

# HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

## Our Policies

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Disclaimer: Hans Raj Mahila Maha Vidyalaya, Jalandhar is committed to maintain the highest degree of excellence across all the fields and has developed policy documents for the same. The institution will continually review, improve and develop the policies as per need.

## Examination Policy

**Our aim:** The underlying principle of this exam policy is to make sure the planning and organization of exams is well-organized and in the paramount interest of candidates to ensure the functioning of an efficient exam system with clear guidelines for all relevant staff. It is the responsibility of everyone involved in the exam processes of the college to read, understand and implement this policy.

### **Our policy:**

- The Principal is Coordinator of examination. The Coordinator appoints one senior faculty as Dean Examination and two senior members as Co-Deans.
- An examination committee is formulated with two senior members from each department.
- The duties assigned with reference to the conduct of examination are mandatory for all staff.
- The Dean Examination and examination committee maintains systems and processes to support the timely entry of candidates for their exams and assessments and frames semester-wise examination date-sheet and assessment deadlines and notify in the academic calendar of the institution. As a policy matter, the MST shall be conducted from 75% syllabus.
- The examination system will be decentralized within three centres-as Humanities, Science and Commerce.
- The question papers will be sent as soft copy through an e-mail to Dean, Examination at least 1 month prior to the examination.
- The duty chart will be circulated 7 days before examination.
- One superintendent and deputy superintendent/s (as per need) will be deputed for each session and they will have to report 45 minutes before the examination time.
- One invigilator for 30 students will be appointed and they will report 30 minutes before the examination.
- Sitting plans of students will be displayed on examination notice board and roll numbers are also written on student seats and water persons, as per need, for each session will be deputed for each centre.
- CCTV surveillance for all types of examination shall be done and data will be preserved for three months.
- Malpractices in the college shall not be tolerated and violation of the rule will be taken seriously for suitable disciplinary action.
- The superintendent will hand over the unfair mean cases immediately to Dean Examination for disciplinary action.
- The examiner memo form shall be filled by Examination superintendent, mentioning date of examination and date of submission of result.
- The award entry portal of the college shall open on the first day of exam and close after one week of last exam. Grievances, if any, regarding examinations are to be addressed to the Principal via Dean, Examination.

- The answer sheets shall be handed over to students after submission of awards in award entry portal.
- The question papers shall be discussed in class rooms, any doubts will be cleared in class room.
- Model answer sheets will be discussed for reference of students.
- Attendance and result of students shall be sent to parents as soft copy and hard copy.
- Special test will be conducted for the students who couldn't qualify the exam.
- Examination leave will be pre-sanctioned by the Dean Examination in consultation with the concerned Faculty Incharge.

## Policy on E-Governance

**Our aim:** The main objective of e-Governance policy is to ensure effective & real time monitoring of quality in education. e-Governance is aimed at improving efficiency, increased transparency and accountability of educational administrative activities, lower costs for administrative services (e-administration), convenient and faster access to services and society (e-services). Further, e-governance substantiates our efforts of going green as it is aimed at reducing carbon footprints by minimizing paper usage.

### **Our policy:**

- The policy will apply to all the stakeholders of the institution. College management, teaching and non-teaching staff, students, parents and other stakeholders are expected to use e-governance tools for making the workflow more efficient and accurate with computerized operations.
- The college administration will offer **centralized information access** to the stakeholders.
- The college will provide **e-services** for efficient, transparent and fast admissions, examination results, feedback and timely alert to stakeholders through SMS /Emails/messages.
- The college will give **e-platform to teachers for developing e-learning modules**/video lectures. HMV News App and HMV Channel will be used for dissemination of news regarding college activities.
- Teachers are required to fill **online absentee, online results and online shortage statement**.
- Teachers are to prepare **e-modules** of their subject and provide access to the students. The teachers are to carry out enhancement of regular course content by using Multimedia material such as videos, 3D animated lectures etc.

