



# K S R Institute for Engineering and Technology

Tiruchengode, Namakkal(Dt) , Tamil Nadu

(Approved by AICTE New Delhi & Affiliated to Anna University Chennai)

BE (CSE,EEE,ECE,Mech)&B.Tech (IT) Programmes are Accredited by NBA

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### Key Indicator 7.1.10

### Highlighted section of handbook/ prospectus showing code of conduct for students and teachers

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Handbook showing code of conduct for students, teachers and  
administration staff

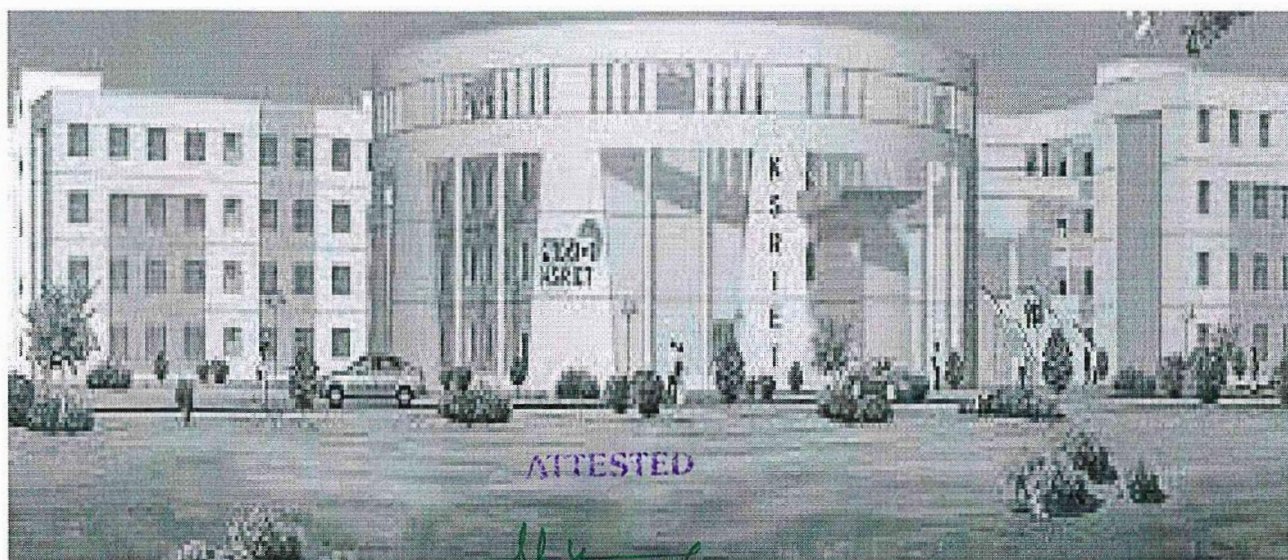
**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**

**TIRUCHENGODE – 637 215**



**HANDBOOK**

**(2018-2019)**



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# HANDBOOK

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- **Belongingness:** Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
- **Sustainability:** Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.

## 15. STANDARDS OF CONDUCT OF COLLEGE TEACHERS

Standards of Conduct of College teachers (Under sub section (2) of section 18 of the Tami Nadu Private Colleges Regulation Act 1976.)

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He /She shall be strictly honest and impartial in his / her Official dealings.
- Every teacher shall be present at the place of his / her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- Every teacher of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
- No teacher shall leave his / her department except with the prior permission of proper authority even during leave or vacation.
- Whenever leaving station, a teacher shall inform the Principal the address along with phone number where he / she would be available during the period of his / her absence from station.
- Every teacher shall devote himself/herself diligently to his / her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practicals and assessment / Examination / Evaluation work assigned to him/her by the college authorities.

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- Every teacher shall participate fully and enthusiastically in the corporate life of the college and shall perform any other curricular or extra - curricular work related to the college as may be assigned to him/her by the college authorities.
- No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies among his/her colleagues and students.
- Every teacher shall help the college authorities in enforcing and maintaining discipline among students
- No teacher shall incite students against other students, teacher or college authorities. This does not interfere with the right of a teacher to express his / her opinion on principles in seminars or other places where students are present.
- Every teacher shall assess impartially the performance of students in Tests, Examination, Assignments, Practicals, Dissertations, Theses etc, He / She should not indulge in over making, under-making or other attempts at victimization on any ground.
- No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.
- No teacher shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or student of the college with the intention of interfering with the performance of his/her duties.
- No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the college.
- No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research finding of others.
- No teacher shall take active part in political activities so as to cause interference in the discharge of his/her duties nor shall be in any manner associate himself/herself with any movement or organization , which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
- No teacher shall in any radio broadcast or in any document publish anonymously or in his/her own name or in the name of any other person or in any communication to the press, make any statement or public utterance or express an opinion.

