



**ANNAMMAL COLLEGE
OF EDUCATION FOR
WOMEN**

Thoothukudi - 628 003

POLICY MANUAL

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FOUNDATIONAL POLICY 1

VISION, MISSION AND CORE VALUES POLICY

Purpose

To ensure that all academic, administrative, research, extension, and student support activities are aligned with the vision, mission, and core values of the institution

Scope

This policy applies to all stakeholders including management, faculty, students, non-teaching staff, alumni, and partners.

Policy Statement

The institution shall continuously strive to realize its vision of empowering women through quality teacher education and fulfill its mission of preparing informed, skilled, and ethical educators.

Objectives

- To integrate institutional vision and mission into all activities
- To promote value-based education
- To ensure alignment between strategic initiatives and institutional goals

Implementation

- Vision and Mission shall be displayed prominently.
- Orientation programmes shall familiarize stakeholders with institutional values.
- Strategic plans and annual plans shall be aligned with the Vision and Mission.

Monitoring

IQAC shall review the alignment of institutional activities with the Vision and Mission annually.

Review Cycle

Every five years or as required.

FOUNDATIONAL POLICY 2

STRATEGIC PLANNING AND DEPLOYMENT POLICY

Purpose

To provide a systematic framework for long-term institutional growth and quality enhancement

Scope

Applicable to all academic, administrative, research, extension, and infrastructure development activities

Policy Statement

The institution shall adopt a participatory and evidence-based strategic planning process aligned with NEP 2020, NAAC, SDGs, and NCTE regulations.

Objectives

- To establish clear institutional goals and priorities
- To promote data-driven decision-making
- To ensure optimal utilization of resources
- To facilitate continuous improvement

Implementation

- A Strategic Planning Committee shall prepare ten-year strategic plans.
- Annual Individual Action Plans shall be prepared by faculty.
- Progress shall be reviewed periodically through measurable indicators.

Monitoring

IQAC shall prepare an Annual Strategic Plan Review Report.

Review Cycle

Every five years with annual monitoring

FOUNDATIONAL POLICY 3

GOVERNANCE AND LEADERSHIP POLICY

Purpose

To promote transparent, accountable, participative, and effective institutional governance

Scope

Applicable to management, principal, faculty, administrative staff, and committees

Policy Statement

The institution shall foster participative governance through decentralized administration and stakeholder involvement in decision-making.

Objectives

- To ensure transparency and accountability
- To encourage collective decision-making
- To strengthen institutional leadership
- To improve organizational effectiveness

Implementation

- Governing bodies and committees shall function according to approved terms of reference.
- Responsibilities shall be delegated appropriately.
- Major decisions shall be taken through consultation and deliberation.

Monitoring

Annual review of governance effectiveness through stakeholder feedback and committee reports.

Review Cycle

Every five years.

FOUNDATIONAL POLICY 4
QUALITY ASSURANCE AND IQAC POLICY

Purpose:

To institutionalize quality enhancement and sustenance measures

Objectives:

- Promote a culture of quality
- Monitor academic and administrative performance
- Facilitate accreditation processes
- Encourage innovation and best practices

Implementation:

- IQAC shall prepare Annual Quality Assurance Reports.
- Academic and Administrative Audits shall be conducted periodically.
- Feedback shall be collected from stakeholders and used for quality improvement.
- Best practices and institutional innovations shall be documented and disseminated.

Monitoring:

- Quarterly IQAC review meetings
- Annual quality review by the management

Review Cycle:

Every three years or whenever required

FOUNDATIONAL POLICY 5

ADMISSION POLICY

Purpose

To ensure a fair, transparent, inclusive, and student-friendly admission process that complies with the regulations of the Government of Tamil Nadu, Tamil Nadu Teachers Education University, NCTE, and other statutory bodies while upholding the mission and values of the institution

Scope

This policy applies to admissions into all programmes offered by the institution and covers admission procedures, eligibility, transparency measures, student support, and grievance redressal.

Policy Statement

The institution is committed to providing equal educational opportunities to all eligible candidates through a transparent, merit-based, and inclusive admission process. Admissions shall be conducted in accordance with the norms prescribed by the Government of Tamil Nadu, Tamil Nadu Teachers Education University, NCTE, and other regulatory authorities.

