



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

**Policies And
Standard Operating
Procedures
on
General Administration**

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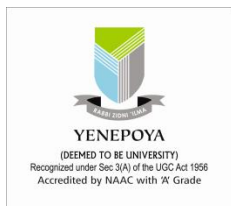
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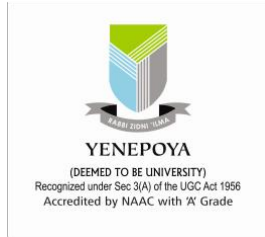
Employees Welfare



STAFF WELFARE POLICY

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EMPLOYEES WELFARE POLICY

1. Introduction

Yenepoya (Deemed to be University) is an equal opportunity employer and appointment to all positions in the University service shall be based on merit, qualification and abilities. The University will not discriminate in employment opportunities and practices based on race, color, gender, state, origin, age or any other characteristic protected by law. The University Registrar shall be responsible for all appointments at all levels except as provided for otherwise. The University provides welfare support to all the employees including statutory social security measures like ESI, PF, Gratuity etc. This policy explains both non-statutory and statutory measures as Part- I and Part- II.

2. Definitions

- a) University refers to Yenepoya (Deemed to be University) established by the official gazette by the department of secondary and higher education, Ministry of Human Resource Development, Government of India.
- b) “Staff welfare measures” refers to the various services, benefits and facilities extended to the employees by the employer. It includes anything that is done for the comfort and improvement of employees and is provided over and above the salary/ wages.

3. Policy statements

The following welfare measures are available for all teaching and non-teaching staff working in the constituent institutions and establishments of Yenepoya (Deemed to be University).

PART I

EMPLOYEE WELFARE MEASURES

1. Healthcare Benefits

a) Personal Accident Insurance/ Group Insurance

All employees are covered under Personal Accident Insurance scheme whereby the immediate family/nominee of the employee will be eligible for an assured sum.

b) Yen- Employee Healthcare Benefits

Yen Health Cards are issued to all the employees and entitles them to claim free treatment for all Out Patient based consultation and free general ward admissions. However, those employees opting for special ward services are provided concessions on various services as per the approved and notified norms.

c) Yen- Employee Healthcare Benefits

This facility covers the healthcare benefits to the family members of the employees. Concession on the OPD services and inpatient services are provided for the dependants of the employees.

2. Leave benefits

a) Earned Leave Encashment

All employees are entitled for 15 days of earned leave encashment for each calendar year and for an encashment of up to 100 days of earned leave at the time of superannuation/relieving from services.

b) Special Medical Leave

An employee appointed on regular basis shall be entitled to 12 months full paid leave if he is suffering from extensive Tuberculosis, advanced cancer or malignant diseases, advanced AIDS, serious brain ailment, cardiovascular diseases or such other diseases which may be specified by the competent authority, from time to time and is undergoing treatment in a recognized clinic or under a specialist recognized by the University from time to time.

c) Special Leave

The employee disabled by injury or illness caused in or in consequence of due performance of his official duty, or in consequence of his official position, shall be entitled to special disability leave, only when the injury or illness is sustained as result of a risk which is beyond the ordinary risk attached to the post. On

production of certificate from the Medical Authority, covering the requirement and the period, the Competent Authority shall sanction the said leave not exceeding twenty four months in entire service. Such leave shall not be debited to any other kind of leave. It may be combined with leave of any other kind. The period of such leave shall be treated as duty for pay.

3. Conveyance Facility

All employees can avail free commute to and from the university in the campus buses/vans provided by the University.

4. Free/Subsidized Accommodation

Employees are offered accommodation in on-campus and off-campus residential facilities on a need basis, on rent-free/subsidized rent basis.

5. Fee Concession for Children of Employees at Constituent Units

Children of employees are eligible for tuition fee concession, if admitted to Yenepoya School (Concession of 25% for teaching staff and concession of 50% for non-teaching staff).

Children of employees are eligible for a fee concession of up to 25,000/- if admitted to any of the constituent colleges under Yenepoya (Deemed to be University).

6. Fee Concession and Provision for in Service Schemes

These provisions are offered to staff nurses if they want to pursue M.Sc. nursing at Yenepoya Nursing College.

7. Crèche facility

Crèche facility is available in the campus at subsidized rates for the day care of children of the employees.

8. Qualification Allowance

Employees, who upgrade their educational qualification and obtain a PhD during service, become eligible for additional qualification allowance.

9. Excellency Awards

Annual Excellency Awards with financial support are offered to meritorious children of its employees studying in SSLC, PUC, Degree and Post graduate courses.

10. Attendance Incentives

To encourage regularity at work all the employees are eligible for annual attendance incentives as follows

Attendance	Incentive
100%	60days
90%	40days
80%	30days

Leaves include: CL, EL, CML, and SP.CL

- a. Teaching staff- Basic Pay+ DA+ Academic grade pay
- b. Non-teaching staff- Basic pay + Special Allowance.

11. Marriage / House Construction Allowance

Financial help for the marriage of self and children of employees or for the construction / renovation of house is provided to the non-teaching staff.

12. Advance against Salary

Advance against salary is provided for to the non- teaching staff for construction of house or marriage of self or children.

13. Reimbursement of mobile bills for administrative staff.

14. Academic Support Measures for Teaching Staff

a) Study Leave

Employees who have put in ten years of uninterrupted service and opting for higher studies or training or advanced courses will be sanctioned study leave, provided the course is useful to the Institution. Study leave shall be on full pay or partial pay basis.

b) Deputation to Conferences/Seminars/Workshops

Financial support for employees attending seminars/conferences/workshops/academic meets etc, including payment of registration fee, accommodation and travel expenses for national and international destinations is provided. The period of absence shall be considered as Special Casual leave.

PART-II

Statutory Benefits

The following statutory benefits are available for all teaching and non-teaching staff working in the constituent institutions & establishments of Yenepoya (Deemed to be University).

1. **E.S.I**

Employees are eligible for medical benefits as per the provisions of the “Employees State Insurance Act, 1948” and the rules framed there under.

2. **Provident Fund**

Employees are eligible for Contributory Provident Fund benefits as per the provisions of the “Employees Provident Funds and Miscellaneous Provisions Act, 1952” and the scheme framed there under by the Govt. of India from time to time.

3. **Gratuity**

Employees are eligible for gratuity benefits as per the provisions of “Payment of Gratuity Act, 1972” and the rules framed there under.

4. **Pension**

Employees are eligible for pension benefits as per the provisions of the “Employees Provident Funds and Family Pension Fund Act, 1952” and the rules framed there under.

5. **EDLI:** All employees covered under Provident Fund are also covered under EDLI (Employees Deposit Linked Insurance) scheme whereby the immediate family/nominee of the employee is eligible for benefits as per the EDLI scheme 1976.

6. **Maternity leave benefit:**

- a) The permanent female employee, who has less than one or two living children, on the date of the application, shall be entitled to maternity leave for a period of 182 days. Such leave shall not be debited to her leave account. In the case of the vocational employee, if the confinement takes place during a vacation, the maternity leave shall run concurrently with it.
- b) The temporary female employee who has put in at least two years of continuous service shall be eligible for maternity leave referred.
- c) The temporary female employee who has put continuous service for a period exceeding one year, but less than two years, shall be entitled to maternity leave of 182 days on half pay, which shall not be debited to her leave account.
- d) The temporary female employee with less than one year service shall not be entitled to maternity leave and the period of absence shall be treated as extraordinary leave.
- e) The application for maternity leave shall be supported by, medical certificate indicating the probable dates of confinement. The employee shall report the date of confinement. In case of a class IV employee in which insistence on a regular medical

certificate is likely to cause hardship, the competent authority may accept such certificate as it may deem sufficient.

- f) The female employee may avail other leave, including commuted leave, if she so desires in continuation of the maternity leave, up to a maximum period of sixty days without production of a medical certificate.
- g) Leave under this Bye-Law shall be admissible in a case of miscarriage or abortion including medical termination of pregnancy, subject to the following conditions
 - The leave does not exceed more than forty five days during the entire service.
 - The leave may be sanctioned to female employee irrespective of the number of living children.
 - After the medical termination of pregnancy, if female employee requires rest for more than the leave admissible, she can avail of the other leave due or not due.
 - The application for the leave shall be supported by medical certificate.



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Resource Mobilization



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Name of the Policy/Guidelines	Resource Mobilization Policy
Short Description	Policy on resource mobilization of the University as per the Bye-Laws YU572 & YU573 of Vol. III.
Scope	This policy is applicable to Yenepoya University and all its constituent units
Policy Status	Original; as per the Bye-Laws YU572 & YU573 of Vol. III.
Year of Implementation	11 th July 2008
Approval Authority	Board of Management
Responsible officer	Registrar/ Finance Officer

Introduction

Growth of any organization is closely linked to its financial background and the strategies developed to manage the financial resources. Financial management includes budgeting and diligent utilization of the resources. The first part forms the mobilization of funds/resources and the second form its optimal and effective utilization.

Yenepoya (Deemed to be University) realizing the relevance of these aspects of financial management has put forth policies on resource mobilization, budgeting .Further, the effective implementations of internal audit mechanisms enable the university to monitor the revenue outstanding and expenditure overshoot .

The annual statutory audits are conducted as stipulated and the audit reports are submitted to relevant bodies and published in the annual reports as per the UGC regulations. These procedures enable the University to ensure effective financial management.

Sources of Fund

Student Fee

Student fee is the major source of financial resource mobilization. The fee is fixed by the fee fixation committee headed by the retired High Court Judge once in three years based on cost estimates, demand and supply of various programmes and regulatory guidelines. Fee fixed by the Fee Fixation Committee for the programmes of the University and its constituent colleges is approved by the Board of Management.

Research and Consultancy Funding from external Agencies

University has established a Research Centre and is committed to promote research activities leading to funding from Government/Non-Government agencies and Industry collaboration (Consultancy, Patents and Technology Transfer and Joint Centre's.) The University accepts external funding as per the terms and conditions mutually agreed between parties through appropriate Memoranda of Understanding.

University is registered under Foreign Contribution (Regulation) Act and seeks external research grants from various international agencies such as National Institute of Health (NIH) USA, McGill Canada and other renowned institutions for advancing research and educational endeavours.

Hospital Income:

Hospital revenue is a major source of income for the day to day operations of the Hospital. Efforts are being made to increase the hospital income by empanelment of various health insurance schemes under Government/Non-Government agencies so that the patients get affordable/free health care service.

Interest form Bank:

Interest income is received from the corpus fund deposit and also from some other deposits such as Bank guarantee which are essentially utilised for development and augmentation of educational/training requirements.

Donations from NGO:

Funding support from various NGO's and other private philanthropists are also accepted and accounted in the form of cash/kind with specific mutual terms of conditions without compromising the interest of the University.



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Internal and External audit mechanisms



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Name of the Policy/Guidelines	Audit Policy
Short Description	Internal and External Audit of the University as per the Bye-Laws YU574 of Vol. III.
Scope	This policy is applicable to Yenepoya University and all its constituent Colleges and departments
Policy Status	Original; as per the Bye-Laws YU574 of Vol. III.
Year of Implementation	11 th July 2008
Approval Authority	Board of Management
Responsible officer	Registrar/Finance Officer



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AUDIT POLICY

Ref: Bye-Laws of the University

1. Vol. III; Part – Funds, Accounts, Audit and Annual Report; YU-574
2. Board of Management approval of Bye-Laws as per resolution (Agenda No. 5) dated 11th July 2008.

Internal Audit:

In order to facilitate the annual audit process the university shall conduct Internal Audit as well.

The Internal Auditors shall be appointed by the Vice Chancellor to ascertain the effective Financial Management. The Internal Audit will be conducted on quarterly basis and the scope of audit shall include

- 1) Fee Audit
- 2) Advances to Vendors
- 3) Hospital Schemes and Insurance
- 4) Advance to Staff

The observations of the Internal Audit shall be placed before external auditors.

External Audit:

The annual statement of all accounts will be audited by the external auditors at the end of each financial year. The Finance Officer in consultation with the Registrar and on the advice of the Vice Chancellor shall submit the books of accounts to the auditors for the conduct of audit.

The audited financial statement of accounts shall be placed before the finance committee and the Finance Officer shall approve the observations of the auditors before the Finance Committee.

Based on the recommendation of Finance Committee, the auditor's report will be placed before the Board of Management for approval. The audit report so approved shall be forwarded to the statutory bodies well before the stipulated time line.

The reports will be hosted on the website of university www.yenepoya.edu.in.



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Substance Abuse Prevention

Policy on Substance Abuse Prevention

Introduction

Substance abuse is an alarming problem faced by Higher Education Institutions today, which not only disrupts the learning environment but also adversely affects the overall university campus experience. The youth being the future promising force and leaders of our country, the behavioral approaches to society is critical Yenepoya (Deemed to be University) realizing the deleterious role of substance abuse has set up a specific policy on Substance Abuse Prevention and related issues as an expression of its commitment in providing a campus experience that allows students to rise to their full potential without any hindrance.

Guiding Principle of the Policy

The campus and surrounding community exert a profound influence on innumerable facets of student life. The social, academic, and co-curricular milieu is often shaped by the social norms and perceptions related to the use of alcohol, tobacco, and other drugs on the campus. To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students in the campus, Yenepoya (Deemed to be University) has formulated specific guidelines concerning the possession, use and/or distribution of substances of abuse.

Under the National Policy on Narcotic Drugs and Psychotropic Substances (NDPS) and UGC guidelines, Yenepoya (Deemed to be University) prohibits the unlawful possession, use, distribution, or manufacture or dispensing of substances of abuse including tobacco, alcohol or any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985 on premises owned or controlled by Yenepoya (Deemed to be University). The policy will apply to all members of the University including students, staff and faculty members and to all events or activities which are organized, conducted or sponsored by the University, whether they occur at the university or outside.

Objectives of the policy:

The Policy is formulated keeping in mind the following objectives

1. To ensure that the university campus is safe and healthy and fosters a learning culture
2. To create awareness about the adverse effects of Substance abuse as an enormous threat to individuals and society as a whole.
3. To take all necessary measures to prevent, limit and possibly eliminate ‘substance’ abuse in the Campus which can be a major obstacle to academic performance
4. To assist the students who seek help in handling substance abuse-related problems
5. To handle the reported cases of substance abuse objectively with compassion and caution

Substance abuse prevention activities and facilities of campus

Yenepoya (Deemed to be University) has specific programs in place that are intended to reduce the initiation of substance use, identify the users and offer help to those who need it. To spearhead the substance abuse prevention activities of the campus, Yenepoya (Deemed to be University) has established a Centre for Substance Abuse Prevention with satellite units in all constituent colleges.

1. Prevention Strategies

While the Yenepoya (Deemed to be University) takes a serious view of tobacco, alcohol and other substances of abuse on its campus, it strongly believes that the best way to maintain an appropriate campus environment concerning the same is through preventive education about the dangers of substance abuse

a.)Providing Healthy campus Environment

Campus environment including physical and social/cultural is of great importance in influencing student attitudes and actions towards substance abuse related issues. The university strives to create an environment that discourages substance use while promoting a healthier lifestyle and

offer substance-free recreational opportunities so that students can get together and have fun without the disruption and danger of tobacco, alcohol or other substances of abuse

b.)Policy and rule enforcement

Yenepoya (Deemed to be University) has set clear and consistent substance abuse prevention policies and consequences of violations. The University will adhere to the following guidelines concerning the possession, use and/or distribution of substances of abuse:

1. The possession, use and/or distribution of substances of abuse including tobacco, alcohol or any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985 are prohibited on premises owned or controlled by Yenepoya (Deemed to be) University.
2. Yenepoya (Deemed to be) University squads will carry out random checks on students/residential premises for substances of abuse.
3. Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.
4. Offenders will also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and will be liable for penal action as specified in the latter part of this policy document.

In furtherance of this purpose, a copy of the policy will be distributed to the newly joining students and their parents and an affidavit will be collected from students countersigned by parents. This policy will be reviewed biennially to assess the effectiveness of the university's Substance abuse prevention program.

c. Awareness programs/ Education

Educating students about the risks and harmful effects of substance abuse should be the foundation of all prevention efforts. By creating an understanding of what these substances can do to their bodies, students can be encouraged to take an informed decision and may choose to

stay away from these substances of abuse. Students who are struggling to resist peer pressure to use drugs will find strength through such awareness programs. Providing awareness programs are of particular importance to newly joined students of the University because these young adults are faced with new and exciting challenges during this transition period of their lives, along with potentially risky situations.

Accordingly, all the constituent institutions of the University should

- Have interaction with students joining the institution with their parents/ guardian to explain the University campus policy on Substance abuse related issues and consequences of violation also on University's expectations on parents in following up their ward's academic performance, attendance and money being spent.
- Include an orientation class in regular student Induction Program on adverse effects of tobacco ,alcohol, and other substances of abuse on health and behaviour
- Conduct further follow up sessions at least once a year.
- Encourage Student involvement in awareness programs by organizing programs through the student council of the institutions and encouraging student's participation in volunteer activities in helping others etc.

2. Early detection and support:

To protect the campus environment Yenepoya (Deemed to be University) gives equal importance in identifying the students who have begun substance and providing necessary assistance. Such students will be encouraged to put an end to these ruinous habits before they experience any negative consequences and before they can drag others into these habits. The members of the university community including faculty, staff, resident assistants, student representatives and others are alerted to pay attention to students who exhibit the signs of substance abuse such as behavioural disturbances, poor attendance record or a sudden decline in academic performance. If any such observations are made, the responsible personnel are to bring it to the notice of heads of the institution or the student welfare officer.

