RVS INSTITUTE OF MANAGEMENT STUDIES

HR Policy Manual

Vision of the college

To be a premier, value-based management institution creating global business leaders.

Mission of the college

- Impart business knowledge through effective and result oriented pedagogy to meet the challenges of the knowledge era.

- Instill global outlook and social responsibilities in the minds of the future business decision makers.

- Nurture the entrepreneurial spirit by continuous association with industry leaders.

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1		INTRODUCTION	
	1.1		**RVS Institute of Management Studies (RVSIMS)** was established in 2008 to meet the ever-increasing demand for managers. The institute incorporates some of the best practices in management education to equip the students to face the challenges of the radically unpredictable business environment. It provides an ideal and conducive learning environment and hones managerial skills by imparting a well-balanced mix of theory and practice that makes them industry ready and face the challenges of the business world. It is our benign endeavor to create global business leaders with all around managerial skills and become a treasured asset of the nation.
2		PREAMBLE	
	2.1		**Title, application and the authorities to interpret, clarify, modify and to amend.**
		2.1.1	The regulations in this '**HR Policy Manual'** shall be called the '**RVS Institute of Management Studies Administrative Regulations'**
		2.1.2	These regulations shall be applicable to all the employees of the College, including those appointed prior to adoption of these regulations by the College.
		2.1.3	In the event of any doubt requiring clarification about the interpretation of these regulations, the matter shall be referred to the management and its decision shall be final.
		2.1.4	The management shall have the authority to modify, amend and repeal any of the provisions of these regulations.
3		DEFINITIONS	
	3.1		**In these regulations, unless there is anything repugnant in the subject or context.**
		3.1.1	"**Trust**" means "RVS Educational Trust".
		3.1.2	"**College**" means "RVS Institute of Management Studies".
		3.1.3	"**Employee**" means a person who is employed by the College other than those who are engaged on part-time basis or on daily wages.
		3.J.4	"**Government**" means"Government of Tamilnadu".
		3.1.5	"**Governing Body**" means the Governing Body constituted as per the Bye-laws of the Trust.
		3.1.6	"**Head of the Department**" means the Head Department of the College.
		3.1.7	"**Management**" means the "Governing Body".
		3.1.8	"**Chairman**" means the "Chairman of the Trust".
		3.1.9	"**Director**" means the "Director of the College".

4		GENERAL SERVICE RULES
	4.1	RECRUITMENT OF FACULTY
		The appointments for all cadres are done by direct recruitment based on merit, through selection by duly constituted committees through open advertisement at national level. However, temporary vacancies at the level of Assistant Professor are filled based on campus selection/ Walk-in-Interviews, and advertisement in local dailies by constituting a selection committee with the Director, the Head of the Department, and one external expert in the field of specialization concerned as members.
	4.2	QUALIFYING SERVICE
		The total period of service put in by an employee in any Management College/industry shall be considered.
	4.3	EXTENSION OF TEMPORARY SERVICE
		If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfied, that the notes/memos of warming issued to them had no avail, and that the temporary staff is found incapable or dicharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the temporary service.
	4.4	PROMOTION POLICY
		Promotion of regular thing staff, personal to them, is only through the Career Advancement Scheme as per the AICTE/UGC Regulations as amended from time to time and as adopted by the management depending on the availability of funds.
	4.5	ANNUAL PERFORMANCE APPRAISAL REPORT
		The faculty member shall submit an open and transparent performance report every year, containing the teacher's academic, research, and administrative activities and achievements. The HOD shall offer his/her remarks and observation on the report. The performance assessment committee headed by the Chairman and Director shall review the reports and finalize them. The assessment shall be used for award of annual increments, award of special increments and awards for superior performance, award of career advancement and promotion.
	4.6	RESIGNATION
		A member of the regular service shall give minimum of three months' notice in case he/she desires to be relieved on resignation or he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts it and the employee is relieved. However, the appointing authority may reserve the right to waive the notice period or compensation thereof. Generally, the resignation will not be considered in the middle of the Course/Semester/Academic Year.

