



## POLICY ON GOVERNANCE, LEADERSHIP AND MANAGEMENT

Dr. B. B. Hegde First Grade College is well known for its integration of literary, cultural and sports activities with academics. Education at the higher level affords the students a strong platform with plenty of opportunities that mould them into talents essential for creating a better tomorrow. The incorporation of academic disciplines with sports, cultural & literary activities thus becomes a motivational force that enables the young minds to be competent enough to face global challenges.

Dr. B. B. Hegde First Grade College, Kundapura ensures a safe and formative involvement for all the students to transform themselves as the assets of the society through effective institutional governance, leadership and management.

### Standards Expected :

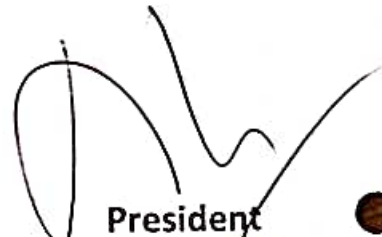
- All the departmental activities should be planned in tune with the vision, mission and objectives set by the institution.
- The empowerment strategies for the students and the faculty shall be planned at the top level and executed logically at various levels according to the pre-determined objectives.
- The dynamic leadership team of the institution shall comprise the President & Correspondent, the Principal, the HODs of the various departments who have rich experience in administration and management.
- The institution must have a well defined organisational structure with clearly defined authority, responsibility and relationships.
- The Principal shall lay down the strategic direction of the institution, formulate policy and monitor the overall performance of the Institution.
- Every department shall have an HOD with vast academic experience in relevant fields.
- The teaching and learning process shall be monitored and reported so that day to day academic operations meet quality educational standards.
- The management shall form the IQAC to ensure quality practices in a systematic manner.



**Responsibilities :**

- The Correspondent and the Governing council are responsible for the formulation and the effective implementation of the vision, the mission and the policies of the institution.
- The Principal shall appoint the HOD's and delegate the operational aspects of managing the different streams and the departments and also has the responsibility for the overall direction of the strategic planning.
- The HOD is supported by the Principal and implements the policy and administrative matters related to their areas of responsibility within the college.
- The mentors are responsible for academic policy making, academic administration and the supervision of the educational process including assuring the academic quality and the integrity.
- All the teaching staff and the students are entitled to provide advice on policy and practice related to all the aspects of teaching and learning.
- At the beginning of every academic year, the head of the institution must constitute various committees, frame policies, plans and execute the projects.
- All decisions regarding all matters shall be taken in a consistent and transparent manner.

  
**Principal**  
**Dr. B.B. Hegde First Grade College**  
**Kundapura -576201**

  
**President**  
**President**  
**Coondapur Education Society (R.)**  
**Kundapura**



## **POLICY ON RECRUITMENT**

Coondapur Education Society (R.) has a well-planned, structured and transparent recruitment process in order to attract and appoint the most suitable and efficient people for its various positions.

### **Recruitment and Selection Procedure :**

- The Principals of CES institutions are responsible for the recruitment and selection of all employees.
- The Head of the institution must get an approval from the management after obtaining the staff requirement (Job requisition form) from the concerned department, who are in need of staff.
- The Head of the Institution shall make a review on
  - ✓ the need for the vacancy to be filled.
  - ✓ whether any work in re-organisation could be considered.
  - ✓ nature of replacements, e.g. full-time, part-time, permanent, temporary so on.
  - ✓ the existing job description, person specification and position.
  - ✓ whether any external advertisement is required.
- The Head of the institution must draft the job description for the post with a clear person specification.
- The job description must contain :
  - ✓ The expected duties and responsibilities.
  - ✓ The level of seniority associated with the post.
- The person specification shall describe :
  - ✓ The type of qualifications expected
  - ✓ The knowledge, skills, aptitude and competency required.
  - ✓ The professional experience needed for the effective performance of the job.
- The recruitment shall be solely based on the applicant's abilities and individual merit.
- Existing employees of CES are also eligible to apply for the vacant posts if they have the relevant qualification and skill.
- Any candidate with a disability will not be excluded unless the person does not meet the minimum essential criteria mentioned in the job specification.
- The recruitment panel should consist of the Head of the institution, H.O.D. and the President/Secretary of CES.
- All the job requisition forms received by the Head of the institution will be submitted to the Management for the final discussion as to whether the posts need to be approved and advertised.
- Once the management gives its approval, Head of the institution proceed with the preparation of the advertisement of the post.



**Advertisements :**

- The vacancies shall be displayed on the college website and also in newspaper advertisements.
- The advertisement must clearly mention the job description and job specification, the email ID for sending the application and the contact number for further enquiry along with closing date.
- The Head of the institution must organise the schedule agenda for the interviews (rooms, equipment etc.)

**Interview Panel :**

- The interview Panel must comprise at least four individuals i.e., the Head of the institution, the President/Secretary, the Vice Principal & the HOD.
- Each members of the interview panel shall be provided copies of all application forms, the details of job description, job specification and agenda at-least three days before interview.

**Interview Guidelines :**

- The panel has to give the candidate information about the role.
- Supplementary and follow –up questions may be asked.
- Each member of the panel must make note of the candidate's answer performance and the same document shall be signed and returned to the Principal.
- A reference check (one of which must be from their current last employer) shall be made.
- Verify the proof of qualification.

**Interview Scoring :**

- It is compulsory for the interview panel to maintain a scoring sheet. The candidates must score above the average of 4 to be appointed. The successful candidate will be the one who scores the highest.
- The panel must be able to justify their decisions. The Principal will keep the selected candidate's documents for 12 months in case of any future challenges from the candidate.

**Short listing :**

- The Principal must keep ready all the applications within two working days from the closing date. The Head of the institution must forward the same to the concerned HOD.
- The Head of the Institution should review the list of short listed candidates and report the finalised list to the management.



- The approval of the management is necessary before proceeding to invite the candidates for the interview. The Principal should give at least fourteen days of notice of the interview date so as to allow for the appropriate correspondence and sufficient notice of the candidate.

**Selection Process :**

**Selection methods**

- Structured interviews.
- Presentation, practical demonstration (mandatory for all the academic posts).

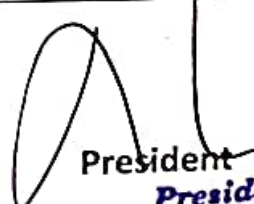
**Interview arrangements :**

- The candidates need to confirm their attendance to the college office Superintendent, who will update the same to the chairperson of the panel.
- Once the panel finalises the list of candidates, the selected candidates have to attend the Presidents' round, which will be the final round of interview.
- The Presidents' decision will be final.

**Offering post :**

- On the selection of a suitable candidate, the Principal has to give the intimation to the concerned candidate notifying them the outcome of the interview within 7 days of receiving the approval from the President of the institution.
- The candidates will be given 7 days to contact the Principal to confirm their acceptance of the offer made by the institution.
- On the acceptance of the offer by the selected candidate, the appropriate appointment letter shall be prepared by the Head of the institution.
- The candidates will be asked to report for duty on a date as decided by the management after submitting their original documents (marks card and experience certificate, if any)
- All the new members of the staff will be subject to a probationary period.
- The new employees shall attend the induction programme or any other relevant programme decided by the Institution.

  
**Principal**  
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Dr. B.B. Hegde First Grade College  
Kundapura -576201

  
**President**  
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Coondapur Education Society (R.)  
Kundapura



## **POLICY ON TEACHING, LEARNING AND ACADEMIC PROGRAMMES**

The Teaching-Learning and Academic programmes followed in Dr. B. B. Hegde First Grade College, Kundapura are in accordance with the Vision and Mission of the institution.

**Aim :** The aim of this policy is to provide academic direction to enhance the quality and to achieve outstanding teaching and learning practices.

**Standards Expected :**

- The entire Teaching-Learning programme of the Institution must incorporate both learning process and learning outcomes.
- The Teaching-Learning and Academic programme should be based on the particular needs of the learners.
- The Teaching-Learning plans must be regularly updated and students need to be actively engaged in learning.
- Each Department shall have a course plan in accordance with the prescribed syllabus of Mangalore University.

**Teaching plans and strategies :** Quality teaching is the essence of quality education. The Institution shall initiate the following strategies to make the teaching programmes effective.

- The teachers in every department shall plan for individual learners to meet the needs of each students group.
- The teachers shall plan their lessons in accordance with the learning abilities of their students.
- All the required learning resources (library e-sources) shall be made available to the teachers.
- Teaching-Learning process must incorporate ICT enabled classes.
- The subject teachers shall provide study materials to the students related to their subjects.
- The institution shall extend an additional support system to all the faculty members through regular departmental meetings, faculty development programmes and staff appraisal activities.
- The faculty members must be encouraged to attend faculty development programme organised by other institutions.
- Teacher shall record the attendance, home work, tests, assignments and assessment marks for each student and it shall be made accessible for all the concerned authorities for student monitoring purposes.
- Teachers shall implement various teaching and learning methods to motivate and involve students in the learning process including : experiential learning, interactive seminars, field trips and research based assignments.
- The Teaching-Learning process should include inter-departmental collaboration through various projects and competitions.
- The modification of the teaching-learning and academic programmes will be based on regular feedback on teachers from the students and the same should be recorded and analysed.





**Student Engagement in Learning :** Students occupy a prominent place in Dr. B. B. Hegde First Grade College. The College is committed towards the encouragement of students in learning and in their success. The college shall implement the following learning programmes for students.

- The college shall carry out active and co-operative learning approaches such as subject assignments, collaborative projects, discussions, debates, presentations, creation of models and videos.
- The College shall encourage the students to critically contemplate about their learning experience through field placements, internship training and exposure visits on a regular basis.
- The College shall enable its students to take responsibility for their own learning by involving them in new research projects.
- Opportunities shall be created for regular feedback about individual learning achievements in the form of regular class tests, internal assessment examinations and through semester examinations.
- Student supportive programmes such as remedial coaching, special coaching for meritorious students, bridge courses and mentorship programmes will be arranged by the Institution.
- The rank holders, gold medalists, sports and cultural achievers shall be felicitated and encouraged annually.
- The College shall recognise the Best Outgoing students every year and award them.
- The institution shall develop the skills, confidence and motivation in every learner to become successful and will also prepare them for life in higher education through participation in various forum activities, Diploma & certificate courses, co-curricular and extra-curricular activities, training and placement, counselling and guidance.
- The differently abled students and their needs shall be managed through differently-abled friendliness programmes.
- The parents/guardians shall be informed about the progress of their children's learning.
- The students shall have an access to all learning resources (Library books, e-source etc)

**Responsibilities :**

- The IQAC shall be responsible for assuring the quality enhancement of the teaching-learning and academic programmes of the Institution.
- The Head of the Institution is responsible for the effective implementation of the policy.
- The Heads of the departments shall communicate the policy to all the teachers and students at the beginning of the academic year.
- Each teacher shall be responsible for reporting their teaching strategies to the HOD.
- The Head of the Institution shall be responsible for listening to the teachers and students and will also need to suggest improvements and take necessary action wherever required.

