


# **POLICY DOCUMENT**

**DEPARTMENT OF BOTANY**  
**D.A.V.(P.G) COLLEGE, DEHRADUN**

**The Botany Department has designed Policy under following Heads :**

1. Teaching and Learning Policy: It describes the department's approach to teaching and learning, including assessment and student evaluation.
2. Laboratory Safety Policy: Details the safety protocols and procedures for working in the laboratory, including handling of chemicals, biological materials and equipment.
3. Plant Collection and Conservation Policy: Outl
4. Research Policy: Outlines the guidelines and procedures for conducting research in the botany department, including ethical considerations, data management, and collaboration.
5. Fieldwork Policy: Covers the guidelines and procedures for conducting fieldwork, including risk assessment, safety protocols and permissions.
6. Student Conduct Policy: Covers the expectations and guidelines for student behavior, including academic integrity, respect for others, and laboratory etiquette.
7. Collaboration and Partnership Policy: Outlines the department's approach to collaboration and partnership, including working with external organizations, industry partners, and community groups.
8. Intellectual Property Policy: Details the guidelines and procedures for managing intellectual property, including patents, copyrights, and trademarks.
9. Emergency Response Policy: Outlines the procedures for responding to emergencies, including fires, chemical spills

  
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## 1. Teaching and Learning Policy

The purpose of this policy is to outline the department's commitment to providing high-quality teaching and learning experiences for students.

This policy applies to all teaching and learning activities in the Botany Department, including undergraduate and graduate programs, lectures, laboratories, fieldwork, and online courses.

### a) Core Value

- Student-centered learning
- Inclusive and diverse learning environments
- Innovative and evidence-based teaching practices
- Continuous improvement and professional development
- Collaboration and interdisciplinary approaches

### b) Teaching and Learning Objectives

To provide students with a deep understanding of botanical principles and concepts

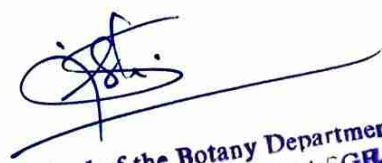
To develop students' critical thinking skills.

To develop love of learning and a passion for botany

To prepare students for careers in botany, research, and related fields

### c) Teaching and Learning Strategies

- Active learning and engagement
- Inquiry-based and problem-based learning
- Technology-enhanced learning
- Collaborative and team-based learning
- Formative and summative assessments
- Feedback and self-assessment

  
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#### d ) Implementation


- The department will provide ongoing professional development opportunities for staff to enhance teaching and learning practices.
- The department will regularly review and evaluate teaching and learning activities to ensure alignment with this policy.
- The department will encourage student feedback and participation in teaching and learning decision-making processes.

#### e ) Responsibilities

- Staff: Implement teaching and learning strategies, participate in professional development, and engage in continuous improvement.
- Students: Engage actively in learning, provide feedback, and take responsibility for their own learning.
- Department: Provide resources, support, and leadership to ensure high-quality teaching and learning experiences.

#### f ) Review and Revision

This policy will be reviewed and revised as necessary, with input from students, staff and faculty.




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## 2. Laboratory Safety Policy

- a ) Lab behavior rules: Always behave like a professional and responsible manner in the lab. Use caution and common sense in the lab; be aware of others and your environment.
- b ) No smoking and eating: Smoking, eating pan, tobacco, and drinking alcohol in the laboratory is prohibited.
- c ) Read instructions: Students are advised to read the instructions before using any instrument or chemicals during practicals.
- d ). Maintain records: Maintain a record of safety incident reports generated by the Department.



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### 3. Plant Collection and Conservation Policy for botany department:

#### a) Purpose and Scope:

The purpose of this policy is to ensure the responsible collection, conservation, and use of plant specimens for research, education, and outreach activities in the Botany Department.

This policy applies to all plant collections and conservation activities conducted by the Botany Department, including fieldwork and herbarium curation.

#### b ) Objectives


To collect and conserve plant specimens in a responsible and sustainable manner

To promote the understanding and appreciation of plant diversity and conservation

To support research, education, and outreach activities in botany

#### c ). Collection and Conservation Guidelines

Plant collections must be made with appropriate permits and permissions.

