

Y.M.C.A. College of Physical Education Nandanam Chennai



**Policy
Documents**



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Financial Management and Resource Mobilization

The institution is dedicated to giving all stakeholders, including staff and students, the greatest resources. The college has a system in place for allocating and managing its financial resources that is transparent and subject to regular audits.

1. The management of the college, through the principal, must receive suggestions for the various committees, and individual staff members before they can be approved and carried out.
2. The management would either approve or reject activity requests after examining the need for them.
3. The college encourages all divisions of the organization to seek out sponsors to help cover the costs associated with event and activity planning.
4. All faculty members are motivated to submit applications and take advantage of the many research project funds, incentives, and assistance that are being provided by various organizations.
5. Wherever possible, the college may also make an appeal for funding from the general public, well-wishers, and philanthropic institutions in circumstances where disaster relief and social outreach projects are being planned on humanitarian grounds.

Environment Sustainability, Waste Management and Green Initiatives

In order to lessen its carbon and environmental footprint, the college is committed to implementing, maintaining, and improving environmental management practices on campus. The institution's ethical foundation has a strong foundation in the awareness of ecological balance and the effects of its disorder on sustainability.

1. The college is committed to improving the natural environment through the prevention and control of pollution, eco-friendly waste disposal (particularly of electronic waste), and green initiatives for survival and sustainability. Priority must be given to encouraging initiatives that are recyclable and biodegradable.
2. According to the mandates of the local and state government in climate related matters, all strategies, methods characterized by the public authority must be carefully followed.
3. Toxic, hazardous, and unfriendly substances should be avoided or minimized whenever possible, while sustainable resources should be utilized to their fullest extent.
4. The campus biodiversity must be safeguarded and enhanced in every way

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- possible.
5. Practicality should play a role in the creation and implementation of sustainability-related teaching and research initiatives.
 6. The college is committed to adhering to the green protocol principle and maintaining a waste management system that is extremely stringent and eco-friendly.
 7. The college recognizes its liabilities and commitments to contribute its portion in the goal of neighborhood and worldwide natural issues by limiting its ecological effect.
 8. The principles of reducing waste and the use of less plastic must guide all institutional activities.
 9. The waste administration measures presented by government divisions and logical offices are to be executed in the grounds any place possible.
 10. Continuous efforts should be made to ensure that all college stakeholders are aware of the policy for the college waste management strategy.
 11. Waste materials should be identified for reuse whenever possible, either internally or with third parties.
 12. Programs which support the climate quality and biodiversity insurance all through the local are urged to be presented.
 13. In the context of green initiatives, objectives for achieving environmental performance will be established.
 14. Continuous efforts should be made to eliminate plastic from the campus to the greatest extent possible.
 15. Make the institution adhere to the green protocol principle by using alternatives to plastic products.
 16. Moves toward be taken for tackling of sun-based energy to its greatest by establishment of sun-oriented energy board as an elective wellspring of energy, in the open areas of grounds.
 17. Utilizing electronic platforms for academic and administrative purposes will allow for minimal paper use.
 18. The campus should, whenever possible, implement composting, bio-manure, and other on-site treatment options. Construction of a compost pit to use the dry waste from fallen leaves, among other things, and vermicomposting to avoid chemical fertilizers
 19. Installation of a rainwater harvesting plant for efficient rainwater collection and use to plan and put into place gardens for horticulture and medicinal plants to enhance the college's green cover. Manor of plants that discharge higher measure of oxygen in the air subsequently helping in air refinement.
 20. No Vehicle Day to be rehearsed per month to diminish air contamination.
 21. Reduce greenhouse gas emissions and engage in low-carbon campus activities and methods to improve energy efficiency.
 22. To find and replace devices like printers, scanners, and so on which consume a lot of power and are out of date.

23. Supplant radiant bulbs and cylinder lights and supplant them with energy effective lights and cylinders which consume exceptionally less electrical power accordingly helping in keeping energy proficient grounds.
24. Conduct an energy audit on the campus on a regular basis to keep track of energy use and find ways to improve energy efficiency wherever possible.

