

PROLOGUE

JSS College for Women, Chamarajanagar being a premier institution, situated in sprawling 14.5 acres land in the peaceful and calm locality, has been imparting value-based student centric education since 1967. It has 3.02 CGPA, with A Grade College by NAAC. For the smooth administration of the College, the IQAC, in conformity with the management, has prepared the policies on different procedural matters concerning-Teaching, Learning, Governance, Consultancy Publications, Student Council activities, Student welfare, Extension Activities, Green Initiatives, Waste management etc. This compendium of all policies is brought out for easy reference to all concerned.

01 August 2022

**Principal
Siddaraju G**

JSS College for Women Chamarajanagar

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POLICY ON ADVANCED AND SLOW LEARNERS

JSS College for Women Chamarajanagar has established itself as a premiere institution by providing quality teaching-learning to students. The college offers learner centric teaching-learning, which comprises a good number of co-curricular and extra-curricular activities for learners from diverse background for their holistic development. The college recognizes that the learning interest and pace of every pupil are different. The college considers that some learners are not so gifted (Slow learners) and whereas some are gifted learners (advanced learners). In such a situation, it is crucial to recognize the learning levels of learners and plan accordingly to deliver learner centric teaching and learning.

ADVANCED AND SLOW LEARNERS

Advanced learners are the students who grasp a taught topic relatively faster than the other students in the class and score high marks. They have more capabilities than the others in the class. These students are with better academic understanding, as well. Whereas, the slow learners are mostly fall behind in their academic aspiration and find difficulty in grasping the subject. The impoverished performance may not be a sign of the poor capacity or talent but due to socio-economic background, lack of motivations and support, unorganized learning practices or even the inability to converse in devised medium of instructions.

Objectives

- To develop strategies for the benefit of both advanced and slow learners
- To encourage the advanced learners to be stupendous achievers
- To boost up the confidence of slow learners and to minimize the barriers
- To enhance the skills in respect of learning processes
- To minimize the gap between slow learners and advanced learners
- To motivate for innovative and creative mindset
- To organize the workshop/seminar/guidance program for slow learners
- Help to understand question paper pattern
- To serve as morale booster to slow learners and shed psychological stress
- To encourage advanced learners in peer teaching
- To make all the students' leaders in socio-economic and political spheres

METHODS OF ASSESSMENT

- The students can be assessed to identify their learning levels by different mechanisms.
- At the entry level, the students must be assessed on the basis of their performance in examination.
 1. Through interaction.
 2. Through class tests.
- Involvement in classroom teaching-learning and learning pace of students.
- The remedial classes should be conducted regularly for the identified slow learners, as per the schedule.
- During the class hours, teachers are expected to provide additional study materials and notes to the students to bridge the knowledge gap & enable them to cope with the academic course to which they are enrolled.

Specific steps to be taken for advanced learners

- Advanced learners are motivated to strive for higher goals
- Encouraging advanced learners to take part in activities like group discussions, elocution, debate, quiz, etc...
- Motivating them to involve in research projects to inculcate research orientation and higher studies aspirations.
- Motivating and guiding them to take competitive examinations for better career.
- Allowing the advance learners to represent college in Inter collegiate level competitions
- Encourage them to attend the seminar/ workshops and other important programmes.
- Organizing activities to promote their interactions with the subject experts and develop critical thinking abilities.
- Involving them in teaching slow learners
- Providing suitable platform to manage the events organized inside the campus and off the campus

SPECIFIC STEPS TO BE TAKEN FOR SLOW LEARNERS

- Personal attention/ counseling
- Remedial Class
- Bridge classes.
- Group discussions.
- Concept clarification and problem solving.

- Bilingual explanations and discussions.
- Revision of topics and practical.
- Enhancement of communication skills and art of reading and writing skills.
- Provision of simple and standard lecture notes/course materials
- Academic and personal counseling are given to the slow learners by the mentor and the counseling cell.

POLICY ON DIVYANGAN

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

THE FOCUS OF THE POLICY IS ON THE FOLLOWING:

1. The College will not reject any admission on basis of being differently abled.
2. To ensure that the design of the building such as ramp/ lift should be according to the needs of disabled persons.
3. To ensure the accessible, gender-sensitive, safe, usable and functional washroom facilities for disabled persons.
4. The use of signage of male and female
5. e symbols, in accordance with local customs and standards, with raised outlines and bright color contrast.
6. To ensure the accessibility of software tools and technology for the people with disabilities.
7. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material.

POLICY ON PROFESSIONAL ETHICS

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

1. Applicability

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

2. Relevance of Professional Ethics

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

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

3. General Principles of Professional Ethics

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

Institutional Ethics:

Every organization must maintain a moral profile to gain credibility in the eyes of the stakeholders and build a good institutional image. Ethical conduct is to be practiced in all facets of the institutional operations and activities, policy decision making, implementation, and follow up. It is not only necessary to frame ethical standards but also to ensure that the standards and benchmarks set are followed in letter and spirit. In an educational institution, Ethical behavior and conduct are to be followed by all the participants in the teaching – learning- evaluation process. Ethical dimensions of an Educational Institution cannot be ignored and it has a significant impact on society at large. Every profession has its own code of Ethics and Professional Ethics which encompasses the personal and corporate standards of behavior expected by professionals. The Ethics are the guidelines which can be referred to by the stakeholders of an educational institution – students, teachers, alumni, parents and society in general.

Following are the institutional ethics

- Punctuality- All the members of the staff shall discharge their duties with utmost punctuality.
- Honesty- Teaching and Non-teaching staff are supposed to be honest their duties and organization.
- ‘**Work is worship**’-One of the chief doctrines preached by 12th century vachanakars, is binding on all employees.
- Strive for excellence- In consonance with constitution of India, every employee is expected to strive for excellence perpetually.
- Practicing ‘*Trivida Dasoham*’ – Anna, Akshara, Arogya (Food, Education and Health) preached and followed in letter and spirit by all the decedents of ‘Jagadguru Shri Veerasimhasana Mahasamstana Math, Srikshethra Suttur.
- Following the principles of equity and equality in career and personal life.
- Following the principles of decency and decorum in career and personal life.

4. Ethical guidelines are applicable to

- Principal
- Faculty
- Students
- Non-teaching staff

5. Role of Ethics committee in an educational Institution

- Identifying and Understanding Ethics relevant for the institutional activities
- Establishing standards / acceptable benchmarks

- Framing ethical policies and also whistle blower policies to report deviations
- Consultation
- Education and creating awareness
- Mediation
- Review of policies or practices

6. Areas for Ethical applications

- Day to day administration
- Teaching – learning-Evaluation
- Research and Project consultancy
- Professional conduct

7. Role of Institutional Ethical Committee

Establishing procedures to deal with ethical deviations/professional misconduct

- Malpractice and Lapses enquire committee to investigate into reported cases of academic dishonesty during examinations
- Support the squad to maintain overall dignity, discipline and decorum of the institution
- To ensure protection and safety of whistle blowers and acknowledge their contribution in maintaining the ethical standards

QUALITY ASSURANCE POLICY

In the era of ever changing social and economic environment, the survival and growth depends on the Quality Assurance of the services (academic) offered and its impact on the learner's performance in real life situations.