	4.7	**RETRENCHMENT**
		Where retrenchment of any employee is rendered necessary by the management consequent on any change relating to a course of instruction or any other matter, surplus staff if any, both teaching or non-teaching, can be retrenched with notice of three months or three months' salary in lieu thereof. However, they can be considered preferentially for an appointment at any later stage, if there is a need. Staff structure shall be generally on the norms of the AICTE, the University and approved by the Governing Body, subject to the availability of funds.
	4.8	**TERMINATION OF SERVICES**
		The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever. The management reserves the right to terminate the service of an employee whether probationer or regular on giving three months notice or three months' salary in lieu. The Governing Body may terminate an employee whether temporary, probationer, or permanent if he/she is involved in political activity, or in a criminal case or in the event it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duties.
	4.9	**RETIREMENT**
		The age of superannuation for teaching staff will be 60 years, for Class-IV staff 60 years, and for all other categories of staff 58 years. Except as otherwise, the college teachers and Director shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year, may however be permitted to continue in service till the close of the academic year, if the management decides the continuation of service.
	4.10	**MISCELLANEOUS**
		- Annual increments will be sanctioned only on receipt of satisfactory performance report of the employee from the immediate superior in the format prescribed and on a review by a committee constituted by the Chairman. - No application of the employee, seeking employment elsewhere or during the probationary period shall be forwarded. - Every employee shall at all times maintain, absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the College, primarily in his/her relationship with the members of the Governing Body, Director, staff, students and visitors to the College - No employee shall interfere in the affairs of the administration/ departments/library and other agencies, allied to the College directly or indirectly. - A service book shall be maintained in respect of each employee of the College and his/her service particulars recorded under the signature of the Director or any other competent officer, who is duly delegated of the powers by the Director. - Not with standing anything said anywhere, any of the regulations which involve financial commitments will be subject to the availability of funds and the decision of the management.

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5	TEACHING FACULTY - CADRE AND QUALIFICATION NORMS	
	CADRE	**QUALIFICATIONS AND EXPERIENCE**
5.1	**ASSISTANT PROFESSOR**	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.
5.2	**ASSOCIATE PROFESSOR**	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable.
5.3	**PROFESSOR**	Qualifications as above that are for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

6		**CODE OF CONDUCT FOR FACULTY AND STAFF**
	6.1	An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Director.
	6.2	Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the College, particularly in his/her relationship with the Director, Staff, Students and Visitors to the College.
	6.3	No employee shall, without obtaining the previous sanction of the Director, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the College.
	6.4	No staff member of the College shall engage himself/herself in coaching privately students for any remuneration.
	6.5	No employee shall, except with the previous sanction of the Director, accept any remunerative or honorary work not connected with the College.
	6.6	No employee shall, except with the previous sanction of the Director, own, wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.
	6.7	No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
	6.8	No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any manner pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she resort to media with his/her grievances.
	6.9	An employee shall not, without the knowledge and approval of the Director & management, have recourse to any organisation/authority, court, or to the press for vindication of his grievances.
	6.10	The Governing Body in exercising the provisions of these regulations shall exercise the power, after giving the employee concerned, an opportunity to explain/defend his/her case.
	6.11	No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances which were beyond his/her control before rejoining duty.
	6.12	Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her superior.
	6.13	No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

	6.14		Any employee of the College can give his representation to the Director and if necessary to the management with written permission, shall not directly or indirectly approach/influence the members of the management, without the knowledge and permission of the Director, in matters connected with his / her service or affairs of the College.
	6.15		While in Office, all members of the establishment must behave in a quiet and dignified manner. They must address other members of the establishment courteously. They must attend to their work and not waste their time. Do so in gentle voice, so as not to disturb others. They are particularly warned against the offence of divulging to outsiders or to other members of the Establishment, any information, (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity. No employee shall, engage directly or indirectly in any trade or business.