Research

The college fastens great importance to research and related activities. The college research policy is concerned with the conduct and publication of high-quality research by all personnel (including faculty, non-faculty and administrative staff), students, and outside experts/ instructors related to research conducted at the college

1. The college research policy complies with the research ethics, publication ethics and academic integrity of the University Grant Commission (UGC) and affiliating university.
2. The research committee composed of faculty members must promote and maintain the research pace of the university. The institution must support decision-making on research-related matters important to the institution.
3. In the case of financing by government agencies the project implementation group (PIG) composed of faculty members as directed by the funding agency. The group must ensure that the funds received are used only for their intended purpose and within the period of intended use.
4. Conducting research-related programs such as seminars, conferences, symposiums, workshops and other regular events is strongly encouraged.
5. Faculty members who wish to participate in research-related events such as seminars, conferences, symposia, and workshops. If conducted outside the college in the same city, or elsewhere in India, the full application fee, flat rate transportation fee (T.A.) and flat rate fee (D.A.), where applicable, will be refunded. This is subject to the following conditions
 - i. Permission and sanction of reimbursement (T.A., D.A., etc.) is to be applied for prior to the submission of the proposal. The proposal will be sanctioned after proper proposal feasibility evaluation / recommendation by research monitoring cell/IQAC.
 - ii. Reimbursement upon successful attendance of the event, and subsequent submission of its report.
 - iii. Subsidies in registration fee may be offered to any faculty member who wishes to attend an event being held in the college. No T.A. / D.A will apply in this case. The research carried out in the college must be clearly defined, prioritize and ensure that the area of focus is up-to-date and pertinent.

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6. The college recognizes the research accomplishments of its faculty members in various fields.
7. The college would provide the necessary infrastructure support for research work, and research facilities would be supplemented whenever and wherever needed.
8. Financial and other support to research will be allocated on the basis of objective, transparent and merit-based decision-making.
9. The faculty research results should be integrated into the teaching process for the benefit of the students and their learning outcomes.
10. Faculty should be encouraged to conduct quality research and share their findings in reputable journals.
11. All possible support should be provided to the faculty members for taking up research projects.
12. With the aim of benefiting society from the knowledge available in the College, the college will conduct outreach programs and provide non- financial consultancy services to industry, governmental and non-governmental organizations.
13. The college strongly supports research collaborations and links with foreign universities.
14. Exchanges between faculty and students in the field of research are strongly supported in order to increase their quality, national, and international visibility.
15. MOUs and collaborations with well-known national sports bodies , institutes, sports industries, and organizations are strongly supported to facilitate faculty and students in conducting research projects and conducting internships in cooperation with them.

Physical Facilities-Sharing and Maintenance

As the foundation of an institution, the college infrastructure supports a wide variety of activities that take place within it. Because of this critical role of the college infrastructure, it is dedicated to developing new infrastructure wherever and whenever possible, improving/renovating/maintaining existing infrastructure in the best interests of the college, providing constructive support to all that takes place here.

1. In order to make the most of the resources available, the college infrastructures, including the labs, should be used for the academic and research work of faculty and students to contribute to the nation building efforts.
2. The common facilities such as the ground, Auditorium, Conference Hall, Seminar Hall, Multipurpose Indoor Facilities etc. can be used by other institutions and organizations after a thorough evaluation of their request.
3. The sports infrastructure of the college should be used by staff and students to maintain their physical health and training for competitions.

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4. The college can be used as a venue for local or national level examinations like UPSC examinations, TNPSC examination, SET examinations, state government examinations etc.
5. To maintain the college infrastructure properly, professional services such as electrician, mechanic, plumber and gardeners should be provided in the college campus during office hours and during odd hours for quick response in the event of an emergency.
6. Only a few of the college non-teaching personnel are trained and identified to provide these professional services apart from their normal work.
7. Due to the fact that the line voltage fluctuation and power failure is more likely to cause more damage, proper precautions are taken to ensure the safe and stable operation of IT infrastructures, sensitive and costly equipment by providing the necessary back up & support systems
8. For the maintenance of high-end and expensive hardware, reputed & reliable vendors are contracted by signing an annual maintenance contract (AMC)
9. The funds received from the state/central government bodies, UGC and the management of the college are to be used only for the purpose of upgrading, maintenance & upkeep of infrastructure & support facilities and to ensure that they are used within the given time frame.
10. The monitoring and control of fund utilization received from various sources within their respective time frames shall be carried out in a Programme Implementation Working Group, composed of several faculty members.
11. For the events like a blood donation camp, sports competition etc. which benefit society only, the college shall undertake to share its infrastructure with each other.

Extension Activities

The extension activities play an important role in raising awareness of social issues among students and learning a sense of societal responsibility for the holistic development of their personality.