  
**Principal**  
Dr. R.R. Hegde First Grade College  
Kundapura

  
**President**  
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## **POLICY ON WELFARE**

Creating a happy, healthy, safe and protected educational environment is always a matter of great concern for any educational Institution. Dr. B. B. Hegde First Grade College always promises the welfare of its students and the staff members.

**Policy Statement :** Dr. B. B. Hegde First Grade College aspires to foster a happy, healthy, safe and protected environment for all the students and staff members.

### **Aims :**

- i. To strengthen the sense of belonging and well-being among the students and the staff members by treating them fairly and equally.
- ii. To create an environment where the students and the staff members can be supported and heard.
- iii. To help the students develop modesty and analytical skills.

### **Standards expected :**

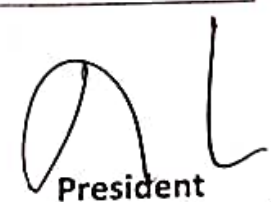
- The college shall appoint student Welfare Officer to coordinate student welfare across the college.
- To College shall have a policy on student adoption for promoting an inclusive and equitable education system by providing opportunities for meritorious students, those who excel in sports and cultural fields, differently abled students.
- The college shall establish a grievance redressal Cell for resolving any grievances of students related to academics, examinations, financial, health and library.
- The college shall introduce proper mechanisms through remedial coaching to assist scholastically back ward students to excel in their academics.
- The college shall initiate Yoga/Meditation programmes to help the students and the staff to manage their stress.
- The college shall initiate differently-abled friendliness programme to meet the special needs and to enrich the educational experience of differently-abled students.
- The college shall have a special concession for students who are economically poor.
- The children of the 'D' group staff members shall be given a special fee concession.
- The college shall initiate programmes of guidance on competitive examinations, career counselling, soft skill development, remedial coaching, Bridge courses in the campus for the enhancement of the capacity and for the overall development of the students.
- As a prevention strategy, the college shall organise awareness programmes on drug addiction and its effects.
- The college shall initiate a counselling centre to assist the staff and the students to understand and confront the challenges faced by them.

- The college must establish an Anti-sexual Harassment Committee in accordance with Visaka Guidelines of Supreme Court (2013) to prevent and provide a safe learning and working environment.
- As per the regulations of UGC, the college must establish an Anti-ragging cell.
- The college should ensure the provision of rest rooms for students.
- The College shall make an arrangement of a canteen facility for both the students and the staff members within the campus.
- The college should introduce the system of awards and recognitions for the students for their achievements in curricular and co-curricular activities.
- The College must have provision of indoor games for the students.
- The college shall celebrate its Annual Day every year.
- The College shall organise various literary and cultural competitions in association with the celebration of Annual day to provide aspiring students with the opportunities for development and to exhibit the hidden talents of the students.
- The College shall organise Faculty Development Programmes(FDP) for the enhancement of knowledge skills of the faculty members on a regular basis.
- The college shall make a provision for scholarship for the financially needy students.
- The College shall introduce a policy on Transportation for the staff and the students for their safety and easy mobility.
- The College must have a committee working for women development which must facilitate all the female students and staff.
- All the faculty members of the Institution must be entitled for the provision of Provident Fund after the completion of their probationary period.
- The Non-teaching staff should also be given the PF and ESI after the completion of the purlation in the institution.
- Financial incentives shall be provided for the teaching faculty for the completion of M.Phil, Ph.D., NET/SLET/K-SET.
- The College shall provide special allowances for the faculty attending conferences, seminars etc.
- All the employees of Dr. B. B. Hegde First Grade College shall have leave privileges under leave policy of the College.

**Responsibilities :**

- The Head of the Institution is responsible for appointing the concerned authorities and delegating responsibilities for the effective implementation of the policy.
- All the welfare activities of the institution need to be communicated properly to the staff and students.

  
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## POLICY ON STUDENTS ADOPTION

Education transforms the quality of the future generations of children and young people and thereby of society. The foundation for sustainable social development can be laid by democratic, equitable, accessible and with a quality education.

Dr. B. B. Hegde First Grade College is contributing towards sustainable social development with its unique educational policy of inclusion and equitable accessibility.

**Vision :** Promoting an inclusive and equitable education system with opportunities to excel in their academic, sports and cultural domains.

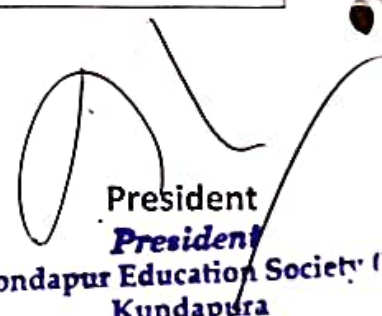
**Mission :**

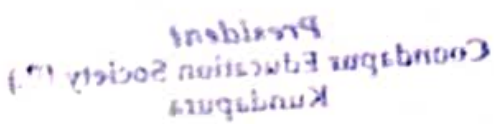
- Imparting quality education and to achieving academic excellence.
- Creating a culture of inclusion.
- Preserving the rich cultural heritage by nurturing cultural talents among students.
- To build the sense of pride and to excel in sports.
- To maintain a healthy relationship and to contribute towards local community.

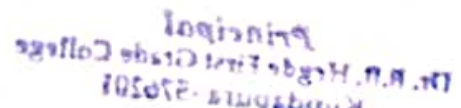
**Different kinds of Adoption/Freeships availed to students are as below;**

- Meritorious Adoption
- Sports adoption
- Adoption for Differently abled
- Adoption under local quota

  
**Principal**  
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Kundapura

  
**Principal**  
Dr. B.B. Hegde First Grade College  
Kundapura -576201



## POLICY ON ADOPTION OF MERITORIOUS STUDENTS

It is a programme to identify and promote excellency in education.


### Standards Expected :

- Eligibility criteria for this scheme (Percentage of marks in PU Examination board) shall be decided by the management at the beginning of admission process.
- The selected students must score above prescribed percentage in their semester examinations and thereafter should perform best in all examinations.
- Academic achievements shall be continuously monitored.

### Special Note :

- The decision to avail or to withdraw the benefit of freship is left to the discretion of the President of CES.
- The students have to abide all the rules and regulations of the Institution.
- Selected students will be given fee concession.

  
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## **POLICY ON ADOPTION OF SPORTS STUDENTS**

It is a supportive programme to identify and promote hidden sports talents among students and to provide them a wider platform for the recognition and for continuous growth.

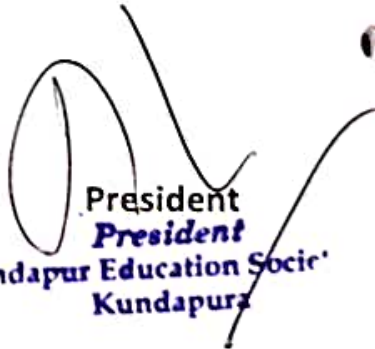
### **Standards Expected :**

- The students with outstanding performance in the field of sports and games (both indoor and outdoor) and those who have received awards and medals in the State or National level competitions can avail benefit under this scheme.
- The selection shall be based on the performance of the students in the screening test conducted by the management.
- The students must be regular in attending the coaching and the training camps.
- The selected students must participate in all the sports events and competitions as decided by the management.
- The students have to maintain both sports and academic excellence.

### **Special Note :**

- The decision to avail or to withdraw the benefit of freeship is left to the discretion of the President of CES.
- The students have to abide all the rules and regulations of the Institution.
- Selected students will be given fee concession.

  
**Principal**  
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**Dr. B.B. Hegde First Grade College**  
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**President**  
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**Kundapura**



## Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA

[A Unit of Coondapur Education Society(R.), Kundapura]

### POLICY ON INCLUSIVE EDUCATION FOR DIFFERENTLY ABLED

It is a programme to identify and nurture academically gifted children especially those who are differently abled (Visually challenged, Dwarf, Loctomotor disability).

#### Descriptions of the Policy :

The students belonging to the above mentioned category can avail the benefit of freeship by producing the relevant disability certificate to the management.

#### Special Note :

- The decision to avail or to withdraw the benefit of freeship is left to the discretion of the President of CES.
- The students have to abide all the rules and regulations of the Institution.
- Selected students will be given fee concession.

Principal

Dr. B. B. Hegde First Grade College  
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## POLICY ON SPECIAL FEE CONCESSIONS


- The college shall provide special fee concession for the students having economical problems, well as those who are the local residents of Kundapur & Byndoor Taluks.
- Special fee concession for the children of the 'D' group staff members at CES.

**Special Note :**

- The decision to avail or to withdraw the benefit of freeship is left to the discretion of the President of CES.

  
Principal

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## **POLICY ON REMEDIAL/ SLOW LEARNERS' COACHING**

Dr. B. B. Hegde First Grade College is well known for its strong teaching learning process which helps the students to build a strong foundation of conceptual clarity. Remedial coaching is such an attempt.

**Vision :** Helping scholastically backward students to excel in their academics.

### **Standards Expected :**

- The focus is on academically weaker students.
- Students are helped to improve their self-study in the presence of the subject faculty.
- Simplified notes and question banks are prepared and provided to the students.
- Extra measures are taken to clear the doubts and guide the students for better preparation.

### **Responsibilities :**

- The Head of the Institution is responsible for effective implementation of the Policy.
- All the HOD's need to communicate the programme guidelines to the concerned programme coordinators.
- Each programme coordinator is responsible for effective implementation of the programme.
- The programmes can be modified on the basis of regular feedback from the stakeholders.
- Programme coordinators shall be responsible for effective documentation and reporting the same to the concerned authorities.

  
**Principal**  
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Kundapura -576201

  
**President**  
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## POLICY ON YOGA AND MEDITATION PROGRAMME

The College conducts Yoga and Meditation classes to manage the stress level of the students and the faculty.