7			**LEAVE, ON DUTY(OD) AND ON OFFICIAL DUTY(OOD) PROVISIONS**
	7.1		**LEAVE**
		7.1.1	Leave regulations shall be applicable to all the employees of the College.
		7.1.2	Faculty/Staff is eligible for **12 days of Casual Leave** (CL) per calendar year.
		7.1.3	Faculty/Staff is eligible for **03 days of Earned Leave** per year for every completed year of service in the college. Faculty/Staff can avail Earned Leave only after the completion of 2 years of active service (for the period of computation of active service, all the periods of leave except casual leave shall be excluded) and for first two years they are entitled to avail Earned Leave. There is no encashment provision of Earned Leave.
		7.1.4	**Teaching staff members** are permitted to avail **14 days of Winter Vacation** and **21 days of Summer Vacation** in an calendar year and **non-Teaching staff** may avail **07 days of Winter Vacation** and **14 days Summer Vacation**.
		7.1.5	Faculty/staff can avail **90 days of Maternity leave**.
		7.1.6	Faculty/Staff should take leave with prior permission from the Director after proper alternate arrangements.
		7.1.7	Leave can also be informed over the phone only in case of emergency.
		7.1.8	Leaves cannot be accumulated and carried forward to the next academic year, in general.
		7.1.9	Final sanction of the leave/vacation/OD is the discretion of the Director and should not be treated as a fundamental right.

		7.1.10	Faculty/Staff can avail of one-hour permission thrice a month. However, such a facility should be used only for essential needs.
	7.2	**ON DUTY LEAVE**	
		7.2.1	**On Duty leave** will be granted to faculty for a maximum number of **12 days** per calendar year for Career Development Course work, Professional development Programs like FDP, Conferences, Workshops, Research Work, Examinations, STTP, Anna University Examination, Valuations and any such.
		7.2.2	Prior permission from the Director with proper alternate arrangement is essential.
	7.3	**ON OFFICIAL DUTY LEAVE**	
			On Official Duty leave will be granted to faculty/staff when deputed for any official duty pertaining to College by the Director and the number of days will be at the discretion of the Director.

8	**STAFF WELFARE MEASURES**	
	8.1	All the Teaching and Non-Teaching staff are covered under a group insurance scheme.
	8.2	All the Teaching and Non-Teaching are given a concession of 10% for the treatment undertaken in RVS Dental Hospital, RVS Siddha Medical Hospital and others.
	8.3	Wards of the Teaching and Non-Teaching staff are given a concession of 10% in the course fee for their education at any institution under the Trust.
	8.4	100% financial support for publication of articles in UGC care Journal.
	8.5	Registration fee, Dearness allowance, travel grants for teaching and non-teaching staff for attending faculty development programmes, seminars, conferences, workshops.
	8.6	Incentives for successfully completing online courses in Swayam portal for teaching staff.
	8.7	Permission for faculty to deliver guest lectures at other institutions.
	8.8	Visits to industry and higher learning Institutes for knowledge acquisition.
	8.9	For Non - teaching staff, academic leave is provided for writing various examinations.

9			**ROLES AND RESPONSIBILITIES**
	9.1		**GOVERNING COUNCIL**
		9.1.1	The Governing Council is the highest administrative body of the College and it meets once a year and its functions are as given below.
		9.1.2	To monitor the academic and other related activities of the college.
		9.1.3	To consider the recommendations of the Staff Selection Committee.
		9.1.4	To review the important communications, policy decisions received from the University, Government, and AICTE. etc
		9.1.5	To consider the introduction of new programs and changes in intake for the next academic.
		9.1.6	To review the MoUs signed and industry collaborations.
		9.1.7	To review the state-of-the-art equipment procured.
		9.1.8	To review the faculty position of the college.
		9.1.9	To review the faculty development initiatives and programs.
		9.1.10	To review the admissions of the institute.
		9.1.11	To review the academic performance of the students.
		9.1.12	To review the students development activities.
		9.1.13	To review the placement activities.
	9.2		**DIRECTOR**
			The Director is the Head of the Institution and is the central figure in the organization of the institution and therefore, his/her duties, responsibilities and activities, thereto are multi-divergent. He/She is responsible for policy planning while providing the much required academic and administrative leadership and direction besides the financial management, in line with the policies of the management, university and the government.
	9.3		**HEAD OF THE DEPARTMENT**
			The Head of the Department is responsible for co-ordination of all the activities of the Department while involving himself/herself in all spheres of activity. He/She recommends the provision of the necessary academic and administrative space, equipment and machinery, stationery & furniture, and the financial requirements of the department, besides the requirements of the faculty, non-teaching, ministerial, and other supporting staff.
	9.4		**DEAN PLACEMENT**
			Planning and execution of various training programs for the students, liaising with companies, arranging various industry institute interaction programs, industry linked labs/COEs, arranging ON/OFF campus placements for the students.
	9.5		**EXAM CELL COORDINATOR**
			Ensures smooth conduction of Internal Assessment Test (IAT), University theory, and practical examinations, and related activities
	9.6		**LIBRARIAN**
			Purchase, maintenance and monitor the issue and return of books, journals, e-journals, CDs, and other services to the students and faculty.
	9.7		**SYSTEM ADMINISTRATOR**
			Maintain serviceability of all ICT tools and services available for use by the staff and students.

