



P.A. COLLEGE OF ENGINEERING

Affiliated to VTU | Recognized by Govt. of Karnataka | Approved by AICTE



POLICY DOCUMENTS



UPDATED POLICY DOCUMENT

P. A. COLLEGE OF ENGINEERING, MANGALORE



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HR MANUAL

P.A EDUCATIONAL TRUST

The P.A. Educational Trust (PAET) was established in 1999 with a mission to deliver quality education at par with global standards. The Trust through its various educational institutions spread out in PACE KNOWLEDGE CITY, a 65 acres green lush campus, is committed to mould the new generation with knowledge, ethics and social responsibility. With Late Dr. P.A. Ibrahim, a renowned educationalist and philanthropist as the Founder Chairman and Managing Trustee, and now being headed by Mr. Abdulla Ibrahim, in the capacity of Managing Trustee, the Trust is well equipped to groom talents and turn them into top quality professionals with deep knowledge and strong ethics.

In the initial years of establishment of the Trust, it envisioned and succeeded in establishing P.A. College of Engineering (PACE) which is now a renowned college in this geographical area. The college affiliated to Visvesvaraya Technological University (Belgaum) is approved by AICTE (New Delhi) and recognized by the Govt. of Karnataka as a minority institution. The institute offers undergraduate programme (Bachelor of Engineering) and Master of Business Administration (MBA). Eight departments are recognised as University Research Centres which offers Ph.D. Programs. In 2009 P.A. College of Engineering became the very first institution to acquire the post coveted NBA accreditation in the district of Mangalore.

PAET manages five other institutions namely: P. A. First Grade College, P. A. Polytechnic, P. A. College of Pharmacy and P.A Institute of Physiotherapy in the same campus.

VISION

PACE is envisaged as a center of evolution for excellence in Technological, Management and Research Education. The institution aspires to spread universal knowledge through villages and cities enabling expansion of human resources.

MISSION

- To provide career-oriented professional education to produce technically competent engineers and managers with moral and ethical values.
- To foster and promote an effective learning environment in the campus to be recognized as place that encourages excellence and diversity in thoughts and endeavor.

- To provide research and intellectual resources to address problems facing the industry and the society while advancing the scopes of multidisciplinary applications.

RECRUITMENT PROCEDURE

- Identifying the vacancy from the concerned departments
- Resource Planning according to the requirements
- Preparing Job Description and Scope of work
- Sourcing, Advertising, Head Hunting, referrals
- Screening of the shortlisted resumes according to the requirement
- Arranging Interviews with the interview committee
- Conducting Interviews
- Decision Making
- Negotiation
- Offer and Follow up
- Issuing Joining Kit (Appointment Order, EMP code etc)
- Induction Programme
- Registering new joiners to the Roll

GUIDELINES FOR RECRUITMENT

Cadre- Qualification (As per UGC/ AICTE Norms)

1. **Assistant Professor** :Good Academic record with at least 60% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an Indian University or an equivalent Degree from a Foreign University
2. **Associate Professor**: First Class Degree Bachelor's or Master's level in the appropriate branch + Ph.D.
3. **Professor**: **Ph.D.** with First Class Degree at Bachelor's or Master's level in the appropriate branch.
4. **Librarian**: Master's degree in Library Science/ Information Science/Documentation or an equivalent professional degree with at least 60% marks or its equivalent CGPA and consistently good academic record.

The experience and other requirements stated by AICTE is also taken into consideration for the various Cadre Posts and Promotions. The technical/non-teaching/supporting staff members are appointed as per qualification prescribed by the statutory bodies and Govt. of Karnataka.

RECRUITMENT PANEL

- Managing Trustee
- Principal
- Head of the Department
- External Expert/Member
- HR

Apart from the above, the procedure prescribed by the affiliating university including VTU nominee is followed.

RULES AND REGULATIONS OF SERVICE

These rules and regulations of service have come into effect, are in force from July 1, 2023, and have been made applicable to all staff and employees under the institution of P.A. College of Engineering. If conditions agreed upon in a contract or appointment letter of an employee overlap or conflict in any manner with any of the provisions of these rules and regulations of service conditions and requirements set out in the contract or appointment letter of an individual employee, they will be final and binding both on the employer and the employee.

