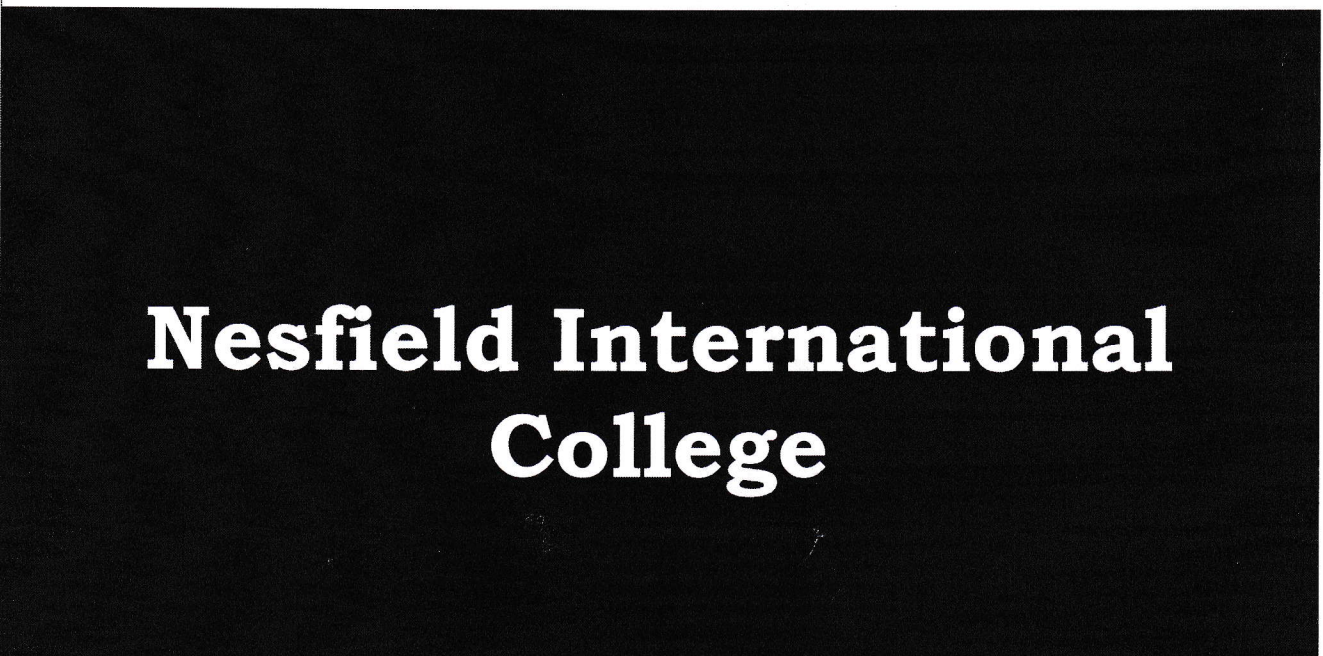


**COLLEGE WORKING
GUIDELINES
2021**



**Nesfield International
College**

TABLE OF CONTENTS

Rationale.....	1
Scope	1
Objective.....	1
CHAPTER 3	2
EDUCATIONAL PROGRAM OPERATION	2
3.1 Admission.....	2
3.3 College Timing.....	2
3.4 Long-term Holidays.....	3
FACULTY WORKLOAD AND SUPPLEMENTARY CLASSES.....	3
4.1 Determination of Workload of individual faculty	3
4.3 Supplementary/Remedial Classes.....	3
4.4 Job Description and Terms of Reference of Faculty Members and Other Staffs	4
CHAPTER 5	4
CLASS ROUTINE	4
5.1 Class Routine.....	4
CHAPTER 6	5
PERFORMANCE APPRAISAL, RECOGNITION AND SCHOLARSHIP	5
6.1 Directors, Managers and Well-Wishers.....	5
6.2 Faculty and Staff.....	5
6.3 Scholarship to Students	5
6.4 Awards and Honor Recommendation Committee	6
CHAPTER 7	7
COLLEGE CHARTER	7
7.1 College Charter.....	7
CHAPTER 8	8
CURRICULUM REVIEW, ACADEMIC CALENDER AND LESSON PLAN	8
8.1 Curriculum Review.....	8
8.2Academic Calendar and Lesson Plan	8
CHAPTER 9	9
PLAN AND PROCEDURES FOR REPAIR AND MAINTENANCE	9
9.1 Repair and Maintenance	9
CHAPTER 10	9
STORAGE OF EQUIPMENT AND MATERIALS	9
COORDINATION WITH STAKEHOLDERS	10
11.1 Communication and Interaction with Parents or Local Guardians.....	10