The college is committed to assure quality in teaching methods and evaluation in UG, PG and Short-term Programs conducted in the institution for the fulfillment of the stakeholders expectations.

Objective

To ensure quality in holistic manner with respect to all services rendered in the college

Scope

This policy is applicable to all programs in Science, Arts, Commerce.

Responsibility

The management is responsible for the generally accepted quality assurance standards and strategies adopted and practiced in the institution.

Quality assurance standards

- Teaching learning methodology shall suit the requirements of the stake holders.
- Evaluation shall be done with honesty and integrity along with transparency norms properly complied with.
- Research outputs shall be original, genuine and useful to the society
- Other services rendered shall be up to the level of expectation by the stakeholders

Examination Policy

The Examination Policies and procedures aim to achieve coordination, consistency and fairness in examination practices in the college.

Procedures

- The exam committee shall conduct two class tests of one-hour duration in each semester for continuous Internal Assessment.
- Two tests will be held every day with one-hour gap between two tests for 3 to 4 days or week.
- The course teacher shall prepare question papers relevant to their subjects five days prior to the commencement of IA test as per the instructions from Examination committee
- On the basis of marks obtained in these two tests, IA marks shall be calculated.
- Course teacher complete valuation within a week.
- The student who has failed in any subject or who has attendance shortages shall bring his parents for interaction with mentor.
- Students shall pay the stipulated Semester end examination fees in the office before the due date.
- Issue of hall tickets one week prior to the commencement of examination.
- All practical examinations shall be held as per the university instructions.
- The heads concerned shall submit the Practical Examination Time Table duly signed.
- Practical Examination Time table shall be put up on the Notice Board of the concerned department a week prior to exam
- Semester end theory exam Time Table shall be put up on the Notice Board 15 days prior to the exam.
- Any grievances related to Time table shall be brought to the notice of Principal or concerned authority.
- Semester end examination shall be of three hours duration for CBCS two and half hours for NEP Scheme
- Flying squad shall be deployed from the university during the exam to check malpractices.
- Instructions to the students regarding the examination rules shall be put up on the Notice Board much before the examinations
- Instructions to the Invigilators shall be put up on the Examination Centre.
- Seating arrangements shall be displayed on the notice board by the chief superintendent.
- The invigilation duty allotment should be given in advance
- Notice concerning revaluation, personal seeing and fees details shall be notified soon after the publication of result as per the direction of the affiliating university.

Responsibility of Staff members relating to examination:

- Staff shall make students aware of the portions for the internal assessment test in advance.
- Staff shall inform the students about question paper patterns in advance.
- Staff shall prepare the question paper as per the guidelines from the university.
- Staff shall submit question papers to internal Examination committee coordinators in time.
- Staff shall report for examination duty in time.
- Staff shall make alternate arrangement and officially communicate to the chief superintendent, in case of inability to carry out examination duty.

Staff shall follow code of conduct during the invigilation:

- Staff shall evaluate internal exam answer scripts as per the scheme of evaluation.
- Staff shall evaluate internal exam answer scripts within stipulated time.
- Staff shall enter C1 and C2 marks to the register and submit same to examination section on time.

Students Responsibility during Examinations:

- Students shall be seated in exam hall 15 minutes earlier
- Students shall report for semester end examination as per the Exam statute.
- Students shall compulsorily wear uniform/identity cards during exams.
- Students shall not indulge in malpractice.

SAFETY POLICY

The safety policy ensures that the College has all safety measures in practice to ensure the safety of its students, who are all women.

- There are security personnel posted at the College and Hostel gates round the clock in shifts.
- Surveillance Cameras are fixed in the entire campus.
- High Compound Walls provide safe enclosure.
- Fire Extinguishers are available at key points.
- Sessions on Disaster Management are conducted by IQAC and NSS to educate the students, teaching and non-teaching staff members on Safety, First-Aid and other life-saving strategies.
- Demonstration of Fire Safety and other techniques by professionals from Department of Fire or other experts in the areas organized every year.
- Entry & exit notebook is maintained to check unwanted entry or exit.
- Students are shared with information regarding the Safety policy of the College at the Student Induction Programme conducted for first year students every year
- Apart from these the committee for “Cyber Security and Safety Standards” ensures Cyber safety of students through awareness programs on potential dangers students may have to face in the virtual world.
- Every department has its own safety measures according to their work environment.

POLICY ON SPORTS ACTIVITIES

The basic rationale of the policy is to reach out to all bonafide students of the College. The policy aims to encourage students to undertake all such activities that develop healthy and long-lasting life styles. Physical education is an integral part of education.

Department of Physical Education at JSS College for Women provides an opportunity for all students to involve themselves in physical activities. The purpose and focus of Physical Education Director of the College is to identify the hidden talents of the students and motivate to excel themselves in the field of Physical education as it enables the students to develop competence and confidence to take part in a range of physical activities. The Sports committee of JSS College for Women Chamarajanagar is established as auxiliary part of the education the institute offers. The committee functions with the core objectives of up-holding and uplifting the mission of the institute and in enhancing the quality of life at the campus. Policy document of the sports committee focuses on the function, procedure, principles, scope, ways, implementation and means of upholding the objectives set by the sports committee. To give direction in organizing and in managing the sports events in the college, this policy document serves as a guide to the committee as well as to its stakeholders.

Objectives

- To promote sports and fitness.
- To raise awareness of sporting, leisure and recreation activities and achievements.
- To motivate the students and staff members to take an active participation in the sports
- To organize various kinds of sports activities
- To train students in sports and discover their hidden talents.
- To assess existing clubs and facilities

Approvals

- All the activities and events to be conducted are subjected to the recommendations of sports committee and approvals of the Principal, JSSCW
- Physical Education Director will prepare a detailed report of expenditure incurred, student's participation, event conduction and purchase of sports equipment.
- For the planned activities, the Physical Education Director shall propose list of events, schedule and rules framed for each event
- The proposals shall be elaborately discussed in the sports committee meeting and finalization with the required modifications

Calendar of Events

- Sports committee of JSS College for Women has the procedure to organize the sports activities annually.
- The sports activities are conducted as per the approved schedule from sports committee.

