

## Quality policy

Curriculum aspects	<ul style="list-style-type: none"> <li>• Provide frame work for developing and effective delivery of quality education</li> <li>• Maintain exemplary academic standards</li> <li>• Provide opportunities to teachers for participating in designing curriculum at university level</li> </ul>
Teaching learning process	<ul style="list-style-type: none"> <li>• Augment extra-curricular activities and certificate courses for the enrichment of curriculum, enhancement of knowledge and building skills amongst the students</li> <li>• Strengthen the regular feedback system for improving the academic performance of students</li> <li>• Analysis of the feedback for taking further action and modification</li> <li>• Enabling environment for research and innovation, for sharing resources and views for improving teaching-learning in the campus</li> <li>• Inclusive learning for catering the academic needs of students</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Support students and teachers for nurturing research.</li> <li>• Provide an ideal platform for unleashing of creativity for a greater standard of innovation.</li> </ul>
Infrastructure & Learning Resources	<ul style="list-style-type: none"> <li>• Automation of learning resources to facilitate the enhanced participation of students and teachers in the teaching-learning process.</li> <li>• Mobilize resources and create/ renovate present infrastructure and relocate spaces for academic and administration for congenial teaching-learning facilities.</li> </ul>
Student Support & Progression	<ul style="list-style-type: none"> <li>• Conduct of career counseling sessions for placement of students</li> </ul>
Governance leadership & Management	<ul style="list-style-type: none"> <li>• Implement systems and procedures through written and on-line notices and meetings with Head of Departments</li> </ul>
Institutional Values & Best Practices	<ul style="list-style-type: none"> <li>• Inculcate moral ethical and social values among faculty and students for preparing them global citizens that would be intellectually sound, socially balanced and spiritually elevated.</li> <li>• Collaborative efforts with NGO's/ Civil Societies for active participation of students in societal activities for contributing towards nation building.</li> <li>• Provision of special support for differently-abled students for catering to their special needs.</li> </ul>

## **Policy for Maintaining Physical, Academic and Support Facilities**

Construction, maintenance and repairing of academic buildings, library, classrooms, electrical and computer devices and other infrastructure (like water-purifier machine, generator, wash-rooms, sports equipments and music instruments) of College, as and when required, is intimated to the Principal and office of the Management. Do's and Don'ts have been defined for the maintenance of the infrastructure. These rules and regulations are conveyed to the teaching, non-teaching faculty and have also been displayed in the respective complex.

## **Procedure for Weeding Out of Books**

The College Library is accessible to members of the staff (teaching and non-teaching), students, the members of sister institutions. Alumni of the college or students from other colleges also can access the library by getting themselves registered as **Guest Members**. Hence, there is a consistent flow of students and teachers for reading and referencing work. The library has been automated. The Library Committee looks into day to day affairs of the library like the addition of new arrivals, physical requirements in the form of furniture, weeding out books/ reading material. Reading material in the form of books, reference books, journals, and periodicals are constantly used and over a period of time these materials get worn out and some become absolute due to revisions in the curriculum.

Reasons for weeding out the books:

- Books having brittle pages after their use for a few years are listed for weeding out.
- Books and journals mutilated by readers are withdrawn from the circulation.
- Out of date and out of syllabus books are weeded out.

For weeding out the reading material following procedure is followed:

- Books for weeding out are identified by the subject teachers. The cost and the worth of each book are verified and a list of potential material for weeding out is placed before the Principal for the approval.
- Books/Material approved for weeding out is entered in the register. A 'Withdrawn' stamp is placed in the book before disposing of it.
- The books/ reading material is disposed of by offering them to students at free of cost.
- The books which have brittle pages after their use for a few years are sold as scrap.

Rules and regulations:

- Entry in the library without an identity card is prohibited.
- Entry in the entry register is a must for all members before entering the library.
- No book should be issued without registration. The registration needs to be prompt and quick.
- The borrowers are personally responsible for their borrowings from the library. They must ensure that the material borrowed from the library is not misused or mishandled. The ultimate liability for the penalty lies with the borrowers.
- The decision of Management and Principal regarding the budget for the purchase of the books and other requirements, in case of the limited budget, is to be considered as final.
- Utmost care must be taken of all material in the Library's collections. The final authority for any decision regarding the functioning of the library is the Management and Principal.

## **Common Room:**

Students use Common Room during their free time especially during after-hours while waiting for their transport facility. CCTV Camera is installed in the Common Room. A member of the staff is put in charge of the Common Room who takes round at least twice in a day. Besides a woman attendant is available throughout the day. Booklet containing Code of Conduct for students have been put in the common room.

## **Computer laboratories**

Do's and don'ts have been put in the laboratory.

### **Do's**

- Place your bags outside the lab.
- Make Discipline in the lab.
- Report fires or accidents to your lecturer/laboratory technician immediately.
- Report any broken plugs or exposed electrical wires to your lecturer/laboratory technician immediately.
- Turn off the machine once you are done using it.

### **Don'ts**

- Do not eat or drink in the lab.
- Do not open the system unit casing or monitor casing.
- Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.
- Do not touch, connect or disconnect any plug or cable without your lecturer/laboratory technician's permission.
- Do not misbehave in the computer laboratory.

## **Procedure for disposal of E-Waste materials and other equipments**

- A list of potential material for disposing off is placed before the Principal for the approval.
- The condemned/faulty batteries and damaged computers are disposed through outside agencies and sold as scrap.
- The low configured computers are shifted to schools (belonging to Sant Singh Sukha Singh Group of Schools and Colleges).