The conditions that are not mentioned in the individual contract or appointment letter but are set out in these rules and regulations are automatically binding on such employees. A contract of service entered into by an employee prior to the coming into effect of these rules and regulations of service shall be deemed to have been entered into under these rules, and no separate consent of the individual employee will be necessary.

CLASSIFICATION OF EMPLOYEES

Employees of the Institute/College shall be classified as

1. Permanent
2. Probationer

3. Temporary
4. Part timers
5. Contractual
6. Adjunct
1. **Permanent** is an employee who is appointed by the Management as permanent through an order in writing or any other employee who after successful completion of his period of probation is confirmed in service in writing by the Management to any post in the institute/College.
2. **Probationer** is an employee who is provisionally employed in a permanent vacancy and has not been confirmed as permanent in writing. Every newly appointed employee will in the first instant be on probation for a period of one year or less during which his performance and conduct will be periodically assessed by the Management as thought fit to it. If satisfactory performance is not shown by him during the initial period of probation his service could either be terminated at any time with or without ant written notice or payment in lieu thereof or his probation extended for a further period as deemed necessary. The maximum period of probation shall not however extend more than one year in any case.
3. **Temporary** is one who is appointed for a limited period of work of essentially temporary nature or one employed temporarily in a leave vacancy or as an additional employee in connection with temporary increase in work and who is issued an order of temporary appointment in writing by the Management.
4. **Part Time** is one appointed for work on part time basis for less than four hours a day.
5. **Contractual:** As regulations from AICTE
6. **Adjunct:** As regulations from AICTE

HOURS OF WORK/DUTY TIMINGS

Employees are required to understand the hours of work and duty times and adhere to them. The timings are liable to be altered at the discretion of the head of the institution in consultation with the management, as per requirements.

ATTENDANCE

- The attendance of employees shall be marked in their respective attendance registers or electronic attendance meters maintained in the institute, either in the department or in the office of the head of the institute.
- On arrival for duty, the employee shall affix his initials in the appropriate place against his name in the attendance register or electronic attendance meter. The attendance register or electronic attendance meter will not be available for marking attendance after 15 minutes from the time-fixed commencement of the duty of the respective employee.
- Employee reporting later than 15 minutes fixed for the commencement of his duty has to get consent in writing, by his/her departmental head in consultation with the head of the institute, for consideration of attendance..
- When the duty is over for the day, an employee shall leave the college premises only after signing off from the electronic attendance/ attendance register.
- An employee, who wish to leave the campus during working hours, shall do so, after approval from Head of the Institution, through proper channel
- Any employee found absent from his place of work during his duty timings without prior permission of the Head of the Department or Head of the Institute or any other person empowered in this regard shall be treated as absent for that period of his absence.

STANDARD OF CONDUCT AND DISCIPLINE

- Employees have to maintain a high standard of conduct and shall always behave in a sober manner, tempered with kindness and courtesy, friendliness, and understanding with all students and fellow workers. They are to refrain from gossiping, odd talking, or any other activity that would disturb the students or co-workers.
- Employees should always be neatly dressed in clean clothes while on duty. Employees, who have been provided with uniforms and tools according to the nature of their duties/work, must wear them or use them only while on duty. All employees shall carry out their daily duties faithfully under the direction of their superiors and shall obey the instructions and directions, whether written or oral, issued to them from time to time. Insubordination and/or wilful disobedience of orders of superior while on duty shall be considered serious misconduct.

- Employees shall observe the instructions put up on the staff notice board at the institute or college or issued or communicated to them from time to time by their superiors. Such orders shall be deemed to have been served or communicated to the employee concerned, and hence every employee shall become familiar with the day-to-day communication displayed on the staff notice board of the institute.
- An employee is required to accept and attend to any work allotted to him by the head of the department or institute, even when normally it may not be earmarked for the category to which he belongs, besides the main routine work attached to the post held by him, keeping in mind that the institution deserves the dedicated work of all employees to enable the institution or college to attain a worthy status in the field of education. Such work within working hours will not entitle the employee to any extra remuneration.
- Every incident/happening/occurrence out of the ordinary or any emergency arising in the institute or college shall be immediately reported to their immediate superior or head of the institute by the employee.
- Employees using instruments, equipment, and other appliances shall replace them in their proper place, and every breakage and/or damage caused shall be immediately reported to the immediate superior.
- Every employee is expected to take sufficient care of the property materials, instruments, equipment, etc. of the institution or college. All employees must carry their identity card with them while on duty and produce it when called for.
- No article except personal belonging shall be brought in or taken out by an employee from the premises of the institute or college without the written permission of the head of the department and the institute. Any pilferage will be considered serious misconduct.