Compassionate attention will be ensured to the needs of those who are suspected to be using 'substance' / may seek help related to drug-related problems. Students will be encouraged

to avail services which include referral for medical or counselling services or educational interventions or de-addiction services. Confidentiality in these circumstances will be protected in compliance with University policy

3. Disciplinary Procedures:

The university will impose disciplinary sanctions on students for violations of the Substance Abuse Prevention Policy. Sanctions will be imposed following the procedures of the disciplinary committee of the university.

The intensity of sanction will depend upon the nature/severity of the offence committed and whether the person involved is non habitual/habitual offender:

1. In case of suspicion, i.e. if the involvement of the person cannot be established, without doubt, a verbal warning will be given by the Head of the institution. The student will be reminded of existing government laws and punishment for use, possession, and distribution of 'substance' of abuse.
2. Confirmed case of violation actions taken as mentioned below

The record of a student involved in substance abuse has to be maintained by the institutional Substance Abuse Committee with all reports. If such a report is created on a student, he/she will consequentially become ineligible to receive any letters of recommendation or reference from the institution and he/she will not be considered for any accolades. Distribution or supply of 'substance' will be taken more seriously and disciplinary action will be more severe.

Consequences based on the number of times of violation of policy

Non habitual offenders/1st time Offence:

1. The Head of the institution will give a written warning to the student, mentioning a disciplinary action that will be initiated on the repetition of the offence.
2. A notification will be sent to parent/guardian summoning him/her for a meeting with the Head of the institution, the Institutional Substance Abuse Prevention Committee and Mentor
3. The student will be referred for counseling.

Non habitual offenders/ 2nd time Offence:

1. The Head of the institution will notify the parent/guardian and call him/her for a meeting with the Institutional Substance Abuse Committee /Mentor.
2. The student will be suspended from academic activities for a minimum period of one week. During the period of suspension, the student will not be eligible for any privileges and will have no access to any facilities or services, including the use of library facility.
3. The student will attend counseling sessions along with his/her parent/ guardian or a de-addiction process as applicable during the period of suspension. The rules of attendance will be applied with respect to eligibility to appear for university examinations.
4. The student will resume regular classes on satisfactory report of the Institutional Substance Abuse Prevention Committee and any condition put forth by the institution, on him/her.

Habitual offenders/ 3rd time Offence:

1. The Head of the institution will notify the parent/guardian summoning him/her for a meeting with the Head of the institution
2. Suspension from the institution for one term/semester with academic work. During the period of suspension, the student will not be eligible for any privileges and will have no access to any facilities or services including residing in the hostel of the institution/university. The rules of attendance will be applied with respect to eligibility to appear for university examinations.
3. The student will have to go through more intense de-addiction process in a recognized de-addiction centre for counseling and rehabilitation. On the completion of the suspension period, in order to obtain permission to resume the classes, a wellness and fitness certificate of the student from authorized person should be submitted to the Substance Abuse Prevention Committee for review.
4. The student will have to attend the counseling sessions arranged by the institution, for regular follow-up.

Habitual offenders/ Subsequent Violations:

In case of any subsequent violation, the student will be dismissed from the institution. Such students will be subject to the rules of the University in the matter of fees payable by him/her.

In addition to the above disciplinary actions decided by University, as required by law, the university will also cooperate with law enforcement authorities in referring for prosecution the unlawful possession, use, or distribution of alcohol and illicit drugs by students or employees on university premises.

Conclusion:

Yenepoya (Deemed to be University) is obliged to put into practice the strategies put forward on Substance Abuse Prevention Policy document for the eradication of Substances of Abuse in the campuses. This is a genuine attempt to ensure campus safety and to tackle one of the major obstacles to academic performance. Stopping student substance abuse will also boost the quality of life of students and bring huge dividends tomorrow in terms of career advancement and personal satisfaction.



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Equal Opportunity Cell



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Name of the policy/guidelines	Equal opportunity cell policy
Short description	Policy and statement
Scope	This policy is applicable to Yenepoya (deemed to be) University and all its constituent colleges and departments
Policy status	Revised
Year of approval	2017
Revision	Yes
Effective date	4-12-2017
Responsible officer	Registrar

No. YU/REG/ACA/Equal O.Cell/2022

02.04.2022

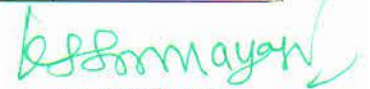
NOTIFICATION

Sub: Re-notification of Equal Opportunity Cell.
Ref: YU/ REG/ ACA/ Equal O. Cell/ 2020 dated 29.06.2020
Ref: YU/REG/ ACA/ Equal O. Cell/ 2022 dated 24.02.2022

The Equal opportunity Cell is re-notified with the following members and is hereby notified:

1.	Vice Chancellor	Chairman
2.	Registrar	Member
3.	Mrs. Nigath Fathima, Associate Professor Stage -1 Yenepoya Physiotherapy College	Co-ordinator
4.	Dr. Riaz Abdulla, Professor & HOD Department of Oral Pathology, YDC	Member
5.	Dr. Sangeethalaxmi M J Associate Professor Cum Senior Medical Officer Yenepoya Naturopathy & Yogic Science College & Hospital	Member
6.	Mrs. Hezil Reema Barboza, Assistant Professor Stage -1 Department of Medical Surgical Nursing, YNC	Member
7.	Mrs. Sudhina M., Assistant Professor Department of Pharmaceutical Chemistry Yenepoya Pharmacy College & Research Centre	Member
8.	Dr. Rukma C.K, Assistant Professor Yenepoya Ayurveda Medical College & Hospital	Member
9.	Dr. Apeksha S. Bhandary, Assistant Professor Department of Materia Medica Yenepoya Homoeopathic Medical College & Hospital	Member
10.	Dr. Leena Pramod , Assistant Professor Dept. of Forensic Medicine, Yenepoya Medical College	Member
11.	Mr. Pavitra Shetty, Assistant Professor, B.Sc. (HS) Yenepoya Institute of Arts, Science Commerce and Management	Member
12.	Mrs. Merlin Ann Mathew, Assistant Professor, Perfusion Technology Yenepoya School of Allied Health Sciences	Member

This Committee shall remain in place till 28.06.2022



REGISTRAR

To:
All the members concerned.

Cc to:
All the Statutory Officers
All the Principals of constituent Colleges
Co-ordinator IQAC
P.A to the Vice Chancellor/P.A to the Registrar

EQUAL OPPORTUNITIES CELL

The Equal Opportunity Cell was established by the University of Yenepoya on 30th September, 2009 and policy has been revised in the year 2017 to address the issues related to staffs & students belonging to Schedule Caste/Schedule Tribe, Other Backward Caste, minorities, Persons with Disabilities (PWDs) & women on a continual basis. The main objective of the Equal Opportunity Cell is to help and empower the persons with disabilities, students to participate fully in the academic, intellectual, social and cultural life of University on an equal basis.

Aim and Objectives

1. To promote diversity and inclusive practices on the campus & provide the disadvantaged groups with adequate opportunities.
2. To ensure a barrier free access to all buildings of Colleges, Departments, Libraries, Hostels and offices .
3. To provide counselling for psychological support and fulfil the needs of PWDs in all categories including Visual, Hearing, Orthopaedic, Neurological etc.
4. To examine all possible ways in which the SC/ ST, OBC and minority groups & PWD could be helped.
6. To ensure that there is no discrimination in the University on grounds of disability or minority status.

Target Group:

EOC works for affirmative action for the deprived sections such as persons from SC, ST, OBC (Non- creamy layer) categories, persons from religious & language minorities, differently-abled persons and Women.



Facilities for employees and students:

1. ESI facility and Yen Health card facilities for non teaching employees.
2. Under Employees Deposit Linked Insurance Scheme (EDLI) LIC provide Rs 4 lacs to the dependent of the employee in case of death of the employees in service.
3. Day care facility has been provided for lady staffs.
4. Short term courses like communicative English, local language classes by Ready programme by Protrack education programme.
5. E-learning support through Yengage.
6. Free accessible transport facility.
7. Councelling sessions by welfare officers.
8. Conducting awareness programmes and coordinating with agencies and organizations to mobilize academic and financial resources to provide assistance to students of disadvantaged group.
9. Ramps and lifts for physically disabled staffs.

Future Plans

To conduct more number of sensitization and awareness programmes for PWD group.



Policy Statement for Equal Opportunity Cell

The Yenepoya University shall be committed

- To sensitize the university Community and the general public to the strengths, challenges and threats faced by the differently abled, the non creamy layer and women students & employees.
 - To acknowledge that the differently abled, the marginalized non creamy layer and women employees & students shall require special provisions to counter the multiple forms of discrimination they may encounter in day to day life.
 - To make the university environment secure, accessible and friendly for the differently abled by encouraging its colleges, faculties and departments to provide necessary infrastructure & support.
 - To generate resources to provide tuition assistance special equipment & educational counseling to the differently abled, non creamy layer and women students & staff.
 - To fulfill all statutory requirements for differently abled persons by providing equal opportunities in the teaching, learning and employment process.
1. One of the immediate steps which our university can take is to do an Access Audit of Yenepoya University buildings either by a professional body or by the university maintenance department.

Professional body Samarthyam:
UGC provides funds for this.

2. Short Term Courses
 - a) Communicative English
 - b) Local language classes
 - c) Information & Communication Technology for students who do not have laptops for using yengage.
 - d) Conduct a survey & obtain details on ST/SC, OBC, Disabled/Differently abled staff & students.



YENEPOYA

(DEEMED TO BE UNIVERSITY)

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Maintenance



YENEPOYA

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Name of the Policy/ Guidelines	Maintenance Policy
Short Description	Policy and guidelines of maintenance department
Scope	This policy is applicable to all the maintenance works scheduled under the department covering all the campuses and units under the Yenepoya (Deemed to be university)
Policy status	Original (Revised)
Year of approval of Version 1	2019
Revision	Revised
Effective date	13.12.2019
Approval Authority	48 th Board of Management
Responsible officer	Registrar

Maintenance Policy

Introduction

Physical infrastructure facilities are integral for effective functioning as institution and maintenance of the infrastructure is decisive in providing tenable and reliable services to the end users. Regular maintenance and periodic restorations of infrastructural facilities and equipment respectively are therefore a priority. Yenepoya (Deemed to be University) realizing the relevance these has evolved effective mechanisms to ensure centralized and uninterrupted maintenance of the all the infrastructural facilities.

There are three major maintenance support divisions in the University with adequate skilled manpower. These are departments of General maintenance, Biomedical engineering and information communication technology. Each of these has a well organized purposeful entity and organizational structure for efficient functioning. Highly efficient software (backbone) has been installed for registering complaints, monitoring the progression of the remedial action initiated /completed by the concerned personnel/ section/ department. The maintenance committee of the services reviews the functioning of the various maintenance sections.



Maintenance Department

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	b) Biomedical Engineering	
	c) Information & communication technology	

Yenepoya (Deemed to be University)

Department of Maintenance Maintenance Department Policy

The University has a department of maintenance with skilled manpower to ensure maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, and auditoriums and all service installations and campus in general.

The University has the maintenance committee constituted with composition as indicated below

1	Registrar	Chairperson
2	Finance Officer	Member
3	Manager (Project)	Member
4	Representative from ICT Department	Member
5	Representative from Biomedical Department	Member
6	Physical Director, Physical Education Department	Member
7	Chief Librarian, Central Library	Member
8	One representative from the concerned units/centers	Invitee
9	Maintenance Manager	Convener

Roles of the maintenance committee

The Committee shall device the functional aspects for the department of maintenance. It shall review the functioning of the maintenance department half yearly. The proceedings of the meetings shall be placed before the Vice Chancellor for concurrence and needful advice.

The Functions of the maintenance departments are

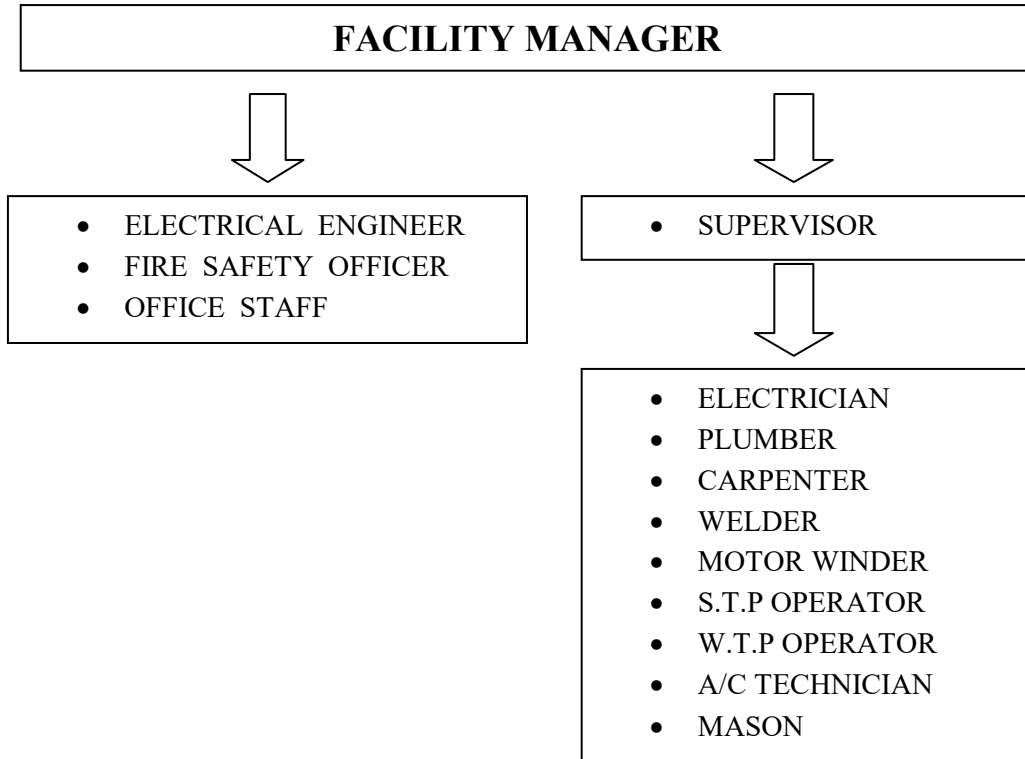
- To address the complaints generated.
- To establish regular maintenance of the building and the equipment of the institute.
- To correspond with the people responsible for the maintenance and monitor the quality of work and given time schedule of the job.
- To monitor annual maintenance of the physical infrastructure.
- To monitor and plan major and minor repairs of the physical and academic support facilities for appraisal in the meeting of the Maintenance committee.

Divisions of maintenance systems:-

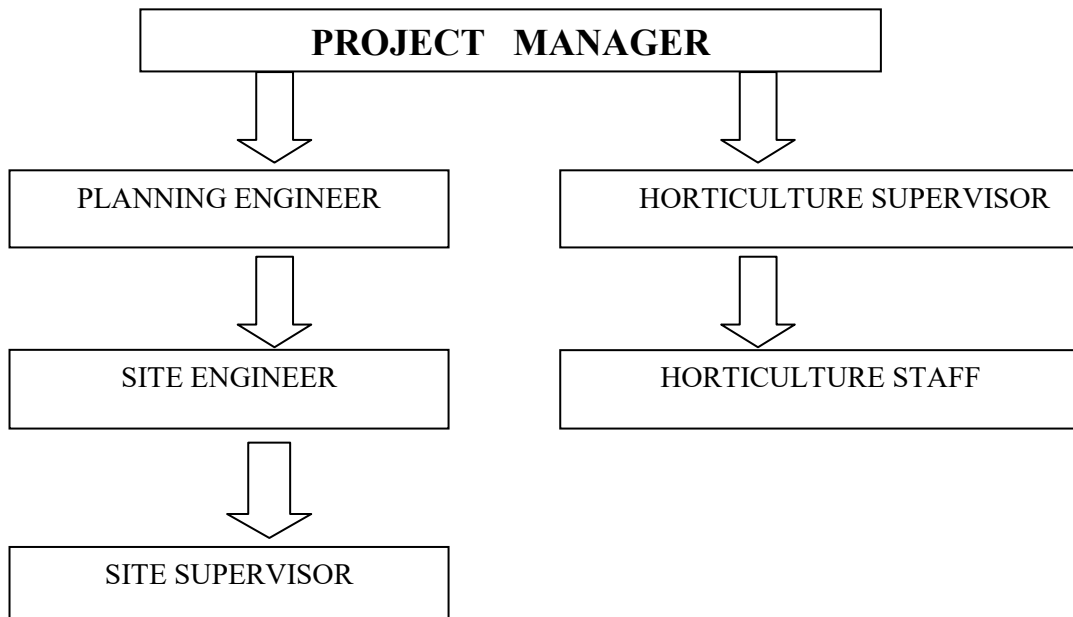
1. General and routine maintenance
2. Biomedical Engineering
3. Information Technology

ORGANOGRAM CHART (MAINTENANCE DEPARTMENT)