Objectives

- To ensure fairness and transparency in admissions
- To provide equal opportunities to all eligible candidates
- To promote access to teacher education for women
- To support students from economically and socially disadvantaged backgrounds
- To facilitate informed programme selection through counselling and guidance
- To maintain compliance with statutory regulations

Admission Committee

The institution shall constitute an Admission Committee comprising:

- Secretary
- Principal
- Vice-Principal
- Senior Faculty Members
- Office Superintendent

The committee shall oversee admission-related activities and ensure adherence to regulations and institutional policies.

Admission Procedures

- **B.Ed. Programme**

- Admissions shall be carried out according to Government of Tamil Nadu and Tamil Nadu Teachers Education University regulations.
- Seats allotted through government counselling shall be admitted as per the prescribed procedures.
- Management quota admissions shall be made strictly based on eligibility and merit.

- **Other Programmes**

- Admissions shall be based on eligibility criteria prescribed by the affiliating university and regulatory bodies.
- Selection shall be based on merit and applicable reservation policies.

Information and Guidance

The institution shall provide:

- Admission brochures and prospectus
- Website-based admission information
- Counselling and guidance support
- Programme orientation sessions

Inclusiveness and Equity

The institution shall:

- Ensure compliance with reservation policies
- Encourage applications from economically weaker sections
- Promote access to higher education for rural and first-generation learners
- Provide guidance regarding government scholarships and welfare schemes

Transparency Measures

- Admission notifications shall be published through appropriate channels.
- Eligibility criteria and admission procedures shall be clearly communicated.
- Admission records shall be maintained systematically.
- Selection processes shall be documented and verifiable.

Monitoring and Review

The Admission Committee shall review admission procedures annually and recommend improvements based on stakeholder feedback and regulatory changes.

Review Cycle

This policy shall be reviewed every three years or whenever changes in regulatory requirements necessitate revision.

ACADEMIC POLICIES

ACADEMIC POLICIES

➤ **POLICY 1 - TEACHING-LEARNING POLICY**

➤ **POLICY 2 - STUDENT MENTORING POLICY**

➤ **POLICY 3 - INTERNSHIP AND SCHOOL PARTNERSHIP POLICY**

ACADEMIC POLICIES

POLICY 1- TEACHING-LEARNING POLICY

1. Purpose

To provide a framework for creating meaningful, engaging, inclusive, and transformative learning experiences that prepare student-teachers to become competent, reflective, innovative, and socially responsible educators

2. Scope

This policy applies to all teaching-learning activities of the institution, including classroom instruction, practicum, field engagement, technology-enabled learning, mentoring, assessment, and co-curricular academic activities.

3. Policy Statement

The institution believes that effective teacher education extends beyond the prescribed curriculum. Teaching and learning are viewed as a collaborative partnership between teachers and students, where both actively engage in the construction of knowledge, development of professional competencies, and cultivation of values required for lifelong learning and responsible citizenship. The institution is committed to providing learner-centred, inclusive, experiential, technology-enabled, and reflective learning opportunities that empower future educators to meet the challenges of contemporary education.

4. Objectives

- To promote student-centred and participatory learning
- To integrate theory and practice in teacher education
- To foster critical thinking, creativity, communication, and collaboration
- To encourage reflective practice and professional growth
- To integrate technology effectively into teaching and learning
- To provide learning experiences beyond the prescribed curriculum
- To prepare future-ready educators capable of responding to diverse learning needs

5. Guiding Principles

5.1. Partnership in Learning

Teaching-learning shall be based on mutual respect, active participation, dialogue, and collaboration between teachers and students.

5.2. Learning Beyond the Curriculum

The institution shall provide enrichment opportunities that supplement the curriculum and contribute to holistic professional development.

5.3. Inclusiveness

Teaching-learning practices shall address the needs of diverse learners and promote equity and inclusion.

5.4. Reflective Practice

Student-teachers shall be encouraged to reflect on their learning experiences and professional practices.

5.5. Innovation

Faculty shall adopt innovative pedagogical approaches and emerging educational technologies.