**VISION :** Showing the pathway to self – realisation to the students.

**STANDARDS EXPECTED :**


- The college shall have a separate, well-designed and well-equipped 'Meditation Room' where the students can meditate during their spare time.
- The college shall conduct special yoga classes on a regular basis to take care of the fitness of the students.
- The college shall observe the International day of Yoga.
- The college shall organise remedial yoga classes for the students with special needs.
- The college shall organise various activities on Yoga to develop a practical approach towards achieving the personal goals of the students.

**Responsibilities :**

- The Head of the Institution is responsible for the effective implementation of the Policy.
- The programmes can be modified on the basis of regular feedback from the students.
- Programme coordinators shall be responsible for documentation and reporting the same to the concerned authorities.

  
Principal

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## **POLICY ON WOMEN EMPOWERMENT**

Dr. B. B. Hegde First Grade College strives to create an environment of equity and justice at its campus. It was in the year, that the College furthered this initiative with the establishment of the Women Empowerment Cell. The Cell is directed towards the promotion of practices that can provide a platform for all the female students and staff to comfortably participate and express their views.

### **Standards Expected :**

The policy is applicable to all the female students and also the teaching and non-teaching women staff of Dr. B. B. Hegde First Grade College. No one shall deny them of their opportunity to participate in the cell. The objectives with which the cell should work are the following :

- Creating a social organise, concerning the problems of women, especially regarding their gender discrimination.
- Helping the women to analyse their self-worth.
- Making them aware of legislations related to Women Welfare.
- Organising Guest talks, Seminars and Workshops related to women empowerment.
- Preventing sexual harassment in the campus and also promoting a sense of general well-being to all the female students, teaching and non-teaching women staff of the College.

### **Other Important conditions :**

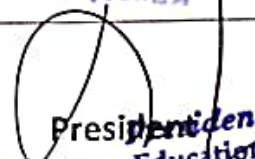
- The Women Empowerment Cell must comprise a committee consisting of a Co-ordinator, a Secretary, two members and two student representatives.
- All the members of the committee should meet every six months.
- The Cell must organise a minimum of two programmes a year and the intimation of the programme must be communicated to all the members before organising it.
- Both Internal and external resources must be mobilised for organising the programme.

### **Responsibilities :**

- The Head of the Institution is responsible for the effective implementation of the Policy.
- A copy of the proceedings of the meetings and also the reports of the meetings shall be submitted to the co-ordinator of IQAC and Head of the Institution.

  
**Principal**

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## POLICY ON SOFT SKILL DEVELOPMENT

Dr. B. B. Hegde First Grade College organizes various seminars/workshops/training programmes for students with a view to inculcate the necessary soft skills in the students.

**Vision:** Boosting enthusiasm and honing attitude among the students.

**Standards expected :**

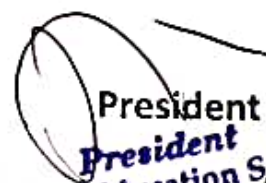
- Each department shall have its own forum to organize soft skills training programme for the students.
- Soft skill training programmes shall be made compulsory for all the students.
- The college shall organize various seminars/workshops/training programmes to enrich interpersonal and Intra-personal skills.
- Teaching – Learning and academic programmes of every department shall inculcate qualities like team-work, adaptability, problem solving, group discussion and student presentations to develop desired professional traits among students.

**Responsibilities :**

- The Head of the Institution is responsible for the effective implementation of the Policy.
- All the HOD's need to communicate the programme guidelines to the concerned programme coordinators.
- Each programme co-ordinator is responsible for effective implementation of the programme.
- The programmes can be modified on the basis of regular feedback from the students.
- Programme co-ordinators shall be responsible for effective documentation and reporting the same to the concerned authorities.

  
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## POLICY ON WASTE MANAGEMENT

Dr. B. B. Hegde First Grade College is committed to a good environment practice as a strategy for sustainable development in the best interest of the community.

### Preamble :

'Reduce, Reuse and Recycle' is the fundamental principle of the policy. The Policy focuses on reducing the use of unnecessary raw materials, reusing the various products and the recycling of resources.

### Standards Expected :

The policy is applicable to all the teaching and the non-teaching staff, the students, the service providers and all who are within the college premises. Everyone in the campus is expected to adhere to the following standards mentioned by the management regarding waste management :

- The prevention and minimization of waste wherever possible.
- All the waste produced must be stored, carried, kept, processed, treated or disposed of.
- The waste must be stored in suitable containers at locations which are suitable for its disposal.
- The containers must be kept in safe areas.
- All the solid waste should be collected in dustbins which must be kept in all the floors of the college premises including wash rooms, college canteens, college library etc.
- All the redundant IT equipment should be reused/cascaded wherever possible.
- More usage of technology to save paper.
- The reuse and recycle of used papers.
- The transportation of materials either for discharge or recycle must be done by only those who are authorised to do so.

### Responsibilities :

- The Head of the institution is responsible for the effective implementation of the policy.
- All the HOD's should encourage all the staff members and students to cooperate with the green initiative of the management.
- All the service providers are advised to comply with their responsibility towards waste management.
- The procedures of waste management must be written clearly and displayed in relevant areas and be available to all the students, staff and visitors.

  
Principal,

Principal

Dr. B. B. Hegde First Grade College  
Kundapura - 576201  
Coondapur Education Society (R.)  
Kundapura

  
President

President

Coondapur Education Society (R.)  
Kundapura  
Dr. B. B. Hegde First Grade College  
Kundapura



## POLICY ON DIFERENTLY ABLED FRIENDLINESS PROGRAMME

Dr. B. B. Hegde First Grade College always ensures that differently challenged students do not get left behind in the learning process. The college pays attention to their special needs and provides them with encouragement and support and organize various programmes for their overall development.

**Vision :** "Enriching the educational experience of the differently-abled students".

**Mission :**

- To create of an enabling environment for the social inclusion of differently abled students.
- To help the differently abled students to develop their fullest potential.
- To provide activities that faster social development and enable assimilation of the concerned students into regular college and community activities in full measure.

**Standards Expected :**

- Promotion of special arrangement in the environment for the mobility and Independent functioning of the students.
- Awareness generation about the needs of the differently-abled students and the general issues concerning their learning.
- Provision of guidance and counselling to the differently-abled students.
- Assisting the differently abled graduates gain successful employment in the public and private sectors.
- Procurement of devices and facility to enrich the educational experience of the differently-abled students.
- Maintenance of a barrier free environment that is easily accessible to the differently-abled students.
- Expending financial support to the concerned students.
- Organization of capacity building programmes for the differently-abled students.

**Responsibilities :**

- The Head of the Institution is responsible for the effective implementation of the policy.
- All the HODs need to encourage all the supportive programmes organised for the differently-abled students.
- A concern ensuring a smooth transition of the student to the employment should also be maintained.
- All the service providers are advised to understand the changing needs of the beneficiaries and organize need based programmes as required.

**Special Note :** Programmes and services that address the needs of this growing special population will continue to expand.

  
Principal

Principal

Dr. B.B. Hegde

Kundapura

First Grade College

201

  
President

President

Coondapur Education Society (R.)  
Kundapura



## **POLICY ON BIFURCATING SLOW LEARNERS AND ADVANCED LEARNERS**

The SOP for the bifurcation of the students are established herein which shall be followed for the accomplishment of the specified tasks. This SOP establishes the procedure to be followed while bifurcating the students.

### **Clause for alteration/renewed :**

Any improvements to the SOP shall be made only by the Principal of the college in a standard format drawn from the inputs of all the HODs of different departments at the half-yearly meeting. This SOP shall be reviewed on an annual basis, even if changes are not required. Clauses for deviation from the standard criteria are allowed only with prior permission of the Principal, taken by the HODs of the respective department.

### **Objectives for bifurcation of students :**

As equality exists among students of comparable capabilities, a beneficial interest towards the students weak in their academics is required. Learning ability depends upon many factors such as degree of maturity, the field of chosen subject and the level of personal capabilities. One can achieve the desired goals, when one understands the techniques to overcome the weaknesses that exist, with proper guidance.

### **Criteria for bifurcation :**

#### **For the Commerce wing:**

- Students who score less than 35% in the semester examination conducted by University shall be considered as slow learners.
- Students who score 90% and above in the semester examination conducted by University shall be considered as advance learners.



**For the Management wing :**

- Student who score less than 35% in the semester examination conducted by University shall be considered as slow learners.
- Students who score 80% and above in the semester examination conducted by University shall be considered as advance learners.

**For the Science wing :**

- Students who score less than 40% in the semester examination conducted by University shall be considered as slow learners.
- Students who score 85% and above in the semester examination conducted by University shall be considered as advanced learners.

**Procedure for the bifurcation of students as slow learners and advanced learners :**

**Steps to be taken before bifurcation :**

- The HODs of the Departments shall assign Co-ordinators to the Slow Learners' Class from the concerned departmental faculties.
- A notice of the bifurcation, its criteria and relevant aspects shall be given to the students in the orientation program conducted in the beginning of the first semester.

**Steps to be taken during bifurcation :**

- A student list based on the criteria of bifurcation of slow learners and advanced learners shall be prepared by the Coordinators in charge of each department within seven days of the date of announcement of result of University semester examination.
- A departmental meeting with the agenda of discussing about the bifurcated list and issues related therewith such as the date for intimation of the list to the students shall be conducted.



- The concerned Mentors shall announce the list of Slow learners and advanced learners in their respective classes.

**Steps to be taken after bifurcation :**

- A departmental meeting with the agenda of conducting programs for the advanced learner and the slow learner classes and discussing about the syllabus, time table and the allotment of the relevant subject to the concerned faculty shall be conducted.
- The HODs of the departments shall assign the subjects to the experienced faculty specialized in the concerned subjects as decided in the meeting.
- Departmental meetings of the slow learners and the advanced learners shall be conducted separately.
- The slow learners meeting shall comprise the quorum of all slow learner students, all Mentors, the HODs and the Principal with the agenda of discussing the reasons for such results and provide personal assistance and also informing the students about the slow learner class which shall be compulsory for them to attend.
- The Advanced learners Meeting shall comprise the quorum of all the advanced learner students, Mentors, the HODs and the Principal with the agenda of discussing about the learning facilities available for the students, including the access to the e-library maintained in the respective departments and the opportunity to present papers in the State, National and International seminars and conferences with the proper guidance from the experienced faculty.
- The slow learners' class shall begin within 15 days from the date of announcement of the results of the semester examination conducted by the University.
- The slow learners' class shall be conducted only after the regular class timing on all Saturday afternoons.
- The attendance of the slow learner students shall be taken by the concerned faculties in charge of the subject without fail in the attendance register book maintained by the concerned co-ordinator.
- A Show Cause Notice shall be issued to the absentees of the slow learner classes who have not intimated the concerned coordinators of the department of their absence.
- A notice shall be sent to the parents/guardians of the students who are repeatedly absent in the slow learners classes.
- Feedback on the classes shall be collected from the slow learner students during their final class.

