GIET ENGINEERING COLLEGE

NH-16, Chaitanya Knowledge City, GIET Campus, Rajamahendravaram-533296, AP, India.
Phone: 96529 29111, Website: www.gietec.ac.in,Email: principalgec@giet.ac.in

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Policy Document on Green Campus

A Green Campus is where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to the environmental, social, and economic needs of mankind.

GIET Engineering College promotes eco-friendly practices on campus.

Objectives of the Policy:

- To promote sound environmental management policies and practices throughout the College.
- To reduce and, where practicable, prevent pollution.
- To adopt targets for improving environmental performance.
- To ensure a sound understanding of current environmental performance.
- To compose students by understanding the importance of the environment and its problem areas.
- To implement green campus initiatives.

Greening the campus is all about sweeping away wasteful inefficiencies and using conventional energy sources for its daily power needs, correct disposal handling, purchase of environment-friendly supplies, and an effective recycling program. The Institute's administration believes everyone must work out time-bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. Every individual of GSP will work, may he/she be a student, faculty, or support staff, to foster a culture of self-sustainability and make the entire campus environmentally friendly. The Green Campus Initiatives (GCI) will enable the institution to develop the campus as a living laboratory for innovation.

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Composition of the Go-Green Committee:

1. Principal of the college- Chairperson-Dr. M.V.Shekar Babu

2. IQAC Coordinator- Secretary- Dr. K.V.R.Srinivas

3. Faculty Representative nominated by the principal- Mr. K.Rajendra Prasad Babu

4. Student Representative-General Secretary of the college-Mr. K. Ramsai

5. Non-Teaching Staff Representative- Office Superintendent- Mr. P. Vijay

6. Parent Representative- Secretary of the Parent-Teacher Association- Mr. K. KesavaRao

7. Industry Representative-Member of the Alumni Association-Mr.Siva Samvarth,Manager, Cognizant, Hyderabad.

Awareness and Training

- To communicate internally and externally the College's environmental objectives and Performance.

- To raise awareness among the staff and students of the College's environmental impact, activities and performance, and good practice.

- To provide appropriate environmental educational programs for staff and students.

- To encourage and facilitate feedback and suggestions on ensuring good practice.

GIET Institution protects its own environment by implementing its green campus initiatives and maintaining a pollution free green and clean campus. Environment development is its basic work with the education policies implemented on the campus.

GIET Institutions is committed to managing its campus in accordance with its responsibilities toward promoting a sustainable environment. These responsibilities can be demonstrated within the following areas.

- Green Environment and Clean Campus
- Solid Waste Management
- E-Waste Management
- Liquid Waste Management
- Maintenance of Water Bodies
- Water Conservation and Management

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- Paperless operating procedure
- Landscaping with Trees and Plants
- Energy Use and Conservation
- Air Pollution Management
- Restricted Use of Automobile
- Ban on Single-use Plastics on the Campus.

Strict measure are implemented, and students are instructed to keep the campus clean, reflected in student handbooks. Several Quotes related to the importance of a clean and green environment are displayed on the campus. A garden team and full-time adequate support staff are appointed to maintain a litter-free clean and Green Campus.

PRINCIPAL

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DISABILITY FRIENDLY, BARRIIER FREE ENVIRONMENT POLICY DOCUMENT

The GIET Engineering College developed and released the National Policy for Persons with Disabilities in order to foster an environment that gives such people equal opportunities for the protection of their rights and full participation in society.

Recognizing that people with disabilities are a valuable human resource for the country and that the majority of these people can live better lives if they have access to effective rehabilitation measures, The strategy provides precise steps and tactics to guarantee the preservation of Pw Ds' rights and their integration into society.

Objectives:
The institution features a barrier-free, disabled-friendly environment.

1. A built environment that allows for easy access to classrooms

2. Accessible restrooms

3. Signage, such as tactile pathways, lighting, noticeboards, and signposts

4. Accessible websites, screen readers, automated equipment, and assistive technology for people with impairments

5. Informational resources are made available, including screen reading, human help, readers, and scribes.

1. Classroom accessibility is made possible by the built environment's ramps

The 2016 Persons with Disabilities (PWD) Act makes it illegal to discriminate against people with disabilities on college campuses.

a) GIET Engineering College aims to offer students, as well as employees, a thorough and inclusive teaching and learning environment.

b) The major goal is to remove the barrier and treat everyone equally.

c) The campus was built in accordance with PWD standards.

d) With this in mind, the college provides wheelchair in the campus.