1. All the extension activities conducted by the College through NSS, Rotaract clubs, students' council, committees, departments etc., are to be critically designed for contributing towards bringing about social change and community upliftment, finally leading to holistic development of students.
2. The teaching faculties are encouraged to undertake extension activities either independently or jointly with other entities in collaboration with government or non-government organizations in all possible domains including need-based training programs and consultancy.
3. Wherever and whenever possible, the College should focus on community

- development activities and educational enrichment of school children.
4. Whenever possible, college should target community development and educational enrichment activities for schoolchildren. They are encouraged to undertake extension activities in all possible areas, including needs-based training programs and advice, independently or jointly with other organizations in partnership with governmental or non-governmental organizations.
 5. College must, as far as possible, strive to develop the local community and enhance the education of students.
 6. Areas of enrichment may include sports science dissemination, social justice organizations, mock parliaments, one-act plays, theatrical performances, debates, public speaking, and entrepreneurial development.
 7. College students can aim to gain practical experience in specific fields through outreach and outreach activities.
 8. These activities serve as a medium for students to develop their talents and apply their knowledge and skills for the development of society.
 9. College through their expansion activities should also focus on national integration and community harmony involving the government. Government agencies and local bodies whenever possible.
 10. The college dissemination activities also aim to act as a direct point of contact between the college and the sports business sector, industry, public sector enterprises, social organizations, government agencies, media houses and other educational institutions.

Students Activities

The College strives to enable its students to be ideal citizens of integrity, human values and intelligence in the process of learning and collaboration. To achieve this, college need to take special care during their studies to ensure their overall development and constructive contribution to nation-building.

1. The rights and responsibilities of students and their support in achieving the goals and objectives of the institution must be ensured.
2. Academically capable, motivated and qualified students are supported in all areas of education, regardless of their origin such as caste, creed, religion or region.
3. All matters related to admission, supervision, academic training and recruitment are under the supervision of the relevant teachers.
4. The college expects students to strictly adhere to its Code of Conduct and all college rules and regulations while on the campus
5. The following considerations are intended by the college to ensure a student-centered atmosphere on the college campus.
 - i. A values-based education that upholds morals and ethics for all students
 - ii. Guidance on student's future career and employment.

Anti-Harassment

The institution is dedicated to fostering an atmosphere of good behaviour and respect among all parties involved; making sure that nobody is the target of harassment. This will be accomplished by enforcing anti-harassment policies and complaint processes at all levels to ensure that the atmosphere is free of sexual assault, retaliation, and/or discrimination.

1. It is expressly forbidden on college campuses to engage in any sort of discrimination, harassment (including sexual and gender-based harassment), sexual assault, or retaliation against any of the stakeholders, including contractors, interns, or other outside parties carrying out their given work.
2. Higher standards of behaviour must be upheld by all employees, and higher tier employees are expected to act as role models for all lower employees.
3. The college is required to form a committee in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redress) Act 2013 guidelines.
4. Depending on the circumstances on campus and the perceived need for it, special sessions of specialists may be organized to educate students on sexual and gender-based violence, its effects, and the legal measures available to regulate it.
5. Fairer sex (female) must be appropriately represented in all parts of the college in order to achieve gender equality.
6. Any stakeholder, who believes they have been the victim of harassment because of their gender or sex, or who witnesses such behavior, must report it right away to the principal, who serves as the ex-officio chair of the anti-harassment committee, or to any other person in the chain of command who is deemed appropriate.

Faculty Empowerment

The planning, decision-making, and execution of college policy must involve a larger participation from the college teaching staff. More freedom, trust, and autonomy will be given to them, which will make the system democratic in character. This will give them the confidence to collaborate easily with all of their coworkers and to carry out their given tasks responsibly and independently. With ease and joy, the teachers will be able to provide the kids a variety of learning experiences thanks to the confidence they will have gained in such a setting.

The following methods should be used to empower the faculty:

1. The faculty members participation in the planning and decision-making processes.
2. Prompt information distribution via scheduled meetings, formal correspondence, etc.

3. Obtaining the most recent information on rules and requirements in the higher education industry through seminars and group discussions. Sessions on the college's ambitions, objectives, and goals are also to be included in light of these.
4. The workplace atmosphere in a college must be supportive and capable of fostering internal motivation and self-fulfillment.
5. Wherever and whenever practicable, faculty input may be obtained to guarantee trustworthy completion of regular tasks.
6. Faculty members who wish to take part in events on research, for example seminars, conferences, symposia, workshops and events that are taking place outside of the country.
7. The college would be reimbursed partially or wholly within the city in which it was situated and any other location of India. Registration fee, transport allowance (T.A.), dearness allowance (D.A.) as applicable. This will Subject to the conditions set out below:
 - i. The appeal for approval and sanction of refunds (of registration fee, T.A., D.A. as applicable) is to be submitted in advance. The proposal would be approved after due proposal feasibility assessment/ reference by the principal.
 - ii. After the arrival from the successful participation and attendance at the event and following submission of its report, the amount would be reimbursed.
 - iii. In case of any faculty member being involved in attending an event being organized in the college itself, then funding in the registration fee would be offered. However, no T.A./D.A. would be applicable in such case.
8. In the face of difficult and impending social changes, the college mission must be achieved at all costs. To make these coherent, special brainstorming sessions can process.
9. Teachers should be encouraged to continually improve their teaching and learning methods preferably using the latest ICT tools available.
10. As the infrastructures are the skeleton of the college, adequate precautions should be taken in additional support, renovation, and maintenance in a timely manner.