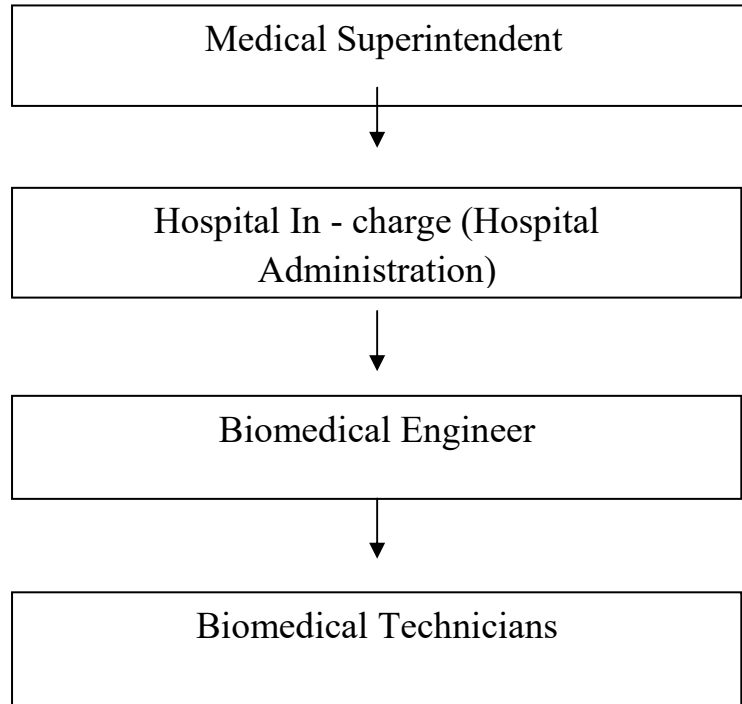
General and Routine Maintenance



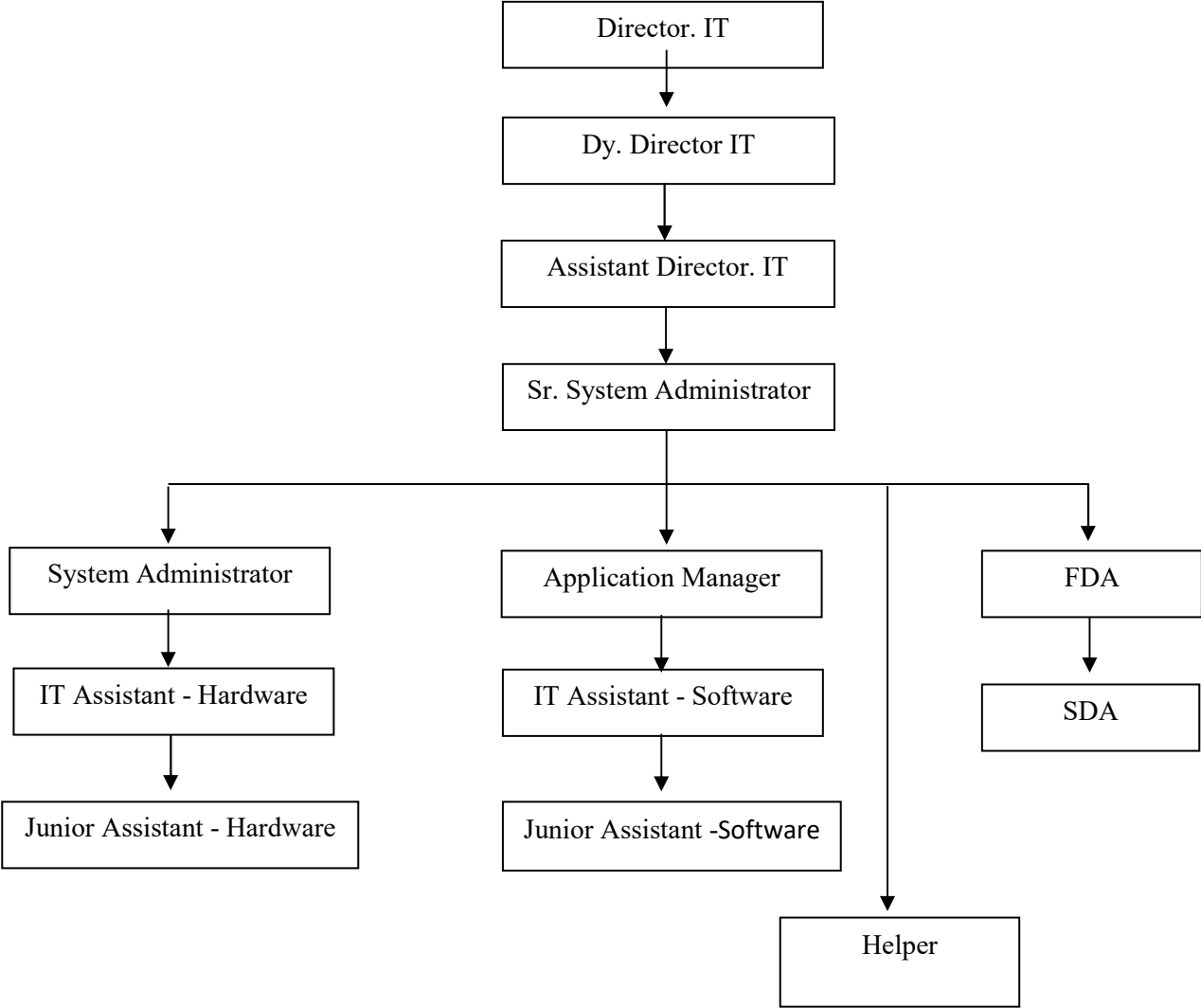
PROJECTS (RENOVATIONS)



ORGANOGRAM CHART (BIOMEDICAL ENGINEERING DEPARTMENT)



ORGANOGRAM CHART (INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT)



Functional aspects of the divisions of maintenance committee

- Regular maintenance of the physical and academic support facilities are taken up by the respective divisions of the maintenance systems.
- These departments have software (Darwin box/Backbone) for registering complaints regarding maintenance/repairs.
- On attending the complaints the concerned personnel shall enter the status in the software to update the complainant
- This ensures effective functioning of the maintenance systems.

Sub divisions of maintenance system:

1) General and routine maintenance

➤ Potable Water Supply:

RO Systems of capacity 500 LPH (05 Units), 50 LPH (10 Units) with 41 Drinking water coolers are installed in all the buildings to cater for safe drinking water and are under AMC and routine maintenance by general maintenance division.

➤ Sewage Treatment:

Campus sewage treatment plant with capacity of 700 KLD for Hospital and 900 KLD for Hostels are approved by Karnataka Pollution Control Board. The treatment plants are managed by the general maintenance division.

➤ Solid Waste Management:

The wet and dry waste is separated from the institution and is collected within the campus. The same is transported through the Institute Vehicle to the corporation segregation yard for scientific disposal.

➤ Hazardous waste disposal:

All Hazardous Waste is disposed through as per norms through authorized and approved Karnataka Pollution Control Board vendors.

➤ Hostel :

Hostel rooms are daily cleaned and maintained by Housekeeping department.

➤ Library:

The periodic maintenance of the physical infrastructure of the library is carried out by the maintenance department. The IT related issues are resolved by the Information and Technology department of the University.

➤ Sports:

The sports activities are organized and conducted by the Department of Physical Education, Yenepoya (Deemed to be University). The Maintenance department takes care of all the Maintenance work of Yendurance and soccer ground on request of Physical Education Director of Yenepoya (Deemed to be University)

➤ **Electricity, Solar Power & Power Back up:**

Maintenance department is responsible for power supply and to ensure uninterrupted power supply and maintenance of electrical assets of 33 KVA substation, Generator sets, lighting, power distribution system, solar panel etc. are undertaken as per their maintenance schedule.

The maintenance of equipment's for water supply sets, sewage treatment etc. are undertaken as per standard maintenance schedule. The Electrical Equipments like DG, UPS, AC and Lifts are maintained through Annual Maintenance Contract (AMC).Transformer oil filtration is doing annually. Preventive maintenance of Panels, Distribution Boards and MCBs are planned and scheduled by the technicians of our company.

➤ **Classrooms:**

All classrooms are well maintained and kept neat and tidy by housekeeping department. The building supervisors are responsible for the maintenance of the buildings and physical facilities including washrooms about required repairs & compliances.

2) Biomedical Engineering

➤ **Laboratory and Hospital Equipments:**

The equipment/instruments in the laboratories and hospital are maintained at three levels

- i) Ensuring the maintenance of the equipment as per the warranty commitments by the Company
- ii) To process documents to enter into annual/comprehensive maintenance contract (AMC/CMC) subsequent to the warranty period
- iii) Undertaking repair work by the maintenance department with the support of the Biomedical engineering section.
- iv) Routine maintenance of equipment/instrument and attending to exigencies.

3) Information Technology Department

➤ **Information Technology (IT):**

This department provides an integrated IT services like up-gradation and maintenance of automation packages, troubleshooting of hardware, networking equipments, Biometric services, University website including internet connectivity, advices for procurement of hardware, software etc. The Maintenance department works with the IT Department for various projects like extending of networking, Providing UPS power for computer systems and peripherals across the University.



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Information technology



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Name of the Policy/ Guidelines	IT Policy
Short Description	Policy and guidelines on IT
Scope	This policy is applicable to Yenepoya (Deemed to be University) and all its constituent colleges and departments
Policy status	Revised
Year of approval of Version 1	2021
Revision	Yes
Effective date	05-04-2021
Approval Authority	53 rd Board of Management
Responsible officer	Registrar

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PREAMBLE

The IT has been globally recognized as an integral part of any enterprise. IT is considered to be one of the most important driving forces in achieving the success of any entity. New and emerging technologies challenge the traditional process of teaching and learning, and the way education is managed. IT, while an important area of study in its own, is having a major impact across all curriculum areas. Easy worldwide communication provides instant access to a vast array of data, challenging assimilation and assessment skills. Rapid communication, plus increased access to IT in the home, at work, and in educational establishments, could mean that learning becomes a truly lifelong activity, an activity in which the pace of technological change forces constant evaluation of the learning process itself. The modern education system heavily depends on the strong IT based services and infrastructure, to aid in teaching, learning, research and management of activities and day to day operations

Abbreviations and Acronyms

- 1) ATM Automatic Teller Machine
- 2) BOQs Bill of Quantities
- 3) BOU Basic Operation Unit
- 4) BYOD Bring Your Own Device
- 5) CDs Compact Discs
- 6) CD-ROMS Read only memory compact discs
- 7) CDRW Read/Write CD
- 8) DBA Database Administrator
- 9) DAS Direct Attached Storage
- 10) DVDs Digital Video Discs
- 11) FTP File Transfer Protocol
- 12) GFS Grandfather-Father-Son
- 13) IT Information Technology
- 14) IT C Information and communication Technology Centre
- 15) IEEE Institute of Electrical and Electronics Engineers
- 16) IS Information System
- 17) ISO International Organization for Standardization

- 18) IP Internet Protocol
- 19) IP Intellectual Property
- 20) IPSec Internet Protocol Security
- 21) LCD Liquid Crystal Display
- 22) MIS Management Information System
- 23) LAN Local Area Network
- 24) NAS Network Attached Storage
- 25) NFS Network File System
- 26) OIC Officer in Charge of Campus
- 27) PDAs Personal Digital Assistant
- 28) PSTN Packet Switched Telephone Network
- 29) POC Point of Contact (30) SSH Secure Shell
- 30) SANs Storage Area Networks
- 31) SLA Service Level agreement
- 32) SQL Structured Query Language
- 33) Telnet A terminal emulation program for TCP/IP networks such as the Internet
- 34) TCP Transmission Control Protocol
- 35) UPS Uninterrupted Power Supply
- 36) UMIS Yenepoya (Deemed to be University) Management Information System
- 37) VPN Virtual Private Networks
- 38) WAN Wide Area Network
- 39) Wi-Fi Wireless Fidelity
- 40) WWW World wide web
- 41) ZIP "Zip" is the generic file format of a compressed archive

1. Introduction to the Policy

1.1 Preamble

The Information Technology has been globally recognized as an important vehicle of “growth and development” in the new millennium. Yenepoya (Deemed to be Yenepoya (Deemed to be University)) has taken up Information Technology & Communication (IT) as the principal engine of rapid growth. The IT Departments committed to deploy IT services as an effective tool for catalyzing accelerated and efficient governance in Yenepoya (Deemed to be University) operation

The Yenepoya (Deemed to be Yenepoya (Deemed to be University)) has invested in a strong IT base, which supports teaching, learning, research and management. The Yenepoya (Deemed to be University) recognizes IT as a prime mover and driver in stimulating creativity and innovation in the current highly technologically driven environment. The strategic role of IT can therefore not be gainsaid. The performance and visibility of the Yenepoya (Deemed to be University) is determined to a great extent by its IT function.

It is against this background that the Yenepoya (Deemed to be Yenepoya (Deemed to be University)) has taken the initiative of developing and regularly reviewing a blueprint that will guide in the design, development, implementation, and effective use of the IT services and resources.

1.2 Statement of Purpose

The purpose of this IT Policy is to outline the acceptable use guidelines for IT equipment and services at the Yenepoya (Deemed to be University). This policy intends to promote a culture of openness, trust and integrity. These are general guidelines on what can be done, and what should not be done, on the Yenepoya (Deemed to be University) IT Infrastructure in order to ensure efficient and effective use of Yenepoya (Deemed to be University) IT resources; protect IT resources from injurious actions, including virus attacks, data loss, unauthorized access, network and system failures, and legal problems.

This policy seeks to guide designers, developers and users of information and IT resources on appropriate standards to be adopted at the Yenepoya (Deemed to be University). Its objectives include to:

- Provide guidance in developing a pervasive, reliable and secure communications infrastructure conforming to recognized International standards supporting all services in line with the priorities of the Yenepoya (Deemed to be University);
- Provide a framework for development and management of IT network services that shall ensure the availability, reliability, enhanced performance, security, and reduce the cost of running the IT infrastructure;
- Establish information requirements and implement security across the Yenepoya (Deemed to be University)’s IT infrastructure;

- Provide a framework, including guidelines, principles and procedures for the development and implementation of Management Information Systems in the Yenepoya (Deemed to be University);
- Guide the handling of organizational information within the IT department and the Yenepoya (Deemed to be University) as a whole by ensuring compliance with applicable statutes, regulations, and mandates for the management of information resources; and thereby establish prudent practices on Internet and the Yenepoya (Deemed to be University) Intranet use;
- Uphold the integrity and image of the Yenepoya (Deemed to be Yenepoya (Deemed to be University)) through defined standards and guidelines for ensuring that the content of the Yenepoya (Deemed to be University)'s websites is accurate, consistent and up-to-date;
- Serve as the direction pointer for the IT 's mandate in supporting users, empowering them towards making maximum use of IT services and resources and specifying the necessary approaches;
- To guide the process of enhancing user utilization of IT resources through training;
- Outline the rules and guidelines that ensure users' PCs, and other hardware are in serviceable order, specifying best practices and approaches for preventing failure;

1.3 Scope of the Yenepoya (Deemed to be Yenepoya) IT Policy

This policy applies to any person accessing/developing/implementing and/or using IT -based information and IT resources owned, managed, supported or operated by, or on behalf of, the (Deemed to be University). This includes all Yenepoya (Deemed to be University) staff and students; any other organizations accessing services over Yenepoya (Deemed to be University) IT resources; persons contracted to develop, repair or maintain Yenepoya (Deemed to be Yenepoya (Deemed to be University) IT resources; and suppliers of outsourced IT services. This Policy applies to all IT equipment, software or other facilities that is owned or leased by the Yenepoya (Deemed to be University).

Adherence to this policy applies to all these and other relevant parties.

2. Network Development and Management Policy

2.1 Introduction

- (a) The information and communications infrastructure at the Yenepoya (Deemed to be University) has evolved into a large, complex network over which the education, research and business of the Yenepoya (Deemed to be University) is conducted. It is envisaged that the network will integrate voice, data and video, to form a unified information technology resource for the Yenepoya (Deemed to be University) community. Such a network shall demand adherence to a centralized, coordinated strategy for planning,

implementation, operation and support. Decentralization shall be implemented through appropriate Yenepoya (Deemed to be University) structures.

(b) The Yenepoya (Deemed to be University) network functions shall be broken down into the following areas:

- Yenepoya (Deemed to be University) Infrastructure development
- Yenepoya (Deemed to be University) backbone
- Campus Local Area Networks (LANs)
- Wireless networks
- Virtual Private Networks (VPN)
- Connection to, access and usage of IT facilities
- New or changed use of IT equipment
- Monitoring of network performance.

(c) This therefore shall require a policy that will secure the future reliability, maintainability and viability of this valuable asset.

2.2 Objectives

- a) The objective of this policy is to establish a comprehensive and uniform Network Development & Management policy for administration of the Yenepoya (Deemed to be Yenepoya (Deemed to be University) IT infrastructure.
- b) This policy defines the arrangements and responsibilities for the development, installation, maintenance, and use and monitoring of the Yenepoya (Deemed to be Yenepoya (Deemed to be University) networks to ensure that, these networks are adequate, reliable and resilient to support continuous high levels of activity.

2.3 Scope

This policy applies to any person accessing or using the IT infrastructure owned, managed, supported or operated by, or on behalf of the Yenepoya (Deemed to be University). These include all Yenepoya (Deemed to be University) staff and students; any organization accessing services over Yenepoya (Deemed to be University) IT networks; persons contracted to repair or maintain the Yenepoya (Deemed to be University)'s IT networks; and suppliers of network services.

