Maharani Lakshmi Ammanni College for Women **Autonomous**

Affiliated to Bengaluru City University
Re-accredited by NAAC with "A" grade, Recognised by UGC
under Section 2(f) and 12(b) of the UGC Act 1956
Conferred the Status of 'College with Potential for Excellence' by UGC

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Since 1972

COMPENDIUM OF POLICIES

Dr. K.N.V Sastri-Founder
1895-1984

SHEELAM PARAMA BHUSHANAM

INDEX

ADMISSION POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/01
Title	ADMISSION POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women was established in 1972 by noted historian Dr. KNV Sastry to provide education to women in North Bangalore. Over the past few decades, the college has shown tremendous growth in terms of the number of courses offered, student diversity and various awards/ accolades received. It has been accredited by NAAC with 'A' grade in the third cycle of accreditation and has been conferred CPE status by UGC. The college was granted autonomous status in the year 2016 and has ensured quality and excellence in all its endeavours.

The admission policy of mLAC has been formulated to ensure inclusivity for promoting a fair and just system of admission for candidates to the various courses offered.

OBJECTIVES

a) To provide access to education for all girl students who meet the eligibility criteria
b) To promote education for first generation learners
c) To recognize scholastic excellence among the applicants and grant scholarships
d) To ensure that the Government policy on reservation is strictly adhered to.

ADMISSION COMMITTEE

The admission committee will comprise:
a) Principal
b) A representative (teaching faculty) from each course
c) Office superintendent
d) Finance Officer

COURSES OFFERED AT MLAC

Aided	Self-financed
BA (HEP)	BA (SKJ)
BA (HES)	BA (KSP)
B.Sc. CBZ	B.Sc. PMC
B.Sc. PCM	B.Sc. CZBT
B.Com – 1 section only	B.Sc. CBBT
	B,Sc. PBZ
	B.Com ACCA / A&F
	B.Com General

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	BBA
	BCA
	B.Voc. Medical Lab Technology
	MA Kannada
	M.Sc. Biotechnology
	M.Sc. Biochemistry
	M.Com

Eligibility criteria as per BCU Regulations

ADMISSION PROCEDURE

i. The college prospectus / brochure with courses offered, add-on-courses, placement information, infrastructure, student support cells etc. is available on the website / admission office

ii. The eligibility criteria for each course is outlined on the college website

iii. Application forms are made available on the college website / issued at the admission office in the college campus

iv. Duly filled application forms can be uploaded on the admission portal on the website / submitted at the admission office

v. The last date for submission of duly filled applications is announced through the website / notice board in the college campus

vi. Students who visit the college are counselled by members of the admission committee on choice of courses offered at mLAC

vii. Students are required to fill the admission form for the course of their choice and upload on the admission portal / submit the admission form along with the fees (I Instalment) as per the Fee structure announced for the academic year.

viii. The First list of admitted students will be announced on a specified date for aided courses with students who meet the cut-off percentage / reservation criteria

ix. Admissions are on first-come-basis for all the courses until the seats are filled up to the intake capacity

Note: mLAC encourages digitally enabled admission and fee payment in order to transition from offline to online processes.

1. **Fee concession** is offered to the following category of students admitted to mLAC
   1. Students who have secured > 90% marks in the qualifying examination
   2. Students from low-income category on submission of necessary documents
   3. Students who are first generation learners
2. **Reservation Policy** followed for aided courses as per government regulations

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

2

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ANTI-RAGGING POLICY

Document	**Policy and Procedures Compendium**
Department	**Administrative Office**
Document Code	**AO/P&P/02**
Title	**ANTI-RAGGING POLICY**
Approved by	**Maharani Lakshmi Ammanni College Trust (Regd.)**

INTRODUCTION

Maharani Lakshmi Ammanni College for Women is an autonomous college of Arts, Science and Commerce offering UG and PG programs to girl students. The Motto of the college 'Sheelam Parama Bhushanam' and its Vision 'Empowering women through education for character formation' guide its stakeholders in all endeavors. The core values that include Excellence, Integrity, Inclusivity, Team work and Responsiveness keep all steadfast on the path set towards achieving the vision.

In the history of the college, there has been no incident of ragging reported so far. Nevertheless, in compliance with the UGC Regulations on anti-ragging, mLAC has formulated an anti-ragging policy.

1. Meaning of the term 'Ragging':

According to the Hon'ble Supreme Court of India Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or in any student by any student/s:

a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student

b. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

c. Any act that disturbs the mental wellbeing and self-confidence of a student with or without intent to derive an aggressive pleasure or showing off power, authority or superiority by a student over any other student.

d. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other students.

e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students

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g. Any act of physical abuse such as, sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

h. Any act or abuse by spoken words, emails, post, and public insults which would also include deriving perverted pleasure, sadistic thrill from actively or passively participating in the uneasiness to any student.

2. Constitution of Anti-Ragging Committee

- Chairperson - Principal
  Members:
- Senior teaching faculty (2)
- Librarian,
- Physical instructor
- Student representative (President Student Association)
- Alumni representative

The committee will ensure compliance with the provisions of the Anti-ragging regulations in prevention of ragging in the college.

3. Role of Anti-Ragging Committee

- To monitor any conduct which amounts to ragging whether by words spoken or written; or by an act which has the effect of teasing, treating, handling with rudeness any other student; indulging in disruptive activities which causes or is likely to cause annoyance, hardship or psychological harm; or to raise fear or apprehension thereof in a fresher or a junior student; or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- To ensure zero tolerance to word / act of any kind which are violent in nature
- To impose strict regulations and take actions against those indulging in ragging by instantly removing them from the roll and further actions if any required as per Government order.
- To create awareness among the First-year students regarding the existence of Anti-Ragging Committee and its role
- To ensure compliance as per the UGC Regulations on curbing menace of ragging in higher educational colleges.

4. Measures to prevent ragging

a. Students at mLAC take a pledge not to indulge in any form of ragging
b. Awareness programs are conducted and Anti-Ragging Act is read out in the class during the orientation programs for freshers and senior students.
c. Anti-Ragging regulations are displayed in prominent places in the campus and college website.

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for Women, Autonomous
Science Post, Bangalore - 560 012

4

d. Anti-Ragging Committee is constituted to ensure compliance with the provisions of the Regulations as well as the provisions of any law for the time being in force concerning ragging; in prevention of ragging in the college

e. Anti-Ragging committee will make surprise visits around the campus to ensure ragging free environment in the campus.

f. Anti-Ragging committee is authorized to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Principal or any concerned complainant.

g. The enquiry report along with recommendations shall be submitted by the Anti-Ragging Committee to the Principal for further action.
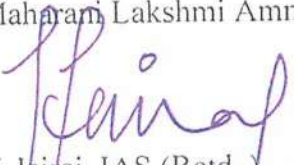
5. Penalties

Depending upon the nature and gravity of the offence as established, the possible punishments as per AICTE / UGC Section 9 for those found guilty of ragging at the college level, shall be any one or any combination of the following:

a) File a complaint with the Police Authority
b) Withholding/withdrawing scholarship/fellowship and related benefits
c) Suspension from college.

Note:
Regulations: Government/University Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Colleges, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at mLAC.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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Principal
Maharani Lakshmi Ammanni Colleg
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5

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EMPLOYEE PROMOTION POLICY

Document	**Policy and Procedures Compendium**
Department	**Administrative Office**
Document Code	**AO/P&P/03**
Title	**EMPLOYEE PROMOTION POLICY**
Approved by	**Maharani Lakshmi Ammanni College Trust (Regd.)**

INTRODUCTION

Excellence, Team work, Integrity and Responsiveness which are the core values of Maharani Lakshmi Ammanni College for Women, provide direction to the teaching, administrative and support staff in their career trajectory. The college focuses on providing a robust environment for professional development of employees to enable them in their career growth and for meeting the changing expectations of higher education. To foster the culture of excellence, mLAC has formulated an Employee Promotion Policy.

OBJECTIVES

- To recognize and reward merit and competence
- To motivate employees towards professional growth
- To ensure upward career trajectory for the employees
- To provide scope for professional growth

PRE-REQUISITES FOR PROMOTION

Every employee shall

- **engage effectively in all the activities of mLAC**
- **contribute substantially to the academic community of mLAC**
- **display willingness to collaborate for the overall growth of mLAC**
- **contribute to creating a harmonious and healthy work environment at mLAC**
- **maintain the highest ethical standards in the performance of duties and responsibilities**

SCOPE

The Promotion Policy of the employees shall cover various levels in their career path. All the promotions shall be subjected to completion of minimum qualifying period and other requirements such as employee's current academic/research credentials, feedback from stakeholders, commitment to the college etc.

This policy shall be applicable to the non-grant-in-aid employees of mLAC.

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LEVELS OF PROMOTION

Teaching Faculty	Administrative staff	Support staff
Assistant Professor	SDA	Attendant
Senior Assistant Professor	FDA	Lab Assistant
Associate Professor	Superintendent	
Dean, Controller of Examinations, Vice Principal		

CRITERIA FOR PROMOTION

Teaching Faculty

Promotion	Minimum Requirements
Asst. Professor to Senior Asst. Professor	- Ph.D. - Five years of teaching experience on completion of Ph.D. OR Teaching faculty who join mLAC with a Ph.D. qualification – five years teaching experience from the date of joining. - Minimum three research publications in reputed journals during the period under review - Should have attended minimum of one Faculty Improvement program* - Performance appraisal rating > 4 (on a scale of 1 to 5) - Contribution to a collaborative academic environment at mLAC
Senior Asst. Professor to Associate Professor	- Ph.D. - Minimum five years of teaching experience after promotion to Senior Asst. Professor - Minimum five research publications with Impact Factor - College responsibility - Funded research projects**/ Consultancy - Should have attended minimum two Faculty Improvement Program* - during the period under review - Performance appraisal rating > 4 (on a scale of 1 to 5) - Contribution to a collaborative academic environment at mLAC
Associate Professor to Deans (3) ** Controller of Examinations, Vice Principal***	- Commitment to values of mLAC - Should demonstrate Continuous progress in research and sponsored projects - Academic / Research initiatives - Community service / Entrepreneurship initiatives - Organisational / Leadership initiatives

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*Faculty Improvement Program includes - Refresher course / Research Methodology workshop / Teaching, Learning, Evaluation Technology workshop / Soft skills development programs / Faculty Development Program etc. (minimum duration of one week)

**Research projects funded by recognized external funding agencies

*** By selection process

Non-teaching staff

Promotion	Years of service at mLAC	Qualification
SDA to FDA	10 years	• Graduation • Computer skills for office management • Performance appraisal rating > 4 (on a scale of 1 to 5) • Contribution to a collaborative academic environment at mLAC
FDA to Superintendent	12 Years as FDA	• Graduation • Computer skills for office management • Performance appraisal rating > 4 (on a scale of 1 to 5) • Contribution to a collaborative academic environment at mLAC
Attendant to SDA	5 years as Attendant	• Graduation • Exceptional work/skill • Performance appraisal rating > 4 (on a scale of 1 to 5) • Contribution to a collaborative academic environment at mLAC

- Eligible faculty/ non- teaching staff shall apply for promotion before commencement of the academic year
- Self-appraisal (for non-teaching staff) covering the regular duties / additional work assigned from time discharged to the satisfaction of the Office Superintendent and Principal
- Promotions to all the designated positions shall be based on the recommendations of an assessment and evaluation panel constituted by the Board of Trustees. This process shall be carried out once a year.
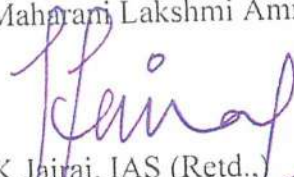
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Note: None of the above eligibility criteria shall adversely affect the interests of any person who was appointed / promoted prior to commencement of these rules, subject however to the condition that such person shall not be eligible hereafter for appointment / promotion to any other position without possessing or acquiring such qualifications as are prescribed for that position. (Refer to Recruitment Policy)

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee

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Principal
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Science Post, Bangalore - 560 012.

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FIRST GENERATION LEARNERS' POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/04
Title	FIRST GENERATION LEARNERS' POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women has always focused on providing quality education to all girls who enter the college portals. mLAC caters to girl students from different strata of society, with a large proportion coming from the less privileged sections.

The principle of inclusivity that the college follows, ensures that girls who are first generation learners are encouraged to seek admission and gain education in the course of their choice. The First Generation Learners' Policy lays down the guidelines to encourage such girl students in their academic pursuits, thereby supporting the cause of women empowerment.

First-Generation Learner as per mLAC guidelines

A girl student seeking admission at mLAC will be considered a First Generation Learner if she satisfies all the following conditions:
   a) None of the parents / legal guardians are educated beyond X Standard (School)
   b) Nature of work of the parents is -Labourer, Vegetable vendor, coolie, domestic help, tailor, plumber, carpenter, etc.
   c) The family income is less than Rs.1,80,000 p.a.

OBJECTIVES OF FIRST GENERATION LEARNER POLICY

   a) To facilitate inclusion in mainstream education
   b) To provide a platform for holistic growth
   c) To leverage potential by bridging learning gaps

PROCEDURE FOR IMPLEMENTATION OF FIRST GENERATION LEARNER SCHEME

Step 1: Identify First Generation Learner through Google forms filled by all students
Step 2: Verify authenticity through document verification and on-site visit to their place of stay
Step 3: Create a personal file for each First Generation Learner with academic details and family background
Step 4: Identify mentors for First Generation Learners
Step 5: Issue a First Generation Learner card to avail facilities / benefits
Step 6: Conduct half-yearly evaluation to assess the extent to which the First Generation Learner has progressed
Step 7: Obtain feedback to understand the extent to which the First-Generation Learner has availed the benefits offered and their efficacy
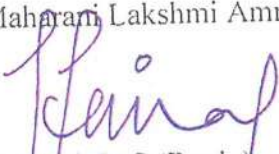
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Science Post, Bangalore - 560 0

mLAC INITIATIVES TOWARDS FACILITATING FIRST GENERATION LEARNERS

a) Provide concession / waiver in fees for the entire course
b) Offer Book bank facility
c) Enable mentorship (special)
d) Conduct tutorials to improve academic performance of academically weak students
e) Identify learning gaps and bridge the gaps
f) Assess individual capabilities
g) Provide training and development to enhance capabilities

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

GRIEVANCE REDRESSAL POLICY

Document	**Policy and Procedures Compendium**
Department	**Administrative Office**
Document Code	**AO/P&P/05**
Title	**GRIEVANCE REDRESSAL POLICY**
Approved by	**Maharani Lakshmi Ammanni College Trust (Regd.)**

INTRODUCTION

Maharani Lakshmi Ammanni College for Women is an autonomous college with the motto 'Sheelam Parama Bhushanam' that translates as 'Character is the highest virtue'. Education provided in an environment which is healthy and harmonious will develop strength of character among learners and have a long lasting positive impact on the society. To ensure such an environment at mLAC, timely redressal of stakeholder grievances becomes a prerequisite. It is in this context that the college has formulated a Grievance Redressal Policy.

OBJECTIVES

- To provide a fair, just and secure environment to all stakeholders
- To promote the values of integrity, inclusivity and discipline across the college
- To enable fair and timely redressal of grievances
- To facilitate a conducive teaching-learning environment

SCOPE

Grievance includes complaints received in the following areas:

- Academic matters
- Financial concerns
- Administrative processes
- Harassment issues (excluding issues related to sexual harassment redressed by ICC)

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Science Post, Bangalore - 560 01

CONSTITUTION OF THE GRIEVANCE REDRESSAL COMMITTEE

a) Principal of the college – Chairperson

b) Three senior members of the teaching faculty to be nominated by the Principal – Members

c) Two senior members of the non-teaching staff to be nominated by the Principal - Members

d) A student representative (for redressal of student grievances) nominated by the Principal based on academic merit / excellence in sports / performance in curricular activities

TERM

Term of members nominated to Grievance Redressal Committee shall be two years

GRIEVANCE REDRESSAL PROCEDURE:

A. For students

Step 1: Complaint must be made in writing and submitted to the mentor / class teacher

Step 2: Within 3 working days the complaint must be addressed with utmost confidentiality by the mentor / class teacher

Step 3: If the grievance is not redressed to the satisfaction of the complainant, the matter may be escalated to the Head of the Department.

Step 4: Within 5 working days, the HoD must resolve the issue to the satisfaction of the complainant

Step 5: If the grievance is not resolved within the stipulated time by the HoD, the complaint may be registered with the Grievance Redressal Committee.

Step 6: Within 15 working days of receiving the complaint, the Grievance Redressal Committee may constitute an enquiry to resolve the matter.

Step 7: The Grievance Redressal Committee must send its report with recommendations, if any, to the Managing Trustee of the college and a copy thereof to the aggrieved student within 7 working days of conclusion of the enquiry.

The law of natural justice shall be observed and a fair hearing to the complainant and concerned persons shall be given at all levels.

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Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012

B. For employees

Step 1: Grievance must be registered in writing and submitted to Grievance Redressal Committee by the complainant

Step 2: Within 5 working days the Grievance Redressal Committee must meet to assess the nature of the grievance and the procedure to be adopted

Step 3: Within 15 working days of having received the complaint, the Grievance Redressal Committee may constitute an enquiry to resolve the matter.
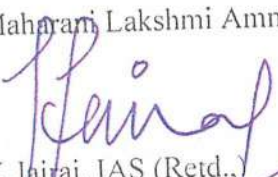
Step 4: The Grievance Redressal Committee must send its report with recommendations, if any, to the Managing Trustee of the college and a copy thereof to the aggrieved student within 7 working days of conclusion of the enquiry.