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- Which is in the nature of character assassination reflection on the personal life of his / her superiors
  - Which is in the nature of criticism of individual as distinct from policy decision provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his / her official capacity or in the due performance of the duties assigned to him/her on academic matters
- No teacher shall expect in accordance with any general or special orders of the college or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such document or information.
- No teacher shall expect with the previous permission of the college / university authorities, engage himself directly or indirectly in any business or private tuition or accept any other employment.
- No teacher shall expect with previous sanction of the college accept or permit his wife / her husband or any other member of his/her family to accept from any person any gift or more than trifling value. The interpretation of the term "trifling value" shall be the same as laid down in the Government servants conduct Rules.
- No teacher shall speculate in any business nor shall make or permit his wife / her husband or any members of his /her family to make any investment likely to embarrass or influence him / her in the discharge his / her official duties.
- No teacher shall lend money at interest to any person nor shall borrow money from any person with whom he /she is likely to have official transactions beyond the financial ceilings.
- A teacher shall so manage his / her private affairs as to avoid habitual indebtedness or insolvency. When a teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his / her salary is continuously being attached, he /she may be liable for disciplinary action, which may lead to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.

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- A teacher who gets involved in some criminal proceedings shall immediately inform the college authorities irrespective of the fact whether he / she has been released on bail or not.

## 16. STUDENT CENTRIC POLICY

- The college gives utmost priority for discipline and every one (students and staff members), are bound to follow the Rules and Regulations of the College and maintain strict discipline.
- Students are expected to use courteous and polite language with members of the staff and maintain decorum in the campus and outside. They are expected to behave genuinely in order to bring a good name for the college wherever they are.
- A minimum of 75% attendance is expected in each semester necessarily to enable a student perform better in the University examinations.
- Students who absent themselves without permission will be deemed to have been absent for 2 days. Continuous absence from class on medical grounds will be permitted only on production of medical certificate and letter from parent.
- Students should visit Library to view NPTEL videos and to access online journals to update their knowledge in their subject areas of interest.
- Every student who has given willingness must regularly attend the Training and Placement classes to enhance aptitude, communication and other skills for campus recruitment.
- Students shall visit the Internet Lab during the allotted time for browsing the web for recent developments, preparing papers and reviewing literature for project work, etc.
- Students should actively involve in organizing various functions, events, etc., to develop leadership skills.
- In case of genuine reasons and unavoidable situations, students shall avail 10 days permitted leave per Semester. If they are absent for more than 10 days, they should bring their parents for discussion and meeting with the authorities concerned to understand the reasons for absence.
- Each student shall avail On-Duty leave to participate in co-curricular activities such as paper presentations, seminars, symposia, workshops, project exhibitions, industrial visits, design contest and extra-curricular activities such as sports, games and university athletic events.

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*M. K. S.*

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- During summer vacation, students are expected to participate in industrial training and industrial visits to enhance their practical knowledge.
- From the safety point of view, all students are instructed to travel only in college buses.
- All Students are advised to make best use of the facilities in the College to improve their knowledge, enhance communication skills, soft skills in order to excel in their academics and start a good career.


#### 16.1 Rules and Regulations for Students

- All students should be inside the College campus before 8.50 am on all working days.
- Students are expected to be seated in the Classrooms / Laboratories five minutes before the commencement of each theory class / practical class.
- All Students should come to the classes in neat and formal dress. They should be in uniform (lab coats) during practical classes.
- Students should maintain discipline and silence inside the Lecture hall / Laboratory / Drawing hall / Workshop, etc., and involve in learning.
- Every student should bring separate notebook for each theory subject and observation notebooks and records to the Laboratory classes regularly as per the Time Table.
- Students are advised to switch off fans and lights when they leave the class rooms.
- Students should sign in the Log-in Register, submit the record and go to the allotted work Table / Equipment during each practical session.
- Students should use the full time allotted for each practical session. They should learn the experiments, answer viva-voce questions and get the observation notes signed by the faculty members. They should not leave the Laboratory until they complete the experiment.
- Students should keep their sitting places neat and tidy. They should avoid chewing bubble gum, chocolate, etc., inside the Class room / Laboratory during classes.
- Students should not indulge in damaging or destroying the College property.
- Students are advised not to bring any valuable items to the college. They should take care of their belongings.