6. Teaching-Learning Strategies

The institution shall promote:

- Interactive classroom teaching
- Collaborative learning
- Project-based learning
- Experiential learning
- Field-based learning
- Problem-solving activities
- Reflective practices
- Peer learning
- Technology-enabled learning
- Blended learning approaches

7. Learning Beyond the Curriculum

The institution shall organize activities such as:

- Workshops and seminars
- Guest lectures
- Faculty interaction sessions
- Educational visits
- Community engagement programmes
- Research activities
- Educational content creation initiatives
- Film-based learning activities
- Student clubs and professional forums
- Leadership and life-skill programmes

8. Technology Integration

Faculty members shall be encouraged to:

- Use Learning Management Systems
- Develop e-content and digital learning resources
- Use multimedia and interactive learning tools
- Integrate educational technologies and AI tools responsibly
- Promote digital literacy among student-teachers

9. Student Engagement

The institution shall encourage students to:

- Participate actively in classroom discussions
- Undertake collaborative projects
- Create educational resources
- Participate in professional development activities
- Engage in reflective writing and portfolio development

10. Learning Resources

Teaching-learning shall be supported through:

- ICT-enabled classrooms
- Library resources
- Digital repositories
- Educational laboratories
- Language learning resources
- Educational media resources
- Community and school-based learning environments

11. Mentoring and Academic Support

Every student shall have access to mentoring and academic guidance for:

- Academic progress
- Professional development
- Personal growth
- Career planning

12. Monitoring and Evaluation

The effectiveness of teaching-learning shall be monitored through:

- Student feedback
- Academic performance
- Mentor reports
- Classroom observation
- Review by IQAC
- Stakeholder feedback

13. Expected Outcomes

The institution expects its graduates to:

- Demonstrate professional competence
- Apply innovative teaching practices
- Use technology effectively in education
- Exhibit leadership and ethical values
- Engage in lifelong learning
- Contribute positively to schools and society

14. Review Cycle

This policy shall be reviewed every three years or whenever required by changes in educational regulations and institutional priorities.

POLICY 2

STUDENT MENTORING POLICY

1. Purpose

To provide academic, professional, personal, and emotional support to student-teachers through a structured mentoring system that facilitates holistic development and successful completion of their teacher education programme

2. Scope

This policy applies to all students and faculty mentors of the institution.

3. Policy Statement

The institution is committed to fostering a supportive and nurturing learning environment through a comprehensive mentoring system. Mentoring is viewed as a collaborative partnership that promotes academic success, professional competence, personal well-being, leadership development, and lifelong learning.

4. Objectives

- To facilitate the academic progress of students
- To support personal and professional development
- To identify and address learning difficulties at an early stage
- To promote student well-being and self-confidence
- To strengthen teacher-student relationships
- To guide students in career planning and professional growth

5. Mentor Allocation

- Every student shall be assigned to a faculty mentor.
- The mentor shall guide a manageable group of students throughout the programme.
- Mentor allocation shall be reviewed annually.

6. Roles and Responsibilities of Mentors

Faculty mentors shall:

- Conduct regular mentoring meetings
- Monitor attendance and academic progress
- Identify students requiring additional support
- Provide guidance on academic and professional matters
- Encourage participation in co-curricular and extension activities
- Assist students in career planning and higher education opportunities
- Refer students requiring specialized counselling when necessary

7. Responsibilities of Students

Students shall:

- Attend mentoring sessions regularly
- Maintain open communication with mentors
- Seek guidance when required
- Participate actively in professional development activities

8. Mentoring Areas

The mentoring process shall focus on:

- Academic performance
- Professional competency development
- Practice teaching preparedness
- Leadership skills
- Communication skills
- Emotional well-being
- Career guidance
- Ethical and professional conduct

9. Monitoring and Documentation

- Mentoring records shall be maintained systematically
- Progress of students shall be reviewed periodically
- Feedback from students shall be collected to improve mentoring practices

10. Expected Outcomes

- Improved academic performance
- Enhanced professional preparedness
- Better student engagement and retention
- Improved emotional well-being
- Stronger teacher-student relationships

11. Review Cycle

This policy shall be reviewed every three years.