Step 5: If the grievance is not redressed by the Grievance Redressal Committee to the satisfaction of the complainant, the matter may be escalated to the Managing Trustee for further action.

The Managing Trustee may address the issue within a period of four to six weeks of the receipt of the complaint. The decision of the Managing Trustee shall be final and binding and there shall be no further appeal in the matter.

The law of natural justice shall be observed and a fair hearing to the complainant and concerned persons shall be given at all levels.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

ATTESTED

Principal
Maharani Lakshmi Ammanni Colle
for Women, Autonomous
Science Post, Bangalore - 560 01

Ph.D. FACILITATION POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/06
Title	Ph.D FACILITATION POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION:

The vision of mLAC is to empower women through education. This vision has encouraged the college leadership to provide an environment for the teaching faculty to equip themselves in meeting the changing requirements of higher education. It is mandated by the University Grants Commission that teaching faculty in higher education colleges must have a Ph.D. degree. Therefore, those who do not hold the doctoral degrees, will be required to register with a University/ Institute to meet the minimum requirements stipulated by the regulatory bodies. The Ph.D. Facilitation Policy has been framed to encourage and enable such teaching faculty to comply with the requirements of completing the Ph.D. degree within a stipulated period.

OBJECTIVES:

- To comply with the guidelines for appointment of the teaching faculty as prescribed by the regulatory bodies.
- To create a good ecosystem for the teaching faculty to acquire a doctoral degree
- To ensure that all full-time teaching faculty at mLAC are Ph. D holders
- To provide impetus for research and quality publications at mLAC

INCENTIVES TO FACILITATE COMPLETION OF Ph.D.

- Special Leave shall be granted for the days on which Ph.D. course work is scheduled
- One-month special leave shall be granted for writing the thesis
- Use of laboratory and library facilities for research work
- The department shall facilitate the work schedule of the faculty researcher

PROCEDURE FOR SEEKING FACILITATION TO UNDERTAKE Ph.D.

- Make an application to the Board of Trustees and Principal with details of University/ Institute, proposed area of research, research guide and course work schedule (if available)
- A committee comprising one of the Trustees, Principal and HoD of the relevant department shall be constituted to scan the application and the documents such as a copy of the letter/ notification

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Science Post, Bangalore - 560 012.**

18

from Chairperson/Registrar of the University/Institute where the concerned faculty wishes to register for the Ph.D degree

- The application shall be approved by the committee if it is satisfied that the faculty researcher is proposing to pursue the Ph.D. degree with great earnest and academic intent.
- A No Objection letter shall be issued to the faculty researcher by the Principal to undertake course work, subject to fulfilment of the following conditions:
    i.   All tasks related to teaching-learning, evaluation, mentoring and documentation shall be undertaken and completed as per schedule
    ii. Any other task/s required to be undertaken to ensure compliance with the requirements of regulatory and/or accrediting bodies shall be undertaken and completed as per schedule
    iii. The faculty researcher shall be present for at least 4 days a week in the college premises when course work is not scheduled
    iv. The faculty researcher shall be present on all days of the week if the University/Institute does not mandate attendance for course work
    v.   If the University/Institute requires the faculty researcher to be present for course work on all days of the week from 10am-5pm (Full-time course work) for one semester term, the faculty shall be granted leave without Pay. On completion of course work and submission of course completion certificate, the faculty researcher shall resume duty at mLAC with seniority ensured.

NOTE:

The faculty who avails the benefits granted by mLAC for pursuing Ph.D. shall continue to serve the college for a minimum period of three years after obtaining the Ph.D. Degree.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

ATTESTED

Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

19

RECRUITMENT AND SELECTION POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/07
Title	RECRUITMENT & SELECTION POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women is an autonomous college managed by the Maharani Lakshmi Ammanni College Trust. Maharani Lakshmi Ammanni College for Women (hereinafter called mLAC) was granted autonomy covering academic, financial, administrative and managerial aspects by the University Grants Commission (UGC) in the year 2016. The purpose of granting autonomous status to higher education colleges by UGC is to ensure that standards of excellence are maintained in all areas of college functioning. Teaching and administrative staff play a pivotal role in ensuring that students entering the portals of mLAC have enriching learning experiences. The mLAC management therefore, lays great emphasis on recruitment and selection of employees, providing them opportunities for professional growth and encouraging them with proper service conditions. The Recruitment Policy of mLAC is meant to ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner.

OBJECTIVES

mLAC recognises that its staff are fundamental to its success. The objectives of this policy are:

- to provide a sound framework for the recruitment and selection of staff
- to enable recruitment and selection of the right person for the right position
- to encourage diversity and inclusivity in the selection of staff
- to ensure a fair and unbiased selection process

SCOPE

The employees of mLAC include grant-in-aid and non grant-in-aid staff. The grant-in-aid staff are appointed under the State Government/UGC regulations. This Policy is applicable for the recruitment and selection of non grant-in-aid staff.

CORE PRINCIPLES OF RECRUITMENT AND SELECTION

mLAC will

- follow the principle of open competition in its approach to recruitment.
- seek to recruit the best candidate for the job, based on merit.
- ensure identification of the most suitable person to the role and the college.
- treat all candidates fairly, equitably, with respect and courtesy, aiming to ensure that the experience of candidates is positive, irrespective of the outcome.
- ensure that all documentation relating to applicants will be treated confidentially.
- be committed to creating a sustainable workforce of well qualified staff across all domains.

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FUNCTIONAL CLASSIFICATION OF STAFF

Teaching / Academic positions	Non-teaching staff
Principal	Office Superintendent
Vice Principal	First Division / Second Division Assistant
Associate Professor	Accountant
Senior Assistant Professor	System Admin.
Assistant Professor	Librarian
Controller of Examinations	Asst. Librarian
Deputy Controller of Examinations	Library Assistannt
Librarian	Lab. Assistant
Sports Instructor	Attender

OTHER ADMINISTRATIVE POSITIONS

Finance Officer and Administrative Officer - She/he shall be the Chief Financial Officer / Head of administration who will directly report to the Board of Trustees/ Managing Trustee.

1. RECRUITMENT OF TEACHING STAFF

1.1 Eligibility

- The qualifications, experience and other requirements to be fulfilled by the candidates shall be as specified and mandated by the UGC Regulations and Government Policy.
- The subject/discipline in which the recruitment is to be made shall be finalized by the Head of the College in consultation with the respective Coordinator/HoDs, based on requirements.

1.2 Preparation Stage

The recruitment of staff shall take into account mLAC's need for making appointment to fill vacancies due to retirement/resignation of an existing employee or to meet the demands of additional workload due to introduction of new courses.

The planning process is to be undertaken at the beginning/end of each academic year. Recruitment during or in between the academic year should be strictly avoided, unless in case of an emergency. This will be carried out by the Principal/ Vice-Principal along with the HoDs.

1.3 Procedure

- The total teaching work load for each semester for all the programs shall be calculated before the beginning of the academic year
- The work load shall be compared with the work load of existing faculty
- In case of gap, the Principal shall be informed about the need for full time/ part time/ visiting faculty to fill the vacancy.
- The college shall invite applications from prospective candidates through advertisements in leading dailies specifying that all correspondence be addressed to the Principal/ Administrative Officer.

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- Detailed announcement shall be made on the website of the college
- Referrals from existing staff members shall be accepted
- Walk-ins with resumes and CVs received through mail/post shall also be considered.
- Based on recommendation by the Principal, the mLAC Trust shall constitute a Pre-Interview Board comprising HoD and two senior faculty members to scrutinize the applications.
- The Pre-Interview Board shall shortlist suitable candidates and invite them for a demonstration class on an appointed date and time.
- The candidates shortlisted by the Pre-Interview Board shall be invited for a presentation/personal interview.
- An Interview Committee comprising the Principal, HoD, two subject experts and one of the trustees shall be constituted to conduct the interview.
- The interview process shall include presentation and/ or personal interview.
- The candidates shall attend the interview with relevant documents and shall produce them to the Pre-Interview Board when demanded.
- Merit list of candidate shall be prepared by the Pre-Interview Board based on the following criteria:
  o Qualification
  o Experience
  o Research projects
  o Publications
  o Teaching demonstration
  o Presentation
  o Personal Interview
- Break down of marks/ maximum marks under each criterion shall be decided by the Principal based on the course and requirement of manpower.
- The Interview committee shall prepare the merit list and submit the interview report with recommendations for appointment to the Principal.
- Principal shall issue appointment letters to the selected candidates.
- The selected candidates shall report for duty within a maximum period of 15 days from the date of receipt of the appointment letter.
- In case of failure to do so, the offer of appointment may be withdrawn and the next candidate in the merit list shall be offered the position.
- The candidates finally appointed shall be on probation for a period of two years
- Probation and confirmation shall be as per service rules and conditions of mLAC.

Note: The selection of the new employee shall be completed one month prior to the commencement of the following academic year.

1.4 Salaries, Emoluments and other benefits

- The salary admissible to employees shall be as per the scale fixed by the college
- Every employee shall open a savings bank account at the designated bank of the college and the salary will be transferred to the account
- Faculty Equivalence

Teaching Faculty – New Recruits	Salary Fixed
Post Doc experience of 1-2 years	2 Increments

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During their Ph.D program with CSIR/UGC/ INSPIRE and the other Government sponsored fellowships	1 increment
Ph.D + Publications (SCOPUS / High Impact Factor Journals) subsequent to completion of Ph.D.	1 Increment
Ph.D + Research experience (Minimum 3 Years)	1 Increment
Teaching experience (UG / PG) More than 5 Years but less than 10 Years	1 Increment
Teaching experience (UG / PG) More than 10 Years	2 Increments
Corporate experience > 5 Years	1 Increment

Note: New recruits who fulfill many of the above mentioned faculty equivalence criteria shall be eligible for a total of 4 increments (maximum).

1.5 Part time faculty, Guest faculty, Contractual and Visiting faculty

- These positions shall be normally filled by invitation.
- A Committee comprising of senior faculty members and HoDs shall be constituted by the Principal.
- The Principal shall invite the persons identified by the Committee to take up the relevant position.
- Honorarium to be paid and the tenure of appointment shall be as approved by the Principal.

2. RECRUITMENT OF NON-TEACHING STAFF

2.1 The Non-teaching positions at mLAC are as follows:

- Office Superintendent
- First Division / Second Division Assistant
- Accountant
- System Admin.
- Librarian
- Asst. Librarian
- Library Assistant
- Lab Assistant
- Attendant

2.2 Eligibility Criteria for recruitment of non-teaching staff – as per Karnataka State Govt. Rules

Sl.No.	Position	Minimum Qualification
i.	Office Superintendent	Graduation + 10 Years of experience in computerized office management at HEIs
ii.	First Division Assistant	Graduation + 7 Years of experience in computerized office management at HEIs
iii.	Second Division Assistant	Graduation

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iv.	Accountant	Graduate / Post Graduate in Commerce + Knowledge of Computerized Accounting
v.	System Admin.	B.Sc / M.Sc. (Computer Science) or BCA / MCA
vi.	Librarian	M.Lib. + 10 years experience in Library Management
vii.	Asst. Librarian	B.Lib.
viii.	Library Assistant	Graduation
ix.	Lab. Assistant	PUC / Diploma
x.	Attenders	SSLC

Note: None of the above eligibility criteria shall adversely affect the interests of any person who was appointed prior to commencement of these rules, subject however to the condition that such person shall not be eligible hereafter for appointment to any other position without possessing or acquiring such qualifications as are prescribed for that position.

2.3 Recruitment & Selection of non-teaching staff

Preparation stage:

The recruitment of non-teaching staff shall take into account mLAC's need for making appointment to fill vacancies due to retirement/resignation of an existing employee or to meet the demands of additional workload due to changing expectations from higher education bodies.

The planning process is to be undertaken at the beginning/end of each academic year. Recruitment during or in between the academic year should be strictly avoided, unless in case of an emergency. This will be carried out by the Principal/ Vice-Principal along with the Office Superintendent.

Procedure:

- The college shall invite applications from prospective candidates through advertisements in leading dailies specifying that all correspondence shall be addressed to the Principal/ Administrative Officer.
- Detailed announcement of vacancies shall be made on the website of the college
- Referrals from existing staff members shall be accepted
- Walk-ins with resumes and CVs received through mail/post shall also be considered.
- A Pre-Interview Board comprising Administrative Officer, Office Superintendent and a senior office staff shall shortlist suitable candidates and invite them for a personal interview on an appointed date and time.
- The interview process shall be conducted by an Interview Committee comprising the Principal, Administrative Officer, Office Superintendent and a senior office staff.
- Evaluation for selection shall be based on a personal interview and demonstration of technical skills
- The candidates shall attend the interview with relevant documents and produce them to the Pre-Interview Board when demanded.
- Merit list of candidate shall be prepared by the Pre-Interview Board based on the following criteria:
  - Qualification

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- o Experience
- o Demonstration of technical skills
- o Personal Interview

- Break down of marks/ maximum marks under each criterion shall be decided by the Principal based on the requirement of manpower.

- The Pre-Interview Board shall prepare the merit list and submit the interview report with recommendations for appointment to the Principal.

- Principal shall issue appointment letters to the selected candidates.

- The selected candidates shall report for duty within a maximum period of 15 days from the date of receipt of the appointment letter.

- In case of failure to do so, the offer of appointment may be withdrawn and the next candidate in the merit list shall be offered the position.

- The candidates finally appointed shall be on probation for a period of two years

- Probation and confirmation shall be as per service rules and conditions of mLAC.

3. Induction and Orientation

- On the day of joining the following documents/certificates shall be submitted to the administrative office:

  - ➤ A copy of the appointment letter
  - ➤ A copy of the joining report
  - ➤ A copy of the birth certificate/ Proof of date of birth
  - ➤ A copy of Aadhar Card and PAN Card
  - ➤ A copy of educational certificates from Class XII onwards
  - ➤ A copy of experience certificates from first job onwards
  - ➤ A salary certificate from the last employer and a copy of the last salary slip, if any
  - ➤ A copy of the relieving letter from the last organizations that the newly appointed staff has worked prior to joining mLAC. In case relieving letter is taking some time, a copy of the resignation letter duly acknowledged by the previous employer may be submitted.
  - ➤ In case of PF transfer, the relevant documents as specified by the college

- Employee ID: A unique employment identification card bearing a number, which will be used for all mLAC processes and communication will be issued.

- Mentor allocation: On the day of joining, a mentor who is an existing employee – a seasoned employee will be assigned to help answer the new recruit's questions and share with them an understanding of organizational practices. They also can help to introduce the new recruit to people with whom they will be interacting on a regular basis, give them a walking tour of the campus, and orient them with mLAC culture.

- Orientation Program: All new employees shall go through an orientation program that is designed to assist them in adjusting to their jobs and work environment and to instill a positive work attitude and motivation at the onset.
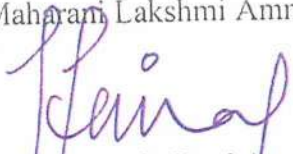
4. Succession Plan for key positions of the college

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A particular internal individual or employee shall be identified as the possible successor to the key or senior position whose tenure is nearing completion, provided that the individual fulfils all conditions required for appointment. Therefore, no special conditions have been laid for such appointments.

5. **Code of Ethics:** There shall be a Code of Ethics to be strictly followed by all academic, administrative and support staff as prescribed in the Employee Handbook of mLAC

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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RESEARCH POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/08
Title	RESEARCH POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women, established in the year 1972 attained autonomous status in the year 2016. It has always been focusing on providing quality education to women. The college has been proactive in adapting to the changing expectations of higher education and offering a number of courses at the UG and PG levels which include the conventional programs and those in emerging areas as well. The focus of the college on research is reflected in the consistent growth in the number of research projects undertaken and research articles published since 2005. The last decade has witnessed the college being awarded with a number of research grants by the external funding agencies.

Recognitions and awards in the research domain:

- Star College status for Life Sciences, Star Scheme status for Physical Sciences
- Bio-Informatics Infrastructure Facility - recognized by DBT, Government of India
- Department of Bio-technology awarded FIST – by DST, Government of India
- Biotechnology Skill Enhancement Program (BiSEP) recognized by Government of Karnataka, supported by Government of India
- Bio-technology and Kannada departments recognized by Bangalore University as research centers

The mLAC Trust envisages fostering a research culture at the college wherein every faculty is encouraged to pursue and complete a doctoral degree. They are also required to undertake funded research projects and publish their research findings in Scopus indexed journals / journals with high impact factor and develop competence as guides for research scholars. A Research Policy associated with the following objectives has been formulated to ensure that the academic / research environment of the college enables teaching faculty and students to imbibe the values of research, innovation and creativity.

