



### **Institutional Best Practices and Social Responsibility Policy**

Policy title	Institutional Best Practices and Social Responsibility Policy
Key stakeholders	Students, Teaching Employees, Non-Teaching Employees
Approved on	11 <sup>th</sup> December 2018
Date effective from	12 <sup>th</sup> December 2018
Next version	
Relevant policies	
Relevant committees/ centre/ cell	Equal Opportunity Cell (EOC) Internal Complaints Committee (ICC) General Administration Committee (GAC) University Disciplinary Committee
Related Statutory Guideline	Bio-Medical Waste Management Rules, 2016. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. UGC (Prevention, Prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.

#### **1. Short Title**

This policy shall be called the “*Institutional Best Practices and Social Responsibilities Policy*”.

#### **2. Objective** - this policy is made to achieve the following objectives -

- i. To inculcate diversity and inclusive practices on the campus and provide adequate opportunities to the disadvantaged groups;

- ii. To foster social responsibility and creating a sustainable, secure and healthy environment in the University;
- iii. To promote the idea of inclusivity and develop a culture of non-discrimination, safety and security, sustainable living, environmental protection and conservation, and engaging in community service amongst the various stakeholders of the University.

### **3. Key Areas**

- i. Equal Opportunities
- ii. Prohibition of Discrimination
- iii. Gender Sensitization
- iv. Safety of students and employees
- v. Environment consciousness
- vi. Health and Lifestyle

### **4. Equal Opportunities –**

- i. University shall provide equal opportunities to all the people in terms of employment, education and/or other activities/areas, it shall endeavour to distribute its resources equitably.
- ii. No person shall be excluded from any office or the membership of any department or from admission to any degree or other academic distinction on the grounds of sex, race, creed, class, caste, place of birth, religious belief or political opinion.
- iii. There shall be an Equal Opportunity Cell (EOC) at University level which shall perform the following functions –
  - a. Help and empower all the students and employees to fully participate in the academic, intellectual, social and cultural life of the University, equally.
  - b. Ensure equality in terms of opportunity to the community at large in the University and inculcate the same in the minds of the students.
  - c. Enhance student and employee diversity and eliminate any form of discrimination.

- d. Create a socially viable atmosphere amongst the students for academic interactions and help in developing interpersonal relationships among students from different social backgrounds.
- e. Assist the students to contain and deal with the problems they face related to discrimination.
- f. Convey effectively about the various Government schemes and programmes for the welfare of socially weaker sections.
- g. To prepare procedures for admission, enrolment, studying and the like which are fair and free from any kind of discrimination.
- h. Grievance redressal of any problems faced
- i. And any other function as may be required from time to time.

**5. Prohibition of Discrimination** – the University by keeping alive the spirit of the Indian Constitution shall -

- i. Ensure equal treatment (employment and education) and have a zero tolerance for any kind of discrimination on the grounds of race, caste, religion, political or other opinion, age, colour, place of birth, gender identity, sexual orientation or any form of disability.
- ii. Ensure that the environment of the campus is free from discrimination and harassment.
- iii. Ensure that the employees and/or students shall refrain from any caste/gender based discriminations, in case any such complaint is received or any action comes into the notice of the relevant authorities, the same shall be dealt by the University Disciplinary Committee.
- iv. Not discriminate on the grounds of any physical disability in employment or admission, and shall be given an equal opportunity. To ensure that the University infrastructure is accessible for all, i.e. proper lift, ramp, restroom facilities, and other such needs are taken care of.
- v. As far as possible use gender neutral languages for communications.
- vi. Not condone any discrimination on its campus against any person, student or employee.
- vii. Spread awareness about Human rights and conduct workshops for the same.

- 6. Gender Sensitization** - To ensure safety to women (employees and students) from any kind of sexual harassment at workplace/educational institution, the University, strictly adopts no tolerance for any kind of sexual harassment and for that –
- i. It shall formulate an Internal Complaints Committee (ICC) at University to safeguard the rights of the women against sexual harassment at the workplace/educational institution.
  - ii. The ICC may conduct workshops, seminars and programs for gender sensitization, create awareness and prevention of sexual harassment and the recourses available to the victims.
  - iii. The ICC shall regularly sensitize the employees, students and other stakeholders of the University about the procedure for making complaints, the process of conducting inquiries of the ICC.
  - iv. The University shall extend its full support to the ICC and provide sufficient financial resources as may be required. It shall be particularly sensitive towards the vulnerable groups amongst the female employees and staff, especially towards the Research candidates and doctoral students, and hence be more alert and devise proper guidelines for prevention of the cases of harassment.
- 7. Safety of Students and Employees** - the University shall ensure that the campus is safe and secure for its students and employees at all times, for the purposes of providing safety and security it shall -
- i. Maintain the infrastructure with adequate lighting and safety protocols, well lit and secure pathways of the University campus, hostels, canteens, library, laboratory and other facilities.
  - ii. Ensure on - campus security by appointing 24\*7 security guards who are adequately trained, and install CCTV cameras in the campus.
  - iii. Provide safe and reliable transport to its students and employees to commute to and from the campus.
  - iv. University shall provide a safe and secure hostel for its students and temporary accommodation for its employees. The girls/boys hostel shall have at all times adequate female/male security guards.