  
Principal

**Principal**

**Dr. B.B. Hegde First Grade College  
Kundapura -576201**

  
President

**President**

**Coondapur Education Society (R.)  
Kundapura**



## POLICY ON BRIDGE COURSES

Bridge Courses are institutionalized as regular features of the academic programme in Dr. B. B. Hegde First Grade College.

**Vision :** Providing students an understanding and the self-confidence needed to face the challenges.

**Standards Expected :**

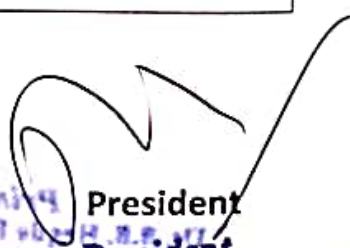
- Each department must have a bridge course programme for its students.
- Every department should plan bridge courses according to their respective curriculum requirements.
- The duration of the bridge course shall not exceed four weeks and shall be conducted in the first four weeks of every academic year.
- The bridge course of each department must have a clearly defined objective, a syllabus and a criteria for evaluation.
- The bridge course of each department can be in the form of orientation programmes/syllabi centered classes followed by examinations/exposure visits/interactive sessions to provide an active learning environment to the students.
- Each department must conduct ice-breaking sessions to facilitate a friendly environment for the students to share their strengths and weaknesses without inhibitions.
- The bridge course of each department should provide an adequate learning opportunity to the students for the transition from one level to another, through interaction with the subject teacher.
- The bridge course should provide available opportunity for the students to adapt themselves to new social and academic environments through interactive sessions.

**Responsibilities :**

- The Head of the Institution is responsible for the effective implementation of the Policy.
- All the HODs must communicate the programme guidelines to the class co-ordinators.
- The class co-ordinator is responsible for the effective implementation of the programme.
- The content of the bridge course can be modified based on the requirement.
- Class co-ordinators shall be responsible for the effective documentation of the programme and should report the same to the concerned authorities.

  
Principal

Dr. B.B. H.  
Kundapura -576201

  
President  
Coondapur Education Society (R.)  
Kundapura



## **POLICY ON ADVISORY COMMITTEE**

Every department in Dr. B. B. Hegde First Grade College has organized its own advisory committee to carry out departmental activities in a more efficient and effective manner.

### **Standards expected :**

- The committee shall comprise the Principal, the HOD and a senior member of the department and an external member (academician/alumni/representative of any organisation).
- The term of each committee shall not exceed 3 years from the date of its commencement.
- The committee shall meet twice a year.
- The committee shall conduct an annual curriculum review and give guidelines on the following;

### **Areas :**

- Programme objectives, planning, implementation strategies and desired outcomes of each departmental activity.
- Approaches to bridge the gap between theory and practice.
- Upgradation of the skills and knowledge of the students and faculty by organising various educational programmes.
- Co-curricular/extra-curricular activities on thrust areas of learning.
- Identifying current challenges, emerging trends and planning for its coping mechanisms.
- Prospective areas of research related to the profession.

### **Responsibilities :**

- The Head of the institution shall be responsible for providing guidance to the department for framing of the advisory committee in each department.
- All the departmental heads are responsible for the formation and functioning of the advisory committee.
- The head of the department shall finalise the agenda and conduct the meeting of the advisory committee.
- The Head of the department shall be responsible for the implementation of recommendations for the committee.
- A copy of the meeting proceedings shall be submitted to the head of the institution and to the co-ordinator of IQAC.

  
**Principal**

**Principal**  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201

**President**  
Coondapur Education Society  
Kundapura

  
**President**

**President**  
Coondapur Education Society (R.)  
Kundapura

**Principal**  
Dr. B. B. Hegde First Grade College  
Kundapura - 576201



## **POLICY ON GRIEVENCE REDRESSAL CELL**

Dr. B. B. Hegde First Grade College constituted the Grievance Redressal Cell, as a machinery to sort out the issues between the students and the college. It is a means through which a student who has been treated unfairly with respect to his/her academic/administrative affairs or is convinced to be discriminated is redressed. It enables the distressed students to be communicative by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which the Student Grievance Cell enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter.

**Scope :** Any student can approach the cell for their grievances regarding academic matters, examination matters, financial matters, health services, library and other services.

**Objectives :**

- To provide a mechanism for the students of the college to convey their grievances and provide redressal for the same, so that they will have a comfortable life at the college from the day of admission to their graduation.

**Grievance Redressal Procedure**

The students have to communicate their grievances through suggestions boxes/complaint books placed at various points in the campus like the college office, the library and the grievance redressal cell. The coordinator, in turn intimates the matter to the committee for the necessary action. The final report based on grievance received, after resolution will be submitted to the Principal and further course of action, if required will be decided and the same shall be intimated to the concerned students.

**Grievance Redressal Committee**

The student Grievance Redressal committee of Dr. B. B. Hegde First Grade College comprises of a Chairperson (Head of the institution), two coordinators (preferably any of the student welfare officers), four members (preferably HODs) and two student representatives. Any aggrieved student may make an application to the chairperson at the Grievance Redressal Cell, seeking redressal of the grievance. The Grievance Redressal Cell shall receive the complaint and the committee shall fix a date for the hearing of the complaint and communicate its decision within ten days of the receipt of the complaint. The Grievance Redressal Committee shall ensure the disposal of every application as quickly as possible, no later than a month from the receipt of the grievance. On the conclusion of proceedings, the committee shall pass an order, deemed fit to redress the grievance and provide the desired relief to the affected student. In case of a false or frivolous complaint, the committee will take an appropriate action against the complainant.

  
Principal

  
President

Principal  
Dr. B.B. Hegde  
Kundapura  
201



## POLICY ON CENTRE FOR COMMUNITY SERVICES

Dr. B. B. Hegde First Grade College has initiated the Community Orientation Club, which is a student centred and inclusive group that continuously and consistently align itself with goals centred on social service. The major areas focused under the club are child rights, gender sensitization, health and education.

### Policy Statement :

- The provision of opportunity to apply academic learning to real life events.
- The creation of new avenues with experimental learning among the students.

### Standards Expected :

- The committee shall comprise of the Head of the institution, the Coordinators and the student representatives.
- The committee members shall meet twice in a year to discuss the action plan of the club.
- The programmes shall be organized outside the college premises so that the local community (schools, SHGs and local panchayaths) will be benefitted.
- The proceeding of the meetings and the programme reports need to be submitted to the Head of the institution.

### Responsibilities :

- The Head of the institution is responsible for the efficient functioning of the club.
- The Head of the institution shall appoint a coordinator with relevant field experience.
- The coordinator is responsible for the effective implementation of the community programmes.
- The programmes organized in the club shall help the club members to develop an increased sense of social responsibility, a global view of the society and the act of giving back and helping others.



**Principal**  
Dr. B.B. Hegde First Grade College  
Kundapura -576201

President  
Coondapur Education Society (R.)  
Kundapura



**President**  
Coondapur Education Society (R.)  
Kundapura

Principal  
Dr. B.B. Hegde First Grade College  
Kundapura -576201



## POLICY ON GUIDANCE FOR COMPETITIVE EXAMINATIONS

### Standards Expected :

- Professional experts shall be invited to train the students for various competitions, in addition to the coaching by the concerned faculty.
- Competitive books and magazines shall be made available in the college library.
- Extra coaching classes shall be arranged for the student's participation in various activities.
- Group discussions, debate and news analysis shall be regularly organized to equip the students with updated information.
- Students shall be asked to subscribe to newspapers, journals, magazines in order to update themselves with current affairs on a regular basis.
- Motivational sessions with professionals shall be organized on a regular basis.
- Students have to participate in various interdepartmental and intercollegiate competitions so that they can get ample opportunities to boost their competitive spirits.
- Workshops, orientation programmes and guest lectures are continuously organised to facilitate and support students for competitive exams.

### Responsibilities :

- The Head of the Institution is responsible for effective implementation of the Policy.
- All the HODs need to communicate the programme guidelines to the concerned programme coordinators.
- Each programme coordinator is responsible for effective implementation of the programme.
- The programmes can be modified on the basis of regular feedback from the stake holders.
- Programme coordinators shall be responsible for effective documentation and reporting the same to the concerned authorities.

### Special Note :

- Special coaching by experts are organised to facilitate and support the students for competitive examinations according to individual needs.

  
Principal

Dr. B. B. Hegde First Grade College  
Kundapura -576201

  
President

Coondapur Education Society (R.)  
Kundapura



## **POLICY ON TRANSPORTATION**

CES is always concerned about the health and safety of its staff and students. To provide an easy accessibility to equality education and for the safety of its staff and students, the management of CES has introduced a Policy on transportation.

### **Policy Statement :**

The policy strives to create a safety and healthy teaching-learning atmosphere for both the staff and the students.

### **Standards Expected :**

- The college shall provide free transportation facility for all the students from Kundapur Shastri Circle to the Campus.
- All the staff members who are travelling more than 15 kilometres from their residence will be provided with the transportation facility on request.
- As the college is situated away from the university, it shall arrange free transport facility for any of the academic activities at Mangalore University.
- Students representing the college for any of the competitions, seminars, workshops at other institutions shall be provided with free transportation facility with prior intimation/permission.
- During the special events at the institution, the transport facility shall be arranged for both the staff and students.
- In case of a health emergency, the college shall take the responsibility for the arrangement of immediate transportation to any of the local health centres at any time.
- The students need to be accompanied by the Student Welfare Officers/Lecturers whenever they are sent outside the college premises for health services or for any of the competitions.
- Transport service will not be provided to any student undertaking placement or project works. In these circumstances, the students are advised to make their own arrangements with prior intimation and permission.

