WAVOO WAJEEHA WOMEN'S COLLEGE

OF ARTS AND SCIENCE, KAYALPATNAM

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Run by Wavoo SAR Educational Trust

(Minority Institution)

POLICIES

I. SERVICE POLICIES

- RECRUITMENT POLICY
- PROBATION AND CONTINUATION OF SERVICE POLICY
- PAY, INCENTIVES AND ALLOWANCE POLICY

II. LEAVE POLICY

III. RESEARCH POLICY

IV. STUDENTS POLICY

V. GREEN CAMPUS POLICY

VI. ENERGY AND ENVIRONMENT POLICY

President
WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE
Tiruchendur Road,
Kayalpatnam - 628 204

WAVOO WAJEEHA WOMEN'S COLLEGE

OF ARTS AND SCIENCE, KAYALPATNAM

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Run by Wavoo SAR Educational Trust

(Minority Institution)

SERVICE POLICY

STAFF SERVICE RULES

In accordance with the Governing Body, Wavoo Wajeeha Women's College of Arts and Science has laid down the service rules for teaching and non-teaching staff. The rules govern the following:

I. RECRUITMENT POLICY

1. Appointment of Teaching and Non- Teaching Staff

- The appointing authority for all categories of employees, teaching and non-teaching, is the Chairman of the college
- No one may consider himself/herself as an employee of the College unless he/she has been issued the appointment letter duly signed by the Chairman
- The date of appointment given on the letter of appointment will be the date considered for all subsequent requirements
- On appointment, a permanent employee or an employee on probation cannot hold or take up any other job without the knowledge of the College Authorities

2. Appointment procedure for Teaching / Non-Teaching Staff

- As per rule existing vacancies are advertised in the leading newspapers and all applications received in response are scrutinized and the qualified candidates are shortlisted and called for an interview
- Based on the performance of the candidate in the interview they may be appointed and issued the appointment letter

- The staffs selected are in accordance with the guidelines set by the UGC and Manonmaniam Sundaranar University
- The non-teaching Staff is selected in accordance with the rules laid by the Governing body of the Management

II. PROBATION AND CONTINUATION OF SERVICE POLICY

- The appointment of the employee is being made on probation initially for a period of one year which may be extended up to another year by the Governing Body, in its sole discretion

  - During the probationary period if found unsatisfactory, the services may be terminated by giving one month notice or salary in lieu of notice
  - If during the period of Probation or the extended period as the case may be the employee shall desire to resign, they shall give one month notice in writing to this effect to the employer
  - If the employee is a permanent one, three months notice in writing should be given or the employee should surrender three months salary in lieu of notice
  - The Governing Body has the power to modify, revise and /or alter the code of conduct and Service Rules for the Staff of the College and the employee agrees to abide by such modifications, revisions and/ or alternations made by the Governing Body from time to time

III. PAY, INCENTIVES AND ALLOWANCE POLICY

- All staff members of Wavoo Wajeeha Women's College of Arts and Science will draw salary and allowances as decided by the college Governing Body from time to time.
- Salary shall be paid by the end of every month if the day is a holiday then salary shall be paid on the working day succeeding it.
- The pay scale will be decided by the governing body of the college which is subject to revision from time to time based on the qualification, experience and other relevant considerations.
- Revision of salary shall be done once in 5 years taking into account the performance and experience and other academic criteria on par with the living index
- The college shall deduct appropriate charges for advances and staff member's contributions towards Provident Fund, Professional Tax and other deductions

- The Employee shall be eligible for the annual increment as and when it falls due unless decided to the contrary by the employer
- Every employee is bound to become a member of the Contributory Provident Fund according to the Provident Fund Rules of the Government of India and its amendments as far as the College may be concerned

LEAVE POLICY

The staff can avail Casual Leave, Maternity Leave, Medical Leave, Religious Leave and OD as per the rules.

- Leave is not a matter of right. Prior permission is to be sought to avail leave.
- If already taken CL on emergency, then leave letter in the prescribed format to be submitted to the office duly signed by Principal
- No leave can be considered without a proper leave letter
- Any faculty taking leave should make necessary arrangements to handle their assignments in college in case of unavoidable circumstances, a request can be made to the HOD
- 2 permissions of one hour are allowed per month and 2 late will lead to ½ day CL and over and above will be carried forward to the following month. Any part of the above 2 late will be carried forward
- Before giving acceptance for external duty prior permission should be obtained from the Principal for OD
- OD is granted for academic purposes only
- No faculty can leave college during college hours without the permission of the Principal

RESEARCH POLICY

- The college is dedicated to fostering a research-oriented environment for both faculty and students, recognizing that long-term research serves as the bedrock for the institution's future growth
- The College provides seed money to the staff members to encourage them to pursue their research, participate in seminars, Conferences and Workshops and to publish their research articles
- The college's research policy strives to cultivate and enhance the scientific temper and research capabilities of all learners. It aims to fulfill the college's vision and mission while identifying research domains that hold academic, practical, and

societal importance, thereby making a valuable contribution to national progress

- It also aims at ensuring that the research activities of the college conform to all applicable rules and regulations of Manonmaniam Sundaranar University and UGC as well as to the established standards and norms relating to safe and ethical conduct of research
- Intellectual Property Rights refers to the grant of ownership protection for innovative and creative work which includes industrial, scientific, literacy and artistic works. The most commonly applied IPR are
  - Copyright
  - Trademark
  - Patent

Copyright	Trademark	Patent
Copyright refers to the right the author has for their originality, creativity and **intellectual work**	Trademark refers to the brand element that distinguishes goods and services of one enterprise from other competitors and traders.	Patent is an exclusive right given to an inventor. This right exclude others from making, using or selling an invention for a limited period
Validity: **Valid through life time** of the author and 60 years after death.	*Validity:* **10 years which** can be made perpetual, as long as renewed every 10 years.	*Validity:* Separate patent **required to be filled** for each country. Patent is valid for a period of 20 years.

