

NANDHA NATUROPATHY AND YOGA MEDICAL COLLEGE AND HOSPITAL

Recognized by Government of Tamilnadu

(Affiliated to The Tamil Nadu Dr. MGR Medical University, Chennai, Tamil Nadu
Pitchandampalayam (P.O), Vaikkalmedu, Erode- Perundurai Road,
Erode- 638 052

Phone: 04294-222 004. Mobile: 76677 11200 / 90033 36764.

Website: www.nandhanaturopathyoga.org

E.mail: nny@nandhainstitutions.org

ANTISEXUAL HARASSMENT

General Information

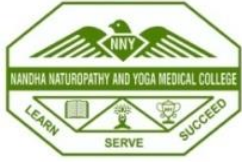
Nandha Naturopathy And Yoga Medical College And Hospital is committed to moulding a generation which safeguards the virtues of gender equality and equity. Nandha Naturopathy And Yoga Medical College And Hospital strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the college shall be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Our college attempts to uphold the constitutional mandate ensuring the human rights of all those who fall within its Jurisdiction. Nandha Naturopathy And Yoga Medical College And Hospital has constituted an "Antisexual Harassment Cell". The following policy has been made keeping in mind the above facts.

OBJECTIVES

1. To sensitize students on gender equity and to prevent sexual harassment in any form
- 2 To promote dialogue about sexual harassment possible in academic communities

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- ❖ Physical contact and advances; or
- ❖ A demand or request for sexual favors; or
- ❖ Making sexually colored remarks; or
- ❖ Showing pornography, or
- ❖ Any other unwelcome physical, verbal or non-verbal conduct of sexual nature



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Any act falling under the purview of following cases will be considered as an incident of sexual harassment:

1. Unwelcome sexual advances, verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature
2. Interfering with her work or creating an intimidating, offensive, or hostile environment for her
3. When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
4. When deprecatory comments, conduct or any such behavior is based on the gender identity sexual orientation of the person and/or when the premises or any public forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.
5. When a person shows any humiliating treatment to woman that is likely to affect her health and safety

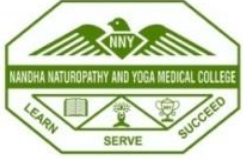
Why is it important?

Any student /staff member can be a potential victim and hence it's important for everyone to understand how to recognize and deal with sexual harassment.

Applicability of Policy

Complaints against sexual harassment can be made by

- ❖ A student of Nandha Naturopathy And Yoga Medical College And Hospital against another student of the College.
- ❖ A student of Nandha Naturopathy And Yoga Medical College And Hospital against a staff (teaching or non- teaching) of the college.



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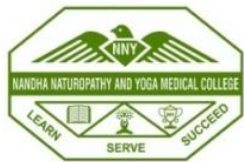
- ❖ A staff of Nandha Naturopathy And Yoga Medical College And Hospital against another staff of the college

- ❖ A staff (Teaching or non-teaching) against a student of the Nandha naturopathy and yoga medical college and hospital

Steps you can take

- ❖ Inform class teachers, H.O Ds/Principal or Members of Anti-sexual Harassment Cell

- ❖ Approach the Anti-sexual Harassment Cell and file a written complaint.



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GENDER EQUITY POLICY

Introduction

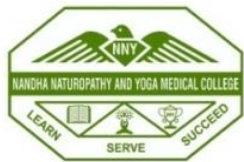
Nandha Naturopathy And Yoga Medical College And Hospital is committed to gender equity, non- discrimination and women empowerment in our campus and also NNYMC is cognizant of the national policy for women empowerment. In line with the national policy, NNYMC strives towards to improving measurable gender equality outcomes with respect to employee representation, value, safety and recognition.

Objective

- ❖ To ensure equal access to education for women.
- ❖ To eliminate discrimination, increase enrolment and retention rates of women.
- ❖ To improve the quality of education for women to facilitate life-long learning as well as development of occupation/vocation/technical skills by women.