Budget Proposal and Approval Process

- Physical Education Director will prepare a detailed Budget.
- The proposed budget shall be elaborately discussed in the sports committee meeting and finalized with the required modification

The approved budget shall be submitted to the principal to seek approval

Representation in the Sports Events

As a part of institutional objective, ensuring the representation in the sports held locally and at university level is of more importance. Some of the measures to be taken in this aspect are:

- Having knowledge of events and competitions held locally or at the University level
- Preparing the students for participation by providing proper practice
- Making necessary arrangements to take part with regards to transportation, food, accommodation and sports commodities.

Maintenance of Sports Facility

A good playground is fun and challenging, but above all, it must be safe. Like anything we use in life, maintenance is key to safety and longevity.

- Maintaining cleanliness and orderliness of playground on regular basis.

Detailed visual inspection of the play environment

A good playground is fun and challenging, but above all, it must be safe. Maintenance is a key to safety and longevity.

- Detailed visual inspection of the play environment.
- Inspection of sports equipment for compliance with Standards.
- Carry out routine service maintenance.
- Detailed visual inspection of the sports equipment.

Selection Process

- Announcement of the events
- Schedule of selection
- Display the eligibility criteria
- Conducting the selection trials

Student Eligibility for College Team Representation

Eligibility of the students to represent the college in any of the sports activities is that one must bonafide student of the college.

STUDENT WELFARE POLICY

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

Policy

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

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

Objectives

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

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

Scope

This policy applies to all students

Strategy

- Mentorship
- The counseling Cell
- Women Empowerment Cell
- Hostel supervision Committee
- Student welfare Committee
- Induction Program
- Remedial Coaching Classes

- Add on courses / Certificate courses
- Career Guidance and placement Cell
- Competitive Examination Training Cell
- Training program in spoken English
- Health Checkup Health Insurance
- Skill Development (Spoken English / Computer Literacy etc.) Soft Skills
- Performance enhancement for slow learners
- Publication of students' magazines
- Sports facilities
- Extra-Curricular and co-curricular
- Grievance Redressal Cell
- Alumni Association

SWACHHATA POLICY

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

General guidelines

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

Rules to be followed to maintain the cleanliness in College Campus

Dos and Don'ts

Dos

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

Don'ts

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

STUDENTS' GRIEVANCE REDRESSAL POLICY

The Student's Grievance policy desires to promote and maintain a conducive and unprejudiced educational environment. This policy, through 'Student's Grievance Cell' enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the College. 'Student's Grievance Redressal Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias".

The objectives

1. To support, those students who have been deprived of the services offered by the College, for which they are entitled.
2. To make officials of the College responsive, accountable and courteous in dealing with the students.
3. To ensure effective solution to the student grievances with an impartial and fair approach.

Procedures

Grievances redressal committee shall receive and redress grievances reported of following Issues:

- A) Academic issues: pertaining to teaching learning activities,
- B) Internal evaluation and in assessment marking.
- C) Complaint related to library and other services
- D) Grievances related to amenities
- E) Grievances relating to sports, cultural and selection process etc.
- F) Grievances relating to women issues and harassment.
- G) Grievance relating to behavior of non-teaching staff
- H) Grievances relating to delay in issue of records

It involves a process of investigation in which 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner.

The students are ought to lodge their grievances to the Convener of Grievances redressal Cell of the respective department.

The form, duly filled, is required to be submitted in the drop box placed outside the Principal's office.

The Convener in turn, intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the students.

Exclusions

JSSCW shall not entertain following issues.

1. Decisions of the administrative committees constituted by the college.
2. Decisions with regard to award of students Welfare scholarships/fee concessions/ awards.
3. Decisions made by college under the Discipline Rules and Misconduct.
4. Decisions of the competent authority on internal assessment and examination results.

Powers of the Committee

1. The Grievances committee shall deal with the students.
2. The aggrieved person of college may lodge his grievance with the Principal.
3. The Grievance Committee shall hear and settle grievances, as early as possible.

Scholarship Policy

The object of the scheme is to provide financial assistant to the students belonging to the recognized Backward Communities of the State of Karnataka for pursuing studies in Higher Education.

1 Types of Scholarships

- SC/ST Scholarships
- Scholarships for the Physically handicapped Students
- Sanchi Honnamma Scholarship
- Minorities Scholarship
- Scholarship for Beedi Workers
- Scholarship for Laborers children's
- S.J. Jindal Scholarship
- SC/ST and OBC Scholarship
- Fee Refund to girl student
- Fee Concession Me Scholarship for backward class students
- Department of Sainik welfare and Resettlements Scholarship and Incentives for Children of Ex – service pensioners
- Sitaram Jindal Foundation
- Scholarship for Minority Students
 - a) Muslim Minority
 - b) Christian Students
 - c) Jain Students
 - d) Buddhist

I. Other Scholarship

1. Sanchi Honnamma student Scholarship:

This scholarship began in the year 2003 – 2004 for meritorious girl students so as to encourage them to pursue higher education. This is specifically meant for girl students who have scored high marks in II-year PUC

To avail this scholarship, students should complete their course in one attempt and only those students will be given this scholarship till the completion of their Graduate course. Under this scheme, a scholarship of Rs 2000/- is provided to girl students of BBA, B.A and B.Com streams.

2. Rajeev Gandhi Loan Scholarship

Under this scheme, the interest subsidy on Loan availed by students with annual family income less than Rs. 2.5 lakh is paid by the Government limited to the study period of the students.

3. Scholarship to SC / ST students and children of soldiers

Scholarships are offered to SC / ST students and children of soldiers.

4. Post – metric Scholarships for SC/ST students from government of India.

Only SC/ST candidates are eligible for the award of these scholarships. The parent's income limit should not exceed Rs. 1.00 lakhs per annum. Students who avail the benefit of G.O.I. Scholarship in one course are eligible to claim the same benefit for higher studies. Students, who are employed, are not eligible.

5. State post-metric scholarship (Government of Karnataka)

The award of State Post-Matric scholarship was introduced to enable the students to continue the studies where he/she is not eligible for award of G.O.I. Scholarship Value of scholarship: Rs 400 00 per annum. He /she should belong to SC category. Parents income should not exceed Rs 12,000.00 per annum.

6. Post-matric scholarship from Ministry of Minority Affairs, Government of India.

This scholarship is awarded for students belonging to minority community (Muslims, Christians, Jains, Buddhists, and Parsis). Eligibility: Minimum 50% marks in qualifying exam and the annual income of the parent should not have exceeded 2.00 lakhs.

7. Post metric scholarships to the students belonging to scheduled tribes for studies in India

This scholarship is awarded for students belonging to Scheduled Tribe Eligibility: Minimum 50 % marks in qualifying exam and the annual income of the parent should not have exceeded Rs.2.00 lakhs.

8. National Scholarship Portal (NSP) 2020: Registration, Login & Online Status

NSP Online Registration National Scholarship Portal Registration Form National Scholarship Portal (NSP) Login. The Government of India provides scholarships to all those students who are not able to finance their education. For this purpose, the government has launched a National Scholarship Portal.

