer consultancy during college hours.
- Sponsored visits to MoU Institutions for Staff Exchange Programme.
- Separate staffrooms/ cubicles for each Department.
- Essential academic accessories to each Department like Computers, Printers/Scanners, software, updated laboratory equipment, etc.
- Provision of Privileged Leave/ Casual Leave/Medical Leave/ On Duty Leave/ Maternity and Paternity Leave for all Staff Members.
- Provision for 7-day Academic Leave for Adhoc teaching staff and 14 days for the Permanent Staff members.
- Provision for Provident Fund and Gratuity.
- Conducting regular free medical check-ups.
- Organising recreational activities, Teachers Day celebrations, games, meals presenting gifts, etc.

For Non- Teaching Staff

- Provision of Privileged Leave/Casual Leave/Medical Leave/ On Duty Leave/ Maternity and Paternity Leave for the Staff Members.
- Provision for Provident Fund and Gratuity.
- Conducting regular free medical check-ups.
- Organizing Staff Developmental Programmes for the Non-Teaching Staff.
- Organizing Annual Spiritual Orientation Programs, regular prayer and counselling sessions.
- Arranging Personal loans from Bank.
- Provision of ex-gratia payment for fourth grade employees in case of serious illness or death.
- Provision of interest free loans for their children's education and loan facility from a Cooperative run by the College.
- Organising recreational activities, Maintenance Day celebration for fourth grade employees with games, meals and gifts.

- Waving of fee and scholarships for the wards of fourth grade employees.
- Provision for an amount of Rs.7000/-for all fourth-grade employees for their Children's Education,
- Provision of free uniform, woollens, blankets for the fourth-grade employees.
- Group Insurance Coverage for accidents or death is done for the fourth-grade employees of the College.

XI. THE INSTITUTIONAL RESEARCH POLICY

Sophia Girls College (Autonomous), Ajmer believes, Research is the foundation of knowledge that brings new energy, builds state of the art infrastructure, promotes the development of intellectual output, develops collaborations and contributes in enhancing innovative investigative culture. Research happens to be one of the pioneer aspects of an Institution to achieve excellence in the field of education.

The Principal focus of the Institutional Research Policy of Sophia Girls' College (Autonomous), Ajmer is formulated in consonance to the vision and mission statements of Research and Development Cell to inculcate research aptitude, develop right kind of research culture and provide necessary facilities for establishing appropriate research infrastructure.

Objectives:

The major objectives of the Institutional Research Policy are as follows:

- To promote and develop an understanding towards research culture and knowledge amongst both Staff and Student fraternity.
- To build a scientific temperament in the Institution to adapt and acquire Research as an integral part of knowledge acquisition, teaching and extension.
- To motivate and encourage Staff members to publish research papers and undertake various research projects of social and academic importance.
- To facilitate publication of International Research Journals by providing an International level platform for quality research publication.
- To nurture an environment of undertaking socially useful research with potential for commercialization and business Start-ups.
- To enhance and boost interdisciplinary collaborations and partnerships with National and International Institutes of repute.
- In adherence to the Institutional Consultancy Policy, encourage Staff Members to provide Consultancy Services thus sharing knowledge and expertise with society

The salient features of The Institutional Research Policy are:

- To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the College.
- To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other research related activities.
- To create and administer a research fund and seed money for supporting and facilitating Research initiatives and Institutional projects for Faculty members.

- To provide a modality for proper coordination of all research activities of the College and aligning these to the vision and missions of the College and National Development goals.
- To apprise about the various research initiatives and programs conducted by the Institution.
- To ensure that all research work is based on original findings and the manuscript is examined through authenticated plagiarism software before publication.
- To prepare and regularly update the research agenda of the College outlining the preferred focus areas and priorities of research activities to be supported such as Ph.D. Program and Master's dissertation.
- To guide Faculty members in the effective integration of research projects with the regular curriculum implementation and curriculum enrichment activities.
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects.
- To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project.
- To identify and establish linkages including MoUs for long term relationships with National and International research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the College.
- To encourage and facilitate the publication of the research work and projects in reputed academic journals and institutes respectively in compliance to the Code of Ethics policy and Intellectual Rights Policy of the Institution.
- To make sure that researcher upholds academic integrity, research ethics, respect the rights, dignity and worth of all people and take care to do no harm in the conduct of their work.
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars and guest lectures.
- To provide a mechanism to ensure that Academic Staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission.
- To organize workshops/ training programmes/ FDPs and sensitization programmes to promote a research culture on campus.
- To provide 'Research Incentives' to Faculty Members towards promoting research culture and to enhance the professional competency amongst them. Their dedicated efforts are acknowledged under the following heads:
 - Participation in Conferences/Seminars/Workshops
 - Presenting papers at Conferences/Seminars/Workshops
 - Publication of Research papers/Chapters in UGC listed Journals/Peer Reviewed Journals/Edited Books
 - Publication of Books
 - Award of Ph.D.
 - Clearing of NET/SET Examination

- Guiding Ph.D. students
- Awards/recognition incurred
- To create and maintain a research database of research works and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.

XII. RESEARCH ETHICS POLICY

The Code of Ethics of the Sophia Girls' College (Autonomous), Ajmer is a common set of values which act as the foundation stone for every researcher to build their professional and scientific work on campus. The Research and Advisory Committee along with the Ethics committee and Intellectual Property Rights Cell are keen to embed and endorse a culture of honesty and transparency in all its institutional activities through its ethical dealings. The code is intended to provide both the principles and the rules to cover professional situations encountered by researchers. Sophia Girls' College (Autonomous), Ajmer is committed to promoting and maintaining high standards of integrity and accountability in the conduct of academic research.

The Institution is dedicated to guaranteeing a free academic environment to conduct research for both staff and students. Adhering to a set of ethical standards for Research Scholars work, the Code of Ethics has been formulated to provide a clear statement of the Institution's expectations from staff and students in respect of academic matters and research behaviour.

The following ethics serve as a guide for researchers in determining ethical courses of action in various contexts:

- Researchers are expected to maintain the highest levels of competence in their research works.
- Researchers are expected to be honest and respectful of others in their activities- in research, practice and service.
- Researchers are accountable for their research work and their course of action and should not be questionable in any case.
- Researchers must uphold academic integrity, respect the rights, dignity and worth of all people and take care to do no harm to life and property in the conduction of their work.
- Researchers shall ensure that work is based on original research and the manuscript can be examined by anonymous reviewers.
- Researchers shall not falsify data, data source, finding, claims or credentials.
- In their publications and presentations, Research Scholars shall explicitly identify credit and reference the author when they take data or material verbatim from another person's work, whether it is published, unpublished or electronically available.
- The Research Committee scrutinizes all research activities, proposals and projects initiated in the Institution and approve the same.
- Researchers shall ensure that personal and confidential information shall be protected.
- Researchers shall not engage in harassment of any person, including students, supervisors, employees or research participants.