### **Procedure for Transport Requisition :**

- The office superintendent shall maintain transportation requisition forms.
- The person requesting for the transportation service will be required to fill the requisition form which must clearly indicate the purpose of journey, date, time, number of persons travelling and the person in-charge with the contact details.
- The filled form needs to be duly signed by the person in-charge and the approval of Head of the institution is required as well.
- The sanctioned copy of the transport requisition form must be handed over to Transport Manager before three days from the intended day of travel for the arrangement of the necessary transport.



**Responsibilities :**

- The head of the institution is responsible for the effective implementation of the policy.
- The head of the institution must verify the need for transport services after consulting with the concerned HODs.
- The Transport Manager is authorised to decide the type of transportation, depending on the need and requirement.
- In case of a shortage of vehicles during special occasions, the transport manager is required to arrange/hire vehicles from external sources with prior permission of the President of CES.

**Principal**

**Principal**

**Dr. B.B. Hegde First Grade College  
Kundapura -576201**

**President**

**President**

**Coondapur Education Society (R.)  
Kundapura**



## **POLICY ON TRAINING AND PLACEMENT**

The Training and Placement Cell at Dr. B. B. Hegde First Grade College provides a platform for the students to utilise their latent qualities to acquire employment. The placement cell functions throughout the year to enable contacts between companies and graduates.

**Vision :** To develop a beneficial career orientation programme for the students.

### **Standards Expected :**

- The College shall have a placement cell that works for both the pre-placement and placement activities.
- The placement cell must maintain and update the database of all the students of all the courses.
- The placement cell will be responsible for disseminating information to all the students about various job opportunities, job fairs and relevant recruitment advertisements.

**The Training and placement cell shall initiate the following activities to create more employment opportunities for the students' Internship :**

- Each department shall encourage the students to undergo the internship training so that they understand career opportunities through practical exposure.
- The period of internship shall not be less than 7 days.
- Each department shall provide proper guidelines for the internship programme.

### **Placement Training :**

- The placement cell shall provide career counselling for the students whenever required.
- All the final year students are eligible to undergo placement training on a regular basis.
- The students shall be trained to write aptitude tests, soft skills, mock interviews, group discussions, leadership training and resume preparation throughout the year, based on the requirement.
- All the training programmes shall be conducted by an external agency or through the departmental forum activities.

President  
Coondapur Education Society (R.)  
Kundapur

President  
Dr. B. B. Hegde College  
Kundapur - 575001



**Campus Placements :**

- The Campus placement is open to all the students.
- The Training & Placement cell should invite the prospective organisations/industries throughout the year.
- The placement cell shall send the details of the final year students opting for the placement to the concerned organisations/industries according to the necessary requirements along with a mutually convenient date for organising the campus interview.
- The students shall be informed about any campus drives through the concerned HOD's.
- The placement cell shall arrange a pre-placement talk, orientation programme to conduct tests or group discussions for the aspiring students.
- The Placement cell shall co-ordinate with the company throughout the placement process.
- All the student participants shall confirm their participation by intimating the same to the Placement Officer and the HOD must ensure their participation.
- The Training and Placement cell shall regularly obtain feedback about the performance of the selected students from the employer.

**Responsibilities :**

- The Head of the institution is responsible for the effective implementation of the policy.
- The placement officer is responsible for co-ordinating placement related activities in the institution and shall be assisted by an Assistant Placement Officer.
- The placement officer must plan the entire placement drive.
- The placement officer shall get prior permission from the management/concerned authorities before organising campus placements.
- The Placement Officer shall provide timely information about campus placements to the concerned HODs.
- Assistant Placement Officer will be responsible for the documentation of the placement activities and should report the same to the higher authorities/placement Officer.

  
Principal

**Principal**  
Dr. B.B. H  
Kundapura - 576201  
Grade College

  
President  
President  
Coondapur Education Society (R.)  
Kundapura



## **POLICY ON ANTI-RAGGING CELL**

A safe and conducive environment of learning is crucial for all the students in an educational institution. Without safety, the students will be unable to pay attention to their learning and be successful. Violence in any form in an educational institution will affect all the students in one or the other way. With this motive, Dr. B. B. Hegde First Grade College has established an Anti-Ragging Cell in accordance with the regulations of UGC.

### **Definition of Ragging :**

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

### **What Constitutes Ragging ?**

- Any conduct by words spoken or written or an act which has the effect of teasing, threading or handling with rudeness to a fresher or any other student.
- Financial extortion or act of forceful expenditure.
- Physical abuses.
- Rowdy/undisciplined activities, which cause or are likely to cause annoyance, hardship, physical psychological harm or fear or apprehension in any student.
- Forcing a student to do an act, which generates sense of shame, torment or embarrassment affecting his/her physique or psyche.
- Any act which prevents/disturbs/disrupts regular academic activities assignment to a student.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively participating in the discomfiture to fresher or any other student.
- Any act affecting mental health and self-confidence of student with or without any intent to derive a sadistic pleasure showing off power, authority or superiority.

### **Objectives :**

- To aware the students of dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

### **Constitution of Anti-ragging Committee :**

- Anti-ragging committee will be constituted by the head of the institute comprising :
  - Principal
  - Coordinator
  - Legal Advisor/Lawyer
  - Members including the Student Welfare officer.
- The committee will monitor carefully any ragging incidences in the college premises, canteen, college buses etc.
- The committee will meet & conduct minimum of one meeting annually.
- The committee shall re-constitute every Five years.

### **Functions of the Anti-ragging Committee :**

- To monitor an undertaking in the prescribed format from the candidate concerned on anti-ragging at the time of admission.
- To keep an alert eye to avoid any of ragging incidence.
- Walk around the campus to ensure that there is no such activity taking place.
- Keep reminding students about the severe actions which could be taken against them if they are found involved or indulged in ragging.
- Informing students about the affidavit and encourage students to fill and submit it in time.
- Taking ownership in making the environment of the campus absolutely free from ragging.
- Identify and keep in close observation of the sensitive places of the institute where such incidents can take place.
- If any such incident is reported to member or member himself/herself comes across such incidents, he/she has to immediately try to get connected telephonically/face to face to the group of students found/reported to indulge in ragging.
- The member person will immediately investigate about such incident and will take in written form from the doer and the culprit.
- Simultaneously, the member person will immediately bring to the notice of Head of Anti-Ragging Committee about such happening as first information and later on will submit an exhaustive report to the Head for further process and action.
- Since the gravity of the incident will be decided by the report which will get reflected into the decision of the degree of punishment for the defaulter, it is expected from the each member person that they make/develop the report with utmost sincerity and care.
- Each such report submitted to the Head of Anti-Ragging Committee will be further investigated by their own resources in order to reach to a right judgement & appropriate decision.
- Each nominated member of the committee is expected to abide by the SOP.

### **Protocol to be followed in case of incidence of Ragging :**

- A format complaint will be filed with the Anti-Ragging committee/Coordinator/Members of anti-ragging cell.
- Authenticity of the case will be examined by the members deputed by the Coordinator.
- Initiation of the enquiry process by the members deputed by the Coordinator.
- After a formal enquiry, the report will be forwarded to the Head of the Institution.

- Appropriate penalty actions will be recommended to the Head of the Institution as per law.
- Committee will act according to the guidelines laid down by the UGC as per the directions of the Supreme Court of India.

**Administrative action in the event of Ragging :**

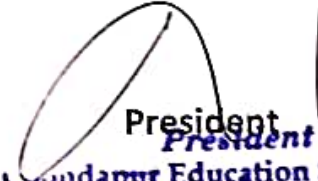
The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein as under :

- The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Cell.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Cell, award, to those found guilty, one or more of the following punishments, namely :
  - Debarring from appearing in session test or university examinations
  - Suspension from attending classes and academic privileges
  - Withdrawing scholarships and other benefits
  - Suspension from the college
  - Cancellation of the admission
  - Withholding results

**Action to be taken by the head of the Institution**

On receipt of the recommendations of the Anti-Ragging Cell or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report(FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities.

  
Principal  
Dr. B.B. Hegde First Grade College  
Kundapura -576201

  
President  
Kundapur Education Society (R.)  
Kundapura



# Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA

[A Unit of Coondapur Education Society (R.), Kundapura]

(Affiliated to Mangalore University)

N.H.-66, Behind Mookambika Industries, Kundapura - 576201, Udupi-Dist.  
Post Box No. 2, E-mail : bbhegdecollegekundapur@rediffmail.com  
website : www.bbhegdecollege.com

## GREEN PRACTICE POLICY

1. All are instructed to upload the College practice of keeping the environment of the campus free from pollution, with the policy "Think Green, Go Green".
2. Everyone should adopt "green thinking" at every step of the formulation and execution of the College programmes.
3. Everyone should strive to maintain a "Plastic-Free Campus" in the College, and, should also spread awareness on the importance of reducing the institution's plastic footprint.
4. All should
  - Restrict the usage of single-use plastic items like bottles, cups etc.
  - Use biodegradable and compostable plastics.
  - Develop a habit of using products made from recyclable or reusable materials.
5. Everyone must follow the "3 R's" of waste management – **Reduce, Reuse and Recycle.**
6. Water should be carefully used and not wasted. Every drop that we save is precious, and can be used by another person in need.
7. Save electricity by switching off fans, lights and electrical appliances that are not in use. Each one of us must play our part in conserving power.
8. Everybody should develop a tradition of gifting plants or books as mementoes to all the guests at the College programmes.
9. All are encouraged to plant a sapling on the occasion of their birthdays in the **Birthday Vana** project of the College.
10. Every Department ought to organize cleanliness drives periodically.

  
PRINCIPAL

  
PRESIDENT  
President  
Coondapur Education Society (R.)  
Kundapura

**B. M. Sukumar Shetty**  
President

# COONDAPUR EDUCATION SOCIETY (Regd.)

(No. 36/75-76)  
KUNDAPURA - 576201, Udupi District

- |  |   |
|--|---|
| ◆ H.M.M. English Medium Nursery, Primary School<br>email: hmmnschool75@gmail.com<br>☎ : 231292 | ◆ R.N. Shetty P.U. College<br>email: ru182pu@gmail.com<br>☎ : 231501                                |
| ◆ V.K.R.A.M. English Medium High School<br>email: vkraenglishschool@gmail.com<br>☎ : 231406    | ◆ Dr. B. B. Hegde First Grade College<br>email: bbhegdecollegekundapur@rediffmail.com<br>☎ : 235588 |

Date: 15-06-2020

Ref. No. ....

