Nimra College of Engineering & Technology

Estd. By Nimra Educational Society (A Muslim Minority Society)
Affiliated to JNTUK, Approved by AICTE, New Delhi, Permitted by Govt. of A.P.
Nimra Nagar, Ibrahimpatnam, Vijayawada - 521 456, Krishna Dt., A.P., India.
Ph : +91-866-2882010, Fax : +91-866-2881852
e-mail : principal_nimra@yahoo.co.in   website : http://www.nimra.in

Policy Document on Green Campus

A Green Campus integrates environmentally sustainable practices and education to advocate and foster eco-friendly behaviors. This concept empowers an institution to redefine its environmental ethos and develop innovative solutions to address the environmental, societal, and economic needs of society.

Nimra College of Engineering & Technology actively endorses eco-conscious practices within its campus.

The objectives of the policy are as follows:

- To endorse robust environmental management policies and practices throughout the College, aiming to diminish and, where feasible, prevent pollution.
- To establish benchmarks for enhancing environmental performance in various areas.
- To ensure a comprehensive understanding of the current environmental performance.
- To educate students about the significance of the environment and its challenges.
- To implement initiatives that promote a green campus.

Creating a green campus involves eliminating wasteful inefficiencies, adopting sustainable energy sources for daily power requirements, proper waste disposal, procuring environmentally friendly supplies, and establishing an effective recycling system. The administration at the Institute believes that time-bound strategies must involve everyone to execute green campus initiatives. These strategies should be incorporated into institutional planning and budgeting processes to cultivate an eco-friendly campus environment. All members of the institution, including students, faculty, and support staff, will collaborate to foster a culture of self-sustainability and ensure the entire campus is environmentally responsible. The Green Campus Initiatives (GCI) will transform the institution into a hub for innovative environmental practices.

Composition of the Go-Green Committee:

1. Principal of the college - Chairperson - Dr. Akbar Khan

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2. IQAC Coordinator - Dr. Syed Sadat Ali

3. Faculty Representative nominated by the principal - Mr. Shaik Shareef

4. Student Representative - Mr. Syed Naweed Shah Khadari

5. Non-Teaching Staff Representative - Mr. Allah Bhakshu

6. Parent Representative - Mr. Srinivas

7. Industry Representative - Member of the Alumni Association - Mr. Sivaiah, VLXI IT Solutions, Vijayawada.

Awareness and Training:

- Communicating both internally and externally about the College's environmental objectives and performance.
- Raising awareness among staff and students regarding the College's environmental impact, activities, performance, and best practices.
- Providing suitable environmental educational programs for staff and students.
- Encouraging and facilitating feedback and suggestions to ensure good environmental practices.

NCET Institution demonstrates its commitment to environmental protection through its green campus initiatives, aiming to maintain a pollution-free, verdant, and hygienic campus environment. Environmental development is integrated into the campus's educational policies. The institution is dedicated to managing its campus responsibly, focusing on various aspects:

Green Environment and Clean Campus:

- Solid Waste Management
- E-Waste Management
- Liquid Waste Management
- Maintenance of Water Bodies
- Water Conservation and Management
- Paperless operations
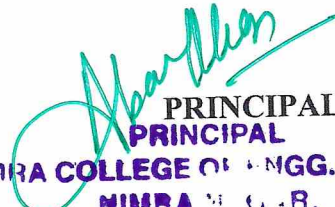- Landscaping with Trees and Plants
- Energy Use and Conservation

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- Air Pollution Management

- Restrictions on Automobiles

- Ban on Single-use Plastics on Campus.

Strict measures are implemented, and students are instructed to maintain campus cleanliness, as outlined in student handbooks. The campus displays numerous quotes emphasizing the importance of a clean and green environment. A dedicated garden team and sufficient support staff are appointed to ensure a litter-free, clean, and green campus.

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Policy Document for Disability-Friendly, Barrier-Free Environment

The Nimra College of Engineering & Technology has formulated and issued a comprehensive policy aimed at creating a national framework for accommodating individuals with disabilities. This policy endeavors to establish an inclusive environment that ensures equal rights protection and active societal participation for people with disabilities.

Acknowledging the significant value that individuals with disabilities contribute to society, this strategy outlines specific measures to guarantee the preservation of their rights and integration into various facets of society.

Goals:

1. Establishing an environment at the institution that is free from barriers and conducive to individuals with disabilities.

2. Implementing a built environment that facilitates easy access to classrooms.

3. Ensuring availability of accessible restroom facilities.

4. Providing adequate signage, including tactile pathways, lighting, notice boards, and signposts, catering to people with impairments.