Karnataka e PASS

Online Post Matric Scholarship disbursements through e- pass application are one of the important welfare measures of the Government of Karnataka which is aimed at the educational upliftment of Students, initiated by the Department of Backward Class Welfare. The system links all welfare departments, treasury, and databases of Secondary Schools, Leaving Certificate (SSLC), Colleges and Banks to disburse scholarships. Through Karnataka e-pass, we envision an ecosystem which ensures hassle free delivery of scholarship funds to the verified beneficiary's bank accounts

<https://karepass.cgg.gov.in>

9. State Scholarship Portal

The State Scholarship Portal (SSP) is an initiative of the Center for e-Governance. Government of Karnataka for distribution of various pre-matric and post-matric scholarships. The Social Welfare Department, Tribal Welfare Department, Backward Classes Welfare Department, and Minorities welfare Department provide financial aid to meritorious and deserving students belonging to the economically backward category such as SC/ST/OBC/EBC/Minority community.

<https://ssp.postmatric.karnataka.gov.in/>

EARMARKING FOR GIRL STUDENTS:

30% of scholarship will be earmarked for girl students. In case sufficient numbers of eligible girl students are not available, then the balance earmarked scholarships may be awarded to eligible boy students.

SELECTION PROCEDURE

Unlike scholarship for SC and ST, there are a fixed number of scholarships for minorities is small limited. Students from BPL families, having the lowest income shall be given preference in the ascending order. The renewal applications would be fully exhausted before the new applications are considered.

PROCEDURE:

Before initiating registration process, students /parents /guardian is advised to keep the following documents handy:

1. Educational documents of student
2. Student's Bank account number and IFSC code of the bank branch
3. Aadhaar number of the student
4. If Aadhaar is not available, then Bonafide student certification from Institute/ School and
5. Aadhaar Enrolment ID or Scanned copy of Bank passbook
6. If Institute/school is different from domicile state of the applicant, then Bonafide student certificate from Institute/School.

POLICY ON INSTITUTIONAL SCHOLARSHIP

JSS College for Women has definite policy to nurture Academic excellence cum merit scholarship

1) Introduction

The JSS College has introduced a reward system for students showing a high level of merit during their academic program.

The college is providing fee concession/ partially fee waiver for needy students of all programs. A standard procedure is followed for the same.

- The students who are intending to avail this facility have to submit their application in a prescribed format to the head of the institution.
- The head of the Institution, based on the applicant's academic performance and the economic background scrutinize the application and the same is discussed with the senior faculty members.
- The recommendation of the Selection is forwarded to the principal.
- The principal presents the same in the Management to get approval.
- Usual submission of the application happens in February / March before the academic year begins in the case of already enrolled students and June/ July for First year students

2) The college is also providing endowment Scholarships for the academically excellent students from all the programmes

Types of Scholarship

- Endowment
- Student Welfare Fund

3) Endowment scholarship are awarded eligible/ selected candidate as per the guidelines laid by donors who have instituted such scholarship

4) The scholarship to be made available from student welfare fund are awarded as per the recommendations of the selection committee constituted by the committee.

5) Private scholarship any provided by any external agency will be facilitated in conformity with the college regulations, government regulations and expectations of that agency which has instituted such scholarship

Policy on Infrastructural Utilization and Maintenance

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

Following aims are achieved through the policy document.

Objectives

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

General measures for optimum utilization

- Departments and office staff take care of facilities provided to them.
- Instructions are displayed for the proper use infrastructure facilities.
- . The technical staff looks after ICT facilities.
- The support staff having technical and mechanical skills looks after the day- to- day maintenance of infrastructure.
- Students carefully use main instruments and hazardous chemicals under the supervision of the teaching or non-teaching faculty.
- Fire extinguishers are placed in appropriate places, and they are refilled periodically.
- For library books and office, document preservation periodic pest control is carried out.

- An **electrician takes** care of electric fittings and wiring periodically
- For **drinking water supply the college has installed water purifiers cum coolers which are maintained by the support** staff.

The Departments of Chemistry, Commerce, Botany, Zoology, Mathematics, Geography, Computer and Physics have a separate practical laboratory. These laboratories are provided with efficient infrastructure, required equipment's and trained staff.

The College provides separate section for library in the college building. The library is equipped with 34430 books collection (500 Rare Books), **35** National International and regional journals and magazine. The library subscribes INFLIBNET N-LIST.

A separate Indoor stadium exists in the college campus with 22X46 feet area. College has a separate computer lab with internet band width 200+200MBPS wi-fi facility for students and teachers.

The departments in the college have been provided computer and Internet facility for staff. The college building consists of 40 class rooms, 15 laboratories 01 Dark room, 04 computer lab and 02 seminar hall. Infrastructure augmentation is carried out through financial assistance from UGC and the JSS Mahavidyapeeta, Principal and Office superintendent. Members prepare the budget every year & get it sanctioned by the JSS Mahavidyapeeta, Mysuru.

POLICY ON WATER MANAGEMENT

Preamble

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

Objectives

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

Procedure

1. A committee is formed to create and implement the water management policy in the JSSCW campus. This committee ensures primarily on the regular monitoring of quality of drinking water, maintenance of water distribution system and effective utilization of the waste water
2. The water demand, wastage of water and the quantity of the water in the storage should be quantified periodically
3. New technologies should be developed to protect and restore the water in the reservoirs and to improve the facilities for ground water recharging.

Roles

The Water Management Committee comprises of

1. Principal
2. NSS Officer
3. Office Superintendent
4. Plumbing Supervisor
5. Office staff

Responsibilities

1. Conduct meeting and review the policy
2. Monitor water usage
3. Monitor the water levels of all sumps and overhead tanks
4. Measures to be taken to create awareness among students
5. Organize workshops and seminars for providing the awareness for saving the natural resource and reduce the wastage of water to students and public.
6. Planning and executing systematic rain water harvesting in the campus
7. Planning and executing water treatment plan and providing for possible reuse of waste water for gardening.

POLICY ON CULTURAL, LITERARY COMMITTEE ACTIVITIES

Responsibilities of cultural Committee

- ▢ The Cultural Committee that comprises of faculty and student representatives, shall be responsible for all intra and inter collegiate cultural events in the College.
- ▢ To plan and schedule cultural events for the academic year.
- ▢ To encourage and motivate the students to participate in all the cultural activities
- ▢ To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Preparation of Action Plan

- ▢ The annual action plan shall be prepared in the beginning of the academic year by the committee coordinator in consultation with the members.

Selection Procedure

- ▢ The students are admitted through proper screening procedures while focusing on their interest, present artistic skills and enthusiasm.
- ▢ Interested students shall be selected for dance, drama, and music.
- ▢ The number of students to be selected for other fine arts and literary activity is need based.
- ▢ The well performing teams/ individuals will be selected for participation in competitions.
- ▢ Based on the necessity, proper communication has to be done with the hosting institutions until the competition or Programme finishes.