2.4 General Network Policy

2.4.1 The Network

The Yenepoya (Deemed to be University) will develop and support a University-wide IT network as a basic infrastructure service for the facilitation of sharing electronic information and resources by all members of the Yenepoya (Deemed to be University). This includes all staff and students .

2.4.2 Universal Availability

- (a) The Yenepoya (Deemed to be University) network will be designed and implemented in such a way as to serve those located at the Yenepoya (Deemed to be University) campuses and, to a lesser extent, those located elsewhere.
- (b) The ultimate goal is that every room in the Yenepoya (Deemed to be University) in which research, teaching, learning or administration functions take place should be connected. And every member of the Yenepoya (Deemed to be University) should have capability to access the University IT infrastructure.

2.5 Yenepoya (Deemed to be University) IT Infrastructure Development

2.5.1 Development Plan

The IT will prepare a rolling five (5) year network development plan, advising on appropriate developments aimed at ensuring the adequacy of the Yenepoya (Deemed to be Yenepoya (Deemed to be University)) IT infrastructure in future. This plan will take account of the Yenepoya (Deemed to be University)'s strategic plan; usage and demand patterns; technological change; security; management and cost implications.

2.6 Yenepoya (Deemed to be University) Backbone

2.6.1 Definition

The Yenepoya (Deemed to be University) network will consist of several parts: "Backbone" systems, a collection of inter-building connections; "Campus LANs," wireless networks (Hotspots); Virtual Private Networks (VPN) etc.

The Yenepoya (Deemed to be University) Network Backbone will comprise an inter-building cabling system, together with one or more "Gateway" interfaces at each building or in the path to each building which will connect the Backbone to the network(s) within each building.

3. IT Security and Internet Policy

3.1 Definitions of terms

- (a) Spam - Unauthorized and/or unsolicited electronic mass mailings
- (b) "Chain letters," "Ponzi," "pyramid" schemes- Messages that purport to tell the addressee how, for a relatively small investment, the addressee can make huge amounts of money. There are several variations, but they are all based on a common fraudulent concept — that the addressee pays a relatively small amount of money to a few people above the addressee in a chain, with the expectation that later a very large numbers of people will be making similar payments to the addressee.
- (c) Port scanning- Attempting to learn about the weaknesses of a computer or a network device by repeatedly probing it with a series of requests for information.
- (d) Network sniffing -Attaching a device or a program to a network to monitor and record data traveling between computers on the network.
- (e) Spoofing -The deliberate inducement of a user or a computer device to take an incorrect action by Impersonating, mimicking, or masquerading as a legitimate source.
- (f) Denial of service -Procedures or actions that can prevent a system from servicing normal and legitimate requests as expected.
- (g) Ping attack - A form of a denial of service attack, where a system on a network gets “pinged,” that is, receives a echo-request, by another system at a fast repeating rate thus tying up the computer so no one else can contact it.

3.2 Wireless Network Users Responsibilities

- (a) Any person attaching a wireless device to the Yenepoya (Deemed to be University) network shall be responsible for the security of the computer device and for any intentional or unintentional activities arising through the network pathway allocated to the device
- (b) The Yenepoya (Deemed to be University) accepts no responsibility for any loss or damage to the user computing device as a result of connection to the wireless network
- (c) Users shall ensure that they run up to date antivirus, host firewall and anti-malware software, and that their devices are installed with the latest operating system patches and hot fixes
- (d) Users shall authenticate on the wireless network for every session
- (e) Wireless network users shall ensure that their computer systems are properly configured and operated so that they do not cause inconveniences to other Yenepoya (Deemed to be University) network users.

- (f) Wireless network is provided to support teaching, research or related academic activities at the Yenepoya (Deemed to be University). Use of the Yenepoya (Deemed to be University) wireless network services for other purposes is prohibited
- (g) Wireless network users shall get their network addresses automatically; a valid network address shall be granted when connected. Use of other network addresses is prohibited.

3.3 Password Policy

3.3.1 Rules

- a) All system-level passwords such as root, enable, Windows server administration, application administration accounts, shall be changed at least once every month.
- b) All user-level passwords such as email, web, and desktop computer shall be changed at least once every six (6) months.
- c) User accounts that have system-level privileges granted through group memberships or programs such as "sudo" shall have passwords distinct from all other accounts held by such users.
- d) Passwords shall not be inserted into email messages or other forms of electronic communication.
- e) Passwords for the Yenepoya (Deemed to be University) accounts shall not be used for other non-Yenepoya (Deemed to be University) access such as personal ISP account, Yahoo Mail, and Bank ATM.
- f) All passwords shall be treated as sensitive, confidential Yenepoya (Deemed to be University) information. Users shall not share the Yenepoya (Deemed to be University) passwords with anyone, including administrative assistants or secretaries.
- g) Users shall not use the "Remember Password" feature of applications like Eudora, Outlook, and Netscape Messenger.
- h) Users shall not write passwords down and store them anywhere in their offices.

3.4 Server Security Policy

3.4.1 General Configuration Guidelines

- (a) Server Operating Systems shall be configured in line with approved IT guidelines.
- (b) Services and applications that are not used shall be disabled at all times, for instance NFS, Telnet, and FTP.

- (c) Access to services shall be logged and protected through access-control methods such as TCP Wrappers where possible.
- (d) The most recent security patches shall be installed on the systems as soon as practical, the only exception being when immediate application would interfere with business requirements.
- (e) Antivirus software shall be installed and configured to update regularly.
- (f) Trust relationships, such as through NFS, between systems are a security risk, and these use shall be avoided. No trust relationship shall be used where alternative secure methods of communication are available.
- (g) User access privileges on a server shall be allocated on “least possible required privilege” terms, just sufficient privilege for one to access or perform the desired function.
- (h) Super-user accounts such as “root” shall not be used when a non-privileged account can do.
- (i) If a methodology for secure channel connection is available, that is technically feasible, privileged access shall be performed over secure channels, for instance, encrypted network connections using SSH or IPsec.
- (j) Servers shall be physically located in an access-controlled environment.
- (k) It shall be prohibited to operate servers from uncontrolled or easily accessible areas.

3.5 Anti-Virus Policy

- (a) All Computers connected to the Yenepoya (Deemed to be University) IT network shall run the standard supported anti-virus software, and shall be configured to perform daily full-system and on-access scans.
- (b) Anti-virus software and the virus pattern files shall be kept up-to-date always through scheduled daily automatic updates.
- (c) Computer Lab Administrators and owners of computers, in consultation with the relevant IT Department personnel, shall be responsible for executing required procedures that ensure virus protection on their computers. Computers shall first be verified as virus-free before being allowed to connect to the Yenepoya (Deemed to be University) network.
- (d) Once discovered, any virus-infected computer shall be removed from the Yenepoya (Deemed to be University) network until it is verified as virus-free.
- (e) The following precautions shall be observed by all users to reduce virus problems. Users shall:

- i. never open any files or macros attached to emails from an unknown, suspicious or untrustworthy source. All such emails shall be deleted immediately and emptied from trash folders
- ii. Delete spam, chain, and other junk email without forwarding, in compliance with the General Use and ownership Policy.
- iii. Never download files from unknown or suspicious sources.
- iv. avoid direct disk sharing with read/write access unless this is absolutely necessary.
- v. Always scan removable media, including diskettes and memory sticks, from unknown sources for viruses before using.
- vi. Back-up critical data and system configurations on a regular basis and store the data in a safe place.
- vii. Not run any applications that could transfer a virus such as email or file sharing in a computer where the anti-virus software is disabled. Such a computer shall be disconnected from the network.
- viii. Periodically check for anti-virus updates and virus alerts because new viruses are discovered almost every day.

3.6 Server Rooms

- (a) Servers shall be housed in a room built and secured for the purpose.
- (b) The server rooms shall contain an adequate air conditioning system in order to provide a stable operating environment and to reduce the risk of system crashes due to component failure.
- (c) No water, rainwater or drainage pipes shall run within or above computer server rooms to reduce the risk of flooding.
- (d) Where possible the floor within the computer suite shall be a raised false floor to allow computer cables to run beneath the floor and reduce the risk of damage to computer equipment in the case of flooding.
- (e) Power feeds to the servers shall be connected through uninterrupted power supply (UPS) and surge protector equipment to allow the smooth shutdown and protection of computer systems in case of power failure.
- (f) Where possible generator power shall be provided to the computer site to help protect the computer systems in the case of a mains power failure.
- (g) Access to the server rooms shall be restricted to the authorized IT staff only.

- (h) All non-IT Departmental staff working within the server room shall be supervised at all times and the IT management shall be notified of their presence and provided with details of all work to be carried out, at least 24 hours in advance of its commencement.

3.7 Internet Usage Policy

- a) All software used to access the Internet shall be part of the Yenepoya (Deemed to be University) standard software suite or approved under the ISO standard.
- b) All users shall ensure that Internet access software shall incorporate the latest security updates provided by the vendors.
- c) All files downloaded from the Internet shall be scanned for viruses using the Yenepoya (Deemed to be University)'s corporate anti-virus software suite with the latest virus detection updates.
- d) All Internet access software shall be configured to use stipulated gateways, firewalls, or proxy servers. Bypassing any of these servers shall be strictly prohibited.
- e) Accessed Internet sites shall comply with the Yenepoya (Deemed to be University) General Use and Ownership Policy.
- f) Internet access traffic through the Yenepoya (Deemed to be University) IT infrastructure shall be subject to logging and review.
- g) The Yenepoya (Deemed to be University) Internet access infrastructure shall not be used for personal solicitations, or personal commercial ventures.
- h) All sensitive Yenepoya (Deemed to be University) materials transmitted over the Internet shall be encrypted.
- i) Official electronic files shall be subject to the same rules regarding the retention of records that apply to other documents and information or records shall be retained in accordance with Yenepoya (Deemed to be University) records retention schedules.

4. User Support Services Policy

4.1 Definition of Terms

- a) IT project: Any IT work or undertaking, and has a clear beginning and end, and is intended to create or deploy IT technology, product, knowledge or service.
- b) Basic Operation Unit (BOU): A laboratory with or more computers used by academic, non-teaching staff or students for general use, research, in a classroom setting and operated by an autonomous Department, School, Faculty, Institute, Centre or other Unit of the Yenepoya (Deemed to be University).

- c) Hardware: All Yenepoya (Deemed to be University)-owned computer and peripheral equipment (such as printers, scanners, CD-ROMS (Read only memory compact discs, network cards and multimedia equipment.
- d) Tools and equipment: The stock of shared tools maintained both centrally at IT Department and within individual campuses for use by the support personnel.
- e) IT user support services: IT services directed at IT users to enable them effectively exploit IT technologies, products and services available at the Yenepoya (Deemed to be University). These shall mean all activities, carried out by the support personnel involving setup, creation, procurement and acquisition, installation and deployment, repair and training on IT products and services, with the aim of assisting users to maximize expected utility and benefit
- f) Support coverage: Support site and deployment of support personnel in accordance with the assessed support load per site.
- g) Hardware support: Attending to problems associated with hardware categories as listed under the support policy.
- h) Software support: Attending to problems associated with software categories as listed under the support policy.
- i) MIS support: support for corporate Information Systems used by the Yenepoya (Deemed to be University).

4.2 Introduction

The IT Department acquires, develops and develops a variety of IT technologies, products and services in response to the academic business and related requirements of the Yenepoya (Deemed to be University). Upon production, these requirements are distributed (or made available) to users. Thereafter, continuous and tailored support is necessary in order for the users to fully exploit them. A policy guideline is necessary for this support.

4.3 Yenepoya (Deemed to be University) IT projects and services

The Director, IT shall ensure that IT Support services are available to assist Yenepoya (Deemed to be University) IT Users with technical and logistical support in the implementation (or roll-out) and operationalization of IT technology, projects, products; and services.

4.3.1 Support Coverage

- a) Support sites shall be designated by campus and to some extent by function. These shall be as detailed in the schedule of support coverage in the standards document.

- b) The IT Support function shall provide qualified support personnel at each Yenepoya (Deemed to be University) campus. IT Support personnel shall be deployed in accordance with the assessed support load per support site (or campus). The load shall be proportional to the extent to which IT s are in use, determined mainly by the expansion of the Yenepoya (Deemed to be University) network and number of users there off.

4.3.2 Infrastructure Support

The IT User Support function shall assist users in carrying out surveys, design, requirements specifications, and preparation of BOQs, material acquisition and supervision of implementation of all IT infrastructures at the Yenepoya (Deemed to be University).

4.3.3 Hardware Support

- a) The User shall be responsible for daily care and basic routine maintenance of IT hardware under their care as defined in section on IT Equipment Maintenance Policy.
- b) On a second level, the IT Support Function shall support the hardware categories that are commonly required by users in their offices, computer rooms, laboratories and lecture theatres to perform their job responsibilities. These shall include servers, desktop computers, laptop computers, printers, scanners, digital cameras, liquid crystal display (LCD) projectors, network access hardware, among others.

4.3.4 Software and MIS Support

IT User Support shall support software categories that are commonly required by users for use in their offices, computer rooms, laboratories and lecture theatres to perform their job responsibilities.

4.3.5 IT Services Support

- a) The IT Department shall support IT services that are commonly required by users in their offices, computer rooms, laboratories and lecture theatres to adequately perform their job responsibilities.
- b) Services acquisitions shall meet the minimum specifications as outlined in the IT Procurement Policy in order to guarantee support by IT .

5. IT Training Policy

5.1 Introduction

A variety of products and services are developed or procured by the IT Department in response to the business requirements of the Yenepoya (Deemed to be University). Upon production, these products and services are distributed (or made available) to users. Thereafter, continuous

and tailored training is necessary in order for the users to fully exploit them. The policy shall clarify guidelines for such training.

5.2 Policy Objective

The objective of this policy is to outline the guidelines applicable when planning for, organizing and conducting IT training at the Yenepoya (Deemed to be University).

5.3 Scope

- a) This policy specifies the general approach to the training of all Yenepoya (Deemed to be University) staff and students; and any other stakeholders accessing Yenepoya (Deemed to be University) IT services, as the primary users of IT services.
- b) It addresses the training content and methodology for IT users.

6. IT Literacy

It is desirable that all Yenepoya (Deemed to be University) staff be literate users of IT services, the level of literacy being in line with the demands of their job functions. Training shall therefore focus on building skills in users making them effective in exploiting IT resources, products and services.

6.1 Training Needs and Curriculum Development

OICs, Project Leaders and service developers shall establish IT training needs in liaison with user Departments and service consumers. In cases where the IT Department is not well placed to train in a given area, the IT Department shall identify and recommend appropriate training and work out the requirements of the training.

- (a) The IT Department shall develop curricula for all training including development of source material. To this end, the IT Department shall where possible: i) recommend curriculum for all external training ii) provide training materials on-line via the Yenepoya (Deemed to be University) website iii) conduct on-line assessment tests and examinations
- (b) Where external training is sourced, the IT Department shall jointly with the external training agent, customize the content to meet the training needs of the users.

7. IT Operations and Maintenance Policy

7.1 Policy Statement: The Yenepoya (Deemed to be Yenepoya (Deemed to be University)) is highly dependent on technology to perform its activities on a daily basis. As a result, the Yenepoya (Deemed to be University) has adopted a formal approach to operating and maintaining its Information Technology (“IT”) systems and resources.

7.2 Objective: The objective of this policy is to define the roles, responsibilities and critical elements for the efficient operations and support of IT systems at the Yenepoya (Deemed to be University).

7.3 Scope:

This policy applies to:

- a) All Universities offices, campuses and learning centers, including specifically the IT Department.
- b) All IT systems or applications managed by the Yenepoya (Deemed to be University) that store, process or transmit
 - i. Information, including network and computer hardware, software and applications,
 - ii. Mobile devices, and telecommunication systems.
- c) “IT Problems” are conditions or situations (known or unknown) that can result in an incident.
- d) “IT Incidents” are unplanned events which cause an interruption to, or a reduction in, the quality of the IT operations or services.
- e) “Security Vulnerabilities” are IT problems that present specific risks to cyber security. Vulnerabilities that have a high probability of being exploited and that will highly impact the Universities (risk of operation disruption, data breach, etc.) are often labeled as “Critical” or “High”.

8. Help Desk and User Support

The IT Help Desk will act as the central point of contact for all IT technical requests.

The Users will log the service request with the IT Help Desk, using Backbone Issue Tracker.

8.1 The IT Help Desk will use the following guidelines to prioritize its response to requests:

PRIORITY	CRITERIA	RESPONSE TIME (*)
Emergency	<p>Requests for issues having a significant and immediate impact on the Universities or Hospital’s operations. For example:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An issue affecting all or a large number of users or patients <input type="checkbox"/> An issue preventing users to access critical applications or data, or impacting critical functions (e.g. access to HMIS, network shares, email, or academic courses). <input type="checkbox"/> An information security incident or vulnerability with a critical/high severity/risk. <input type="checkbox"/> Other as directed (removal of access rights for an unscheduled terminated user for example). 	Within 10 minutes
High	<p>Requests for issues having an important impact on the Universities’ operations. For example:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An application error affecting a small group of users. <input type="checkbox"/> An issue impacting important functions in a system. <input type="checkbox"/> An information security incident or vulnerabilities with a medium/high severity/risk. <input type="checkbox"/> Other as directed. 	Within 2 hours
Low	<p>Requests for issues having a limited or non-immediate impact on the Universities’ operations. For example:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An issue affecting one person only. <input type="checkbox"/> An issue impacting a non-critical function in a system (reporting for example). <input type="checkbox"/> A security incident or vulnerability with a low/medium severity/risk. <input type="checkbox"/> A question on how to use a non-critical functionality. <input type="checkbox"/> A “cosmetic” request, to improve a system functionality “look and feel” or a minor non-functional change to a system. 	Before the end of the working day

(*) The response time corresponds to the time to process the request, including

analyzing and classifying the request, attributing a ticket to the System administrator or IT assistant, and dispatching them. This time does not indicate when the ticket must be resolved.