### **Policy document on providing financial support to teachers**

**Our aim:** Hans Raj Mahila Maha Vidyalaya, Jalandhar seeks to enhance the research and academic activities of faculty members in order to develop a culture of academic excellence. Our aim is to encourage faculty members to attend conferences, seminars, scientific/academic meetings and workshops, which supplement the scientific and technical experience of faculty members. The institution strives to promote innovative research and academic programs. Our purpose is to provide opportunities for faculty members to gain knowledge and experience in his/her discipline.

#### **Our policy:**

- The regular faculty members are to be encouraged to attend conferences, seminars, scientific/academic meetings and workshops. Complete travel/boarding/lodging/registration expenses are borne by the institution when the faculty members are deputed by the college to attend such events.
- Financial incentive of Rs. 500/- towards registration fee for the conference / workshop / seminar will be given if the faculty member has to present a paper or chair a session & has been officially invited to this effect.
- Only 50% of the designated registration fees will be taken from the college teachers if conference/workshop/seminar is being organized in the college. However, there is a provision of complete registration fee waiver to the organizing department in case of conference/workshop/seminar organized in the college.
- No DA will be paid. Nevertheless, faculty members will be granted academic duty leave. Two duty leaves will be granted to each faculty member every year keeping in mind the CAS requirements of the teachers.
- Ex-India leave will be provided for presentation in International conferences / workshops / seminars.
- Attendance of the faculty member should not hamper the college and departmental programs.
- The conference, seminar, scientific meeting or workshop should be in the applicant's line of specialization and priority given to registered conference, seminar, scientific meeting or workshop and there should be clear evidences that the paper has been selected for presentation.

## GRIEVANCE REDRESSAL POLICY:

**Our aim:** The main objective is to develop a transparent, responsive and accountable attitude among all the stakeholders in order to maintain a harmonious and pleasant educational ambience in the institute. The main aim is to promote cordial student-student, student-teacher relationship and to maintain respect, right and dignity of all the stake-holders.

**Our policy:**

In accordance with the University Grants Commission (UGC) Grievance Redressal Regulations, 2012, the institution prescribes for a well defined system for redressal of grievances. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

- As per the regulations, Grievance Redressal Committee (GRC) is constituted in the college to take care of complaints of the students, parents, teachers and non-teaching staff so that teaching-learning experience in the institution is not only hassle-free but also *par excellence*.
- A complaint from an aggrieved student relating to the college shall be addressed to the Grievance Redressal Committee, with the following composition, namely:
  - Principal of the college – Chairperson
  - Dean, Academics
  - IQAC Coordinator
  - Incharge, Grievance Redressal Committee
  - Dean, Discipline
  - Dean, Student Council
  - Dean, Equal Opportunity
  - Head of the concerned Department
  - Any other faculty member, as per need
  - Hostel Coordinator, if required
  - Head Girl and class representative/s of the concerned class/hostel, if required
  - Office/Hostel Supdt., as the case may be
- For convenience of the students, the members of the committee for the session are notified by name in the college prospectus. Their phone numbers are also notified.

- The Principal has the prerogative to call special invitee/s to the committees as per the nature of the complaint.
- A complaint from an aggrieved teacher relating to the college shall be addressed to the Principal through IQAC Coordinator and Staff Secretary.
- A complaint from an aggrieved non-teaching member relating to the college shall be addressed to the Principal through Supdt. Office and Supdt. of the concerned department.
- The complaint may be sent in writing through members of the Grievance redressal Committee or Grievance Redress Drop boxes placed at various places in the institution. Recently, the institute has launched a online portal for grievance redressal and also a unique app, HMV e-Sathi for immediate report of any grievance or safety issue.
- On receipt of the complaint, the Grievance Redressal Committee, as the case may be, within three days of receipt, fix a date for hearing the complaint which shall be communicated to the complainant.
- Grievances are resolved with immediate effect and satisfactory report is obtained from the aggrieved party.