Procedure for Budget Proposal and Settlement

- ▢ The budget proposal is prepared for each academic year by the committee or staff in charges of the committee.
- ▢ The consumable stationeries and properties for each academic year are purchased or hired based on the necessity.
- ▢ For every competition, fresh budget proposals shall be submitted through the committee coordinator to the principal.
- ▢ The budget expenses must be submitted with relevant documents to the sanctioning authority within one to two weeks after the competitions are over.

Procedure for Participation

- The coordinator shall be the authority to decide whether to send or not for competitions in normal issues.
- The extent of practice, facilities made for travelling, refreshment, safety of students and their discipline must be verified by the concerned staff in-charge.
- The participating team is sent for participation along with deputed staff in charge

POLICY ON SPORTS ACTIVITIES

The basic rationale of the policy is to reach out to all bonafide students of the College. The policy aims to encourage students to undertake all such activities that develop healthy and long-lasting life styles. Physical education is an integral part of education.

Department of Physical Education at JSS College for Women provides an opportunity for all students to involve themselves in physical activities. The purpose and focus of Physical Education Director of the College is to identify the hidden talents of the students and motivate to excel themselves in the field of Physical education as it enables the students to develop competence and confidence to take part in a range of physical activities. The Sports committee of JSS College for Women Chamarajanagar is established as auxiliary part of the education the institute offers. The committee functions with the core objectives of up-holding and uplifting the mission of the institute and in enhancing the quality of life at the college. Policy document of the sports committee focuses on the function, procedure, principles, scope, ways, implementation and means of upholding the objectives set by the sports committee. To give direction in organizing and in managing the sports events in the college, this policy document serves as a guide to the committee as well as to its stakeholders.

Objectives

- To promote sports and fitness.
- To raise awareness of sporting, leisure and recreation activities and achievements.
- To motivate the students and staff members to take an active participation in the sports
- To organize various kinds of sports activities
- To train students in sports and discover their hidden talents.
- To assess existing clubs and facilities

Approvals

- All the activities and events to be conducted are subjected to the recommendations of sports committee and approvals of the Principal, JSSCW
- Physical Education Director will prepare a detailed report of expenditure incurred, student's participation, event conduction and purchase of sports equipment.
- For the planned activities, the Physical Education Director shall propose list of events, schedule and rules framed for each event
- The proposals shall be elaborately discussed in the sports committee meeting and finalization with the required modifications

Calendar of Events

- Sports committee of JSS College for Women has the procedure to organize the sports activities annually.
- The sports activities are conducted as per the approved schedule from sports committee.

Budget Proposal and Approval Process

- Physical Education Director will prepare a detailed Budget.
- The proposed budget shall be elaborately discussed in the sports committee meeting and finalized with the required modification

The approved budget shall be submitted to the Principal to seek approval

Representation in the Sports Events

As a part of institutional objective, ensuring the representation in the sports held locally and at university level is of more importance. Some of the measures to be taken in this aspect are:

- Having knowledge of events and competitions held locally or at the University level
- Preparing the students for participation by providing proper practice
- Making necessary arrangements to take part with regards to transportation, food, accommodation and sports commodities.

Maintenance of Sports Facility

A good playground is fun and challenging, but above all, it must be safe. Like anything we use in life, maintenance is key to safety and longevity.

- Maintaining cleanliness and orderliness of playground on regular basis.

Detailed visual inspection of the play environment

A good playground is fun and challenging, but above all, it must be safe. Maintenance is a key to safety and longevity.

- Detailed visual inspection of the play environment.
- Inspection of sports equipment for compliance with Standards.
- Carry out routine service maintenance.
- Detailed visual inspection of the sports equipment.

Selection Process

- Announcement of the events
- Schedule of selection
- Display the eligibility criteria
- Conducting the selection trials

Student Eligibility for College Team Representation

Eligibility of the students to represent the college in any of the sports activities is that one must bonafide student of the college.

IT POLICY

Preamble:

Large numbers of concurrent users, who are on the high-speed LANs trying to access Internet resources through a limited bandwidth, definitely create stress on the Internet bandwidth available. Computer viruses attach themselves to files, spread quickly when files are sent to others and are difficult to eradicate. Some can damage the files as well as reformat the hard drive, causing extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network.

Apart from this, plenty of employee time is lost with a workstation being scanned and cleaned of the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on networks. Once they gain entry into the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network.

They can slow down or even bring the network to a halt.

Containing a virus once it spreads through the network is not an easy job. Plenty of man hours and possibly data are lost in making the network safe once more. Therefore, preventing such loss at the earliest is crucial.

For securing the network, Computer Centre has been taking appropriate steps by installing firewalls at the gateway.

However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified and infringing the freedom of users.

As IT users are aware, all the educational institutions worldwide have IT policies implemented in their respective institutions.

Without strong management policies, IT security measures will not be effective and not necessarily align with management objectives and desires.

Further, due to the dynamic nature of the Information Technology. They need to be reviewed on a regular basis and modified to reflect changing technology, changing requirements of the IT user community and operating procedures.

IT Policy is being documented for fair and transparent academic purpose for use of various IT resources in the Campus for Students, Staff, Management and visiting Guests and Research Fellowship scholars.

Owing to the policy initiative and academic drives, IT resource utilization in the Campus has grown by leaps and bounds during the last decade.

JSSCW has network connections to computer system covering two buildings across the campus

Scope:

The institute's IT Policy applies to technology administered by the institute centrally or by the individual departments, to information services provided by the institute administration, or by the individual departments, or by individuals of the institute community, or by authorized resident or non-resident visitors on their own hardware connected to the institute network. This IT policy also applies to the resources administered by the central administrative departments such as Library, Computer Centers, Laboratories, Offices of the institute, various departments, wherever the network facility was provided by the institute.

Facility and Usage:

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

JSSCW is getting its Internet bandwidth from BSNL franchise holder D and D Communications, Chamarajanagar. Total bandwidth availability from BSNL source is 300 Mbps.

Resources

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

With the extensive use of the Internet, network performance outreach is in three ways:

- When users are given free access to the Internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service (QoS) and affecting critical users and applications.
- When computer systems are networked, viruses that get into the LAN, through Intranet/Internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems.

Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institute's information technology infrastructure, must comply with the Guidelines. Certain violations of IT policy laid down by the institute by any institute member may even result in disciplinary action against the offender by the institute authorities. If the matter involves illegal action, law enforcement agencies may become involved.

Application of IT Policy

- Stake holders on campus
- Students: UG, PG
- Employees
- Faculty
- Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers
- Guests

Policy Objectives: -

The objectives of the IT policy are as follows:

- To provide all required IT resources as per the academic programs also, introduce new IT technologies which will benefit the students and staff.

