

Institutional policy

The purpose of the document is to present a policy framework for the faculties for doing research, presenting papers in seminars and conferences.

Objectives of the policy

- To professional recognition, opportunities for publishing, and potential career advancement
- To foster a deeper understanding of educational theories and practices, contributing to personal and professional growth.
- To enhance student engagement, learning, and achievement, leading to better educational outcomes.
- To encourage faculties to attend, publish and present papers in educational conferences
- To contribute valuable insights and knowledge to the field of education, helping to shape future practices and policies.

Guidelines

- Faculties should get prior permission from the principal and authority to carry out research, participation and presentation of papers.
- Appropriate scrutiny and appraisal of the proposed activity Is done by the principal before granting permission.
- Financial assistance for regular research work is not provided by this institution.
- Provision for travel grants and money for other expenses incurred by the faculty for the institution assigned and approved seminars and workshop programs is granted.
- Leave is permitted for the faculty who participates in research and presentation of papers in conferences.
- There will be a special appreciation for faculties those who undertake special programs, seminars and conferences in and outside the campus.
- Faculties must submit the reports of the attended programs to the concerned authority to avail the benefits offered by the institution.
- Sample evidences are required to issue travel grants and money for other expenses incurred by the faculty.

Policy and procedure for the usage of laboratory

- Only authorized students who have completed safety training can use the lab, and all lab time must be scheduled in advance through the booking system.
- Always wear the required personal protective equipment (PPE) and follow safety rules for handling and disposing of chemicals.
- Use lab equipment only for its intended purpose, clean it after use, and return it to its designated place.
- Get approval from the lab supervisor before starting any experiments, and keep detailed records of what you do.
- Be professional, avoid disruptions, and remember that food and drinks are not allowed in the lab.
- Report any accidents, spills, or injuries immediately and follow all safety regulations and guidelines.
- The lab will be cleaned regularly, but make sure to keep your own workspace tidy and report any maintenance issues you notice.

Policy and procedure for the usage of library

- The library is open to all members, and you must follow the sign-in procedures when entering and leaving.
- Check out books and other materials using the library's system, and return them on time to avoid late fees.
- Maintain a quiet and respectful environment to help others study and read without distractions.
- Eating and drinking are not allowed in the library to keep the space clean and protect the materials.
- Use library computers responsibly, adhere to the IT policies, and follow the time limits set for computer use.
- Reserve study rooms or areas in advance if needed, and leave them clean and tidy after use.
- Report any damaged materials or equipment malfunctions to the library staff immediately to ensure they are addressed promptly.

Policy and procedure for the usage of classrooms

- Access to classrooms is assigned based on the schedule, and any changes or special requests must be communicated through the administrative office.
- Arrive on time for your classes and ensure that the classroom is left in a clean and organized state after use.
- Personal belongings should be kept to a minimum, and all trash should be disposed of properly to maintain a tidy environment.
- Use classroom equipment, such as projectors and computers, according to the instructions provided, and report any malfunctions to the appropriate staff.
- Be respectful and avoid disruptive behavior to create a positive learning environment for everyone.
- If you notice any maintenance issues or damage in the classroom, report them immediately to ensure prompt repairs.

Policy and procedure for the usage of computers

- Always follow the IT policies and guidelines for the responsible use of computer systems and software.
- Save your work regularly to avoid data loss, and log off from the computer when you're finished to ensure privacy and security.
- Keep the computer workstation clean and free of food and drinks to prevent damage and maintain a professional environment.
- Report any technical issues, such as software problems or hardware malfunctions, to the IT support team immediately.
- Respect the time limits set for computer use to ensure that everyone has fair access to the facilities.
- If you notice any maintenance issues or damage to the computer equipment, notify the IT department promptly for resolution.

Policy and Procedure for Energy Conservation

The mission statements

The Energy policy of Sree Narayana College of Teacher Education manage all of its activities so as to ensure that the consumption of energy is reduced to a practical minimum.

The declaration of commitment:

“As part of our environmental strategy, this organisation is committed to responsible energy management and will practice energy efficiency throughout all of our facilities and equipment, wherever it is cost-effective to do so”.

1. Purpose

The purpose of this policy is to establish guidelines for energy conservation within the among staff, students, and visitors.

2. Scope

This policy applies to all members of the college community, including staff, students, and visitors, across all facilities and operations.

3. Objectives

Promote awareness of energy conservation practices within the college community.

Integrate energy-efficient practices in all college operations. Encourage the use of renewable energy sources where feasible.

4. Guidelines

○ Energy-efficient Equipment

Purchasing: All new equipment and appliances must meet energy-efficient standards (e.g., ENERGY STAR certification).

Maintenance: Regular maintenance of equipment to ensure optimal performance and energy efficiency.

Upgrade: Phasing out old, energy-inefficient equipment and replacing it with modern, efficient alternatives.