POLICY 3

INTERNSHIP AND SCHOOL PARTNERSHIP POLICY

1. Purpose

To establish meaningful partnerships with schools and provide authentic field experiences that enable student-teachers to integrate theory with practice and develop professional competencies required for effective teaching

2. Scope

This policy applies to all internship, school engagement, field-based learning, and school partnership activities undertaken by the institution.

3. Policy Statement

The institution recognizes schools as vital partners in teacher preparation. Through collaborative partnerships and structured internship experiences, student-teachers shall be provided opportunities to develop pedagogical skills, professional ethics, classroom management competencies, and reflective practices in real educational settings.

4. Objectives

- To bridge the gap between theory and practice
- To provide authentic classroom experiences
- To develop professional teaching competencies
- To strengthen collaboration between the institution and schools
- To promote reflective and evidence-based teaching practices
- To facilitate exposure to diverse educational contexts

5. School Partnership Framework

The institution shall:

- Establish formal partnerships with schools
- Maintain mutually beneficial relationships with partner schools
- Collaborate on educational programmes and activities
- Facilitate exchange of expertise and resources
- Seek regular feedback from school stakeholders

6. Internship Programme

The internship programme shall provide opportunities for student-teachers to:

- Observe classroom practices
- Plan and deliver lessons
- Develop instructional materials
- Assess student learning
- Participate in school activities

- Interact with parents and community members when appropriate
- Reflect on teaching experiences

7. Roles and Responsibilities

Institution

- Identifying suitable partner schools
- Preparing student-teachers for internship
- Monitoring internship activities
- Providing academic supervision

Partner Schools

- Providing opportunities for meaningful engagement
- Supporting student-teachers during internship
- Facilitating observation and teaching practice
- Providing constructive feedback

Student-Teachers

- Maintaining professional conduct
- Adhering to school rules and regulations
- Completing assigned responsibilities diligently
- Maintaining internship records and reflective journals

8. Innovative Internship Practices

The institution shall encourage:

- Action research in schools
- Development of teaching-learning materials
- Digital content creation for schools
- Inclusive classroom practices
- Community-based educational activities
- Educational media and technology integration

9. Assessment and Feedback

Internship performance shall be evaluated through:

- Observation records
- Teaching competency assessment
- Reflective journals
- Mentor feedback
- School feedback
- Internship reports

10. Expected Outcomes

Student-teachers shall be able to:

- Demonstrate effective teaching competencies
- Manage classroom situations confidently
- Use diverse instructional strategies
- Reflect critically on professional practices
- Collaborate effectively with school stakeholders

11. Review Cycle

This policy shall be reviewed every three years or as required by NCTE and university regulations.

**STUDENT DEVELOPMENT
POLICY**

STUDENT DEVELOPMENT POLICY

1. Purpose

To promote the holistic development of student-teachers by providing opportunities for academic excellence, professional competency, leadership, personal growth, social responsibility, and lifelong learning

2. Scope

This policy applies to all students of the institution and covers academic, professional, co-curricular, extracurricular, community engagement, career development, and student support activities.

3. Policy Statement

The institution is committed to creating a learner-centred environment that nurtures the intellectual, professional, emotional, social, ethical, and physical development of student-teachers. Recognizing that effective teachers are not only subject experts but also leaders, innovators, communicators, and responsible citizens, the institution shall provide diverse opportunities for holistic growth and empowerment.

4. Objectives

- To promote academic excellence and professional competence
- To develop leadership, communication, and interpersonal skills
- To foster creativity, critical thinking, and problem-solving abilities
- To encourage social responsibility and community engagement
- To support physical, emotional, and mental well-being
- To promote ethical values, inclusiveness, and professional integrity
- To enhance employability and career readiness
- To cultivate lifelong learning habits

5. Areas of Student Development

5.1. Academic Development

The institution shall provide opportunities for:

- Academic enrichment programmes
- Seminars, workshops, and guest lectures
- Research and project-based learning
- Educational content creation
- ICT-enabled learning
- Academic competitions and scholarly activities

5.2. Professional Development

The institution shall facilitate:

- Internship and school-based experiences
- Teaching skill enhancement programmes
- Communication and presentation skill development
- Professional ethics and conduct training
- Educational technology training
- Career readiness programmes

