6.2.1. The Functioning of The Institutional Bodies is Effective and Efficient As Visible From Policies Administrative Setup, Appointment And Service Rules, Procedures, Deployment Of Institutional Strategic/Perspective/Development Plan etc.

Sample of Institute Policies

Policy on Appointment of Faculty

1. Introduction

This policy outlines the guidelines and procedures for the appointment of faculty members at Sir MVIT. The policy aims to ensure a fair, transparent, and merit-based recruitment process that aligns with the Institution's academic goals and standards and also based on the requirement as per the sanctioned intake.

2. Objective

The objective of this policy is to establish a systematic approach to selecting highly qualified, competent, and dedicated individuals as faculty members. The policy strives to maintain the Institution's academic excellence and promote diversity, innovation, and ethical standards in the recruitment process.

3. Recruitment Process

3.1. Advertisement and Announcement

Faculty positions shall be advertised widely through appropriate channels, including the Institution's website, professional networks and newspapers. The advertisement shall clearly state the position's requirements, qualifications and procedure to apply.

3.2. Application and Screening

Applications received within the stipulated deadline shall be screened by HoD/Principal to ensure they meet the minimum qualifications and requirements.

Shortlisted candidates will be contacted for further evaluation, which may include interviews and presentations.

3.3. Evaluation Criteria

Candidates will be evaluated based on their academic qualifications, teaching experience, research contributions, industry experience (if applicable), and potential to contribute to the Institution's goals.

3.4. Interview and Presentation

Shortlisted candidates may be required to participate in interviews and presentations, which may include teaching demonstrations followed by Technical Interview.

Interviews shall assess the candidate's communication skills, teaching methods, and alignment with the Institution's values. The candidates selected at this stage will be recommended for second round with Management Representative and External Subject Expert.

4. Appointment Decision

Candidates selected in second round are given job offer and sufficient time to join.

5. Ethical Considerations

The recruitment process is conducted with utmost integrity, ensuring fair treatment, equal opportunity, and protection against discrimination or bias.

Confidentiality of applicant information and discussions during the recruitment process will be maintained.

6. Conclusion

This policy on the appointment of faculty members is designed to uphold the Institution's academic reputation, foster a diverse and inclusive community, and ensure the selection of accomplished individuals who can contribute effectively to the Institution's educational and research objectives. The policy will be reviewed periodically to align with changing Institutional needs.

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POLICY FOR FINANCIAL ASSISTANCE FOR PRESENTING PAPERS BY FACULTY

1. Purpose:

This policy outlines the guidelines and procedures for availing financial assistance for presenting research papers in Web of Science/Scopus indexed international conferences. The purpose of this assistance is to encourage and support faculty members in their scholarly endeavors, fostering academic excellence and enhancing the reputation of the Institution.

2. Eligibility Criteria:

All faculty members of the institution are eligible to apply for financial assistance to present papers in Web of Science/Scopus indexed international conferences. The amount of financial assistance for faculty is limited to Rs.12, 000/- per paper.

3. Reimbursement Process:

3.1. Conference Fee Reimbursement Forms: Reimbursement forms for both faculty members is attached to this policy. These forms must be duly filled and submitted to the respective Head of the Department (HoD) only after the paper is indexed in Web of Science/Scopus database.

3.2. Author Affiliation: All faculty members should use their official email address with the domain name 'sirmvit.edu' for all future publications. The author affiliation should be mentioned as follows:

Ch.Vanipriya[1]

> 1. *Sir M. Visvesvaraya Institute of Technlogy, Bangalore*

4. Prior Approval:

4.1. Faculty members are required to obtain prior approval from their respective Head of the Department before submitting any paper to a conference or journal. The format for seeking approval is attached to this policy.

4.2. This approval form should be submitted along with the reimbursement form at the time of claiming financial reimbursement.

5. Responsibilities:

5.1. Faculty Members: Faculty members should adhere to the guidelines outlined in this policy, including using the correct affiliation, obtaining prior approval, and submitting necessary forms promptly.