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- Celebrating birthdays / functions and any other such events on the campus are prohibited. If needed, students can celebrate by getting prior permission from their respective Head of Department.
- Ragging is strictly banned everywhere both inside and outside the campus. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per Anti-ragging rule.
- Ragging, consuming alcohol and smoking are strictly prohibited in the hostel and college campus.
- Each student is expected to earn 100% attendance by attending all classes and writing all Tests and Examinations.
- Every student should write all Tests as detailed in Academic schedule and pass in each Internal Test/Model Examination otherwise he/she must attend Retest/Remodel Examination to secure the pass marks. Students failing in more than two subjects in Internal Tests should bring their parents for meeting the HoD to discuss the reasons for failure and to explore the means of improvement.
- Malpractice in any Test / Examination is strictly prohibited. If any student is caught for any kind of malpractice will be liable to undergo punishment as per College and University regulations.
- Students who do not fulfill the University requirements in terms of attendance and marks will forgo their chance to appear in the End Semester Examinations.

#### **16.2 Awards and Rewards**

- Best Outgoing Student Award
- Best Project Award
- Best Innovator Award
- Class Topper Award
- College Topper Award
- Best Library User Award
- 100% Attendance Achiever Award
- Reward for University Rank Holders

#### **17. GENERAL RULES AND REGULATIONS**

- All students should be inside the College campus before 8.50 am on all working days.
- Students are expected to be seated in the Classrooms / Laboratories five minutes before the commencement of each theory class / practical class.

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*M. [Signature]*

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- All Students should come to the classes in neat and formal dress. They should be in uniform (lab coats) during practical classes.
- Students should stand up as a mark of respect when a faculty member enters the classroom.
- Students should maintain discipline and silence inside the Lecture hall / Laboratory / Drawing hall / Workshop / Library, etc., and involve in learning.
- Every student should bring separate notebook for each theory subject and observation notebooks & records to the Laboratory classes regularly as per the Timetable.
- Students should sign in the Log-in Register, submit the record and go to the allotted Work Table / Equipment during each practical session.
- Students should use the full time allotted for each practical session. They should learn the experiments, answer the viva-voce questions and get the observation notes signed by the faculty member(s). They should not leave the Laboratory until they complete the experiment.
- Students should write the Practical Record for the Experiment done in a particular class and submit it in the next practical class. Students who do not submit the record note in time will not be allowed to do the next experiment and will not be given attendance for that laboratory class. However, in case of any genuine reason they shall get prior permission from the faculty members for extension of the date of submission.
- Students should bring their own calculators, drawing instruments, charts, data handbook, etc., whenever needed.
- Students should keep their sitting places neat and tidy. They should avoid chewing bubble gum, chocolate, etc., inside the Classroom / Laboratory.
- Students should not indulge in damaging or destroying the College property.
- Students are advised not to bring any valuable items to the college. They are the whole responsible to take care of their belongings.
- Using Mobile, Walkman, Camera, etc., inside the College campus is strictly prohibited.
- Celebrating birthdays and any other such events on the campus are strictly prohibited.
- Students should be polite, dignified, neat and obedient. They should not argue with staff members.

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- Ragging is strictly banned everywhere both inside and outside the campus. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per Anti-ragging rule.
- Each student is expected to possess 100% attendance by attending all classes and writing all Tests and Examinations.
- Every student should write all Tests as detailed in Academic schedule and pass in each Internal Test / Model Examination by securing 60% of marks otherwise he/she must attend Retest / Remodel Examination to secure the pass marks. Students failing in more than two subjects in Internal Tests should bring their parents for meeting the respective HOD to discuss the reasons for failure and to explore the means of improvement.
- Malpractice in any Test / Examination is strictly prohibited. If any student is caught for any kind of malpractice, they will be liable to undergo punishment as per College and University regulations.
- Student(s) who do not fulfill the University requirements in terms of attendance and marks will forgo their chance to appear in the End Semester Examinations.
- Students should visit Library to view NPTEL videos and to access online journals to update their knowledge in their subject areas of interest.
- Every student who has given willingness must regularly attend the Training and Placement classes to enhance aptitude, communication and other skills for campus recruitment.
- Students shall visit the Internet Lab during the allotted time for browsing the web for recent developments, preparing papers and reviewing literature for project work, etc.
- Students should actively involve in organizing various functions, events, etc., to develop leadership skills.
- In case of genuine reasons and unavoidable situations, Students shall avail 4 days permitted leave per Semester. If they are absent for more than 4 days, they should bring their parents for discussion and meeting with the authorities concerned to understand the reasons for absence.
- Each student shall avail 'n' number of On-Duty leave to participate in co-curricular activities such as paper presentations, seminars, symposia, workshops, project exhibitions, industrial visits, design contest and extra-curricular activities such as sports, games and university athletic events.