## Fee Concession policy for children of the Staff members of Coondapur Education Society (R.), Kundapura

The Teaching & Non-teaching faculty members serving at HMM & VKR Schools, R. N. Shetty P.U. College and Dr. B. B. Hegde First Grade College are requested to admit their children for studies from preschool to Degree classes at our institutions and are eligible to get the fee concession as decided by the Management of CES (R.), Kundapura.

It is decided to give 50% concession in total fees prescribed for the various classes/courses for children of the Staff members of CES (R.) at different institutions of Coondapur Education Society (R.), Kundapura from time to time.

  
Secretary

CES (R.) Kundapura

**Secretary**  
**Coondapur Education Society (R.)**  
**Kundapura**

  
President

CES (R.) Kundapura

**President**  
**Coondapur Education Society (R.)**  
**Kundapura**

CC To: The Principals,

Dr. B. B. Hegde First Grade College

R. N. Shetty P.U. College

HMM & VKR English Medium Schools



# Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA

(Affiliated to Mangalore University)

[Managed by Coondapur Education Society (R.), Kundapur]

N.H.-66, Behind Mookambika Industries, Kundapur - 576201, Udupi-Dist.

Post Box No. 2, E-mail : bbhegdecollegeskundapur@rediffmail.com


website : www.bbhegdecollege.com

## POLICY ON FREE MID DAY MEAL SCHEME

- The facility will be given to the students only after considering the following points;
- ❖ The student should be good at studies and should not have any backlogs in the semester Exams
- ❖ The student must be having at least 95% of attendance in all the papers in the concerned semester
- ❖ The student should be economically very poor
- ❖ The student should apply for the facility and appear before the Screening committee
- ❖ The facility will be provided only on the working days
- ❖ The student should not quit the facility at any circumstance
- ❖ The College has got all the rights to change the policy from time to time

  
Principal

**Principal**  
Dr. B.B. Hegde First Grade College  
Kundapur - 576201

  
President

**President**  
Coondapur Education Society  
Kundapur



# Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA

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## PROMOTION POLICY

The promotion of Teaching faculty is purely based on the Academic Performance Index stated as per the below table.

Sl. No	Designation	Academic Performance Index (Criteria)
1.	Assistant Professor	1. Post Graduation with minimum of 55% marks in a relevant subject at the time of appointment. OR 2. Post Graduation with NET/SLET/SET/KSET in a relevant subject at the time of appointment. OR 3. Post Graduation with minimum of 55% marks and having M.Phil. or Ph.D. Degree in accordance with the UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) Regulations-2009/2016 in the concerned/ relevant/allied/inter-disciplinary subject at the time of appointment.
2.	Associate Professor	1. Minimum 15 years of uninterrupted teaching experience at the level of UG. OR 2. Post Graduation with NET/SLET/KSET in a relevant subject along with minimum 10 years of uninterrupted teaching experience at the level of UG. OR 3. Post Graduation with minimum of 55% marks and having M.Phil. Degree in accordance with the UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) Regulations-2009/2016 in the concerned/relevant/allied/inter-disciplinary subject along with minimum 9 years of uninterrupted teaching experience at the level of UG. OR 4. Post Graduation with minimum of 55% marks and having Ph.D. Degree in accordance with the UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) Regulations-2009/2016 in the concerned/relevant/allied/inter-disciplinary subject along with minimum 8 years of uninterrupted teaching experience at the level of UG.
3.	Professor	1. Minimum 20 years of uninterrupted teaching experience at the level of UG. OR 2. Post Graduation with NET/SLET/SET/KSET in a relevant subject along with minimum 15 years of uninterrupted teaching experience at the level of UG. OR 3. Post Graduation with minimum of 55% marks and having M.Phil. Degree in accordance with the UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) Regulations-2009/2016 in the concerned/ relevant/allied/inter-disciplinary subject along with minimum 14 years of uninterrupted teaching experience at the level of UG. OR 4. Post Graduation with minimum of 55% marks and having Ph.D. Degree in accordance with the UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) Regulations-2009/2016 in the concerned/relevant/allied/inter-disciplinary subject along with minimum 12 years of uninterrupted teaching experience at the level of UG.

### Note:

- The designation of the Teaching Faculty is not connecting with the monetary benefits or the claim of UGC or State scales.
- The designations given are not legally bound and can be used only for the academic purposes.

  
**Principal**  
 Dr. B. B. Hegde First Grade College  
 Kundapura  
**Principal**  
 Dr. B.B. Hegde First Grade College  
 Kundapura -576201

  
**President**  
 Coondapur Education Society (R)  
 Kundapura  
**President**  
 Coondapur Education Society (R.)  
 Kundapura



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E-mail : bbhegdecollegekundapur@rediffmail.com

website : www.bbhegdecollege.com

## Policy on Faculty Improvement Programme

The Faculty members are hereby requested to notedown the policy on FIPs/QIPs from the Academic Year 2020-21.

1. A faculty must attend atleast **ONE Seminar/Conference/Workshop** at University/State/National/International level and should present Research paper.

The faculty can prepare & present Research paper individually or jointly with the prior permission of the Principal.

The College would be reimbursing the registration fee & actual TA for only ONE Seminar/Conference/Workshop during an academic year. If the faculties are interested to present more than ONE research papers, the College will not reimburse any fee & TA for the same.

Before claiming the fees & TA, the faculty should submit the Certificate, Registration fee receipt, actual TA bills and abstract of the paper to the office.

OOD would be given for the purpose of paper presentations only.

2. A faculty is required to attend any **TWO online/offline FDPs** in the academic year. The Registration fees & actual TA for the same can be claimed by the faculty by producing the certificates & attendance records of the same.

3. It is compulsory on the part of the faculty to prepare & publish at least **ONE Research paper with ISBN/ISSN** at any journal i.e., online/print media.

Soon after the publication of the paper, a copy of the same should be submitted to the College office.

If the paper is published in UGC care list or peer reviewed journals with highest impact factor, publication charges can be reimbursed by the College depending upon the decision of the Principal.

  
Principal 15/12/2020  
Principal  
Dr. B.B. Hegde First Grade College  
Kundapura -576201



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## Leave Policy

Category of Employee/Leave	CL	EL	RH	SCL	OOD
Principal	15	30	02	For the Evaluation Purpose only	For the official duties only
Permanent Teaching Faculty	15	10	02	For the Evaluation Purpose only	For the official duties only
Temporary Teaching Faculty	1 per month	--	--	For the Evaluation Purpose only	For the official duties only
Permanent Non-Teaching Faculty	15	30	02	--	For the official duties only
Temporary Non-Teaching Faculty	1 per month	--	--	--	For the official duties only

### Note:

- 1) Granting any kind of leave is the right of the Principal from time to time.
- 2) The regularized employees can avail the leave as per the policy.
- 3) The temporary and part time/ contract employees can avail the leave as decided by the Principal.

  
Principal  
Principal  
Dr. B.B. Hegde First Grade College  
Kundapura -576201

  
President & Correspondent  
President  
Coondapur Education Society (R.)  
Kundapura

## Leave Regulations:

### CL:

- 1) It cannot be claimed as of right and is subject to a maximum of 15 days in a calendar year. In addition, each employee will also be allowed to avail himself/herself of any two holidays from the list of Restricted Holidays declared by the University.
- 2) It can be combined with SCL/ Vacation/ RH but not with any other kind of leave.
- 3) It should not be granted for more than 3 days at any time.
- 4) It can be taken for half a day also.
- 5) Half day's CL should be debited to the CL account for each late attendance. Late attendance upto one hour for not more than two occasions in a month can be condoned by the principal.

### EL:

- 1) It is admissible for the Principal & a member of the non teaching staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year. (For teaching staff -10 days in a calendar year)
- 2) It can be accumulated upto 160 days but there will be no provision for any encashment.
- 3) The maximum amount of EL that can be granted to a staff member at a time shall be 90 days, and it can be granted for a minimum of 3 days only.


### Maternity Leave:

- 1) It may be granted to a female staff with less than two surviving Children, for a period of 3 months from the date of its commencement.
- 2) It can be combined with leave of any other kind except CL
- 3) During maternity leave, Leave salary equal to last pay drawn is admissible.
- 4) It can be availed by a permanent female staff having minimum of 3 years full time service at the institution.

### SCL and OOD:

- 1) These may be granted to a member of the staff for Evaluation work, attending conferences/seminars and official duties as assigned by the higher authority.

  
**Principal.**  
*Principal*  
Dr. B.B. Hegde First Grade College,  
Kundapura -576201

  
**President & Correspondent**  
*President*  
Coondapur Education Society (R.)  
Kundapura



# Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA

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website : [www.bbhegdecollege.com](http://www.bbhegdecollege.com)

## POLICY REGARDING THE PREVENTION OF SEXUAL HARASSMENT

1. Dr. B. B. Hegde First Grade College values and supports diversity at the work place, which includes gender diversity. As an Institution, we strive to ensure that people who are part of the Organization and are our employees have the right to protection from Sexual Harassment at the workplace and enjoy the right to work with dignity. In this regard our college shall have an Anti-Women Harassment Cell.  
Further from UGC and also under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Act") and Rules, 2013 ("Rules"), it is mandatory for all the institutions to constitute an 'Internal Compliant Committee (ICC) for the redressal of Sexual Harassment cases.  
The Institution along with its Employees is responsible for creating a safe working environment which can be achieved through prevention, prohibition and redressal against Sexual Harassment at the workplace. The Institution has a 'zero-tolerance' approach to any instances of Sexual Harassment. Anyone who engages in this behavior is subject to formal punishment, including dismissal and may even result in prosecution.
2. **"Sexual Harassment"** shall mean and include the following, but is not limited only to the following:
  - 2.1 When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly.
  - 2.2 When unwelcome sexual advances and verbal, nonverbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, objectionable SMS or MMS or email, gestures, showing of pornography, lurid stress, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive Institution environment.



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2.3 When any form of sexual assault is committed where a person uses, the body or any part of it or any object as an extension of the body in relation to another person.

2.4 When any such conduct is defined above is committed by a third party or outsider in relation to an employee of the Institution, or vice versa on the premises of the Institution.

2.5 The following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behavior of sexual harassment, may amount to sexual harassment:

2.5.1 An implied or explicit promise or preferential treatment in employment.

2.5.2 An implied or explicit threat of detrimental treatment in employment.

2.5.3 An implied or explicit threat about the present or future employment status.

2.5.4 Interference with work or creating an intimidating or offensive or hostile work environment.

2.5.5 Humiliating treatment likely to affect the lady employee's health or safety.

3. **Scope:** The scope shall cover complaints by employees against other employee(s), by a subordinate against Superior, by a student against the Member of the faculty or non-teaching staff and by a student against a Fellow Student.