Scope of the Policy

- ❖ Women students' representation to be maintained above 60% in both undergraduate and postgraduate levels of programs
- ❖ Sensitization of students and staff about the National and University policies regarding gender equity, non-discrimination and prevention of harassment
- ❖ Highlighting presence of women and achievements in admission campaigns and promotional activities.
- ❖ Providing quality education with a fee concession. And promote women for undertaking high quality research and academic activities.
- ❖ A woman sexual harassment cell is established.
- ❖ To organize various seminars, workshops and other activities from time to time.



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ANTI-RAGGING POLICY

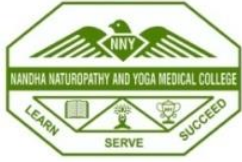
OBJECTIVES

As the direction of University Grants Commission our institution strictly observe the instructions meticulously. Our institution ragging is strictly prohibited and prevented and ensures ragging free campus.

What Constitutes Ragging?

UGC has formulated ragging constitutes one or more of any of the following acts

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.



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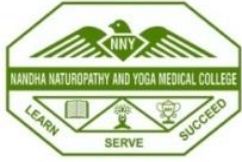
- h) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Measures for prevention of ragging:

It shall be mandatory for every stake holder to take following measures for prevention of ragging at such institutions

- a) Ragging within and outside the campus is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
- b) Every candidate has to fill an affidavit, preferably in English or in the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- c) A printed affidavit, preferably in English or in the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
- d) The applicant must submit a document along with the School Leaving

Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.



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- e) A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
- f) Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on regular basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend NNYM Cessary help
- g) In case of freshers admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers would be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors access to freshers accommodation is strictly monitored by wardens, Security Guards and Staff.
- h) Institute provides the assistance of professional counselors at the time of admissions to counsel freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in the hostels
- i) A Student Handbook detailing when and whom student has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc is being provided to all the freshers
- j) The Institute through the student information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- k) The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.



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- l) The information booklet mentioned above includes a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution
- m) Institute has tight security in its premises, especially at the vulnerable places. NNYMCessary, and intense policing is resorted to at such points at odd hours during the early months of the academic session.
- n) Mobile Phones and other communication devices may be permitted in residential area Including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

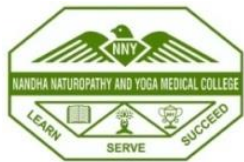
Monitoring Mechanism

Anti-ragging Committee:

Institute has constituted an Anti-ragging Committee which is headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media,

Non-Government Organizations involved in youth activities, representatives of faculty members representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff, and have a diverse mix of membership in terms of level as well as gender.

The Anti-Ragging Committee ensures compliance with the provisions of above mentioned regulations as well as the provisions of any law for the time being in force concerning ragging. and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.



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Anti-Ragging Squad:

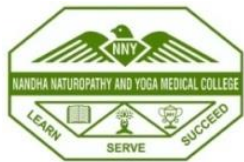
- Institute also constitutes a smaller body known as the Anti-Ragging Squad, members of which is nominated by the Head of the Institution. The squad maintains the vigil, oversight and do patrolling functions and remains mobile, alert and active at all times.
- The Anti-Ragging Squad has representation of various members of the campus community and has no outside representation.
- The Anti-Ragging Squad can make surprise raids on hostels, and other places vulnerable to Incidents and having the potential for ragging and is empowered to inspect such places.
- The Anti-Ragging Squad can conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be and shall submit enquiry report along with recommendations to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging and considerations such other relevant information as may be required.

Mentoring Cell

Institute constitutes a Mentoring Cell consisting of students volunteering to be Mentors for freshers at the rate of one Mentor for six freshers.

Actions to be taken against students for indulging and a betting ragging in the institute.

- a) A strong, exemplary and justifiably harsh punishment would be meted out to the persons indulged in ragging to act as a deterrent against recurrence of such incidents
- b) Every single incident of ragging a First Information Report (FIR) would be filed without exception by the institutional authorities with the local police authorities



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- c) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging
- d) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following
- ❖ Cancellation of admission
 - ❖ Suspension from attending classes
 - ❖ Withholding/withdrawing scholarship/fellowship and other benefits
 - ❖ Debarring from appearing in any test/examination or other evaluation process
 - ❖ Withholding results
 - ❖ Debarring from representing the institution in any regional, national or international meet tournament, youth festival, etc.
 - ❖ Suspension/expulsion from the hostel
 - ❖ Rustication from the institution for period ranging from 1 to 4 semesters
 - ❖ Expulsion from the institution and consequent debarring from admission to any other institution
 - ❖ Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars

Appeal:

An appeal against the order of punishment by the Anti-Ragging Committee shall lie to the Chairman or Head of the Institution, as the case may be.