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- During summer vacation, students are expected to participate in industrial training and industrial visits to enhance their practical knowledge.
- From the safety point of view, all students are instructed to travel only in Buses.
- All Students are advised to make best use of the facilities in the College to improve their knowledge, enhance communication skills, soft skills in order to excel in their academics and start a good career.

## **18. HOSTEL RULES AND REGULATIONS**

### **18.1 Admission**

- Admission to the hostel should be requisitioned in the "Hostel Application" form only.
- When a student gets admitted to the college, it does not mean that he is automatically eligible to get admission to the hostel too.
- Before admission, each student has to pay admission fees, mess fees, room rent and other charges as stated by the Management.
- Admission and continuous stay in the hostel depends on the good behaviour and conduct.

### **18.2 Wake-up**

- Students are expected to wake up early in the morning, arrange their beds neatly and do the morning routine.
  - Students who are sick and unable to attend college must report to the Warden before breakfast.
- Students should report for Breakfast, Lunch and Dinner at the prescribed timing.

### **18.3 Study hour**

- Study Hours : 8.30 pm to 11:00 pm
- Silence is to be maintained during study hours.
- Study hours are to be sincerely followed by all inmates of hostel.
- Walking around, sleeping, hearing music, using cell phones, reading of novels or magazines, using laptops, etc. during the study hours will not be allowed.
- The room doors should be kept open during study hours.
- No student is allowed to forego the study hours without the permission of the Warden.

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#### 18.4 Behaviour / Conduct

- Groupism amongst the hostel students is strictly forbidden.
- Before a student leaves his room, he must ensure that all electrical appliances are switched off and the room is locked. If not, the inmate of the room will be fined.
- The student who violates the study hours and disturbs the other students will be instructed to vacate the hostel.
- To maintain an environment which promotes its educational mission, the college expects the hostel inmates to respect their fellow inmates and protect their property.
- Possession of narcotic materials, pornographic posters in any form (either hard or soft copies) will call for expulsion of the inmate from the hostel and he will be handed over to the police immediately.
- All students must follow the return time to the hostel as notified viz., 6.00 pm.

#### 18.5 Leave and Permission Regulation

- Inmates will be allowed to go home once in a month only if parents give written requisition or through phone stating the reason, duration of stay, name of the person accompanying the trip or travel etc. The inmates will be permitted to go home only for valid reasons. The parents should apply to the Warden directly for permission to send their son home. After returning from his trip, the student should make entry about his return in the access control system.
- Students are not allowed to stay in the hostel during class hours unless the stay is unavoidable due to illness or any valid reasons. In such cases, the concerned student should take the permission of the Warden and communicate his absence in writing to Class Advisor/Tutor.
- The students are not permitted to go to their guardian's house for overnight stay unless there is a specific written requisition from parents.  
Students are permitted to go out during weekends and other holidays with prior permission from the Warden only for a maximum duration of 5 hours based on requisition from their parents in writing or through phone.
- Hostel students who want to travel in the college bus during weekend holidays have to get prior permission from the Warden.

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### 18.6 Ragging

- The inmates should treat others as their fellow brothers irrespective of their caste, creed and religion. Ragging in any form is strictly prohibited in the college campus as well as in the hostel. Ragging is a criminal offence under the law.
- Any student found involved in ragging/hurting other students by word or deed will be expelled from the hostel and the college and will be handed over to the police without any enquiry.

### 18.7 Meals

- Every inmate must abide by the mess timing applicable in his hostel and must be present in the mess hall in proper dress code

#### Mess Timings

On Working Days		On Holidays
Breakfast	7.30 am to 8.45 am	8.00 am to 9.30 am
Lunch	12.30 pm to 1.30 pm	12.30 pm to 2.00 pm
Dinner	7.30 pm to 8.30 pm	7.30 pm to 9.00 pm

### 18.8 Room Cleanliness

- Inmates are expected to keep their room neat and clean.  
The Principal, Warden and Tutors will inspect the rooms.