## **Plagiarism Policy**

**Our aim:** We intend to maintain the highest degree of academic integrity and ensure that all the publications and research work being carried out in the institution is free from any type of malpractice. Our main thrust is on providing scholarly liberty, inventive assessment and quality research. The college seeks to uphold premier ethical principles integrating diligence, revere and accountability in all the activities of the institution including research and publications.

**Our policy:**

- As per UGC regulation titled ‘Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018’ the institution has established a mechanism to facilitate conscientious conduct of research, publications, promotion of academic integrity and deterrence from plagiarism.
- Students, faculty and researchers will carry out proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- The institution will regularly conduct sensitization seminars/ awareness programs on responsible conduct of research and promotion of academic integrity and ethics in education for students, faculty and researchers.
- Every researcher submitting a thesis or any other such documents shall ensure an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism. The undertaking shall include the fact that the document has been duly checked through an approved plagiarism detection tool.
- For all in house publications, the Editor of the respective publication will ensure that that material being published is free from plagiarism.
- Suitable action, in accordance with UGC regulations, will be taken on the member who is found guilty of plagiarism.



## **Policy Document on Disabled Friendly Environment**

**Our aim:** We believe that **no one is disabled**, but only the methods to accomplish their goals are different. Our aim is not only to provide a disabled friendly environment but also to specifically empower the persons with physical disability, provide necessary guidance and counselling to differently-abled persons and assist differently-abled persons to gain successful employment in the public as well as private sectors.

### **Our policy:**

- In compliance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the college has adopted the policy of non-discrimination at the time of admissions.
- Disability will not be a consideration in admission. Students with disabilities are evaluated for admission according to equitable criteria and standards. Information relating to students and staff with disabilities will be kept confidential. However, students with disabilities may request of any special requirements at the time of admission via their application form, so that the College authorities can assess their special study needs and fulfill their requirement to the best possible extent.
- The institution will provide reasonable academic adjustments, and/or auxiliary aids and services determined on a case-by-case basis. Dean, Equal Opportunity will work to implement the college's policy to provide equity, multicultural education and social justice in all aspects of employment, staffing, curriculum, programs and services.
- The College will not discriminate against students with disabilities by limiting their eligibility for financial assistance or providing less assistance than to students without documented disabilities.
- The college will make all efforts to make the curriculum, teaching methodologies and examination methodologies accessible to the physically challenged.
- In compliance with Section 30, 31 of act for Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the college will provide amanuensis to blind students and students with low vision.
- The college will create a a disabled friendly environment including infrastructure facilities like barrier free environment for PWD, tactile pathway, ramps/lifts for easy access to classrooms, disabled-friendly washrooms, human assistance, reader, scribe, soft copies of reading material, screen reading among others.

## **Green Policy of the Institution**

**Our aim:** Our green policy is aimed at reinforcing our commitment to be an environmentally sustainable institution. We actively support programs that reduce our environmental impact and continually improve our environmental performance as an integral part of our operating procedures. We seek to provide a safe and healthy ambience for our staff and students and minimize our potential carbon footprints.

### **Our policy:**

The Green Policy of our institution embodies our credo of being in harmony with nature. We seek to

- promote the growth of indigenous plants in and outside the college campus
- maintain an inhouse seed bank and nursery for propagation of plants
- minimize our paper usage and then reuse or recycle paper as much of it as is possible
- conduct office work through electronic mode i.e. e-notices, e-attendance, e-marks uploading e-fees management so that we move towards a totally paperless office
- send all waste paper waste paper to the paper recycling unit of the institution
- use recycled paper for preparing files, folders, envelopes etc. and use recyclable paper as wrapping paper
- dispense Aloe-Vera organic napkins from sanitary napkin vending machines
- use incinerators for eco-friendly disposal of sanitary napkins
- minimize energy and water use within our buildings and processes in order to conserve supplies and minimize the consumption of natural resources
- totally discard the use of one time plastic water bottles
- purchase products and services that do the least damage to the environment
- dispose biomedical waste and e-waste of the institution as per the statutory norms of Govt. of India
- segregate waste at the source point only using colour coded bins placed in abundance at all the strategic points
- promote environmental awareness among our stakeholders and encourage them to work in an environmentally responsible manner
- discard the use of bouquets and gift plants instead on all occasions
- celebrate all festivals in an eco-friendly manner