Action Taken Report:

The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time to time.



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Women Development Cell Policy

1. Preamble:

Women Empowerment is the important thing for shaping up every nation Empowerment equips and allows women to make life-determining decisions through different glitches in the society it encompasses higher literacy level and education, better health care, parity, active participation in economic and commercial sections, awareness of rights and responsibilities, improved standards of living and acquiring self-reliance, self-esteem and self- confidence. In the effort to make female students more self-reliant and to inculcate confidence in them.

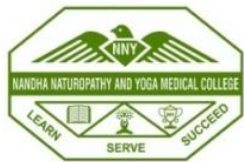
Women Development Cell was constituted in Nandha Naturopathy And Yoga Medical College And Hospital The Cell functions with an aim to create a gender sensitized community within campus as well as in the society. It has been organizing varied awareness programmes on women health care, women rights and women empowerment and disseminates the significance of gender equivalence in the society through College students.

2. Objective:

- ❖ To ensure equal opportunity to all women without any discrimination
- ❖ To create a gender sensitive environment that respects gender diversity
- ❖ To conduct programmes on legal awareness, women protection, sexual harassment and Celebrate International Women's day every year.

3. Policy Content and Guidelines

- ❖ Creating a cosy ambience for female students and faculty to boost up their confidence in mental, physical and emotional aspects
- ❖ Making women students and employees aware of their legal rights and thus empower them to stand against any discrimination.
- ❖ Organizing workshops and seminars that will result in women empowerment of both within the campus and outside the campus.
- ❖ Assisting Anti Sexual Harassment Cell in dealing with complaints and conducting enquiry.
- ❖ Honouring Women Achievers in and around the locality with "Kalki Award" during International Women's Day Celebrations.



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- ❖ Acting as a forum for information sharing and exchange of ideas.
- ❖ Monitor the timely conduct of activities under WDC and submit the report of the same to the Academic Reformation Committee.

4. Execution of Activities:

A minimum of 4 activities (Workshops/Seminars/Awareness Camps/Training Programmes) will be conducted in an academic year.

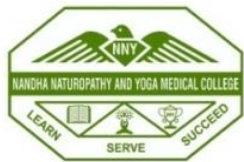
- ❖ The activity will be planned and executed by WDC, supported by Department Coordinators
- ❖ A detailed report of each activity will be submitted to the IQAC
- ❖ Sample list of activities are as following:
- ❖ Legal Awareness Programme
- ❖ Women Hygiene
- ❖ Motivational programme
- ❖ Leadership Development programme
- ❖ Entrepreneurship Development programme

5. Meetings

- ❖ The meeting agenda will be linked to the objectives of WDC and annual action plan. However, the committee will also assess the current needs and develops the agenda accordingly.
- ❖ The Committee will meet at least three times a year. The chair of the Committee may convene additional meetings, as he/she considers NNMYCessary.

6. Review of Policy

- ❖ The WDC- Chairperson is authorized to make recommendations to the Institute about changes in the policy.
- ❖ Any change will be incorporated based on approval from Head of the Institutions
- ❖ The policy will be reviewed after 2 academic years.



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POLICY ON ENVIRONMENT AND ENERGY CONSERVATION

1. Introduction:

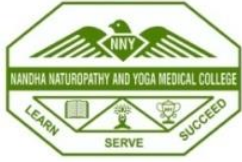
The Energy Conservation Policy of Nandha Naturopathy And Yoga Medical College And Hospital is to manage energy in such an organized way so as to reduce the impact of loss of energy crisis on the environment. The policy implies to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis. The policy helps to entrench efficiency and to create environmental awareness, thereby helps the citizens to realize the responsibilities and commitment in conserving of natural resources and limiting the usage.

