



SHDCHE



SANT HARI DASS COLLEGE OF HIGHER EDUCATION

(RECOGNIZED BY NCTE, GOVT. OF INDIA, APPROVED BY DHE, GOVT. OF NCT OF DELHI, & AFFILIATED TO GGSIPU, DELHI)

POLICIES

INSTITUTE POLICY ON WATER CONSERVATION AND MANAGEMENT

Conserving water is an excellent way to save the environment and put off chores. Rainwater harvesting is one of the most efficient and effective ways of conserving water.

Water Resources in the Institute-

1. Bore well from where the water is stored in the tank.
2. Provision of RO purifier system, which purifies the water and is restored in the large water tank for refrigeration.
3. For rain water harvesting, we have bore wells which consume the water into the ground and hence the rain water gets harvested properly along with this we have 1 constructed water tank at ground level to store rain water.

Policy to save water:

1. Avoid leakage of water from the taps.
2. Turn the tap off when not in use especially when you brush your teeth or wash clothes.
3. Rainwater harvesting is another method to conserve water..

The benefits of Water conservation are:

Water conservation and management encompasses the policies, strategies and activities made to manage **water** as a sustainable resource, to protect the **water** environment, and to meet current and future human demand. These areas are usually associated with large population centers or agriculture, where **water** use is high.

Instruction for the students to save water:

- Bring a reusable water bottle to decrease the amount of cups that need to be washed.
- Garden/Plants need regular supply of water to grow
- Use “leftover” water from a drinking glass or from washing fruit and Veggies and to watering the plants.
- timely repair of leaking taps or pipes

ENVIORNMENT POLICY

PRESEVATION AND PROTECTION OF ENVIRONMENT

Preservation and Protection of Environment is one of the core value and mission of SHDCHE. College took the following initiatives in this direction:

- Institute conducted and organizes various activity based on environment issues like skit, debate, competition, seminar and workshop.
- College has pollution free green campus
- To keep the campus green, many trees has been planted.
- The campus is covered with fully grown trees which add to the beauty of the campus.
- Solid waste and liquid waste is scientifically maintained.
- Rain water harvesting tank at ground level is constructed
- College observes Earth Day by organizing activities like Poster Competition, Slogans skit, essay, and talk.
- One day workshop is organized on various issues related to the water conservation, safe drinking water, storage and recycle of water etc.

Staff members and students of SHDCE are committed to carrying out its activity for sustainable development. They initiated following activities.

- To make aware the students and staff regarding the proper use of water by Display boards for switching off the taps after use.
- Give preference to e-vehicles in campus area
- Encouraging the use of ICT and try to minimize the use of paper.
- To reduce the 'sound pollution in the campus.
- Plastic free campus
- Keeping college parking zone neat & clean.
- Prefer public Vehicle instead of individual vehicle to conserve fuel and environment.
- Energy saving awareness by displaying the boards

FEEDBACK SYSTEM

SHDCHE have well-structured and comprehensive feedback mechanism to review teaching learning process, structures & methodologies of operations for quality improvement. The Feedback form contains questionnaires related to major parameters for overall quality improvement and development of the college. Feedbacks are taken on various parameters like Knowledge of the Subject, Communication Skill, Methods of Teaching, Code of Ethics and Class Room Management for the faculty, status of, Class Room, Various Labs, Library, and Instructional Facilities and the facilities about Personality Development, Cultural Activities, Games and Sports, Placement Activities and Supports for Internship on the Likert scale.

In feedback mechanism we collect information from

- Students
- Faculties
- Alumni
- parents

GENDER EQUITY POLICY

Gender Equity:

SHDCHE is a co-education institution and is an ideal and very safe College for women. Faculty is very sensitive on the gender concerns. During the last three years College made many initiatives on gender Equity, such as.

- Sexual Harassment Cell
- Mentors Mentee System
- Grievance Redresser Cell

Representation to women faculty and students in Committees- Good number of women faculty and student are associated in the decision making process of the College. Many such committees are headed by women. It encourages leadership quality and skill of decision making among women. Institute conducts various activities to promote gender equity.

MENTOR-MENTEE POLICY

To Nurturing the mentor/mentee relationship institute has mentor mentee system. The key to a successful mentoring program is nurturing the good relationships between mentors and mentees. In this system periodical meeting are conducted by mentors to hear mentees.

Mentoring Policy delivers valuable advantages to institution. A well-designed mentoring program can:

- Develop future leaders
- Support personal and professional growth
- Impart new skills
- Retain or pass along important functional knowledge
- Improve workplace engagement and morale
- Boost employee retention and loyalty
- Provide a competitive advantage among the student

Students mentoring system available in the college at its beginning stage in the form of Guidance Counseling Cell but it was not having the efforts more than “Giving Advice” however mentoring system should be motivating and empowering and to identify issues and goal and also to help to find-out the ways and resolving the issues so that mentee be able to change or achieve their goals more quickly and effectively. For the purpose The college has created a system named as mentor-mentee in the year 2018-19 by close monitoring the issues related to academics, non-academics and, if required, personal too and to support each and every student by Mentor Mentee system so that they could have courage, confidence and ability to be strong during learning inside the campus and during their professional career after college life. For the purpose of proper implementation of the system, total enrolled students are divided into groups each consisting minimum 10 to maximum 20 students and a teacher is allotted as mentor to each group

- Faculty members, as mentors, provide support and guidance to their mentees about curricular, co-curricular, and extracurricular and, if required, personal concerns too.
- The mentors meet their mentees once in a month and monitor the performance of the mentees to find out the bottlenecks and to give all possible ways for rectifications/corrections.
- The mentors act as a friend, philosopher and guide to their mentees to resolve their psychological, emotional problems and inculcate confidence to them.
- Mentors also provide the suitable platform for required improvement and development.
- Mentors also focus to provide all supports to their mentees towards their valuable internship and final placement as per desire

ANTI-RAGGING POLICY

College strictly follows the university regulation on curbing the menace of Ragging. In accordance with these rules and regulations the admitted students must have to submit an undertaking.

Regular interaction and counseling sessions are held with the students to make them comfortable in the new environment and to detect any signs of ragging. The anti-ragging squad regularly visits the hostels, canteen/mess area, and sports ground to detect signs of ragging. In addition, there is surprise inspection at hostels, canteens, rest-cum-recreational rooms, toilets, bus-stands, etc to prevent ragging and any undesirable behavior or incident.

SCHOLARSHIP –CUM- FINANCIAL ASSISTANCE

SHDCHE has taken an initiative to support and provide Free Education and Scholarships in various forms to the exceptionally meritorious students from weak financial backgrounds, as they cannot afford the liability of such courses.

SHDCHE has Scholarship Cell which comprises of Student Welfare Cell and accountant. Chairman Student Welfare shall be the Nodal Officer/Scholarship Officer of the cell. The Nodal Officer/Scholarship Officer has to perform the following duties and responsibilities of the Scholarship Cell. The Institute notifies various scholarships Schemes through the students Whatsapp Group.
