



Oxford College of Education, Gurugram

NAAC Accredited | Approved by NCTE, Delhi & Affiliated to MDU Rohtak

Internal Quality Assurance Cell (IQAC)

No. P.2 /OXFORD/IQAC/Pol/2019

Dated 1.8.2019

NOTIFICATION

Institute Policy on Water Conservation and Management.

Consequent upon the decision taken by the IQAC and subsequent approval of the Managing Committee of the College to formulate Institute Policy on Water Conservation and Management . Basically conserving water is an excellent way to save the environment and put off chores .Rainwater harvesting is one of the most efficient and effective ways of conserving water. It is more like the recycling of natural water..

This Policy shall be promulgated from the date of its notification

This document covers the following:

- 1. Water Resources**
- 2. Workshop/orientation Programme on Save Water Mission**
- 3. Save water**
- 4. Benefits of Water conservation**
- 5. How to Manage Water in College**
- 6. Penalty for violation of Norms**

Water Resources in the Institute-

1. borewell from where the water is stored in the tank having a capacity of 2000 litres.
2. provision of RO purifier system, which purifies the water and is restored in the large water tank for refrigeration.

3. For rain water harvesting, we have four borewells of 130 ft, two at the front of the campus and two at the back. They consume the water into the ground and hence the rain water gets harvested properly.

Save water :

1. Avoid leakage of water from the taps.
2. Turn the tap off when not in use especially when you brush your teeth or wash clothes.
3. Rainwater harvesting is the another method to conserve water.
4. The water supply should be limited in those areas which enjoys the unlimited water supplies.

The benefits of Water conservation are:

- saving money, environment and energy.
- protecting the drinking water resources.
- reduce or minimize the pollution and health problems.
- reduce the need for new waste water treatment facilities.
- save the aquatic environment.

How to Manage Water in College

Water conservation and management encompasses the policies, strategies and activities made to manage **water** as a sustainable resource, to protect the **water** environment, and to meet current and future human demand. ... These areas are usually associated with large population centers or agriculture, where **water** use is high.

Here are ways students can help conserve the world's most precious resource with little effort and no cost!

Canteen

1. Bring a reusable water bottle /cups to dining halls to decrease the amount of cups that need to be washed.
2. Avoid food trays when possible.
3. Use a dishwasher (if have one) instead of hand washing to use less running water.
4. Only run the dishwasher when there is a full load. We're also giving you an excuse for not doing dishes..
5. Garden/Plants need regular supply of water to grow
6. Use "leftover" water from a drinking glass or from washing fruit and veggies to water plants.

7. Water plants in the early morning/late evening to decrease the amount of evaporation.
8. Have a leak or drip timely repaired
9. Try to shorten showers by at least 60 seconds.
10. Find a less wasteful place to contemplate life!
11. Wash your face in the shower.
12. Schedule showers for post-exercise to avoid taking multiple showers in a day.
13. Use recycled water for car wash.
14. Water conservation often means you get to sit down and relax and let machines do the work for you.
15. Report leaks on campus and in your neighborhood workshop.
16. Rain water collected at the terrace should be either directed to the water harvesting pits or directed to the play field/garden

Penalty for violation of water norms

1. Wasting/leaving tap water or water purifier water flow invite penalty of Rs.5/-
2. Washing vehicle with regular flowing water instead of recycle water Rs.100/-



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Internal Quality Assurance Cell (IQAC)

No. P.2 /OXFORD/IQAC/PoI/2019

Dated: 09.10.2019

NOTIFICATION ENVIRONMENT POLICY

PRESEVATION AND PROTECTION OF ENVIRONMENT

Environment and Sustainability:-

Preservation and Protection of Environment is one of the core value and mission of SDCMS. College took the following initiatives in this direction:

- **Environment Club**-it is headed by one of the faculty member. Any student can become a member of this club by filling up registration form and paying a nominal membership fee of Rs.50/- per year . Environment Club regularly organizes issue based activity through skit, nuked natak, debate, competition, seminar and workshop.
- **Green and Clean Campus**- College has a pollution free green campus To keep the campus green , more than 60 fully grown trees are planted. Every tree is given number. Beside it, campus is surrounded by different plants and herbs .
- **Beautiful ambience** –Roads inside the campus are covered with fully grown trees which adds to the beauty of the campus.
- **Wastage Management**- solid waste and liquid waste is scientifically maintained some of the waste is recycled
- **Rain Water Harvesting Pit**- As per the directions of National Green Tribunal, rain water harvesting pit is developed and maintained.
- **Observation of Earth Day**-College observes Earth Day by organizing activities like –Poster Competition, Slogans skit, essay, and talk.
- **Water conservation and Reservoir Workshop**- One day workshop is organized on various issues related to the water conservation, safe drinking water, storage and recycle of water etc.



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No. P.2 /OXFORD/IQAC/Pol/2019

Dated:18.11.2019

NOTIFICATION GENDER EQUITY POLICY

Gender Equity:

OXFORDMM is a co-education institution and is an ideal and very safe College for women. This is one of the reason that share of women is higher in College than their counter parts. Faculty is very sensitive on the gender concerns. During the last three years College made many initiatives on gender Equity ,such as

Women Development Cell- roles and responsibilities of cell is to highlight the diversity , plan strategy to bring equity through different media.