- Researchers shall not involve in any act of discrimination based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability or sexual orientation, marital or family status, physical or mental disability.
- Researchers shall not be associated with any political parties or alleged for any criminal cases.
- Researchers are expected not to interact with media on behalf of institute or invite media persons on to the campus without the permission of the institute authorities.
- Researchers should be regular and must complete their assigned research work in the stipulated duration.
- Research Scholars shall maintain uttermost discipline in the Institution.

Note: If there is a case against a researcher for a possible breach of Code of Ethics, then the Ethics Committee will recommend a suitable disciplinary action and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said scholar or staff.

XIII. INSTITUTIONAL SEED MONEY POLICY

Seed money is a fund provided to a teacher or a group of teachers by the Institution to get their research initiated to facilitate the preparation of formal research proposal for funding (NAAC).

Sophia Girls' College (Autonomous), Ajmer is dedicated towards promoting research culture amongst the faculty members for producing realistic research work and substantial intellectual output based on original research and experimentation.

Objectives

Seed money is provided to faculty members with the following objectives:

1. To aid the Staff and students to start a research program that has the potential to sustain by attracting funds from external agencies.
2. To generate preliminary results for a quality research work before/while undertaking project proposals from external agencies or Institution.
3. To promote inter-faculty collaboration in emerging potential areas.
4. To promote generation of IPR and product/process development.

Eligibility

1. The Staff and students of Sophia Girls' College (Autonomous), Ajmer are eligible to apply.
2. The Seed money grant is provided to the faculty members for Institutional Research

Projects and for students to take up start-ups. By the very fact a faculty applies for seed-money, the applicant undertakes to complete the project successfully in time. If for any reason the awardee leaves Sophia Girls' College (Autonomous), Ajmer without completing the project, he/she will be bound to refund the entire sanctioned amount to the College, besides depositing all the books/ journals/ equipment purchased out of the project money.

IV. INSTITUTIONAL CONSULTANCY POLICY

'Sophia Girls' College believes in extending services and sharing its knowledge resources for the mutual benefit of Institutions, Industry and Neighbourhood'

Considering the Vision and Mission of the Research and Development Cell of Sophia Girls' College, Ajmer one of the major Research Policies includes Consultancy apart from active Research and Teaching. The Institution believes in contributing to society and hence promotes the sharing of expertise and research inclination of the Faculty Members for collaborative Research and Consultancy services. Consultancy services in an academic environment function as a tool for contributing to the national economic growth.

Consultancy is part of the "Knowledge Exchange" portfolio which focuses on developing mutually beneficial relationships with institutes, commercial and public sector organizations. Consultancy means work of a professional nature, undertaken by Staff Members in their respective field of expertise, for external clients for which payment is usually made. This policy applies to all Consultancy works undertaken by Teaching or Non-Teaching Staff (including technicians), or a team of collaborators, Departments on behalf of the College.

The Institution provides Consultancy Services in the following areas:

- English Communication
- Tax Filing and Management Tax Consultancy
- Personality Development
- GIS Mapping
- Human Rights
- Psychological Counselling
- City Crime Mapping
- Water Analysis
- Life Skill Education
- Hands on training in Map Making
- Career Counselling / Guidance
- Statistical Analysis

***Many of our Staff Members are Resource persons and Trainers in the above fields*

The salient features of the Institution Consultancy Policy are:

- The College encourages transfer of knowledge through Consultancy and extension activities within the terms of the employee's fiduciary duties towards the Institution.
- It encourages Staff Members towards knowledge sharing and exchange in their field of expertise and to enhance Industry Institute Interaction.
- The Staff Members should follow the norms set out in this policy and should seek permission from the Head of the Institution for approval in accordance with this policy.
- The Consultancy services should not interfere with the discharge of prime duties of the Consultant/ the Faculty Member or the Department.
- Staff Members should ensure that the Principal and Research Co-ordinator is duly informed about the proposed Consultancy service and all the related necessary documents are submitted to the Principal's office and the Research and Development Cell.
- In the context of Consultancy services, the Consultant should not directly or indirectly get associated with any activities which may be unethical or inappropriate.
- Consultancy services should not be in conflict with the interest of the Institute.
- The two types of Consultancy offered by the institute are - Individual Consultancy and Institutional Consultancy:
 - Individual Consultancy is offered by a Faculty member in his/her individual capacity.
 - Institutional Consultancy is offered by a team of Faculty Members from the same discipline or different disciplines of the Institute.
- In the case of foreign Consultancies, the Institute will permit to take up the Consultancy based on the nature of the Consultancy work. The consultant team has to execute a bond with the Institute.
- Consultancy services may lead to financial benefits to both individuals and the institution. The income generated from approved Consultancy contracts is shared by the Faculty/Department and Institution.
- The College expects all Staff members to comply with this policy and regards any breach as a serious matter which may result in disciplinary action being taken in accordance with the Management policies and procedures.

XV. INTELLECTUAL PROPERTY RIGHTS POLICY

“Intellectual Property is a key aspect for economic development

-Craig Venter

The Sophia Girls’ College (Autonomous), Ajmer acknowledges the need for encouraging the practical application and economic use of the results of research and investigation and therefore has constituted an Intellectual Property Rights Cell on 20th July, 2018. The cell is aimed to provide Intellectual Property Rights awareness to teachers, research scholars and students. It also scrutinizes legal and monetary facets of the documentation of research papers and intellectual outputs. Many of the intellectual possessions are not sheltered due to the lack of understanding of the importance of IPR. To overcome this limitation, IPR cell contributes knowledge and understanding about IPR and aids in the filing patent applications and other forms of IPR. IPR cell functions in consonance with the Ethics Committee and under the Research Committee of the college.

The present IPR Policy relates to the ownership, protection and commercial exploitation of Intellectual Property created by Researchers in the course of their duties or activities at the Institute.

This Policy aims to:

- i. To create awareness and educate on Intellectual Property Rights (IPR) among faculty and students of the college.
- ii. Promote, encourage and aid scientific investigation and research
- iii. Facilitate the recording, monitoring, and maintenance of the Institute's Intellectual Property portfolio
- iv. Confirm that economic benefits arising from the commercialization of Intellectual Property are distributed in a fair and equitable manner recognizing the contributions of the Inventors, the Institute as well as any other relevant stakeholders
- v. Enhance the reputation of the Institute as an academic research institution and a member of society and the reputation of the Researchers by bringing the research results to public use and benefit.
- vi. To impart training on future endeavours regarding patent filing processes.
- vii. To create an opportunity for Product development and Commercialization.

The Institute IPR cell has been constituted to maintain high standards of academics and to create a suitable environment for the creation and protection of intellectual property.

XVI. OUTCOME-BASED EDUCATION (OBE) POLICY

Outcome-based education (OBE) also called performance-based education is in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they graduate or post graduate from an Institution. It is an attempt to measure educational effectiveness based on outcomes/results rather than on mere inputs. The student learning outcomes constitute the criteria by which curriculum is developed or designed, instructional materials are selected, teaching methods are adopted, and evaluation is conducted.