5.3. Leadership Development

Students shall be encouraged to:

- Assume leadership roles in clubs and committees
- Organize academic and cultural events
- Participate in student governance activities
- Develop decision-making and teamwork skills

5.4. Personal Development

The institution shall promote:

- Self-awareness and self-confidence
- Time management and life skills
- Emotional intelligence
- Stress management and resilience
- Positive attitudes and professional disposition

5.5. Social and Community Development

Students shall be encouraged to:

- Participate in extension activities
- Engage in community service programmes
- Contribute to environmental initiatives
- Develop social sensitivity and civic responsibility

5.6. Cultural Development

The institution shall provide opportunities for:

- Literary activities
- Fine arts and cultural programmes
- Celebration of national and international observances
- Preservation and appreciation of cultural heritage

5.7. Physical and Emotional Well-being

The institution shall support:

- Sports and physical fitness activities
- Yoga and wellness programmes
- Health awareness initiatives
- Counselling and guidance services
- Mental health and well-being programmes

6. Student Support Mechanisms

The institution shall provide:

- Mentoring support
- Academic guidance
- Career counselling
- Placement assistance
- Scholarship support
- Grievance redressal mechanisms
- Psychological counselling services

7. Student Participation

Students shall be encouraged to actively participate in:

- Clubs and associations
- Professional forums
- Community engagement activities
- Institutional committees where appropriate
- Research and innovation initiatives
- Cultural and sports activities

8. Recognition and Rewards

The institution shall recognize and encourage student achievement through:

- Academic awards and prizes
- Endowment awards
- Scholarships
- Certificates of achievement
- Recognition during institutional functions
- Display of achievements through institutional media

9. Monitoring and Evaluation

Student development initiatives shall be monitored through:

- Student participation records
- Academic performance indicators
- Mentoring reports
- Feedback from students and stakeholders
- Placement and progression data
- Annual review by IQAC and Student Welfare Committee

10. Expected Outcomes

Students graduating from the institution shall:

- Demonstrate professional competence and confidence
- Exhibit leadership and teamwork skills
- Communicate effectively and ethically
- Display social responsibility and environmental consciousness
- Embrace lifelong learning and continuous professional development
- Contribute meaningfully to schools, communities, and society

11. Review Cycle

This policy shall be reviewed every three years or whenever required by institutional priorities and regulatory changes.

STAFF DEVELOPMENT POLICY

STAFF DEVELOPMENT POLICY

➤ **POLICY 1 - STAFF WELFARE POLICY**

➤ **POLICY 2 - FACULTY DEVELOPMENT POLICY**

➤ **POLICY 3 - RESEARCH POLICY**

➤ **POLICY 4 - DIGITAL PEDAGOGY POLICY**

POLICY 1
STAFF WELFARE POLICY

Policy Statement

The institution shall provide welfare measures that support the physical, emotional, financial, and professional well-being of staff members.

Welfare Measures

Professional Welfare

- Conduct of need-based Faculty Development Programmes
- Financial support for participation in seminars, workshops, conferences, and professional development programmes
- Increment for completion of doctoral degrees
- Special leave for Ph.D. and research-related activities
- Institutional support for professional growth and career advancement

Health and Safety Welfare

- Safe and secure campus environment
- CCTV-enabled campus for enhanced security
- Emergency transport support for medical needs
- Employees' State Insurance (ESI) benefits for eligible staff
- Access to health and wellness awareness programmes

Leave and Family Support

- Casual Leave, Medical Leave, Earned Leave, and On-Duty Leave as per institutional norms
- Maternity leave for eligible staff
- Support for nursing mothers through flexible arrangements
- Compassionate consideration during personal emergencies

Financial Welfare

- EPF and statutory benefits as applicable
- Festival allowances
- Financial assistance during exceptional personal circumstances, subject to institutional regulations

Workplace Welfare

- Internet-enabled workspaces
- Individual work areas
- Pantry and common room facilities
- Transport support for official purposes
- Subsidized accommodation facilities, subject to availability

POLICY 2

FACULTY DEVELOPMENT POLICY

Policy Statement

The institution shall promote continuous professional growth among faculty members through structured development programmes and academic enrichment opportunities.