### 18.9 General Rules and Regulations of Hostellers

- Rooms once allotted for the academic year are not interchangeable without permission of the Warden.
- Inmates should not tamper with any of the electrical and other permanent fittings in the rooms. Any loss or damage to them shall be recovered from the inmates concerned. Use of personal electrical appliances without permission will lead to expulsion of the students from the hostel.
- As far as loss or damage of electrical and other fittings which are common to all the students of a block are concerned, such cost will be recovered on collective basis from all inmates of that block.

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- Students should not arrange any function or meeting within the hostel, without getting prior permission of the Warden.
- Any student who is removed from the college will automatically cease to be an inmate of the hostel.
- No students should stay away from the hostel on any day without the prior permission of the Warden.
- No outsiders or students other than the inmates should be found inside the hostel. If any unauthorized person is found inside the hostel, action will be taken against the inmate in whose room the person is found and that inmate will be expelled from the hostel.
- Students should not paste any posters/pictures etc. on the walls, doors, windows and shelves. Cut outs should not be placed or brought inside the hostel.
- When the students go out of their room during nights for fairly long intervals they should switch off the electrical appliances in the room.
- Students should not keep large amounts of cash or costly items like mobile phone, camera, electrical gadgets, gold chains, rings etc. in their rooms. Complaints about loss or theft about such costly items are discouraged.
- Students should not keep two wheelers or cars in the hostel premises.
- Personal audio systems, computers and other electrical appliances shall be used only with prior permission from the Warden. Terms and conditions for the use of such appliances will be stipulated from time to time
- Students consuming alcohol, smoking and cutting birthday cake, causing disturbance to others will be expelled from the Hostel.

## 19. COLLEGE TRANSPORT RULES

The college shuttles more than 130 free buses for the benefit of the students from the districts- Namakkal, Erode, Salem, Karur and Tirupur. It gives a platform for the rural students to get quality education.

- All the faculty members, staff members and students can use the college buses with free of cost.
- Anyone can board at any place as per their schedule and can get off at any place.
- Strict discipline is expected from the students while using the college transport facility.

  
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- Any misbehavior or damages will lead to the severe punishment and cancellation of transport facility to the student concerned without accepting any kind of apologies.
- Students who are staying in the hostel can utilize the transport facility when they go to their hometown.

## 20. ANTI-RAGGING

Anti-Ragging Committee has been constituted as per the guidelines of UGC, AICTE and the University to handle issues related to ragging. Banners on ragging have been displayed around the campus, clearly stating the activities which are considered as ragging and punishments prescribed by the law for such activities.

Affidavits, as per the direction from the Government and Anti-ragging undertaking are collected from all the students and their parents.

In the beginning of every academic year, instructions are given to all the students not to involve in ragging and since circulars containing warning by the government are displayed at places to attract the attention of students, no incident of ragging has been reported so far either in the campus or in hostels.

CCTV cameras are installed at various locations in the college as per the Government regulations to monitor the activities.


### 20.1 What constitutes Ragging

Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in undisciplined activities by any student or students which causes or is likely to cause frustration, suffering, physical or psychological hurt or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which has the effect of causing or generating a sense of shame or torture or embarrassment so as to adversely affect the body or mind of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

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- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and vulgar acts & gestures, causing bodily harm or any other danger to health or a person.
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the humiliation to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

## 20.2 Punishments


Depending upon the nature and seriousness of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a restraint to ensure community pressure on the potential raggers

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- **Maintenance:** Dedicated college level and department level coordinators are allocated for the maintenance and updation of e-governance. They do customization based on the requirement of the institution.

#### 46. GREEN CAMPUS AND ENVIRONMENTAL POLICY

As a social responsible technical institution, KSRIET clearly understands its responsibility of contributing to the national environment sustainability by strictly implementing the policy through campus activities.

The Green Campus and Environmental Policy of KSRIET are to manage energy in such a systematic way so as to minimize its impact on the environment. The policy implies to explore the renewable energy resources to reduce environmental issues and to find out substitute natural resources as solutions to the energy crisis.

This Green Campus and Environmental Policy is binding for all the components of the institution, also it applies to all its stakeholders and to the various activities undertaken by the institution. It will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage.

##### 46.1 The prominent features of the institutional Green Campus and Environmental

##### Policy are:

- Finest use of all natural resources and avoid wastage.
- Uphold quality of the resources for best environment and health.
- Inculcate environment realization among stakeholders to control environmental pollutions and exploitation of resources.
- Adoption of Green environmental practices like use of solar power, improve greenery in and around campus, avoid plastic use, rain water harvesting, proper solid waste management and others.
- Maintain landscaping with trees and plants.
- Keep paperless and pollution free campus.
- Display awareness boards for saving energy and water in the entire campus.

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