The College has designed its curriculum with every program having a mention of POs, PSOs, COs and has dedicatedly documented the process to measure the attainment of the above. The Examination pattern is based on Bloom's taxonomy of cognitive processes which facilitates the framing of questions so that the assessment finds its mark using the following tools such as -

- Internal and End-Semester Examinations.
- Non-CGPA credit courses – Outreach Programs, Research and Exchange Activities, Entrepreneur Programs, Internships.
- Certified courses of MOOCs/ Swayam /NPTEL etc.
- Class Performance
- Projects, Viva-Voce, Assignments and Class Tests
- Participation in Seminars/Conferences/Workshops
- Stakeholders' feedback

OBE process envisages that every question should be mapped to a CO and every CO should be mapped to a PO/PSO. Similarly, in each assessment method, the final results and conclusions are used in arriving at the extend to how much the students have attained the COs & POs/PSOs using various descriptors such as High, Medium and Low order questions.

XVII. RESOURCE MOBILIZATION POLICY

INTRODUCTION:

The College implements pupil centric policies primarily focussing on skill-based education. It also emphasizes on analytically interpretative research driven learning within the financial and social reach of both the rural and urban students. The fundamental Code of the College administration is to deliver paramount resources to the students, staff and faculty to meet the reasonable necessities. The College's motive is to educate not just minds but the heart as well, which could be attained only through ensuring the delicate balance in human, material and infrastructural resources.

OBJECTIVE:

The purpose of this document is to highlight the best possible efforts made by the College for resource mobilization. The College administration is responsible for the preparation of a plan covering logistic, departmental, extra-curricular, developmental and academic activities. The entire resource mobilisation policy is well coordinated with the fund mobilisation strategy by the College Management that detects the resources available for multifarious College activities.

This Institution has primarily categorised resources into three arrangements i.e.

- Human Resources
- Material or Infrastructural Resources
- Fund Resource Mobilisation

❖ Human Resource Mobilization:

- 1) The College administration predominantly deals with efficient and effective grooming of human capital.
- 2) Productive human resource could be generated only by efficient procedure of appointing the teaching faculty which focuses on the legible qualifications with better potential of delivery.
- 3) The selection and recruitment process for teaching faculty is very authentic and meritorious
- 4) This institution has absolutely no tolerance policy that compromises with the quality and competence of human resource mobilization.
- 5) The Management norms are strictly followed by the institution and all the fundamental standards and trials are taken very seriously while appointing the technical and non-technical staff as well.
- 6) The College also holds Mentor-Mentee sessions every weekend, that genuinely works for the enhancement of moral, ethical and value based personality of the available human capital.

❖ Material Resource Mobilisation:

- 1) The College is well equipped with infrastructural maintenance administrative mechanism for building upgradation routines.
- 2) Adequate Maintenance Staff is available for periodic inspection of various infrastructural elements
- 3) Maintenance/Support staff/technicians are available for the upgradation of water supply, sewer system, toilet sanitation, fire extinguishers and electricity maintenance.
- 4) Roof top solar plants, classroom furniture, windows and doors are checked, oiled, painted and repaired periodically.
- 5) Sufficient workforce and funding is well reserved in advance for the emergency situations and adverse conditions.
- 6) Water purifiers and water tanks are regularly filtered and cleaned.

- 7) Resource Mobilisation Policy constantly works for the unstoppable supply of infrastructural facilities to all the entities working in the institution.

❖ **Infrastructural Resource Mobilisation**

- 1) Auditorium and stage infrastructure are also regularly cleaned and maintained to facilitate various curricular activities.
- 2) Sports and Physical Education departments are under constant supervision of sports management that provides various sport equipment and shielding guards. It includes maintaining the grounds, and courts of the College.
- 3) The College is also attentive towards laboratory maintenance in a very cost-effective manner. Yearly stock corroboration and verification of all Laboratories and other related lab equipment is done by external and internal Staff Members
- 4) Laboratory wastage is decomposed in a very environment friendly manner.
- 5) Library upgradation and book renewing is carried in a very systematic manner.
- 6) Proper records are kept for each and every book that is issued strictly as per the library norms and regulations.
- 7) Information and Communication Technology is the most vital aspect of the infrastructural maintenance of the College. Regular software upgradation of desktops, printers, UPS, electricity generators, broadband facilities for uninterrupted internet connectivity etc., is done.

❖ **Funds Mobilisation:**

- 1) The College has multiple sources to gather the required funds for the effective execution of college programmes and activities. The College has an efficient Budget Maintenance Advisory Team for the equitable fund allocation for identification and analysis of the budget.
- 2) Another primary source of revenue generation is the fee structure of the current students as well as contributions made by ex-students.
- 3) The Diploma and Certificate Courses also generate fees. This fee is utilised, for meeting the extra expenditure other than salary.
- 4) The NSS funds are utilised as per the given directions and norms of the government.
- 5) Donations are received from alumni and philanthropists for scholarships, research and infrastructure development.
- 6) Scholarships are provided to meritorious students not only for academics but also in other activities.
- 7) It is the ethical policy and practice of the institution not to receive any donations for admission of students and appointment of staff. Hence, the college has to rely solely on students fee and the generosity of its well-wishers and Management funds for all round developmental activities.

Implementation and execution of Resource Mobilization Policy is an unfinished task until it's been monitored systematically. All the resource mobilisation policies of the

institution are supervised and scrutinised right by the Principal, Vice Principal and the Office Superintendent.

XVIII. ERP POLICY

Objectives of the Policy:

1. To implement E-governance for the effective functioning of the College.
2. To promote transparency and accountability.
3. To attain paperless administration and diffusion of information.
4. To facilitate online communication among various entities of the College.
5. To provide easy and universal access to data.
6. To make the College function at par with global standards.

Policy:

To provide an easy and efficient system of governance within the college and to carry out various activities.

The policy is divided into various areas of operation. These areas of operation are illustrated as below:

1. **Website:** The College website is updated at regular intervals with respect to the new activities carried out in the College. The website acts as a mirror reflecting all the notifications, activities, events and updates of the institution. For this purpose, some staff members are appointed as part of the 'Website Committee' to update the website.
2. **Student Admission:** The entire admission procedure is online. All admissions, whether Graduate, Post graduate, Ph.D., and Diploma Courses are conducted online. For this purpose, the Office Staff are specially trained & strictly prohibited from sharing any information from the students' data base with anyone.
3. **Accounts:** For the ease of maintaining accounts, the College uses an accounting software. With the emergence of new accounting approaches and compliances, the College procures & updates its software. Accordingly, requirements are assessed by the College Authorities after discussing it with the Manager & Accountant, new software's can be procured. The updating of the software is done on a timely basis. The office staff takes security measures to maintain confidentiality of the transactions.
4. **Library:** The College Library has been updated with the latest editions of books & reference books. The library OPAC system is integrated with a web-based service to utilize the library resources effectively from anywhere. Similarly newer e-learning

resources like journals, e-content etc. are identified and subscribed to, taking into account the recommendations of the Library Advisory Committee. Recommendations of the teachers and students are also considered while subscribing to these resources. Appropriate training is provided to the staff and students for using the e-learning resources.