CHAPTER 12	10
COMMUNICATION PROCEDURES AND TRANSPARENCY	10
12.1 Communication and Transparency	10
CHAPTER 13	11
OPTIMUM UTILIZATION OF THE PHYSICAL ASSETS OF THE COLLEGE	11
CHAPTER 14	12
ENVIRONMENT FRIENDLY PHYSICAL FACILITIES	12
14.1 Waste Management	12
14.2 Construction of Physical Infrastructure	12
14.3 Classroom Management	13
14.4 Management of Canteen	13
CHAPTER 15	14
USE OF INTERNET FACILITY, CELL-PHONE AND COMPUTERS	14
CHAPTER 16	14
EXTENSION AND OUTREACH PROGRAM	14
16.1 Extension Program	14
16.2 Outreach Programs	14
CHAPTER 17	15
GRIEVANCE, PHYSICAL AND SEXUAL ASSAULT, FEEDBACK, INQUIRY, SUGGESTION AND REQUEST MANAGEMENT	15
17.1 Introduction and Rationale	15
17.2 Grievance	15
17.3 Hearing Grievances	15
17.4 False and conspiratorial Complaints	15
17.5 Objectives of the Grievance, Support, Inquiry, Advice and Request Management Process	16
17.6 Educational Quality Standards	16
17.7 Conduct and Behavior of Faculties, Students and Staffs	16
17.8 Nature of Grievances or Complaints	16
17.9 Grievance Management Mechanism	17
CHAPTER 18	18
18.1 Personality Development, Knowledge Transfer and Moral Education	18
18.2 Personality Development	18
18.3 Transfer of Knowledge and Skill	18
18.4 Moral Education	18

CHAPTER 1

Rationale

These guidelines aim to guide for the operational management, day to day administration and operation of teaching learning activities of college. In particular, they provide practical guidance to educational administrator involved within college on the different tasks they are asked to perform, including the process of setting up the college, the organisation of the exchange of information among college members and the communication with the management of the supervised institutions.

Scope

Nesfield International College identified a need for formalized guidelines in different key areas to enhance quality teaching learning process. The operational guidelines encompass the given key areas;

1. Facilitates services throughout the department and put them into effect in internal operations
2. Foster continuous improvement and ensure quality education
3. Capture the current state while also ambitiously looking toward how practices could be enhanced in the future.
4. Facilitate discussions and gather feedback from key stakeholders.

CHAPTER 2

Objective

To manage the college in ways that support institutional development, continuous quality enhancement, adopt innovative teaching learning procedure, improve student support system, establish research culture, operationalize EMIS, mechanize public information system and sustainability.

CHAPTER 3

EDUCATIONAL PROGRAM OPERATION

3.1 Admission

The college announces admission opened notice via social media platform, website, and college notice board. College follows criteria and provisions preferred by TU in taking admission of students in different programs. Within the given framework, all the class 12 passed and TU CMAT/Entrance (if required) passed students are eligible for the enrolment in bachelors and masters degree courses that the college offers. Besides, college takes interview before admitting students to assess their learning attitude and skills.

3.2 Orientation

Before starting formal class of new batch, college organizes orientation program to new students. They are given orientation towards codes of conduct, courses, syllabus, evaluation system, college timing, and college life as a whole.

3.3 College Timing

- 3.3.1 The college timing will be as follows but it may be amended depending upon the differences in thematic nature and the convenience of the students. The class hour will review as per expedient and accessibility of the students.

Morning Session: 06:30 AM to 10:30 AM

Day Session: 11:00 AM to 04:30 PM

- 3.3.2 Theoretical, innovative and practical teaching learning process will be guided by the academic calendar of the college. The meeting of the departmental head may amend the academic calendar and academic plan in special circumstances.
- 3.3.3 The Campus Chief the college shall determine the operational approach of the college as per the requirement of the college by informing the Chairperson. The Department Head will be informed one week in advance by the college administration regarding the change in timing.
- 3.3.4 If the lab and library have to be used after and other than the college timing, the respective Department Head has to give approval for the same.