	9.8	**OFFICE MANAGER**
		Maintain all academic, staff, students, fees collection, expenses, admin related data/files and compile to use, as and when required. Ensure all infrastructures are in good condition for use.
	9.9	**TRANSPORT MANGER**
		Overall in charge for operation and maintenance of college buses. cars and related activities.
	9.10	**HOSTEL WARDEN**
		Overall in charge of hostel facilities, hostel mess, students discipline in the hostel and medical needs of hostel students during their stay in the hostel.
	9.11	**DIRECTOR Of PHYSICAL EDUCATION**
		Physical Director motivates and imparts intensive instructional and Physical Training, Organizes various Sports and Gym activities and helps the students to take Physical exercises including aerobic so as to enable them to maintain good physique, develop the most needed psychological resilience, besides, achieving the much desired Psycho-Muscular Balance, the competitive and combative skills, Sportsman spirit, the ability to aim at and work to well determined goals and objectives, strive hard for personal excellence as well as the cause of the team and institution, think beyond self (by way of developing healthy inter personal relations).

10		**ADMISSION POLICY**
	10.1	**Admission Procedure** Graduates of any discipline from Engineering as well as Arts, Science and Commerce branches, who fulfills the eligibility norms prescribed by Anna University, can apply for admission. Those who are appearing for final semester examination are also eligible to apply subject to the above norms. Selection of candidates will be based on merit, considering the scores obtained in TANCET/CET/MAT/CAT/Consortium exam/Other Entrance Tests approved by Government of India or Government of Tamilnadu, as well as the Performance in Group Discussion and Personal Interview. 50% of the seats are filled through Anna University single window counseling and balance 50% through Management quota. The seats unfilled through Anna University single window counseling can be filled through Management quota.

		Eligibility
		A pass in a recognised Bachelor's degree of minimum 3 years duration and obtained atleast 50 % (45% in case of candidates belonging to reserved category) at the qualifying examination.
	10.2	10+2+3/4 years pattern (or) 10+3 years Diploma +3 years pattern (or) - B.E. / B.Tech. / B.Arch. / B.Pharm. (or) - AMIE with 2 years regular full time Teaching experience / Industrial experience in the relevant field after passing all the subjects. - Candidates admitted through lateral entry in degree courses are not eligible except, B.E./ B.Tech. degree courses. - Candidates with B.E. / B.Tech. / Bachelor's degree / M.Sc. degree obtained through week end courses and B.E. / B.Tech. through distance mode are not eligible. - Candidates appeared for Final year/semester Examination of the said qualifying degree course in April/May may also apply for admission. - Candidates must have appeared for TANCET/CET/MAT/CAT/Consortium exam/Other Entrance Tests approved by Government of India or Government of Tamilnadu. - The above eligibility criteria are subject to change by Anna University.

11		**SCHOLARSHIP POLICY**
	11.1	RVS Educational Trust is proud to offer educational scholarships for Students. Our Educational scholarships for aspiring students are a testament to our commitment to providing individuals with the opportunity to pursue a world-class Education.
	11.2	**Eligibility** - The RVS Education Scholarship is open to all students. - Meeting the minimum criteria does not automatically guarantee the applicant a scholarship. It is subject to approval by the TRUST. - Scholarships are awarded on a first-come, first-served basis. - Late applications will not be entertained. - The RVS Education Scholarship is only applicable to tuition fees. (Within 2 years of award period). - The Scholarship is only valid for the programme in which the applicant has enrolled or applicant's duration of study at the RVS Institute of Management Studies. - The scholarship is not exchangeable for cash or other alternatives. - The scholarship recipient must be enrolled as a full-time student at RVS Institute of Management Studies and must continue to be a student at RVS Institute of Management Studies for the duration of the program.