5. **Examination:** The Examination Cell of the College handles the examination process through online mode. Filling of examination forms, revaluation forms, obtaining hall tickets, receiving examination papers, uploading of marks, etc., is all done online. Utmost secrecy and confidentiality is maintained while handling examinations & all the work is done with utmost care and caution. The Controller of Examination supervises the entire process of examination under the guidance of the Principal.
6. **Staff and Students:** Students and staff are required to support the academic and ethical standard of the College. Violation of the Code of Conduct, policies or standards is subject to suspension or expulsion. The staff members use the College ERP software to deal with assignments, uploading marks, attendance, etc. Every staff must maintain confidentiality of the student database and must not save the data on their mobile phones. Students on the other hand can access their marks and attendance from anywhere. They must have a strong password and not share it with anyone for security issues. Thus the College ERP System facilitates the administrative staff & members to streamline all the activities with the latest technology.

XIX. INSTITUTIONAL INFORMATION TECHNOLOGY POLICY

"Sophia Girls' College's Information Technology Policy ensures that the Institution's computing and telecommunication resources should be used to support its educational, research, and administrative mission in the best possible way."

Need for IT Policy

- Basically, the IT policy exists to maintain, secure, and ensure legal and appropriate use of Information Technology Infrastructure established by the College on the campus.
- This policy establishes Campus-wide strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by the College.
- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

The Information Technology Policy guides, directs, and approves the establishment and implementation of policies, guidelines, and standards pertaining to the use of IT within the campus.

IT

is an integral part of enterprise governance and consists of the leadership and organizational structures and processes that ensure that the organization's IT sustains and extends the organization's strategies and objectives.

Scope of Policy

- **People to Whom Policy Applies:** This Policy applies to everyone who accesses Sophia Girls' College Information Technology Resources, whether on campus or from remote locations, including but not limited to students, faculty, staff, consultants, temporary employees, guests, and volunteers. By accessing Sophia Girls' College Information Technology Resources, the user agrees to comply with this Policy.
- **Definition of Information Technology Resources:** Information Technology Resources include College-owned transmission lines, networks, wireless networks, servers, internet connections, terminals, applications, and personal computers. Electronic media, computer hardware and software, paper, computer networks, and telephone systems also form part of the Information Technology Resources.

A. IT Hardware Installation and Maintenance Guidelines

- IT Hardware Installation and Maintenance is performed by System Administrators
- Faculty and the departments can submit IT Hardware requirements based on their academic requirements.
- Procurement of IT Hardware should be based on the availability of stock and the requirements submitted by the departments.
- Stock Register should be updated immediately when IT Hardware is procured.
- IT Hardware installation and maintenance services are provided only after receiving an approval from the concerned Head of the Department and the Principal.
- Maintenance of Computer Systems should be done periodically by system administrators and the same need to be recorded in the Maintenance Register.
- Movement of IT Hardware within the college or outside the college should be recorded in the Movement Register.
- The major e-waste such as written off instruments /equipment, CRT-Monitors, Printers, Computers, and Batteries should be sold regularly.
- The faculty or the Department is solely responsible for the IT Hardware provided to them and any damage or loss or theft needs to be addressed and borne by them only.

B. Software Installation and Licensing Guidelines

- College IT policy allows authorized and open-source software installation on the College computers. In case of any violation, the College will hold the Department / Individual personally responsible.
- Open-source software should be used in their systems wherever possible.
- Licensed software to be installed in the systems.

- Antivirus Software need to be procured and installed in the systems.
- Backups of Data should be taken periodically by the system administrators and stored in External Hard Disk.
- Software used for academic and administrative purposes should adhere to ISO standards

C. Network (Intranet & Internet) Use Guidelines

- Any computer (PC/Server) that will be connected to the College network should have an IP address assigned by the System Administrators.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
- Change of IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments / individuals connecting to the College network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using the College's network connection must be in compliance with all policies and rules of those networks.
- Internet and Wi-Fi facilities should be used for academic and administrative purpose only.

D. Email Account Use Guidelines

- Every faculty is provided with an E-mail ID
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it infringes the privacy of other users.
- Impersonating email account of others will be taken as a serious offence under the College IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free from violations of College's email usage policy.

E. Website Hosting Guidelines

- The College Website should be used to provide academic and administrative information for its stake holders.

- Website Updating Committee is responsible for content updating and maintenance of the website
- Only up to date and proofread pages and test links should be put on the Web. These links are to be regularly tested as well as updated.
- The contents hosted on the website should be correct and clear.
- The departments and associations of Teachers/Employees/Students may have an official Web page on the Website. Official Web pages must conform to the College Web Site Creation guidelines.
- LMS can be linked to the website so that faculty may post study material (syllabi, course, e-resources, etc.) on the Web to facilitate e-Learning
- Website Updating Committee needs to take proper measures in safeguarding the security of the data hosted on the website.

F. College Database Use Guidelines

- The databases maintained by the College administration under the College's e-Governance must be protected.
- The College is the data owner of all the College's institutional data generated in the College.
- Individual or departments generate portions of data that constitute the College's database. They may have custodianship responsibilities for portions of that data.
- The College's data policies do not allow the distribution of data that is identifiable to a person outside the College.
- Data from the College's Database including data collected by departments or individual faculty and staff, is for internal College purposes only.
- The role and function of the staff determines the data resources needed to carry out the official responsibilities/rights. The college policy makes the data available on the basis of the requirements associated with these rights/ duties.
- Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the Office of the College
- Requests for information from any courts, attorneys, etc., are handled by the Office of the College and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the Office of the College for response.
- At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the Dean, IQAC Coordinator, Controller of Examinations and Finance Officer of the College.

- Tampering of the database by the department or individual user comes under violation of IT policy.
- Certain violations of IT policy laid down by the institution by any College member may even result in disciplinary action against the offender by the College authorities. If the matter involves illegal action, law enforcement agencies may become involved.

F. E-waste Management Guidelines

- The Institution has undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- Under E-Waste Management- Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused.
- Old configuration computers and LCD Projectors are transferred to the schools run by our education society.
- The major e-waste such as written off instruments/equipment, CRTs, Printers, Computers are sold out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronic gadgets, circuits, kits have been written off on regular basis and then it is sold out to buyers
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration.
- Awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.

G. Guidelines for Faculty members and Students for Appropriate IT Use:

The following list, while not exhaustive, provides some specific guidelines for appropriate I.T. use:

1. Use of Information Technology facilities and services for college-related work, and not for personal or other-than-college work. Particular attention should be paid to the abuse of photocopiers, printers, Internet and the local College networks.
2. Sophia Girls' College (Autonomous) Ajmer encourages Information Technology literacy for its students and staff. As such, the college allows its electronic mail system and personal World Wide Web pages to be used by students and staff for reasonable and limited personal use. In all cases, this "personal use" must conform to the guidelines established herein, dealing with the prohibition of personal and financial gain.