5. Offering accessible digital resources such as websites, screen readers, automated tools, and assistive technologies.

6. Providing informational resources like screen readers, human assistance, readers, and scribes.

1. Classroom accessibility is ensured through ramps incorporated into the built environment.

The 2016 Persons with Disabilities (PWD) Act prohibits discrimination against individuals with disabilities within college premises.

a. Nimra College of Engineering & Technology is committed to fostering an inclusive learning

b. and teaching environment for both students and staff.

c. The primary objective is to eliminate barriers and ensure equitable treatment for all.

d. The campus adheres to PWD standards in its construction.

e. Wheelchair accessibility is provided within the campus premises.

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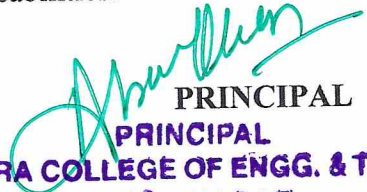
2. Accessible Restrooms

To create a welcoming atmosphere, Nimra College of Engineering & Technology is dedicated to constructing separate restrooms for individuals with disabilities.

1. Signage, including noticeable pathways, lighting, display boards, and signposts.
2. Diverse signage and display boards are strategically placed across Nimra College of Engineering& Technology's departments, labs, libraries, offices, canteens, and parking zones.
3. Adequate lighting is provided along pathways within the campus for unimpeded movement.
4. Facilities and assistive technology for individuals with impairments, including an accessible website, screen reading software, and automated equipment.

2. Nimra College of Engineering & Technology offers adaptive solutions through assistive software tools.

1. Resources for research and information encompass readers, scribes, screen readers, and Nimra College of Engineering & Technology, a member of the Koundanya Educational Society.
2. This group of organizations is dedicated to promoting education and ethical values within society. Nimra College of Engineering & Technology, as a service-oriented institution, encourages students to utilize their funds for necessary aids like scribes, readers, and screen readers. Theprimary library offers an extensive collection of textbooks, reference materials, and computers with internet access for students and researchers.

    a. Educators distribute digital versions of textbooks to students, aiming to benefit not only economically disadvantaged students but also those with disabilities.

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E-GOVERNANCE STRATEGY OVERVIEW

Objectives:

1. Implementation of E-governance across diverse functions.

2. Enhancement of accountability and transparency.

3. Attainment of a paperless administrative system within the institution.

4. Encouraging online communication among internal and external members of the institution.

5. Facilitating easy access to information.

Policy:

1. Establishment of an accessible and efficient e-governance system throughout the institution, aiming for its integration into all activities.

2. Expansion of e-governance adoption in several departments such as the library and accounts, with plans to introduce it into additional areas.

Website:

Updating the college website to reflect the latest developments, ensuring user-friendliness, and providing comprehensive information about the college, its events, and important notifications.

Library:

Continual expansion of e-learning resources for the benefit of students and faculty. Current utilization of E-Cap software for updates and inclusion of recent electronic learning materials following recommendations from the library advisory committee, faculty, and students. Maintenance of past exam papers in the central library.

Administration:

Adherence to a structured organizational framework with department heads, academic supporters, and decentralized administrative procedures. Utilization of robust Wi-Fi networks and email for administrative communications, disseminating policies, regulations, committee reports, and other documents electronically.

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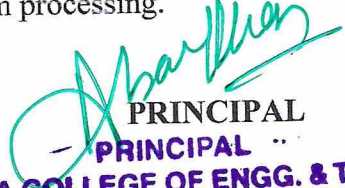## Accounting and Financial Management:

Utilization of Tally9 accounting software to streamline complex daily accounting tasks, managing accounts, payables, receivables, and checks. Maintenance of salary accounts, EPF statements, and medical insurances within the institution's e-accounts. Implementation of stringent security measures to ensure transaction confidentiality. Conducting annual internal and external financial audits, and conducting all electronic payments and collections through e-accounts.

Student Admission and Support:

Management of student application status, approval status, fee information, scholarship details, and registration procedures through e-governance. Encouraging student participation through e-questions and e-suggestions to gather data for future plans. Provision of e-learning resources and housing of course materials in the e-Repository, including NPTEL videos, e-books, question papers, and faculty-authored articles.

Exam Branch:

Adoption of E-Cap software in the Exam Branch to handle student information and finalize marks. Providing online access to exam-related information such as dates, results, fees, tickets, and alerts while maintaining the utmost confidentiality and secrecy during exam processing.