4. **Constitution of internal complaint committee to deal with sexual harassment:**

4.1 The Institution shall constitute an internal complaint committee (ICC) according to POSH Act 2013 to deal with sexual harassment.

4.2 This committee shall be headed by the Principal who will be the Presiding Officer of the committee and it consists of at least two members from amongst the employees (preferably committed to the cause of women or who have had experience in social work or have legal knowledge) and 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.



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4.3 The term of the committee shall be for a period of two years and on expiry the Institution shall reconstitute the committee.

4.4 The names of the committee members along with their contact numbers and other details shall be displayed on the notice board of the Institution.

## 5. Duties of the Committee:

5.1. To organize regular workshops and training programs to staff, parents and students regarding prevention of sexual harassment.

5.2. To create awareness of sexual harassment and remedies available among the staff, students, parents and management.

5.3. To sensitize staff and students on issues of sexual harassment.

5.4. To prevent cases of sexual harassment in the Institution.

5.5. To receive complaints related to sexual harassment.

5.6. To conduct enquiries of complaints on sexual harassment.

5.7. To prepare an annual report regarding cases of sexual harassment and action taken on them and submit it to Joint Secretary.

## 6. Making a complaint:

A complaint should normally be made within three months of the incident, but the time-period is kept flexible in cases where ICC members feel that such circumstances existed which prevented the filing of the complaint. The complaint has to be in writing, and the 'aggrieved woman' can seek the assistance of the ICC for the same. The POSH Act protects the contents of such applications, the identity and address of the aggrieved women, respondent and witness from the public view (through the RTI Act). Information related to the proceedings of the ICC also protected from purview.

## 7. Proceedings:

The ICC may take steps towards conciliation (informal settlement between parties) at the request of the women. Otherwise, it shall initiate an enquiry into such allegations. If a *prima facie* case of sexual harassment exists, the Committee shall



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submit its findings to the police station. On the completion of the report, it shall be submitted to the employer or the district officer.

7.1. An employee who is a victim of sexual harassment may lodge a written complaint with any of the members of the committee.

7.2. The complaint shall be treated confidentially at this stage.

7.3. On receipt of the complaint, the Members of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee immediately.

7.4. On receipt of the complaint the chairperson shall convene an emergency meeting of the committee.

7.5. The committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunities to the complainant to present his/her case and the accused to give his/her version.

7.6. The committee may examine witnesses from both sides.

7.7. The complainant and the accused shall be given the opportunity to cross examine the witness.

7.8. Documents if any produced by the parties shall be taken on record.

7.9. The committee after completion of investigation shall submit its report to the Management with its recommendations for further action in the matter.

## 8. Relief during pendency of inquiry

An aggrieved woman, through a written letter, can ask the ICC for the following recommendations:

8.1. Transfer of the aggrieved woman or the respondent to any other workplace.

8.2. Granting leave to the aggrieved woman up to a period of three months, such leave would be in addition to a leave she is otherwise entitled to.

## 9. Protection against victimization:

In the event complainant being an employee and the accused being his/her superior, during the pendency of investigation and even after such investigation if



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the superior is found to be guilty, the accused shall not act as the superior of the complainant.

## 10. Punishment if allegations are proved:

An employer can punish an employee for indulging in an act of sexual harassment in the following ways:

- 10.1. In the event allegations made in the complaint are proved against the accused, it will be construed as proved misconduct and the competent authority shall impose the punishment as envisaged in the regulations on disciplinary process.
- 10.2. Action shall be initiated on the basis of the findings and recommendations of the committee and it may include a written apology, warning, reprimand, censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service, undergoing a counseling session, or carrying out community service.
- 10.3. Deduction of compensation payable to the aggrieved women from the wages of the respondent.

## 11. Third party harassment:

- 11.1. If the sexual harassment is by the party or outsiders the committee shall actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safety in the premises of the Institution.
- 11.2. The provisions of this Regulation shall not restrict the power of the Institution or complainant to proceed against the alleged offender in the court of Law.



**PRINCIPAL**

*Principal*  
Dr. B.B. Hegde First Grade College  
Kundapura -576201



**PRESIDENT**

*President*  
Coondapur Education Society (R.)  
Kundapura



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## ANTI SEXUAL HARASSMENT

### INTERNAL COMPLAINTS COMMITTEE MEMBERS

Sl. No.	Names	Designation	Phone
1.	Prof. K. Umesh Shetty	Chairman	9901574789
2.	Mr. Chenthan Shetty K.	Vice-Chairman	9980260321
3.	Mrs. Jyothi Mogaveera	Teaching Faculty Member & Co-ordinator	9900999137
4.	Mrs. Vinatha P. Pai	Management Representative & External Member	9483926861
5.	Mrs. Shwetha U.	Teaching Faculty Member	8378917651
6.	Ms. Gayathri Shet	Non-Teaching Faculty Member	8277380251

  
PRINCIPAL

PRESIDENT



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## SCHOLARSHIP AND FREESHIPS POLICY

Dr. B. B. Hegde First Grade College, Kundapura provides three types of scholarships for the meritorious students, economically backward students and students excelling in sports and cultural activities. These scholarships are generally termed as BBHC Scholarships, which are distributed to the three categories of students.

### Objectives:

1. Academically brilliant: To motivate further, academically
2. Economically backward: To assist financially
3. Excelling in sports, games and cultural activities: To achieve further excellence in sports/cultural area.

### Eligibility:

1. Only present students of Dr. B. B. Hegde First Grade College, Kundapura are eligible.
2. Those who apply for a scholarship must mention the category of scholarship.
3. They should submit a copy of:
  - a. Marks cards
  - b. Income certificate of their parents
  - c. Certificates of sports and cultural achievements
4. They should have paid second installment fees.
5. They should submit the copies of the online application, submitted for other scholarships
6. They should be accompanied by one of the parents



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## Selection of the students for Scholarship:

1. A committee, consisting of Principal, Vice Principal and senior faculty will select the students for scholarships.

## Payment of scholarships

1. Payments of scholarships will be through the mode of fees concessions.

## Point for Special Attention:

1. The College does not tolerate dishonesty from students. Suppose it becomes apparent that any student has submitted false information in an effort to receive funding. In that case, he/she will lose any benefits from the college in the future.



**PRINCIPAL**

*Principal*

Dr. B.B. Hegde First Grade College  
Kundapura -576201



**PRESIDENT**

*President*

Coondapur Education Society (R)  
Kundapura



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## INSTITUTIONAL ENVIRONMENT MANAGEMENT POLICY

1. **Purpose:** To Maintain Eco-friendly campus.
2. **Scope:** This policy is applicable to the staff, students and visitors of the College encompassing all the activities conducted in the premises.
3. **Policy statement:** Dr. B. B Hegde First Grade College, Kundapur acknowledge the importance of Eco-friendly campus in order to protect the environment, use the available resources in a sustainable and responsible manner.
4. **Important Terms:**  
Water Management, Waste Management, Energy Management, Solid Waste Management, Liquid Waste Management, E-Waste Management
5. **Water Management Policy:**  
The faculties and students will have following responsibilities to comply with the Institutional Water Management Policy:
  - 5.1. Consume water from the water purifiers installed on each floor
  - 5.2. Should not waste water in the washrooms and washbasins.
  - 5.3. Close all the taps that are running.
  - 5.4. Use water sparingly after sports and games while washing hands and feet.
  - 5.5. Report any water leaks to the maintenance officer or to the Principal.
  - 5.6. Comply with any institutional policy regarding water management
  - 5.7. Instead of buying water bottles, use the same bottle or flask to fill in the water. So that production of plastic bottle waste is reduced.
  - 5.8. While going home if you want to empty your bottles, kindly pour water to the flower plants.
  - 5.9. Maintenance staff must keep an eye on wastage and leakage of water.
  - 5.10. Ensure that the staff, students and visitors are aware of this policy.
  - 5.11. Educate and remind students regarding the importance of water-through Awareness programmes.
  - 5.12. Maintain functional rainwater harvesting unit.



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website : www.bbhegdecollege.com

## 6.

### 6.1. Waste Management Policy:

6.1.1. The faculties and students will have following responsibilities to comply with Institutional Waste Management Policy.

6.1.2. The institutional waste management policy is based on FOUR 'R' philosophies, namely;

- Reduce
- Reuse
- Recycle
- Refuse

6.1.3. The waste Management policy encompasses following FOUR;

- Solid Waste Management
- Liquid Waste Management
- E-Waste Management
- Bio-Waste Management

### 6.2. Solid Waste Management:

6.2.1. The faculties and students will have following responsibilities to comply with Institutional Waste Management Policy.

6.2.2. All the staff and students will strictly follow Four 'R' Policy: Reduce, Reuse, Recycle, Refuse to comply with the Waste Management Policy.

6.2.3. Eco-club, N.S.S., NCC, Youth Red Cross, Rovers and Rangers of the College will focus on reducing the generation of waste and will work towards the conscientization of proper disposal of waste.

6.2.4. All the staff and students will dispose the waste in the respective containers kept in the classroom according to the type of waste: Dry, Wet, Plastic.

6.2.5. The helping staff will dispose the waste to the concerned according to the Regulations.

6.2.6. Reduce plastic carry bags as much possible.

6.2.7. Help Eco club members in preparing Eco Bricks.



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6.2.8. On lecturers demands kindly send the assignments online.

6.2.9. Use both the sides of the paper for printing.

6.2.10. Use public address system and class-wise WhatsApp group for communication, in order to reduce use of paper.

6.2.11. Use cloth bags, instead of plastic carry bags.

## 7. Liquid waste management

7.1. The liquid waste collected in the institution is the effluents from the toilets, which is connected to the Kundapura Town Municipality Sewage system. The maintenance officer is to see to the proper functioning of it.

## 8. E-Waste Management:

8.1. As E-Waste causes damage to human health and hazard to the environment, the institution shall sell non-working electronic items like computers, printers and batteries to E-waste buyer named Shivashakthi Technologies, Kundapura.

## 9. Energy Management Policy:

9.1. The faculties, students and management will have following responsibilities to comply with the Energy Management Policy.