- To effectively have an annual plan of introducing new technologies in-line with the Academia.
- Create provision for priority up-gradation of the products.
- Create Provision for Annual Maintenance expenses to ensure maximum uptime of the products.
- Plan and invest for redundancy at all levels.
- To ensure that the products are updated and catered 24x7 in the campus or as per the policies lay down by the College Management.
- Leveraging information technology as a tool for the socio-economic development of the Institute.

IT Hardware Installation Policy

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

a) Primary User

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

b) Power Connection to Computers and Peripherals

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

c) Network Cable Connection

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

d) File and Print Sharing Facilities

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

e) Maintenance of Computer Systems provided by the Institute

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

f) Noncompliance

JSSCW staff and students not complying with this computer hardware installation policy

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

Software Installation and Licensing Policy

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

a) Operating System and its Updating

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

b) Antivirus Software and its updating

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

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

c) Backups of Data

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

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

Network (Intranet & Internet) Use Policy

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

Web Site Hosting Policy

a) Official Pages

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

As on date, the Computer Science Department is responsible for maintaining the official web site of the institute viz., <http://www.jsscwn.com>

b) Responsibilities for updating Web Pages

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

Responsibilities of Department

a) Supply of Information by Department, or Cell for Publishing on /updating the JSSCW Web Site

- All Departments or Cells should provide updated information concerning them periodically (at least once in a month or earlier).
- Hardcopy or softcopy to be sent to the Computer Science Department. This policy is applicable even for advertisements/Tender notifications published in newspapers, and the events organized by Department, or Cells.
- Links to any web pages that have to be created for any specific purpose or event for any individual department or faculty can be provided by the Computer Science department upon receiving the written requests. If such web pages have to be directly added into the official web site of the institute, necessary content pages (and images, if any) have to be provided by the respective department or individual in a format that is exactly compatible with the existing web design/format. Further, such requests along with the soft copy of the contents should be forwarded to the In Charge, Computer Science Department well in advance.

b) Preservation of Network Equipment and Accessories

- Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different locations by the institute are the property of the institute and are maintained by respective departments.
- Tampering of these items by the department or individual user comes under violation of IT policy.

Guidelines for Desktop Users

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

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

The following recommendations include:

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

- 2) When a desktop computer is installed, all operating system updates and patches should be applied. In addition, operating system updates and patches should be applied regularly, on an ongoing basis.
- 3) The password should be difficult to break.
- 4) The guest account should be disabled.
- 5) In addition to the above suggestions, backing up data on a regular basis (daily and/or weekly) will lessen the damage caused by the loss of a machine.

Video Surveillance Policy

- The system comprises: Fixed position cameras; Monitors; digital video recorders; Storage; Public information signs.
- Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.
- Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV Camera installation is in use. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

❖ Purpose of the system

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

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

The code of Conduct for the students for online classes

- Students should login within the specified time allotted to every class.
- They can log out only after their class time is over.
- Everyone should login with their official names only.
- Link or number should not be shared with others, if shared; he/she will be barred from classes henceforth.
- Candidate alone should login, if anybody else logs in the name of the candidate, such person will not be allowed to login again.
- All should attend classes with proper dress.
- If there is any network error or poor connection, they should avail their connections or make sure their connectivity where ever it is available.
- All should mute their audio and switch on their videos.
- Choose a place where there is no distraction.
- Attendance will be marked at the end of every class.
- Adhere to the instructions of the subject teachers.
- Don't interrupt in the middle of the class.
- Use chat box to Post your questions.
- At the end each class exercises will be given and same shall be prepared sent as directed by the teacher, besides notes must be written and submitted.
- Action would be initiated against the students who do not adhere to the rules and regulations.
- Each teacher will be providing link to the class.

E-Governance policy

Objectives:

1. Implementation of E-governance in various functioning of the institution
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the institution
5. Facilitating online internal and external communication between various entities of the institution
6. Providing easy access to information
7. Making the institution visible globally

Policy:

1. In order to provide simple and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities.
2. The institution has already started with e-governance in some aspects of functioning like library, accounts, etc. It is resolved to implement e-governance in other areas and with this aim in view drafted policy framework is hereunder.

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

1. Website:

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

2. Student Admission:

The College has decided to process all admissions in online mode. This will cover admissions to all programs whether graduate, post graduate programs. For this purpose, an arrangement can be entered into with a reputed banking company preferably UNION BANK with whom the college maintains its accounts. The Principal is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

3. Accounts:

For ease of maintaining accounts, the college is already using ERP. But, with new accounting methods and compliances, it has become necessary to procure other software as well.

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

4. Library:

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

5. Administration:

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

6. Examination:

The online mode of examination is becoming order of the day. The college is in the process of transition from offline mode to online mode. Filling of examination forms, Revaluation forms, Photocopy forms, obtaining hall tickets, receiving of examination papers, Scanning and uploading the answer scripts for evaluation, compiling and tabulation of marks, declaration of results and uploading of marks has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done with utmost care and caution. Controller of Examination needs to supervise the entire process of examination under the guidance of the Principal of the college.

7. Alumni:

In order to strengthen alumni interaction, college provide the platform through College Website, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a separate agreement can be entered into with suitable service providers by the Principal and a separate alumni coordinator at the college level be appointed to take care of the entire activity.

General Code of Conduct

The college accords utmost importance to discipline and etiquette amongst staff and Students. Hence, the college has a well laid-out code of conduct to govern the appearance and behavior of the Principal, Staff (Teaching and Non-Teaching), Students, Outsourced Service Staff and Casual Employees.

Core Values

- Contributing to societal development.
- Inculcating laudable values.
- Holistic development of students.
- Pursuit of academic excellence.

CODE OF CONDUCT FOR THE PRINCIPAL

The principal should:

- Be a dynamic and democratic administrator.
- Be punctual and sincere in work.
- Monitor all activities of the College campus efficiently and effectively.
- Periodically convene staff meetings to take appropriate decisions on College campus activities.
- Oversee the maintenance of college campus properties. Be a dynamic and democratic administrator.
- Take initiatives in introducing new programs / courses related to the need of the hour and in upgrading the pedagogical inputs.
- Encourage the Heads of the Departments to organize conferences, seminars, symposia, workshops and special lectures.
- Be impartial and maintain cordial relationship with the members of staff, students and other stake holders.
- Supervise academic and administrative work efficiently and effectively.
- Acknowledge the academic excellence of the staff and the stake holder.
- Be accountable to all stakeholders.
- Facilitate good rapport between the management and the staff.
- Give a patient hearing to the grievances of students, staff and parents.
- Insist on discipline, punctuality and accountability of the staff & students.
- Focus on the required efforts for the placement of the students in reputed companies.
- Be responsive in monitoring the characters of students on lives of nationalism, patriotism, social commitments and individual achievements.