2. Objective:

- ❖ To maximize the utilization of green energy
- ❖ To identify the cause for all forms of pollution and to make suitable solutions.
- ❖ To convert the campus into a renewable energy campus
- ❖ To observe of various days of importance like world water day, environment day, etc

3. Policy Content and Guidelines

- ❖ Nandha Naturopathy And Yoga Medical College And Hospital will promote the use of cost-effective, renewable energy sources whenever possible, both in new construction and existing building renovations.
- ❖ All buildings will continue to target energy efficiency improvement measures to the greatest extent through energy audits
- ❖ Conduct awareness programmes among all the students and faculty member about the importance of energy conservation.
- ❖ Motivate students to do projects on Renewable Energy Sources and to assess the energy usage and to measure its impact on the environment.
- ❖ Monitor and control CO2 emissions and take NNYS necessary steps to reduce it periodically
- ❖ Advocating all the vehicle users to use eco-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads
- ❖ Installing photovoltaic solar panels for the generation of alternate energy.
- ❖ Periodic maintenance of Solar panel to keep up the efficiency of producing electricity



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- ❖ Energy efficient LED bulbs by replacing higher wattage CFL bulbs
- ❖ Cleaning the solar PV panel regularly to improve the power generation
- ❖ Conduct Energy audit every year by the external agencies to know the status of energy conservation and to proper energy management
- ❖ Utilizing energy efficient green vehicles inside the campus
- ❖ Maximizing the usage of Bio gas for cooking at Canteen
- ❖ Maintaining all the electrical equipment periodically.

4. Review of the policy:

- ❖ The status of various energy conservations will be obtained from reports of the auditing agencies and the corresponding measures will be taken for effective conservation of energy.
- ❖ Policy level changes also be done based on the audit report.



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ALTERNATIVE ENERGY RESOURCES AND ITS MAINTENANCE

POLICY ON ENVIRONMENT AND ENERGY CONSERVATION

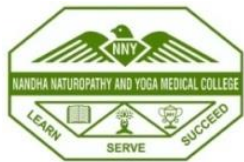
The Energy Conservation Policy of Nandha Naturopathy And Yoga Medical College And Hospital is to manage energy in such an organized way so as to reduce the impact of loss of energy crisis on the environment. The policy implies to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis. The policy helps to entrench efficiency and to create environmental awareness, thereby helps the citizens to realize the responsibilities and commitment in conserving of natural resources and limiting the usage.

Objective:

- ❖ To maximize the utilization of green energy
- ❖ To identify the cause for all forms of pollution and to make suitable solutions.
- ❖ To convert the campus into a renewable energy campus.
- ❖ To observe of various days of importance like world water day, environment day, etc

Policy Content and Guidelines

- ❖ Nandha Naturopathy And Yoga Medical College And Hospital will promote the use of cost-effective, renewable energy sources whenever possible, both in new construction and existing building renovations
- ❖ All buildings will continue to target energy efficiency improvement measures to the greatest extent through energy audits.
- ❖ Conduct awareness programmes among all the students and faculty member about the importance of energy conservation.
- ❖ Motivate students to do projects on Renewable Energy Sources and to assess the energy usage and to measure its impact on the environment.
- ❖ Monitor and control CO2 emissions and take NNYM Cessary steps to reduce it periodically
- ❖ Advocating all the vehicle users to use eco-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- ❖ Installing photovoltaic solar panels for the generation of alternate energy.
- ❖ Periodic maintenance of Solar panel to keep up the efficiency of producing electricity



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- ❖ Energy efficient LED bulbs by replacing higher wattage CFL bulbs
- ❖ Cleaning the solar PV panel regularly to improve the power generation
- ❖ Conduct Energy audit every year by the external agencies to know the status of energy conservation and to proper energy management.
- ❖ Utilizing energy efficient green vehicles inside the campus
- ❖ Maximizing the usage of Bio gas for cooking at Canteen
- ❖ Maintaining all the electrical equipment periodically

Review of the policy:

- ❖ The status of various energy conservations will be obtained from reports of the auditing agencies and the corresponding measures will be taken for effective conservation of energy.
- ❖ Policy level changes also be done based on the audit report.