3.4 Long-term Holidays

- 3.2.1 The college educational administration will assess the seriousness of the situation and make the decision in accordance with the policy of the University and the rules of the Government of Nepal.

CHAPTER 4

FACULTY WORKLOAD AND SUPPLEMENTARY CLASSES

4.1 Determination of Workload of individual faculty

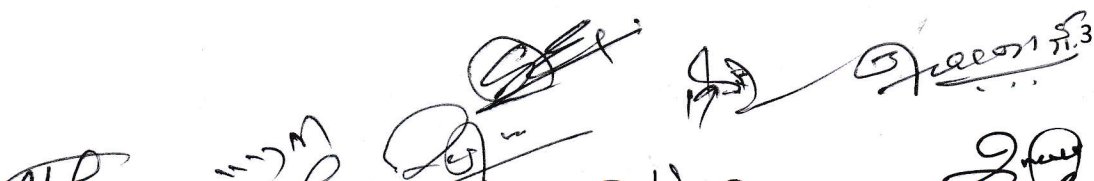
- 4.1.1 The faculty member's workload shall be determined as per the college Statute.
- 4.1.2 In case of special circumstances and according to the nature of faculty and subject, the Department Head and the College Principal can provide additional class to any teacher if deemed necessary.
- 4.1.3 If required, on the basis of recommendation of HoD, Principal can appoint anyone as visiting faculty on a regular basis.
- 4.1.4 HoD and/or Principal can invite resource person as Guest Lecture
- 4.1.5 Payment to guests (as defined in 4.1.3 and 4.1.4) will be determined by Principal of the college.
- 4.1.6 Every faculty member is expected to contribute in the field of research related activities.

4.2 Workload to HoDs

- 4.2.1 HoDs are responsible for regular monitoring and evaluation of course progress, and the performance of faculties.
- 4.2.2 HoDs are responsible to monitor and evaluate the overall performance of the student periodically.
- 4.2.3 HoDs manage the teaching load/schedule of faculties in coordination with program coordinators to ensure their engagement in research activities.

4.3 Supplementary/Remedial Classes

After reviewing the results of the internal and other examinations, necessary supplementary/remedial classes will be conducted. The concerned Department Head will

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decide the method of conducting the supplementary/remedial classes and suggest the college Educational Administration. Additionally, the college can arrange bridging classes (TU CMAT and Entrance preparation class) to those students who wish to get admission in semester based programs in the college.

4.4 Job Description and Terms of Reference of Faculty Members and Other Staffs

All the working faculties and administrative staff will be assigned with job descriptions and relevant Terms of Reference (ToR) (Annex 1) in order to ensure accountability, and efficiency in work performance. The Campus Chief prepares the ToR of all faculties and staffs.

The ToR shall be specified in the Appointment Letter provided to the respective personnel.

CHAPTER 5

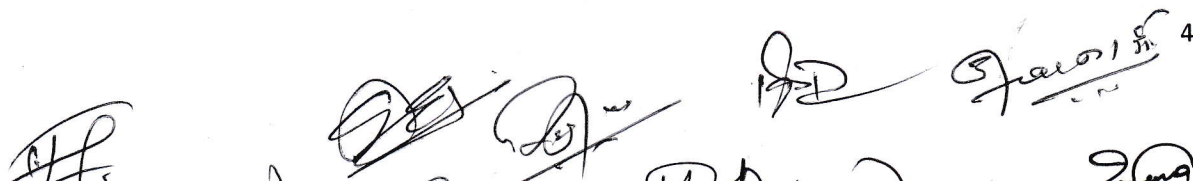
CLASS ROUTINE

5.1 Class Routine

Class routine will be prepared and implemented for conducting regular, additional and emergency classes of the college. All the faculties working in the college have to fulfill their responsibilities according to the routine.