3. Data from the College's Database, including data collected by departments or individual faculty and staff, is for internal College purposes only.
4. Information Technology facilities can only be used with specific authorization. None should use another individual's ID or account, or attempt to capture other users' passwords. Users are individually responsible for the use of resources assigned to them; therefore, sharing of IDs is prohibited.
5. Established guidelines are to be observed for any information technology facilities used inside and outside the College.
6. Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the Office of the College.
7. Any software on any College I.T. system is not to be altered, deleted or destroyed. This would constitute an act of violation of appropriate use of I.T. facilities.
8. The privacy and personal rights of others is to be respected. Another user's electronic mail, data, programs, or other files are not to be accessed or copied without permission.
9. You are expected to abide by all applicable copyright laws and licenses. Both College policies and the law expressly forbid the copying of software that has not been placed in the public domain and distributed as 'Freeware' or 'Shareware'. Users are expected to abide by the requirements of shareware agreements.
10. Appropriate standards of civility and common sense are to be practiced when using I.T. systems to communicate with other individuals. E-mail is not to be used to transmit confidential information related to personnel matters, internal investigations, litigation or information containing Personally Identifiable Information such as Bank Account Numbers, Credit Card Information and Health Information. When sending personal messages to other users, participating in a Chat Room discussion, posting on electronic bulletin boards or leaving a voice mail message, the sender identity has to be shared. Using College I.T. resources to harass, slur, embarrass or demean other individuals are explicitly prohibited.
11. Sensitivity to the needs of others, and using only ones share of computing, printing, and network resources is advised. Broadcasting non-critical messages to large numbers of individuals (spamming) and sending chain letters are examples of activities that cause network congestion and interfere with the work of others, and are thus prohibited.
12. I.T. resources and electronic information is to be treated as a valuable College resource. Regularly used data and systems are to be protected. Files are to be backed up regularly.
13. An appropriate password has to be set up and changed regularly. Passwords should not be easy to remember word or phrase. Strong passwords are to be set.
14. The access privileges for the files have to be set carefully. Any I.T. equipment, networks or software should not be damaged or destroyed. The wilful introduction of computer code that compromises the integrity of a system, such as viruses and worms, into the College computing environment or into other computing environments via

College's network violates College standards and regulations. This may result in a range of penalties from termination of user access to College I.T. resources to expulsion/removal from the College.

15. In the event that any student, faculty, administrator, staff, or approved external user leaves, resigns or in any way concludes his or her relationship with the College for whatever reason, his/her access to all I.T. resources, including voice mail and email services, will be terminated immediately.
16. Open source or freeware software can be obtained without payment and usually downloaded directly from the internet. In the event that open source or freeware software is required, approval from the Director of Information Technology must be obtained prior to the download or use of such software. All open source or freeware must be compatible with the business's hardware and software systems.
17. Employees are prohibited from bringing software from home and loading it onto the college's computer hardware.
18. Each employee who utilises personal mobile devices should agree:
 - Not to download or transfer business sensitive information to the device. Sensitive information includes student records, employee details, or other sensitive information, etc.
 - Not to use the registered mobile device as the sole repository for College's information.
 - To make every reasonable effort to ensure that College's information is not compromised through the use of mobile equipment in a public place. Screens displaying sensitive or critical information should not be seen by unauthorised persons and all devices should be password protected.
 - Not to share the device with other individuals to protect the business data access through the device.
 - To abide by the College's internet policy for appropriate use and access of internet sites, etc.
 - To notify the College immediately in the event of loss or theft of intellectual property, student records, employee details or other sensitive information on the device.
 - Not to connect USB memory sticks from an untrusted or unknown source to any college equipment.
19. Security and safety of all portable technology, such as laptop, notepads, iPad, tablets etc., will be the responsibility of the employee who has been issued the laptop, notepads, iPad, tablets etc. Each employee is required to use secure and complex passwords and to ensure the asset is kept safely at all times. In the event of any loss or damage, the Director of Information Technology will assess the security measures undertaken to determine if the employee will be required to reimburse the business for the loss or damage.

XX. MAINTENANCE POLICY

Preamble

The Institution believes in the ideal utilization of resources and facilities so time and again proper maintenance of infrastructure is done and all efforts are put in together to give a positive feel to the students.

Scope

The College has a framed policy for maintaining, updating and budgeting of physical, academic and support facilities. The policy is pertinent to all the members of the College.

In the year 2015-16 the College became autonomous to enhance the quality of its teaching-learning structure and since then the College has grown in many aspects of academic sphere.

- The College has always believed in working through the policy system and for the same, Academic and Administrative audits are done from time to time.
- The Principal and Vice-Principal manage the overall functioning of the College.
- The IQAC Coordinator strives to promote quality in every aspect of the campus.
- The Deans of Academic, Research and Cultural Affairs ensure that the curricula of all programmes are done in accordance with the vision and mission of the College.
- After the recommendations of IQAC, Planning and Monitoring Cell and various committees, the College frames the policies for the up gradation and augmentation of infrastructure and other resources of the College.
- The institution believes in the ideal utilization of resources and facilities so time and again proper maintenance of infrastructure is done and all efforts are put in together to give a positive feel to the students which helps in developing a congenial work environment and a positive academic culture by adding the latest technology to the College ambience.

Role and Responsibilities of Infrastructure and Maintenance Committee-

- In order to offer holistic development, it is important to provide adequate, comfortable and accessible physical infrastructure to the students. The Committee bears the responsibility to establish, enhance and maintain the infrastructure of the Institution.
- The Committee shall create a plan for the upgradation and extension infrastructure.
- The Committee shall assess the infrastructure needs of the Institution by keeping abreast of industry trends and society needs.
- The Committee shall lay down the guidelines and monitor the maintenance of infrastructure.
- The Committee shall augment library and support services.
- The Committee shall enhance IT infrastructure for the efficient integration of ICT in the academic process.
- Laboratories shall be upgraded to meet the requirements of research and industry.
- The Committee shall strictly follow the national standards of environment protection and safety.

Laboratory Maintenance

- The College has 20 laboratories and every year a budget is allocated for their maintenance.
- Each Laboratory maintains an order book, stock up-gradation and stock maintenance register.
- Before the commencement of a new session, the Departments write their requirements in the order book and requisition form and it is forwarded to the Committee.
- At the beginning of a new session a certified technician comes to repair the non-working equipment.
- At the end of the academic year an external lab audit is done by faculty members of other Departments.

Library

- The College has one Central Library along with 19 Departmental Libraries.
- Before the end of the session a library audit takes place.
- The Central library also has its own webpage for displaying all the library materials.
- The Librarian sends out requisition forms to the HODs of different departments for the procurement of new books. The requisition lists are submitted to the Librarian
- The Library Committee meets to scrutinize and finalize the purchase order.

Sports

- A special fund is given to the Sports Department for the procurement of sports materials and equipment.
- Before the commencement of the new session the Sports Department writes their requirements in the order book and requisition form and it is forwarded to the Purchase Committee
- Before the end of the session a sports audit takes place.

Lecture Rooms

- The College has 43 spacious and well-ventilated classrooms with sufficient lighting, Wi-Fi and LCD projectors out of which 7 are smart classes.

Campus Security

- The College and Hostel has 24 hour security guards.
- CCTV cameras are installed at strategic locations in the College and Hostel to strengthen the safety and security.
- The College has a surveillance room where the recording of all the CCTVs can be seen to ensure better security on the campus.
- Fire extinguishers are installed in every corridor and are inspected regularly.