5.2. Head of the Department (HoD): The HoD plays a crucial role in reviewing and approving requests for financial assistance. They should ensure that the paper is indexed in Web of Science/Scopus database before approving reimbursement.

6. Compliance:

Any violation of the policy guidelines may result in the rejection of reimbursement claims and other appropriate disciplinary actions.

7. Amendment:

This policy may be subject to periodic review and amendment to ensure its relevance and effectiveness.

By adhering to this policy, we aim to promote high-quality research contributions and foster a culture of scholarly excellence within our Institution.

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POLICY FOR PREVENTION OF SEXUAL HARASSMENT

With a mindfulness being made by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Sir M. Visvesvaraya Institute of Technology (Sir MVIT) had shaped its own help advisory group to address any such offence or complaints with strict corrective activities which will be at standard with those issued in the Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013 distributed in the Gazette of India, Extraordinary, PART II-Section 1 under the Legislative Department of Ministry of Law and Justice.

Sir M. Visvesvaraya Institute of Technology (Sir MVIT) puts stock in sexual orientation correspondence and equity in the entirety of its mediations and practices. Remembering these standards, it is imperative to guarantee a hierarchical atmosphere that is free from separation with a specific spotlight on inappropriate behavior. For this reason, the Anti-Sexual Harassment Committee has been framed in the school.

Objective:

- Prohibition of any various levelled persecution practiced in view of sex imbalance that forbids scholarly or scholastic development.
- Prevention of sexual orientation one-sided disposition with regards to the settling of the viability of work dispensed inside working hours.
- Protection of the basic privileges of women.

Roles and Responsibilities:

- To assist ladies with realizing their rights of Freedom.
- To regard inappropriate behavior as an offence and start reformatory activities for such wrongdoing.
- To help the distressed lady to put up with the grumbling.
- To protect the person who is exploited.

Types of Sexual Harassment:

- Any unwelcome lewd gestures, demands or interest for sexual favors, either unequivocally or verifiable, as an end-result of work, advancement, examination or assessment of a man towards any organization movement.
- Any unwelcome lewd gestures including verbal, non-verbal, or physical direct, for example, explicitly hued comments, jokes, letters, telephone calls, email, SMS, motions, demonstrating erotic entertainment, shocking gazes, physical contact or attack, stalking, sounds, show of pictures, signs, verbal or non-verbal correspondence which affronts the person's sensibilities and influences her/his execution.
- Entry into particular territories reserved for female workers and understudies, with the expectation to submit insidiousness and provocation.
- Eve teasing, allusions and insults, physical imprisonment without wanting to and interruption into one's protection.
- Act or direct by a man in power which makes an antagonistic situation at the work environment or scares the individual having a place with the other sex.

Sexual Harassment cases can be ordered into two categories:

1. Quid pro quo ("something for something" in Latin) – Under the compensation type of provocation, a man or expert, ordinarily the prevalent of the person in question,

requests sexual favours for landing or keeping a position advantage and debilitates to terminate the representative if the conditions are not met.

2. Creation of a threatening workplace -- An unfriendly workplace emerges when an associate or chief makes a workplace through a verbal or physical lead that meddles with a colleague's activity execution or makes a working environment air which is scary, threatening, hostile or embarrassing and an assault on close to home nobility. Inappropriate behaviour and misuse harm both, individual and Organisational Health.

If you are being harassed :

- Confront and influence the harasser to understand that you are vocal and can sue him.
- Say earnestly NO.
- Do not defer to put the protestation.

