



7.1.2 (2) POLICY DOCUMENTS



MEDARAMETLA ANJAMMA MASTAN RAO COLLEGE OF PHARMACY

Kesanupalli (Village), Narasaraopet, Palnadu (District), Andhra Pradesh -522601

(Approved by AICTE, PCI, New Delhi & Permanently Affiliated to Acharya Nagarjuna University)

Recognized by UGC under sec 2(f) & 12(B) & ISO Certified Institution)

Mobile: 9848498714 / 9951420612 | email: prins2mam@gmail.com | website: www.mamcollegeofpharmacy.ac.in

Date: 06.07.2020

ENERGY POLICY DOCUMENT

The M.A.M College of pharmacy is committed to create environment consciousness among its members and in the society. Environment friendly practices are encouraged for sustainable development and the institution set in harmony nature promotes a stress-free learning environment in the campus. The green practices adopted by the institution are discussed here under.

While designing the building, the planned structure must emphasize on

1. Maximum natural sunlight and open air ventilation to be compulsory integrated to avoid Heating, ventilation and air conditioning
2. All required features of sustainability
3. Low glazing tiles and glasses
4. Rainwater harvesting to be mandatory
5. All facilities like internet, telephone, fire safety to be integrated at the initial stage
6. Energy-efficient system and energy conservation to achieve minimum energy consumption
7. Underground recharging of water
8. Installation of solar panels / alternate energy resources wherever possible.

Water resources and rain water harvesting:

As the college located in the hot climatic zone the college realizes the importance of conservation and the best utilization of water resources. The college maintains and generates water resources. The college has a bore well to meet the general needs of the institution. The water from the roof tops along with the rain water is collected through a well-connected pipe work delivery system. This arrangement is helpful in collecting water, which is then collected into pits, specially constructed for this purpose. The rain water stored in the pits is used for maintenance of the green cover on the campus. In the hot summer season, when water scarcity is more, the surrounding bore wells get recharged and the ground water level increases.

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Energy consumption: To reduce energy consumption, the practices

- Turn off the things when not in use
- Using led light bulbs
- Usage of Bureau of energy Efficiency (BEE) rating appliances for energy saving.

Public transport/ bus facility: Provides bus facility to all the staff and students.

Restricted Entry of Automobiles:

- No vehicle is allowed into the campus, making the campus pollution free.
- The vehicles are parked outside the gate of the campus.
- Students nearby are encouraged to come by bicycles to college.
- All the college buses and vehicles are used by the college members do have PUC certification, which is renewed regularly.

Pedestrian Friendly pathways: Campus has sufficient space for parking vehicles of staff and students. Roads inside the campus are well maintained. Pedestrians can walk safely on the pathways.

Use of paper:

- Teaching and non-teaching staff shall ensure printouts are double –sided; to save 50% paper use.
- Whenever possible single side papers may be reused; minimizing the use of paper.
- Whenever possible automation and digitization may be introduced to help in the minimization of paper usage. Digital storage of documents is one such measure. Institutional data to a great extent is stored digitally.
- Technology is used to a greater extent for communication among the staff and the students rather than paper communication. Class-wise groups, department wise groups, committee wise groups. Facilitate E-communication and use of public address systems to reduce of paper in notices and circulars.
- In addition of going paperless in the classroom, the college has also introduced a “learning management system” wherein references, notes, syllabus question banks, the study material is stored and shared on the e-platform, avoiding massive usage of paper.
- Usage of e-library by the students and staff.



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7. The teachers have also experimented with alternatives of paper – based testing with e-assignments and other skill – based tests like presentations, group discussions, etc.

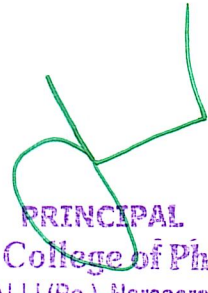
Land scraping with Trees and plants:

The number of trees and plants on the campus create an eco-friendly environment and creates a positive impact on the stakeholders, who engage themselves with the institution by participating in several plantation activities. The institute has full time gardener to maintain and monitor the natural plants and medicinal plant garden. College has a separate herbal garden on the campus. Landscaping of the campus with trees and plants will be carried through NSS and eco-club. Faculty and students take part in the “Green city” “challenge program, a green initiative of the AP Government and “swatch Bharat” activities by college.

Carbon Neutrality:

1. The parking lot for vehicles at the main gate, parking area only.
2. All buses are to be equipped with speed control devices.
3. Students who are staying in kesanupalli village, near the college are encouraged to use bicycles for transport to the college.