Arrangements for Class Routine will be as follows:

- 5.1.1 The Department Heads, in coordination with the faculty members, should prepare the department schedule and submit it to the authorize academic administrator.
- 5.1.2 Class routine should be determined in such a way that it does not fall in short of the curriculum prescribed in the University.
- 5.1.3 The Head of the Department shall inform to all regarding the schedule.
- 5.1.4 It will be the responsibility of the entire concerned academicians to examine the answer scripts of the students, but not in the class hours.
- 5.1.5 All the concerned faculty members will also be responsible for providing necessary assistance to the college in leisure time.
- 5.1.6 The Head of the concerned department will be responsible for including practical classes in the class routine.

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CHAPTER 6

PERFORMANCE APPRAISAL, RECOGNITION AND SCHOLARSHIP

6.1 Directors, Managers and Well-Wishers

- 6.1.1 Honors and awards may be given to the individuals and organizations that have made special contribution in the establishment and operation of the college as per the decision of CMC in the occasion of annual celebrations and other programs.

6.2 Faculty and Staff

- 6.2.1 Performance appraisal of all faculties and staffs will be conducted at the end of every fiscal year. Performance appraisal forms for faculties and staffs are attached in Annex 2 and Annex 3.
- 6.2.2 Innumerable categories of awards and honors may be given to the faculty members and staff for encouragement and motivation for the development of the Institution.
- 6.2.3 On the basis of the annual performance appraisal, IQAC recommends CMC to award the personnel with appropriate means.
- 6.2.4 Those members who stay for a continuous 10 years in the college shall be recognized with a token of appreciation.
- 6.2.5 One from each faculties and students who visit library the most frequently shall be rewarded annually.

6.3 Scholarship to Students

Prize and honor in the form of scholarship to students shall be addressed as per the following scheme:

6.3.1 Merit based scholarship

Those students who rank in top 3 positions within a class in board examination will have scholarship (fee waive) in subsequent upper level as follows:

Position	BBS/BASW	BHM	BBM/BCA	MBS
1 st	3 months tuition fee	Rs 15000	Rs 10000	Rs 10000
2 nd	2 months tuition fee	Rs 10000	Rs 7000	Rs 7000
3 rd	1 month tuition fee	Rs 5000	Rs 5000	Rs 5000



6.3.2 Scholarship to Sports person

Students who are national level sports person are eligible for scholarship.

6.3.3 Scholarship to differently able person

Differently able persons are entitled to scholarship.

6.3.4 Scholarship to persons recommended by University and Government bodies

The college provides scholarship to the persons recommended by University and Government bodies.

6.3.5 Nesfield Chairperson Scholarship

Scholarship not covered by above 4 schemes shall be categorized as 'Nesfield Chairperson Scholarship'. Scholarship amount range will be defined by EMIS system.

6.4 Awards and Honor Recommendation Committee

An Awards and Honor Recommendation Committee will be formed with the following composition. The committee will recommend the names of the individuals receiving such awards, the nature of the award and when it should be given and submit it to the CMC.

- A) Member of CMC nominated by Chairperson: Coordinator
- B) Campus Chief: Member
- C) Heads of Departments: Members
- D) Administrative Staff's Representative: Member
- E) Student Representative 1 Male 1 Female nominated by the Head of the college: Member

CHAPTER 7

COLLEGE CHARTER

7.1 College Charter

The college Charter will be prepared in large letters and will be kept at a place visible to all, in order to effectively inform the students and general public about the services provided by the college.