Representation to women faculty and students in Committees- Good number of women faculty and student are associated in the decision making process of the College. Many such committees are headed by women. It encourages leadership quality and skill of decision making among women.

Add-on Course Women Education and Development- A sixteen hours Add-on Course is organized which covers the following areas:

- Status of Women in India
- Educational Status of women
- Constitutional provisions on Equity
- Commercial Exploitation of Women
- Women at work place
- Domestic violence

- Women as a Role Model
- Sexual harassment of women

Events are for dealing with Gender issues like celebration of Beti Swabhiman Divas- “Beti organized Bachao Beti Pado” scheme; Self-Defense Training Camp for Girls in collaboration with Police for providing training on self-defense techniques and martial arts, educating about the good touch & bad touch to the school students through session imparted to train the school teachers. celebration of International Women’s Day and National Girls Day. The ratio of male to female students is approx. 3:2 and the Institute predominantly has female faculty too.



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NOTIFICATION

MENTOR/MENTEE POLICY

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Nurturing the mentor/mentee relationship

The key to a successful mentoring program is nurturing the organic relationships that form between mentors and mentees. Below is some useful advice that managers can impart to each group.

What Mentor is expected to be:

Mentor is expected to be ready for mentorship and concerned by establishing boundaries around how much time is expected. This is especially important when trying to attract the participation of mentees

Mentors may worry whether they actually have anything worthwhile to share. They should be assured that their expertise is valued.

Remind them that being a mentor enhances their portfolio, and that this volunteer work can be added to their LinkedIn profiles and resumes. Also, emphasize that they may actually learn from the relationship. Their mentee could serve as a sounding board, provide new insights, or inspire them to think more deeply about a new subject.

Mentors must take their roles seriously. Remind them to listen carefully and take notes when meeting with mentees. Make sure they understand enough about their mentee's job function in order to provide actionable advice.

In addition to holding ongoing conversations, mentors can help mentees by role-playing and providing candid feedback after observing them in action.

What mentee expected to be:

Mentoring Policy delivers valuable advantages to institution.. A well-designed mentoring program can:

- Develop future leaders
- Support personal and professional growth

- Impart new skills
- Retain or pass along important functional knowledge
- Improve workplace engagement and morale
- Boost employee retention and loyalty
- Serve as a valuable onboarding tool
- Provide a competitive advantage among the student

Mentor/ Mentee interactive mechanism

1. Focus on achieving learning goals

- Learning is the purpose and the payoff of mentoring. It's easy to get sidetracked and lose focus. Goals help you stay focused, moving in a positive direction and benchmark your progress.

2. Expect to drive the mentoring relationship

- Mentors are not mind readers. Be prepared to ask for what you need, when you need it. They won't know what you need unless you tell them.

3. Create SMART goals that will contribute to development

- . Make sure your goals are crystal clear to you and your mentor. Goals need to be specific, measurable, achievable, realistic and timely.

4. Be authentic, open and honest

- Your willingness to be vulnerable makes a significant difference in your growth and development. If you pretend that all is perfect, your mentor will never get to know the real you, and you will miss out on real learning opportunities.

5. Prepare schedule for all mentoring meetings

- Advance preparation for mentoring sessions will save time, make meetings more efficient and result in more meaningful learning.

6. Stay connected and in communication with your mentor

- Utilize multiple ways to stay connected to your mentor. Regular and consistent communication is the name of the game, whether it's face-to-face, email, Skype or telephone calls, the operative word is "and."

7. Be willing to stretch and step out of your comfort zone

- Expect your mentor to challenge you with questions and learning opportunities that might take you outside your comfort zone. They may initially make you uncomfortable, but the stretch is what will maximize your learning.

8. Ask for specific feedback

- Your mentor's honest and candid feedback will contribute to your self-awareness and get you to the next level. Practice asking for specific feedback and be prepared to receive it without being defensive. Share feedback with your mentor and act on what you hear.

9. Focus on the future

- It's easy to get bogged down in day-to-day issues instead of focusing on your future. Keep in mind that mentoring creates momentum towards your future development. Be prepared to articulate your vision for yourself so that you and your mentor can create strategies for your future success.

Establish best practices for working together

Stage a formal meeting where mentors and mentees can meet virtually or in person. Prior to this meeting, ask both parties to outline their expectations, what they hope to gain from their relationship, and how they will hold themselves accountable. Have them come to a verbal or written agreement.

Without direction, mentoring relationships can lose focus and momentum. Here are some best practices for providing guidance and structure:

- Encourage mentors and mentees to focus on specific problems or challenges. It might be the launch of a new product, the build out of a design team, or effective management of an underperformer.
- Clarify that mentors are not there to “fix” problems. Instead, their role is to help mentees consider various options and devise their own solutions.
- Mentors should avoid assigning “homework” to mentees. Instead, they should address what the mentee has accomplished between meetings.
- Unfortunately, sometimes mentorships fail. To assure compatibility and provide a natural exit if a match is not ideal, set an initial commitment of perhaps two weeks to allow both parties to determine if chemistry exists.
- An article posted on [Fortune.com](https://www.fortune.com) details [research](#) showing that “male managers are three times as likely to say that they are uncomfortable mentoring women, and twice as uncomfortable working alone with a woman.” Provide safe workplace havens for mentors and mentees of the opposite sex to meet.
- Continually champion your mentorship program, highlighting successes and sharing inspiring mentoring stories. Consider a formal recognition