2. Accessible restrooms

To create a pleasant setting, GIET Engineering College committed to building separate restrooms.

3. Signage, such as perceptible paths, lighting, display boards, and signposts.

1. There is a provision of various signage and display boards to lead GIET Engineering College and departments, labs, libraries, offices, canteens, and at parking zones in the institute.
2. Sufficient lights also available at the path way to walk freely inside the campus.

4. Facilities and assistive technology for people with impairments, including an accessible website, screen reading software, and automated equipment.

By offering assistive software solutions, GIET Engineering College offers adaptive techniques.

5. Resources for research and information include readers, scribes, screen readers, readers, and GIET Engineering College is a member of the koundanya educational society.

A group of organisations dedicated to promoting education and morals across society. We offer education that is rooted on values. GIET Engineering College is a service-focused organisation.They were advised by GIET Engineering College to use their funds to pay for the scribe, reader, and screen reader they require. The main library offers a sizable collection of various textbooks and reference materials for students and researchers, as well as computers with internet access.

a) Teachers distribute digital versions of the textbook materials.

b) To the students, so that everyone would benefit not just the economically disadvantaged students but also the students with disabilities.

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STRATEGY ON E-GOVERNANCE

Objectives:

I. Implementing E-governance in various functions.

2. Increasing accountability and transparency.

3. To achieve paperless administration within the institution.

4. Fostering online internal and external communication among institution members

5.Making information easily accessible

Policy:

1. An easy and effective e-governance system is made available to the institution, and it has been determined to integrate e-governance into all activities.

2. The institution's many departments, including the library, accounts, etc., have already adopted e-governance. But as of late, we've chosen to introduce e-governance in a few more places.

The following e-government areas: The policy is broken down into different operational areas for the right reasons. The society has the power to apply e-governance even in the areas not indicated here because these operational areas are just descriptive.

Website:

The college website needs to be updated to reflect the latest developments. The website is accessible to beginners and offers all the information about the college, its events, and essential alerts, etc.

Library:

The college has a first-rate library, and we continue to expand our e-learning options for the benefit of both students and teachers. Currently, E-Cap software is being used. It also updates on schedule. The library advisory committee's recommendations are taken into

consideration when identifying and subscribing to the more recent electronic learning materials, such as journals, etc. When subscribing to these resources, the faculty's and student's recommendations are taken into account. Old exam papers for all branches are kept in the college's central library.

Administration:

With prominent Head of the departments, branch wise academic supporters, and decentralized administration procedures, the institution rigorously adheres to the organizational structure. Wi-Fi networks are well-supported within the institution, and emails are used for administration communications. Staff members and stakeholders receive policies, rules, regulations, committee reports, issues, and other documents electronically. Professors have access to emails from the institution with the @giet.ac.in domain, and departmental faculty have established groups on social media for efficient collaboration.

Accounting and Financial management:

Finance and accounting: Tally9 is a widely used accounting program. It is utilized to make the intricate day-to-day accounting processes simpler. It offers various benefits, including keeping track of data and managing accounts, payables, receivables, and checks. With the institution's e-accounts, the salary accounts, EPF statements, and medical insurances are well kept. For the transactions' confidentiality to be maintained, appropriate security precautions are being taken. Every year, internal and external financial audits are performed, and e-accounts are used for all electronic payments and collections.

Admission of Students and Support

The institution keeps track of a student's application status, approval status, reservation quotas, fee information, scholarship information, and registration procedures. These can be accessed through e-governance. Students practise using e-questions and e-suggestions to gather data for upcoming plans and developments. Students have access to e-learning

resources for their academic success. All course materials made available through the digital library are housed in the e-Repository. NPTEL Videos, e-Books, question papers, and staff-written articles are also available at the college.