The assigned System administrator or IT assistant will respond to all requests submitted to the IT Help Desk within a one- week period where possible. If a request cannot be processed within a one-week timeframe, the System administrator or IT assistant should inform the user who submitted the request.

9. Preventive Maintenance Policy:

Preventive maintenance is planned maintenance aimed at the prevention of breakdowns and failures of computer systems and accessories. The primary goal of this activity is to prevent the failure of equipment caused by dust and other external particles before it actually occurs. It is designed to preserve and enhance equipment reliability. This include equipment checks, partial or complete overhauls that is done every three months.

The following checks are carried out during the preventive maintenance of systems.

9.1 Diagnose all Computer Hardware - CPU, RAM, Hard Drive, CD/DVD, VGA, PCI, DMA - Verify Correct Operating Temperatures! Recommend Hardware Replacement if necessary.

9.2 Verify all Hardware Drivers are installed (Video, Sound, Chipset, USB 2.0, Controllers, Network LAN, etc.).

9.3 Review Event Viewer on Workstation PC's.

9.4 Update: Adobe Reader, Java, Flash and anti-virus. Make sure Windows update is set to update and is working properly.

9.5 Check UPS (Battery Backups) if available - Verify they still hold a charge and are functioning properly.

9.6 Remove unnecessary start up items and clear Browsing History.

9.7 Review virus activity logs and warn users of unsafe browsing behaviours or software installations that may cause problems.

9.8 Run Disk Clean-up, Defragment if necessary. Automatic Updates, Check Full Hard Disk Volumes and other clean-up utilities to optimize system performance.

9.9 System Restore Point created after all maintenance is performed.

9.10 Check all moving parts in printers like rollers, drum, and motors etc.

9.11 Perform Internal cleaning of computer components. CPU, Heatsinks, Fans, and Vents. Ensure Proper Cooling inside the Case. Check Fans and vents.

10. E waste policy:

10.1 E waste has been defined as-

“Waste electrical and electronic equipment, whole or in part or rejects from their manufacturing and repair process, which are intended to be discarded.”

Whereas, Electrical and electronic equipment has been defined as

"Equipment which is dependent on electrical currents or electro-magnetic fields to fully functional".

Like hazardous waste, the problem of e-waste has become an immediate and long-term concern as its unregulated accumulation and recycling can lead to major environmental problems endangering human health. This calls for an urgent need for E-Waste Management so as to preserve the ecological balance and reduce landfills. Recycling end-of-life products is vital if we are to save resources and minimize waste.

10.2 Do's and Don'ts of E waste:

Do's:

- a) Always look for information on the catalogue with your product for end-of-life equipment handling.
- b) Ensure that only Authorized Recyclers/Dismantler handle your electronic (i.e. LED TV's and accessories) products
- c) Always call at your products toll-free No's to Dispose those that have reached the end-of life.
- d) Always drop your used electronic products, batteries or any accessories when they reach the end of their life at your nearest Authorized E-Waste Collection Points.
- e) Always disconnect the battery from product, and ensure any glass surface is protected against breakage.

Don'ts:

- a) Do not dismantle your electronic Products on your own.
- b) Do not throw electronics in bins having “Do not Dispose” sign.
- c) Do not give e-waste to informal and unorganized sectors like Local Scrap Dealer/ Rag Pickers.
- d) Do not dispose your product in garbage bins along with municipal waste that ultimately reaches landfills.

10.3 The E waste collected at the Yenepoya (Deemed to be University) is stocked at the E waste go down, and is disposed to E waste handlers – “Cerebra Green” who are licensed for processing e-Waste, Recycling and management activities from Karnataka state pollution control board.



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E-Waste



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Name of the Policy/ Guidelines	E-Waste Policy
Short Description	Policy and guidelines on E-Waste
Scope	This policy is applicable to Yenepoya (Deemed to be University) and all its constituent colleges and departments
Policy status	Original
Year of approval of Version 1	2016
Revision	Not Applicable
Effective date	25.01.2016
Approval Authority	Board of Management
Responsible officer	Registrar

Introduction

In the recent years, there has been increase in the use and dependence on electrical and electronic gadgets like mobile phone, personal computers, laptops, server, data storage devices, photo copying machines, TV (CRT/LED/LCD), washing machine, refrigerators and air conditioners, etc. These are integral in modern day business and industry work styles as well as domestic chores. The utility of gadgets are till these are functionally intact and the moment these stop functioning they become waste material resulting into generation of large quantities of E-waste. The rapid nature of obsolescence of the above said items coupled with a rise in the demand have also added into substantial growth in e-waste generation.

Under the Environment (Protection) Act 1986, central and state governments have enacted legislations to safeguard the environment and people from exposure to toxic and hazardous nature of waste. Any violation of the provision of this act or notified rules is liable for punishment.

Realizing the importance of e-waste management and in compliance to the Karnataka state pollution control board directives, Yenepoya (Deemed to be University) has set up facilities to collect and dispose the e-wastes. A policy document has been prepare and notified in this regard.

E waste policy

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Whereas, Electrical and electronic equipment has been defined as “Equipment which is dependent on electrical currents or electro-magnetic fields to be fully functional”.

Like any other hazardous waste, the problem of e-waste has become an immediate and long-term concern as its unregulated accumulation and improper recycling can lead to major environmental problems endangering human health. This calls for an urgent need for E-Waste Management so as to preserve the ecological balance and reduce landfills. Recycling end-of-life products is vital if we are to save resources and minimize waste.

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The E waste collected at the University is stocked at the E waste zone, and is disposed to E waste handlers – “Cerebra Green” who is licensed for processing e-Waste, Recycling and management activities from Karnataka state pollution control board.



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Environment

POLICY ON ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

Introduction

Protection of ecology and environment has emerged as the most pressing concern of our times. Rapid advances in science and technology over the last two centuries have resulted in unprecedented transformation of lifestyle and living standards of the people all over the globe. However, in recent times, the realization has dawned among the knowledgeable circles that this transformation in the name of ‘development’ has happened at greater cost to the natural environment and ecology.

As a solution to this ‘unbalanced development’, experts have proposed the concept of ‘Sustainable Development’ by which any and all human activities are measured and assessed with regard to their impact on the overall ecology and environment. Corrective or balancing mechanisms are identified to neutralize or minimize the negative outcomes of such activities. Furthermore, activities which are greatly harmful to the environment should be controlled, regulated, prohibited or outrightly banned.

On the positive side, self sustaining ‘environment friendly’ activities should be identified and encouraged so as to eliminate the need for extraneous balancing. Environmental best practices are considered essential to the health and resources of the community. Setting sustainable standards and ensuring that individuals and organizations meet them are of utmost priority. The underlying rationale and ultimate objective of all this is that the sum total of all human activities should be self sustaining in the long run.



Our logo is a graphical depiction of the values, functions and purpose of The Centre for Environmental Studies. The logo is presented in the form of a tree representing our all-embracing environmental concerns. The canopy of the tree is held together by a trunk, with roots reaching deep, and shown as a supportive hand in the shape of a 'Y' standing for 'Yenepoya'. The five finger-branches represent the five elements of Mother Nature, namely, Earth (Pritvi), Water (Jala), Fire (Tejas), Wind (Vayu) and Space (Akasha).

With this logo we aim to project our positive identity and connect with the community for creating an environmentally sustainable world.

The Centre for Environmental Studies is committed to integrated environment management through environmental education, research and extension activities.

Vision

To ensure environmental safety and sustainability through environmental education in action.

Mission

- To encourage participation in environmental “action” projects.
- To develop responsible values and attitudes towards the environment.
- To develop sustainable skills and practices for environmental protection.

Objectives

- To promote environmental awareness in society.
- To educate students and make them critical and sensitive to solve environmental problems.
- To conduct research on community based environmental problems and disseminate solutions.
- To support and protect biodiversity.

Purpose

The Yenepoya (Deemed to be University) expresses its commitment for managing ~~our~~ environmental responsibilities efficiently in a way that is integrated into all the pertinent operations in the university. It sets out the principles, priority areas and procedures for implementation, management and evaluation of the environmental action plan in its Environmental policy statement.

Context

Yenepoya University, ~~being~~ a relatively young organization is in an advantageous stage to adopt and establish 'environment friendly' practices. As the institution is still in its infancy, it lacks the past baggage of deeply entrenched undesirable practices and can literally start on a new slate. The goal of establishing an eco-friendly campus will assert the University's leadership stature and pioneering spirit, besides improving its public image as a responsible and caring organization.

A greater outcome will be that, since it is an educational institution where the younger generation is groomed for the future, the university can serve as a good role model for the students to learn environmental responsibility and pass it on for generations to come. This will help fulfill the university's social responsibility in propagating environmental consciousness on a large scale.

Environmental Management System

An environmental management system (EMS) can be developed in compliance with the ISO14001 standard as part of an organization's strategy to implement its environmental policy and address governmental regulations. An EMS focuses resources on meeting the commitments identified in the organization's policy, which could include reducing or eliminating the negative environmental impacts of its products, services, and activities and/or increasing their positive effects.

The three primary processes of a management system include:

1. Core processes, their outputs, and the identification of significant environmental aspects and impacts
2. Key supporting processes, such as those for maintaining awareness of legal requirements, ensuring competency of employees, providing infrastructure, communicating EMS information, and monitoring and evaluating environmental performance
3. Management system supporting processes, such as document control, record control, and internal auditing.

Like many quality management systems, environmental management systems reinforce a need to align processes into integrated systems of processes, all focused on providing the highest value to the customer. In this sense, the primary customer of the EMS is the local, regional, and global environment. Secondary customers may include the organization's owners or shareholders, customers, government agencies, and employees.

EMS comprise the following

- Water management
- Energy management
- Waste management
- Transportation
- Campus planning and buildings
- Resource optimization
- Landscape and biodiversity
- Training and awareness
- Institutional Social Responsibility

Advisory board

Yenepoya (Deemed to be University) has constituted an **Environment Advisory Council** with Vice Chancellor as the chairman involving representative stakeholders as members and external experts to guide the University on achieving the mission of an ecofriendly campus. In view of the Government of India's deep commitment toward the Sustainable Development Goals (SDG

2030) and the role of Higher Educational Institutions to make their activities more sustainable in support of achieving the SDGs, the University has developed a Sustainability Action Plan (SAP) and a **Campus Sustainability Committee (CSC)** for the implementation of the SAP. The Environmental Management System is the process for quantitative and qualitative data capturing to track air, water and waste as well as to gain actionable insights to improve the operational performance. It is used to maintain the clean and green environment that leads to the stakeholders. A **Green Audit committee** is in place to identify and monitor sources of pollution, nature of vegetation and topology which emphasizes on management of all types of waste, energy, water, soil etc. The green audit report provides a 360° view of a surrounding campus and makes it easy for Owners / Managers / Environmentalists to collaborate, measure, control, and reduces environmental impacts. Finally it leads to enhancing the quality of life for human beings, animals and plants.

ENVIRONMENT ADVISORY COUNCIL

Purpose

The Environment Advisory Council (EAC) is dedicated to maintain environment friendly campus, promote awareness, educate and investigate on issues related to environmental sustainability.

Objective

- Devise and implement Environmental Management Systems for all the aspects of Environment
- Explore potential for Reduce, Recycle and Re-use of Wastes
- Efficient harvesting of renewable natural resources
- Ecologically sustainable development
- Involving University community in environmental activity

Environmental Advisory Council

1. Vice Chancellor	Chairman
2. Pro Vice-Chancellor	Co-Chairman
3. Registrar	Member
4. Finance Officer	Member
5. Medical Superintendent	Member
6. Hospital Superintendent	Member
7. Head, Central Kitchen & Laundry	Member
8. Head, IT	Member
9. Head, Maintenance Department	Member
10. External expert	Member
11. External expert	Member
12. Head, CES	Member Secretary

Meetings

The committee usually meets twice in a calendar year.

Quorum

For a committee meeting the quorum is half of the committee members with at least one external expert.

CAMPUS SUSTAINABILITY COMMITTEE

The Campus Sustainability committee is constituted as per the requirement for SATAT – UGC quality mandate with following members.

- | | |
|--|--------------------|
| 1. Registrar | : Chair Person |
| 2. Maintenance Manager | : Member |
| 3. Hospital Superintendent | : Member |
| 4. Head, IT | : Member |
| 5. Head, Central Kitchen & Laundry | : Member |
| 6. General Supervisor | : Member |
| 7. Head, Purchase Dept/Central Stores | : Member |
| 8. Transport Superintendent | : Member |
| 9. Student representatives | : Member |
| 10. Head, Centre for Environmental Studies | : Member Secretary |

The committee will be responsible for:

- Preparing sustainability policy and a five year strategic management plan for operations and getting it duly approved by the apex executive body of the institution.
- Analyzing and exploring the possibility of strengthening government programmes related to sustainability.
- Establishing standards guidelines and procedures for sustainable campus management including master plan, procurement energy and water management, waste disposal, and any other stop identified in the plan. Giving value to traditional knowledge with regards to sustainability while making such standards, guidelines and procedures.
- Regularly reviewing all operations and maintenance programs of the campus to maintain sustainability performance standards stated in the sustainable Campus/Environmental Management Policy and ensuring that sustainability commitments are effectively implemented.
- Conducting a campus- wide audit of sustainability practices to understand where it stands with regard to sustainability objectives, identifying areas and developing strategies for improving the institution’s sustainability performance.

Meetings

The committee usually meets twice in a calendar year.

Quorum

For a committee meeting the quorum is half of the committee members.

GREEN AUDIT COMMITTEE

Environment Management System is the quantitative and qualitative data to track air, water and waste, and to gain actionable insights to improve the operational performance. It provides a solution at 360° view of a surrounding campus and makes it easy for Owners / Managers/ Environmentalists to collaborate, measure, control, and reduce environmental impacts. Green Campus Initiatives are the need of the hour across the world due to change in environmental conditions, global warming and increasing human population. It aims to make a sustainable and environmental friendly campus for stakeholders.

Environmental Management Audits such as Environment audit, Green Campus Audit and Energy Audit are a well-developed process of extracting information about the Institution and Organization that provides a realistic assessment of how the Institutions and Organizations take steps towards protecting the environment. These audits can minimize the environmental pollution in the campus remarkably which in turn reduce the global warming effect as a whole. As per the Government law, the environmental legislations should be followed by all the Institutions and Organizations and make sure that their activities should not destroy the environment.

Green Audit Committee

Pro-Vice Chancellor	Chairman
Registrar	Member
Maintenance Manager	Member
Subject expert – Flora	Member
Subject expert – Fauna	Member
Subject expert – Fungi	Member
External Auditor	Member
Head, CES	Member Secretary

Meetings

The committee usually meets twice in a calendar year.

Quorum

For a committee meeting the quorum is half of the committee members with at least one subject expert.



ENVIRONMENTAL POLICY

The Management and Staff of Yenepoya (Deemed to be University) recognizes and accepts the accountability for environment as among the highest priorities to ensure sustainable development. This commitment is reflected in our policies, programs, and practices we follow. It is our endeavor to respect and protect the local environment and support sustainable social and economic development while fulfilling our mission of healthcare and health professional education. We believe having Zero tolerance is the start to establishing a good environmental system. To achieve these objectives, we

- Say NO to Single use plastic in the entire campus which impacts our environment.
- Follow Protection Practice leading to Enhanced Performance.
- Will Eliminate or reduce that which impacts our environment.
- Conserve natural resources by adopting resource conservation techniques.
- Promote sustainable procurement, internally and through the University's supply chains
- Protect and support biodiversity by establishing favorable environment.
- Adopt '3 Rs' (Reduce, Reuse, Recycle) philosophy to minimize or mitigate impact from waste generation, consumption of natural resources, etc.
- Educate all stakeholders' through programs that will enable us to jointly carry out sustainable development practices.
- Will carry out our activities in compliance with all statutory requirements.
- Will strive for continual improvement by periodic audit review of our operations and provide adequate support to fulfill our policy objectives.

Mangaluru
20.12.2019

Registrar



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Transport

Introduction

The University's transport policy shall ensure that each vehicle is operated, maintained and used in a safe and economical condition. It is designed to guide the operational decisions for the management of the University's fleet of vehicles and shall be complied with by all transport department staff of the University. Staff of the Transport Department responsible for the management of both the fleet and the personnel shall be headed by the Registrar and Transport Superintendent and shall ensure that the responsibilities and regulations are adhered to by all staff of the University.

Mission

The mission of the Transport Department of the University shall be to provide and maintain the most appropriate, safe and reliable vehicles for the operations of the University's transport activities on a daily basis.

Goals

The Transport Department shall plan and coordinate the movement of the fleet of vehicles in a cost effective manner for the University. The Unit shall ensure that all vehicles are in good working conditions, road worthy and insured as recommended by Management.