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POLICY DOCUMENT

The Government of India established the national policy for individuals with disabilities in February 2006, focusing on their educational rehabilitation. As a result, GCPK has integrated these policies into its educational framework. GCPK's policy acknowledges the significant contribution of individuals with disabilities as a valuable human resource for the institution, aiming to provide equal opportunities, safeguard their rights, and facilitate their complete engagement in the academic environment.

Key aspects of this policy include:

1. Ensuring building designs, like ramps or lifts, cater to the needs of disabled individuals.
2. Providing accessible, gender-sensitive, safe, usable, and functional restroom facilities for people with disabilities.
3. Using clear signage, conforming to local customs and standards, with raised outlines and contrasting bright colors for better visibility.
4. Offering appropriate support within and outside the classroom, including the provision of necessary resources and assistive technology. This involves fostering a responsive attitude from leadership, teaching staff, and the college community towards the needs of learners with disabilities.

Regarding examination policies, CGPK will make reasonable adjustments to the educational plan and assessment framework to accommodate the specific needs of disabled students. Efforts will be made to meet the needs of a considerable number of students with disabilities, and guidelines for the use of scribes during exams have been issued by the examination department.

Since 2005, GCPK has committed to providing various facilities for enrolled disabled students, including:

1. Assistance in inquiries and information, such as human assistance, readers, soft copies of reading materials, and screen reading.
2. Ensuring the visibility and accessibility of proper text and pictogram signage, like tactile

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paths, lights, display boards, and signposts.

3. Guaranteeing accessibility to software tools and techniques tailored for people with disabilities, maintaining a disabled-friendly, barrier-free environment.

The Government of India has established evaluation guidelines for disabilities and procedures to be followed in Higher Educational Institutions. GCPK, aligning with government and university guidelines, ensures active encouragement and support for individuals with disabilities.

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POLICY DOCUMENTS

Faculty and Administration Code of Ethics:

1. Uphold decorum both within and beyond the classroom, setting a positive example for students.

2. Demonstrate integrity, adhere to laws, and strictly prohibit any form of plagiarism.Comply with institutional policies and maintain a professional work environment.

3. Embrace and provide support to individuals of diverse backgrounds, encompassing race, ethnicity, culture, national origin, socio-economic status, education level, gender, age, size, family status, political beliefs, religion, mental and physical abilities.

4. Conduct oneself professionally, showing kindness, refraining from insults or belittlement. Treat others respectfully, rejecting harassment and exclusionary behavior.

5. Avoid activities or relationships that may compromise impartial decision-making, thereby preventing conflicts of interest.

6. Safeguard institutional assets, whether physical, intellectual, electronic, or digital in nature.

7. Exhibit regularity and punctuality in attendance, being present and prepared for work at the specified start time. Absences or lateness can burden others and affect the institution.

8. Follow institutional rules for class adjustments, obtaining approval from the Head of Department for substitutes before taking leave. Failure to comply will result in unauthorized leave actions.

9. Prohibit the use of illegal drugs, alcohol, or substances that impair performance while working, including prescription drugs that hinder effectiveness.

10. Implement a strict policy against workplace sexual harassment, addressing sensitive behaviors like sexual assault, unwanted touching, or offensive sexual remarks, emails, or images.

11. Discourage personal cell phone use during work hours, except in emergency situations.

12. Faculty should dress professionally, maintaining a neat, clean, and modest appearance that aligns with the profession, supporting their ID cards on campus.
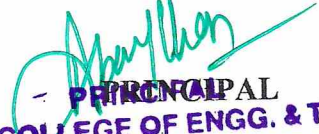
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Student Code of Ethics:

1. Treat institute members with respect, impartiality, courtesy, and sensitivity, including teachers, administrators, employees, guests, visitors, and fellow students.

2. Adhere to academic honesty and punctuality when completing assigned tasks individually or within peer groups.

3. Attend college regularly and stay informed about fulfilling academic responsibilities on time.

4. Violations of academic conduct like cheating, plagiarism, or presenting unauthorized collaborative work will lead to disciplinary action.

5. Avoid activities that unfairly advantage or disadvantage other students academically.

6. Prohibit stealing, misusing, destroying, defacing, or damaging college or personal property.

7. Refrain from participating in or promoting discrimination, harassment, or bullying against employees or fellow students.

8. Prohibit posting derogatory comments about Institute individuals on social media or engaging in activities that harm the Institute's reputation.

9. Prohibit possession, consumption, or distribution of alcoholic drinks, narcotics, or hallucinogenic drugs.

10. Ban the use of cell phones on campus.

11. Obtain prior permission before audio or video recording in classrooms or capturing actions of students, faculty, or staff.

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