CODE OF CONDUCT OF THE DEPARTMENT

The Heads of the Departments shall lead, manage and develop the departments.

- Prepare academic plan for every semester and ensure proper implementation of the same in a continual manner.

- Be responsible for ensuring the educational progress and welfare of students.
- Involve themselves and other faculty in the process of curriculum development and delivery.
- To supervise the attendance of students in Classes and laboratories.
- Represent the staff & students of the dept in optimal ways in the statutory bodies.

CODE OF CONDUCT FOR THE FACULTY MEMBERS

The Members of Faculty shall:

- Maintain decorum both inside and outside the classroom and be a role model to the students.
- Be punctual and honest in-service delivery.
- Dress modestly and formally.
- Respect the ideals of democracy, patriotism and peace.
- Treat the colleagues in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render, in all possible ways, assistance for their professional betterment.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Consider the rights and dignity of the students in expressing their opinions.
- Motivate students to improve their personal attributes and at the same time contribute to community welfare.
- Encourage students to participate in both curricular and co-curricular and extensional activities.
- Inculcate research aptitude among students.
- Be friendly towards students and not behave in a vindictive manner with them for any reason.
- Meet students after the class hours, if needed, and guide them.
- Help the students to understand the importance of our national heritage, national goals, & national integrity.
- Treat students impartially regardless of their caste, creed and religion, political, economic and social characteristics.
- Be good counselors and facilitators in guiding the students.
- Co-operate and support the institution in carrying out the programs related to the educational responsibilities such as advising and counseling students and facilitate the smooth conduct of college examinations including supervision, invigilation and evaluation.

PROFESSIONAL ETHICS FOR THE FACULTY

The Faculty Members should:

Report for duty in time and remain in the campus during working hours.

- Report for duty on the reopening day and the last working day of each semester.

- Sign the attendance register while reporting to duty.
- Always wear identity cards while inside the college premises.
- Comply with the instructions issued by the management, from time to time.
- Perform their duties conscientiously.
- Avoid using cell phones while engaging classes.
- Help, guide, encourage and assist the students in their curricular, co-curricular and extra-curricular endeavors.
- Recognize the difference in aptitude and capabilities of the students and meet their individual needs.
- Have an understanding of national heritage and national goals.
- Continuously monitor the performance of their wards.
- Be good counsellors and facilitators of the students.
- Carry out academic, co-curricular and organizational activities, that may be assigned to them, from time to time.
- Involve themselves in research activities for their professional growth.
- Adhere to a responsible pattern of conduct and demeanors expected of them by the community.
- Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities appropriately.
- Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
- Complete the syllabus on time and be accountable for good results.
- Be accountable to students.

CODE OF CONDUCT FOR NON-TEACHING STAFF

Non-Teaching Staff should:

- Report for duty on time and remain in the campus during the working hours.
- Sign the attendance register while reporting for duty.
- Wear identity cards inside the college premises, during working hours.
- Comply with the instructions issued by the higher authorities.
- Perform duties with sincerity and confidentiality.
- Avoid using cell phones during working hours.
- Dress neatly and modestly.
- Be conversant with the rules and regulations and the relevant procedures.
- Have updated knowledge about computer.
- Cooperate with the members of other sections.
- Behave with dignity and decorum to others.
- Be good counselors and facilitators of the students.
- Respond to students' enquiries with concern and ensure all possible help.
- Treat the students impartially regardless of caste, creed & religion, political, economic and social characteristics.

CODE OF CONDUCT FOR STUDENTS

- Every student shall come to the college in time, in decent dress.
- Every student shall wear IDENTITY CARDS compulsorily.
- ID card is necessary for all transactions in the college.
- Without the identity card she will not be allowed into the college Campus.
- More than 75% attendance is mandatory.
- Payment of Examination fee in every semester is compulsory for further promotion.
- Students are directed not to make noise in the college, those who disturb the classes are liable to be punished.
- Students are prohibited from loitering in corridor, and premises.
- Smoking in the campus is strictly prohibited.
- Scribbling on board, desks and the walls is strictly prohibited and punishable.
- Engaging in harassing or discriminatory behavior based on religion, caste, creed and disability will be punished.
- Student shall be courteous to the members of the staff.
- No student shall be allowed to leave the class room without the permission of concerned class teacher.
- Students who have no class in a particular period shall not disturb other classes at work.
- Obstruction or disruption of teaching will be viewed as misconduct and those involved in will be penalized.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification: or knowingly furnishing false information will be punished.
- Using cellular phones is strictly prohibited in the Class room and corridor of the college.
- Students, found guilty of non-conformity will be expelled from the class/ college.
- Entertaining outsiders/strangers strictly prohibited.
- Students shall attend the classes punctually and take part in co-curricular and extracurricular activities with due interest.
- Internal Assessment Components - C1 & C2 shall be taken seriously and scoring a minimum 30% in both the components is compulsory.

CODE OF CONDUCT FOR OUTSOURCED STAFF

- Be punctual in performing the duties assigned by employees / contractors, in accordance with agreement between the college and contractor.
- Be honest in executing duties, effectively and efficiently.
- Compulsorily wear the uniform supplied by the contractor.
- Protect the property of the college properly.
- Behave with utmost decency and decorum while discharging duties.
- Be ready to put in extra labor under demanding situations.
- Abide by the rules and regulations of the college.

CLEAN AND GREEN CAMPUS POLICY

Introduction

JSS COLLEGE FOR WOMEN envisions a Clean and Green Campus where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices in the campus and beyond the campus. The green campus concept offers the institution an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among students and staff. The College also promotes clean and green campus through adopting, practicing and promoting environmentally friendly practices among students and staff to generate Eco-consciousness among them and in the world around them.

Objectives of JSSCW-CH

- To encourage students to keep environment clean.
- To educate students to create awareness amongst public.
- To make students understand the importance of environment and its problem areas.

Functions of JSSCW-CH

- To sensitize the students to minimize the use of contaminate product.
- To motivate students to adopt ecofriendly practices which include paper bags, save electricity, water etc.
- To take necessary steps to protect the environment.
- Neutralizing the Carbon in Campus

Outcomes of the Policy

- Awareness is created about the hazards that are harm the environment.
- Students and teachers realize their individual responsibilities to save the environment.

Environmental Policy of the College

The College has lush green campus with serene ambience. JSSCW-CH is a quality conscious move. It protects its own environment with its green campus initiatives and maintains a pollution free green and clean campus.