Procedure of Complaint:

Any bothered woman would hold up the objection in composed and would submit it to the Committee shaped in the organization. The Internal Committee may before starting the procedure of request find a way to determine the issue between the distressed lady and the respondent through mollification.
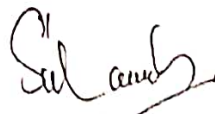
Punishment:

- Severe discipline prompting detainment
- Heavy Fine
- Cancellation of admission
- Exemption from examination
- Suspension

Internal Compliance Committee / Committee for Prevention of Sexual Harassment

S.No.	Name	Department / Designation	Responsibility
1	Dr. S.K. Uma	Professor & HOD, Maths	Chairman
2	Dr. Vanipriya C.H.	HoD I/c. MCA	Convenor
3	Mr. Mohamed Sadiah	Advocate	Member
4	Dr. V. Shantha	Professor, ME & Warden-Ladies Hostel	Member
5	Dr. Mrinalini Menon	Faculty, BT	Member
6	Ms. Nanda Shivamoggi	Faculty, EEE	Member
7	Mr. Manohar	Faculty, ISE	Member
8	Mr. Aravind P.N.	Faculty, Maths	Member
9	Ms. Saraswathi R. Rao	Secretary to Principal	Member
10	Ms. Savithri R	Jr. Asst. Instructor, CSE	Member
11	Ms. Niveditha K.R. II year B.E. ETE	Student	Member
12	Ms. Bhoomika II Year B.E. CSE	Student	Member
13	Mrs. Halima R. Research Scholar-BT	Student	Member
14	Ms. Shalima Jain	Program Manager, Katalyst	Member from the NGO

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Resource Mobilization Policy for Sir M. Visvesvaraya Institute of Technology

1. Introduction:

The Resource Mobilization Policy of **Sir M. Visvesvaraya Institute of Technology** outlines the strategies and guidelines for effectively acquiring, managing, and optimizing resources to support the institution's mission of providing quality education, research, and innovation in engineering and related fields. This policy aims to ensure the sustainable growth of the college by diversifying funding sources and efficiently utilizing available resources.

2. Objectives:

The key objectives of the Resource Mobilization Policy are as follows:

To secure diverse sources of funding to support the college's educational and research activities.

To ensure the efficient allocation and management of resources for maximum impact.

To promote. transparency, accountability, and ethical practices in resource acquisition and utilization.

To foster partnerships and collaborations with industry, government, and other stakeholders to enhance resource availability.

3. Resource Categories:

This policy encompasses the following categories of resources:

Financial resources (grants, scholarships, tuition fees)

Human resources (faculty, staff, students, researchers)

Physical resources (laboratories, equipment, infrastructure)

Intellectual resources (research outputs, patents, publications)

4. Resource Mobilization Strategies:

4.1 Diversified Funding Sources: Sir M. Visvesvaraya Institute of Technology will actively seek funding from a variety of sources, including government grants, industry partnerships, research grants, and tuition fees.

4.2 Industry Collaboration: The College will establish strong partnerships with industries to foster research collaborations, joint projects, internships, and sponsorships, contributing to resource generation and real-world exposure for students.

4.3 Alumni Engagement: An alumni engagement strategy will be implemented to encourage graduates to contribute through mentorship, enhancing resource availability and networking opportunities.

4.4 Research Grants: The institution will actively pursue research grants from governmental and non-governmental organizations to support faculty research and innovation projects.

5. Resource Allocation Guidelines:

5.1 Strategic Alignment: Resource allocation decisions will align with the college's strategic plan, focusing on priority areas such as teaching excellence, research advancements, and student support.

5.2 Equitable Allocation: Resources will be allocated fairly across different departments and programs to ensure a balanced growth trajectory.

5.3 Student Support: A portion of resources will be allocated to scholarships, grants, and student support services to ensure access and affordability for deserving students.

6. Monitoring and Evaluation:

6.1 Performance Indicators: Key performance indicators will be established to measure the effectiveness of resource mobilization efforts, such as the growth in external funding, student success rates, and research output metrics.

6.2 Periodic Review: The policy will be reviewed regularly to assess its relevance, effectiveness, and alignment with the college's evolving needs and goals.

7. Compliance and Accountability:

7.1 Compliance: All faculty, staff, and stakeholders involved in resource mobilization and allocation must adhere to the policy's guidelines and principles.