LEAVE RULES

1. **Casual Leave:** 15 days CL is permitted both for teaching & Non-teaching faculty.

Employees who have not completed one year of service are eligible to avail CL in proportion of their service (approximately one per month). Only 8 CL at a stretch is permitted and it cannot be clubbed with any other leave except weekly & general holidays.

2. **Vacation Leave:** Teaching faculty members except Principal, Librarian, Physical Director are entitled for vacation leave, subjected to the Academic Calendar approved by the affiliating University.
3. **Commuted Leave:** 10 days in a calendar year (excluding probation period)
4. **Special Casual Leave (SCL):** SCL will be sanctioned for attending conferences, seminars, career enhancement, part time degrees, workshops etc., and maximum 10 days in a calendar year.
5. **On Official Duty Leave (OOD):** OOD will be sanctioned for Affiliated University related works, official assignments and maximum 10 days in a calendar year (in general)
6. **Earned Leave:** 30 days EL with full pay in a calendar year for Non-teaching staff and other teaching/administrative faculty members not eligible for vacation. (Excluding probation period)
 - 15 EL will be credited in advance to the leave account twice in a calendar year. (i.e. 1st Jan & 1st July)
 - Employees who do not complete one year of service are not eligible for EL
 - Earned leave can be accumulated up to 240 days. No encashment is permitted
7. **Maternity Leave:** Female employees are eligible for maternity leave (maximum duration of 6 months), with half pay on re-joining the institute.

The Half Pay Leave is entitled only for the first two kids of female employees.

The Half Pay Leave is entitled for female employees who have completed one year of continuous service in the institute.
8. **Sabbatical Leave/Study Leave:** Sabbatical Leave is sanctioned for employees to conduct research, post doc assignments and other assignments from Govt Organisations.

Note:

1. All types of leave including CL should be sanctioned prior to proceeding on leave. Only in exceptional cases like severe health disorder or emergency the employee can inform the higher authority preferably the principal/HOD's and submit the leave form immediately after returning and reporting to the duty.
2. All leaves are to be applied through the ERP portal.

3. The classes are to be adjusted, transferred on ERP portal.
4. All leaves except CLs are to be supported with documents.
5. Any kind of leave for more than 3 days are to be supported by documents.

The leave cannot be claimed as a matter of right. The discretion is reserved with the Management/Principal to grant leave either to refuse or revoke leave at any time according to the requirement of the college service.

DISCIPLINARY ACTION

An employee against whom disciplinary action is proposed to be taken should be issued a show cause notice or given a charge sheet by the management or head of the institute or college, clearly setting out the circumstances and facts relating to the misconduct alleged and affording him the opportunity to submit an explanation in writing, if any, within seven days of receiving the said charge sheet.

Such employee shall also be given an opportunity to answer the charges at the time of an inquiry before an inquiry officer to be appointed by the management or head of the institute or college, the date and time of the inquiry being fixed with sufficient notice to the employee concerned to prepare, explain, or produce any evidence he wishes to rely upon in his defense at the inquiry.

Any notice, order, charge-sheet, or communication meant for the charge-sheeted employee shall be in English or in Kannada. In the case of an absentee employee, notice or any communication shall be sent to him by registered post acknowledgement due' to the address provided by him as per the rules. If the employee concerned refuses to accept any communication in connection with any disciplinary process when it is sought to be served on him, exhibition of such communication on the notice board of the institute or college would be considered sufficient proof of service of the said communication to him. If the employee concerned fails to appear before the Enquiry Officer at the appointment time and place without sufficient cause for his absence to the satisfaction of the Enquiry Officer, then the inquiry is liable to be held 'ex-parte'. During the inquiry, the employee shall be permitted to produce records and examine witnesses in his defence, peruse records produced in support of the allegations, and cross-examine witnesses examined against his interests.

