



C.KANDASWAMI NAIDU COLLEGE FOR WOMEN

(Unit of Pachaiyappa's Trust)
(Affiliated to Annamalai University, Annamalai Nagar)

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Principal

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Policy for the Differently Abled

- The policy has been prepared to ensure that all the members of C.Kandaswami Naidu College for women, Cuddalore 1 are aware of the facilities provided for the people with disabilities. The college take at most care in providing the needed amenities and creates an environment of inclusive education for students.
- To provide counseling to differently abled students on the types of courses they could study at higher education institutes.
- To ensure admission of as many differently – abled students as possible through the open quota and also through the reservation meant for them
- To gather orders dealing with fee concessions, examination procedures, reservations, policies etc., pertaining to differently-abled persons.
- To assess the educational needs of differently-abled persons enrolled in higher education institutes to determine the types of assistive devices to be procured.
- To conduct awareness programmes for teachers of the institute about the approaches to teaching, evaluation procedures, etc, which they should address in the case of differently-abled students.
- To study the aptitude of differently-abled students and assist them in getting appropriate employment when desired by them after their studies.
- To celebrate important days pertaining to disability such as World Disabled Day, White Cane Day, etc, in the institute and also in the neighborhood in order to create awareness about the capabilities of differently-abled persons.
- To ensure maintenance of special assistive devices procured by the higher education institute under the HEPSN (Higher Education for persons with special needs) scheme and encourage differently-abled persons to use them for enriching their learning experiences.
- To prepare annual reports with case histories of differently-abled persons who benefited from the HEPSN scheme sanctioned to the higher education institute.
- To provide proper access to the classrooms, Library and restrooms for differently-abled persons.
- To provide special equipment to augment educational services for differently-abled persons through various schemes of the Ministry of Social Justice and Empowerment.

Principal

Date: 14.09.2022



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Policy on support provided for visually impaired students

1. It is decided that visually impaired students should be provided with digitally accessible software.
2. Based on the policy of the institution students are provided with KURZVEIL software and PLEXTALK.
3. They also should be provided with Non visual Desktop Access (NVDA) which is a free and open source screen recorder for the Microsoft Windows Operating System. This synthetic speech and Braille enables blind or vision impaired people to access computers running windows for no more cost than a sighted person. So it is decided that the NVDA screen reader should be downloaded free of charge by the students.

Principal

Reviewed on: 14.09.2022



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GREEN CAMPUS POLICY

Introduction

Students and faculty at C. Kandaswami Naidu College for Women, Cuddalore-1 are aware of the long and ongoing link the college has with nature. Our Institution is renowned for its "Clean and Green" campus, which combines eco-friendly activities to encourage sustainable and eco-friendly behaviour both on and off campus. By fostering environmental ethics among both students and staff, the green campus concept gives the university (Institution) a chance to redefine its environmental culture from the ground up. The College also encourages a "Clean and Green" campus by encouraging staff and students to adopt, practise, and promote eco-friendly behaviours in order to raise awareness of environmental issues both inside the college and in the surrounding society.

Scope of the Policy

The exciting new co-curricular and extracurricular activities that the Green Campus, Energy, and Environment Policies will inspire students to take the initiative in bringing about positive change. Under these programmes, all administrative and infrastructure functions must be thoroughly reviewed from the perspectives of

sustainability, energy efficiency, and the environment. The following are the policy's main focus areas: waste management procedures; solid waste management; liquid waste management; e-waste management; awareness initiatives; implementation of green audit, energy audit, and environmental audit; landscaping initiatives; clean air initiatives; infrastructure initiatives; water conservation through rainwater harvesting system;

Objectives of the Policy

- To constantly increase the effectiveness and efficiency of the use of all resources, such as water and electricity, and to decrease the quantity of waste generated, recovering and recycling waste wherever feasible.
- To eliminate plastic from campus.
- To periodically carry out audits related to energy and the environment.
- To reduce the amount of paper used in administration by adhering to the e-governance policy.
- To preserve and safeguard the campus's natural resources and systems.
- To make sure that environmental resources are used wisely in order to satisfy the requirements and ambitions of both the current and upcoming generations.
- To incorporate environmental considerations into outreach and social development strategies, plans, and projects.
- To collaborate with local community members and all relevant parties to increase awareness and seek help.

ENVIRONMENTAL POLICY OF THE COLLEGE

The institution is dedicated to managing its campus in a way that fulfils its obligations to advance environmental sustainability.

1. Clean Campus Initiatives

In line with the Swachh Bharat Abhiyan's objective, C. Kandaswami Naidu College for Women, Cuddalore promised to actively coordinate cleanliness initiatives both within and outside of the college. The following is the broad vision:

1. Raising public awareness of hygiene and cleanliness among students and employees through frequent cleanliness campaigns and "Swachh Bharat Abhiyan"-related rallies on and around college campuses. The primary goal is to inspire people to make a proactive contribution.
2. Activities under 'Swachh Bharat Abhiyan' will be a key component of all the community work being done by NSS volunteers of the college.
3. Staff Members and students will be encouraged to participate in the cleanliness drive in the college campus.
4. Events such as Poster and Slogan competitions, Essay Writing, Spoken Word Poetry, Speeches, and Skits on 'Swachh Bharat' will be organized.
5. Rallies will be conducted to create mass awareness.
6. Remove all kinds of waste material like broken furniture, unusable equipment etc.

7. Pledge-taking by students and staff members to maintain the cleanliness of the college campus and its surrounding areas on an annual basis.
8. Conduct workshops on the 3R's: Reduce, Reusing and Recycling of Waste.
9. Agree to control waste and keep the campus tidy, particularly when there are college events.

2. Landscaping Initiatives

A college's campus environment could be seen of as the external expression of its guiding ideas, much like its architecture. It is a vital part of campus life as a space for study, play, outdoor activities, leisure, and aesthetic enjoyment. Green campus landscaping not only reduces runoff but also replenishes groundwater and cleans, cools, and purifies campus air. The campus environment is a tangible representation of the campus community's commitment to sustainability. Campus landscapes are very visible and accessible, making landscaping initiatives an excellent way to spread environmental awareness. The lush garden of trees and plants provides the kids and employees with a serene and revitalising environment.

3. Clean Air Initiatives

In order to reduce air pollution and promote social interaction, we urge our staff and students to take public or college transit rather than driving their own cars. To deter the use of private vehicles, there are restrictions on the entry of autos onto campus. Students' handbooks attest to the fact that they are under stringent orders to keep the campus tidy. The "Clean and Green" campus is litter-free thanks to the full-time support workers and a gardener.

As per the guidelines set forth by the National Tobacco Control Programme (NTCP) 2007-2008, smoking and the use of other tobacco products are strictly forbidden at the college. A step in the right direction is the campus's "Smoking free" policy, which prohibits smoking and tobacco usage.

4. Infrastructural Initiatives

I) Energy conservation:

An energy audit of the college and the campus has been done. While designing the buildings, care has been taken to fetch maximum benefit from natural resources, like wind, and sunlight to reduce the consumption of electricity. The use of transparent glass windows provides maximum sunlight to classrooms and Laboratories. The generator is placed away from the classroom, to minimize noise pollution.

a) Use of LED bulbs

The college uses a maximum number of LED bulbs and tubes for all its lighting needs inside the campus to conserve energy. This is quite visible in all recent renovation projects. The overall college campus is fully focused by LED bulbs. It decreases energy consumption and saves the cost of maintenance. A well-designed LED lighting system can provide safety and financial benefits for the campus. Apart from financial benefits, there are other benefits like saving energy and going green.

b) Sensor Based conservation

The water level sensor is used to control the waste of water flow inside of the water tank. And we can monitor the water ON/OFF flow by using a water level sensor.

c) Energy Saving and Energy Efficient Equipment

The following tips are implemented to save Electrical Energy

1. Activate power management features on the computer and monitor so that it will go into a low-power “sleep” mode when you are not working on it.
2. Turn off the monitor when not in use.
3. Whenever possible, shut down rather than log off.
4. Turn off unnecessary lights and use daylight instead.
5. Avoid the use of decorative lighting.
6. Keep lights off in conference rooms, classrooms, and lecture halls when they are not in use.
7. Use the fans only when they are needed.
8. Use of LED Bulbs in College: The Principal’s Office, Office of IQAC, Administrative Office, Library, Guest Rooms, Indoor Stadium, Ladies Common Room, Language Lab, Computer Labs, and all classrooms have LED bulbs to save and conserve energy.

d) Water Conservation through Rainwater Harvesting System

Rainwater harvesting is one of the ways that C. Kandaswami Naidu College for Women in Cuddalore is reviving the groundwater table. This procedure aids in the recharging and replenishment of groundwater.

5. Waste Management Processes

a) Solid Waste Management

The college pays dedicated focus to see that minimal waste is generated in the campus. All Departments and classrooms are provided with dustbins for dry wastage disposal. With its aim to provide holistic education that also has a positive impact on the environment, the college will adopt practices that will mitigate the generation, and manage solid waste through the following methods:

- Systematically engage with the 3Rs of environment friendliness (Reduce, Reuse and Recycle).
- Collect paper waste produced on campus and collaborate with scrap dealers for recycling.
- Reduce use of paper by supporting digitization of attendance and internal assessment records.
- Encourage the students and teachers to use modern teaching-learning methodologies for assignment/ Class Notes submissions.
- Take initiatives to spread awareness amongst students about
 - Food wastage and ways of minimizing it.
 - Minimizing the use of packaged food.
 - The habit of Reusing and Recycling non-biodegradable products.
 - Organizing workshops for students on solid waste management

b) Liquid Waste Management

Students are made aware that conserving water is equivalent to conserving their future. The following procedures are adopted for the effective implementation of Liquid Waste Management.