OBJECTIVES

- To create an ecosystem for research and innovation
- To provide a framework for well-planned research activities
- To encourage research to meet with the societal needs
- To foster research culture through internalizing the values of innovation and creativity

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RESEARCH COMMITTEE

Constitution of Research Committee-

❖ Chairperson – One of the members of the Board of Trustees
❖ Vice Chairperson - Principal
❖ Coordinator (One for the Science stream and another for the non-science streams) – Faculty identified based on seniority and academic/ research credentials [to be chosen from the short-listed candidates by a selection committee comprising Managing Trustee, Chairperson, Vice Chairperson]

Term of Research Coordinators – 3 Years

Role of Research Coordinators

- To advice the faculty on research priorities and initiate research programmes
- Ensure that the individual research investigators strictly adhere to the formats in which the research proposals to be made to the appropriate funding agencies
- To enable timely completion of research projects and proper utilization of grants
- To promote dissemination of the research findings in academic forums
- To encourage publication of the research articles in journals of repute
- To organize faculty development workshops / training for promoting research and publications
- To initiate multi-disciplinary and inter-disciplinary research
- To find avenues for industry-academia interface for research
- To collaborate with research institutes and other HEIs for promoting research
- To support IP related activities and technology transfer
- To ensure that research activities are in accordance with global ethical norms

FACILITATION FOR RESEARCH

i) **Human Resource**
   - Recruitment of faculty: Weightage in appointment and salary fixation for candidates with prior experience of over 5 years in recognized institutes of research / R & D Labs in industries / recognized research centers
   - Promotion of faculty: Fast track promotion for faculty who display extraordinary acumen for research and publication
   - Research assistants to facilitate research in project mode (provided the faculty comes out with a sustainable research activity wherein initial assistance is required for carrying out the intended work)

ii) Research Infrastructure
   - State-of-the-art research labs with high-end equipment and technology
   - Incubation center for promotion of research, innovation and entrepreneurship
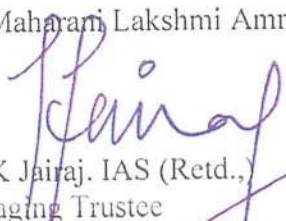
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INCENTIVES FOR RESEARCH & PUBLICATION

i) **Seed money for In-house research projects subject to a maximum of**

❖ For Sciences – Rs.20000
❖ For Humanities- Rs.10000
❖ For Commerce & Management – Rs.10000
Utilization of seed money must be in accordance with the amount sanctioned under various heads of expenditure.

ii) **Incentive for funded projects** – 5% of the overhead grant received from the external funding agency. This could be utilized towards attending conferences, interacting with research experts, etc.

iii) **Incentives for Publication** –

- Those who publish in journals with impact factor greater than 5 will be considered for fast-track promotion
- Faculty will be encouraged to publish in SCOPUS/ SCI/ SCIE journals with high impact factor requesting publishers to waive off charges.
- Logistics support will be extended by the college depending on the nature of research publication

iv) **Recognition for accomplishment in research and publication**

- Best Researcher Award will be presented on the Founder's Day
- Felicitation with citation on Teachers' Day / Founder's Day
- Special mention on the mLAC website and Newsletter
- Congratulatory message and meeting with the Board of Trustees

NOTE: An Expert Committee comprising Chairperson and Vice Chairperson of the Research Committee and external subject experts shall evaluate the quality of research projects and research articles to select the Best Researcher for the year.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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Science Post, Bangalore - 560 012.

FEE CONCESSION POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/09
Title	FEE CONCESSION POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women has been providing quality education to girl students from various strata of society. The core values provide a framework to ensure that education to deserving girls who seek admission at mLAC is not denied. Many girls who are keen on pursuing courses at mLAC and wish to build a career in the field of their choice, may not be in a position to fulfil their dreams due to financial constraints. The Fee Concession Policy provides a guideline to support students from low-income groups and first-generation learners in order to motivate them in their academic pursuits. This Policy is also aimed at encouraging meritorious girl students to seek admission to mLAC and sustain high levels of performance.

OBJECTIVES

- To ensure that no girl child is deprived of education due to financial constraints
- To motivate academically bright students to pursue higher education in the course of their choice.
- To provide impetus to sports, arts & culture and emphasize the need for holistic development of students.
- To provide support to first-generation learners in their pursuit of higher education

BASES FOR FEE CONCESSION

- General Merit
- Merit cum Means
- Economically weak
- First Generation Learners
- Sports and Extra-curricular activities.
- Art & Culture

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ELIGIBILITY CRITERIA

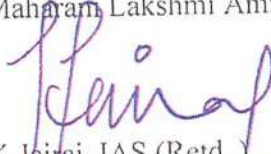| Sl. No.	Category	Eligibility & Amount of Fee Concession during admission	Eligibility for fee concession in subsequent years
a)	General Merit	• Students with 90% and above at the qualifying examination • Quantum - 25% of the fees or Rs. 10000/- whichever is less	• Aggregate score in the end semester exams – CGPA 8.5 and above • Quantum - 25% of the fees or Rs. 10000/- whichever is less
b)	Economically Weaker section Merit	• Students with 80% and above at the qualifying examination • Quantum - 25% of the fees or Rs. 15000/- whichever is less	• Aggregate score in end semester exams – CGPA 7 and above • Quantum - 25% of the fees or Rs. 15000/- whichever is less
c)	Poor and Needy	• Students with 60% and above at the qualifying examination • Quantum – Rs. 20,000/-	• Aggregate score in end semester exams – CGPA 7 and above • Quantum – Rs.20,000
d)	Sports	• Represented and won National/State level recognition/ award • Quantum - Rs. 5000/-	• Represented and won National/State level recognition/ award • Quantum - Rs. 5000/-
e)	Arts & Culture	• Represented and won National/State level recognition/ award • Quantum - Rs. 5000/-	• Represented and won National/State level recognition/ award • Quantum - Rs. 5000/-
f)	First Generation Learners	• Fee waiver at the discretion of the Management	• Fee waiver at the discretion of the Management

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Note:

1. Students of aided programs are provided tuition fee waiver (as per Karnataka State Govt. Rules for girl students)
2. Fee concession for students meeting the eligibility criteria shall be provided on the following basis:
   a) Tuition fee – full waiver
   b) Balance fee – concession computed as stated above for different categories.

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Sri. K Jairaj. IAS (Retd..)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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THE CODE OF ETHICS

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/10
Title	THE CODE OF ETHICS
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

The effectiveness of an educational institution in delivering quality education and achieving the targets will substantially depend on the ethical standards that the employees display in day-to-day discharge of their duties. It is with this belief that a code of ethics has been drawn that will provide general framework of ideals expected from them. The code of ethics is intended to be a self-imposed discipline within which the faculty members and the others on the campus may exercise academic independence.

1) **Content Competence**

   A faculty member should maintain a high level of subject knowledge and must ensure that the contents are current, accurate and appropriate with reference to the requirements of the course of study.

2) **Pedagogical Competence**

   A pedagogically competent faculty member,
   - precisely communicates objectives and outcomes of the course to students
   - is aware of alternative instructional methods and strategies
   - selects methods of instruction that are effective in achieving the intended objectives

3) **Student Competence**

   A faculty member must understand that his/her responsibility is the intellectual development of students in his/her area of expertise and to avoid all covert or overt actions and approaches detrimental to students' development.

4) **Dual Relationship with Students**

   A faculty member must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

5) **Confidentiality**

   Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that revealing such an information is in overall interest of the college or its students.

6) **Respect of Colleagues**

   All members of the college community are required to uphold the dignity of their colleagues and should perform their duties in co-ordination with their colleagues.

30

7) **Impartial Assessment of Students**

Assessment of students' performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

8) **Respect of the College**

All the employees of mLAC must respect the values, the goals and the policies laid down by the college.

9) **Scholastic Integrity**

The controversial issues must always be examined objectively, rather than confining to or emphasizing on one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

10) **Social Responsibility**

The employees must be aware that the ultimate purpose of education is the overall development of the civil society

11) **IPR (Intellectual Property Rights)**

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the college.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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31

CONSULTANCY POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/11
Title	CONSULTANCY POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Consultancy is an effective way by which higher education institutions may disseminate knowledge and make a positive contribution to society. Colleges offering under graduate and post graduate programmes could promote industry academia interface through consultancy, by encouraging faculty to share knowledge and expertise with other organizations. This Policy provides guidelines to ensure that consultancy assignments undertaken by staff are in alignment with mLAC's philosophy.

OBJECTIVES

- To provide a clear framework for the staff to engage in consultancy in official capacity.
- To ensure that the balance between consultancy and the traditional roles of the staff are managed and the interests of the college are protected.

Definitions

Consultancy is work of a professional nature, undertaken by institutional staff in their field of expertise/ areas of core competence, for clients outside the institution, for which a fee is charged.

The prime purpose of consultancy is not to generate new knowledge. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. The institution normally does not have freedom of publication over the results of consultancy.

Consultancy does not include activities which form a part of the job role. such as:

- Research
- Teaching
- Training
- Other activities defined in an employee's job description

Consultancy in official capacity, is where the contractual relationship is between the client and the college and not the individual consultant/ employee. This form of consultancy

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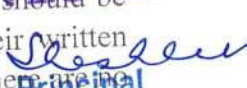provides a direct financial return to the college.

Consultancy in personal capacity, is where the individual acts entirely in a personal capacity with no legal link to or liability on the college. No resource belonging to the college, name of the college or expertise/ core competence developed in professional capacity while in employment, may be used for this activity. Examples of such resources are equipment, IT equipment including PCs, telephone, space, expertise and IP. In such consultancy, employees shall not establish a real or potential conflict with their obligations to the institution or undertake activities which are contrary to the interests of the institution.

Approval of Consultancy Activity

- Employees undertaking consultancy work shall seek approval, prior to carrying out the work whether during normal hours of work or outside working hours.
- All consultancy proposals shall be addressed to the Principal.
- The proposal shall include details of (i) the organization / individual seeking the consultancy service (ii) the nature of consultancy work (iii) the institutional resources that would be utilized / required for the consultancy service (iv) the quantum of work involved in man hours per week (v) Financial details
- The decision to permit an individual employee to undertake a consultancy activity shall be taken by the Principal.
- In a situation where the Principal proposes to offer consultancy, she/he shall seek consent from the Board of Trustees/ Managing Trustee.

Obligations to third parties

- The research and knowledge generation activities that employees undertake for mLAC during consulting activities is done collaboratively with and/or is funded by an external organization. This will normally mean that there are obligations in respect of any Intellectual Property generated and third party confidential information exchanged in such projects. It is recommended that an agreement (Memorandum of Understanding) be executed between the consultant and consulting parties explicitly stating the terms and conditions regarding confidentiality and intellectual property rights. Each employee is responsible for familiarizing her/himself with the terms of any such agreement relating to projects they are involved in and should respect the confidentiality of information belonging to third parties.

- Employees seeking to undertake consultancy should be careful to consider existing obligations to third parties (including those obligations entered into by their colleagues or other members of the college) and not do anything which might put the college in breach of its obligations to them. In particular, employees should be careful not to use confidential information of a third party without their written consent and not use any Intellectual Property unless they are confident there are no constraints on the use of the same.

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Revenue Distribution

Consultancy in Personal Capacity

When an individual undertakes consultancy in personal capacity, all revenues accrue to the individual who must however declare the income to the relevant authorities.
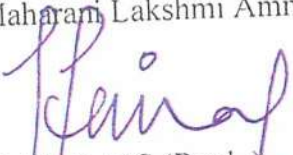
Consultancy in official capacity

In order to incentivize employees to engage in consultancy, the income from such consultancy, after deduction of direct expenditure involved in carrying out the consultancy project, shall be distributed in the ratio of 3:2 between the consulting employee and mLAC. Only full-time employees shall be eligible for such income sharing.

Dispute Resolution

The clause regarding dispute resolution shall be incorporated in the Memorandum of Understanding to be entered with the party while undertaking a consultancy project. In case of any dispute remaining unresolved, it shall be dealt with by the Court of law located within the jurisdiction of the institution.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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IT POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/12
Title	IT POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

1. Need for IT Policy

The Information Technology (IT) Policy of the institution defines rules, regulations and guidelines for proper procurement, usage and maintenance of technological assets.

The IT policy ensures legal and appropriate ethical use of computing facilities that include computer hardware, software, email, information resources, intranet and Internet access facilities, website hosting, online content usage, data backup, safety and security of data, products, facilities and users in the campus. It also provides guidelines for purchase of technological assets, compliance, IT support and grievance redressal of the employees pertaining to technological assets and services used at work place. IT policy is required to set direction and provide information about acceptable actions and policy violations.

Due to the dynamic nature of Information Technology, IT policy should be modified regularly to reflect technology changes, user requirements and operating procedures.

2. Elements of IT Policy

2.1 Users

The policies will be applicable at two levels:

- ✓ End Users' Groups (Principal, Faculty members, Students, Finance Officer, Administrative Officer, Controller of Examinations and other staff)
- ✓ IT Administrator, Network Administrator, System Administrator
- ✓ Guest User

The End Users may be UG/PG/Research Students. The Employees may be permanent/ temporary/ contractual. The Administrative Staff may be Non-technical/Technical. There may be guests who require to use the resources occasionally during Seminars/Workshops/Conferences/Inter-collegiate fests etc.

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2.2 Resources

The resources may be

- ✓ Wired/wireless Network Devices
- ✓ Internet Access

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- ✓ Official Websites/Web Applications
- ✓ Official Email services
- ✓ Data Storage
- ✓ Mobile/ Desktop/Server/Laptop computing facility
- ✓ Documentation facility (Printers/Scanners)
- ✓ Multimedia

2.3 Operations

The IT policy defines the operations of Purchase, Compliance, Equipment usage, maintenance and security, Inventory Management, Employee Training, IT Support and IT Audit.

2.3.1 Purchase

1. All approved technological equipment, services or software will be purchased through the Purchase Department assisted by IT Department while evaluating best and most cost-effective hardware or software to be purchased for a particular department/ project/ purpose based on the requirement.
2. The IT Department will also make sure all hardware/software standards defined in the IT Policy are enforced during such purchases.

2.3.2 Compliance

IT policy rules and guidelines should be complied by all employees while purchasing, using and maintaining any equipment or software purchased or provided by the institution. All approved software will be purchased through the Purchase Department, unless informed/permitted otherwise.

1. Any employee who notices misuse or improper use of equipment or software in the college must inform his/her Head of Department immediately.
2. No employee is allowed to install pirated software on official computing systems.
3. Software purchased by the organization and installed on computer systems must be used within the terms of its license agreement.
4. Any duplication, illegal reproduction or unauthorized creation, use and distribution of licensed software within or outside the college is strictly prohibited. Any such act will be subject to strict disciplinary action.

2.3.3 Equipment Usage, Maintenance and Security

1. All employees are to take responsibility to ensure safe and judicious use of the technological assets being used by them.
2. Any observation of malfunctioning of any equipment of the college must be immediately informed to the designated staff in IT Department.

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3. Any repeated occurrences of careless use, wastage of supplies or any such offense compromising the safety or health of the equipment and people, will be subject to disciplinary action.

2.3.4 Inventory Management

1. The Purchase Department is responsible for maintaining inventory of all technological assets and software purchased by the college.

2. The inventory sheet should contain the following information:
   a. Item Name
   b. Brand/ Company Name
   c. Serial Number
   d. Basic Configuration
   e. Physical Location
   f. Date of Purchase
   g. Cost
   h. Person In-Charge

3. Proper information about all technological assets provided to a specific department, project or centre must be regularly maintained in their respective Inventory Sheets by an assigned coordinator of the respective department, project or centre on a regular basis. This information must be shared with the Purchase Department as and when requested.
4. Whenever an Inventory Sheet is to be updated or modified, the previous version of the document should be retained and the date of modification should be recorded in the sheet.
5. All technological assets of the organization must be physically tagged with Bar codes for easy identification.
6. Periodic inventory audits will be carried out by the IT Department to validate the inventory and make sure all assets are up-to-date and in proper working condition, to achieve maximum efficiency and productivity.

2.3.5 Employee Training

1. Basic IT training and guidance is to be provided to all new employees about using and maintaining their Personal Computer (PC), peripheral devices and equipment in the college. Also training has to be provided in accessing the organization network and using the required application software.
2. IT training can be conducted on a regular or requirement basis depending on employees requisition and/or the Management decision.

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2.3.6 IT Support

1. Employees may need hardware/software installations or may face technological issues which cannot be resolved on their own.
2. Faculty members of the college can register a call log through IT Support Email ID specifying the details of the issues. The IT Department should provide IT support to all departments and faculty members.
3. Any IT Support work informed or assigned via emails sent on employee email IDs, chats or any other media except the IT Support Email ID would not be entertained.
4. For major issues like PC replacement, non-working equipment, installation of application software and more, it is mandatory for all employees to inform the IT Dept.
5. For any damage to Personal Computers, approval from Principal would be required for Personal Computer replacements.
6. Employees should expect a reply from the IT Department within 1 working day. The IT Department may ask the employee to deposit the problematic equipment to the IT Service Centre for checking and will inform the timeline for repair/maintenance/troubleshooting/installations or the required work.
7. If there is no response in 1 working day, then the IT Department designated staff should be asked for an explanation for the delay. If no response is obtained in 3 working days, a complaint can be raised through an email to the Principal and IT Department designated staff.
8. Issues will be resolved on a First-Come-First-Serve basis. However, the priority can be changed on request at the sole discretion of the designated team in IT Department.