The Transport Unit shall promote the safety of the fleet and their personnel through;

- Education and Information
- Research, Monitoring and Evaluation
- Enforcement of rules and regulations
- Accident reporting and emergency response services
- Periodic Training of personnel

OBJECTIVES

The objective of the Transportation Policy shall provide guide lines to promote an orderly system of developing an overall competent Transport Unit staff, standardized fleet management and maintenance strategies to meet the needs of the University.

Principles

The Principles contained in this policy shall be concerned with issues related to the following areas of the University's fleet operations and management;

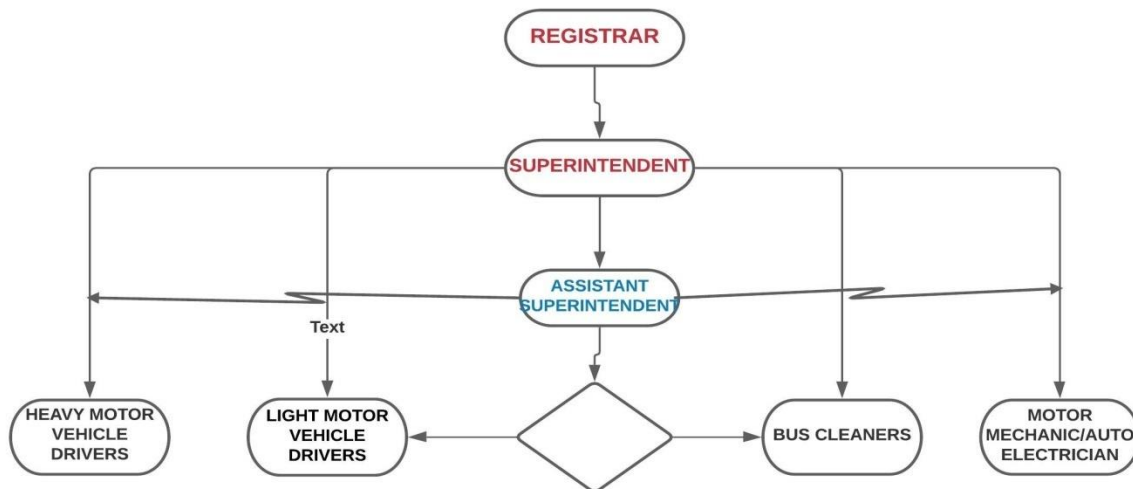
- Structure of the Transport Management team
- Equipment usage, vehicle utilization and its safety.
- Employment of new drivers
- Driver education and training

HUMAN RESOURCES AND ORGANIZATIONAL STRUCTURE

Appointment of management staff:

All Transport Department staff shall be appointed through the same laid down appointment procedures of the University.

The Organizational structure of the Transport Department :



The Transport Department shall be managed by the Transport Superintendent in its day to day activities and shall report to the Registrar. Periodical issues in relation to key decisions of the unit shall be referred to the Transport Committee for consideration and recommendation.

Transport Committee formulated by deputing Transport Superintendent as Chairman ,along with which includes 6 members and 1 convener which includes security officer ,General Supervisor & Hospital Operation officer, and two members one each from Heavy Motor driver and Light Motor Vehicle for better coordination and decision making

Transport Department of University includes below staffs

- Transport Superintendent
- Transport Officers of other Campuses under University
- Assistant Superintendent
- Heavy Motor Vehicle Drivers
- Light Motor Vehicle Drivers
- Bus Cleaners/Conductors
- Auto Electrician
- Motor Mechanic

The Responsibilities of the Transport Officer/Department:

The responsibilities of the Transport Officer shall include:

- Assigning the University drivers with day to day duties.
- Supervising duty performance of the drivers and other staff of the transport department.
- Recording and monitoring the movement of University vehicles.
- All University operational vehicles under direct custody of the Transport Superintendent shall be released with a approved Vehicle requisition form duly signed by the Transport Superintendent or the Registrar to be presented to security to facilitate the release and movement of vehicle.
- Coordinating the allocation of vehicles to Management, Faculties and Units of the University.
- Processing fuel allocation to the University vehicles.
- To handle fuel register.

- Assisting in the purchase of spare parts for the University vehicles.
- Taking custody of keys of University vehicles.
- Coordinating regular preventive maintenance and service work on the University vehicles.
- Shall register all vehicles belonging to the University at the RTO
- Ensuring that documents of University vehicles (Fitness certificates, insurance certificates, Permit of Vehicles) are regularly renewed.
- Assisting in the processing of allowances of drivers.
- Taking care of office equipment, stationary and supplies at the Transport Department.
- Performing any other duties that may be assigned by the Chancellor, Pro chancellor, vice Chancellor and the Registrar from time to time.
- In case of non availability of University vehicles due to busy schedule vehicle will be hired from outsource for the purpose of Official purpose

The Responsibilities of Deans/HODs/Heads of Units:

- Vehicles assigned to the Faculty shall be used for official duties only.
- Registrar/ Transport Superintendent shall be notified on all official travels by the Deans/ HODs/ Heads of units.
- All Deans/HODs/Heads of units shall apply to the Registrar by email using official mail ID each time there is the need to use the University vehicles for official duties outside the University campus and shall be assigned official drivers
- Management personnel and their assigned drivers of the University shall be permitted to drive assigned vehicles.
- If any Dean/HOD/Head of unit has a complaint against any driver it shall be formally written to the Transport Superintendent

Vehicle requisition format

- For any official vehicle request below format has been used which should be filled and approved by respective HOD's & Registrar to allot a vehicle for the purpose



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1. DATE --

2. NAME, DESIGNATION AND DEPARTMENT, COLLEGE --

3. PURPOSE --

4. WHEN REQUIRED --

(Date & Time)

5. NO. OF PERSONS TRAVELLING --

6. JOURNEY DETAILS From

To

Signature with Seal

REMARKS OF THE HOD/PRINCIPAL

REMARKS OF THE REGISTRAR /COE/FO

To:

SUPDPT TRANSPORT

Transport Rules:

- ✓ University vehicle shall not be allowed for Political purposes such as participation in political public meetings, Reception, Procession or demonstration arranged by political parties or celebrations, events, death anniversary, House warming ceremony and Student election campaigns etc
- ✓ Operate vehicles consistent with transport policies and procedures in order to ensure safe cost-effective and appropriate operation of the vehicles
- ✓ Use the University vehicles for approved official business only.

- ✓ Complete logbook for every trip
- ✓ Comply with periodic driving records reviews and vehicle inspections
- ✓ Adhere to all policies and procedures pertaining to the use, maintenance and operation of a vehicle
- ✓ Report accidents and vehicle damage in accordance with accident policy and procedures
- ✓ No unauthorized person is allowed to drive the University vehicle
- ✓ Drivers shall not take unauthorized person on board any university vehicles
- ✓ During duty hours wearing University Uniform & ID Card is compulsory
- ✓ In the event of emergency the vehicles will be provided free of charges to take a sick student /Employee to the nearest relevant dispensary /Hospital and to bring him back during working hours
- ✓ Vehicles assigned to the Faculty shall be used for official duties only.
- ✓ Day scholars are charged to avail transport facility with nominal charges by providing bus passes by the University
- ✓ Use of Mobile phones by drivers is not allowed ,in case it is an emergency call from transport Superintendent the driver must stop the vehicle on the road side and complete the communication
- ✓ The drivers /Conductors shall be paid overtime allowances for the duty exceeding the normal duty hours/Holiday duty as per the University policy
- ✓ Once fuelling is done to vehicle fuel bill along with kilo meter details should be submitted to department with log book

Safety and Security of the University Vehicles:

- The security of the University vehicle and their contents shall be the responsibility of the driver
- Vehicles that become disabled on the road shall be secured with all possible precautions taken to prevent theft or damaging
- In the event where a vehicle cannot be secured in its location, the driver shall have the vehicle towed to a facility where it can be secured until assistance arrives
- Under no circumstances shall a vehicle be left along a highway or in any area where theft or damage can be easily accomplished

Guidelines when University vehicle is involved in an Accident

- Stop the vehicle in such a way that avoid blocking traffic and otherwise minimize danger to others.
- Request that a police officer responds to the spot and prepare a police report.
- If necessary, notify appropriate emergency medical/fire/rescue authorities. Cooperate fully with police and emergency authorities
- Report accidents and vehicle damage in accordance with accident policy and procedures

Installation of GPS on University vehicles :

- ➔ The University has installed GPS tracking system to all University operational vehicles in order to track the movement of vehicles and to ensure safety of both vehicle and staffs

Vehicle Replacement Policy Guidelines:

It is the goal of the transport department to ensure that all University vehicles are used to their maximum potential for the University business. In order to attain the objective of realizing the best return for the University funds invested in the fleet

It is the responsibility of the Transport Superintendent to coordinate the purchase, inspection, accept the delivery, license, and tag all new vehicles and equipment.

Conclusion:

The Transport Unit shall from time to time furnish the report with monthly operational report for evaluation of the performance of the Unit. The report shall include monthly assessment of the University's fleet of vehicles and fuel cost and Maintenance report

Transport fleet of the university fleet consisting of all kinds of vehicles which will be the property of the university and will be used primarily for the purpose of facilitating the students, teaching staffs and Employees of the University in attending classes and office



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

Code of Conduct for Students and Employees



YENEPOYA

(DEEMED TO BE UNIVERSITY)
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Name of the Policy/ Guidelines	Code of Conduct
Short Description	Policy and guidelines on Code of Conduct
Scope	This policy is applicable to Yenepoya (Deemed to be University) and all its constituent colleges and departments
Policy status	Revised
Year of approval of Version 1	25.01.2016
Revision	49th meeting of BoM held on 30.04.2020
Effective date	30.04.2020
Approval Authority	Board of Management
Responsible officer	Registrar

Code of Conduct

Introduction

Employees and other relevant stakeholders form integral components of any organization. There shall be great deal of interpersonal interactions among these groups from the functional point of view. Apparently, there needs to be some guidelines to create a favorable milieu for all to perform their respective assignments.

This code of conduct document provides a set of standard etiquettes for the employees, students of Yenepoya (Deemed to be University). It is expected to inculcate the culture of decency at workplace. The employees would not engage in any activity deterrent to discharging her/his duties, responsibilities to the organization. Adherence to the Code of Conduct is of utmost importance to all employees and failure to comply with it may result in disciplinary action as per the service terms and conditions.

The students of Yenepoya (Deemed to be University also have been provided with a document of code of conduct depicting the standard expectations on student conduct. This is in the best interest of an individual student and fellow students to maintain equanimity and a congenial environment for teaching and learning activities.

Maintenance of discipline among the students

And disciplinary powers

(Under Rule 26 (h) of MoA)

YU466

- a) Every student during his course of studies shall be under disciplinary jurisdiction of the competent authority which shall take appropriate action, in case of indiscipline, misconduct on part of the student.
- b) Definitions: In this Bye-Laws unless the context otherwise requires.
 - i. Student means a person who is enrolled in the University for receiving instructions and/or qualifying for any degree or diploma or certificate of the university.
 - ii. College means a constituent college run by the university.
 - iii. Competent Authority means the Vice Chancellor of the University or the person to whom the powers are delegated by the Vice Chancellor under these Bye Laws.
- c) The Vice Chancellor, may by order, delegate all or any of his powers under the Memorandum of Association as he deems fit, to such other officer as he may nominate in that behalf.
- d) The Vice Chancellor may in exercise of his powers, by order direct that any student or students be expelled or rusticated for a specified period or be not admitted to a course of study in college for a specified period or be punished with fine, not exceeding Rs. 5000/- or be debarred from appearing in an examination conducted by the University for a specified period not exceeding 5 years or that the result of the student or students concerned in the examination in which he or they have appeared be cancelled.

Provided that, the Vice chancellor shall give reasonable opportunity to the student concerned of being heard if expulsion is for a period exceeding one year.

- e) Obligations of the students: every student, shall at all times,
 - i. Conduct himself properly,
 - ii. Maintain proper behaviour
 - iii. Observe strict discipline both within the campus of the college, hostel, hospital and also outside, in buses or any other mode of transport, at public places or at picnic or study tour, organised by the college or playgrounds or in extra curriculum activities.
 - iv. Ensure that no act of his purposely or otherwise brings the University or college disrepute

- f) Any act of a student's which is contrary to the provision of clause (e) above shall constitute misconduct and/or indiscipline, which terms shall mean and include, among others any one or more of the acts jointly or severally mentioned here in after, namely:
- i. Any act whether directly or indirectly causes or attempts to cause disturbance in the lawful functioning of college and/or University.
 - ii. Habitual unpunctuality in attending lectures, practical's, clinics, tutorials, sessional examinations and other courses as may be prescribed.
 - iii. Repeated absence of lectures, tutorials, practical's and other courses as prescribed.
 - iv. Any act whether direct or indirect through the media or newspapers and/or other media, by which in the opinion of the competent authority, the college and University stand defamed, and any other act of intimidating and/or assailing and or threatening the employees/ officers/officials of the colleges and University and any act to cause damaged to the assets of the University and college by any means.
 - v. Occupation of any building such as, hostel, room, residential quarters or such other accommodation in the premises own or hire by the college or University without prior permission from the competent authority.
 - vi. Permitting or conniving with any person not authorised to occupy any hostel room, residential quarters or any accommodation or any part thereof of the college or University.
 - vii. Securing admission in the University, to any undergraduate or postgraduate programme or any other course by fabrication of the documents or suppressions of facts or information.
 - viii. Obstruction to any student or group of students in his or their legitimate activities pertaining to classroom, laboratories, fields, playgrounds, gymnasium or places of social and cultural activities within the campus of the college and University.
 - ix. Suppressing material information or supply of false information's to the college and University, for seeking any privilege.
 - x. Possessing or using any fire arms, lethal weapons, explosive or dangerous or corrosive substance on the premises of the college, hostel, playground and University.
 - xi. Possessing or consuming any poisons or stupefying drugs or intoxicant in any form in the college, hostel and University.
 - xii. Ragging, bullying or harassing any student in college and University or outside thereof.
 - xiii. Indulging in any act of violence, assault intimidation or threatening in the institution or hostel or outside thereof.
 - xiv. Destroying or attempting to destroy or tamper with any official record or documents of the University and college.

- xv. Misconduct of the student, at any meeting or special functions or sports and cultural activities arranged by the University and college or at any other public place.
 - xvi. Stealing or damaging any farm produce or any property belonging to the college and University, staff member of the college and University or any other public place.
 - xvii. Instigating violence or participating in any demonstrations or violent agitation or violent strike in the college and University.
 - xviii. Instigating or participating in any gherao of any official or staff member of the University.
 - xix. Violation of any of the rules and regulations of the University or order of the competent authority.
 - xx. Gambling in any form of the University or college, hostel etc.
 - xxi. Disorderly behaviour in any form or any act specifically forbidden by the competent authority.
 - xxii. Refusal to appear to give evidence before enquiry of officer appointed by the competent authority with respect to charge against students concerned.
 - xxiii. Any act violating any provision of the Memorandum of the Association, byelaws made there under.
 - xxiv. Conviction in the court of law for criminal offense involving moral turpitude.
 - xxv. Any other act not specifically mentioned here to before which, whether by commission or omission, as would in the circumstances of the case be considered by the competent authority as an act of misconduct and/or indiscipline.
- g) The competent authority may impose any one or more of the following punishment(s) on the students found guilty of misconduct, indiscipline, in proportion thereof:
- i. Warning/censured/reprimand
 - ii. Fine not exceeding Rs.5000/-
 - iii. Cancellation of the scholarship/award/prize/medal, awarded to the student by the University, with prospective effect.
 - iv. Expulsion from the college
 - v. Debarring from admission to a course or courses of study in the concerned college, debarring from appearing from examination or examinations, conducted by the University concerned for a specific period, not exceeding five years.
 - vi. Cancellation of performance of the student concerned in an examination in which he has appeared.
 - vii. Rustication from the University for the period not exceeding five years.
- h) If the competent authority is satisfied that there is a prima facie case for inflicting penalties, mentioned in clause no. (g) above it may itself or through other person(s), authorized by it, for this purpose , shall make inquiry , in following manner;

- i. Due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
 - ii. Student charged shall be required within three days of receipt of the notice to submit his written representation about such charges(s).
 - iii. If the student fail to submit his written representation within specified time limit, the inquiry may be held separately
 - iv. If oral evidence of the witness against student is recorded by the enquiry authority, the student charged of the shall be given an opportunity to give his reply to the contents of the statement of the witness(es)
 - v. if the student charged desires to see the relevant documents, which are being taken into consideration or are to be relied upon for the purpose of providing the charge or charges , the same may at the discretion of the enquiry authority, be shown to him after the notice as provided in sub-clauses(i) above is furnished to him.
 - vi. The student charged shall be required to produce documents, if any in support of his defence. The enquiry authority may admit relevant evidence, documentary, or otherwise, at the stage before the final orders are passed.
 - vii. Legal practitioner shall not be allowed to appear either on behalf of the student charged or the University, in the proceedings before the enquiry authority.
 - viii. Enquiry authority shall record findings on each implication of misconduct or indiscipline and the reasons for such findings and submit the report along with proceedings to the competent authority.
 - ix. The competent authority on the basis of findings shall pass such orders, as it deems fit.
- i) Provided that procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances:
- i. When the student charged admits the charges in writing.
 - ii. When the student charged has absconded for any other reasons or it is impracticable to communicate within.
 - iii. If in the opinion of the competent authority, a punishment or fine not exceeding Rs.5000/- or reprimand, censure, warning is sufficient.
 - iv. If the punishment or rustication is imposed on a student by the Vice-Chancellor or such other person in whom the authority is vested by him, student shall be entitled to prefer an authority is grievance committee of the University within seven days of the receipt of the notice of the punishment.
 - v. In respect of such student, Principal of the respective college shall maintain the record of punishment.
 - vi. The University shall, on each occasion of any punishment being imposed on any student, intimate by a letter, to be sent under a certificate of posting, the fact of

such imposition to the parent or guardian of such student on the address available in the college record.