Others (Support Facilities)

- Day to day maintenance is carried out by our on-campus electricians, plumbers and computer technicians.

- Maintenance is carried out for computers, LCD projectors, Xerox machines, water coolers, purifiers, air conditioners, solar panels and lights, plumbing, electrical equipment as and when required or on a yearly basis by qualified technicians.
- Housekeepers sweep and clean the corridors, classrooms, laboratories and the entire campus.
- For managing biodegradable waste, the institution has vermicomposting pits and a biogas plant.
- A proper Rain Water Harvesting System and a tank of one lakh cubic litre capacity. At other places the rooftop water is directed via large pipes to the wells to raise the ground water level.
- 344 solar panels generate 100KWH electricity of which 40KWH is stored in inverter off grid with 9000 ampere capacity battery bank and 60 KWH is generated on grid, regularly cleaned and maintained by a group of efficient technicians. The extra electricity produced is given to the Electricity Board.
- Efficient and experienced gardeners maintain the lush green lawns and splendid gardens.
- An organic vegetable and fruit garden, botanical and medicinal plants garden and cacti-garden are maintained to preserve the biodiversity of the area.
- A Canara Bank Branch, situated just across the road provides banking and ATM facility to both staff and students.

XXI. LIBRARY POLICY

1. Introduction

A rich and well-managed library is the foundation of modern educational structure. Library service is an integral part of Higher Education and contributes significantly in enhancing its quality quotient.

A Library plays a very critical role in supporting the academic programs of the College. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments.

In keeping with the vision and mission of the College, the College Central Library was established in 1959 “*to promote knowledge generation and application through its effective dissemination*”.

The Sophia Girls’ College Central Library aims to provide easy access to its printed resources such as books, periodicals as well as e-resources for the use of its faculty and students on the college campus as well as the comforts of their homes.

2. Library Policy

Library Policies are rules set by the Library Board of College Management which governs day-to-day operations of the library, and keeps the library in compliance with rules and laws.

This policy sets out the principles which guide the development of a quality Library collection and services that meet the information needs of a dynamic community.

The College Management has made these policies for the better use of the Library –

2.1 Collection Development Policy

All academic libraries have a common objective to provide its users with the information they want. The effectiveness of this function is directly related to collection development and organization information services. Collection development being the most important of these primary functions is a written acquisition policy outlining the various procedures and methods necessary for collection development.

The Library collection holds resources designed to support the learning, teaching and research needs of the College. Resources are provided in a variety of formats including:

1. Books
2. Periodicals, Journals (Both Print and Electronic format), News Papers and Magazines.

Library Collection Development Guidelines are used in the selection and purchasing of resources. These are:

Budget

The budget for building a rich collection of resources is sanctioned by the College Management level as per the requirement of the various Departments.

Books

The faculty and students recommend books and other publications for purchase through their respective Departments.

The library then checks for duplication of recommended books and sends it to the vendors to check their availability. After getting confirmation for the availability of books, the Librarian prepares the final order, gets approval by the Principal, and sends it to the empanelled vendor.

Once the books are received in the library along with the bills, the price of each book and the discount rates are verified and entry for each book is made in the accession register with all the relevant details. The bills are processed for payment with the accession numbers entered against each item and submitted in the account section for payment.

Processing of Books

The following procedure shall be adopted in processing the book(s):

1. Classification of all book(s) according to Colon Classification Scheme.
2. The bibliographic details (Cataloguing) of book(s) shall be entered into cataloguing module of Library Management System (Sophia ERP).
3. Spine label and Barcode shall be generated and pasted on every book(s).
4. Library stamp shall be put on all the book(s).
5. Information about new arrivals shall be uploaded on the library webpage. After the above process is complete, the books are available for issue.

Periodicals and E-Resources

Periodicals and E-Resources are renewed on the recommendations made by the concerned Heads of Departments annually. Subscription and Renewal of the Periodicals and E-Resources is done as per the norms for book procurement.

2.2 Circulation Policy

Circulation policies and practices should increase the accessibility of library's collection by its clients. The policy and practice should establish procedures for taking books out of the library, returning books to the library and keeping records to show where the books are.

Library Members / Users

The Library provides access to its collection to the following member groups:

- Students (UG and PG)
- Faculty and Non-teaching Staff
- Research Scholars

Circulation Desk: Borrowing Privileges

Circulation Section handles the front desk operations with the following major activities:

- Issue and return of learning resources (primarily books).
- Attending the users query for effective interpretation of library rules and regulations.
- Operation of 'Circulation Module' of library management module of Sophia ERP.
- Maintenance and updating of all data related to users at circulation desk in library management module of Sophia ERP.
- Sending reminders to members whenever documents are overdue.
- Maintenance of compendiums.
- Correspondence for the informing no-dues.
- Assisting the users for accessing OPAC and other references.

Issue/return procedure

Proper flowchart/sequence of activities to be followed to issue and receive the library books are defined below:

While issuing the books

- Peruse the book for any damage.
- Ensure that the users have their ID card for issue of books.
- Enter details in the issue database through barcode.
- Discharge the books with due date on due date slip.
- Handover the book(s) to the user.

While receiving the books

- Peruse the book for any damage.
- Check due date for necessary action.
- Cancel the entries from user account in software.
- Send them to stack for shelving.

Loan criteria/borrowing entitlements for faculty/ students and others

Number of items that a user can borrow is as below.

Membership category	Maximum number of books/documents which could be issued at a time	Maximum period for which the books/documents could be issued
Faculty Member	10 Books	01 Month
U G Students	02 Books	10 Days
P G Students	05 Books	10 Days
Research Scholars	05 Books	01 Month

Guidelines for Issue/return

- Users should carry their ID card for issue of books. There is no separate card issued by library for transaction.

- Membership account of the borrower is not transferable.
- A user is fully responsible for the due on his/her account.
- The Principal has the power to cancel the membership or refuse the entry/admission of any member who violates the rules and regulations of the Library or is involved in any kind of misconduct.
- Library material to be handled with utmost care. Users should not write, damage or make any mark, on any of the Library material.
- While returning books to the library, members should ensure that their borrowed documents are duly removed from their account.
- Book can be recalled anytime in case of urgent demand.
- Student should return the book on or before the last due date stamped on the “Due Date Slip” pasted on first / last page of the book. A Fine of Rs. 10/- per day will be charged for late return.
- Reference Material (Encyclopedias, Yearbooks, Dictionaries, Bound Volumes of Journals, books labelled as Reference Material) is to be pursued in Library only.
- Members are responsible for the books issued to them. Loss of any book should be immediately reported to the Library. If a book is lost then the book must be replaced with the same or latest edition of that book. Two times the cost of the book shall be payable to the library, if the book is out of print.
- The theft or misuse of library resources like books, journals, reports and dissertations will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal for further action.

Book Bank Facility

- Library has a separate Book Bank facility for poor and needy students. 2 books are issued to each student per semester. Students should return the book at the end of each academic semester.