Solar power plant

Percentage of power requirement of the Institute supplemented by 50 kW renewable solar energy power plants has been installed at the top floor of Block IV with power earthing arrangements as per IE rule. Power rating of 50 KW solar energy power plant output is 250 units /day.

Solar Water Heater

Solar water heaters are installed both in boys and girls hostel.

LED Bulbs/Power Efficient equipment

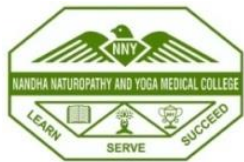
Energy efficient LED bulbs are placed in a phased manner in all the laboratories, class rooms and road sides

Sensor Based Energy Conservation:

To regulate the utilization of water, sensor based devices are installed in the overhead water tanks and in open well.

Maintenance:

A Software (SMART NANDHA) has been developed by the faculty members to make entries on the maintenance required and the estate office team is looking after the work and ensures timely completion.



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GREEN CAMPUS AND ENVIRONMENT POLICY

Green Practice in Campus:

Institute's primary concern is about green practices for sustainable environment and inculcating empathy towards environment among students and staff NNYMC has implemented digitization by promoting the usage of less quantity of paper in academic and administrative processes by effective waste management. Students are sensibilized about green practices through the orientation programs, environmental studies class, poster competition, practical assignments, celebrations like world Water day, Environmental day, etc.

The Institute pays much attention on green practices by the following ways

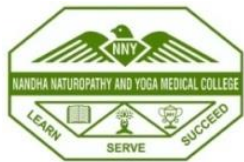
- ❖ Restricted Entry of Automobiles
- ❖ Pedestrian friendly path ways
- ❖ Plastic free campus
- ❖ Paperless office
- ❖ Green landscaping with trees and plants
- ❖ Energy Conservation.

Restricted Entry of Automobiles

- ❖ Faculty and students are advised to park their vehicles in the parking space provided for them and are not entertained to park on the roads in the campus
- ❖ Faculty and students commuting by two wheelers are instructed to wear helmets to ensure safety.
- ❖ Security guards are allotted duties to ensure not to parking vehicles in no parking areas.
- ❖ Placards are being placed in no parking areas.
- ❖ The Management provides transport facilities to both faculty and students. It also supports the faculty and students to use public transport or their own vehicle.

Pedestrian friendly roads

- ❖ NNYMC has taken special effort towards the construction and maintenance of the Internal roads for pollution free campus.



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- ❖ Faculty and the students are advised to use pedestrian friendly pathway for convenience and safety

Plastic Free Campus

- ❖ Awareness program on Environment pollution and the effective ways to protect is conducted by the students to the public
- ❖ A 'No Plastic' awareness campaign is conducted by NSS at NNYMC to share the hazards of indiscriminate use of plastic. Being conscious towards the environment Institute instructs the students to minimize the use of plastic
- ❖ Faculty and student volunteers frequently monitor the dining hall, washing area canteen and other common places to avoid the use of plastics
- ❖ Students are advised to use paper plates, and jute bags
- ❖ Hazardous wastes are identified and disposed appropriately

Paperless Office

NNYMC supports the Government of India's Digital India Program, which aims to transform India into a digitally empowered nation. NNYMC believes in going digital in every possible way and reduces the use of papers in academic and administrative processes, Reuse of papers for writing and printing is recommended in all departments E-Notice practice is being followed by departments to disseminate information. Reformation Software is in use for hall booking, addressing the issues etc.