2.4 IT Audit

1. The IT Department will conduct periodic audit of software installed in all company-owned systems to make sure all compliances are being met.
2. Prior notice may or may not be provided by the IT Department before conducting the Software Audit.
3. During this audit, the IT Department will also make sure the anti-virus is updated, the system is scanned and cleaned and the computer is free of garbage data, viruses, worms or other harmful programmatic codes.
4. The full cooperation of all employees is required during such audits.
5. Periodically IT Audit should be conducted by a third party IT Audit firm.

3. IT Policy
IT policy includes the following:
1. IT Hardware Installation Policy
2. Software Installation and Licensing Policy
3. Network (Intranet & Internet) Usage Policy
4. Web Site Hosting Policy

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5. E-mail Account Usage Policy
6. Online Content Usage Policy
7. Data Backup Policy
8. Information Security Policy
9. Database Usage Policy

3.1 Computer Hardware Policy

1. To accommodate varying needs in Administration, Academics and Research, computer purchases shall be standardized thus avoiding excessive variability and cost in equipment and software.
2. A list of preferred vendors should be maintained for procurement and maintenance of computing equipment.
3. The IT department will review computer hardware options available from the list of preferred vendors, at a minimum, annually to establish a list of standard configurations that will best meet the features and functionality requirements of all employees of the institution.
4. A five-year life cycle is to be established for computer hardware to meet the demands of new application requirements for instructional and administrative purposes.
5. Computer hardware deemed End-of-Life (EOL) will be properly disposed of by the Purchase Department. Hard drives/storage devices will be destroyed either internally by the IT department or through a third party.
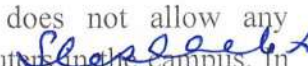
Warranty & Annual Maintenance Contract

1. Computers purchased by any Section/Department/Project should come with 3-year on-site comprehensive warranty.
2. After the expiry of warranty, computers should be under Annual Maintenance Contract AMC. The maintenance should include OS re-installation and virus related problems.

3.2 Software Installation and Licensing Policy

Policy is defined to provide guidelines for appropriate installation, usage and maintenance of software products installed in organization-owned computers.

1. Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.
2. Respecting the anti-piracy laws of the country, the IT policy does not allow any pirated/unauthorized software installation on the college owned computers inside the campus. In case of any such instances, university will hold the department/individual personally.

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responsible for any pirated software installed on the computers located in their department/individuals' rooms.

3. Any MS Windows OS based computer that is connected to the network should access http://windowsupdate.microsoft.com web site for free updates. Such updating should be done at least once in a week. Even if the systems are configured for automatic updates, it is users' responsibility to make sure that the updates are being done properly. Use of open source tools is encouraged provided it has been pre-approved by the IT Department.

4. Any external storage device like pen drive or hard disk connected to the PC needs to be completely scanned by the Antivirus software before opening it and copying files to/from the device.

5. Technical support will not be provided for hardware devices or software which are personally purchased, illegal or not included in the standard hardware/software list developed by the IT Department.

6. Software applications that cause problems with the college systems as evaluated by the IT Department will be removed.

Software Registration

1. Software licensed or purchased by the organization must be registered in the name of the organization with the Job Role or Department in which it will be used and not in the name of an individual.

2. After proper registration, the software may be installed as per the Software Usage Policy of the organization. A copy of all license agreements must be maintained by the IT Department.

3. After installation, all original installation media (CDs, DVDs, etc.) must be safely stored in a designated location by the IT Department.

Antivirus Software and its updating

1. Computer systems used in the campus should have anti-virus software installed, and it should be active at all times.

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

3. Employees are expected to make sure their antivirus is updated regularly. The IT Department should be informed if the antivirus expires.

4. Antivirus software that is running on a computer, should be periodically updated/renewed after its warranty period by the service provider.

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Software Usage Policy

1. Third-party software (free as well as purchased) required for day-to-day **Principal**ll be preinstalled onto all company systems before handing them over to employees. A designated

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person in the IT Department can be contacted to add to/delete from the list of pre-installed software on organizational computers.

2. No other third-party software – free or licensed can be installed onto a computer system owned or provided to an employee by the organization, without prior approval of the IT Department.

3. To request installation of software onto a personal computing device, an employee needs to send a written request via the IT Ticket System or IT Support Email.

4. Any software developed & copyrighted by the organization belongs to the organization.

5. Any unauthorized use, storage, duplication or distribution of such software is illegal and subject to strict disciplinary action.

3.3 Internet Usage Policy

The Internet Usage Policy provides guidelines for acceptable use of the organization's Internet network so as to devote Internet usage to enhance work productivity and efficiency and ensure safety and security of the Internet network, organizational data and the employees.

1. All PCs being used in the college are enabled to connect to the organization's Local Area Network as well as the Internet. All the computers should follow the standard naming convention.

2. Network Security is enabled in all PCs through Firewall, Web Security and Email Security software. Any employee who attempts to disable, defeat or circumvent the firewall will be subject to strict disciplinary action.

3. Internet bandwidth acquired by any section/department of the college under any research programme/project should ideally be pooled with the Internet bandwidth of the college, and be treated as common resource.

4. As the Internet Unit is running the Firewall security, Proxy, DHCP, DNS, Email, web and application servers and managing the network, it should be used such that problems related to uncontrolled surfing by the users such as choking of available bandwidth, exposure to legal liability due to harmful and embarrassing content surfing, confidential information being made public, are avoided.

5. Internet is a paid resource and therefore shall be used only for office work. The organization has systems in place to monitor and record all Internet usage on the organization's network including each website visit, and each email sent or received. The Management Committee can choose to analyse Internet usage and publicize the data at any time to assure Internet usage is as per the IT Policy.

6. The campus network and its active components are administered, maintained and controlled by IT Department. The service levels are to be maintained as required by the College office, departments, and divisions served by the campus network within the constraints of operational best practices.

7. A neat network diagram is to be maintained and displayed for the benefit of all users.

8. Internet Activity is to be monitored actively by IT Department.

9. Whereever access through Fiber Optic/UTP cables is not feasible, in such locations Internet Unit considers providing network connection through wireless connectivity.

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10. Electronic logs that are created as a result of the monitoring of network traffic need only be retained until the administrative need for them ends, at which time they should be destroyed.

11. All network failures and excess utilization are to be reported to the IT Department for problem resolution.

Inappropriate Use

1. The following activities are prohibited on organization's Internet network. This list can be modified/updated anytime by the Management as deemed fit.

2. Any disciplinary action considered appropriate by the Management (including legal action or termination) can be taken against an employee involved in the activities mentioned below:

- Playing online games, downloading and/or watching games, videos or entertainment software or engaging in any online activity which compromises the network speed and consumes unnecessary Internet bandwidth

- Downloading images, videos and documents unless required to official work

- Accessing, displaying, uploading, downloading, storing, recording or distributing any kind of pornographic or sexually explicit material

- Accessing pirated software, tools or data using the official network or systems

- Uploading or distributing software, documents or any other material owned by the organization online without the explicit permission of the Management

- Engaging in any criminal or illegal activity or violating law

- Invading privacy of co-workers

- Using the Internet for personal financial gain or for conducting personal business

- Deliberately engaging in an online activity which hampers the safety & security of the data, equipment and people involved.

- Carrying out any objectionable, frivolous or illegal activity on the Internet that shall damage the organization's reputation.

Internet Login Guidelines

1) All employees may be provided with a Username and Password to login to the Internet network in the office and to monitor their individual usage.

2) An employee can also get a local static IP address for internet and intranet use. All employees will be responsible for the internet usage through this local static IP.

3) Username and password for a new employee must be requested by the Head of the Department.

4) Sharing the Username and Password with another employee, visitor or guest user is prohibited.

5) A visitor or guest user who wants to use the office Internet will be given a Guest Username and Password.

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6) The IT Department will define guidelines for issuing new passwords or allowing employees to modify their own passwords.

7) Any password security breach must be notified to the IT Department immediately.

8) Username and password allotted to an employee will be deleted upon resignation/termination/retirement from the organization.

3.4 Website Hosting Policy

The faculty, administrators, and students of mLAC seek to provide up to date, accurate and meaningful information on college website. The integrity and reputation of mLAC relies on consistent and strong content on the *"mlacw.edu.in"* domain and on any websites that relate to, refer to, or could be perceived as representing the college.

This policy provides requirements for such websites, to ensure that they are accurate, current, useful, accessible and attractive.

All members of the college with responsibility for creating, maintaining or managing mLAC Website and Web-Enabled content are responsible for ensuring that such website and content are compliant with this policy and the related standards and guidelines.

Site Disclaimer

The materials and information on the college website may include technical inaccuracies or typographical errors. The materials, information and services on the site are provided *"as is"* without any conditions, warranties or other terms of any kind.

Copyright & Limited License

1. The website and all content and other materials, the mLAC logo and all designs, text, graphics, pictures, information, data, software, other files and the selection and arrangement thereof are the proprietary property of mLAC and are protected by copyright laws.
2. Any use of the site or site materials other than as specifically authorized herein, without the prior written permission of the college, is strictly prohibited.
3. Such unauthorized use may also violate applicable laws, including, without limitation, copyright and trademark laws and applicable communications regulations and statutes.
4. A limited, non-exclusive right to create text hyperlinks to this site for noncommercial purposes is granted, provided such links do not portray mLAC in a false, misleading, derogatory or defamatory manner and provided further that the linking site does not contain any obscene, pornographic, sexually explicit or illegal material or any material that is offensive, harassing or otherwise objectionable. This limited right may be revoked at any time.
5. mLAC makes no claim or representation regarding, and accepts no responsibility for, the quality, content, nature or reliability of third-party websites accessible via hyperlink or websites

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linking to this site. Such sites are not under the control of the college is not responsible for the content of any linked site or any link contained in a linked site.

Modifications to the Site

mLAC reserves the right to modify or discontinue, temporarily or permanently, this site or any features or portions thereof without prior notice. mLAC will not be liable for any modification, suspension or discontinuance of the site or any part thereof.

Information Collection & Storage

When anyone visits mLAC website, automatically information is gathered and stored so that the use of website can be tracked to make improvements.

Information gathered includes:

- IP address from which you access our site
- Name of the domain from which you access the internet
- Type of browser and operating system used to access our site
- Date and time you access our website
- Pages, files, documents and links that you visit
- Domain name of the website from which you linked to our site

mLAC has implemented procedures to safeguard the integrity of its information technology assets including authentication, authorization, monitoring, auditing and encryption.

These security procedures have been integrated into the design, implementation and day-to-day operations of *www.mlacw.edu.in* as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

Appropriate security measures are in place to protect against the loss, misuse or alteration of information that is collected from website visitor.

3.5 Email Account Usage Policy

1. All emails, chats and electronic messages stored, composed, sent and received by any employee or non-employee in the official electronic messaging systems are the property of the college.
2. The college reserves the right to intercept, monitor, read and disclose any messages stored, composed, sent or received using the official electronic messaging systems.
3. The college reserves the right to alter, modify, re-route or block messages as deemed appropriate.
4. IT Administrator can change the email system password and monitor email usage of any employee for security purposes.

Confidentiality

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1. Proprietary, confidential and sensitive information about the organization or its employees should not be exchanged via electronic messaging systems unless pre-approved by the HOD/Principal.
2. Before composing or sending any message, it should be noted that electronic messages can be used as evidence in a court of law.
3. Unauthorized copying and distributing of copyrighted content of the organization is prohibited.

Email Security

1. **Anti-Virus:** Anti-virus software should be installed in the laptop/desktop used for office work. Employees are prohibited from disabling the anti-virus software on laptops/desktops. Employees should make sure their anti-virus is regularly updated and not out of date.
2. **Safe Email Usage:** Following precautions must be taken to maintain email security:
   a. Do not open emails and/or attachments from unknown or suspicious sources unless anticipated by you.
   b. In case of doubts about emails/ attachments from known senders, confirm from them about the legitimacy of the email/attachment.
   c. Use Email spam filters to filter out spam emails.
3. **Inappropriate Use:** Official Email platforms or electronic messaging systems including but not limited to chat platforms and instant messaging systems should not be used to send messages containing pornographic, defamatory, derogatory, sexual, racist, harassing or offensive material.
4. Official Email platforms or electronic messaging systems should not be used for personal work, personal gain or the promotion or publication of one's religious, social or political views. Spam/bulk/junk messages should not be forwarded or sent to anyone from the official email ID unless for an officially approved purpose.

Password Guidelines

The following password guidelines can be followed to ensure maximum password safety.

1. **Select a Good Password:**
   a. Choose a password which does not contain easily identifiable words (e.g., your username, name, phone number, house location etc.).
   b. Use 8 or more characters.
   c. Use at least one numeric and one special character apart from letters.
   d. Combine multiple unrelated words to make a password.

2. **Keep your Password Safe:**
   a. Do not share your password with anyone.
   b. Make sure no one is observing you while you enter your password.
   c. As far as possible, do not write down your password.

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d. Change your password periodically (every 3 months is recommended).

e. Do not reuse old passwords. If that is difficult, do not repeat the last 5 passwords.

3. **Other Security Measures:**

a. Ensure your computer is reasonably secure in your absence.

b. Lock your monitor screen, log out or turn off your computer when not at desk.

3.6 Online Content Usage Policy

1. Employees are solely responsible for the content accessed and downloaded using Internet facility in the office. If they accidentally connect to a website containing material prohibited by the organization, they should disconnect from that site immediately.

2. During office hours, employees are expected to spend limited time to access news, social media and other websites online, unless explicitly required for office work.

3. Employees are not allowed to use Internet for non-official purposes using the Internet facility in office.

4. Employees should schedule bandwidth-intensive tasks like large file transfers, video downloads, mass e-mailing etc. for off-peak times.

3.7 Data Backup Policy

Data Backup is setup during installation of Operating System in a PC. As an additional security measure, it is advised that employees keep important official data in some external storage device also.

File Backup System

1. Organization will be installing a file server for backing up data of all employees. All employee are expected to keep official data on the file system.

2. IT Department will have access to that data.

3. All employees will login to the file server through Active Directory Domain Controller ADDC1 user ID and password.

Server backup:

1. IT Department is expected to maintain an incremental backup of all servers with at least 3 copies of all servers. At any time, 3 backups of all servers must be maintained.

2. Replica mode of all running servers will be offline and it should maintain half-hourly backup.

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3.6 Information Security Policy

Information security means protection of the organization's data, applications, networks and computer systems from unauthorized access, alteration and destruction. The Information Security Policy provides guidelines to protect data integrity based on data classification and secure the organization's information systems.

1. Various methods like access control, authentication, monitoring and review will be used to ensure data security in the organization.
2. Security reviews of servers, firewalls, routers and monitoring systems must be conducted on a regular basis. These reviews should include monitoring of access logs and intrusion detection software logs.
3. Appropriate training must be provided to data owners, data users, and network & system administrators to ensure data security.

Data Classification

1. The organization classifies data into three categories:
   a. High Risk: It includes information assets which have legal requirements for disclosure and financial penalties imposed for disclosure. E.g., Payroll, Personnel, Financial, Biometric data
   b. Medium Risk: It includes confidential data which would not impose losses on the organization if disclosed but is also not publicly available. E.g., Agreement documents, unpublished reports, etc.
   c. Low Risk: It includes information that can be freely disseminated. E.g., brochures, published reports, other printed material etc.
2. Different protection strategies must be developed by the IT department for the above three data categories. Information about the same must be disseminated appropriately to all relevant departments and staff.
3. High risk data must be encrypted when transmitted over insecure channels.
4. All data must be backed up on a regular basis as per the rules defined by the IT Department at that time.

Access Control

1. Access to the network, servers and systems in the organization will be achieved by individual logins and will require authentication.
2. All users of systems which contain high or medium risk data must have a strong password as defined in the IT Policy.
3. Default passwords on all systems must be changed after installation.
4. Where possible and financially feasible, more than one person must have full rights to any organization-owned server storing or transmitting high risk and medium risk data.

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Virus Prevention

All servers and workstations that connect to the network must be protected with licensed anti-virus software recommended by the vendor. The software must be kept up-to-date.

3. Whenever feasible, system/network administrators must inform users when a virus/ other vulnerability has been detected in the network or systems.

Intrusion Detection

1. Intrusion detection must be implemented on all servers and workstations containing high and medium risk data.

2. Operating system and application software logging process must be enabled on all systems.

3. Server, firewall and critical system logs must be reviewed frequently.

3.9 Database Usage Policy

Data is a vital and important resource for providing useful information. Its use must be protected even when the data may not be confidential. It defines policies regarding the creation of database and access to information.

1. mLAC is the owner of all data generated in the institution.
2. Individual Sections or departments generate portions of data that constitute college database. The HOD may have custodianship responsibilities for portions of that data.
3. Data administration activities outlined may be delegated to some faculty member of each department by the HOD.
4. Distribution of data to persons outside the college is not allowed.
5. Data collected from various departments is for internal use only.

The database consists of the following information:
- ✓ Student Information
- ✓ Teaching/Non-Teaching Staff Information
- ✓ Financial Information
- ✓ Physical Resources (Infrastructure) Information
- ✓ Library Information
- ✓ Examination Results Information
- ✓ Placement and Higher Education Information
- ✓ Supplier (Vendor) Information

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All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the IQAC Co-ordinator, Controller of Examinations and Finance officer of mLAC.