- put off practices wherever required by legislation or where significant health, safety or environmental hazards exist
- conduct internal and external annual green audit of the institution
- take administrative action in case of non-compliance to the policy



## **Policy Document on Energy and Environment**

**Our aim:** We aim to develop our college as a model of (and keeper of knowledge about) sustainable practices—including practices related to energy usage and environmental sustainability. To achieve our goal, essential system-wide advancement was made regarding climate action planning, renewable energy development, and energy efficiency projects.

### **Our policy:**

- Renewable energy to be used to the best possible extent through on-site solar photovoltaic systems and biogas plant in the college premises.
- Energy efficient LEDs shall be used instead of incandescent or fluorescent lamps.
- Spearhead waste management by reducing, re-using, recycling, recovering and safe disposal.
- The waste generated by the college is to be segregated into biodegradable and non-biodegradable waste at source point only. All stakeholders will strictly comply with the segregation policy to reduce waste.
- All the biodegradable waste will end up in the vericomposting unit or solid waste management unit of the college.
- All lights, fans and other energy consuming devices to be switched off when not in use.
- Signages will be displayed at all strategic areas for closing taps and switching off lights, fans and other electrical devices when not in use.
- Waste paper, cardboard, cloth, tetra packs are to be deposited in paper recycling unit of the college.
- Least amount of printing paper is to be used. Most of the office work will be carried out in paperless mode using electronic devices.
- Noise pollution is to be reduced by maintaining a no vehicle zone in the campus.
- Single use plastic is to be totally banned in the college campus.
- Polythene bags/Plastic wrappers/bottles not to be used in the campus.
- Incinerators to be used for sanitary napkin waste disposal.
- Knowledge and skills will be built amongst stakeholders to address local, national, and global energy and environmental issues.
- Renewable energy to be harnessed in the best possible way.

- Opportunities to be sought to develop environmental awareness in students, through academic programmes and campus awareness initiatives.
- Staff and students to be encouraged to adopt best practices in environmental sustainability and energy usage outside the campus also.
- Internal and External Green, Energy and Environment Audit to be conducted annually.
- The College will continually review, improve and develop this Policy and is committed to its implementation. This includes full compliance with local and national legislation and guidance and achieving integration of the Policy into decision making at all levels and in all departments.

## Policy Document for Financial Aid to the Students

**Our aim:** Hans Raj Mahila Maha Vidyalaya, Jalandhar strongly believes that no girl student should be deprived of opportunity to study due to financial barriers. Our purpose is to provide financial support for the education of girls to enable them to make informed choices, build stronger families, communities and economies.

### **|Our policy:**

- Liberal Scholarships will be given to students on the basis of excellence in
  - ❖ Academics
  - ❖ Sports
  - ❖ Cultural Activities
- Scholarships will also given on poverty basis and to minority class and SC/ST/BC/OBC students.
- Alumnae Sponsored Scholarships will be given to deserving students.
- HMV Ambedkar Scholarship will be given to specifically benefit the students of SC/ST Category so as to bridge the gap between Govt. Scheme and fee structure.
- The College will not discriminate the grantees on the basis of race, religion, caste, creed, ethnic or demographic status for scholarship award. However, certain scholarship schemes may be targeted for specific groups/subjects.
- The College will provide scholarships to students who are enrolled in various programs through funds provided by donors and other college funds.
- Financial aid will be given to needy students through 'Earn while you learn Scheme' in which students can earn money while working in college library, boutique, saloon, general office, account office etc.
- Full fee waiver will be provided to outstanding sportspersons.
- Liberal concessions will be provided to outstanding student in cultural arena.
- All scholarship funds will be awarded through the accounts office of the college.
- Fee concession/stipends and scholarship of all categories will be withdrawn if the student deteriorates in studies, remains irregular or is found guilty of misconduct.
- The concession will be given only once a year.
- Scholarship recipient students must meet "Satisfactory Academic Progress" requirements.
- Students must meet any other requirements as set forth by the donor.