  
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Collections must be made in a sustainable and responsible manner, avoiding harm to the environment and local communities

Plant specimens must be properly labeled, stored, and curated in the herbarium

The department will maintain accurate records of plant collections and conservation activities

d) Conservation and Management of Plant Collections

The department will maintain a living plant collection in the greenhouse, including rare and endangered species

The department will participate in plant conservation programs and collaborations with other institutions


The department will provide training and education on plant conservation and management

e ) Access and Use of Plant Collections\_

Access to plant collections will be granted to authorized personnel and students for research, education, and outreach activities

Plant collections must be used in a responsible and sustainable manner, avoiding damage or destruction

The department will provide guidelines and training on the proper use and handling of plant collections

  
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f ) Review and Revision

This policy will be reviewed and revised as necessary, with input from departmental staff, students.



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4. Research Policy :

Botany, also known as plant biology, is a branch of biology that focuses on the study of plants, including algae, fungi, mosses, ferns, conifers, and flowering plants.

a ) Taxonomy, a fundamental aspect of botany, is the science of classifying and naming living organisms.


b ) Plant Physiology: Plant physiology is the branch of botany that explores the internal processes and mechanisms governing the life and functioning of plants.

c ).Ecology and Biodiversity: Ecology, a pivotal branch of botany, examines the relationships between organisms and their environments.

d )Genetics and Genomics: Plant genetics and genomics constitute a fascinating area of botany that explores the hereditary traits and molecular mechanisms governing plant development, evolution, and adaptation.

e ) Plant Pathology: Plant pathology is a specialized field within botany that focuses on the study of plant diseases, their causes, and their impact on plant health and productivity.

f ) Ethnobotany: Ethnobotany is a multidisciplinary field that explores the relationships between plants and people, particularly focusing on the traditional knowledge and uses of plants by different cultures, especially indigenous communities.

  
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## 5 Fieldwork Policy

### a ) Purpose and Scope

The purpose of this policy is to ensure that fieldwork activities in Botany are conducted in a safe, responsible, and ethical manner.

This policy applies to all fieldwork activities conducted by students, staff, and faculty in the Botany Department, including field trips, research projects, and data collection.

### b ) Objectives

To ensure the safety and well-being of all participants in fieldwork activities

To promote responsible and sustainable collection and use of plant specimens

To minimize the impact of fieldwork on the environment and local communities

To ensure compliance with relevant laws, regulations, and international agreements

### c ) Fieldwork Guidelines


All fieldwork activities must be approved by the Department prior to commencement

Participants must complete a fieldwork risk assessment and emergency response plan

Participants must follow local regulations and guidelines for collecting plant specimens

Participants must respect local cultures and communities

Participants must minimize waste and environmental impact

  
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#### d ) Safety Protocols

First aid kits and emergency response plans must be available during fieldwork

Participants must be aware of potential hazards and take necessary precautions

Participants must stay in groups and maintain communication with team leaders

#### e ) Environmental Responsibility


- Participants must follow Leave No Trace principles

- Participants must respect protected areas and endangered species

- Participants must minimize use of single-use plastics and non-biodegradable.

#### f ) Review and Revision

This policy will be reviewed and revised as necessary, with input from departmental staff, students, and external experts.

  
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6. Student Conduct Policy , Botany Department:

a) Purpose and Scope :

The purpose of this policy is to outline the expectations for student conduct in the Botany Department, ensuring a safe, respectful, and inclusive learning environment.

This policy applies to all students enrolled in Botany courses including fieldwork, laboratory work, and academic research.

b) Expectations:

Treat others with respect, dignity, regardless of background, culture, or identity.

Uphold the highest standards of academic integrity, avoiding plagiarism, cheating, and falsification of data.


Follow safety protocols and guidelines during laboratory and fieldwork activities.

Conduct yourself in a responsible and professional manner, avoiding disruptive or harmful behaviour.

Minimize waste, conserve resources, and protect the natural environment during fieldwork and laboratory activities.

c ) Consequences of Misconduct :

Verbal warning or counseling by departmental staff.

  
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Written warning or reprimand

Failure in a course or assignment.

Suspension or expulsion from the department or university.


Legal action, if necessary

d ) Reporting Incidents :

Report incidents or concerns to departmental staff, including supervisors, or the department head.

e ) Review and Revision :

This policy will be reviewed and revised as necessary, with input from students, staff, and faculty.