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Date: 15.02.2018

POLICY DOCUMENT ON CODE OF ETHICS

The institution involves in recognizing the responsibility, a shared understanding of what constitutes ethical academic behaviour inherent in these core universal values should form the basis of the institutional Code of Ethics which must, in addition, promote the principles stated under the heads of:

- i. Academic integrity and ethical conduct of research
- ii. Equity, justice and non-discrimination
- iii. Accountability, transparency and independence
- iv. Critical analysis and respect for reasoned opinions
- v. Responsibility for the stewardship of assets, resources and the environment
- vi. Free and open dissemination of knowledge and information
- vii. Solidarity with and fair treatment of national as well as international partners

The Principles and Guidelines of Academic Ethics:

The ethical standards of conduct articulated in the institutional code should apply to all members of the academic community, including institutional leadership, Faculty members, administrative staff and students. Each member of the community should be made aware of his/her rights but also of their personal responsibility to comply with the code, especially in regards to the following:

- i. Upholding of academic integrity and independence, based on the principle of the honest and open search for and dissemination of knowledge free from internal institutional censorship and from all external pressures from social movements, industrial lobbies, governments and political and/or religious groups that compromise or threaten this principle;



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- ii. Avoiding fraud of any kind , including plagiarism, deliberate fabrication or falsification of Data, unauthorized duplication and unwarranted authorship, piracy of thesis or projects, and the use of ghost writers and unwarranted co-authorship;
- iii. Promoting decision-making based on merit along with ability and performance as the key criteria in the standards used for the selection, compensation and promotion of faculty members, technical and administrative staff as well as students;
- iv. Avoiding conflict of interest in all areas of policy and decision-making concerning, for example, research, student admission and evaluation, faculty performance, promotion, compensation, etc.
- v. Ensuring policies and resources are in place that uphold a high quality of teaching, proper student supervision and fair and transparent evaluation of student performance according to criteria available in advance.
- vi. Promoting and safeguarding mutual respect between teacher and student, non-discrimination, trustworthiness and avoiding all abuse of power and harassment;
- vii. Preventing all corruption, including the sale or receipt of favors for admissions, favorable examinations results, granting of qualifications, hiring and promotion, etc.;
- viii. Maintaining high level of confidentiality by protecting the integrity and security of university information systems including student records, employee files, patient records, and contract negotiation documents;
- ix. Ensuring that university resources, staff time, supplies, equipment, services and travel budgets are used solely for university related purpose;
- x. Respecting and protecting university property;
- xi. Avoiding misrepresentation of institutional interests when establishing international collaborative partnerships or pursuing international cooperation projects;
- xii. Giving all members of the academic community access and the right to a fair hearing in all cases of alleged abuse or misuse of power, discrimination or harassment as well as the right to appeal;
- xiii. Promoting a high level of commitment to institutional and individual social responsibility.



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Notwithstanding the above listing of rights and responsibilities applicable to all members of the academic community, the institutional code should include, or refer to, a specific set of rights and responsibilities of students, as new entrants into the higher education community, to behave with dignity and respect toward teachers, staff members and fellow students, while being treated in the same manner, to internalize a culture of academic honesty and ethical behavior and social responsibility, and to respect institutional property and facilities.

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Date: 20.08.2019

DISABILITY POLICY DOCUMENT

The Government of India formulated the national policy for persons with disabilities in Feb 2006 which deals with the educational rehabilitation of persons with disabilities, therefore because of this M.A.M College of pharmacy, has implemented these in the teaching and learning Process. The M.A.M College of Pharmacy policy recognizes that persons with disabilities are a valuable human resource for the institution and seeks to create an environment that provides equal opportunities, protection of their rights, and full participation in the academic event.

The focus of the policy is on following:

1. To ensure that the design of the building such as ramp/ lift should be according to the disabled persons.
2. To ensure the accessible, the gender-sensitive, safe, usable, and functional washrooms facilities should be provided for disabled persons.
3. The use of signage of male and female symbols, following local customs and standards, with raised outlines and bright color contrast, will be more evident to everyone and particularly helpful for persons with visual impairments.
4. Learners with disabilities need to be adequately and appropriately supported in and out of the classroom with the right resources and assistive technology, and with leadership, teaching staff, and college communities that are responsive to their needs.

Exam Policy:

Based on the need of students of M.A.M College of pharmacy will make reasonable changes in the educational plan and assessment framework to meet the particular needs of the students with disabilities. Sensible convenience will be made to meet the necessities of the considerable number of students with disabilities. The guidelines and regulations have been issued by the examination department for the use of Scribes in exams.