Scholarship Category

S.No	Management Scholarship	Eligibility	Scholarship Amount
1	Merit Scholarship	Student secured above 70% in the UG degree	Rs,5000 of the total tuition fees
2	Alumni Scholarship	Student who studied in RVS group	10% of the total tuition fees
3	Serviceman Scholarship	A parent served and serving in military	10% of the total tuition fees
4	Offspring's of RVS employees	A parent who works in RVS group	10% of the total tuition fees

12		**CODE OF CONDUCT FOR STUDENTS**
	12.1	Students are subject to rules of conduct and behavior framed by the authorities of the College.
	12.2	Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it.
	12.3	Students should reach the college on time.
	12.4	Students should converse only in English inside the campus.
	12.5	Students should wear their ID Cards in the campus and in the college bus compulsorily.
	12.6	Students should maintain absolute discipline inside the class rooms as well as the college premises.
	12.7	Boys should wear only formal shirts and tuck in their shirts when they are inside the campus. Wearing jeans, T-shirts and shirts with tattoos and any other form of symbols are strictly prohibited inside the campus.
	12.8	Girls should wear chudidhars with dupatta pinned on either sides of the shoulder.
	12.9	Students should be punctual to classes and attend their work with devotion.
	12.10	Students should acquaint themselves in time with the notifications put up on the Notice Board.
	12.11	Students should not be permitted roaming outside the class room or out of the college during class hours.
	12.12	During class hours, students are not permitted to visit Office. Director, HOD or Class Advisors.
	12.13	Students should keep the classrooms and college premises absolutely neat and clean. Disfiguring and scribbling on the walls, college buses, and doors or breaking the furniture is a violation of discipline and will severely punished.
	12.14	Students should use dustbins for throwing garbage and unwanted material.
	12.15	Students shall not enter the college premises in intoxicated state and should not possess such materials.
	12.16	Usage of cell phones inside the classrooms is not permitted.
	12.17	If a student's behavior goes wrong, the parent of the student concerned should meet the Class Advisor and the Head of the Department.

12.18	Boys and Girls interaction on personal grounds is strictly not permitted.	
12.19	There should not be exchange of greetings, photos, gift articles or letters between boys and girls.	
12.20	Students are not allowed to visit the residents of the students of opposite gender.	
12.21	Day-Scholars are not allowed to enter the Hostel without prior permission from the Director.	
12.22	Students are not allowed to form any type of unauthorized union / meeting and not allowed to celebrate birthday and any form of parties.	
12.23	Ragging of any kind is strictly prohibited.	

13		**POLICY ON FEEDBACK BASED GOVERNANCE**
	13.1	All the students are required to give their feedback online for all their respective subject staff on metrics as listed below: coverage of syllabus, ability to explain the concepts in clear and simple language, creating interest through examples, audibility while giving lecture, eye contact, voice modulation and mannerisms, etc. interaction in the class, overall class control and discipline, punctuality, internal tests and assignments- Quality.
	13.2	Each of these parameters has been given different threshold limits and the overall threshold limit is 80%. Faculty members who could perform above the desired thresholds were encouraged to pursue other roles.
	13.3	Faculty members who could not perform to the desired thresholds are advised to undergo pedagogical trainings to improve their teachings methods and techniques and personal interaction with the Director to work on necessary improvements.

14		**IT UPGRADATION POLICY**
	14.1	IT Infrastructure includes hardware, software, network resources and services.
	14.2	The college has necessary hardware, software and net connectivity for use by the faculty and students to meet the academic requirement.
	14.3	Upgradation or new purchase of hardware/software will be made as per the curriculum requirements and industry standards. For any IT procurement or upgradation, the Director ought to take prior approval from the Chairman and forward to the Purchase department to identify the vendor and make an order based on the comparative analysis, ensuring high quality items are purchased.
	14.4	The System Administrator is expected to check all the lab equipment's on a daily basis and ensure that all the machines are working properly.
	14.5	The System Administrator will be responsible on managing system upgrades, renovate drives for the printer, scanner and any other equipment apparatus that faculty or student uses.
	14.6	If any hardware problem is detected by faculty or student, an initial entry should be made to System Administrator. Upon identifying the service requirement, System Administrator will respond and make an initial inspection of the hardware equipment and resolve the problem. Any further queries or checks, it will be directed to the Data Center for necessary action.