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Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to :

- ✓ Modifying/deleting the data items or software components by using illegal access methods.
- ✓ Modifying/deleting the data items or software components deliberately with ulterior motives even by authorized individuals/ departments.
- ✓ Causing database or hardware or system software crash thereby destroying the whole of or part of database deliberately with ulterior motives by any individual.
- ✓ Trying to break security of the Database servers.

Such data tampering actions by any employee or outside members will result in disciplinary action against the offender by the college authorities.
If the matter involves illegal action, law enforcement agencies may become involved.

3.10 Video Surveillance Policy

The Video Surveillance system has been installed by college with the primary purpose of reducing the threat of crime generally, protecting college premises and helping to ensure the safety of all staff, students, and visitors consistent with respect for the individuals' privacy.

The Video Surveillance system comprises:

- ✓ Fixed position cameras
- ✓ Pan Tilt and Zoom cameras
- ✓ Monitors
- ✓ Multiplexers
- ✓ Digital recorders
- ✓ SAN/NAS Storage
- ✓ Public information signs

1. Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings.
2. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.
3. 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/IP Camera installation is in use.
4. The system assists the prevention and detection of crime.
5. It facilitates the identification, apprehension and prosecution of offenders in relation to crime and public order.
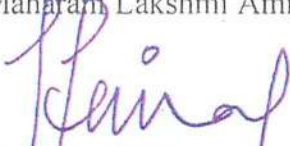
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6. It also facilitates the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to HOD and/or a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

ATTESTED

Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

LIBRARY POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/13
Title	LIBRARY POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

1. INTRODUCTION

Maharani Lakshmi Ammanni College for Women, Autonomous, offers multidisciplinary programs catering to the varied academic interests of a large number of girl students. The college provides an environment that is conducive to learning and is aimed at meeting the changing requirements of a diverse group of students in higher education.

The college library plays an important role as an information resource centre for the students and teaching faculty. It is designed to meet the requirements of users by providing various services which include lending services, book bank facility and digital library services. The library follows the open access system whereby users have free access to information resources. This policy provides guidelines for periodic upgradation and maintenance to ensure that the knowledge resources are optimally and effectively utilized towards enabling quality education.

2. OBJECTIVES:

- To provide an ambience for easy access to information resources
- To facilitate students and staff in pursuing academic interests
- To ensure constant upgradation of library infrastructure
- To provide a framework for upkeep and maintenance of library infrastructure

2.1 LIBRARY ADVISORY COMMITTEE:

- Principal
- Librarian
- Humanities / Science / Commerce Coordinators
- Finance Officer
- Administrative Officer

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3. GUIDELINES FOR UTILIZATION AND MAINTENANCE OF LIBRARY INFRASTRUCTURE

3.1 Working Hours

➢ Library shall be open from:

➢ On working days: 8.30 AM TO 5.00PM (Monday to Friday)

- 8.30 AM TO 2.00 PM (Saturday)

➢ On Examination days: 8.30 AM TO 5.30PM (Monday to Friday)

- 8.30 AM to 2.00 PM (Saturday)

4. PROCEDURE OF ISSUE OF LIBRARY CARD

- **The library shall issue the library card to newly admitted students** on producing the fee receipt and the college ID card.
- **Teaching faculty, on appointment shall be entitled to five library cards. The teachers** are required to submit a duly filled library membership form attested by HoD, Principal and Librarian.

4.1 Lending service
Borrowing Privileges and Conditions

Sl.No.	User Type	Service	No. of Book	Period of Loan	Overdue Charges
1	Students (UG & PG)	Lending Books – UG	2	10 days	Rs. 5 per day*
		Lending Books - PG	3	10 days	Rs. 5 per day
2		Reference Books	1	3 days	Rs. 5 per day
3		Project Reports	1	10 days	-
4	Faculty (UG & PG)	Lending Books – UG	2	180 days	-
		Lending Books - PG	3	180 days	
		Reference Books	1	3 days	-

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4.2 Procurement procedure

To ensure timely availability of information resources for students and faculty, the procurement and stock taking process shall be completed before the commencement of the academic year.

Step1: The HoDs shall submit the requisition for books/reference books/journals/e resources duly signed by the Principal and Finance Officer 45 days prior to the commencement of the academic year.

Step2: The Librarian shall correspond with vendors, check the availability of the library resources to be procured, call for quotations, prepare comparative statements and issue purchase order.

Step 3: The stock taking process shall include:

- Checking of supplies
- Accession and Numbering
- Stamping
- Bar coding
- Placing of books in the lending section / reference section
- Invoice file with record of the accession number and payment details

4.3 E- library service

The college has access to the Library Consortium which provides access to e-journals, e-books, e-databases and other e- resources. ID with Password shall be given to staff and students and displayed in library for easy access to the e-resources.

1	Online Databases Through e-ShodhSindhu: Consortium for Higher Education Electronic Resources Through DELNET	SciFinder Scholar MathSciNet ISID JCCC Networked Digital Library of Theses and Dissertations ODLIS : Online Dictionary of Library & Information Science GISTNIC Databases
2.	E-Journals Available through N-LIST Programme Full Text E-Resources	
3.	Electronic Books Available through N-LIST Programme Full Text E-Resources	

4.4 Book bank facility

Book Bank Facility shall be provided to merit Students, students covered under the reservation category, students under the sports quota, persons with disabilities, First Generation Learners.

In order to avail the book bank facility students shall produce required documents which include Marks Cards, Income Certificate, Caste Certificate, Handicap Certificate etc.

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5. LIBRARY UTILISATION AND MAINTENANCE

The Chief / Assistant Librarian shall be the custodian of the College Library and shall ensure appropriate utilization and maintenance of the information resources available therein.

- The Chief Librarian shall be responsible for utilization and maintenance of the learning resources which shall include books/journals, computers, scanner, photocopier and wi-fi facility. She / he shall ensure that the Library has adequate furniture, functional fixtures (such as white board, LCD projector & screen etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.

- In order to ensure an academic ambience, cleanliness and hygiene in the library premises shall be given utmost priority.

- To facilitate users' access to library resources, the books shall be organized subject-wise and shelved with clear labelling and numbering systems. Online and offline catalogues shall be updated with every new procurement. Stock Register shall be maintained and verified annually by the committee appointed by the principal.

- Books other than reference books shall be issued to the users for a period of 10 days. Reference books shall be issued for 2 days

- Access, issue and return of the books shall be under the careful vigilance of the Assistant Librarian. Library shall maintain Accession Register, Circulation Register, Fine Register, Gate Entry Register. Data relating to missing Books, No Dues, E- Journal usage shall be maintained.

- Any person caught marking, defacing or mutilating books or any other library material shall be responsible for replacing the same.

- Photo copiers, computers and scanners shall be serviced periodically through AMC and/or call basis.

- For maintenance/ repair / replacement of any of the furniture and fixtures in the library, the matter shall be communicated in writing / through mail to the Infrastructure Maintenance Committee.

- Stock verification:

  ❖ For books / journals / information resources funded by UGC or any other Government body, the General Financial Rule 194 shall apply.

  ❖ For books / journals / information resources funded by the college, the stock verification guidelines shall be as follows:

  ❖ More than 1,00,000 volumes – random sample physical verification (to the extent of 10%) shall be undertaken every year. If such sample verification reveals losses up to 10% of the sample chosen, 100% physical verification shall be undertaken.

  ❖ 50,000 volumes to 1,00,000 volumes – 100% physical verification every two years. Less than 50,000 volumes – 100% physical verification every year

  ❖ Loss of five volumes per one thousand volumes of books issued in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

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6. Weeding out procedure

Step 1: Assessment of the physical condition of the books

Step 2: Identification and listing of the books which are damaged

Step 3: Submission of the list of damaged books to the Library Advisory Committee

Step 4: Recommendation for weeding out by the Library Advisory Committee

Step 5: Implementation of weeding out the damaged books as per recommendation

Step 6: Preparation of Sales Account to record sale of old newspapers, books etc. duly signed by Librarian and Principal.
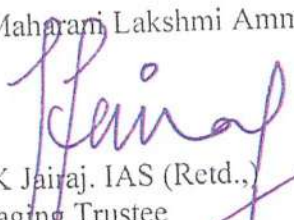
Powers to write off: Librarian and Principal shall have the power to write off old, damaged, mutilated and lost books. A register shall be maintained to keep a record of the books written off during the academic year. An audited statement of the same shall also be maintained.

7. Repositories

The library shall maintain the following institutional repositories:

- College Magazines
- College Brochures
- Old Photos of College
- College NAAC Reports
- Project Reports
- Major / Minor Projects of UGC
- Conference Proceedings & Research Publications provided in College Website
- AQAR Reports in College Website
- Conference Proceedings of Conferences that are held in the College.
- Bound Volumes of Journals.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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mLAC
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Excellence in Education
Since 1972

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College for Women Autonomous
Affiliated to Bangalore University
College with Potential for Excellence
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RESOURCE MOBILIZATION & UTILIZATION POLICY

Document	Policy and Procedures Manual
Department	Administrative Office
Document Code	AO/P&P/14
Title	RESOURCE MOBILIZATION & UTILIZATION POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women (mLAC) is an autonomous college managed by a Registered Public Trust. The Board of Trustees have laid down clear guidelines for the governance of the college which includes a well-planned financial management system. The financial health of the college is vital for ensuring sustainable growth and development to meet stakeholder expectations. It is in this context that the **Resource Mobilization and Utilization Policy** has been framed.

OBJECTIVES

- To ensure adherence to statutory requirements concerning resource mobilization and utilization
- To achieve the objectives of the college through optimum utilization of resources
- To enable transparency and accountability in financial management
- To provide a framework for resource mobilization and utilization

REGULATORY MECHANISM

In order to maintain the financial health of the college and meet stakeholder expectations, mLAC has constituted the following:

1. Finance committee, a statutory body mandated by the UGC for autonomous colleges.
2. Financial advisory body constituted by the mLAC Trust

- **Constitution of Finance Committee-** As per UGC Statutes for Autonomous Colleges
- **Powers and functions of Finance Committee**

Constitution of Financial Advisory Body-

Members

- Principal
- Finance Officer
- Senior teaching faculty
- Project Coordinator
- Senior Accountant

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Duties and Responsibilities of Financial Advisory Body: (Finance Officer)
- To identify the areas where funds from external sources need to be raised
- To draft proposals for specific projects towards raising funds
- To identify appropriate funding agencies for the specific projects

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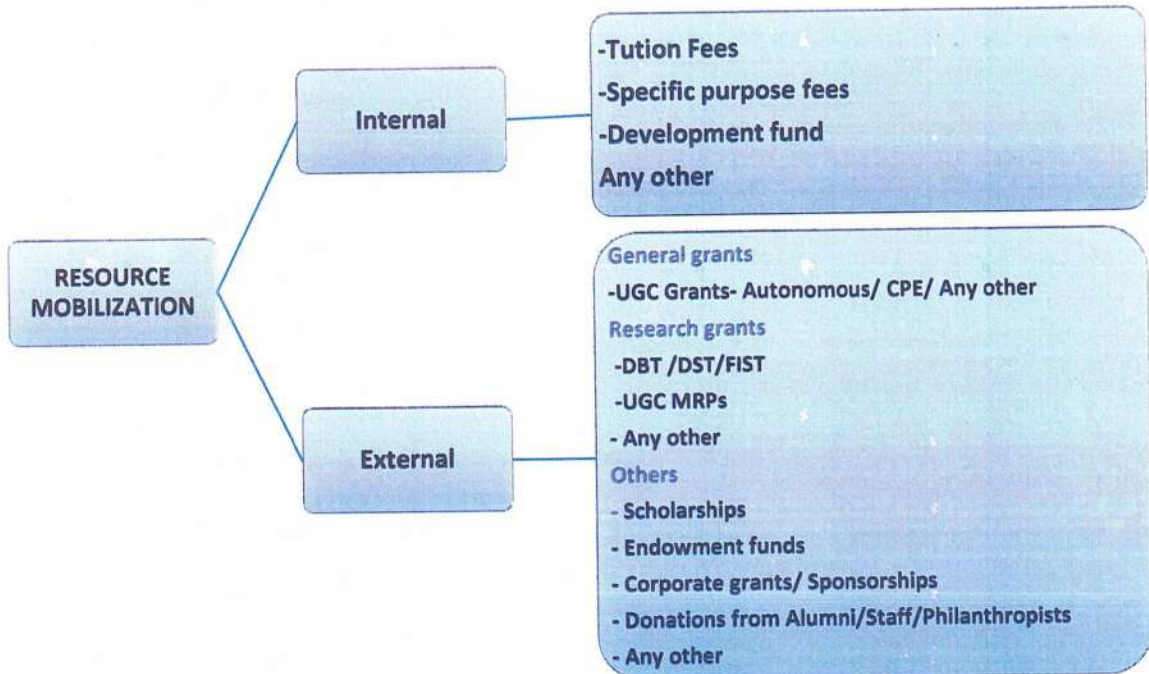for Women, Autonomous
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- To place proposals before the Board of Trustees for their approval and support
- To ensure appropriate utilization of funds for the specific purpose and in accordance with the conditions laid down by the external funding agencies.

- **RESOURCE MOBILIZATION AND UTILIZATION**

  Funds to be mobilized

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                                    Internal ── -Tution Fees
                                                -Specific purpose fees
                                                -Development fund
                                                Any other
RESOURCE
MOBILIZATION                                    General grants
                                                -UGC Grants- Autonomous/ CPE/ Any other
                                                Research grants
                                                -DBT /DST/FIST
                                    External ── -UGC MRPs
                                                - Any other
                                                Others
                                                - Scholarships
                                                - Endowment funds
                                                - Corporate grants/ Sponsorships
                                                - Donations from Alumni/Staff/Philanthropists
                                                - Any other
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Procedure to be followed for utilization of resources

➢ Allocation of resources in accordance with the budget approved by the Board of Trustees in the beginning of the financial year
➢ Special purpose funds shall be created to ensure utilization for the specific purpose
➢ e tenders shall be invited for all capital expenditure in excess of Rs.1 Lakh
➢ For all other expenditure, three quotations shall be invited from vendors.
➢ e tenders/ quotations shall be opened by the Finance Officer in the presence of the Principal, Head of the concerned department and a senior faculty of the college
➢ The decision to select a specific vendor shall be made on the basis of cost, quality. reputation of the vendor and payment terms
➢ In case of Government grants received for general/ research purposes, audited statement of accounts along with the utilization certificate shall be submitted to the external granting agency within the specified period.
➢ Funds from government bodies received for the grant-in-aid staff to the Principal's account shall be disbursed within the stipulated period to the respective staff members.
➢ Unutilized portion of the grants received from any external granting agency shall be returned along with the utilization certificate

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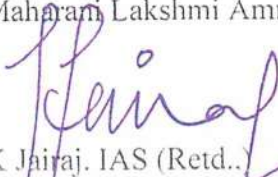## Internal financial and fund management

- The financial budget for every year (Revenue and Capital) shall be finalized by the Finance Officer and Principal in consultation with all the Heads of Department of the College.
- The budget shall be placed before the Trust for its approval.
- The approved budget for the financial year and the fee structure for the academic year for various courses/combinations offered by the College shall be placed before the Finance committee constituted as per the UGC Autonomous Statutes for its approval
- Expenditure shall be incurred according to the approved budget.
- Every quarter the actual expenditures shall be compared with the budgeted expenditure
- All daily transactions shall be verified by the Finance Officer and Principal of the College.
- At the end of every financial year annual financial statements, internal audit and statutory audit reports shall be placed for consideration and approval of Board of Trustees.
- The Trustees shall take note of observations and suggestions given by the auditors and approve the audit reports.
- Finance Officer shall be directed to initiate follow up action on the observations and suggestions on the accounts.
- Accounts management/ financial accounting including fee collection shall be fully computerized with appropriate software.
- Financial resources mobilized through donations shall qualify for income tax deduction under Sec. 80G

Compliance

Financial Audit of Grants: Grants and funds sanctioned by Government/UGC

- **Chartered Accountant-** After a stipulated period of time, the accounts for all the grants and funds sanctioned by the Government/UGC shall be initially submitted to an external Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary certified accounts shall be submitted to the concerned sanctioned authorities.
- **Directorate of Collegiate Education-** At the time of annual audits by the Directorate of Collegiate Education, the audit team shall verify all the financial documents related to the public funds utilized by College.

For Maharani Lakshmi Ammanni College Trust (Regd.)

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LABORATORY MAINTENANCE POLICY

Document	**Policy and Procedures Compendium**
Department	**Administrative Office**
Document Code	**AO/P&P/15**
Title	**Laboratory Maintenance Policy**
Approved by	**Maharani Lakshmi Ammanni College Trust (Regd.)**

INTRODUCTION

Laboratory forms a major part of infrastructure and skill learning. Adequate measures need to be implemented for Good Laboratory practices (GLP) and Standard operating procedures (SOP) for the proper maintenance and functioning of a Laboratory.