9.1.1. Turn off the lights, fans and computers when not in use.

9.1.2. Switching on the generator on dire need only.

9.1.3. Installation of L.E.D. Bulbs

9.1.4. Gradual change over from Fluorescent Tube Lights to L.E.D. Tube lights in the campus.

## 10. Medical Waste Management:

10.1. Women staff and students shall use the eco friendly napkin disposal unit.

**PRINCIPAL**

*Principal*

Dr. B.B. Hegde First Grade College  
Kundapura -576201

**PRESIDENT**

*President*

Coondapur Education Society (R.)  
Kundapura



# **Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA**

[A Unit of Coondapur Education Society (R.), Kundapura]  
(Affiliated to Mangalore University)

N.H.-66, Behind Mookambika Industries, Kundapura - 576201, Udupi-Dist.  
Post Box No. 2, E-mail : [bbhegdecollegkundapur@rediffmail.com](mailto:bbhegdecollegkundapur@rediffmail.com)  
website : [www.bbhegdecollege.com](http://www.bbhegdecollege.com)

## **ENTERPRISE RESOURCE PLANNING POLICY**

### **1. Objectives:-**

- 1.1. To use Internet, Intranet in administration and communication to enhance the work efficiency and productivity through the implementation of ERP.
- 1.2. Through the usage of authorized softwares, internet and database to make the administration and communication employee and student friendly.

### **2. Protection Policy:**

- 2.1. Protection of Entry / Exit internet points
- 2.2. Only authorized persons are provided with username and password to login to the ERP and access its authorized features.

### **3. Rules and Regulations:-**

- 3.1. Only authorized persons can log in.
- 3.2. The restricted access can be given to data on the permission of the Principal, which shall have an access limit.
- 3.3. Employees shall not misuse the information.
- 3.4. Employees shall keep their password confidential and computers logged out, when not in work.
- 3.5. College shall monitor all the aspects of the technology and its functioning.
- 3.6. Employees shall update themselves on the information sent by the service provider.
- 3.7. No employee shall use the database and technology for his/her personal benefit.
- 3.8. Without Principal's prior permission, no employee shall carry information out in hard or soft copy.
- 3.9. ERP facility shall not be used for any unlawful purpose.
- 3.10. Any breach of regulations shall be liable to appropriate disciplinary action.



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#### 4. Usage of Softwares:-

- 4.1. The College shall procure softwares according to its needs and availability of financial resources.
- 4.2. All the employees shall learn the usage of software as early as possible.

#### 5. Remote and Third Party Access:-

- 5.1. An employee can access the software away from the college campus which is called Remote Access only with the permission of the Principal, which should be closed and logged out immediately after the completion of work.
- 5.2. The Third party access refers to the granting of access to college data by the persons other than Dr. B. B. Hegde First Grade College, Kundapur.  
They include:
  - Software Service Providers
  - Consultants
  - Contractors
- 5.3. The third party who is given the access to the college data shall maintain confidentially about it.

#### 6. Back-up Policy:-

The employees shall maintain a complete back up data every month in External Hard Discs. Such discs shall be labeled and preserved with utmost security.

#### 7. Misuse of Data:

- 7.1. Any action that obstructs the information system in achieving its original purpose is termed as misuse of data. Some of the activities which are considered misuse of data are:-
  - 7.1.1. Manipulation or alteration of the configuration of hardware or software.
  - 7.1.2. Manipulation of data without authorization.



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- 7.1.3. Showing of confidential information via Internet without security observations.
- 7.1.4. Unauthorized use of other's accounts.
- 7.1.5. Unauthorized change of others' passwords and coded information.
- 7.1.6. Stealing of others' data.
- 7.1.7. Storage or transmission of protected data of the Institution without prior permission from the Principal.
- 7.1.8. Installation of destructive computer programmes into the system.
- 7.1.9. Involvement in any cyber crime.
- 7.1.10. Involvement in any illegal activity.
- 7.1.11. Uploading or downloading of any kind of ethically and legally objectionable material.

## 8. Disciplinary Action:-

When the college comes to know the misuse of data, it will deny the access to the *prima facie* accused, to the ERP system and shall start any investigation through a competent body. The Disciplinary action that follows should be in proportion to the offence committed.

## 9. Procurement and maintenance of software and services:

The college shall procure hardware and software according to the Institutional needs. It shall also sign an agreement with the service providers for the maintenance of ERP.

  
PRINCIPAL

Principal  
Dr. B.B. Hegde First Grade College  
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PRESIDENT

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## RESEARCH POLICY OF THE INSTITUTION

### Instructions:

Status of an educational institution is highly dependent upon research productivity and innovations. The success of institutions reaching their goal depends on the faculty's involvement with all research initiatives. Hence, the College aims to help all its faculty members, researches and students to attain distinction and contribute to the Institution and society.

### Research Expert Committee:

1. The College shall have a Research Expert Committee comprising of senior professors to:
  - 1.1.1. Advise the faculty members and researchers on research-related issues in general practice.
  - 1.1.2. Monitor research activities in the institution.
  - 1.1.3. Identify research priorities and initiate programmes.
  - 1.1.4. Seek research grants and promote focused research.
  - 1.1.5. Foster new collaborations and strengthen existing ones.
  - 1.1.6. Disseminate research findings in high impact publications.
  - 1.1.7. Provide logistics for researchers to implement ideas.
  - 1.1.8. Encourage the students and faculty members to produce research articles, and to publish the same in the form of research projects as well as in other Journals.
  - 1.1.9. Foster research orientation in students and faculty in basic and applied areas in all its disciplines.
- 1.2. The researchers are free to choose their research subject, get financial support from any funding agencies for their research work, and report their findings

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- and conclusions. However, the research proposals, results and reports are available for scrutiny and peer reviewer's research expert committee.
- 1.3. The techniques, methodologies used by the faculty, and researchers shall not violate established professional ethics, about the health, safety, privacy and other personal rights of human beings or the infliction of injury or pain on animals.
  - 1.4. All faculty members, researchers and students undertaking research are bound by code of research ethics in terms of Academic honesty, Integrity, Carefulness, Intellectual Property, Confidentiality, Social responsibility, Competence, Legality, Animal care etc.
  - 1.5. The organization shall create a favourable environment for research activities. Due to limited resources, it may not fully support all research activities but shall allocate the space, facilities, partial funding, and other resources for research programmes based on the proposal's merits. It shall also provide development opportunities to faculty and researchers for writing research proposals for funding and reports, publications, etc.
  - 1.6. Faculty members can submit Major Research Project proposals to different funding agencies. The research expert committee will scrutinize these proposals before submitting the same to a funding agency. After getting approval from the committee, the faculty can offer the same to a funding agency. The Institution provides all kinds of infrastructure facilities available to take up the sanctioned project.
  - 1.7. The management has a mechanism through which it shall monitor the progress of Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the funding agency's requirement. Simultaneously, the project's progress should be submitted to the research expert committee on a half-yearly basis.



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- 1.8. **Training for research and publications:** Generally, faculties are eager to conduct research, but because of the lack of expertise to write a research proposal or to have poor research skills, they are unable to channelize their efforts effectively. Hence, in many cases, a research proposal is rejected by a funding agency. Even for publication of papers because of the lack of knowledge about writing a paper and under which format it should be submitted, sometimes the forms are not accepted. Therefore, the research expert committee shall organize training programmes for researchers in the identified areas.
- 1.9. **Publication of papers and journals**
  - 1.9.1. The College encourages the publication of papers by the faculty with a targeted aim.
  - 1.9.2. Research papers to be published in identified journals and presented at national and international conferences shall be scrutinized and guided by the research committee.
  - 1.9.3. The College shall be encouraged to publish a quality journal and organize conferences, from time to time to boost research activities in the institute and contribute to the existing body of knowledge.
- 1.10. **Patents:** The College would like to strengthen the research, leading to filing of patents. If any innovation is done, the board shall encourage the researchers and scholars to patent it. However, when a faculty or scholar files for a patent, a thorough scrutiny will be carried out at Department level, institution level and at the management level committee. The institution shall bear expenditure for filing application for patent which are genuine. If the patent is commercialized the sharing of earning is to be done between researcher and the institution as per the guideline developed from time to time. The Institution shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.



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- 1.11. **Plagiarism:** Plagiarism assumes importance as it undermines the primary objective of higher education and harms the institutions' reputation. In this regard, the research expert committee shall sensitize faculty, students and research staff regarding plagiarism, performed either willfully or ignorantly.
- 1.12. The Institution shall support the faculty members, researchers, and students to present their research papers in conferences, regarding the registration fee and travel allowances.
- 1.13. The College recognizes the faculty members for getting grants from external funding agencies like DST, AICTe, CSIR, ICMR, UGC, VGST, RGUHS, BRNS, DRDO, etc. research organizations and also for the publication of books and patented research.

  
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## Adoption cum Fee concession policy

### Academic quota :

- The Student should be academically very good and If he/she has scored more than 95% marks in PUC- fee concession will be given as per the policy during the first year degree admission.
- If the student maintains an aggregate of 95% from I to VI semesters – Fee concession will be given as per the policy.

### Social Concern quota :

- No Parents- If the student doesn't have both the parents – 50% concession may be given.
- Single parent- If the student doesn't have father, reasonable amount of concession may be given.
- Parental issues- If the parents are having financial problems, concession in the fees as decided by the Management.

### SC/ST quota :

- If the student belongs to any SC/ST group, reasonable amount of concession may be given.

### Differently abled quota :

- If the student is academically gifted and differently abled, reasonable amount of concession may be given.

### Sports/Cultural quota :

- The student must have the record or achievement at the state or national level events during PUC/Degree courses
- The student got admitted through the sports/cultural quota, may get concession subject to the conditions and discretions of the Principal from time to time
- The fee concession can be given by the Principal subject to the achievements of the student in his/her respective field
- The student must be regular to all the classes unless he/she is deputed by the College to participate in different sports/cultural events
- The Student should be academically good & should be passed in all the subjects from I to VI semesters

### Special Notes:

- The student must be good at studies and should maintain a minimum of First class marks throughout his/her degree course
- The student must be having more than 95% attendance in all subjects in each semester
- The student must have well maintained discipline & behavior throughout his/her degree life
- The Adoption/Concession can be given by the Principal only after the due recommendations of the President of CES (R.) from time to time

Principal  
Principal

Dr. B.B. Hegde First Grade College  
Kundapura -576201

President & Correspondent

President  
Coondapur Education Society (R.)  
Kundapura