Format of Charter

S.N	Description of Service	Necessary Documents / System		Focal Person/ Department	Block and Room No.	Duration
1.	Students' Enrollment: CMAT/Entrance Exam Admission	MBS	CMAT Score Sheet + BBS or equivalent level transcript + Character Certificate	Co-ordinator		1 Hour
		BHM/ BCA/ BBM	Entrance Exam /CMAT Score Sheet, SEE Certificates, + plus 2 level transcript and Character Certificate	Co-ordinator		1 Hour
		BA/BBS	plus 2 level transcript and Character Certificate	Co-ordinator		1 Hour
2.	Identity Card / Library Card	New Issue/ Renew	1 pp size photograph in College uniform with Admitted receipt	Front Desk and Library		1 week
3.	Library Books Issue	Library Card	Damage, Loss or Late Return fine as per the library rules	Library		15 minutes
4.	Fee/ other Payments		For fee payment issued bill is compulsory	Account		15 minutes
5.	TU Registration	MBS BHM/ BCA/ BBM BBS BA	Original Migration, Character Certificate, Transcript Provisional Certificate from SLC/SEE to plus 2 / Bachelor Level	Exam/ Documentation		After issued by TU
6.	Board Examination Form Fill Up	All programs	2 pp sized photo, fee clearance slip, grade sheet copy is required for partial exam of semester program	Exam/ Documentation		30 Minutes
7.	Internal Term Examination Admit Card	All programs	Fee clearance and Exam Entrance Card	Exam/ Documentation		15 Minutes
8.	Transfer Certificate	Issue/ Acceptance	Fee Clearance, Library Clearance, Acceptance/ Approval letter	Principal		1 hour
9.	Character Certificate	Issue	3 pp sized photograph, photocopy of Transcript, Fee Clearance, Library Clearance	Exam/ Documentation		30 Minutes
10.	Recommendation Letter	Nepal/ Foreign	Application Letter	Exam/ Documentation		30 Minutes
11.	Dissertation	Proposal Defense	Proposal	RMC		Depends on Student's Performance
12.	Project Report	VIVA	Report Copies	RMC		Depends on Student's Performance
13.	Job Card	Issue	Application, Photocopy of Job appointment letter, 2 PP sized photo	Vice Principal		2 Days
14.	Leave	Issue	Hand written application	Vice Principal		10 Minutes

Note :- In case of any further queries one can consult to Vice - Principal or Principal

Note - The allocated time period may be changed according to unpredicted circumstances or technical issues.






CHAPTER 8

CURRICULUM REVIEW, ACADEMIC CALENDER AND LESSON PLAN

8.1 Curriculum Review

Curriculum shall be reviewed every year and with respect to the changes/ amendments made by the university. Curriculum review shall be done by the meeting of campus chief and the department heads. Factors such as major objectives of the curriculum, learning objectives, administrative workload, workload related to study and research will be reviewed. A short report of the review shall be prepared and forwarded to the University as a feedback.

8.2 Academic Calendar and Lesson Plan

- 8.2.1 Each faculty shall contribute to prepare academic calendar.
- 8.2.2 The academic calendar of the department should be prepared by the Head of the Department and submitted to the campus chief.
- 8.2.3 Lesson plan should be in accordance with the academic calendar of the college.
- 8.2.4 Academic Calendar and lesson plan shall be prepared in the format decided by the Internal Quality Assurance Committee and format prescribed by the university.
- 8.2.5 Each faculty member is required to make a prescribed daily lesson plan, and to carry out teaching and learning activities according to that lesson plan.
- 8.2.6 It will be the responsibility of the Head of the Department to monitor the study as per the syllabus. Based on the monitoring, the Head of the Department will have to submit a quarterly report to the respective authority.
- 8.2.7 Academic calendar and Lesson plan should be integrated with EMIS
- 8.2.8 Lesson plan should ensure the course completion schedule as follows: 35% before 1st term examination, 70% before 2nd term examination, and 100% before pre-board examination. However, schedule can be modified as per the contingent/environmental factors.

CHAPTER 9

PLAN AND PROCEDURES FOR REPAIR AND MAINTENANCE

9.1 Repair and Maintenance

An annual maintenance plan will be prepared and implemented for the preservation, maintenance and management of the physical infrastructure and equipment of the college.

The management of the plan and procedures for the same will be as follows:

- 9.1.1 It shall be as per the provision of college statute.
- 9.1.2 Prior consent of campus chief is necessary for any repair and maintenance activities. In case of emergency, consent shall be taken right after the completion of the activities.
- 9.1.3 Demand for repair and maintenance should be forwarded by HOD with attachment of necessary documents.

CHAPTER 10

STORAGE OF EQUIPMENT AND MATERIALS

The storage process, archiving, and distribution of equipment and materials have to be done according to the Accounting and Quality Standards.

- 10.1 The Finance and Facilities Development Cell (FFDC) shall decide the method of storage, archiving and distribution of equipment and materials on the basis of Financial Rules, 2076.
- 10.2 Equipment and materials will be categorized as per the rules of accounting and kept under appropriate account heads.
- 10.3 Written records of all the incoming and outgoing equipment and materials should be maintained in accordance with appropriate accounting techniques.
- 10.4 Physical verification of equipment and materials will be done every year.
- 10.5 If any equipment or material are lost, damaged or to be written off, it shall be managed according to the financial rules of the college
- 10.6 Materials having date of expiry such as medicines, chemicals or other equipment, shall be distributed using the FIFO method.
- 10.7 Record of material and equipment shall be maintained using software.