2.3 Library Rules and Regulations

GENERAL RULES

1. College faculty, students, and staff are bona-fide members and no other formality is required for membership as soon as you get your ID Card visit the library to activate your membership.
2. Members must show their ID-Card on entering the library, while borrowing books, and at any time if asked to do so by the Library Staff. Entrance is not given without ID cards.
3. All members are required to deposit their personal belongings at the property counter at their own risk. The library is not responsible for any loss or damage to the same. Taking a briefcase or bag inside the library is strictly forbidden. Users should let the security check their personal belongings, like books, files, etc., before they leave the library premises.

4. All library users must sign In/Out register available with the attendant at the main gate of the Library.
5. Silence must be observed in the Library. Keeping in mind that the library is a place of individual study and research, members should maintain an atmosphere of dignity, peace and silence within the library premises.
6. Use of mobile phones or any other audio/video devices strictly are prohibited in the Library premises. No refreshments or foodstuff of any kind shall be consumed anywhere inside the library.
7. Library resources such as books, journals, and electronic materials, etc., are costly and are often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore, one should not write upon, damage, tear the pages or mark, on any library materials.
8. The students caught tearing pages/stealing books will be suspended forthwith from using the library facilities and further disciplinary action will be initiated against them.
9. Students leaving the library should stop at the exit and if required to produce for inspection, all books and documents, taken out of the library.
10. Users are responsible for complying with copyright act while photocopying library documents.
11. Photocopy of theses and dissertations shall not be allowed.
12. Photography, filming, videotaping and audio taping in the library is not allowed without the proper permission of the Authorities.
13. Personal Books/ Checked-out Books are not allowed for consultation/reference in the library.
14. The Central Library reserves the right to recall any book from any Library member at any time.
15. College Authority may amend Library Rules and Regulations as and when necessary.

2.4 Stock Verification and Procedure to Withdraw Books

As per general rules and practices, physical verification of library stock is generally undertaken once in year for library not having more than 20000 volumes. If the Library is has more than 20,000 to 50,000 volumes, the physical verification will be done once in 3 years.

Physical verification of the library stock has to be carried out to identify the losses, misplaced documents, and documents that need repair. The verification has to be carried out by a team of members appointed by the Principal with the assistance of the library staff.

For Physical verification, our automated library using Sophia Library Management Software module of Sophia ERP also includes barcode labelling for the entire physical collection. This automation has greatly reduced the duplication of work in administration and is more cost effective in terms of man power, time and level of accuracy.

The stock verification module software is equipped with following features:

- Supports entry of records into inventory module through barcode.
- Supports loading of inventory data into the system for comparison against the database and the transaction files to identify missing items.
- Produce reports of missing items.

After stock verification, the final report is prepared that identifies the lost books. The books that are reported traceless consecutively for three verifications is declared 'missing'. A list is prepared of the missing books and the Principal's approval is taken for the withdrawal of these books. A separate withdrawal register is maintained for the record of these books. After entering the lost books in the withdrawal register, their entry is made in the Accession Register also.

2.4 Weeding-Out Policy

Weeding is an essential, continuing library practice in which materials are removed permanently from the Library's collections. Book withdrawal is an important aspect of collection development. When library books are lost the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:

Criteria for Weeding

Library material of all types (which includes books, journals) may be weeded-out if they meet any of the following criteria.

Currency

The content of library material should be accurate and up to date. Material that is superseded by newer, revised, or updated editions may be weeded.

Usage

Low or no usage may be a factor in weeding decisions. Library personnel may consult circulation statistics or other reports to determine viable material for weeding.

Physical Condition

Material that has deteriorated or damaged and beyond reasonable preservation, should be weeded.

Duplicates

Because of space limitations the library may weed duplicate copies from the library

How to Discard Materials

A list of books identified for weeding should be submitted to the Principal for proper action and disposition. Every weeded item should be marked "DISCARD" in the library inventory and the record of the book in the library database should be removed.

What to Do with Discarded Books

- The books may be sold but only at the Account Office subject to existing rules and regulations of the college.
- The books could be donated to secondary or elementary schools adopted by the College

2.5 E-Resource use Policy

The Central Library is a member of the N-LIST (National Library and Information Services) Infrastructure for Scholarly Content (N-LIST consortium) of INFLIBET Centre, Gandhinagar, Gujarat for accessing e-journals and e-books. The users can access the e-journals and e-books through their user ID and Password provided by the College.

All the faculty and students are members of N-LIST. Every year the students who pass out are deleted from the membership base and new students are added with their own IDs and passwords.

The user ID and Password is provided directly from INFLIBET Centre to the users who are responsible for the fair use of e-resources.

Membership account of the user is not transferable.

XXII. POLICY ON ENVIRONMENT AND ENERGY USAGE

Preamble

The Article 51-A of environment policies of the Government of India states that “It shall be the duty of every citizen of India to protect and improve the natural environment including forests, lakes, rivers and wildlife and to have compassion for living creatures.”

In consonance with this Sophia Girls’ College (Autonomous), Ajmer aspires to achieve the goal of Sustainable Environment, by taking little steps leading to major progress. The purpose of our teaching is to blend education and environment friendly practices which gradually become an integral part of the existence for all who are associated with this Institution. The Environment and Energy Policy of our College encompasses various objectives and practices which will contribute to reduce the carbon footprint and make the Campus ‘Green, Clean and Sustainable’. Existence of all life on Earth is coupled with sustainable environment and at Sophia Girls’ College (Autonomous) we leave no stone unturned in instilling this notion among our students.

Objectives

- To protect and nurture the flora and fauna on the Campus

- To maintain a green Campus by regularly conducting ‘Green Audit’
- To spread awareness regarding environmental issues, conservation of energy, recycling of resources, tree plantation and the College’s Environmental Policy.
- Monitoring environmental parameters viz. air, water and soil
- To implement critical checks on pollution level and plastic (single-use) free status of the Campus

Practices

Following are the endeavours of Sophia Girls’ College (Autonomous), Ajmer towards responsible management of the environment and its resources:

- Green and Clean campus
- Energy Conservation
- Water Management and Conservation
- Monitoring of Air, Water and Soil quality parameters
- Plastic Free Campus
- Regulations on entry and parking of automobiles
- Annual Pollution Check Camp of vehicles on the Campus

GREEN AND CLEAN CAMPUS:

Sophia Girls’ College (Autonomous), Ajmer has a beautiful green Campus. We have consciously planted a variety of trees including Neem, Cassia, Buddha tree, Ficus and herbs like Tulsi, Asparagus, and Lemon Grass etc., to make the Campus oxygen rich. The greenery has turned our College into an Oxygen Park. Following shall be the mandates towards maintaining the Green and Clean Campus:

- Green landscaping of the Campus covering nearly 1/3rd of the area.
- Annual tree plantation drives to augment the flora of the Campus.
- Conservation of the rich biodiversity of the Campus which includes trees, ornamental plants, medicinal plants and succulents.
- Restricted entry in the gardens.
- Felicitation of the Guests in the College by presenting saplings.
- Awareness programs for environment protection and conservation.
- Periodic soil testing to check the quality of the soil.