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	14.7	Internet bandwidth will be increased each year based on the need and AICTE/AU guidelines.
	14.8	For any disposal or scraping of components, the college e-waste management policy has to be adopted.

15		**E - GOVERNANCE POLICY**
	15.1	Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the organization to provide and facilitate required services, exchange of information, communication, transactions and integration of various standalone systems and services, thereby creating the transparent, paper less, and automated data system.
	15.2	The objective of E- Governance is to provide simpler, transparent and effective system for all the activities of the College, • To handle the data in one roof. • To make the paper free campus. • To make campus Wi-Fi enabled. • To have ICT enabled Classrooms. • To establish a fully automated Library. • To monitor all the activities of the college.
	15.3	The implementation of e-governance should be for all the functioning units of the institute like administration, examination, students, library, finance & accounts, admissions, teaching-learning process, etc. The policy is formulated to have complete, transparent and well documented data.
	15.4	In general, institute website www.rvsim.ac.in will act as an information center for the stakeholders and it will reflect the activities carried out inside the college. So policy is made to disseminate all the details in the website like circulars, GC details, all the departmental activities, important notices, courses offered, etc. For this purpose, policy is made to have regular updates on the website.
	15.5	For establishment of Management Information Systems (MIS), the college has opted for PALPAP ERP solutions which have been highly beneficial for both academic and administrative purposes. The system also helps to save time and the whole process reduces paper usage.
	15.6	Online registration by students during admissions has helped to create an accessible student database. The system also helps to save time during admissions to enter data of a new student like student name, mobile number, e-mail id, permanent address, any other relevant academic and personal data etc. that can be used in future requirements.
	15.7	The accounts of the College are maintained under cash basis of accounting. Fees are collected and details are maintained digitally. The records of students' receipts and their account profile are updated regularly. Daily cash collection and payment reports are generated from the software and recorded in the cash book from time to time and is posted to various ledgers. Class wise report of fees to be received and the actual fees received are reconciled after every semester with the help of the software. Staff salary is also maintained in the system.

	15.8	The college has a Exam Cell which is facilitated with modern ICT tools for smooth conduct of internal examination and University Examination. Subject registration to result generation is done through online mode with help of web portal. Internal evaluation grades are also uploaded online. Computerized result analysis is used to generate individual student reports which help faculty to plan remedial action and additional coaching for slow learners.
	15.9	Library Policy has been taken to automate the library process. It is also decided to bring the software for the library process automation. Policy has been made to maintain the stock in the software. The policy have been taken in update the e-learning resources every year regularly for the benefit of the learners Policy also have been taken to subscribe to new journals and books regularly, Policy have been taken to have bar code mechanism to lend the books and to have the entry through bar code. Policy has been taken to have Graphical User Interface, Unicode support with Multi-lingual Search and export facility for most reports.

16		**ALTERNATE ENERGY SOURCES AND ENERGY CONSERVATION POLICY**
		Energy and environmental conservation are critical for long term viability. RVSIMS College believes that an environment and energy consumption policy may significantly contribute to environmental conservation via efficient energy use and so serve the cause of man and environment in a dedicated manner. Various efforts have been taken by the college to utilize the solar energy in an effective way based on its unique infrastructure. First and foremost the college infrastructure is designed to make maximum utilization of natural light thereby reducing the use of lights inside classrooms and labs during day time.
	16.1	**Objectives:** • To preserve an eco friendly environment. • To reduce energy usage on campus. • To meet the ongoing energy demands, we turn to alternative energy sources.
	16.2	**Green Audit** The institution has a green audit performed on regular basis by an approved agency.
	16.3	**Energy Audit** The energy audit conducted by authorized auditors/auditing agency to find out the status of energy utilization of the college.
	16.4	**Environment Audit** Along with green audit, the institute also conducts environment audit on a regular basis. The parameters like soil, air, noise and water qualities are to be taken into consideration for maintaining clean environment of the college campus.