CHAPTER 11

COORDINATION WITH STAKEHOLDERS

The Branding and Public Information Management Cell (BPIMC) will prepare and annual plan to disseminate the information, take feedbacks and suggestions and for coordination. The Coordination with parents and the community will be extended on the basis of the Annual Plan.

11.1 Communication and Interaction with Parents or Local Guardians

Formal and informal communication and interaction will be held with parents to inform them about the student's academic progress and problems, and to involve parents in the institutional development of the college. Following procedures will be ensured to maintain regular communication with parents:

- 11.1.1 A parent meeting will be convened at least once a year.
- 11.1.2 Apart from parent meeting program, separate discussion can be held with parents of each student as per the need.
- 11.1.3 Involvement of parents will be encouraged in the programs organized by the college as per the need and relevance.
- 11.1.4 Parents will be encouraged to have necessary discussion with the officials and faculties of the college.
- 11.1.5 Arrangements will be made to have interaction with parents through EMIS, correspondence, email, website, social media, telephone, etc. The BPIMC will be responsible for the management of the same.

CHAPTER 12

COMMUNICATION PROCEDURES AND TRANSPARENCY

12.1 Communication and Transparency

Increasing access to information on various aspects of the academic activities, progress, financial details, etc. of the college in an effective and efficient manner to all the stakeholders in an area of priority. The BPIMC will follow the following methods:

- 12.1.1 A mechanism will be set up in order to disseminate the information by the BPIMC. The dissemination of information is to be executed as per the mechanism.

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- 12.1.2 Website, e-mail, Facebook and other social networking sites of the college will be in operation.
- 12.1.3 Regular updates of the college activities shall be provided in the college website as well as through various means of mass media and social media.
- 12.1.4 Specific information will be placed on the notice board of the college.
- 12.1.5 Information will be disseminated through various discussions, interviews and meetings.
- 12.1.6 Study reports will be circulated to the members of all thematic committees.
- 12.1.7 Decisions other than those related to confidentiality of the CMC shall be sent to the concerned department or section.
- 12.1.8 Complaints and suggestions will be taken through the EMIS in order to know the general opinion, to receive grievances and suggestions towards the college.
- 12.1.9 Following information shall be displayed in the Campus premises in a way visible to all:
 - a. Vision of the college
 - b. Mission of the college
 - c. Code of Conduct of Students
 - d. Professional Code of Conduct of Faculties
 - d. Organizational Structure of the College
 - e. Organizational Structure of the Library
 - f. Charter of the college

CHAPTER 13

OPTIMUM UTILIZATION OF THE PHYSICAL ASSETS OF THE COLLEGE

- 13.1 In order to enhance college income, physical structure and equipments of the college shall be utilized optimally. For example, training hall can be given on rent without harming educational process of the college.
- 13.2 In addition to the regular classes, other additional experimental, vocational and special classes will be conducted in the college.
- 13.3 Augment Infrastructure Plan will be formulated and implemented as per need of college.

- 13.4 Physical Infrastructure, Facilities and Resource Optimum utilization Plan will be formulated.
- 14.6 Make a provision for utilization of infrastructure and facilities by external agencies based on the mutual benefit

CHAPTER 14

ENVIRONMENT FRIENDLY PHYSICAL FACILITIES

14.1 Waste Management

- 14.1.1 Dustbin, waste-bin or containers shall be placed at appropriate spaces within the college premises. Separate bins shall be placed for degradable and non-degradable wastes. Compost pit shall be made if there is enough space available with the college premises for degradable waste. The organic manure from such pits shall be used in the college garden
- 14.1.2 Students shall be encouraged to show active participation in the waste management programs.