Objectives

- To strengthen pedagogical competencies
- To update faculty with emerging educational trends
- To promote leadership and academic excellence
- To enhance institutional quality

Strategies

The institution shall:

- Organize Faculty Development Programmes (FDPs)
- Encourage participation in MOOCs and online certification programmes
- Facilitate attendance at conferences, seminars, and workshops
- Organize orientation programmes on NEP 2020, NCTE reforms, and emerging educational practices
- Promote interdisciplinary learning and collaboration
- Encourage leadership development and academic administration training

POLICY 3
RESEARCH POLICY

Policy Statement

The institution shall cultivate a vibrant research culture that promotes inquiry, innovation, knowledge creation, and evidence-based educational practices.

Objectives

- To encourage research among faculty and students
- To promote publications in quality journals
- To support action research and educational innovation
- To facilitate research collaborations and funded projects

Strategies

The institution shall:

- Encourage faculty to undertake research projects
- Provide financial support for institutional research initiatives
- Facilitate publication and presentation of research findings
- Promote action research during internship and field engagement
- Encourage collaborative research with schools and educational organizations
- Recognize outstanding research contributions

Research Ethics

All research activities shall adhere to ethical principles, academic integrity, and institutional guidelines.

POLICY 4
DIGITAL PEDAGOGY POLICY

Policy Statement

The institution shall integrate digital technologies into teaching-learning processes to enhance learner engagement, accessibility, innovation, and professional readiness.

Objectives

- To strengthen digital competencies of faculty
- To promote technology-enabled teaching-learning
- To facilitate development of digital educational resources
- To prepare future-ready educators

Strategies

Faculty shall be encouraged to:

- Use ICT-enabled instructional practices
- Develop e-content, digital learning resources, and multimedia materials
- Utilize Learning Management Systems and online learning platforms
- Integrate AI-enabled educational tools responsibly
- Promote blended and flipped learning approaches
- Participate in digital pedagogy training programmes

Institutional Support

The institution shall provide:

- ICT-enabled classrooms
- Internet connectivity
- Access to digital learning platforms
- Training programmes on educational technology.
- Technical support for digital initiatives

Monitoring and Evaluation

Implementation of this policy shall be monitored through:

- Annual faculty appraisal
- Participation in professional development programmes
- Utilization of digital learning resources

Expected Outcomes

The institution expects to achieve:

- Improved teaching effectiveness
- Stronger digital pedagogical competencies

Review Cycle

This policy shall be reviewed every three years or whenever required by institutional priorities and regulatory changes.

SUSTAINABILITY POLICIES

SUSTAINABILITY POLICIES

- **POLICY 1 - GREEN CAMPUS POLICY**
- **POLICY 2 - ENERGY MANAGEMENT POLICY**
- **POLICY 3 - WATER CONSERVATION POLICY**
- **POLICY 4 - WASTE MANAGEMENT POLICY**
- **POLICY 5 - BIODIVERSITY CONSERVATION POLICY**

POLICY 1
GREEN CAMPUS POLICY

Purpose

To create and maintain a clean, healthy, eco-friendly, and sustainable campus environment that promotes environmental consciousness among all stakeholders

Scope

This policy applies to all students, faculty, non-teaching staff, visitors, and campus users.

Policy Statement

The institution is committed to developing and maintaining a green campus through environmentally responsible practices, sustainable resource management, biodiversity conservation, and active stakeholder participation.

Objectives

- To maintain a clean, green, and pollution-free campus
- To enhance green cover and ecological balance
- To promote environmental awareness and sustainable lifestyles
- To integrate environmental responsibility into institutional culture

Strategies

The institution shall:

- Maintain and expand green spaces and tree cover
- Promote Miyawaki forests, herbal gardens, organic farming, and nature-based learning spaces
- Encourage paperless communication and digital documentation
- Promote eco-friendly campus practices
- Organize environmental awareness programmes and green campaigns
- Conduct periodic green audits

Monitoring

The Eco Club shall monitor implementation and submit annual reports.

Review Cycle

Every three years.

POLICY 2

ENERGY MANAGEMENT POLICY

Purpose

To promote efficient utilization of energy resources and reduce the institution's carbon footprint through conservation and renewable energy initiatives

Scope

This policy applies to all campus infrastructure, facilities, and energy-consuming activities.