OBJECTIVES

- To implement GLP
- To follow SOP for the utilization of all equipment
- To maintain safety and cleanliness in the LAB

COMPONENTS OF A LABORATORY

Consumables	Non- consumables
Chemicals, Glassware's, Cleaning materials, Stationaries, First aid Kits, any other laboratory supply that are categorized as consumables	Equipment, Accessories, Computers/ Laptops and any other laboratory supply that are categorized as non-consumables

LABORATORY MAINTENANCE COMMITTEE

Principal- Chairman

Science / Arts/ Commerce Coordinator

HOD/ Program Coordinators

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Senior faculty (2)

Lab In-charge/ Attender (one from each department)

Good Lab Practices (GLP)

Basic safety rules for laboratory shall be followed by the students, instructors, attenders or whom so ever is working in the lab

- The safety equipment should be located in the hallway near the laboratory entrance.
- Avoid skin and eye contact with all chemicals.
- No frequent running/ jumping etc. should be allowed in the lab
- Proper labelling of hazardous materials, hazardous equipment, or other special conditions should be done.
- Avoid distracting or startling persons working in the laboratory.
- Use equipment only for its designated purpose.
- Combine reagents in their appropriate order, such as adding acid to water.
- Avoid adding solids to hot liquids.
- All laboratory personnel should place emphasis on safety and chemical hygiene at all times.
- Never leave containers of chemicals open.
- All containers must have appropriate labels. Unlabelled chemicals should never be used and shall be discarded if left unattended.
- Do not taste or intentionally sniff chemicals.
- Never consume and/or store food or beverages or apply cosmetics in areas where hazardous chemicals are used or stored.
- Do not use mouth suction for pipetting or starting a siphon.
- Wash exposed areas of the skin prior to leaving the laboratory.
- Long hair and loose clothing must be pulled back and secured from entanglement or potential capture.
- No contact lenses should be worn around hazardous chemicals – even when wearing safety glasses.
- Do not pour chemicals down drains. Do NOT utilize the sewer for chemical waste disposal.
- Do not utilize fume hoods for evaporations and disposal of volatile solvents.
- Perform work with hazardous chemicals in a properly working fume hood to reduce potential exposures.
- Avoid working alone in a building. Do not work alone in a laboratory if the procedures being conducted are hazardous.
- Department Laboratory Safety Manual, and relevant SOPs should be maintained
- Access to laboratories and support areas such as stockrooms, specialized laboratories, etc. should be limited to approved personnel only.
- All equipment should be regularly inspected for wear or deterioration.

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- Equipment should be maintained according to the manufacturer's requirements and records of certification, maintenance, or repairs should be maintained for the life of the equipment.
- Designated and well-marked waste storage locations are necessary.
- No cell phone or earphone usage in the active portion of the laboratories, or during experimental operations.
- Clothing made of synthetic fibers should not be worn while working with flammable liquids or when a fire hazard is present as these materials tend to melt and stick to exposed skin.
- Laboratory coats should not be stored in offices or break rooms as this spreads contaminates to other areas.
- Computers and instrumentation should be labelled to indicate whether gloves should be worn or not. Inconsistent glove use around keyboards/keypads is a source of potential contamination.
- Avoid wearing jewellery in the lab as this can pose multiple safety hazards.
- Discard hazardous chemicals/ cultures after proper decontamination
- All the bins should be accordingly labelled and strict disposal of waste should be followed
- Biomedical wastes should be properly segregated and discarded

GENERAL LABORATORY CLEANING

- A daily cleaning of floor and furniture by sweeping dusting and use of disinfectants.
- Cleaning of ceiling, window, mesh, walls etc. as required.
- Regular daily washing of used glassware and accessories.
- Weekly/ fortnightly wipe down of all equipment exteriors.
- Deep clean of all equipment at regular intervals.
- Regular sink cleaning to maintain dry surfaces.

PROCUREMENT OF INSTRUMENTS/GLASSWARES/CHEMICALS/PLANT SPECIMENS/BOTTLE SPECIMENS/LAPTOP/DESKTOP

- Beginning of the semester, based on the requirement a list of chemicals and glassware shall be prepared.
- Based on the practical experiments the requirement of instruments shall be listed.
- Plant materials required for regular practical shall be supplied by a Local Supplier on a daily basis.
- Call for quotations (from three different suppliers) with last date shall be made.
- Opening of the Quotations.
- Comparative statement shall be prepared and submitted to Finance Officer. **ATTESTED**
- After verification, approval by Principal and Finance officer, PO shall be sanctioned

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- Least quoted and reliable supplier shall be given the order.
- Once the item is delivered to the lab, entry of the Bills for consumables and non-consumables in separate Day Books shall be maintained.
- The Day book along with the bills shall be sent to the finance section for Payment to the vendor.

REPAIRS/ SERVICE AND EQUIPMENT MAINTENANCE

- Regular wiping of microscopes before and after use with tissue paper or soft cloth.
- Consistent internal wiping of instruments as and when used.
- Minor repairs (screw tightening, soldering, busher adjustments, minor calibration requirements etc.) shall be taken care of by faculty including lab attenders.
- Microscopes shall be cleaned regularly with 70% alcohol or xylol solution and kept in a locked cupboard to prevent settling of dust.
- Laminar air flow unit shall be checked for service of filters at required intervals.
- Refrigerators shall be cleaned at bi-monthly intervals to remove unwanted microbial cultures/ solutions and a thorough clean-up shall be done.
- Distilled water/ maintenance solution shall be replaced in pH meter electrodes at regular intervals.
- Large equipment repair/ service shall be attended to as per requirement outsourcing with technical agencies or suppliers.
- Part replacement shall be facilitated for small scale repairs as per the advice of technicians.
- Outsourcing type of repair work/service shall be followed through calling of quotations, approval of quotations, payment after completion with due permission from Principal and FO.
- Desktop/laptop/printer shall be vacuum cleaned periodically.
- As and when equipments and systems require repairs, the entry of the issue shall be made in Log book. Log book maintenance - the parameters are Date of Issue, Issue/Problem Description, Date/Time of repair, Description of repair or remedy. A list of each component repaired, replaced and or installed including the make, model and serial number shall be entered.
- The maintenance team shall be informed to attend to the problems and update the status (pending or completed, etc.) If any major issues, components may have to be replaced.
- UPS Maintenance shall be undertaken on a periodic basis by adding distilled water, Cleaning UPS room, checking the status of battery. If electrical issues occur, the in-house electrician along with UPS maintenance personnel shall attend to the problem.
- ALP kits and Digital Electronics Kits shall be serviced yearly once just before final examinations.
- Switches and switch boards shall be maintained by in-house electrician.

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- AC maintenance Shall be done annually by the AC vendor based on AMC.
- Servers, PCs, Laptops, Network cable issues shall be resolved by Mindpath Innovation team.
- Civil work, doors, windows, tables, chairs, and cupboards are maintained by In-house Civil Engineer.
- Intercom maintenance and repair shall be done and also Light bulbs shall be replaced when required by inhouse electrician.

HANDLING OF CHEMICALS

- Chemicals shall be neatly arranged in alphabetical order in specified stock cabinets and regular usage cupboards.
- Selective chemicals requiring refrigeration shall be stored at 4^0C.
- Airtight condition of caps shall be strictly monitored for hygroscopic chemicals.
- Harsh chemicals (acids) shall be held separately with safety measures in appropriately capped glass bottles.
- Students shall be regularly taught and monitored to use chemicals carefully and economically and also to replace them in predefined places.
- Clean and dry spatula shall be used to weigh required chemicals.
- Regular check shall be done for requirement of chemicals and accordingly procured through standard procedures and permissions.
- Exhaust fans in the laboratories shall be regularly operated when volatile chemicals and acids are used.

HANDLING OF GLASSWARE

- Glassware shall be neatly arranged in specified stock cabinets and regular usage cupboards with proper labelling on cabinets.
- Most of the glassware of borosil/borosilicate are non-corrosive and heat resistant.
- Students shall be taught and monitored to use glassware carefully and economically and also to replace them in predefined places.
- Small scale washing shall be performed by all users (students & faculty).
- Cleaning of glassware shall be carried out with hot water/detergent solution/ disinfectants/ glassware. cleaning solution in case of hard stain on glassware or miniature openings of certain glassware.
- Mild detergent/Water wash shall be carried out for all glassware before the commencement of each semester and during practical exam preparations.
- Regular check shall be done for requirement of chemicals and procurement shall be ensured through standard procedures and permissions.

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WASTE DISPOSAL

- The waste generated in labs - wet waste (used chemicals, used agar material, used cotton, wet paper), dry waste (paper, plastic cover etc.) used microbial cultures, broken sharps shall be disposed with proper segregation and treatment procedures.
- Used chemical solutions shall be diluted with water and poured into the sink; sink shall be further cleaned with water; sufficient care shall be taken not to pour harsh leftovers into the sink.
- Broken glassware shall be maintained in separate dustbins and collectively disposed from lab at regular intervals.
- Used microbial cultures shall be sterilised with alcohol/ mild acids/ autoclaving; agar material shall be removed from plates and put into wet waste dustbins.
- Cotton plugs shall be reused if found intact and dry; wet/ stained cotton plugs shall be discarded as wet waste.
- Waste disposal mechanisms shall be meticulously followed by students, faculty and attenders.

E WASTE DISPOSAL

- Outdated tech gadgets shall be donated.
- E-waste shall be given to certified e-waste recycler.
- Systems and laptops shall be replaced on buyback scheme to upgrade to latest technology.

MAINTENANCE OF DAY BOOK, STOCK BOOK, LOGBOOKS, SOPs

- Day books and stock books shall be systematically updated as and when recurring and non-recurring items are procured for the lab.
- Permission letters, Quotation, purchase orders and bill copies shall be maintained in appropriate files.
- Logbook shall be maintained for record of usage of basic-high end instruments by inter-department students & faculty.
- SOP's for use of instruments shall be maintained and made aware for users.
- Awareness posters/ guidelines/ write-ups/ advertisements shall be posted across the lab to follow safety precautions in laboratory.
- Regular stock verification shall be done by dept. faculty and cross verified with inter departmental involvement.

SAFETY AND SECURITY MEASURES

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- It shall be ensured that fire extinguisher is in active condition and faculty / attenders are trained in using it.
- First aid kit shall be available in the lab and shall be carefully handled by faculty/ students/ attenders as required.
- Electrical connections shall be often checked and repaired if needed by electricians.
- Water connections shall be monitored for regular maintenance and repair.
- Gas line connectivity shall be regularly used; all users (faculty, students and attenders) shall be made aware of precautions to be followed; Burners shall be switched off at dual point regulation system; gas regulators shall be switched off every day and operated only when required.
- Utmost care shall be taken to economically use and save power and water at all times by all users.
- Paper shall not be wasted as far as possible; leftover assignments/ waste paper shall be used for wrapping of glassware; one sided paper shall be used for emergency notepad.
- IT security with firewall, antivirus software, login credentials shall be handled by Mind path Innovation.
- Lab security shall be taken care of by support staff, under lock and key.
- As a safety measure, fire extinguisher shall be installed in the department.
- Fire extinguisher and usage guidelines:
  a) Common Types
     i. Class A – these fires are fuelled by solid combustibles like wood, paper and cloth.
     ii. Class B – these fires ae fuelled by flammable liquids such as oil, petroleum, and gasoline.
     iii. Class C- these fires are started or fuelled by faulty wiring, fust boxes and appliances.
     iv. Class K – These fires are started or fuelled by cooking oils and greases, animal fats and vegetable fats.
  b) Using the correct type of extinguisher for the fire, use the four step PASS techniques. Pull: Pull the pin, this will break the tamper seal.
  c) Aim – Aim low, pointing the nozzle or hose at the base of the fire. Do not touch the horn on a CO2 extinguisher, it gets very cold and can damage the skin.
  d) Squeeze: Squeeze the handle to release the extinguishing agent.
  e) Sweep – Sweep from side to side at the base of the fire, the fuel source, until the fire is out.
  f) Do not use the wrong type of fire extinguisher.
  g) Do not neglect fire extinguisher maintenance (Date of manufacture/expiry).

STAFF TRAINING

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- For the new equipment procured, training shall be given to the staff.

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- Faculty shall be be trained to work with new software as per the revised curriculum needs as and when required.
- Training on various open-source tools shall be given to handle online teaching methodology.
- Faculty shall be trained in the use of smart board.

ANNUAL INSPECTION
- For the annual stock verification, two faculty from other departments shall be invited with the permission of Principal.
- Documents shall be maintained.
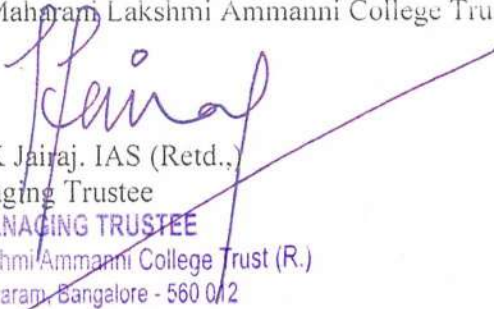- Report shall be submitted by the visiting team.

LABORATORY SECURITY
- The Head of the Department, Faculty and the support staff shall take responsibility for the entire lab.
- Support staff shall be vigilant during the practical classes.

REDUNDANT ITEMS
- Equipment shall periodically be checked for assessment of working condition, redundant equipment shall be listed and disposed through proper channels with due permission.
- Redundant paper/ other waste shall be disposed from lab once/ twice in a month with proper care by attenders.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

INFRASTRUCTURE UTILIZATION AND MAINTENANCE POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/16
Title	INFRASTRUCTURE UTILIZATION AND MAINTENANCE POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women, Autonomous, offers multidisciplinary programs catering to the varied academic interests of a large number of girl students. The college provides an environment that is conducive to learning and is aimed at meeting the changing requirements of a diverse group of students in higher education.

The college infrastructure plays an important role in enhancing learner experiences and contributes to a vibrant campus experience. This policy provides guidelines for periodic upgradation and maintenance to ensure that the infrastructure is optimally and effectively utilized towards enabling quality education.

OBJECTIVES:
- To provide an ambience for holistic learner experiences
- To meet the infrastructure requirements stipulated by statutory bodies
- To provide a framework for upkeep, upgradation and maintenance of infrastructure

COMPONENTS OF INFRASTRUCTURE

Building and Physical centres including Furniture and Fixtures	Laboratories, Research centres and academic centres	IT Infrastructure
Library	Museum	Sports infrastructure

INFRASTRUCTURE MAINTENANCE COMMITTEE:
- Finance Officer – Coordinator
- Maintenance Engineer
- System Administrator
- Faculty in-charge
- Office assistants – 2

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GUIDELINES FOR UTILIZATION AND MAINTENANCE OF INFRASTRUCTURE

I. **Utilization and Maintenance of Buildings and Physical centers including furniture & fixtures**

Components of Physical centers

Classrooms	Auditorium	Administrative Office	Reception	First-aid room	Wash-rooms
Staff rooms	Seminar Hall	Examination centre	Students Lounge	Canteen	

The Overall maintenance of the college infrastructure including the buildings and the garden, shall be carried out as follows:

- The Infrastructure Maintenance Committee shall be entrusted with the responsibility of taking adequate measures for the maintenance of the physical centers.

- The committee shall facilitate the following activities:

  ❖ Periodic whitewashing of the exterior (every two years) and interior of the building (once a year)
  ❖ Regular plumbing works, rectifying leakages in pipe lines
  ❖ Provision of uninterrupted clean water facility
  ❖ Maintenance of generator and other electrical items
  ❖ Provision of clean and hygienic environment on the whole campus
  ❖ Maintenance of signages, parking area and all other open spaces

  ❖ Provision and maintenance of appropriate infrastructure facilities (such as ramps, toilets, furniture etc.) for persons with disabilities.

  ❖ Installation of fire extinguishers at appropriate places and their maintenance

- To ensure health and hygiene in the campus, the college shall have an Annual Maintenance Contract for pest control, water tank cleaning, drinking water purifier and sewage pipes cleaning

- Procurement of any civil engineering/electrical/plumbing material for an amount exceeding Rs. 1 lakh shall be allowed only after calling for e tenders / quotations (minimum 3), preparation of comparative statement, selection of an appropriate vendor, approval by Principal and mLAC Trust. Procurement of the same for an amount less than Rs.1 lakh shall be approved by the Principal and Finance Officer.

- The Heads of Departments shall be responsible for proper utilization and maintenance of the classrooms/smart classrooms, staff rooms, equipment, furniture, department labs, and department libraries. They shall ensure that the classrooms have adequate furniture, functional fixtures (such as black board / white board, LCD projector & screen etc.), sufficient lighting, suitable electrical

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points, and uninterrupted electrical and internet facility.

- The Administrative Officer / Office Superintendent shall be responsible for the utilization and maintenance of the administrative block, reception, reprography room, accounts & fee room. She / he shall ensure that the facilities have adequate furniture, functional fixtures (such as white board, LCD projector & screen etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.

- The Controller of Examination shall be responsible for the utilization and maintenance of the examination center. She / he shall ensure that the facility has adequate furniture, functional fixtures (such as white board, computers, printers, scanners, LCD projector & screen, safe vaults, storage lockers etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.

- The IQAC shall be responsible for the cleanliness, hygiene and safety of the first aid facility, canteen and wash rooms.

- For maintenance/ repair / replacement of any of the above furniture and fixtures, the matter shall be communicated in writing / through mail to the Infrastructure Maintenance Committee.