14.2 Construction of Physical Infrastructure

- 14.2.1 Cupboard or lockers shall be managed for faculties and employees of the college, and for the students as well based on their academic need.
- 14.2.2 The construction of the physical infrastructures of the college shall be environment friendly and earthquake resistant.
- 14.2.3 College building shall be made friendly to all gender and differently able students and faculties.
- 14.2.4 Emphasis will be given on multi-purpose and maximum use of physical infrastructure of the college.
- 14.2.5 If needed or in case of unavailability, college can make agreement with other institutions to use their infrastructure.
- 14.2.6 College can rent or lease it's infrastructure. There should be no hindrance in the teaching learning activities due to such action.
- 14.2.7 Landscaping of the college land will be done to use the land and physical facilities of the college on an attractive manner.

14.3 Classroom Management

- 14.3.1 Classrooms shall be managed to accommodate 40 -50 students in each class.
- 14.3.2 There should be a vision to modify the classrooms, making them easily accessible to differently able faculties and students.
- 14.3.3 The classrooms shall be managed with the provisions to use EMIS and audio-visual materials (LCD, projectors, video monitors, etc.)

14.4 Management of Canteen

- 14.4.1 There will be a college canteen within the college premises to provide tea, lunch or other food items for faculties, employees and students.
- 14.4.2 Special attention will be given to cleanliness and hygiene.
- 14.4.3 Minimum standards required for a well-managed college canteen will be ensured.
- 14.4.4 Food items will be made available at canteen at a subsidized or affordable price.
- 14.4.5 The mechanism for operating the canteen shall be devised.
- 14.4.6 Food items in the canteen will be managed as per the demand and needs of the students.
- 14.4.7 An arrangement will be made to display the price of food items available in the canteen.
- 14.4.8 The college shall operate the canteen under its own management as far as possible. Otherwise, the college can make contract with individuals or organizations to provide permission to operate the canteen.
- 14.4.9 College shall provide facility of wholesome water for all the stakeholders inside college premise. In addition, the technical team will ensure the quality of wholesome water in line with policy and rules of Nepal Government.

CHAPTER 15

USE OF INTERNET FACILITY, CELL-PHONE AND COMPUTERS

- 15.1 The college shall set up a computer lab and facilitate optimum utilization of the same.
- 15.2 Students enrolled in the regular program of the college can use the computer within the rules provided by the college.
- 15.3 The college shall manage the availability of internet facility.
- 15.4 Faculties, employees and students can use the internet facility within the college time and provisions shall be made to restrict the unauthorized and misuse of such facilities. Extra fees shall not be charged for the internet.
- 15.5 Websites against social dignity and code of conduct shall be blocked by the college.
- 15.6 College shall decide upon the rules regarding the use of the cellphone. But special provisions shall be made for the use of EMIS.
- 15.7 College shall manage an environment in order to enable the download and use of online books and articles using the IP address of the college.
- 15.8 Printing facility shall be made available to the students at an affordable rate.

CHAPTER 16

EXTENSION AND OUTREACH PROGRAM

16.1 Extension Program

Effective planning and implementation of the extension program is necessary to enhance the skills of the students according to the course/program and respective levels. Extension and Out-reach Management Cell (EOMC) shall prepare annual plans relevant to the community needs in coordination with the community. Such external programs will be vital and centered on the community development.

16.2 Outreach Programs

The EOMC will organize several programs for the community development. The cell will prepare plans and organize such programs in partnership with different organization and institutions or in self-initiation of the college.

CHAPTER 17

GRIEVANCE, PHYSICAL AND SEXUAL ASSAULT, FEEDBACK, INQUIRY, SUGGESTION AND REQUEST MANAGEMENT

17.1 Introduction and Rationale

Faculty member, educational managers, students, parents and the community are the main stakeholders of an educational institution. Higher educational institutions should have the capacity and appropriate mechanism to receive suggestions, feedback and complaints from the stakeholders. The mechanism should also be appropriate in order to disseminate information to the stakeholders.

The grievance redressal process enhances accountability and transparency towards college or campus stakeholders. The Grievance Redressal Cell will ensure that such grievances and suggestions are addressed with confidentiality of the stakeholders. In addition, the process orients the educational and academic process towards quality improvement and creates an atmosphere of coordination, cooperation and trust among the stakeholders.

17.2 Grievance

Grievance is a response that arises automatically when there are issues which are against the values, norms, ethnics, standards and policies of the institution or with the dissatisfaction of stakeholders. Grievances should be addressed as far as possible in a constructive way for the institutional development.