17		**WATER CONSERVATION POLICY**
		Water is the fundamental requirements of life. Water is very important to sustain life to save earth. Today, water is under extreme threat due to population growth, increased demand from agriculture and industry, and worsening climate change. Sustainable development is essential for water conservation. RVS Institute of Management is dependent on municipal water supply and ground water for all its water needs.
	17.1	**Objectives** • To usage of water resource in the efficiency without wastage. • To provide adequate water supplies to meet demands of the campus. • To provide clean, safe, reliable drinking water at all times. • To enable water storage and propose conjunctive management of surface and

		groundwater resources from contamination.
		• To regenerate the ground water with the help of RWH pit.
	17.2	**Measures** • A water conservation committee is formed to create and execute the water management policy in our campus. • This committee primarily ensures the regular monitoring the quality of drinking water, maintenance of water distribution system and effective utilization of the waste water periodically. • Entire distribution system is well supervised by civil works committee to ensure that there are no leakages and wastages of precious water through joints, valves etc.
	17.3	**Facilities** • Rain water Harvesting • Bore well • Water Storage tank • Water Doctor

18		**GREEN CAMPUS INITIATIVE POLICY**
		A green campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunities to take the lead in redefining its environmental culture. Continuing to develop and implement an integrated green campus policy, our institute implements the following practices towards establishment and maintenance of green campus.
	18.1	**Restricted Entry of Vehicles** Entry of motor vehicles is strictly prohibited inside the campus. Separate parking facilities for those vehicles are provided in front of the main gate.
	18.2	**Battery Powered Vehicle** Our RVSIMS students and staff members can utilise the powered battery operated vehicle for pickup and drop the peoples inside the campus.
	18.3	**Ban on Use of Plastic** In order to have the awareness on the hazardous effects of the plastic usage, our college is implementing some awareness boards like sign boards to restrict the use of plastic items inside the campus.
	18.4	**Landscape with tree and plant** As per the green practices in the campus, RVSIMS is moving in the direction of a green Institution by planting more trees in and around the campus. The garden consists of local species of trees which make the campus cool during hot summer months and improves the ambience of our campus.

19		**DEGRADABLE AND NON-DEGRADABLE WASTE MANAGEMENT POLICY**
		Effective waste management through efficient disposal or recycling is an important process for any organization as it impacts the health and environment of not only those who work and live on campus, but also those in the surrounding community. Therefore, providing a healthy and safe environment is our top priority.
	19.1	**Solid Waste Management** Routine solid waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, after segregating into different types of bio and non-bio degradable waste and taken to the dumping yard.

	19.2	**Liquid Waste Management** The non-reusable liquid waste is sent through proper drainage to corporation drainage system.
	19.3	**E-Waste Management** E-Waste from labs is properly collected and is given to the licensed recycler, reused wherever possible, donated and sold if possible. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Some parts useful for other systems are kept aside for future use. Students are also imparted awareness and education about E-Waste.
	19.4	**Waste recycling system** Rain water is collected from the main building, hostels, open auditorium, canteen and all other building in the college. The drainage system carries a portion of it to the garden inside the quadrangle in the main building. The majority portion delivered to the garden and rain water harvesting pit near the entrance of the college.
	19.5	**Facilities** • Solid Waste Management • Sanitary napkin incinerator • Liquid Waste Management • E-Waste Management • Waste Recycling system

20		**DIVYANGJAN POLICY**
		Our institution has constituted the following policy to ensure disabled friendly and barrier free environment for the disabled people to live with equal opportunities in the college premises.
	20.1	College provides human assistants in all the assistance needed for mechanized tools, like wheel chair.
	20.2	College provides disabled friendly infrastructure like ramp and supporting handle facilities.
	20.3	College provides disabled friendly restrooms that can be approached with wheel chairs.
	20.4	Signage boards are placed in all prominent places to ensure barrier free movement and to access to needed facilities.
	20.5	College provides Braille blaster open software in helping the blind disabled people access study material and reference content.
	20.6	College provides scribe for writing the exams and, as per the regulation of Anna University it provides additional hours for writing the examinations.
	20.7	**Facilities** • Ramps for easy access to classrooms • Disabled friendly washroom • Screen reading software for Divyangjan • Help desk for Divyangjan