STUDENTS POLICY

- A neat and modest dressing is expected from the students
- Perfect silence is to be maintained when programs take place in the college.
- Scribbling on the walls and the furniture is offensive
- Hooting while traveling by bus to the college or back home is punishable.
- Mass behaviour leading to a strike is dismissible.

GREEN CAMPUS POLICY

WWWC has adopted green cover initiatives to establish the eco-friendly campus. Students and staff members are directed to prevent pollution, avoid wastage of water and energy conservation by adopting many sustainable measures for the well being of the society.

Objectives

Implemented green initiatives in the campus are

- Enriching greenery inside the campus by planting saplings through eco club activities
- Maintaining rain water harvesting system to meet the increasing demand of water
- Avoiding the usage of single use items like plastics, paper cups and straws to ensure plastic free campus
- Usage of environment friendly products like paper, cloth and jute bags
- Production of bio gas from food scraps for fuels consumption in canteen
- Improvisation of energy saving process by installation of solar panels and LED bulbs within the campus
- Encouraging NSS students to volunteer in campus cleaning
- Creating awareness among students and staff about pollution free ambiance

ENVIRONMENT AND ENERGY POLICY

The creation and preservation of green campus is vital, so promoting knowledge about green practices among students and staff is essential. In accordance with this WWWC develops sensitivity and responsibility in implementing green concepts in the campus such as maintenance of solid and liquid waste management, disposal of e-waste, used papers etc.,

The following practices towards establishment and maintenance of green campus are carried out in the campus.

- Planting significant number of trees to ensure a clean environment by regulating CO_2 emission
- Rainwater harvesting and utilizing waste water to plants
- Installation of biogas plant to convert food waste into biogas in order to reduce LPG consumption
- Creating awareness about the importance of waste management to the stakeholders
- To ban the use of plastic, WWWC Eco club is involved in making the campus plastic-free
- Single use plastics are prohibited in classrooms, laboratories and canteens
- Promoting the use of alternative sources such as solar energy and LED bulb
- Conducting periodical audit and to obtain certificate from the Certified Environmental Energy Managers and Auditors
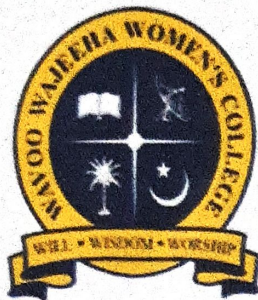
WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS & SCIENCE - KAYALPATNAM

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Run by Wavoo SAR Educational Trust
(Minority Institution)

IT POLICY

Introduction

IT Policy of Wavoo Wajeeha Women's College of Arts and Science sets out guidelines and standards for the appropriate and accountable use of information technology resources on college premises. This policy aims to ensure the security, integrity, and efficient utilization of IT resources while fostering a safe digital environment for all college community members.

Acceptable Use of Information Technology Resources

- IT resources of our college, including computers, networks, software, and data, should be utilised strictly for educational and administrative activities for the purpose of achieving institution's goal.
- Unauthorized use of IT resources for personal gain, commercial purposes, harassment, defamation, or any illegal activity is strictly prohibited.

Data Security and Confidentiality

- Users must follow appropriate data security protocols to safeguard sensitive and confidential information, including student records, financial data, and research materials.
- Sharing of login credentials, passwords, or other authentication mechanisms is prohibited, and users are responsible for maintaining the confidentiality of their accounts.

Network Usage

- The college network should be used for educational and research purposes. Bandwidth-intensive activities like streaming and downloading large files should not disrupt the network's performance.
- Users are prohibited from attempting to breach network security, install unauthorized hardware or software, or engage in any activity that compromises network integrity.

Software Usage

- Software installed on college computers must be legally acquired and used in compliance with the respective licenses and terms of use.
- Unauthorized installation, distribution, or use of pirated or unlicensed software is strictly prohibited.

Email and Communication

- College-provided email accounts which is to be used for official communications. Users must exercise professionalism and etiquette in all email correspondences.
- Phishing, spamming, or any malicious communication via college email accounts is strictly prohibited.

Cyber security

- Users must adhere to best practices for cybersecurity, including regularly updating passwords, using strong authentication methods, and promptly reporting any suspicious activity to the department.
- Users should not engage in activities that might compromise the security of IT resources, such as attempting to hack, exploit vulnerabilities, or introduce malware.

Personal Devices

- Users connecting personal devices to the college network should ensure their devices are adequately protected against malware and viruses.

- Personal devices should not be used to access, store, or transmit sensitive college data without proper authorization.

Reporting Violations

- Users must promptly report any suspected violations of this IT policy to the designated IT personnel or appropriate authorities.
- The college will investigate reported violations and take appropriate action based on the severity of the offense.
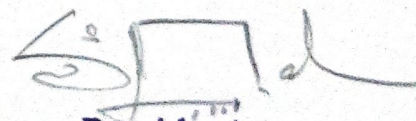
Compliance and Consequences

- Failure to comply with this IT policy may result in disciplinary action, including but not limited to, loss of IT privileges, academic penalties, and legal action if warranted.
- The System Admin reserves the right to monitor network activity and investigate violations of this policy.

Policy Review

- This IT policy will be periodically reviewed and updated to reflect changes in technology, security best practices, and legal requirements.

The creation of a secure, productive, and respectful digital environment that upholds the college's values and goals is made possible by all members of our college adhering to this IT Policy.

President
WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE
Tiruchendur Road,
Kayalpatnam - 628 204.