Policy Statement

The institution is committed to minimizing energy consumption through responsible usage, energy-efficient technologies, and the adoption of renewable energy sources wherever feasible.

Objectives

- To reduce energy consumption
- To promote renewable energy utilization
- To create awareness regarding energy conservation
- To reduce greenhouse gas emissions

Strategies

The institution shall:

- Promote the use of solar and renewable energy systems
- Utilize energy-efficient lighting and equipment
- Encourage switching off electrical appliances when not in use
- Conduct periodic energy audits
- Replace obsolete equipment with energy-efficient alternatives
- Create awareness among stakeholders regarding responsible energy use

Monitoring

The Eco Club shall review energy consumption annually and recommend improvements.

Review Cycle

Every three years.

POLICY 3

WATER CONSERVATION POLICY

Purpose

To ensure responsible use, conservation, and sustainable management of water resources within the institution

Scope

Applicable to all campus facilities and stakeholders.

Policy Statement

The institution recognizes water as a valuable natural resource and is committed to promoting its conservation, efficient utilization, and sustainable management.

Objectives

- To reduce water wastage
- To encourage efficient water use
- To promote water conservation awareness
- To strengthen sustainable water management practices

Strategies

The institution shall:

- Maintain rainwater harvesting systems wherever feasible
- Monitor water consumption periodically
- Repair leakages promptly
- Encourage water-saving practices among stakeholders
- Promote water conservation awareness programmes
- Explore opportunities for recycling and reuse of water where practical
- Maintain green landscaping through sustainable irrigation practices

Monitoring

The Eco Club shall conduct periodic reviews and recommend corrective measures when required.

Review Cycle

Every three years.

POLICY 4

WASTE MANAGEMENT POLICY

Purpose

To promote responsible waste management practices that minimize environmental impact and support a clean and sustainable campus

Scope

Applicable to all stakeholders and campus activities.

Policy Statement

The institution is committed to reducing waste generation and promoting the principles of Reduce, Reuse, Recycle, Recover, and Responsible Disposal.

Objectives

- To minimize waste generation
- To promote waste segregation and recycling
- To ensure safe disposal of waste
- To create awareness regarding sustainable waste management

Strategies

Solid Waste Management

- Segregation of biodegradable and non-biodegradable waste at source
- Composting of biodegradable waste
- Recycling of recyclable materials

Plastic Waste Reduction

- Promotion of plastic-free campus initiatives
- Reduction of single-use plastics

Paper Waste Reduction

- Digital communication and documentation
- Double-sided printing practices

E-Waste Management

- Safe collection and disposal through authorized agencies
- Awareness regarding responsible e-waste disposal

Monitoring

The Eco Club shall periodically review waste management practices and recommend improvements.

Review Cycle

Every three years.

POLICY 5

BIODIVERSITY CONSERVATION POLICY

Purpose

To conserve, protect, and enhance biodiversity within the campus while fostering environmental stewardship among stakeholders

Scope

Applicable to all campus ecosystems, green spaces, and biodiversity-related activities.

Policy Statement

The institution is committed to preserving biodiversity through conservation initiatives, habitat protection, ecological restoration, and awareness programmes that support environmental sustainability.

Objectives

- To conserve native flora and fauna
- To enhance biodiversity within the campus
- To create opportunities for nature-based learning
- To promote ecological awareness among students and staff

Strategies

The institution shall:

- Maintain and expand biodiversity-rich areas
- Preserve native and indigenous plant species
- Promote Miyawaki forests, herbal gardens, butterfly gardens, and organic farming initiatives
- Conduct biodiversity surveys and documentation
- Organize awareness programmes on biodiversity conservation
- Celebrate environmental observance days
- Integrate biodiversity conservation into extension and outreach activities
- Encourage student participation in conservation initiatives

Monitoring

The Eco Club shall maintain records of biodiversity initiatives and conduct periodic assessments.

Expected Outcomes

- Enhanced campus biodiversity
- Increased environmental awareness among stakeholders
- Improved ecological sustainability of the campus
- Stronger integration of biodiversity conservation into teacher education

Review Cycle

Every three years.