The employee concerned may be permitted to be assisted by his co-employee during the inquiry if he so desires in writing. The employee on whom the punishment is imposed consequent to

disciplinary proceedings conducted as provided herein may appeal to the Administrative Committee of the Trust within thirty (30) days of the communication of the order of punishment. The appeal shall be forwarded to the said committee through the head of the institute or college. The Administrative Committee or any member or members thereof delegated in this respect shall dispose of the appeal within three (3) months of it being preferred. If the employee makes in writing a voluntary and unconditional admission of his guilt regarding the charges at any stage of the disciplinary proceedings, no further inquiry would be necessary to be held or continued. If, however, the employee concerned requests to be heard on the nature of punishment, such an opportunity may be afforded to him.

When the misconduct alleged is of a very serious nature, the administrator or head of the institute or college may suspend the employee from duty pending disciplinary proceedings. During such a period of suspension, the employee concerned shall not leave the station except with the written permission of the administrator or head of the institute or college.

During the period of suspension, the employee shall be paid a subsistence allowance amounting to fifty percent (50%) of his salary during the initial ninety (90) days. If, however, the period of suspension exceeds ninety (90) days, the rate of subsistence allowance shall be increased to seventy-five percent (75%) of his salary. Provided that where the disciplinary proceedings are prolonged on account of any reason attributable to the employee concerned and therefore the period of suspension gets extended beyond the initial ninety (90) days, the rate of subsistence allowance for the period exceeding those ninety (90) days shall be only twenty-five percent (25%) of the salary of the said employee. If the employee is acquitted of the charges alleged against him, he would be entitled to his salary for the entire period of his suspension, and the same would be paid to him after deducting the subsistence allowance already drawn by him. If the employee is dismissed, the order of dismissal shall become effective from the date of suspension itself, notwithstanding the subsistence allowance already paid to him.

GRIEVANCE PROCEDURE

Any complaints or grievances arising out of employment, including those relating to unfair treatment or wrongful action on the part of the supervisory staff, shall be first referred to the head of the department in which the employee is working.

In the event the employee is not satisfied with the decision of the department head, or if the latter so wishes, the complaint may be referred to the head of the institute or college. The Head

of the Institute or College, at his discretion, may appoint an officer or a committee to investigate the grievance.

Based on the findings arrived at through the aforesaid process, the Head of the Institute or College shall take a decision on the subject matter of the grievance and communicate the same to the employee concerned through his Departmental Head, and such decision of the Head of the Institute or College will be final and binding.

SOCIAL SECURITY / INCENTIVE PLAN

1. **Employees Provident Fund (EPF):** Employees of PACE coming under the purview of the Employees Provident Fund, are enrolled as a member from the date of joining.
2. **Employees State Insurance (ESI):** PACE contributes towards the Employees Deposit Linked Insurance Scheme, as per the existing standard norms.
3. **Gratuity:** The College contributes to group gratuity /life assurance if any, payable under the existing standard norms, to the employee after retirement/resignation.
4. **Group Accident Policy:** All the employees of PACE are covered under the Group Accident Insurance Policy of Star Health and Allied Insurance Company.
5. **Accommodation:** All teaching/non-teaching/supporting staff members are entitled to free accommodation in the hostels.
6. **Subsidized Food Facilities:** Teaching and non-teaching staff will be charged a subsidized rate of Rs.2500/- per month (Actual rate Rs.5250/- per month). Supporting staff will be charged a subsidized rate of Rs.500/-(Actual rate Rs.5250/- per month) per month.
7. **Transportation Facilities:** To support our teaching and non-teaching faculty, the institution provides a 25% monthly subsidy on transportation costs.
8. **Faculty Professional Development Financial Support:** To foster professional growth and contribute to the institution's academic excellence, financial support will be provided to faculty members for attending conferences, workshops, seminars, and Faculty Development Programs (FDPs).