- All furniture, black /white boards, smart class rooms, LCD/Overhead Projectors and Podium in the classrooms and labs must be utilized for academic and research pursuits only.

- Auditorium, Seminar Hall, AV Room along with their furniture, fixtures and equipment shall be utilized with prior permission of the Principal. The Infrastructure Maintenance Committee shall be responsible for the maintenance of these facilities.

- Stock Register/Log Book must be maintained by each of the departments, administrative office and examination center. Annual Stock Verification shall be undertaken with the help of a committee constituted for this purpose.

II. **Utilization and Maintenance of Laboratories, Research centers and Academic centers**

Science Labs	Humanities & Other Labs and Academic centers
Physics	Psychology
Chemistry	Journalism
Mathematics	English Language
Botany	Business Lab
Zoology	ED Centre
Biochemistry	UGC Resource Centre
Biotechnology	Kannada Research Center
Microbiology	Life Science Research Center
Bioinfomatics	
Computer Science	

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- The Laboratories, research centers and academic centers shall be used exclusively for academic and research purposes

- The HoDs / research center coordinators shall be responsible for proper utilization and maintenance of the facilities which shall include equipment, furniture and books/journals. They must ensure that the facilities have adequate furniture, functional fixtures (such as black board / white board, LCD projector & screen etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.

- For maintenance/ repair / replacement of any of the above furniture and fixtures, the matter shall be communicated in writing / through mail to the Infrastructure Maintenance Committee. *For repairs / maintenance of equipment please refer to the Laboratory Maintenance Policy*

III. Utilization and Maintenance of IT infrastructure

- The systems administrator shall be responsible for the appropriate utilization and maintenance of the IT facilities which includes:

  ❖ Desktops, laptops and tabs

  ❖ Software and hardware components

  ❖ LCD projectors, screens and related accessories

  ❖ Internet facility with related accessories

  ❖ Servers, Printers, Scanners

  ❖ CCTV, Biometric equipment etc.

- A well designed time-table shall ensure optimum utilization of IT infrastructure

- Stock Register shall be maintained, updated and verified annually by the Systems Administrator.

- Internet and Wi-Fi facility for the entire campus shall be monitored on a regular basis by the Systems Administrator

IV. LIBRARY

The Chief / Assistant Librarian shall be the custodian of the College Library and shall ensure appropriate utilization and maintenance of the information resources available therein.

- The Library shall function from 8am to 6pm on all working days and the record of daily users shall be maintained in a log book.

- The Chief Librarian shall be responsible for proper utilization and maintenance of the learning resources which shall include books/journals, computers, scanner, photocopier and wi-fi facility. She / he shall ensure that the Library has adequate furniture, functional fixtures (such as white board, LCD projector & screen etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.

- In order to ensure an academic ambience, cleanliness and hygiene in the library shall be given utmost priority.

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- To facilitate users' access to library resources, the books shall be organized subject-wise and shelved with clear labelling and numbering systems. Online and offline catalogues shall be updated with every new procurement. Stock Register shall be maintained and verified annually by the committee appointed by the principal.

- Books other than reference books shall be issued to the users for a period of 10 days. Reference books shall be issued for 2 days

- Access, issue and return of the books shall be under the careful vigilance of the Assistant Librarian. Library shall maintain Accession Register, Circulation Register, Fine Register, Gate Entry Register. Data relating to missing Books, No Dues, E- Journal usage shall be maintained.

- Any person caught marking, defacing or mutilating books or any other library material shall be responsible for replacing the same.

- Photo copiers, computers and scanners shall be serviced periodically through AMC and/or call basis.

- For maintenance/ repair / replacement of any of the furniture and fixtures in the library, the matter shall be communicated in writing / through mail to the Infrastructure Maintenance Committee.

- Stock verification:

❖ For books / journals / information resources funded by UGC or any other Government body, the General Financial Rule 194 shall apply.

❖ For books / journals / information resources funded by the college, the stock verification guidelines shall be as follows:

  ✓ More than 1,00,000 volumes – random sample physical verification (to the extent of 10%) shall be undertaken every year. If such sample verification reveals losses up to 10% of the sample chosen, 100% physical verification shall be undertaken.

  ✓ 50,000 volumes to 1,00,000 volumes – 100% physical verification every two years. Less than 50,000 volumes – 100% physical verification every year

    - Loss of five volumes per one thousand volumes of books issued in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

V. mLAC Museum

The college museum which is a repository of the historical events of Maharani Lakshmi Ammanni College for Women is a unique initiative intended to provide insights into the journey of the college since inception. The IQAC shall be responsible for the utilization and maintenance of the museum.

The following guidelines shall be followed for the appropriate utilization and maintenance of the museum

  - The museum shall be open to visitors from Monday to Friday, 11 am t

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- A visit to the museum shall be organized for every new batch of students and newly recruited employees of the college.

- To ensure safety and security, not more than 8 visitors shall be allowed at a time inside the museum. The faculty / student guiding the visitors shall ensure that the walls and display items are not touched / mishandled.

- In order to maintain the sanctity of the museum, clean and dust free environment shall be enabled.

- Updating of information in the museum shall be undertaken once every six months. The process shall be carried out without disturbing the unique visual appeal and aesthetics.
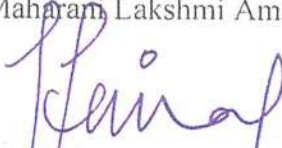
VI.   Maintenance of Sports Infrastructure

The Physical Education Coordinator is the complete in-charge of the proper utilization and maintenance of the Sports infrastructure which consists of playground, indoor sports room, gymnasium and sports equipment.

The following guidelines shall govern the utilization and maintenance of the sports infrastructure

- Regular practice sessions for Athletic events such as, Kabaddi, Kho-Kho, Volleybl Badminton shall be conducted in the playground.

- Regular practices for Shuttle Cork, Chess etc. shall be provided to the sdts in the Indoor playground / sports rom.

- Gym equipment shall be covered by an AMC to always ensure good working condition.

- All sports equipment shall be maintained in good condition by the head of thedepartment of physical education for regular use by the students.

- Stock Register shall be updated with every new procurement or disposal of sports material / equipment

- Annual Stock Verification shall be undertaken with the help of the sports committee.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

E-GOVERNANCE POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/17
Title	E-GOVERNANCE POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women (mLAC), an autonomous college managed by a registered public trust, offers multidisciplinary programs catering to the varied academic interests of girl students. The college provides an environment that is conducive to learning with the main objective of meeting the changing requirements of a diverse group of students and other stakeholders. Governance at mLAC is enabled by an IT driven information management system paving the way for speedy and seamless delivery of services towards enhancing the quality of education.

The Board of Trustees have laid down clear guidelines for the governance of the college to ensure development by leveraging new and cutting edge technologies. The broad areas of e-governance include Admissions, Administration, Website and social media, Examination, Communication, Finance & Accounts and Library

This policy is aimed at planning and facilitating IT infrastructure for the deployment of cutting-edge applications and solutions for seamless administration of the college.

OBJECTIVES

- To ensure easy access to information for decision making
- To enable online communication with all stakeholders
- To promote transparency and accountability across all domains
- To achieve efficiency in all areas of functioning
- To create an ecosystem for paperless administration
- To provide scope for greater visibility

AREAS OF IMPLEMENTATION

1. Student Admission
2. Administration
3. Website & social media
4. Internal & External Examinations
5. Internal and External Communication
6. Finance & Accounts
7. Library

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Student Admission:

- An open and transparent admission process shall be followed governed by the statutes laid down by the affiliating university and regulatory bodies.
- The college brochure shall be displayed on the website with information about the programs offered and eligibility criteria
- Student admission shall be enabled online through the admission portal.
- Availability of application forms and payment of fees shall be managed through the online portal.

Administration:

- The college shall create IT infrastructure towards achieving the objective of paperless office.
- The administrative office shall maintain all database through implementation of cutting edge IT solutions
- The administrative office shall provide online services to stakeholders through adoption of appropriate IT applications
- All administrative processes shall be IT driven to ensure speedy decision making

Website and Social Media:

- The college website shall be hosted and deployed by a third party on a secure platform
- The website shall provide information about all the activities and engagements of the college
- A Website Committee shall be constituted for administration of the college website
- The Website Committee shall undertake the task of continuously updating and maintaining the website
- All the important notifications shall be posted on the website immediately after their release
- The Website Committee shall ensure that relevant information is posted on social media

Internal and External Examination:

- The examination process shall be carried out using appropriate software.
- Utmost diligence and caution shall be exercised to maintain secrecy and confidentiality in the conduct of internal and end semester exams
- Students shall have online access to all examination related information
- Regular updates of students' performance shall bemaintained and communicated to the parents periodically
- Controller of Examination shall supervise the entire process of examination under the leadership of the Principal.

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Internal and External Communication:

- Internal communication shall be undertaken electronically through email and other suitable IT applications
- External communication with stakeholders shall be conducted using the digital medium and appropriate social media
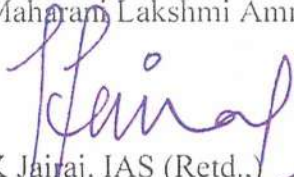
Finance and Accounts:

- The college shall ensure ease of maintaining accounts & finance by implementing relevant Accounting & Finance Software package
- Latest versions of the software shall be purchased to ensure accuracy in maintenance of financial records.
- Profit and loss account, Balance Sheet and analysis reports shall be generated through this software.
- Appropriate security measures shall be taken for maintaining confidentiality of the financial data.
- Training to the existing staff and updating of the existing software shall be undertaken regularly.
- All receipts and payments shall be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

- The College shall subscribe to e-learning resources for the benefit of teachers and students.
- The College shall subscribe to new e-journals and books regularly.
- Inputs shall be taken from teachers and students while subscribing to e-resources
- Access to e-journals and e-resources shall be provided to staff and students
- The college shall install fully automated ILMS software with use of Online Public Access Catalogue module to allow library database search.
- The Circulation module of the software shall cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module shall cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library shall provide access to a fully automated software for plagiarism check.

For Maharani Lakshmi Ammanni College Trust (Regd.)

POLICY FOR FINANCIAL ASSISTANCE TO TEACHING STAFF

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/18
Title	POLICY FOR FINANCIAL ASSISTANCE TO TEACHING STAFF
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION:

Maharani Lakshmi Ammanni College for Women (mLAC), established in the year 1972 attained autonomous status in the year 2016. It has always been focusing on providing quality education to women. The college has been proactive in adapting to the changing expectations of higher education and offering a number of courses at the UG and PG levels which include the conventional programs and those in emerging areas as well. The vision of mLAC has encouraged the college leadership to provide an environment for the teaching faculty to equip themselves in meeting the changing requirements of higher education. The college focuses on providing a robust environment for professional development of teaching staff to enable them in their career growth and for meeting the changing expectations of higher education. To foster the culture of excellence and encourage teaching staff to upskill themselves and enhance their intellectual acumen, mLAC has formulated the Policy for financial assistance to teaching staff.

OBJECTIVES:

- To encourage capacity building of teaching staff
- To support teaching staff towards academic enrichment
- To enable career progression of teaching staff
- To facilitate participation of teaching staff in seminars, conferences, workshops and symposia in India and abroad (International, National, Regional, State and Local)
- To encourage teaching staff to apply for membership to professional bodies

ELIGIBILITY:

- Permanent full-time and part-time teaching staff of the college

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AREAS FOR PROVIDING FINANCIAL ASSISTANCE:

- Teaching-learning, curriculum design and development
- Research and consultancy
- Entrepreneurship and innovation
- Co-curricular and extra-curricular activities
- Other professional development activities

PROCEDURE:

- The teaching staff shall apply in writing to the Principal with all details of the Program and the amount shall be reimbursed after the scrutiny.
- The Principal, Academic Coordinator and Administrative Officer shall jointly scrutinize the application.
- The application shall be approved by the Principal subject to fulfillment of eligibility criteria and all other conditions
- Eligible teaching staff shall be reimbursed registration fee on production of receipt and allowed on-duty leave for attending academic programs
- For attending in house academic enrichment programs, teaching staff shall apply for exemption from payment of registration fee
- The college shall follow the UGC guidelines for travel grant scheme for teaching Faculty
- The college shall reimburse the membership fee paid by teaching staff for membership to professional bodies and academic societies.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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WASTE MANAGEMENT POLICY

Document	Policy and Procedures Compendium
Department	**Administrative Office**
Document Code	**AO/P&P/19**
Title	**WASTE MANAGEMENT POLICY**
Approved by	**Maharani Lakshmi Ammanni College Trust (Regd.)**

INTRODUCTION

Maharani Lakshmi Ammanni College for Women is committed to transform lives and serve the society through pursuit of excellence in teaching, innovation, lifelong learning, cultural enrichment, and outreach services. With the objective of promoting higher education and research in the fields of environmental, physical and life sciences, arts, commerce and management, the college encourages staff and students to make optimum utilization of its resources in pursuit of knowledge.

In the course of knowledge creation, dissemination and preservation, higher education institutions have an important role to play in enabling and ensuring proper segregation and recycling of wastes generated. The college is committed to substantially reducing waste generation through prevention, reduction, recycling and reuse towards aligning with the UN Sustainable Development Goal 12. Therefore, sustainable waste management practices shall be adopted for reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors.

The college requires all the teaching and non-teaching staff, students and visitors to meet the legal requirements with respect to responsible waste management, reduce the volume of waste sent to landfills and maximize reuse and recycling to the extent possible.

OBJECTIVES

- ✓ To minimize waste generation at source and facilitate repair, reuse and recycling of wastes in a cost-effective manner.
- ✓ To promote environmental awareness in order to increase and encourage waste minimization, reuse and recycling.
- ✓ To ensure the safe handling and storage of wastes on campus.
- ✓ To provide appropriate training for staff, students on waste management issues.
- ✓ To promote holistic approach to waste management in the campus.
- ✓ To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.
- ✓ To invest into the expansion of recycling opportunities in the campus and transform waste into value added products.

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ORGANIZATION AND MANAGEMENT

The responsibilities for implementation of this Waste Management Policy shall be vested on an Advisory Board constituted as follows:

- **Advisory Board**
  a. Principal- Chairperson
  b. Administrative Officer
  c. Finance Officer
  d. Academic Coordinator
  e. Science, Commerce and Arts Coordinators
  f. Student Representative

- **Functions of Advisory Board**

  i) Coordinating the provision of a central waste and recycling contract service for use by all facilities on the campus.

  ii) Ensuring that contractors are advised that they must comply with the institution's Waste Management Policy

  iii) Constituting a Waste Management Committee to oversee the day-to-day waste management activities

- **Responsibilities of Waste Management Committee**
  - Provision of advice and guidance to stakeholders on waste management.
  - Monitoring of management systems for all wastes, to ensure safety and legal compliances
  - Monitoring of waste contractors engaged by the college.
  - Provision of appropriate training to all personnel responsible for waste management.
  - Collection and supply of all relevant information to appropriate enforcement agencies, whenever required
  - Investigation of any incident or spillage relating to all types of hazardous and general waste management
  - Supervision of support staff who shall be responsible for
    - ✓ Overseeing the day-to-day delivery of general waste and their recycling services
    - ✓ Operational monitoring of waste management systems across the campus
    - ✓ Compiling waste transfer data and statistics for centrally managed waste and recycling collection centre.
  - Monitoring of housekeeping staff who shall be responsible for
    - ✓ Disposing of waste responsibly through the appropriate waste disposal system (segregation of waste), in accordance with policy and procedures.
    - ✓ Reporting any problems with waste collection to the support staff.

  - Creating awareness among students who shall be responsible for
    - ✓ Disposing of waste responsibly, through the appropriate waste disposal system, in accordance with policy and procedures
    - ✓ Reporting any problems related to department/laboratory waste or waste generation procedure to the 'Head of Department'.

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ACTION PLAN

Solid Waste:

- Any solid waste generated in the campus shall be managed and handled in accordance with the compliance criteria and the procedure laid down in Municipal Solid Wastes (Management and Handling) Rules, 1999, published under the notification of the Government of India in the Ministry of Environment and Forests number S.O. 783(E), dated, the 27th September, 1999 in the Gazette of India, Part II, Section 3, Sub-section (ii).
- Waste bins shall be placed in the campus at various places like classrooms, faculty room, administration office, computer lab, library, corridor, washroom, etc.
- Solid waste shall be segregated as paper rubbish, plastic waste, glass and ceramics, metals and tins
- Each of them shall be disposed of appropriately and sent to the relevant agencies for reuse/recycling.
- The college shall explore options/ opportunities for reusing, recovery and recycling of non-hazardous waste in an environmentally sustainable manner. Paper waste and old books shall be given for recycling once a year.

Liquid Waste:

- Liquid waste generated in the college consists of all grease, oil, sludge, wash water, waste detergents and dirty water that have been thrown away.
- Drinking from RO and distillation units (Laboratory) should be recycled/water the plants.

Organic Waste:

- Organic waste consists of food waste generated in the canteen. When decomposing, organic waste produces methane, so, it shall not be thrown away with regular waste.
- This type of waste shall be disposed of properly in separate bins earmarked for the purpose.
- Common treatment plant for organic waste shall be established and the degradable waste shall be treated accordingly.

e-Waste:

The college uses various types of electronic gadgets like – computers, printers, LCD projectors etc. These products become outdated after few years due to advancement in technology.