- vii. A copy of these rules shall be supplied to each student at the time of his admission to the University/college and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record admission of these students.
- viii. If any foreign student is admitted, the college concerned shall send a copy of the rules to concerned foreign embassy and department of external affairs.

Residence, Health, Conduct and Discipline of Students

(Under Rule 26(i) of MoA)

YU467

Every student of the University shall reside either-

- a) In the University hostel, or in a hall or boarding houses recognized by the University authorities.
- b) With a parent or some person accepted by the University to be his guardian.

YENEPOYA (DEEMED TO BE UNIVERSITY), MANGALORE

CODE OF CONDUCT FOR THE STUDENTS

Attendance/Academic:

1. Every student is required to be present punctually for lectures, practicals and clinics.
2. Students should be neatly dressed. They should wear the work coat (apron) in the laboratories, clinics and in the hospitals. Neither boys nor girls are permitted to wear jeans and T. Shirts during class hours.
3. Every student must put in 80% attendance in theory, practical and clinical separately in each of the subject. 70% attendance in non exam going subjects is mandatory for appearing in the University examination. Certificate of attendance will not be issued unless the student has the required attendance in all the subjects.
4. Students should attend all tests and assignments without fail. Students will not be able to write the University examination without fulfilling all the criteria.
5. It is mandatory for the students to appear in all the three Internal Assessment examinations, out of which best of the two Internal Assessment marks will be considered to appear for the University Examination.
6. Prior permission from the Principal should be obtained for leaving the station during working days except after the University examinations. After the University examinations, permission from the Warden shall be taken. During study holidays the students will not be permitted to go home. During public holidays or weekends Deputy Chief Warden's/Campus Officer's permission has to be obtained.
7. Any leave application should be endorsed by the Warden for those residing in hostels and by the parents/guardians for those staying in their homes.
8. ANY CASE OF INDISCIPLINE SHALL BE DEALT WITH VERY SERIOUSLY.

9. Students should submit/produce record books/work books duly completed and signed by staff on or before the notified time. Non compliance will be viewed seriously and subject to disciplinary action.

General:

1. Students should not loiter in the College premises. Wearing of Identity Card is mandatory in the campus at all times.
2. Students need to show respect to the teachers and acknowledge them by wishing them.
3. No student shall enter the classroom without permission once the Teacher enters in. No one will leave the classroom until the teacher leaves or orders/permits the students to leave the class.
4. Students are expected to be seated in the classroom 5 minutes before the scheduled time. Student's attendance is captured using the portable biometric device in the class room. Daily update is sent to parents using SMS.
5. Any absence should be reported in the proper leave letter duly signed by the parents/guardian/warden. In case of medical leave a medical certificate should be submitted. SUBMISSION OF MEDICAL CERTIFICATE DOES NOT AMOUNT TO EXEMPTING THE ATTENDANCE REQUIREMENTS.
6. The students shall keep the laboratory, classrooms, hostel, etc., neat and tidy and shall not cause any damage to the furniture, equipments, building or any other University property. Any damage to the University property should be reported to the Principal and the student shall replace or reimburse them as ordered by the Principal.
7. Strict silence shall be maintained in the laboratory, lecture rooms, hospital and clinics and LIBRARY.
8. Every student shall be cordial with the Teachers and other staff at all times.
9. Smoking & consuming alcohol and entering the campus / within the campus / premises of the hostel is strictly prohibited.
10. Every student shall possess the required books, instruments.

11. They shall follow the rules and regulations framed from time to time.

12. ANY KIND OF RAGGING IS STRICTLY PROHIBITED. INVOLVEMENT IN RAGGING IS A SERIOUS CRIMINAL OFFENCE. THE STUDENT WHO GETS INVOLVED IN RAGGING IS LIABLE TO BE DISMISSED FROM THE INSTITUTION AND ALSO LIABLE FOR CRIMINAL PROSECUTION BY THE POLICE AS PER THE RULES. If any one notices any ragging the same should be reported to the Principal immediately.

13. Disobedience, insubordination, disorderly behaviour, use of abusive language, etc. shall not be tolerated in the College and hostel premises. Strict discipline shall be maintained inside and outside the campus.

14. All the lady students/male students who go out of the hostels should be back in their hostels before 6.30 p.m. / 9.00 p.m. positively. They should obtain permission from the respective warden and sign in the register kept for the purpose while going out and on return.

15. 1st year students are not allowed to go out of Campus unsupervised for first 3 months.

16. Silence hours in all the hostels are from 10.00 p.m. to 7.00 a.m. and it shall be strictly observed.

17. Talking, discussions, singing, playing musical instruments etc., shall be only without disturbing the roommates or other students in the adjoining rooms.

18. Mobile Phones are not permitted inside the classrooms.

Address:

Signature of the Student

Telephone No.:

Name of the Student

YENEPOYA (DEEMED TO BE UNIVERSITY), MANGALORE

CODE OF CONDUCT FOR TEACHERS

1. The teacher shall conform to and abide by the provisions of the Memorandum of Association and Bye-laws.
2. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time be given to him/her by the Head of the institution he/she is working in, or the Vice-Chancellor and / or Board of Management.
3. The teacher shall be at the college for the prescribed time, as determined by the Board of Management, Yenepoya deemed to be University, and shall serve in such capacity and at such place as he/she may, from time to time, be so directed.
4. As a professional and a healthcare provider, the teachers must conduct themselves in a manner befitting their profession. This includes (but is not exhaustive) attributes like respecting one's own and other's time (by being punctual while clocking-in and clocking-out, attending guest lectures and meetings, discharging responsibilities while in the outpatient department, wards or operation theatres, or even in the lecture classes, and practicals), dressing appropriately and neatly (to instill confidence in students and patients alike), refraining from indulging in small talk, bad-mouthing and gossip (about colleagues and students), being courteous and respectful to colleagues, students and patients.
5. The teacher shall
 - a. At all times maintain personal and professional integrity, show commitment to his/her profession and shall do nothing which is unbecoming of a teacher.
 - b. Extend courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/she shall refrain from making gender-sensitive remarks in the workplace. He/she shall strive hard to promote the interest of the University.
 - c. In the discharge of his/her duties the teacher will always strive to be ethical, whether academic or clinical or research activity.
6. The teacher shall not
 - a) Ask for or accept contribution to or otherwise associate him/herself with the raising of funds or other collections in cash or otherwise for his/her own benefit or

for the benefit of any individual, without the express sanction of the competent Authority.

- b) Accept or permit any member of his/her family or any person on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another teacher or employee or any external agency for a work to be done in connection with the business of the University, or any work that comes within the usual purview of the teacher (including academic, administrative and research responsibilities).

7. The teacher shall seek prior written permission of the Competent Authority before applying for

- a. A job, post or scholarship outside the University (the teacher shall send the application through proper channel).
- b. Any course of study leading to a diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear for any examination conducted by the University or other bodies, without such permission.
- c. Absent him/herself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to the Competent Authority within five days from the first date of absence, -failing, which the absence may be treated as leave without pay.

a) The teacher or his/her relative shall

- a. Neither bid directly or indirectly, at any auction of any property of the University nor submit any tender for any supply to the University.
- b. Not use the property of the University, including the residential accommodation for conducting any trade or business, coaching classes, private practice, tuition, occupation or for any other purpose.

9. The full-time teacher shall not engage himself in

- a. Private practice or any trade, business or any other occupation which is not part of his/her duties as prescribed under these Bye-laws.
- b. Conducting private coaching classes or tuition, guidance imparting instructions leading to any certificate, diploma or degree courses.

- c. Writing, compiling or publishing guides, handbooks, notes, question-answers, etc with the express purpose of mass production and sale among students, either within or outside the university.
10. The teacher shall not contest any election except university elections without prior approval of the Competent Authority. The teacher shall not in the discharge of the official duties,
- a. Deal with any matter relating to award of any contract in favor of a company, firm or any other body or person in which he/she or any member of his/her family is interested, except with the prior declaration and permission of the Competent Authority. After such permission is granted, the employee shall refrain him/herself from extending any undue advantages or benefits to such company, firm or body, as the case maybe.
 - b. Communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Yenepoya deemed to be University, and /or colleges or to an outsider, to whom he/she is not authorized to communicate such document and information, or shall not him/herself make any use thereof, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith.
 - c. Contribute to the media any matter connected with the Yenepoya deemed to be University and/or its colleges without obtaining a previous sanction of the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his possession in his official capacity. He/she shall also not try to obtain in an un-authorized manner any information, document, paper which may not come in his/her possession in his/her official capacity, in order to make any use thereof.
 - d. Air or vent his/her personal grievances or any matter related to his/her service through the media or through any mode other than those as may be provided by or under these Bye-Laws.
 - e. Take part, directly or indirectly, in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic

and administrative interests of the Yenepoya deemed to be University or bring the Yenepoya deemed to be University in disrepute.

- f. Be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he/she take part in or subscribe in aid of or assist in any other manner, any political movement or activity.
- g. Ask for or accept contribution to or otherwise associate him/herself with the raising of funds or other collections in cash or otherwise for his own benefit, without the express sanction of the Competent Authority.
- h. Accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another employee for a work to be done in connection with the business of the college and/or Yenepoya deemed to be University.

*Explanation: The expression —gift" includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

- i) Accept lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies. The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendiary or honorary work. He/she shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his/her family except co-operative consumers, housing or credit societies.
- j) Intimate to the Competent Authority, if any member of his/her family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Yenepoya deemed to be University. Provided that this provision shall not be applicable to the honorary work of special charitable

nature, or literary, artistic or scientific in character, including TV/Radio talk, without affecting the interest of college and/or Yenepoya deemed to be University and his/her official duties.

Misconduct

1. The breach of any of the provisions of the previous Bye-laws, or any one or more of the following on the part of a teacher shall be deemed as misconduct and include:
 1. Any action by the teacher contrary to the provisions prescribed in these Bye-laws
 2. Refusal to accept charge-sheet, order or other communication served according to the Bye-laws
 3. Obtaining employment in the college, by misleading or by misrepresenting the facts;
 4. Misappropriation of any amount and/or movable and immovable property of the University or college
 5. Willful and persistent negligence of duty
 6. Incompetence
 7. Involvement in non-academic activities such as writing guides, likely questions, questions and answers, etc. directly or indirectly
 8. Participation in private coaching classes, directly or indirectly.
 9. Indulging in or promoting unfair practices in the conduct of examinations
 10. Theft, fraud or dishonesty
 11. Willful or negligent damage of the property, of the college and/or University
 12. Any action, involving moral turpitude and attracting conviction in a court of law
 13. Attending the duties in an intoxicated state and committing nuisance during the working hours
 14. Misbehavior with students, another teacher, or member of a public; insubordination;
 15. Misconduct during the conduct of research and not abiding by the rules and regulations governing biomedical research as applicable from time to time;

16. Unethical practices during scientific publications and not abiding by the rules and guidelines as applicable from time to time

*Explanation:

Willful negligence of duty shall among other things include the following:

1. Dereliction of duties like not engaging the allotted classes, clinics, practicals, tests, exams, evaluation or not completing the prescribed syllabi under circumstances not beyond his control
2. Negligence of academic or extra-curricular or co-curricular duties assigned to the teacher by the Principal and Vice- Chancellor which are not in consistent with the provisions made in the Memorandum of Association, Bye-laws.

Incompetence among other things shall include the following:

1. Failure to complete the teaching of the prescribed syllabi within the prescribed period, because of inability to teach, and such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

YENEPOYA (DEEMED TO BE UNIVERSITY), MANGALORE
CONDUCT, DISCIPLINE AND APPEALS (for administrative and other staff)

YU 191: Conduct

1. The employee shall conform to and abide by the provisions of these Bye-Laws and directives and decisions of the Competent Authority.
2. The employee shall also observe, comply with and obey all the orders and instructions which may, from time to time, be given to him/her by the officer under whose jurisdiction, superintendence or control, he/she has been placed, for the time being.
3. The employee shall be at Yenepoya deemed to be University, for the prescribed time and shall serve in such capacity and at such place as he/she may from time to time, be so directed.
4. The employee shall:
 - a. At all times maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He/she shall ensure the integrity and devotion to duty of all employees under his/her control and Authority for the time being.
 - b. Extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/she shall strive hard to promote the interest of the Yenepoya deemed to be University.
5. The employee shall not in the discharge of the official duties,
 - a. Deal with any matter relating to award of any contract in favour of a company, firm or any other body or person in which he/she or any member of his/her family is interested, except with the prior declaration and permission of the Competent Authority. After such permission is granted, the employee shall refrain him/herself from extending any undue advantages or benefits to such company, firm or body, as the case maybe.
 - b. Communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Yenepoya deemed to be University, and /or colleges or to an outsider, to whom he/she is not authorized to communicate such document and information, or shall not him/herself make any use thereof, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith.
 - c. Contribute to the media any matter connected with the Yenepoya deemed to be University and/or its colleges without obtaining a previous sanction of the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his possession in his official capacity. He/she shall also not try to obtain unauthorizedly any information, document, paper which may not come in his/her possession in his/her official capacity, in order to make any use thereof.

- d. Air or vent his/her personal grievances or any matter related to his/her service through the media or through any mode other than those as may be provided by or under these Bye-Laws.
- e. Take part, directly or indirectly, in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the Yenepoya deemed to be University or bring the Yenepoya deemed to be University in disrepute.
- f. Be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he/she take part in or subscribe in aid of or assist in any other manner, any political movement or activity.
- g. Ask for or accept contribution to or otherwise associate him/herself with the raising of funds or other collections in cash or otherwise for his own benefit, without the express sanction of the Competent Authority.
- h. Accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another employee for a work to be done in connection with the business of the college and/or Yenepoya deemed to be University.

*Explanation: The expression —gift" includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

- i. Accept lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies. The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendiary or honorary work. He/she shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his/her family except co-operative consumers, housing or credit societies.
- j. Intimate to the Competent Authority, if any member of his/her family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Yenepoya deemed to be University. Provided that this provision shall not be applicable to the honorary work of special charitable nature, or literary, artistic or scientific in character, including TV/Radio talk, without affecting the interest of college and/or Yenepoya deemed to be University and his official duties.

6. The employee shall seek a prior permission of the Competent Authority before
 - a. Applying for a job, post, outside the Yenepoya deemed to be University, as the case maybe.
 - b. Applying for any course of study leading to a diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear any examination conducted by the Yenepoya deemed to be University or other bodies, without such permission.
 - c. Absenting himself from his duties. In the circumstances or reasons beyond his control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which the absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit: Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his/her own physical state was unable to convey the cause of his/her absence.
7. The employee or his/her relative shall neither bid directly or indirectly, at any auction of property of Yenepoya deemed to be University or college, nor submit any tender for any supply to the Yenepoya Deemed to be University.
8. The employee shall not
 - a. Use the Yenepoya deemed to be University and/or its colleges property including the residential accommodation for conducting any trade or business, occupation or for any other purpose than that for which the same may or may not have been allotted to him/her or put to his/her charge.
 - b. Indulge in any activity by writing, speech or deed, or otherwise, which is likely to incite and create feeling of hatred or ill-will among different communities on religious, social, regional, communal or other grounds.
9. The employee shall not without a prior approval of the Competent Authority, give evidence in connection with any inquiry conducted by any person, committee, or Authority and shall not criticize any policy or action of the Competent Authority and appointing or any other Authority of the Yenepoya deemed to be University and/or its colleges. Provided that, the employee may give evidence at:
 - a) An inquiry before Enquiry Authority appointed by the Competent Authority
 - b) Judicial inquiry, or
 - c) A departmental inquiry ordered by the Competent Authority.

YU 192 : Misconduct

The breach of any of the provisions of the Yenepoya deemed to be University Bye-Laws or any one or more of the following acts on the part of the employee shall be deemed as misconduct and include

1. Any action by the employee, contrary to the provisions prescribed in the Bye-Laws
2. Going on illegal strike, abetting including instigation or action in furtherance thereof,
3. Theft, fraud or dishonesty,
4. Habitual break of standing orders, rules,etc.
5. Willful or negligent damage caused to the Yenepoya deemed to be University and/or its colleges property
6. Refusal to accept a charge-sheet, order or other communication served to him according to the Bye-Laws
7. Any action, involving moral turpitude and attracting conviction in a court of law.
8. Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the Yenepoya University.
9. Willful neglect of work or negligence in discharging any duty or failure to give the day's out-turn
10. Involvement in violence inciting-violence,
11. Stopping the work either singly or with other employees or inciting anyone else not to work
12. Allowing anyone within the prohibited premises of the College or Yenepoya deemed to be University, whose entry is prohibited without permission of the Competent Authority.
13. Falsification of or tampering with any paper or record of the College or Yenepoya University
14. Obtaining employment under other University or any other private, semi-government or government organization by misleading or by misrepresenting the facts
15. Making any false or exaggerated allegations against any superior officer or Authority or co-employee
16. Attending the duties in an intoxicated state or committing nuisance during the working hours under intoxicated state or otherwise.
17. Misappropriation of any amount, and/or movable and immovable property of the College or Yenepoya deemed to be University or late crediting the amount received for respective Yenepoya deemed to be University and its colleges in the account of Yenepoya deemed to be University beyond the reasonable time to be decided by the concerned Authority.
18. Committing any act involving moral turpitude
19. Misbehavior with another employee or member of the public.
20. Proceeding on leave without prior approval of the Competent Authority, except in case of emergency beyond the control.