Research and Development Policy

Research and Development Cell

Research and Development Cell is established in P.A College of Engineering (PACE) to create a vibrant atmosphere of research among faculty members, students and researchers. PACE believes that research is integral element and must remain vital in the development of an academic institution. Hence equal emphasize is given to both basic and applied research, because it's the basic research, which supplies impetus to the applied research. PACE has the following eight VTU recognized Research Centres offering Ph.D. and M.Sc. (Engg.) by Research courses:

- Bio-Technology
- Chemistry
- Electronics and Communication Engineering
- Computer Science Engineering
- Mechanical Engineering
- Civil Engineering
- Mathematics
- Management Studies

Policy

Research and Development Cell, PACE has a robust Research Policy which will serve as an overall framework to carry out the research activities. It is implementable in all Research Centres of PACE, with the following salient features.

- **Research Integrity:** Promote honesty, transparency, and integrity in research activities, emphasizing the importance of upholding high ethical standards and adhering to professional codes of conduct.
- **Research Funding:** Outline procedures for obtaining and managing research funding, including guidelines for proposal development, budgeting, grant administration, reporting, and compliance with funding agency requirements.
- **Ethical Conduct:** Establish principles and guidelines for the ethical conduct of research, including standards for the treatment of human subjects, animals, and the

environment, as well as policies on plagiarism, data fabrication, and conflicts of interest.

- **Financial Support:** The expenses incurred towards attending workshops/seminars/conferences/membership fees etc. will be supported as per actuals, on recommendation from HoD and Principal.

**Policy on Provision of Financial
Assistance for Attending
Conferences/Workshops/Seminars/
Membership Fees**

Policy on Provision of Financial Assistance for Attending Conferences/Workshops/Seminars/Membership Fees

Policy:

- At the beginning of every semester, Academic schedule for the semester is communicated to all teaching and non-teaching staff members in accordance with the academic calendar released by Visveswaraya Technological University (VTU).
- To equip the faculty members with skills and professional competencies required for teaching training the faculty members have to plan the schedule to attend FDP, Conference, Industrial Training etc. based on academic calendar as well in consultation with HOD.
- The faculty members are encouraged to register for membership of their domain relevant professional bodies. The college shall reimburse the membership fees of professional bodies subject to the approval of HOD.
- The faculty members shall find out the relevant professional enhancement programmes scheduled by various reputed institutions. Further, the concerned head of departments shall share programme schedules received by them through official correspondence/Email.
- The faculty member has to submit a request letter to the HOD of respective departments to attend the programme.
- HOD shall finalize regarding the number faculty and number of programs that are necessary to attend identified program. Class schedule of faculty member, type of program and duration of the program shall be considered while finalizing.
- The HoD shall recommend concerned request and forward to the Principal.
- The Principal shall approve/ recommend for further necessary payment process
- On the approval of Principal, the faculty members can avail the benefits from Accounts officer/ cashier to proceed for the program.

Feedback Policy and Process

FEEDBACK POLICY AND PROCESS

A brief overview of the procedures typically adopted at PA College of Engineering to collect and act upon the feedback on curriculum and ambience of the institution is given below

PROCESS	REMARKS
Feedback Collection	Feedback is collected from the Stakeholders.
Feedback Receiver	Head of the Department
Frequency of Feedback Collection	Once in a Year
Metrics Used for Collection	Excellent (5), Very Good (4), Good (3), Satisfactory (2), Not Satisfactory (1)
Target (%)	80%
Action Taken / Corrective Measures	Below 80% action is taken as per the suggestions from the stake holders

• STAKEHOLDERS

- **Final year Students:** Student feedback is essential for assessing the learning environment, support services, and overall campus ambience. A questionnaire is formatted with various parameters reflecting on the need to enhance the university curriculum. The feedback is collected from the final year students during the eighth semester. The feedbacks for further assessment are: Course End Surveys and Program Exit Surveys which are obtained from the ERP system
- **Teachers:** Feedback from teachers often focuses on the teaching-learning process, curriculum effectiveness, and institutional support. A questionnaire containing the above parameters is formed and circulated to the teaching faculty
- **Employers:** Institutions seek input from employers to assess the job readiness of graduates and alignment with industry expectations. A questionnaire is formed to gather information on the skills and competencies of graduates and the relevance of the curriculum.
- **Alumni:** Alumni feedback is valuable for evaluating the long-term impact of education. Alumni surveys are used to collect information on alumni experiences,

career paths, and suggestions for improvement. A questionnaire is formed for the same.