E-Governance

The college is committed to applying, implementing and practicing governance in order to provide a simple, powerful and effective governance system. The wide spread use of e-governance should be integrated into all areas of college activities. It needs to be done at different levels to provide an effective governance system in the organization that leads to the best paper less management.

1. The college registers for g- governance administration in administrative, financial and accounting processes, libraries and examinations.

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2. College staff including administrators, faculty, support staff and students must be electronically connected to process and receive instant messages, announcements, etc. This can be achieved using popular workspace apps (G-suite), messaging apps (WhatsApp, Telegram) and cloud-based video communication apps (Zoom, G-meet), etc.
3. Employee punctuality must be ensured.
4. The college website must be complete and functional. It serves as a focal point for e-governance initiatives. If for any technical reason it does not work, every effort should be made to restore its functionality. College homepage <https://www.ymcacollege.ac.in>
5. The college admissions process should be done from the college website in a user-friendly manner. Appropriate notices, and links to other procedures such as online fee payment should be provided on the college website. A separate login for students, teachers and alumni will be available. Students must also be able to operate through laptops and cell phones
6. College finances and accounts should be maintained using ERP software called VD Mat/ dot net angular and Tally software whenever possible
7. Computerized college library with catalog search made be available on OPAC terminals. The college website has combined library-related data with links to access online learning facilities such as N-List, e-journals, e-books, and periodicals
8. The Library Advisory Committee was established for the purpose of adjudicating library-related matters and forwarding its recommendations/suggestions to IQAC and the Principal.
9. Training sessions on the use of digital libraries and e-learning resources to be provided to staff and students.
10. The college website should also provide alumni facilities such as alumni registration, information/reviews about college activities, detailed information non-selected alumni, reviews, feedback and many other related issues.
11. The peer review process is automated by a system using VD Mat/ dot net angular ERP software as well as a proprietary assessment portal ensuring absolute confidentiality in the work hierarchy, enter and process data easily.
12. In matters related to the exam, a committee headed by the Controller of Examination (COE) is established to oversee and implement the examination process under the guidance of the principal
13. A technical team (website maintenance committee) should be appointed, led by the system administrator, to manage technical issues related to the college online digital operations.

Consultancy and Collaboration

In addition to traditional teaching and learning processes, college should develop faculty in research, consulting, dissemination, and outreach and entrepreneurship cell

development to support student entrepreneurship

1. The college encourages faculty members to work on research projects and apply for patent with the support possible
2. Under the motto that the expertise acquired at the college will benefit society, the college promotes the implementation of outreach programs and consulting services to industry, government and non-governmental organizations.
3. Faculties are encouraged to provide advisory services and provide necessary infrastructure support such as sports Laboratory facilities etc
3. College research committee must make the expertise sports sciences, accessible to the public.
4. Visiting foreign universities and building cooperation and connections are explicitly encouraged by the college.
5. Faculty exchanges between institutions for research, teaching and learning are strongly encouraged for quality national and international experience.
6. The college makes every effort to provide students with internships and on the job training in reputable industries and organizations. This will enable to acquire skills that correspond to professional/professional requirements and successfully meet global challenges.

Code of Ethics

The College Human Values and Ethics Policy provides all students in the classroom with a quality education without any form of favoritism or discrimination, treats them equally with love, care, and affection and We focus on instilling good values in

1. All teachers must pay special attention to their students and motivate them as much as possible so that they can be seen as role models.
2. Teachers must ensure absolute fairness in assigning grades in internal and external grading.
3. The right and dignity of students to express their opinions must be respected by all teachers.
4. The student community is diverse in talents and abilities, and every student is different from others.
5. Teachers should be aware of these differences and try to accommodate individual needs and desires as much as possible.
6. Human values and ethics play a special role in shaping the minds of students. Teachers must address these issues, demonstrating the importance of values and connecting them to the subject matter being taught at every stage of interaction with students, whether in the classroom or in a hands-on session. This has a higher adoption rate than dedicated sessions.
7. Visits to blood camps, hospitals, nursing homes and orphanages are very effective

in instilling a spirit of generosity and sacrifice in those around them. Therefore, such events should be encouraged.