Green landscaping with Trees and Plants

- ❖ Much attention was paid not to cut down the trees in campus while constructing buildings. Most of the buildings are constructed without demolishing trees in the campus. Thus the campus holds more than 75 % of green cover.
- ❖ Eco-landscaping is designed and maintained in such manner that it saves time, money and energy. It contributes in reducing air, soil and water pollution.
- ❖ College has organized various activities on green practices for the benefit of society Education on Environmental science is a part of the program to create awareness among students on environment and sustainability



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Energy Conservation

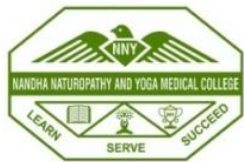
- ❖ The campus is beautifully landscaped in a lush green stretch of land and is free from air and noise pollution
- ❖ Guidelines are provided to the students and faculty in the campus regarding conservation of the environment and saving energy
- ❖ Rule of turning off the computers when not in use and turning off all the electrical equipment's before leaving the class room/lab/ campus is adopted to save energy.
- ❖ Solar water heaters are used in the hostels. It is recommended to replace all the fluorescent lamps in the campus with LED lamps

Waste water Recycling:

- ❖ Recycled water from the canteen and other cooking areas in the campus is used for watering plants

POLICY FOR PLASTIC BAN IN CAMPUS

1. To ban disposable plastics in canteens, campus premises, hostels etc.
2. To mandate all the staffs and students members to avoid bringing non-bio-degradable plastic items to the campus.
3. To avoid the use of plastic water bottles, bags and to encourage the use of alternative sources like cloth bags, paper bags etc.,
4. To keep sign boards at various places to create wide publicity to ban the use of polythene bags in the campus



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MAINTENANCE POLICY

Response:

The Institution has designed its own maintenance policy procedure that includes several methods to achieve the effective maintenance of physical, academic and other facilities.

Methods

Effective maintenance is being achieved by using the following methods.

1. Reformation site
2. Class Committee Meetings
3. Periodical visits by the supervisors concerned
4. What's app group

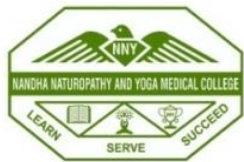
Maintenance Section

- ❖ A centralized maintenance section, headed by a maintenance manager and supported by skilled technicians such as electricians, plumbers, carpenters and masons is in practice.
- ❖ This section takes care of the maintenance of infrastructural facilities that include plumbing, electrical, carpentry, masonry and sewage works
- ❖ The section receives maintenance requirements from the departments and other sections and undertakes the NNYM Cessary work following internal operating procedures under the directions given by the supervisors concerned, without disturbing the regular activities.

Internal operating Procedure:

Any problem that persists in a department is represented through the below mentioned methods

- ❖ The supervisor/ skilled person/technician is summoned to rectify the problem
- ❖ The technician resolves the problem on site if no additional material is required.



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- ❖ In case of material requirements, the materials are received from the maintenance section after the approval of the store manager
- ❖ If the material is to be procured from outside, permission is to be obtained from the maintenance coordinator/administrative officer and arrangements are made for procurement of the material to resolve the problem

1. Physical Facilities

Electrical Maintenance:

- ❖ Monthly monitoring of electrical equipment such as Generator, UPS, and Batteries is done and its status is entered in the maintenance register
- ❖ The suppliers/service providers are approached in case of any major fault.
- ❖ In case of any damage spots in the electrical equipment, quotations are invited and the part is procured as per the purchase procedure.
- ❖ The work done by the service provider is verified by the respective authorities and a report on the completion of work is submitted to the maintenance officer
- ❖ Required support is obtained from external agencies and TNEB whenever required.

Building Maintenance:

An approver third party civil engineer and his team are responsible for new construction works and the maintenance of buildings, including laying, painting plumbing, and sanitary fittings following the campus protocols.

Furniture Maintenance:

- ❖ Periodically, monitoring of furniture such as chairs, tables, windows, and doors is done on a regular basis, and the status is entered in the register
- ❖ In the event of any damage or replacement noted on the reformation site the suppliers/service providers are approached to rectify it at regular intervals.

Network/Wi-Fi Maintenance:

- ❖ Functioning of the college intranet and internet facility is monitored and maintained by the hardware technicians in association with system administrators of the college
- ❖ Any upgrades or modification to the existing network model is carried out by inviting quotations from external agencies following guidelines from the CSE department.