- **ANALYSIS, ACTION TAKEN AND REVIEW**

- **Feedback Analysis:** Post feedback collection, the institution analyses the data to identify trends, patterns, and areas that require attention. Data analysis involve calculating the weightage in percentage and on a three-point scale. A benchmark of **80%** is set for the weightage of the questionnaires in terms of percentage and specific action is taken for the parameters below the specified benchmark.
- **Institutional Review:** The feedback analysis is forwarded to the Department Advisory Board and IQAC for further review. These reviews may lead to changes in curriculum, teaching methodologies, infrastructure, or support services to enhance the overall educational experience
- **Action Taken Report (ATR):** Post review, the institution prepares an Action Taken Report (ATR). This report outlines the specific actions and initiatives that will be taken to address the concerns and suggestions raised by stakeholders.
- **Transparency and Communication:** To promote transparency and accountability, PA College of Engineering publish the feedback links & ATR on their official website. This ensures that stakeholders can access information about the institution's responsiveness to their feedback.
- **Continuous Improvement:** The feedback process is cyclical and ongoing. PACE continually collects feedback, implement improvements, and monitor the impact of these changes. This iterative process is essential for maintaining and enhancing the quality of education.
- **Engagement with Stakeholders:** In addition to collecting feedback, institutions engage with stakeholders through regular interactions with the advisory committees.

Scholarship Policy

SCHOLARSHIP POLICY

The P. A. College of Engineering provides scholarship on a positive note of recognition to the students based on their academic performance to enhance their progress and quality of learning. The Management of P. A. College of Engineering provides scholarships under the following categories to students based on academic and economic concerns.

1. PACE Merit-Based Scholarship
2. Economically Poor Students Scholarship

1) PACE Merit-Based Scholarship

Scholarships for merit are allocated based on students' academic performance from the previous year and provided by the management to cover tuition fees.

2) Economically Poor Students Scholarship

Students from economically disadvantaged/poor backgrounds who struggle to meet basic financial needs during their study program are eligible for this scholarship. The award of this scholarship is recommended by Heads of Departments (HODs) or Principal of the college and is ultimately decided by the management, considering each case individually.

E-Governance Policy

E-Governance Policy

Preamble:

P.A College of Engineering (PACE) is envisaged as a center of evolution for excellence in Technological, Management and Research Education. The institution aspires to spread universal knowledge through village's and cities enabling expansion of human resource. For overall growth and development of the institution it is essential to have collaboration and access to all the information available in the institution through technology with E- Governance for assuring transparency in the system.

E-Governance Policy highlights the significance of Smart Governance for improving the internal organizational processes. The policy helps in achieving effectiveness in various operations of the institution, providing clarity in different functionalities like Administration, Services related to Finance, Accounts, Student Admission and Support, Examination, for involving Management and other key stakeholders of the college.

Objectives of implementing E-Governance Policy:

- Attainment of efficacy in operations
- Active communication among participants
- Enhancing the coordination and cooperation between users
- Simplicity of access to information online
- Promote paperless administration

Policy Statement:

PACE shall embrace E-governance by facilitating swift and transparent integration of internal organizational processes, fostering engagement of all stakeholders, to ensure ongoing progress and global recognition of the institution.

Areas of Implementation of E-Governance:

1. Administration:

To create a seamless administrative environment for the institution, it is imperative to integrate various organizational processes with ICT-based technology. This includes implementing a user friendly Enterprise Resource Planning (ERP) solution to automate

different modules of institutional functioning. All the Library functions should be automated with standard library management software. Provisions should be made to access the Digital Library through the software. College website reflects the information about admission criteria, courses, facilities, faculty information, research activities, placements, alumni information, important notices, mandatory disclosure etc. Qualified personnel should be identified at the college level for website administration.

2. Student Admission and Support:

To process the student admissions using the ERP software. The data is to be organized and stored in centralized database for further use and should be made available to other required modules of ERP system for monitoring student's academic performance.

3. Finance and Accounts:

Suitable financial software should be used to handle institution's financial transactions and to maintain accounting information with utmost care. Appropriate security measures should be taken for maintaining confidentiality of the transactions.