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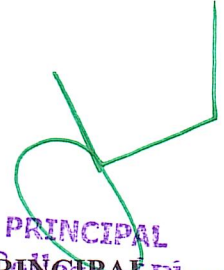
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From 2007 to till the date not only joined disabilities students in MAMCP, in case anyone allotted seat in MAMCP we promising to provide following facilities.

1. Provision for inquiry and information: Human assistance, reader soft copies of reading material screen reading.
2. To ensure the accessibility of software tools and techniques for people with disabilities and procedures to be adopted at Higher Educational Institutions. The institution as per the guidelines of the government and that of the affiliating university will ensure that the persons with disabilities are encouraged.


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Date: 18.06.2020

POLICY DOCUMENT ON ENVIRONMENT AND GREEN CAMPUS

MAM College of Pharmacy is a Clean and ecologically pleasant campus. Where eco-friendly teaching and activities work together to foster Sustainable and environmentally friendly behavior. The green campus concept allows the institution to take lead in the regeneration of environmental culture by promoting environmental ideals among students and faculty. In order to instill eco-consciousness in themselves and the word around them, the institute also encourages students and staff to adopt, implement, and support environmentally friendly practices. The going human foot print on the planet is generating significant environmental issues that are only going to become worse overtime. A massive effort is required to offset the detrimental impacts of human activities on the environment. All problem solving Strategies must be used in order to create true change.

Objectives:

1. To encourage the students to maintain clean and green environment.
2. To educate the students to create awareness to the public.
3. To instill the students, the value of environment and the issues that it faces.

Green campus initiatives are as follows:

Energy consumption: To reduce energy consumption, the practices

- d) Turn off the things when not in use
- e) Using led light bulbs
- f) Usage of Bureau of energy Efficiency (BEE) rating appliances for energy saving.

Renewable Energy: Solar energy is the cleanest and most abundant renewable energy source.

The institute promotes solar energy; the stake holders are encouraged for promoting and adapting renewable energy.

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Conserve natural Resources: The Institution believes in sustainable natural resources conservation and it is a process of rational use and skillful management and preservation of the natural environment with all its resources, the trees like Guava, Chikko, neem, blue berries are preserved. The students and staff are actively participating in tree plantation activities.

Water Resources Preservation: The urban development, demographic growth and climate change have serious impacts on stocks of resources around the world, particular to preserve water resources. Some initiatives are:

1. When washing dishes by hand, use a sink full of rinse water rather than the letting water run.
2. Use a broom instead of a hose to sweep sidewalks and drive ways. Water the lawns in the mornings or evenings. Make sure that water lands on vegetation and not on streets or sidewalks. If possible, save rain water for watering lawns.
3. Fix the leaks in the water pipelines.
4. Judiciously using water while bathing.
5. When washing the vehicles, use a hose with an off nozzle or use buckets of rinse water.

Restricted Entry of Motor vehicles:

The staff and students have to possess emission certification while using the two wheeler/Four wheeler - vehicles. Students and staff are encouraged to have a bike or carpooling following the norms to reduce the emissions. College buses are plying to cater students ad staff transportation to reduce consumption of petrol or diesel to cut emissions.

Pedestrian Friendly pathways: Campus has sufficient space for parking vehicles of staff and students. Roads inside the campus are well maintained. Pedestrians can walk safely on the pathways.

Promoting use of Bicycles: The institute encourages the students and staff to use Bicycle in the campus. Some students regularly use Bicycles. It is a fuel saving attitude for future generations.



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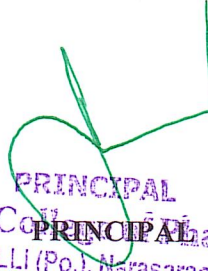
Ban on use of Plastic: The institution banned single usage of plastic in the canteen steel glass plates and spoons are in use to be eco-friendly environment.

Landscaping with trees and plant: Along with regular practice of planning trees, the students and staff participate in “Green city” Challenge Program initiated by the government of AP, to the green culture in the vicinity.

Waste Management: The institutes practice the Reduce, Recycle and Reuse, to tackle the waste. Some initiatives are as follows:

1. Green Dustbins are used for bio-degradable (wet waste). Blue dustbins are used for non-bio-degradable (dry waste)
2. Utilizing half used paper for rough work.
3. Women wash rooms are provided with incinerations to destroy sanitary napkins for easy disposal in an environmental friendly way.
4. Canteen waste is used in bio-gas production.
5. The waste from vegetables and food are composted and used as a fertilizer.
6. Encouraged to use electronic form of content instead of paper.


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