- **Lighting**

Usage: Utilize natural lighting whenever possible and ensure lights are turned off in unoccupied rooms. Using of alternative source of energy by using solar power.

LED Lighting: Replace all incandescent and fluorescent bulbs with energy-efficient LED alternatives.

- **Heating, Ventilation, and Air Conditioning (HVAC)**

Insulation: Ensure buildings are properly insulated to reduce the need for heating and cooling.

Regular Checks: Schedule regular maintenance and energy audits of HVAC systems to ensure efficiency.

- **Computer and IT Equipment**

Power Management: Enable power-saving settings on all computers and IT equipment.

Shutdown Policy: Encourage staff and students to shut down computers and other devices when not in use, especially overnight.

- **Water Heating**

Efficient Systems: Use energy-efficient water heaters and ensure they are properly maintained.

Temperature Settings: Set water heaters to the optimal temperature to avoid unnecessary energy consumption.

5. Awareness and Education

Training: Provide regular training sessions for staff and students on energy conservation practices. Some climate action plans incorporate walking and other forms of active transportation as strategies to reduce carbon footprints

Communication: Regularly communicate energy-saving tips and policy updates through email, posters, and college newsletters.

Competitions: Organize energy-saving competitions between optional classes.

6. Monitoring and Reporting

Energy Audits: Conduct regular energy audits to monitor energy usage and identify areas for improvement.

Reporting: Departments should report their energy usage and conservation efforts quarterly.

Feedback: Encourage feedback from the college community on energy conservation efforts and suggestions for improvement.

7. Responsibilities

Facility Management: Oversee the implementation of energy-saving measures and ensure compliance with the policy.

Staff and Students: Follow the guidelines outlined in this policy and actively participate in energy conservation efforts.

8. Review and Updates

This policy will be reviewed annually by the Members of the Internal Quality Assurance Cell to assess its effectiveness and make necessary updates.

Green policy

A Green, clean and healthy environment aids effective learning and provides a conducive learning surrounding. Educational Institutes are becoming more sensitive to environmental factors and more efforts are being made to make them eco-friendly.

Our Institution is committed to the safe and sound environmental performance of the Institute & gives paramount importance to the sustainability right from inception of it. Our Institution has adopted cohesive planning to enable resource efficient, inclusive and sustainable approaches to enhance environmental management for improved liveability, health and climate.

The Green policy emphasis on practices and methodologies pertaining to areas of significant environment concerns e.g., land, energy, waste, water, air etc.

Energy:

- Passive building design strategies of the building
- Reduce electricity consumption -Awareness should be given to the staff and students regarding the energy wastage.
- Use of energy efficient fixtures in the campus
- Renewable energy generation harnessing the sun. Use of solar plant for the effective use of energy

Land:

- Developing Green gardening
- Effective Land utilization
- Increasing tree density and land permeability in the campus

Policy and Procedure for Waste Management

- All individuals (teaching, nonteaching and students) of the institution should practice minimum waste creation.
- All individuals (teaching, nonteaching and students) of the institution are entitled to reduce the production of any forms of waste inside the campus.
- Use of plastic materials of any kind shall be reduced/avoided in the classrooms, staffrooms and office rooms.
- The students are expected to keep the campus clean and green.
- Students are requested to drop the waste materials in the assigned waste bins.
- Do not litter in the college and avoid using plastic materials.
- Students are requested use non plastic tiff-in boxes and water bottles and avoid the use of plastic.
- Students are advised to reduce and conserve the use of available water.

Policy for Water Conservation and Management

AIMS:

A water conservation and management policy are a strategic framework aimed at ensuring the sustainable use and management of water resources. It typically includes guidelines, principles, and actions to conserve water, protect water quality in an environmentally responsible manner.

Objective: To promote water conservation and efficient management practices in our college -reducing waste and minimizing environmental impact.

Scope: This policy applies to all students, staff, and visitors.

Water Conservation Measures:

- ✓ Fix leaky faucets and install low-flow fixtures.
- ✓ Use water-efficient appliances and equipment.
- ✓ Implement rainwater harvesting systems.
- ✓ Use drought-resistant plants in landscaping.
- ✓ Encourage water-saving habits among students and staff.

Water Management Practices:

Monitor water usage regularly.

Set water-saving targets and track progress.

Provide water conservation education and awareness programs.

Encourage water-saving initiatives and innovations.

Protect water bodies from over-extraction and contamination.

Use water purifier for drinking purpose

Responsibilities:

Administration: Implement and monitor policy.

Staff: Report water leaks and promote water-saving habits.

Students: Participate in water-saving initiatives and report water waste.

Review and Revision: This policy will be reviewed and revised annually to ensure effectiveness and relevance.

Remember to customize this policy according to your college's specific needs and context.