17.3 Hearing Grievances

The process of investigating and addressing complaints and grievances from stakeholders enhances stakeholder satisfaction. Grievance redressal, accountability and transparency are the actions that complement one another.

17.4 False and conspiratorial Complaints

All complaints may not be factual and true. Some of the complaints may be false and defamatory as well. Therefore, the grievance redressal mechanism should conduct necessary investigation and create an environment for necessary actions.

17.5 Objectives of the Grievance, Support, Inquiry, Advice and Request

Management Process

- 17.5.1 To address the grievances of the stakeholders on the basis of the set standard.
- 17.5.2 To manage the support, research, advice and requests received from the stakeholders.
- 17.5.3 To minimize the damage by investigating and managing the most serious types of complaints
- 17.5.4 To maintain and enhance credibility, transparency and quality among the stakeholders.
- 17.5.4 To ensure participation and trust among the stakeholders.

17.6 Educational Quality Standards

The college will prepare minimum standards for educational and academic process and inform the stakeholders. The area of complaint will be determined on the basis of the same criteria. Only those grievances determined on the basis of the set criteria will be addressed. For example: Complaints that are off-campus or unrelated to the academic process of the college may not fall within the scope of the hearing.

17.7 Conduct and Behavior of Faculties, Students and Staffs

The conduct, activities and behaviors of the faculty, students and staff will fall within the scope of the grievance hearing. Depending on the nature of the grievance, the grievance redressal will be managed or addressed in accordance with the procedure, college policy, rules and laws.

17.8 Nature of Grievances or Complaints

Concerned stakeholder can lodge complaint in the following cases or situations:

- 17.8.1 In case of any act contrary to the policy, rules, ethics and norms of the college or in case of happening of any anti-social activities
- 17.8.2 If there is any discrimination and abuse from any stakeholder in the college
- 17.8.3 If someone is mentally, physically and socially harmed
- 17.8.4 Misuse or misappropriation of college property or funds

17.9 Grievance Management Mechanism

Grievance will be heard by a Grievance Redressal Cell. The issue will be addressed timely as per their seriousness/urgency (Table 1).

Table 1

Types and Categories of Grievances

Category	Nature of Grievance	Corrective Action
First Category	Extremely Serious and Offensive: Violation of Policy, Rules, including Code of Conduct for Educational Institutions, Fraud, Corruption, Sexual Abuse, Sexual Exploitation, Threats to Death, etc.	Investigate and submit report and recommendation within 24 hours to the Chairperson of CMC and IQAC for necessary action
Second Category	Serious: Major dissatisfaction with academic and managerial issues such as: discrimination, abuse, corporal punishment, mental torture, etc.	Investigate and submit report and recommendation within 74 hours to the IQAC and concerned Department Head for necessary action
Third Category	General: General dissatisfaction related to daily educational, academic and management related issues such as: lack of water, book management, canteen, regular teaching learning activities, etc.	Investigate and prepare report and initiate the correction

CHAPTER 18

18.1 Personality Development, Knowledge Transfer and Moral Education

The Extra-Curricular and Sport Cell (ESC) will conduct capacity building programs from internal and external trainers for the overall personality and professional development of the students. Socialization, friendship, sociability, enthusiasm, creative work style, interpersonal relationships, effective communication, control of emotional negative tendencies, etc. are the bases for personality development. The cell will conduct training programs on issues related to transfer of knowledge and skill and moral education as well.

18.2 Personality Development

The ESC will conduct training and discourse programs on the following subject as per the details for personality development.

1. Presentation Skill
2. Non- verbal Communication
3. Interpersonal relationship
4. Appreciative Inquiry and Positive Thinking
5. Training and presentation to motivate students
6. Stress Management
7. Time Management

18.3 Transfer of Knowledge and Skill

Training, discourse and project writing work will be conducted on the following subject as per the details for the transfer of knowledge skills.

- Learning ability enhancement or Study art
- Communication Skill
- Numerical Skills
- Usefulness of information
- Ability to work in groups

18.4 Moral Education

In order to motivate the students to become moral and healthy citizens, the ESC will conduct training on the subject as per the details:

1. Meditation, 2. Yoga, 3. Spiritual Discourses, 4. Appreciative Inquiry etc.