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2. Academic Facilities:

Library:

- ❖ Damaged books are collected by the librarian for hard binding on a regular basis
- ❖ Rare and High volume books are maintained in the reference section
- ❖ Journals and Magazines subscribed annually are bound as a book volume
- ❖ The entire library is cleaned weekly
- ❖ Book shelf rectification is performed every semester by using the book call number
- ❖ The library's digital section systems are formatted and maintained every semester

Laboratories:

- ❖ Equipment in the laboratories is maintained and calibrated periodically
- ❖ In-house maintenance and repairs are addressed by the respective qualified and trained department technicians
- ❖ Major problems and repairs are addressed in consultation with the suppliers following the advice of the HoD concerned and the Principal
- ❖ Computers and software in the laboratories are maintained by computer hardware technicians under the supervision of system administrators

Classrooms:

- ❖ Every Department has a furniture in-charge who periodically checks the condition of classrooms and laboratory amenities like benches, chairs, black boards, fans, lights and electronic equipment
- ❖ The in-charge resolves the problem through the Head of the Department following the procedure

3. Supporting Facilities:

Sports:

- ❖ Athletic field tracks are refilled once in every five year and playgrounds such as volleyball, cricket, Handball, Koko, Kabaddi, and Throwball fields are filled on an annual basis by the skilled manpower under the supervision of the Physical Director
- ❖ Sporting equipment is purchased according to the lifetime of the material by the Physical Director



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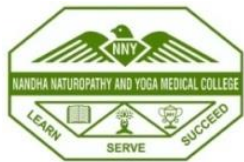
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4. Transport Facilities:

- ❖ Minor damage repairs in the buses are rectified using the skilled manpower Inside the campus under the supervision of the Transport Manager.
- ❖ Major damage/ repairs in the buses are rectified by the skilled third-party service team tied up with the institution.
- ❖ An adequate number of spare buses are available in the 10:1 ratio of the buses that can be used in case of bus breakdown.
- ❖ An adequate number of drivers are available for all the buses. Additional drivers are also available in the 10:1 ratio for buses to alter the bus drivers in case of driver's medical emergency/ personal leave.
- ❖ Every year, all the buses are sent to the RTO office to check the fitness of the buses and the Fitness certificate of all the buses is maintained properly.
- ❖ A Speed limiter of 60km speed is fixed on all the buses.

5. Other Facilities:

- ❖ The Institute has an RO plant that provides 24X7 drinking water facility. Sufficient number of water points are available in the departments to provide clean drinking water
- ❖ Periodically, the quality of water is tested by external vendors
- ❖ Adequate manpower is employed to maintain the cleanliness of the campus, classrooms staff rooms, seminar halls and laboratories, etc.
- ❖ The washrooms and restrooms are well-maintained.
- ❖ The green cover of the campus is well maintained by full time gardeners.
- ❖ Surveillance Cameras are fixed in and around the Campus for security purposes and they are maintained by the system administrators.



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WASTE MANAGEMENT POLICY

1. Introduction:

NNYMC strongly believes that the cleanness of the environment is one of the prime factors of education. A clean environment automatically boosts our self-confidence, learning ability and better focus NNYMC has initiates, implements, promotes and practically led environmentally sustainable practices in our college campus. The waste management reduces the effect of waste on the environment.

2. Objective:

- ❖ To keep our campus clean and healthy
- ❖ To create awareness of minimizing, reusing and disposal of waste
- ❖ To incorporate different strategy for different kind of waste

3. Policy Content & Guidelines

- ❖ The system to ensure effective segregation, as well as its disposal, with the intent of diverting as much waste generated as possible away from the landfill and instead to recyclers and reuse.
- ❖ The bins will be placed according to the volume of the traffic as well as the estimated types of waste generated. Based on this the required number of bins, their placement and their signages can be arranged.
- ❖ The instructions about segregations and visible bins should be made prominent and effective communication and coordination to ensure that the bins are not full or overflowing, and that they are not displaced.
- ❖ Vermicompost pit incorporate for solid waste management
- ❖ E-waste bins separate e-wastes
- ❖ A separate system is incorporated for bio medical waste

4. Execution of Activities:

- ❖ Seminars/ Workshops are conducted in regard of various waste management systems and the public awareness also done through Social clubs of various departments.
- ❖ That waste disposal records are maintained in the stock registers and the respective condemned items are handed over the waste management hub MoU's are signed with appropriate contractors for removal and disposal of all waste items