4. Examination:

Internal Assessment Examination: A well-designed Internal Assessment examination modes must be available in the ERP system. Course-wise lesson plan, time table, question papers, scheme of valuation, internal assessment marks, attendance entry etc. should be made available in the ERP system. Provision should be made for students and parents to verify the Internal Assessment marks, attendance and academic progress through ERP system.

Implementation of the Policy:

Head of the institution is authorized to implement the policy in the above stated areas in consultation with the management as per the requirement.

Review of the Policy:

The management of the institution reserves the right to implement E-Governance even in other indispensable areas and amend the policy issues as and when required

Energy Conservation Policy

ENERGY CONSERVATION POLICY

P.A. College of Engineering has adopted the following policies towards Energy Conservation.

- **Energy Audit:** The organization will conduct regular energy audits to assess energy consumption, identify areas of waste, and implement energy-saving measures.
- **Energy-efficient Lighting:** The organization will replace incandescent bulbs with Energy-efficient LED bulbs and encourage the use of natural lighting wherever possible.
- **Heating and Cooling:** The organization will maintain heating and cooling systems and ensure that they are energy-efficient. It will also encourage the use of natural ventilation and insulation to reduce Energy consumption.
- **Equipment and Appliances:** The organization will purchase energy-efficient Equipment and Appliances, including Computers, Printers, and other Electronic Devices, to reduce Energy consumption.
- **Employee Education and Engagement:** The organization will educate and engage Employees on Energy Conservation practices and encourage them to adopt Energy-saving behaviors at work at home.
- **Transportation:** The organization will promote sustainability transportation options, such as public transit, Carpooling, and Biking, to reduce Carbon Emissions and Energy Consumption.
- **Waste Reduction:** The organization will promote waste reduction and recycling practices to reduce Energy consumption associated with waste disposal.
- **Monitoring and Reporting:** The organization will monitor and report on Energy consumption and savings to track progress towards Energy conservation Goals and identify opportunities for further improvement.

Overall, this Energy conservation policy demonstrates the Organization's commitment to reducing energy consumption and promoting Environmental Sustainability. The policy outlines specific actions, targets, and encourages Employee engagement and behavioural change to achieve these Goals.

Waste management policy

WASTE MANAGEMENT POLICY

P.A. College of Engineering has adopted the following policies for managing degradable and non-degradable waste:

- **Food Waste Collection:** Food waste is separated into degradable and non-degradable categories at the site and sent to appropriate facilities for further treatment.
- **Effluent Treatment:** Sewage water collected on campus is treated through an effluent treatment plant. The treated water is used for watering plants on campus, and the separated sludge is treated and used as manure for campus plants and trees.
- **Conversion of Organic Waste into Bio-Compost:** The college has a bio-composting unit where all organic waste, including canteen waste, is processed with lime to convert it into manure.
- **Creating a Plastic-Free Campus:** The college is a plastic-free zone. The canteen is strictly instructed to use only biodegradable cups and plates and to provide separate bins for biodegradable and non-biodegradable wastes. The Green Committee and Eco-club volunteers regularly educate staff, students, and others about avoiding plastic use. Display boards around the campus indicate the "Plastic-Free Zone."
- **E-Waste Management:** E-waste from all departments, classrooms, and offices is centrally collected and stored in a designated room before being sold to a local agency for proper management.
- **Paper Waste Management:** Waste paper from departments, classrooms, the library, and offices is collected and sold to local vendors for reuse and recycling.
- **Solid Waste Management:** Solid waste, excluding e-waste and paper waste, such as building debris, unused building materials, and non-biodegradable waste, is removed from the campus by local agents.

Overall, the waste management policy demonstrates the organization's commitment to minimizing the impact of waste produced by human activities on campus through proactive and reactive measures.