7.2 Accountability: The college administration will be responsible for the transparent and responsible mobilization and allocation of resources, as well as for ensuring consistent policy implementation.

8. Conclusion:

The Resource Mobilization Policy for **Sir M. Visvesvaraya Institute of Technology** sets the foundation for acquiring, managing, and optimizing resources to support the institution's growth and excellence in education and research. By adhering to the principles outlined in this policy, the college aims to achieve its mission while maintaining transparency, accountability, and sustainability in its operations. The policy will be subject to periodic review and updates to ensure its continued alignment with the college's strategic direction and evolving needs.

IQAC Coordinator

Principal

Syndicate Policy Document on E-Governance

1. Introduction:

E-governance, the integration of information technology with governance processes, has emerged as a transformative force in improving administrative efficiency, transparency, and stakeholder engagement. This Syndicate Policy Document outlines **Sir M. Visvesvaraya Institute of Technology**'s commitment to adopting and implementing e-governance principles, strategies, and practices for the betterment of administrative operations and services.

2. Objective:

The primary objective of this policy is to provide a framework for the effective implementation of e-governance initiatives within **Sir M. Visvesvaraya Institute of Technology**. This policy aims to enhance decision-making, streamline administrative processes, ensure transparency, and provide improved services to all stakeholders.

3. Guiding Principles:

Transparency: E-governance initiatives shall ensure transparency in decision-making processes by providing access to relevant information to stakeholders in a timely and comprehensive manner.

Efficiency: E-governance will optimize administrative processes, reducing manual interventions and improving the speed and accuracy of service delivery.

Inclusivity: E-governance initiatives shall be designed to ensure equitable access to information and services for all stakeholders, regardless of their technological proficiency.

Data Security: Robust cybersecurity measures will be adopted to protect sensitive data and ensure the integrity and confidentiality of digital transactions.

Stakeholder Engagement: E-governance platforms will enable enhanced communication and engagement with stakeholders, fostering a collaborative environment.

4. Scope:

This policy encompasses all administrative and operational processes within **Sir M. Visvesvaraya Institute of Technology**, including but not limited to admissions, registration, examinations, financial transactions, communication, and decision-making.

5. Key Strategies:

5.1 Digitization of Processes: Sir M. Visvesvaraya Institute of Technology will identify and prioritize processes for digitization, minimizing paperwork, and enabling online submission, tracking, and processing.

5.2 Integrated Information Systems: An integrated information system will be established to consolidate data from various departments, enabling data-driven decision-making and reporting.

5.3 Online Services: E-governance will enable the provision of online services such as applications, payments, registrations, and feedback submissions.

5.4 E-Communication: Sir M. Visvesvaraya Institute of Technology will leverage electronic communication channels to disseminate information, updates, and announcements to stakeholders.

5.5 Capacity Building: Adequate training and capacity-building programs will be conducted for staff to ensure efficient use of e-governance tools.

6. Implementation and Governance:

A dedicated set of Committees will be formed, responsible for overseeing the planning, implementation, and evaluation of e-governance initiatives.

The Committee will collaborate with relevant departments and stakeholders to ensure the alignment of e-governance projects with organizational goals.

7. Data Privacy and Security:

E-governance initiatives will comply with relevant data protection and privacy regulations to safeguard sensitive information.

Adequate encryption, access controls, and data backup mechanisms will be employed to prevent unauthorized access and data loss.

8. Monitoring and Review:

This policy will be subject to periodic review and updates to ensure its alignment with technological advancements, organizational requirements, and changing regulatory frameworks.

9. Conclusion:

By embracing e-governance, **Sir M. Visvesvaraya Institute of Technology** is committed to enhancing transparency, efficiency. This Syndicate Policy Document serves as a blueprint for the integration of technology into governance practices, fostering innovation and excellence in **Sir M. Visvesvaraya Institute of Technology**'s operations.

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