- Inventories of 'end of life' e-waste shall be made and disposed of to an authorized recycler for refurbishing, reusing or recycling.
- Guidelines issued by government and regulatory bodies with respect to disposal of e-Waste shall be adhered to.

Hazardous Waste:

- As per the Hazardous Waste Regulations, the college can store hazardous waste for a period not exceeding 90 days and shall maintain a record of sale, transfer, storage, recycling and reprocessing of such wastes unless the concerned State Pollution Control Board has extended the stipulated period. It will be mandatory on the part of the Head of the department/Principal
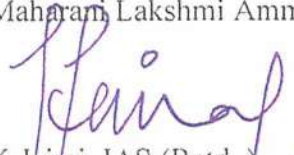
Investigator (Project)/ in-charge (Animal House) to report changes/additions in hazardous waste generation and steps taken to reduce generation of waste per unit of production

- Waste that causes substantial or potential threats to public health or the environment e.g. Acids, Pesticides, Fluorescent Tubes, Alkaline Solutions, Photographic Chemicals, Batteries, Waste Oils, Paint, Solvents, Computer Monitors, radioactive substances are included in the list of hazardous waste. The waste shall either be recycled /reused or disposed of in captive or common treatment, storage and disposal facilities available in the campus or incinerated

- For waste which cannot be recycled/ reused/ refurbished, safe and environmentally sound disposal shall be adopted depending upon waste category. Design and operation norms of disposal facilities shall be strictly adhered to as per the guidelines framed by Central Pollution Control Board.

Note:

a) **Activities concerning establishment and utilisation of nuclear facilities and use of radioactive sources are to be carried out in India in accordance with the relevant provisions of the Atomic Energy Act, 1962.**

b) **Animal house/bio-medical waste management and disposal will be governed by Bio-Medical Waste (Management and Handling) Rules, 1998, MoEF, Gov. of India.**

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

ATTESTED

Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

POLICY FOR PERSONS WITH DISABILITIES (DIVYANGJAN)

Document	Policy and Procedures Compendium
Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/20
Title	POLICY FOR PERSONS WITH DISABILITIES (DIVYANGJAN)
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Maharani Lakshmi Ammanni College for Women Autonomous is committed to transform lives and serve the society by providing quality education to all girls who enter the college portals. mLAC caters to girl students from different strata of society, with a sizeable proportion coming from the less privileged sections.

All the processes of the college are guided by the core values – Excellence, Integrity, Team work, Responsiveness and Inclusivity, to ensure that requirements of all stakeholders are met. The policy for persons with disabilities (divyangjan) lays down the guidelines to encourage girl students with disabilities in their academic pursuits, thereby supporting the cause of women empowerment.

According to The Rights of Persons with Disabilities Act, 2016, 'Person with disability' means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his / her full and effective participation in society equally with others.

SCOPE:

This policy includes support provided to all persons with disabilities in the college towards eliminating social exclusion and promoting an inclusive environment for all. It shall focus on protecting the rights and dignity of persons with disabilities.

OBJECTIVES:
   a) To facilitate inclusion of persons with disabilities in mainstream education
   b) To provide a platform for women students with disabilities to become self-reliant
   c) To facilitate women students with disabilities to compete as equals
   d) To empower differently abled women students with disabilities with skills to excel in the personal and professional domains
   e) To enable an inclusive environment for all stakeholders who are persons with disabilities
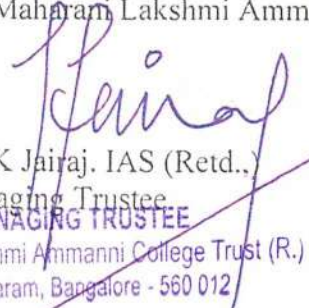
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Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

PROVISIONS:

- Ensure guidance and counselling services to women students with disabilities.
- Facilitate admissions for as many differently abled women students as possible in various courses.
- Offer fee concessions to women students with disabilities.
- Assess the aptitude of women students with disabilities and provide guidance for pursuing higher education.
- Support women students with disabilities to gain employment in public as well as private sector.
- Assess the educational needs of women students with disabilities to determine the types of assistive devices to be procured.
- Conduct training program for teaching faculty on approaches to teaching, evaluation procedures etc. for women students with disabilities.
- Establish linkages with institutions for persons with disabilities.
- Ensure that the physical infrastructure of the college is disabled friendly for all differently abled persons.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee.
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

Maharani Lakshmi Ammanni
College for Women **Autonomous**

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LEAVE POLICY

Document	**Policy and Procedures Compendium**
Department	**Administrative Office**
Document Code	AO/P&P/21
Title	**LEAVE POLICY**
Approved by	**Maharani Lakshmi Ammanni College Trust (Regd.)**

Maharani Lakshmi Ammanni College for Women, Autonomous has clearly laid out a set of guidelines related to the types of leave available to employees in the Employee Handbook issued to employees at the time of appointment.

Objectives:

1. To inform employees about the nature of leave available to them
2. To acquaint employees with procedures related to availing leave
3. To understand the rules governing the various types of leave
4. To enable administrators follow uniformity in granting leave
5. To facilitate smooth functioning of the college

Following is the leave policy extracted from the Employee Handbook.

The discretion of granting leave is reserved to the authority, empowered to sanction leave. The concerned authority reserves the right to refuse or revoke leave at any time according to the exigencies of the organization work. Leave shall be availed with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a matter of right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college. The following types of leave are available for staff:

Casual Leave

- Casual leave is granted at 12 days per year for all employees. However, for temporary and probationary staff of teaching and administrative/ non-teaching category, the eligible casual leave is only at 1 day for every completed month of service.
- Casual leave is granted on the basis of calendar year, that is, from 1st January to 31st
- December
- Every employee, except temporary and probationary, can avail 3 days of casual leave consecutively with prior permission. Casual leave will not be combined with any other leave except compensatory off.
- Casual leave may be availed at a minimum of 1 day; while availing casual leave the absence from duty should not exceed 6days.

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for Women, Autonomous
Science Post, Bangalore - 560 012.

Malleshwaram, Science Post, Bangalore - 560 012.
Tel. : 080-2334 9311   email : mlacw@mlacw.org,   www.mlacw.edu.in

- Casual leave can be availed prefixing, sandwiching or suffixing Sundays and other sanctioned / declared holidays.
- Casual leave is to be ordinarily applied at least 2 days in advance bearing in mind that classes and other duties, if any, are adjusted with other staff.
- However, if casual leave is taken on any emergency, the same has to be informed to the Principal and HOD at the earliest possible time and the casual leave application has to be submitted on the day of resuming duties after the leave.
- As far as possible, all requests for casual leave should be made at least one day in advance forwarded by the HoD with prior sanction of the Principal.
- All requests for casual leave should be made in writing in prescribed form to the competent authority through concerned Supervisor/ HoD/ Principal

Special Leave

Special leave is granted at 10 days per year to teaching faculty and 15 days per year to administrative/ non-teaching staff. Such leave is admissible only to the permanent employees of mLAC.

Compensatory Leave

- All employees are eligible to Compensatory Leave for work performed on official holidays or beyond working hours (over time) to complete the assigned work.
- Prior approval shall be obtained in writing from the Principal/Administrative Officer or his/her nominee for work on holidays and/ or over time and the same is to be noted in the prescribed register.
- Compensatory leave may be availed within a month and cannot be accumulated.
- One day compensatory leave cannot be split into half days.
- Compensatory leave cannot be claimed for work on holidays or outside office hours to complete work left undone due to the negligence of staff and as such notified by the supervising officers to complete working prescribed time.

Maternity Leave

- Maternity leave on full pay would be admissible to permanent women employees for a period not exceeding 90 (ninety) days (45 days before child birth and 45 days after child birth, in case the leave taken before the child birth is less than 45 days the remaining days will be carried forward after child birth) from the date of commencement, on production of the requisite medical certificate.
- Such leave would not be admissible on more than two occasions in the entire period of service, provided the number of surviving children does not exceed two.
- During the period of such leave, the leave salary will be equal to the salary drawn immediately prior to proceeding on maternity leave.
- In case of miscarriage/other related medical conditions, all employees eligible for Maternity leave shall be entitled to leave for a period of 45 calendar days immediately

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- following the day of her miscarriage. The request for such leave must be supported by Medical Certificate from a registered gynaecologist.
- Application for Maternity leave should be supported by a certificate from the registered attending gynaecologist stating the date of confinement/the birth certificate of the child.

Paternity Leave:

- All permanent male employees are entitled to Paternity leave for a period of 30 days from the date of birth of the child.
- Paternity leave on full pay would be admissible to permanent male employees for a period not exceeding 30 (thirty) days from the date of birth of the child, on production of the requisite birth certificate.
- Such leave would not be admissible on more than two occasions in the entire service, provided the number of surviving children does not exceed two.
- During the period of such leave, the leave salary will be equal to the salary drawn immediately prior to proceeding on paternity leave.

Leave on Loss of Pay (LLP)

If an employee has no leave available to his / her credit, he/ she may request for leave on loss of pay under exceptional circumstances. It must be clearly understood that during leave without pay, each calendar day shall be recorded as a day without pay. Leave without pay is applicable to all employees and it is only a privilege and not a right.

Absence from duty due to bandh, hartal, etc.

mLAC does not subscribe to bandh/hartal as legitimate means of protest and therefore no special leave will be sanctioned to the staff on days of bandh/hartal. If the staff is prevented from attending duty due to obstruction or non-availability of transport facility the same must be explained in writing to the Principal. The Principal may at her/his discretion grant special leave under such circumstances.

Furnishing address of residence while on leave

A staff member, who has been sanctioned leave and leaves her/his place of duty, shall furnish to the office of mLAC the address at which she/he can be contacted while out of station.

General Conditions:

- Leave is earned by duty or services and it cannot be claimed as a matter of right.
- The leave year is calendar year that is from January to December.
- In case of the exigencies of work or any other academic work, it will be open to the competent authority to refuse, postpone, revoke, modify or reduce the duration of sanctioned leave of any description.
- During the period of leave, staff members shall not take up or accept any employment or work outside the institution either with remuneration or without remuneration.

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- Note- When an employee on leave with salary takes up an employment, all salary for that period will automatically cease and disciplinary action shall be taken. However, this does not apply to service as examiner or similar appointment, which is officially permitted.
- Sundays and/or holidays as may be declared by the institution, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- Before proceeding on any kind of leave, staff members shall furnish to the competent authority (HoD/Principal) her/his address while she/he is on leave and shall keep the said authority informed of the changes in address, if any.
- Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff member has got the extension of leave sanctioned (by competent authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the staff member from obtaining prior sanction for overstay. Overstay of leave beyond 10 days, without proper sanction shall call for disciplinary action.
- An employee on leave shall be permitted to resume duty before expiry of leave only with the permission of the sanctioning authority.
- National, regional and declared holidays will be decided in December each year for every calendar year (January to December).
- On resignation from the service of the institution, if the employee has taken any leave in excess of the admissible leave for that period, the same shall be considered as leave without pay
- Any staff under suspension, shall not be eligible for any leave during such period.

Sabbatical Leave:

(i)   The permanent, whole-time teachers of the colleges who have completed seven years of service as an Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit `solely for the object of increasing their proficiency and usefulness to the college and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

(ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.

(iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled)/ Half pay/ LOP at the pay applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

(iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may

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(v) however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Governing Body may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the college on the expiry of his/her leave.
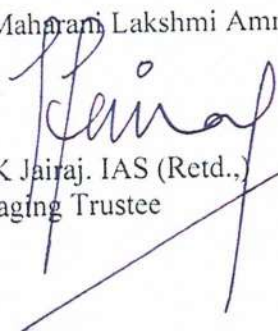
Procedure of application for leave:

Below is the SOP for leave application process.

- Application to be made in hard copy and given to the HoD/Administrative Officer/ Office superintendent
- Superior to recommend with reasons and forward to the Principal.
- Medical leave, if in an emergency may be availed without prior intimation, but needs to be backed up by a medical certificate.
- Sabbatical Leave, may be availed only on approval by the competent authorities subject to submission of relevant documents

Note: Employees may proceed on leave only after sanction by competent authority. Non adherence to this will tantamount to misconduct and shall be seriously viewed. Therefore, all unapproved leave will be treated as leave without pay and salary deduction shall take place accordingly.

Before leave is granted to an employee, the authority sanctioning the leave should ensure availability of such leave to her/his credit and to satisfy herself/himself that the leave applied for is admissible and could be granted without materially affecting the work of the institution.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee

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Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

GREEN ENVIRONMENT POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/22
Title	GREEN ENVIRONMENT POLICY
Approved by	mLAC Trust

Introduction

Maharani Lakshmi Ammanni College for Women has always focused on providing quality education to all girls who enter the portals of the college and emphasizes upon enabling sustainable human development. A wide range of curricular, co-curricular and extra-curricular activities are offered to ensure holistic development of learners, thereby, equipping them with knowledge, attitudes, and skills to meet the local, regional, national and global environmental needs.

Purpose

The Green Environment Policy provides a framework for ensuring that initiatives / activities of the college are aligned to promoting a green environment

Green Policy is committed to minimize the impact on environment and reducing pollution and Waste by using green technology and creates awareness among the staff and student communities.

Purpose

The document describes Green Environment policies and measures for conducting their process and activities in sustainable method.

Objectives

- To create awareness among staff and students on green initiatives
- To ensure effective waste Management
- To promote conservation of water and energy
- To facilitate creation and maintenance of green campus
- To ensure conduct of green audit annually
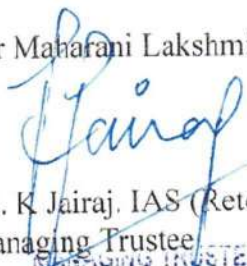
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Responsibilities

- Turn off lights and fans when not in use.
- Use of natural light where applicable.
- Use LED bulbs to reduce power consumption.
- Production of green power in campus.
- Promote paper-less office
- Installation of Rainwater Harvesting.
- Turn off the taps immediate after use / install automatic sensor faucets
- Use of recycled water for gardening.
- Report and repair leaky water taps and flush tanks.
- Use durable and reusable plates and utensils.
- Vermicomposting
- Responsible disposal of E-Waste
- Segregation of wet and dry waste
- Paper recycling
- Maintain trees and plants inside the campus.
- Develop Green Consciousness among staff and students
- Maintain roof garden.
- Installation of Solar Panels to reduce energy usage
- Promote use of bicycles and battery-operated vehicles

A green audit committee constituted by the IQAC of the college shall initiate annual green audit – internal and external - to enable implementation of the green policy and ensure follow-up on the observations of the audit team.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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SLOW AND ADVANCED LEARNERS POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/23
Title	SLOW AND ADVANCED LEARNERS POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

Introduction

Maharani Lakshmi Ammanni College for Women, Autonomous focuses on the mission to provide invigorating teaching learning environment, preparing a strong foundation for lifelong learning. In the heterogenous class of students, to make the learning more effective, it is essential to categorize the students based on their level of understanding, provide supervision, and give the students the confidence to face the world. Course in-charge teacher assess learning level of each student based on performance in class test and end semester examination, along with classroom observations and interactions.

Objective

- To measure the learning capacity of the students in each course and to provide guidance and assistance accordingly.
- To satisfy the wants of slow and advanced learners and ultimately to increase their competencies to succeed in future life.

Slow Learners are Identified based on the following criteria

- ✓ First class test score is less than 40%. Slow reaction time.
- ✓ Limited self-direction. Lack of motivation and interest.
- ✓ Lagging in handling higher order problems.
- ✓ Capacity to comprehend core concepts and their application is low.

Advanced learners are Identified based on the following criteria

- ✓ First class test score is more than 70%.
- ✓ High grasping capacity.
- ✓ Very active, enthusiastic and give quick responses.
- ✓ Strong mental ability to deal with higher order problems High potentials to comprehend and retain core concepts and their applications in appropriate situations.

Measures followed to bring slow learners into mainstream:

- ❖ Remedial teaching on regular basis.
- ❖ Peer learning
- ❖ Guidance through mentor-mentee scheme.
- ❖ Individual attention: Solving previous years question papers.
- ❖ Techniques and practices to eliminate weaknesses or deficiencies such as suitable teaching methods, assignment writing practice, viva etc. to clarify the ideas and to reorganise the knowledge already attained.

Following measures are taken to nurture higher level learning capacity of advanced learners.

- ❖ Motivation to achieve higher goals in life. Guidance for competitive examination.
- ❖ Encouraging participating and presenting papers in National and International conferences.
- ❖ Assistance to enhance the skills such as presentation, interview, group discussion, problem solving, critical thinking, creativity etc.
- ❖ Motivating the students to imbibe research aptitude.
- ❖ Inspiration to complete supportive certificate courses available on various platforms such as SWAYAM, NPTEL, COURSE ERA etc.
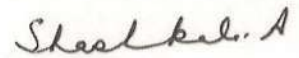
Apart from the above measures for the slow and advanced learners, if course in-charges desire to adopt any other innovative measures which will serve the purpose, are appreciated.

For Maharani Lakshmi Ammanni College Trust (Regd.)

Sri. K Jairaj. IAS (Retd.,)
Managing Trustee
MANAGING TRUSTEE
Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

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Science Post, Bangalore - 560 012.