- v. To maintain its security, the University shall allow entry only on showing the student and employee Identity cards issued by the University, the employees and students are supposed to carry their Identity cards at all times when on the campus. The visitors shall be allowed on the campus only after making an entry in the visitors record book available at all the entry gate/points of the University. If need be, the visitors at the University shall be subjected to frisking of person and property. The General Administration Committee, hereinafter referred to as GAC, (as discussed below) may make provisions for the same.
  - vi. All the students, employees, visitors, members of the various authorities of the University shall have to follow the rules related to the use of vehicles on the campus which may be made by the GAC, the vehicles shall be parked only in the area allotted for parking, the drivers shall adhere to the speed limits within the campus premises and no vehicle will be allowed in the areas restricted as no-vehicle zones or internal pathway, walking areas. Any violation of the same shall be dealt with by the University Disciplinary Committee.
- 8. Environmental Consciousness and Sustainability** – the University undertakes to align its priorities with the Sustainable Development Goals (SDGs), since it plays an important role in solving major sustainability challenges. It shall provide a safe and healthy environment. There shall be a General Administration Committee (GAC) which shall perform the following functions –
- i. Promote environmental awareness and sustainability amongst the students and employees of the University,
  - ii. Develop procedures for environmental audits and monitoring. The University shall look forward to getting audits done from Auditing Organisations and Agencies approved by the Government.
  - iii. Aim to conserve energy by reducing the Universities CO2 footprints, and endeavour to maximise energy efficiency in the existing infrastructure, in further renovations and new constructions. Facilitate the setting up of solar panels and use of solar energy at the campus, use of proper and energy efficient lighting and air-conditioning facilities.
  - iv. Minimize the use and wastage of water through efficient management and conservation techniques. Monitor the consumption of water, reduce leakage and eliminate the

excessive and/or unnecessary use of water. Promote amongst its students and employee's efficient techniques of utilisation of water. It may develop practices of rain water harvesting, revival of traditional methods of ground water recharge.

- v. Make procedures for proper waste management system at the University campus and reduction of the wastes. Shall adopt a policy of reduce, reuse and recycle. Make procedures of waste disposal in such a manner which will have the least impact on the environment – segregating biodegradable, hazardous, solid and liquid waste.
  - a. Proper disposal of E-waste such as electronic goods and other non-repairable E-waste, by developing an E-waste management system.
  - b. Ensure that all the medical waste disposal takes place as per the *Bio-Medical Waste Management Rules, 2016*.
  - c. Devising techniques for the disposal of sewage waste, garden waste, kitchen-waste, laboratories and hostels.
  - d. Ensure the University campus is clean by installing dustbins and disposal bins at appropriate places. Waste shall be collected separately as dry and wet waste. Eliminate the use of plastic bags on the University campus.
- vi. Develop the infrastructure of the University in an environmentally sound manner by considering the implications of construction, maintenance and operation of the campus grounds, buildings and infrastructure on the environment. Ensure proper and sustainable sources, methods of construction and maintenance of campus infrastructure. The University shall work towards maintaining a diverse flora and fauna and endeavour to have a green cover of more than 33% at the campus.
- vi. The Committee shall work towards ensuring soil fertility and maintaining cleanliness of its artificial water resources.
- vi. Provide training and encourage the inclusion of sustainable development practices and environment sensitization amongst the students and the employees, by way of campaigns, curriculum, adopting and promoting such practices and the like.
- vi. Shall assist the University in making eco-friendly purchases of goods and services, and assess as far as possible and practicable the impact of all the purchases i.e., raw materials, manufactured goods, distribution, use and disposal.

- vi. Encourage the use of public transport, provide transport facilities to its employees and students. It shall make provisions for the use of e-vehicles, cycles, while travelling to and from the University or at the campus.
- vi. Shall receive suggestions and complaints regarding environmental violations and need for up-gradation and shall take necessary actions.

**9. Health and Lifestyle** – The university is committed for the health and safety of its students and employees, and to ensure that university may provide adequate medical facilities as per these guidelines:

- i. The University shall take proper care of the mental health of its students, for this purpose the university may appoint a full-time or part -time counsellor and conduct seminar/workshop to spread awareness about mental health.
- ii. The University may provide medical services including on campus physician, gynaecologist and pharmacy within university premises, along with that each department shall have general first aid kit for emergency purposes.
- iii. University shall provide for the ambulance facility for the residential students and employees.
- iv. The University shall promote a sustainable and healthy lifestyle and providing ease of living amongst its Students and Employees, in order to do so it may provide the following facilities –
  - a. Manage and maintain Sport centres, courts and grounds – basketball, football, volleyball, badminton, cricket,
  - b. Spa and salon facilities,
  - c. Gym and Yoga centres,
  - d. Mall and Stationery,
  - e. Auditoriums and amphitheatres,
  - f. Other infrastructural and accommodation facilities, seating and other resting arrangements,
  - g. Library.

**10. General Code of Conduct** – all the employees and students shall, when on the campus, at all times observe the following code of conduct for general awareness–

- i. Use the University infrastructure and facilities responsibly, and do not cause any damage or destruction to the same,
- ii. Do not litter, ensure proper use of dustbins. Refrain from using any plastic bag on the campus.
- iii. Adhere to no-smoking policy at the campus
- iv. Do not pluck or destroy the leaves, grass, flowers, trees (gardens and plants) at the campus and protect / preserve the biodiversity within the University
- v. Maintain social distancing norms and adapt to proper hygienic and sanitation activities.
- vi. No employees and student, shall intentionally or unintentionally put any other employee or student at risk in any manner medical or otherwise.
- vii. Follow guidelines issued by the relevant authorities at university or by the Government from time to time.
- viii. In case a student or employee is found in violation of the rules laid herein above, they shall be subjected to a penalty which shall be decided by the University Disciplinary Committee.