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

Advice to Parents

YENEPOYA (DEEMED TO BE UNIVERSITY), MANGALORE

ADVICE TO PARENTS

1. Parents should instruct their ward to obey all the rules and regulations of the university as existing from time to time.
2. The wards should be told not to cause any damage to any of the properties belonging to the university. In view of preserving national resources kindly instruct your ward to prevent wastage of electricity and water. They should not dirty the campus/hostels/class rooms or any other premises/building belonging to the University.
3. The students should be instructed to attend all the tests and assignments without fail and to follow the timings strictly in the College and Hostel. Kindly instruct your ward to be always well dressed, neat and tidy.
4. Instruct your ward to attend all the classes regularly and that unless they acquire 80% attendance in the lectures, practicals and clinicals, separately they shall not be eligible to appear for the University examination.
5. The attendance and marks obtained in tests is sent to parents' registered e-mail on monthly basis. Daily attendance (absence) data is also sent to parents by SMS service.
6. A student who remains absent from class with prior permission will lose one attendance for that class. Fine will be imposed for absence without permission as per the rules framed from time to time. Parents of those students who remain absent for three or more classes will be required to give explanation and pay necessary fine.
7. The parents/guardians should attend the 'Parent-Teacher-Students' Meetings as and when called for by the respective Principals.
8. The parents/guardians are always welcome to meet the Principal or communicate with the Principal for any information regarding their wards during working days.
9. The parents/guardians shall make it a point to ensure that the Tuition/Hostel & Mess fees is paid in time failing which disciplinary action/suspension from classes shall be effected.

10. Students will be sanctioned leave only during college holidays and in emergencies. No leave shall be permitted for any functions, marriages, etc., as this is a professional college and frequent leave will upset the students' academic performance.
11. Over staying more than the sanctioned leave period will be dealt with strictly and students should report with parents while rejoining without fail. Keeping the students an extra day at home and giving them leave letters will not be permitted.
12. The parents/guardians shall strictly instruct their wards to go home for the holidays only after the last class of the day is over and attended with valid permission and information to Hostel Warden.
13. Absence from hostel and leave without permission will attract immediate disciplinary action.
14. Any type of ragging is strictly prohibited and punishable under law. In case of any such incident an F.I.R. will be filed immediately with the police authorities.
15. The students are not permitted to use two wheelers/four wheelers etc., either in the campus or outside.
16. Outsiders/Parents shall not be permitted in the hostel after 6.00 p.m. Guests/Parents are permitted only up to the Visitors room in the hostels.
17. It is compulsory that all the students shall stay in the Hostel. Students whose parents are staying locally can be permitted to stay with their parents provided the parents meet the concerned Principal and the Principal is satisfied with the validity of the request.
18. The Parents shall update College Office the changes in Mobile number / e-mail ID, if any.
19. The parents of the concerned students shall declare the local guardian and the local guardian who is nominated shall give an undertaking to this effect.
20. A person can be local guardian for only one student in normal cases. However, for brothers/sisters a single person can be the local guardian. A student of another College cannot be a local guardian.

- 21. The parents are advised not to own or have rented accommodation near the campus for their temporary stay while at Mangalore. This may lead to misuse by their ward and the Management strictly advises the parents to follow this regulation.

- 22. The fees once paid will not be refunded under any circumstances. Please also note that, should a student withdraw from the program prematurely i.e., before completion of the said program, he/she is required to pay the balance of the tuition fee for the entire program before he/she is allowed to withdraw from our College.

I, Father/Mother of
have read the instruction/rules and regulations and undertake on behalf of self and my ward to abide by the source.

Name & Address of
Parents/Guardian

Signature of the Student

Signature of the Parent/
Guardian

Telephone No.:

Signed before me
PRINCIPAL

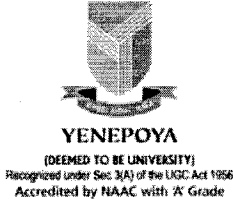


YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec.3(A) of the UGC Act 1956
Accredited by NAAC with 'A' Grade

Internal Complaints Committee against Sexual Harassment at Workplace



Office of the Registrar
University Road
Deralakatte, Mangalore – 575 018
Ph: 0824 – 2204667/68/69/70/71
Fax: 0824 – 2203943

YU/REG/ACA/ICC/2019

31.07.2019

NOTIFICATION

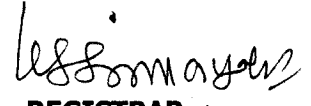
Sub: Reconstitution of Internal Complaints Committee

The Internal Complaints Committee is reconstituted with the following members and is hereby notified.

Dr. Leena K.C, Principal, YNC	Chairperson/Nodal Officer
Dr. Lavina Noronha, President, Ave Maria Palliative Centre, Vamanjur	External Member
Dr. Uma Kulkarni, Professor, Department of Ophthalmology, YMCH	Member
Nursing Superintendent, YMCH	Member
Mr. Praveen Kumar, Hospital Superintendent, YMCH	Member
Dr. Mohd. Guthigar, i/c HOD, MSW, YMCH	Convener

The term of the committee shall be for a period of 3 years from the date of the notification.

Key responsibilities of the members of the committee are attached herewith.


REGISTRAR
1/8

To:
All the members concerned.

Copy to:
1. PA to Vice-Chancellor
2. PA to Registrar
3. Coordinator, IQAC/Academic Section

Internal Complaints Committee

Standard Operating Procedures (SOP)

Introduction

Sexual harassment at a workplace is considered violation of women right to equality, life and liberty. It creates an insecure and hostile work environment, which discourages women's participation in work, thereby adversely affecting their social and economic empowerment and the goal of inclusive growth.

With more and more women joining the workforce both in organized and unorganized sectors ensuring and enabling working environment for women through legislation is felt imperative by the government. The Supreme Court of India in the case of Vishaka v/s State of Rajasthan (1997) 7 SCC 323, also reaffirmed that sexual harassment at workplace is a form of discrimination against woman and recognised that it violates the constitutional right to equality and provided guidelines to address this issue pending the enactment of a suitable legislation.

It is, thus, proposed to enact a comprehensive legislation to provide for safe secure and enabling environment to every woman irrespective of her age or employment status (other than domestic worker working at home), free from all the forms of sexual harassment by fixing the responsibility on the employer as well as the district Magistrate or Additional District Magistrate or the Collector or Deputy Collector of every district in the state as a district officer and laying down a statutory redressal mechanism. In this context it is mandatory that every institution is required to constitute Internal Complaints Committees to ensure safe and secured working environment for the women employees.

1.0.Vision

To promote a safe, secured and harassment free working environment for every women employee and students working/studying in the constituent institutions of Yenepoya (Deemed to be University).

2.0.Objectives

1. To receive complaints related to sexual harassments experienced by women employees, conduct inquiries and recommend appropriate actions to be taken by the University.
2. To conduct educational activities for the various categories of employees of the constituent institutions to promote gender equality and gender equity.
3. To create gender sensitization among all categories of employees and students through posters, stickers and other audio visual media.

3.0.Composition of the Internal Complaint Committee (ICC)

The ICC shall consist of the following members to be nominated by the employer:

1. A Chairperson who shall be a woman a senior level at workplace from amongst the employees: Provided that in case a senior level woman employee is not available, the Chairperson shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1) of the Act.

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Chairperson shall be nominated from any other workplace of the same employer or other department or organization

2. Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
3. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment: provided that at least one-half of the total members so nominated shall be women.
4. The Chairperson and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.
5. The Member appointed from amongst the non-governmental organizations or 'associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

4.0.Termination of members

Where the Chairperson or any Member of the Internal Committee,

- (a) Contravenes the provisions of section 16; or
- (b) Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) He has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) Has so abused his position as to render his continuance in office prejudicial to the public interest, such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

5.0.Key responsibilities of Internal Complaints Committee

1. To ensure that each complaint is addressed responsibly and impartially facilitating just and fair inquiry process without retaliation (for complainants or the witnesses).
2. To deal with Sexual Harassment grievances.
3. To maintain confidentiality and an attitude of empathy at all times towards both the accused and the accuser.
4. To carry out capacity building interventions for members and staff focusing on building skills on identification and handling of grievances.
5. To document proceedings from the time of receipt of complaint until its conclusion.
6. To be aware of the national policies regarding sexual harassment and obtain legal opinion and procure the services of a lawyer specializing in the issue whenever necessary.
7. To counsel and maintain a sensitive attitude towards both accused and accuser at all times.
8. To investigate such complaints and take appropriate corrective action.
9. Vice Chancellor is the APPELLATE authority.

6.0.Meetings and Minutes

Internal Complaints Committee should meet as often as is deemed necessary to carry out its duties, but at least once in every six months. To establish a quorum at least one-half of the committee members must be present. A record of each meeting should be maintained and distributed to each appointed member, which includes the following:

1. The date of meeting
2. An indication of members present and absent
3. Points discussed
4. Decision taken, person responsible and target date
5. Proposed date and time of next meeting
6. Follow up of previous meeting decisions
7. Human resources and quality assurance department to co ordinate committee activities and maintain documentation.

7.0. Complaint procedure

Complaint of sexual harassment

(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident: Provided that where such complaint cannot be made in writing, the Chairperson or any Member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing: Provided further that the Internal Committee for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

8.0. Inquiry into complaints

(1) Subject to the provisions of section 10, the Internal Committee, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed if prima facie case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code (45 of 1860), and any other relevant provisions of the said Code where applicable: Provided that where the aggrieved woman informs the Internal Committee that any term or condition of the settlement

arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

Notwithstanding anything contained in section 509 of the Indian Penal Code (45 of 1860), the; it may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

For the purpose of making an inquiry under sub-section (1), the Internal Committee shall have the same powers as are vested in a civil court under the-Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:

- a. Summoning and enforcing the attendance of any person and examining him on oath;
- b. Requiring the discovery and production of documents; and
- c. Any other matter which may be prescribed.

The inquiry under sub-section (1) shall be completed within a period of ninety days.

9.0. Action during pendency of inquiry

Action during pendency of inquiry

- 1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee may recommend to
 - a. transfer the aggrieved woman or the respondent to any other workplace;

or

b. grant leave to the aggrieved woman up to a period of three months;

or

c. grant such other relief to the aggrieved woman as may be prescribed,

2. The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

3. On the recommendation of the Internal Committee under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee.

10.0 Inquiry report

1) On the completion of an inquiry, the Internal Committee shall provide a report of its findings to, the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

2) Where the Internal Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.

3). Where the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of the section, provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman: provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

4).The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

11.0. Punishment for false or malicious complaint and false evidence.

(1) Where the Internal Committee arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant, shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee arrives at a conclusion that, during the inquiry any 'witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

12.0. Determination of compensation

For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee shall have regard to

(a) The mental trauma, pain, suffering anti-el-notional distress caused to the aggrieved woman;

(b) The loss in the career opportunity due to the incident of sexual harassment;

(c) Medical expenses incurred by the victim for physical or psychiatric treatment;

(d) The income and financial status of the respondent, feasibility of such payment in lump sum or in installments.

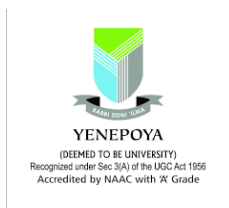


YENEPOYA

(DEEMED TO BE UNIVERSITY)

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Accredited by NAAC with 'A' Grade

Counseling



STUDENT WELFARE DEPARTMENT

PSYCHOTHERAPY & COUNSELLING FOR STUDENTS & STAFF

Standard Operating Procedure (SOP)

Purpose	To promptly address and efficiently manage stress inducing issues in students & staff of the University
Author	Sunita P Prabhu , SWO
Reviewed by	Dr Gangadhara Somayaji K S , Registrar
	Dr B H Sripathi Rao , Pro VC
	Dr Anil Kakkunje , HOD , Dept of Psychiatry , YMCH
Approved by	Vice Chancellor
Version	2.0
Date	03/12/2021

1. General

Purpose

- Standard operating procedure set for the prompt address & efficient management of the stress inducing issues in students & staff of the University .
- Guidelines to enable the assigned department faculty to adhere to the SOP with uniformity and efficiency across campuses .

Scope

- This policy applies to all students and staff of Yenepoya (Deemed to be University) – Referrals and Walk Ins . (Also referred to as Clients)
- It defines all processes and activities carried out for the purpose assigned

Responsibility

- The Registrar , through the assigned faculty of the Student Welfare Department , has the primary responsibility of ensuring that this SOP is implemented and complied with and remains adequate for its intended purpose and for providing information from which the documentation for the process can be compiled .
- The assigned faculty of the Student Welfare Department are responsible for implementing and ensuring that these procedures are followed and properly documented .

Accountability

- The Registrar is the final reporting authority
- The assigned faculty of the Student Welfare Department submit their reports to the Dean/ Principals of concerned colleges and to the Registrar

2) Management Overview

Referrals :

Staff – Through the HODs of the various departments of the Institutions

Students/ Mentees will be identified by their mentors and referred to the assigned staff of Student Welfare Department through Dean/Principal of the Institution for any of the following reasons :

- Students with reported / noticeable stress and/or anxiety and/or depression
- Continued low academic performance
- Misbehaviour (Indiscipline , Rude behaviour , Harassment in the hostel , leaving hostel without permission, etc)
- Regular absence / low attendance
- Students with interpersonal issues (with other students, family, others)
- 1st year students with issues / problems in adjustment / transition within the hostel and/or college

- **Counselling referral form appendix A**

Walk Ins :

- Any Students/ staff who seek help on their own would come under this category.

3) Documentation

1. A soft copy file will be created for each student, this file will be used to record the sessions with the student/ staff and updated regularly after each session .
2. The students/staff will be required to fill up a general pro-forma, which will include details of identification , University & campus ID
3. Individual sessions would be scheduled and conducted for the students .
4. Group sessions will be conducted for those students sent as a group by the concerned Principal/Dean of the Institution
5. The parent / guardian of the students identified / referred for counselling will be informed and requested to visit the college for discussion about their ward . They will be continually updated about their ward's progress . Their written consent will be taken prior to commencement of counselling sessions .

- **Parent's consent form appendix B**

4) ESCALATION

Any student from this group may be referred to the Dept. of Psychiatry , YMCH in any of the following eventualities :

- A) If a student exhibits no / minimal signs of overall improvement , and on further individual evaluation reveals signs or symptoms of being morbid / anxious / depressed .
- B) If any student in course of future events exhibits marked changes in behavior or academic performance or shares any serious concerns beyond the purview of the assigned staff of the Student Welfare Department , which may require further psychiatric evaluation & eventual medication .
- C) Any student with history of past psychiatric consultations or on medications

- **Referral form to Dept of Psychiatry appendix C**

5) Continued Monitoring

All the clients will be monitored on a continual basis sessions till deemed fit

Psychological Support Helpline Number : 9108919025

Students or staff in case of emergency can reach out for psychological support by dialing PSYCHIATRY HELPLINE number :



Counselling Referral Form* **A**

MENTOR INFORMATION	
NAME	:
DESIGNATION	:
INSTITUTION	:
EMAIL ID	:
MOBILE PHONE NUMBER	:

MENTEE INFORMATION	
STUDENT NAME	
BATCH & CAMPUS ID	
MOBILE PHONE NUMBER	
REASON FOR REFERRAL :	

***Note: only to be forwarded via email .**

Parental / Guardian consent form

B



Parental / Guardian consent form for their ward to attend counselling

(Strictly Confidential)

I/ We _____ (Parent /Guardian) , hereby
consent / refuse consent for _____ (My / Our /
Son / Daughter / Ward) pursuing _____ Course : _____ , Batch , in
(Institution name) _____ to attend counselling
sessions to be conducted by the designated authority of the University .

I / We also understand that the counselling sessions are strictly confidential to the student /client . Any exceptions
to confidentiality of information of the sessions or further escalations will be discussed / clarified with Me / Us and
the Student / Client .

Signature :

1. Student /Client _____

2. Parent / Guardian (1) _____

3. Parent / Guardian (2) _____

4. Witnessed by _____

Name _____

Designation & Dept _____

Date _____



Counselling Referral Form*

C

From : _____, Student Welfare Dept,
Yenepoya (Deemed to be University)
Mobile Phone number :

TO:
Dept of Psychiatry, YMCH

STUDENT INFORMATION	
STUDENT NAME	
BATCH & CAMPUS ID	
MOBILE PHONE NUMBER	
REASON FOR REFERRAL :	

***Note: only to be forwarded via email .**



REGISTRAR
YENEPOYA (DEEMED TO BE UNIVERSITY)
UNIVERSITY ROAD, DERALAKATTE MANGALORE-575018
PHONE NO 0824-2204668, 0824-2203943
EMAIL: registrar@yenepoya.edu.in

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