Performance Appraisal

Annual performance reviews are used to assess employee performance and assess skills and achievements.

1. Performance evaluations conducted at the College are conducted annually in accordance with applicable UGC policies, Tamil Nadu Government regulations and relevant administrative policies. Teachers and non-teaching staff are eligible.
2. In addition to UGC regulations, performance evaluation, so considers the requirements of the college vision and mission.
3. Annual performance reviews are confidential. Teachers are evaluated by the principal and Management .
4. Customer ratings are made by management.
5. Performance evaluations of non-faculty and administrative staff are conducted by the Management authorities .
6. After analysis, the supervisor identifies exceptional/ significant/ satisfactory/ unsatisfactory progress in each case and finally develops comments addressing the individual's assessment and/or areas of focus/attention.
7. Supervisory findings and comments are immediately communicated to those affected.
8. Teacher spending promotion under the Career Advancement Scheme (CAS) must submit evaluations, and other documentation to the principal. The client forwards the proposal to the competent authority.

Gender Policy

College is committed to gender sensitivity as they assure the equality of women and empower the state to take affirmative discriminatory measures against women in accordance with the principle of gender equality enshrined in the Indian Constitution. The college gender policy has been formulated as a commitment to achieving this goal, in line with Supreme Court guidance on this issue

1. The college strives to ensure the rights and safety of all women on the premises,

- including students, faculty, staff, support staff, administrators, officials and visitors.
2. Our commitment to gender awareness is intended to apply to all sectors of the community, including students, teachers of all disciplines, support staff and government, and is not limited to students.
 3. Key elements of gender policy in higher education are equality, dignity and the opportunity to live, work and learn without fear of harassment. Ensuring the rights and safety of women employed in facilities must be documented and approved.
 4. Inequalities in college staff composition should be addressed by increasing opportunities for women staff to participate in the cause of the organization.
 5. The college will implement effective measures for the safety of all genders.
 6. An accessible, active and impartial grievance mechanism for college to function is mandatory.
 7. College should provide equal opportunities for all genders without any form of discrimination.
 8. To give students a sense of security and self-confidence, we will secure the presence of women, mainly in teaching staff and support staff.
 9. Post signs and posters in the center of college campuses to discourage eve-teasing are to be fixed.
 10. Regular lectures and discussions on gender issues, and involvement of certified consultants for advice and support on gender issues to be organized at regular intervals
 11. Various college bodies such as the IQAC, the Anti-Ragging Cell, the Disciplinary Committee, and the Grievance-resolving Cell work together to address gender issues by raising public awareness of gender discrimination.

Alumni Activities

The college Alumni consists of all those individuals who have successfully completed one or more courses of study (of at least 1 year) during their lifetime. These courses include graduation, post-graduation, and research. The college alumni association is formed with the noble objective of maintaining a lively relationship between the ex-students and the educational institution which may prove to be of any assistance to either or both of them. It has its own constitution/bye laws which govern all the activities, functioning, and resolutions of this association.

1. The main objective of Alumni association is to foster camaraderie in advancing the college vision, mission, and core values.
2. A graduate of the college represents the educational institution in his/her sphere of influence and contact. The association promotes friendship by maintaining relationships which are mutually beneficial to both alumni and the educational institution.
3. The college warmly acknowledges the alumni achievements in various fields. This

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is possible only if there is a means of communication such as alumni association exists between the alumni and the educational institution.

4. The alumni association keeps the college updated about the alumni accomplishments in all areas. The alumni who rise to prominence can effectively serve as role models to the college students and their interactions are likely to boost the morale of student body. It is with the intention that alumni gatherings are regularly organized and during these events, distinguished alumni are duly honored.
5. The college maintains the centralized database of its alumni with database. The information of these databases is kept confidential and never to be shared by any third-party organizations.
6. There are various ways in which the alumni can contribute. The following lists them.
 - i. Expert guidance in the field of their expertise and student-alumni interaction.
 - ii. Assistance in placements and career guidance by engaging with corporations/industries.
 - iii. Expert coaching of college sports teams, sponsorship of events.
 - iv. Contribution as honorary member in various college academic and non-academic advisory bodies. Their participation brings professional experience to these bodies which are advantageous.
 - v. Financial contribution in infrastructure development at the association level or individual level.
 - vi. Contribution in college fundraising campaigns during calamities/disasters etc. for relief.
7. Financial contribution in scholarships to the underprivileged and deserving students of the college. This has to be with college recommendations, either at the association level or individual level.
8. The alumni association is responsible for keeping highest level of transparency in the utilization of these alumni donations/association funds.