  
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## 7. Collaboration and Partnership Policy :

### a) Purpose and Scope :

The purpose of this policy is to outline the department's approach to collaboration and partnership, ensuring effective and productive relationships with institutions and individuals.

This policy applies to all collaborations and partnerships involving the Botany Department, including research projects, educational programs, and outreach activities.

### b) Objectives

- Establish collaborative relationships with academic, industry, and community partners
- Promote interdisciplinary research and innovation
- Enhance student learning and professional development opportunities
- Support knowledge transfer and community engagement

### c) Principles:

- Mutual respect and trust
- Clear communication and defined goals
- Shared responsibilities and resources
- Flexibility and adaptability
- Ethical and responsible conduct



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d) Types of Collaborations :

- Research collaborations with academic and industry partners
- Educational partnerships with schools and community organizations
- Outreach and engagement activities with government and non-profit organizations

e) Roles and Responsibilities :

- Department Head: oversees collaborations and partnerships
- Faculty and Staff: develop and maintain partnerships
- Students: participate in collaborative projects and activities
- Partners: contribute resources and expertise

f) Evaluation and Review :

Collaborations and partnerships will be regularly evaluated and reviewed to ensure alignment with departmental objectives and principles.



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## 8. Intellectual Property Policy for Botany Department:

### a ) Purpose and Scope:

The purpose of this policy is to outline the department's approach to intellectual property (IP), ensuring that innovative ideas and creations are protected and utilized for the benefit of the department and college.

This policy applies to all intellectual property created by faculty, staff and students in the Botany Department, including research results, inventions, software, and creative works.

### b ) Definitions :

- Intellectual property (IP): intangible creations of the mind, including inventions, discoveries, and creative works
- Inventorship: the conception of an idea or discovery
- Authorship: the creation of a literary or artistic work

### c ) Ownership :

- The department of Botany owns all IP created by employees (faculty and staff) within the scope of their employment
- Students own their IP, unless it is created within the scope of their employment or under a sponsored research agreement

### d ) Protection and Disclosure :

- IP must be disclosed to the department in a timely manner
- The department will assist in protecting IP through patents, copyrights, trademarks, and other legal means



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e ) Use and Commercialization

- The department will facilitate the use and commercialization of IP for the benefit of the college and society
- Revenue generated from IP will be shared with the inventor/author, department, and college according to college policies

f ) Confidentiality and Non-Disclosure :

- Confidential information must be kept secret and only disclosed to authorized personnel
- Non-disclosure agreements (NDAs) may be used to protect confidential information

g ) Dispute Resolution :

- Disputes related to IP will be resolved through college procedures and legal means, if necessary

h ) Review and Revision :

This policy will be reviewed and revised as necessary, with input from departmental staff, students, and experts.

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## 9. Emergency Response Policy for Botany Department:

### a ) Purpose and Scope:

The purpose of this policy is to outline the department's procedures for responding to emergencies, ensuring the safety and well-being of employees and students.

This policy applies to all employees, students, and visitors in the Botany Department, including faculty, staff, graduate and undergraduate students and guests.

### b ) Emergency Definition :

An emergency is any situation that poses a threat to life, health, or safety including but not limited to:

- Fire or explosion
- Chemical spill or exposure
- Medical emergency or injury
- Natural disaster (e.g., earthquake, flood)
- Security threat or violence
- Utility failure (e.g., power outage, water main break)

### c ) Response Procedures :

#### 1. Alert and Notification:

- Activate the department's emergency alert system.
- Notify emergency services (e.g., 108) and college authorities



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## 2. Evacuation:

- Evacuate the building or area immediately, using designated exit routes
- Assemble at the designated assembly point for headcount and further instructions

## 3. Shelter-in-Place:

- If evacuation is not possible, shelter in place and secure the area
- Follow instructions from emergency responders or university authorities

## 4. Medical Response:


- Provide basic first aid and medical assistance as needed
- Call for emergency medical services (EMS) if necessary

## 5. Incident Command:

- The department head or designee will assume incident command and coordinate response efforts
- Follow college protocols for incident management and communication

## d ) Review and Revision :

This policy will be reviewed and revised as necessary, with input from departmental staff, students, and experts.

  
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