ENERGY CONSERVATION:

Sophia Girls’ College (Autonomous), Ajmer believes in conserving by using less energy and embracing alternative sources of energy. The College shall meet its cent percent energy requirement by solar energy. Following shall be the approaches for energy conservation in the Campus:

- Use of renewable energy resources like solar cell, solar water heater and solar lights.
- Use of Biogas.
- Switching-off the lights and fans when not in use.
- Minimum use of AC.
- Screen time saver for minimizing energy consumption.
- Maximum use of natural light.
- Well ventilated classrooms.

- More usage of LED lights.
- Purchasing star rated appliances for energy conservation.

WATER MANAGEMENT AND CONSERVATION:

Sophia Girls' College (Autonomous), Ajmer shall adopt a multipronged approach for the use and conservation of water resources on the Campus.

- To save every single drop of water the college has a rain water harvesting tank with a capacity of one lakh cubic litres.
- The remaining of the rooftop water shall be directed to bore-wells in order to replenish them.
- Being concerned towards the health and safety of our staff and students, we shall provide purified (RO aqua-guard) drinking water facilities on the Campus.
- Regular water testing shall be done to check the quality parameters of water.
- Awareness programs shall be organized by various Clubs and Fora on water conservation.
- Regular checks shall be done for leak detection and repair of leaks.
- Periodic cleaning of water storage bodies viz. cement tanks, Sintex tanks, etc.
- Landscaping with drought tolerant plants.

MONITORING OF AIR, WATER AND SOIL QUALITY PARAMETERS:

Air, water and soil are the three important a biotic components of the environment that interact and affect the survival of living components. Sophia Girls' College (Autonomous), Ajmer is conscious of its accountability towards the protection of environment, therefore, it shall make sure that regular testing of various parameters of air, water and soil is done to monitor the quality of these factors. The policy shall entail the following points:

- Periodic checking of air quality parameters including PM, Oxides of Sulphur and Nitrogen etc.
- Regular testing of water quality standards comprising pH, turbidity, fluoride etc.
- Proper maintenance of water storage facilities on the Campus.
- Testing of soil quality indicators viz. pH, conductivity, organic matter, phosphate and potash at regular intervals.
- Testing of all the above factors is done by Government Authorities and the results of previous tests were all within the permissible limits of the standard values.

PLASTIC-FREE CAMPUS:

As an Institution, which is sensitive and caring towards safeguarding nature and in conformity with the Indian Government's notification on Ban on single-use plastic, the administration of Sophia Girls' College (Autonomous), Ajmer has banned the use of single-use plastic in the College premises. The College shall be dedicated to frame a plastic free campus and create environmental consciousness amongst the students and staff members regarding the same by display boards and other awareness programmes.

- The ban shall be applicable on plastic items like- plastic carry bags, cups, plates, forks, spoons, bottles, straws, etc., which are thrown after single use.

- It will be mandatory for all the students and employees of the institution to avoid the use of non-biodegradable plastic items in the premises.
- All will be encouraged to use environment- friendly substitutes like cloth bags, paper bag, steel lunch boxes, etc.
- The canteen authority shall also abide by the no plastic policy.

REGULATIONS ON ENTRY AND PARKING OF AUTOMOBILES:

Automobiles are one of the major contributors to air pollution, thereby Sophia Girls' College (Autonomous), Ajmer shall adopt a rational and efficacious policy on parking and entry of vehicles in the Campus.

- The College shall provide adequate number of parking lots for staff and students. All are instructed to park their vehicles at the appropriate parking lots.
- It will be mandatory for both staff and students to wear their identity cards for identification.
- Wearing helmet is compulsory for those coming on two wheelers.
- Similarly, those who commute via four wheelers need to fasten their seat belts.
- PUC check is mandatory for all the vehicles.
- Entry of vehicles is restricted to the parking area.
- Use of mobiles while driving is prohibited.
- Limit for shared pooling on two-wheeler is maximum two girls.
- Staff and students are encouraged to use bicycles, electric powered vehicles and shared pooling.
- Only registered vehicles are allowed inside the Campus.

XXIII. WASTE DISPOSAL POLICY

Preamble

Everyone has the constitutional right to protect the environment for the benefit of present and future generation through reasonable legislative. Waste under certain circumstances is a resource and offers economic opportunities. Human life is such that we will never be able to stop producing waste altogether but we as a Sophian family are trying to reduce waste and practice its proper disposal by adopting a suitable 3R (3- Rule) policy that is Reduce, Recycle and Reuse.

1. Objectives

- To produce minimum waste within the college premises.
- To maintain a 'Clean and Green' Campus.
- To sign agreements and MOUs with different vendors for proper disposal and recycling of all types of wastes.

- To spread awareness among stake-holder regarding the reduction, recycle and reuse of waste substances/materials.
- To put ban on single use plastic.
- Minimum usage of packed items.

2. Practices

Following are the endeavours of Sophia Girls' College (Autonomous), Ajmer towards waste disposal policy:

- Agreements and MOUs
- Biogas
- Vermicomposting
- Awareness programmes by different Clubs and Forums
- Refurbishment of working elements of damaged electronic devices
- Use of star rated electronic devices
- Complete ban on single-use plastic

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3. Solid Waste Management Policy

- Perpetuate maintenance and renovation of electronic devices.
- Minimum use of papers in Library, Office and Departments.
- Automation of Library.
- An agreement between vendors and the College for absolute and economical disposal of newspapers, practical files, magazines, etc.
- Recycled use of wooden furniture.
- Various competitions and activities are for students like 'Best Out of waste', recycled products, exhibitions etc.
- Management of organic waste through Vermicomposting.
- General Biogas through food waste and all other kitchen waste.

4. Liquid Waste Management Policy

Liquid Waste generated in the campus includes waste from laboratories, laundries, sewage, hostel as well as canteen. The following measures are employed to manage and minimize the liquid waste-

- The solid as well as the liquid organic waste from the hostel goes to the biogas plant for generating cooking fuel.
- It is ensured that taps are not left open as well as there are no water fixtures leaking to minimize the wastage of water in the campus.
- Minimizing the use of chemicals by allowing the students to work in groups at least at the undergraduate level.
- The various liquid and chemical waste generated are drained into the municipal sewage system through proper channels.
- Water collected from AC and RO is used for watering plants.

5. E-Waste Management Policy

- Refurbishment of working elements of damaged electronic devices.
- Electronic gadgets, circuits, kits are sold out to the buyers on a regular contract basis.
- The major e-waste such as condemned instruments/equipment, CRTs, printers, computers are sold out to vendors.
- Electronic goods are put to optimum use; the minor repairs are rectified by the College Electrician under the supervision of the Laboratory Assistants; the major repairs are handled by the Technical Assistant and are reused.
- Awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.

6. Hazardous and Non- hazardous waste Management Policy

As Sophia Girls' College (Autonomous), Ajmer is a Degree College there is a limited production of hazardous substances on the Campus.

- UPS Batteries are recharged, repaired or exchanged by the suppliers.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration.
- Burning of dry leaves and all type of waste are completely prohibited in the college premise.