Exam Branch:

To incorporate all the information on the admitted students and to assist in inputting the finalized marks, the Exam Branch has adopted the E-Cap software. Online access is provided for all the information that students need on their exam dates, results, fees, tickets, and alerts. The strictest levels of confidentiality and secrecy are upheld when processing exams.

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Dt: 05/07/2017,

Rajamahendravaram.

Dr. S. Suryanarayana Raju

Ph.D., M.I.S.T.E., M.B.R.S.I.

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Policy Document

The Government of India formulated the national policy for persons with disabilities in February 2006 which deals with the educational rehabilitation of persons with disabilities, therefore because of this GCPK has implemented these policies in the teaching and learning process. The GCPK's policy recognizes that persons with disabilities are a valuable human resource for the institution that provides equal opportunities, protection of their rights. And full participation in the academic environment,

The focus of the policy is on the following:

1. To ensure that the design of the building such as ramp/ lift should be according to the disabled persons.

2. To ensure the accessible, gender-sensitive, safe, usable, and functional washroom facilities should be provided for disabled persons.

3. The use of signage of male and female symbols, following local customs and standards, with raised outlines and bright color contrast, will be more evident to everyone and particularly helpful for persons with visual impairments.

4. Learners with disabilities need to be   adequately and appropriately supported in and out of the classroom with right sources and Assistive technology. And with leadership, teaching staff, and college communities that are responsive to their needs.

Exam policy:

Based on the need of the students CGPK will make reasonable changes in the educational plan and assessment framework to meet the particular needs of students with disabilities. Sensible convince will be made to be meet the necessities of considerable number of students with disabilities. The guidelines and regulations have been issued by the examination department for the use of scribes in exams.

From 2005 to till the date not only joined disabilities students allotted seat in GCPK we promising to provide following facilities.

1.Provision for inquiry and information: Human assistance, reader, soft copies of reading material, screen reading.

2. To ensure the proper text and pictogram signage such as tactile path, lights, display boards, signposts are necessary, located to be visible and touchable.

3. To ensure the accessibility of software tools and techniques for people with disabilities. The institution has disabled friendly, barrier-free environment.

The Government of India has notified guidelines for evaluation of the disabilities and procedures to be adopted at Higher Educational Institutions. The institution as per the guidelines of the government and that of the affiliating university will ensure that the persons with disabilities are encouraged.

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Policy Document
Code of ethics for faculty and administration

1. Maintain decorum both inside and outside the classroom and set the good example to the students

2. Should act with integrity, comply with the laws. Plagiarism of any nature is prohibited. Maintain a professional world environment and comply with institutional policies

3. Welcome and support people of al l backgrounds and identities. This is not limited to members of any race, ethnicity, culture, national origin. Social and economic class, educational level colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

4. Always conduct professionally. Be kind to others. Do not insult or put down others. Treat others as you would like to be treated harassment and exclusionary behaviors aren't acceptable.

5. It is essential that one should avoid relationships and activities that hurt or appears to hurt, their ability to make objective and fair decisions and thus avoid conflict of interest.

6. Protect institution assets, including physical, intellectual, and electronic, digital properties.

7. To be regular and punctual in attendance. This weans being in the college ready to work, at starting time each day. Absenteeism and tardiness burden others and the institution.

8. As per the rules of the institution staff members must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave, failing which the leave will be treated as unauthorized and necessary action will be taken up.

9. Being under the influence of illegal drugs, alcohol or substances of abuse are prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.

10. The institution executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment in a case sensitive deed, which includes but no limited to sexual assault, unwanted touching or persistent unwelcoming comments e-mails, or pictures of an insulting or degrading sexual nature.

11. Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.

12. Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in faculty should support their ID cards in college.

Code of ethics for students

1. Treat Institute teachers, administrators, officers, employees, guests and visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.

2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.

3. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.

4. Violations of academic conduct I the cheating on an exam, plagiarism or unauthorized presentation of collaborative work will matte the student liable for punishment.

5. Avoid any activity or behavior that would unfairly give advantage or disadvantage to another student academically.

6. Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.

7. Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students.

8. Posting derogatory comments about individuals of the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute is prohibited.

9. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.

10. Use of cell phones in the campus is prohibited

11. Audio or video recording in class rooms or actions of other students, faculty, or staff shall not be done without prior permission.

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