The college is committed to managing its campus in accordance with responsibilities towards promoting sustainable environment. These responsibilities can be demonstrated within the following areas

- Green Environment and Clean Campus
- Solid Waste Management
- E -Waste Management
- Liquid Waste Management

- Water Management
- Paperless operating procedure
- Landscaping with Trees and Plants
- Energy Use and Conservation
- Air Pollution Management
- Restricted Use of Automobiles
- Ban on Single-use Plastics on the Campus
- Display Boards on College Campus
- Green Audit

Green Environment and Clean Campus

The students are given strict instructions to maintain the campus clean and it is reflected in their handbooks. Several Quotes related to the importance of clean and green environment are displayed on the campus. A gardener and full-time adequate support staff are appointed for the maintenance of litter free clean and Green Campus.

Solid Waste Management

The college pays dedicated focus to see that minimal waste is generated in the campus. Solid waste is sort out as bio degradable and non-degradable and handed over to CITY CORPORATION CHAMARAJANAGAR. All Departments are provided with dustbins for dry wastage disposal. Segregation of waste into dry and wet waste from the separately allotted dustbins is done in strategic locations, thus maintaining the Campus clean and Eco- friendly.

Use of sanitary disposal machine is one of the best practices adopted by the college towards eco-friendly disposal mechanisms.

E -Waste Management

The College is grappling with ways to efficiently and cost-effectively handle the issue of electronic waste, or e-waste, on campus. The college adopts most scientific and eco-friendly e- waste disposal mechanisms such as

Annual Maintenance Contract

A. Electronic items maintained to periodically review the effective functioning of CPU's and Monitors and expert recommendations are followed to dispose the same in the market. All Electronic waste CPU's, Hard disks, Laboratory Equipment scrap is sent periodically to the

market for sale or buyback mechanism. Obsolete workable computers, printers and other equipment discarded by departments are sold as scrap. The cartridges of printers are refilled outside the college campus. UPS Batteries are recharged and repaired by the suppliers.

B. Suitable budget is allocated to upgrade the systems.

Liquid Waste Management

Next to air, water is the most precious element for the preservation of life. Water is a finite commodity which, if not managed properly, will result in shortages in the near future. Water conservation can go a long way to help alleviate these impending shortages. Students are made aware that conserving water is equivalent to conserving their future. Drinking water from the tap, and refilling bottle as often as the students. Plumbers attend promptly to fix leakages and wastage of water.

Soil Management

The college has started vermin composting culture plot. In this process the college is able to produce 400kgs vermin compost approximately per month and after completion of this process of vermin composting, the same is used as manure and it generate income also. The main benefits of this process are to reuse the waste in the campus and also it works as a cost saving measure. The main objective of this culture is to understand the benefit of composting. Solid waste from food leftovers from the canteen and Girls is treated and converted into vermin compost in the vermin compost pit. Food waste is distributed to piggery.

Maintenance of Water Bodies

The Institution aims to provide the best services to the students in all the possible ways, in education facilities, in infrastructure and in basic necessities like water. The institution functions with the help of ground water. There are 2 bore wells with 150 feet and 200 feet respectively and. The institution has a good storage of ground water, drinking water and water for cleaning purpose. 15000 liters capacity underground tank. the Institution has Aqua water purifier, which purifies and separates drinking water. Every floor is equipped with water tanks. Overall, the campus has 08 Water Purifiers, which are installed in every floor to meet the students need. Apart from the ground water and municipal water, the College has rain water harvesting pits, which function efficiently during rainy season. In the Garden land scaping, the provision is made for holding the rain water in the enclosure by constructing concrete low height bund. Further in the throw ball and tennis court the provision is made for water logging during rainy season which act bore well recharge.

The lush green grass holds back roof water and rain water thus providing for ground water recharge. In the front yard of the college the storm water is let into a pit measuring one cubic meter which is miniature rain water harvesting model.

The water policy envisages mandatory cleaning of sumps and overhead tanks besides disinfecting the same. Cleaning To ensure the supply of pure drinkable water, water filters are replaced periodically to provide the students and staff.

Water Conservation and Management

The college realizes the value of every drop of water and saves the rain water strategically for future use. Hence the college has installed rainwater harvesting mechanism. The rainwater is accumulated and deposited for reuse. The water collected is directed to a deep pit of bore-well for later use. Even the ground water is directed towards the plants. In spite of having maximum number of students, the institution does not face any water crisis even in the summer time. Although rainwater harvesting is gaining popularity as a sustainable water saving system in urban as well as rural areas, estimating required storage area for water remains an important design challenge and so our college has designed an effective plan with multiple pits which we collect rain water for storage. The college has two borewell recharge systems to renew bore wells with rain water.

Paperless Operating Procedure

The institution is striving to replace the use of paper by online communication using electronic gadget ie. Email WhatsApp message is extensively use in communication further printing of invitation a, application forms, prospectus brochure is avoided instead soft copes circulated. is striving towards a paperless office, a work environment in which the use of paper is eliminated. conducting of online test submission online assignment online Quiz, webinar and online meeting has significantly reduce the use of paper for the re use of unused one side of office paper for drafting and as office copies as contributed to the lesser expenditure on buying of paper.

Careful planning in purchase of stationary has resulted in optimal use of paper and holding lessor stock. The waste paper is disposed to vender who in turn transport the same to wastepaper recycling unit with in the vicinity

Landscaping with Trees and Plants

JSSCW organizes Tree Plantation program every year in the College Campus. Students and staff enthusiastically initiate and participate in the tree plantations drive on the campus and also outside the campus. Environmental promotional activities are conducting to bring awareness among the students regarding advantages of tree plantation for an Eco-friendly Environment.

Landscaping with Trees and Plants

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Energy Use and Conservation

A) Use of LED Bulbs in College: Principal’s Chamber, Administrative Office, classrooms, auditorium AV room have LED bulbs to save and conserve energy.

B) Conducting Energy Audit: Energy audit of consumption of electricity in the college is conducted. The objective of this audit is to identify the extent of energy consumption and find appropriate strategies of conservation.

Noise Pollution Management

A) Silence zones in the college: Various display boards have been placed in the library and other places for awareness to maintain silence in the college.

B) Noise control in the college: The security guard and the Physical Director of the college ensure smooth entry and exit of students without any noise.

Air Pollution Management

A) Periodic Awareness Programme for Staff, Students and Society: The College conducts awareness programs for staff, students and society for protecting and maintaining environment. Environment awareness programs, jatha (Rallies), etc. are conducted on various issues related to environment.

B) Establishment of Oxygen lawn, plantation of oxygen rich plants: The College has a beautiful green campus. A range of medicinal plants and old trees like Rudrakshi (*Elaeocarpus serratus*) Neem Trees and Tulsi make the campus Oxygen Park.

Appendix I

JSS College for Women

Chamarajanagar

Requisition for CCTV Footage

1. Name of Applicant : _____
2. Employee / Student Id : _____
3. Department: _____
4. Mobile No: _____
5. Email Mail Id : _____
6. Date of Footage: _____ Time : From _____ To _____
7. Camera Location: _____
8. Description: _____

Date:
.....

Signature of Applicant: