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# HEI POLICY DOCUMENT FOR AWARD OF SCHOLARSHIP AND FREESHIPS

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## HEI Policy Document for Award of Scholarship and Freeships

### **Introduction**

Rajiv Gandhi College of Engineering and Technology (RG CET) is dedicated to supporting students financially to ensure that deserving and meritorious students can pursue their education without financial constraints. This policy outlines the criteria, application process, and award mechanisms for scholarships and freeships.

### **Eligibility Criteria**

#### **1. Merit-Based Scholarships:**

- Awarded to students with outstanding academic performance.
- Students must have secured a minimum of 85% marks in their previous qualifying examinations.
- Continuous academic excellence is required for renewal of the scholarship.

#### **2. Need-Based Scholarships:**

- Awarded to students from economically weaker sections.
- Annual family income should not exceed INR 2,00,000.
- Submission of income certificate issued by a competent authority is mandatory.

#### **3. Special Category Scholarships:**

- Awarded to students excelling in sports, arts, and other extracurricular activities.
- Applicants must provide proof of achievements at state, national, or international levels.

### **Application Process**

#### **1. Application Form:**


- Students must fill out the scholarship application form available on the college website.
- Forms must be filled with accurate and complete information.

#### **2. Supporting Documents:**

- Applicants must submit academic transcripts, income certificates, and other relevant documents.
- Special category applicants must provide relevant certificates of achievement.

#### **3. Deadline:**

- Applications must be submitted by the specified deadline, which will be announced annually.
- Late submissions will not be entertained.

  
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## Award Mechanism

### 1. Selection Committee:

- A selection committee comprising faculty members and administrative staff will review the applications.
- The committee will evaluate applications based on the eligibility criteria.

### 2. Evaluation:

- Applications will be evaluated based on academic performance, financial need, and other specified criteria.
- In case of tie scores, a personal interview may be conducted.

### 3. Notification:

- Selected students will be notified via official communication channels.
- The list of selected students will also be published on the college notice board and website.

  
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# ORGANISATION WIDE AWARENESS AND UNDERTAKINGS ON POLICIES WITH ZERO TOLERANCE

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## Organisation Wide Awareness and Undertakings on Policies with Zero Tolerance

### Introduction

Rajiv Gandhi College of Engineering and Technology is committed to maintaining a safe, inclusive, and respectful environment. This policy emphasizes zero tolerance towards harassment, discrimination, and any form of misconduct, ensuring the well-being of all students and staff.

### Awareness Initiatives

#### 1. Workshops and Seminars:

- Regular workshops and seminars will be conducted to educate students and staff on zero-tolerance policies.
- Experts and guest speakers will be invited to discuss topics related to harassment, discrimination, and misconduct.

#### 2. Orientation Programs:

- Policy awareness will be included in student and staff orientation programs.
- New members of the college community will be briefed on the importance and implementation of zero-tolerance policies.

#### 3. Digital Campaigns:

- The college website and social media platforms will be used to disseminate information about zero-tolerance policies.
- Digital campaigns will include informative posts, videos, and infographics.

### Undertakings

#### 1. Signed Declarations:

- All students and staff must sign declarations acknowledging their understanding and commitment to the policies.
- Declarations will be collected during the admission and recruitment processes.

#### 2. Regular Audits:

- Periodic audits will be conducted to ensure compliance with zero-tolerance policies.
- Any violations will be addressed promptly and appropriate actions will be taken.

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# Policy Document on Providing Financial Support to Teachers

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## Policy Document on Providing Financial Support to Teachers

### Introduction

Rajiv Gandhi College of Engineering and Technology values its faculty and aims to support their professional development through financial assistance. This policy outlines the eligibility criteria, application process, and award mechanisms for providing financial support to teachers.

### Eligibility Criteria

1. **Conference Participation:**
  - Financial support for attending national and international conferences.
  - Teachers must have an accepted paper or presentation to be eligible.
2. **Research Grants:**
  - Funding for research projects and publications.
  - Projects must align with the college's research priorities and contribute to academic advancement.
3. **Professional Development:**
  - Support for attending workshops, courses, and training programs.
  - Programs must enhance the teacher's skills and knowledge in their respective fields.

### Application Process

1. **Submission:**
  - Faculty members must submit a detailed application with a budget proposal.
  - Applications should be submitted well in advance of the event or project start date.
2. **Review:**
  - Applications will be reviewed by a committee of senior faculty members.
  - The committee will assess the relevance and potential impact of the proposed activity.
3. **Approval:**
  - Approved applications will receive financial support as per the budget proposal.
  - Funds will be disbursed upon submission of relevant receipts and reports.

  
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## **Policy Document on Green Campus/Plastic-Free Campus**

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## Policy Document on Green Campus/Plastic-Free Campus

### Introduction


Rajiv Gandhi College of Engineering and Technology is committed to promoting sustainability through the establishment of a green and plastic-free campus. This policy outlines the initiatives and practices to achieve this goal.

### Key Initiatives

1. **Waste Management:**
  - Implementation of comprehensive waste management practices, including segregation, recycling, and composting.
  - Regular awareness programs on waste reduction and proper disposal.
2. **Energy Conservation:**
  - Adoption of energy-efficient practices and renewable energy sources.
  - Installation of energy-efficient lighting, appliances, and solar panels.
3. **Green Spaces:**
  - Enhancement of green spaces within the campus through tree planting and landscaping.
  - Encouragement of community gardening and green projects.

### Plastic-Free Campaign

1. **Ban on Single-Use Plastics:**
  - Prohibition of single-use plastics within the campus.
  - Promotion of reusable and eco-friendly alternatives.
2. **Awareness Programs:**
  - Conducting workshops and campaigns to promote plastic-free practices.
  - Collaboration with environmental organizations for awareness and advocacy.
3. **Alternatives:**
  - Encouraging the use of eco-friendly alternatives to plastic products.
  - Provision of sustainable products in campus facilities and events.

  
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## **Policy Document on Environment and Energy Usage Certificate from the Auditing Agency**

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## Policy Document on Environment and Energy Usage Certificate from the Auditing Agency

### Introduction

Rajiv Gandhi College of Engineering and Technology prioritizes environmental sustainability and efficient energy usage. This policy outlines the process for obtaining certification from an auditing agency.

### Audit Process

1. **Selection of Auditing Agency:**
  - Engagement of a recognized environmental and energy auditing agency.
  - The selection process will involve evaluating the agency's credentials and past performance.
2. **Audit Scope:**
  - Comprehensive audit covering waste management, energy usage, water conservation, and other environmental practices.
  - The audit will assess compliance with environmental regulations and best practices.
3. **Certification:**
  - Obtaining certification based on the audit findings.
  - Certification will be renewed periodically to ensure continuous compliance.

### Implementation

1. **Action Plan:**
  - Development and implementation of an action plan based on audit recommendations.
  - The plan will address identified gaps and areas for improvement.
2. **Monitoring:**
  - Regular monitoring of environmental and energy usage practices.
  - Internal audits and reviews to ensure adherence to the action plan.
3. **Reporting:**
  - Annual reporting of audit outcomes and progress.
  - Reports will be shared with stakeholders and published on the college website.

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