- In-house – plumbers attend promptly to fix leakages and waste of water.
- Maintain leakproof water fixtures.
- Minimize the use of water by constructing more Indian-style toilets instead of Western-style toilets.
- Continued employment of a caretaker to take immediate steps to stop any water leakage through taps, pipes, tanks, toilet flush etc.
- Reuse of wastewater generated by the Reverse Osmosis (RO) system in gardening

c) E-Waste Management

The College is attempting to find a cost-effective and efficient solution to the problem of electronic garbage, or "e-waste," on campus. While product wear and tear is a common reason for individuals to discard items, technology improvements have increased the growth of e-waste as educators, administrators, and students regularly update to better devices. Due to this increase, college administrators are now compelled to thoroughly consider and deal with the environmentally responsible disposal of these goods across the entire campus.

The college adopts most scientific and eco-friendly e-waste disposal mechanisms such as: AMC is maintained to periodically review the effective functioning of CPU's and Monitors and expert recommendations are followed to dispose the same in the market. All Electronic waste CPU's, Hard disks, Laboratory Equipment scrap is sent periodically to the market for sale. Obsolete workable computers, printers and other equipment discarded by departments are sold as scrap. The cartridges of printers are refilled outside the college campus. UPS Batteries are recharged and repaired by the suppliers.

6. Paperless Operating Procedure

The goal of C. Kandaswami Naidu College for Women, Cuddalore is to create a work environment where paper use is either completely eliminated or drastically reduced. The process of digitising documents and other papers into digital form is called "E-GOVERNANCE" [digitization]. We think that "going paperless" can improve productivity, save costs, free up space, facilitate information sharing and documentation, safeguard personal data, and benefit the environment. Wherever it is feasible, automation and digitization are implemented to assist reduce the amount of paper used. Document digital storage is one such approach. A large portion of institutional data is kept on digital media. Compared to paper-based communication, intranet-based technology is used more frequently for staff and student communication. Whatsapp – class wise groups, Department wise groups, Committee wise groups facilitate E-communication and use of public address systems reduces usage of paper in notices and circulars.

In addition to going paperless in the classroom, the college has also introduced a “Learning Management System” wherein references, notes, syllabus question banks, study material are stored and shared on the e-platform, avoiding massive usage of paper. The teachers have also experimented with alternatives of paper-based testing with e-assignments and other skill-based tests like Quiz, MCQs, Presentations, Group discussions etc.,

7. Awareness Initiatives

Outreach and education are of utmost importance so that all members of the campus community may value the objectives of the policy and aid in its implementation. C. Kandaswami Naidu College for Women, Cuddalore-1 encourages awareness campaigns, seminars, workshops and other interactive sessions to facilitate effective implementation of the Green Campus, Energy and Environment policies.

8. Implementation of Green Audit, Energy Audit and Environment Audit

The college wants to further its long-term sustainability goals by conducting a Green Audit of our campus on a regular basis to evaluate our strengths and shortcomings. One helpful method for figuring out where and how most energy, water, and resource use is occurring is a green audit. The college can then think about ways to save money and make adjustments. It can identify the kind and amount of garbage. Plans for trash reduction or recycling initiatives can be implemented. It will raise awareness of health issues and advance environmental ethics and ideals. It offers a clearer picture of how environmentally friendly initiatives affect campus life. Green auditing will encourage

cost reductions by using fewer resources and digitization was implemented, which contributed to a reduction in the amount of paper used.

The College conducts Green Audit every year to identify, quantify, describe and prioritize a framework of environmental sustainability in compliance with the applicable regulations, policies and standards. A gardener and full-time staff are appointed for the maintenance of clean and Green Campus.

When necessary, an energy audit will be carried out to further lessen the college's carbon footprint. It is impossible to overestimate the significance of lowering energy use. An examination of this kind frequently identifies multiple defects that result in a substantial energy loss that the college is unable to notice. These defects frequently have simple, inexpensive fixes that result in large savings.

9. Plastic-Free Campus

C. Kandaswami Naidu College for Women, Cuddalore-1 has been observing most of its duties in terms of solid waste management. In view of the Government of India's resolution to ban all single-use plastics due to the hazardous impact of plastic use and pollution, the college administration strictly bans the use of single-use plastics in its premise to make it a "Plastic Free Campus". Following the MHRD and UGC guidelines on 2nd October 2019 to educational institutions across the country, our college has issued a notification to Students and all Stakeholders that there would be a ban implemented on the use of single-use plastics on the campus.

The institution requires all students to refrain from bringing non-biodegradable plastic items to class, such as plastic bags, cups, plates, straws, sachets, and small drinking

water bottles. It also conducts awareness campaigns about the detrimental effects of single-use plastics through the NSS, NCC, and other clubs. To systematically outlaw the use of plastics on campus, the university provides eco-friendly alternatives such as washable, reusable tumblers made of stainless steel at all water units and requires the canteen to serve food exclusively from paper plates and cups. Additionally, it motivates the students to rid their homes of plastics and raise awareness of the negative impacts of plastics on them. The goal of integrating these tactics into the institutional planning and budgeting procedures is to create a clean and green campus.



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