- Students must demonstrate financial need where necessary.
- The decision made by the college authorities will be final and not subject to challenge by the applicants.
- The application for scholarship must be complete in all respects and be submitted on or before the deadline issued by the college. Scholarships will be provided to the student after standard procedure and upon recommendation of the scholarship committee. However, merit scholarships are provided on the spot at the time of admission only.
- The overarching principles for our scholarships are that they be: 1) need-based and 2) used as a tool to increase the degree attainment by students.
- The details of the scholarships/concessions available to the students studying in Hans Raj Mahila Maha Vidyalaya, Jalandhar are as given below:

**A. HMV Brilliance Award**

(a)	<u>At entry level of Undergraduate Courses</u>	<u>Benefit per students</u>
	95% and above marks in Board Exam	Total Freeship (only compulsory charges)
	90% to 94.9% marks in Board Exam	Rs.10,000/- Concession
	85% to 89.9% marks in Board Exam	Rs.6,000/- Concession
	80% to 84.9% marks in Board Exam	Rs.4,000/- Concession
(b)	<u>For subsequent years of Undergraduate Courses</u>	
	1 <sup>st</sup> position in University	Total Freeship (only compulsory charges)
	2 <sup>nd</sup> position in University	50% Concession in total fee
	3 <sup>rd</sup> position in University	35% Concession in total fee
	1 <sup>st</sup> and 2 <sup>nd</sup> position in College (in University exams)	25% Concession in total fee
	1 <sup>st</sup> position in College/University for those courses available only in college	25% Concession in total fee

**II**

(a)	<u>At Entry level of Post Graduate Courses</u>	
	1 <sup>st</sup> position in University	Total Freeship (only compulsory charges)

2<sup>nd</sup> position in University 50% Concession in total fee

3<sup>rd</sup> position in University 35% Concession in total fee

(b) For 2<sup>nd</sup> year of Post Graduate Degree Courses

1<sup>st</sup> position in University Rs.10,000/- Concession

1<sup>st</sup> position in College (in University exams) Rs.5,000/- Concession

**B. Scholarship under Mahatma Anand Swami Shikshit Beti Mission**

Fatherless Rs.5,000/- Concession

Parentless Rs.7,000/- Concession

**C. Scholarship under HMV 'Provide Wings' Mission**

Differently Abled 50% Concession in total fee

**D. Scholarship under Mahatma Hans Raj Beti Padao Misson**

Single Girl Child Rs.5,000/- Concession

**E. Scholarship under Maharishi Dayanand Unnat Beti Mission**

Poverty Basis Rs.5,000/- (including Half Fee Concession)

**F. Sister Concession Rs.3,000/-(including Half Fee Concession)**

**\* Various other scholarships/ concessions for meritorious and needy students.**

**Details of Non-Govt. Scholarship(s)**

- Sh. Ram Daya Kapila Trust Scholarship
- Sh. D.D. Sud Memorial Trust Scholarship
- Smt. Laxmi Rishi Scholarship
- Sh. V.N. Sharma Scholarship
- Scholarship for student of Mathematics
- Udaan Scholarship
- Manav Sehyog Scholarship
- Nishkam Sewa Bharti Trust Scholarship
- Sh. B.D. Nayyar Scholarship
- Smt. Raj Rani Thaman Scholarship



### **Details of Government scholarships**

- Govt./Board/University Merit Scholarships
- Post Matric Scholarship for SC students
- Post Matric Scholarship for Minority Communities
- Post Matric Scholarship for BC students
- Post Matric Scholarship for OBC Students
- Central Sector Scheme of Scholarship for College and University students
- Prime Minister Special Scholarship Scheme for Jammu and Kashmir students
- Scholarships under Kaushal Kendra/Community College Scheme