Water Conservation Policy

WATER CONSERVATION POLICY

- **Awareness and Education:** Conduct regular awareness campaigns and workshops to educate students, faculty, and staff about the importance of water conservation, efficient water use, and sustainable practices. Promote the understanding of water-saving techniques and technologies through seminars, presentations, and information materials.
- **Water utility Monitoring:** Regularly monitor and analyze water usage data to identify trends, anomalies, and opportunities for improvement.
- **Infrastructure and Facility Management:** Implement water-efficient fixtures such as low-flow faucets, toilets, and showers in all buildings and facilities. Repair any water leaks promptly to minimize water loss. Install rainwater harvesting systems to capture and store rainwater for non-potable uses such as irrigation and toilet flushing.
- **Landscaping and Irrigation:** Use native or drought-resistant plants in landscaping to minimize the need for excessive watering. Implement efficient irrigation systems such as drip irrigation or automated timers to optimize water usage in gardens and lawns. Avoid watering during peak sunlight hours to minimize evaporation.
- **Water Recycling and Reuse:** Identify opportunities for water recycling and reuse within the institute, such as treating and reusing wastewater for non-potable purposes like flushing toilets or irrigation.
- **Student and Staff Involvement:** Encourage students, faculty, and staff to actively participate in water conservation efforts through campaigns, competitions, and initiatives. Promote responsible water usage practices, such as turning off taps, when not in use, taking shorter showers, and using water wisely in laboratories and Collect feedback from the campus community and involve stakeholders in policy discussions and improvements.

Green Campus Policy

GREEN CAMPUS POLICY

A Green Campus policy is an important aspect of promoting sustainability in Colleges.

- **Energy Conservation:** The College aims to reduce energy consumption through efficient lighting, heating, cooling, and equipment upgrades, while exploring renewable energy opportunities like solar and wind power.
- **Water Conservation:** The College will promote Water Conservation through initiatives such as Water-efficient landscaping, Low-flow fixtures and leak detection and repair.
- **Waste Reduction and Recycling:** The college will promote waste reduction through composting, paper reduction, responsible waste management, and encourage reusable items like water bottles and utensils to foster sustainability.
- **Sustainable Transportation:** The College will promote sustainable transportation options, such as public transit, Carpooling, Cycling, and Walking, to reduce Carbon emissions and encourage healthy lifestyles.
- **Sustainability Education and Outreach:** The College will educate, engage, and provide opportunities for Students, Faculty, and Staff to participate in sustainability initiatives through Workshops, Events, outreach initiatives, both on campus and in the community.
- **Sustainable Food:** The College will promote sustainability Food practices through initiatives such as sourcing Local and Organic Food, reducing Food Waste, and providing Plant-based options.
- **Biodiversity and Ecosystem Preservation:** The College will promote biodiversity and ecosystem preservation through initiatives such as protecting natural areas on campus, promoting native plant species, and encouraging research on local ecosystems.
- **Environmental Justice:** The College will promote environmental justice by addressing environmental issues that disproportionately affect marginalized communities and working towards equitable and sustainable solutions.
- **Monitoring and Reporting:** The College will monitor and report on sustainability initiatives and progress towards sustainability goals to track progress and identify opportunities for improvement.

The Green Campus Policy showcases the College's dedication to sustainability and environmental stewardship, delineating actions, targets, and encouraging student and staff engagement. By adopting it, the College becomes a sustainable practices model, promoting a greener future essential for colleges' sustainability efforts.

Divyangjan Policy

DIVYANGJAN POLICY

Our Institution is committed to providing equal opportunities for all Students, including those with disabilities. It recognizes that Students with disabilities may require accommodation to access Educational Programs and Services. This policy outlines the Institution's commitment to provide reasonable accommodation and support services to Students and disabilities.

- A person who has been certified by a recognized agency for his/her disability is given admission through a reservation policy as per the Government Admission guidelines.
- The Placement cell shall provide support to the students with disability and assist them in getting appropriate employment after their studies.
- Students interested in Sports will be given special coaching.
- Sensible convenience will be made to meet the necessities of the considerable number of Students with disabilities as per the guidelines of VTU.
- The college shall provide Counselling for the students with disabilities on the types of courses they can study at the higher education.
- Conduct regular Remedial Coaching Classes for persons with disabilities.
- P. A. College of Engineering, Mangaluru, is committed to ensuring that its entire campus infrastructure meets the diverse accessibility needs of Divyangjan (persons with disabilities).

The Institution is committed to providing equal access to educational programs and services for students with disabilities. This policy outlines the institution's commitment to providing reasonable accommodations and support services to students with disabilities. The policy also outlines the procedures for requesting accommodations, addressing grievances, and ensuring accessibility.

 www.pace.edu.in



P.A. COLLEGE OF ENGINEERING

Affiliated to VTU | Recognized by Govt. of Karnataka | Approved by AICTE

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