


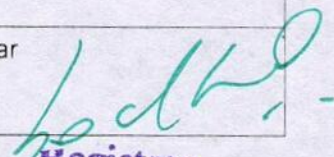


# MALWANCHAL UNIVERSITY, INDORE



Green Audit  
Year- 2024-2025

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**Registrar**  
**Malwanchal University**  
**INDORE (M.P.)**

# MALWANCHAL UNIVERSITY, INDORE

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## **Acknowledgement**

We take this opportunity to express our sincere appreciation to **Malwanchal University, Indore** for entrusting us with the responsibility of conducting the Green Audit of their campus. This initiative highlights the university's proactive approach toward environmental sustainability and ecological awareness in higher education.

We are grateful to the university administration, faculty, and staff for their constant support, open communication, and collaborative spirit throughout the audit process. Their valuable inputs and active involvement greatly facilitated the data collection, observations, and analysis required for this report.

Our heartfelt thanks also go to all individuals and departments who contributed their knowledge and time, enabling us to gain a deeper understanding of the university's green practices and policies.

This report is the result of a shared commitment to building a greener future and is intended to support ongoing improvements in sustainability, resource management, and environmental stewardship at Malwanchal University.

**Date: -**

**Authorized Signatory**

## **Certificate**

This is to certify that **Malwanchal University** has conducted a detailed "**Green Audit**" for its campus during the academic year 2024-2025. The green audit was conducted in accordance with the applicable standards prescribed by the Central Pollution Control Board, Indore, and the Ministry of Environment, Forest and Climate Change, Indore. The audit involves water, wastewater, energy, air, green inventory, solid-waste, etc. and gives an 'Environmental Management Plan', which the university can follow to minimize the impact on the institutional working framework. In an opinion and to the best of our information and according to the information given to us, said green audit gives a true and fair view in conformity with environmental auditing principles' accepted in India.

**Date:**

**Authorized Signatory and Seal**

## Executive Summary

The Green Audit of Malwanchal University, Indore, was undertaken with the objective of assessing the institution's environmental performance and identifying opportunities for promoting sustainable practices across the campus. The audit focused on key areas including energy and water usage, waste management, biodiversity, carbon footprint, and overall environmental policies.

During the audit process, data was collected through field visits, stakeholder interviews, and review of relevant documents. The findings reveal that Malwanchal University has made significant strides in incorporating green practices, such as the installation of energy-efficient systems, effective waste segregation methods, water conservation techniques, and the maintenance of green cover within the campus.

However, the audit also identifies areas where further improvements can enhance the university's sustainability initiatives, such as expanding renewable energy usage, strengthening recycling systems, and increasing awareness programs for students and staff.

This report aims to provide a comprehensive evaluation of current practices while recommending actionable steps that align with national and global sustainability standards. The Green Audit is not only a reflection of the university's current environmental efforts but also a roadmap for its continued journey toward becoming a model eco-friendly educational institution.

### About Malwanchal University

- Malwanchal University sets high standard for Science & Liberal Arts education by imparting knowledge, training and professional experience to individuals for a career in Health, technology and human sciences.
- We are committed towards creating & sustaining an environment that enables students to experience an unparalleled educational journey that is intellectually, socially and personally transformative and wedded to human values.
- To provide quality education and training by cultivating talents, values and learning with which they can best serve the world and to help intellectual transformation with the exposure to new ideas and new ways of understanding.

### CONCEPT AND CONTEXT

The National Assessment and Accreditation Council, New Delhi (NAAC) has made it mandatory alliance from the academic year 2019-20 onwards that all Higher Educational Institutions should submit an annual Green, Environment and Energy Audit Report. Green Audit is assigned to the Criteria 7 of NAAC, National Assessment and Accreditation Council which is a self-governing organization of India that declares the institutions as Grade A, Grade B or Grade C according to the scores assigned at the time of accreditation. Moreover, it is part of Corporate Social Responsibility of the Higher Educational Institutions to ensure that they contribute towards the reduction of global warming through Carbon Footprint reduction measures.

In view of the NAAC circular regarding Green auditing, the University management decided to conduct an external environment assessment study by a competent external professional auditor, the green audit aims to examine environmental practices within University campus, which impact directly or indirectly on the atmosphere. Green audit can be defined as systematic identification, quantification, recording, reporting and analysis of components of college/college environment. It was initiated with the intention of reviewing the efforts within the institutions whose exercises can cause risk to the health of inhabitants and the

Through the green audit, a direction as how to improve the structure of environment and inclusion of several factors that can protect the environment can be commenced. This audit focuses on the Green Campus, Waste Management.

# INTRODUCTION

Now a days, the educational institutions are becoming more thoughtful towards the environmental aspects and as a result new and innovative concepts are being introduced to make them sustainable and eco-friendly as promotion of the saving the energy, waste recycle, water consumption reduction, water harvesting and many more....

Green audit is defined as an official inspection of the effects a institutions has on the environment. Green Audit is conducted to evaluate the actual scenario at the institution campus. Green audit can be a useful tool for a institutions to determine how and where they are using the most of the energy or water or resources; the organisation can then decide how to implement changes and make savings. It can also be used to determine the nature and volume of waste, which can be used for a recycling project or to improve waste minimization plan.

Green auditing and the application of mitigation measures is a win-win situation for all the institutions, the learners and the mother earth. It can also result in health awareness and can promote the environmental awareness, values and beliefs. It provides a better understanding to staff and students about the Green impact on institution. Green auditing also upholds financial savings through reduction of resource usage. It gives an opportunity to the students and teachers for the development of ownership of the personal and social responsibility. The audit process involves primary data collection, site walk through with the team of College/college including the assessment of policies, activities, documents and records. Values and ethics. Through the green audit, one can get direction about how to improve the condition of the environment.

## Why Green Audit

A Green Audit is a systematic examination of an organization's environmental performance. Its primary aim is to assess how resources are being used and to identify opportunities for reducing environmental impact. Here are key reasons why conducting a Green Audit is important:

### **1. Promotes Environmental Awareness**

It encourages individuals and institutions to become conscious of their ecological footprint and fosters a culture of sustainability.

### **2. Improves Resource Efficiency**

It helps in monitoring the consumption of energy, water, paper, and other resources, leading to more efficient usage and cost savings.

### **3. Manages Waste Effectively**

By analysing waste generation and disposal methods, it enables better strategies for reduction, reuse, and recycling.

### **4. Identifies Environmental Risks**

It helps detect practices that may be harmful to the environment and recommends corrective actions.

### **5. Supports Regulatory Compliance**

Ensures that the institution adheres to environmental laws, standards, and best practices.

### **6. Strengthens Institutional Image**

Demonstrates the organization's commitment to sustainability, enhancing its reputation among stakeholders.

## **7. Provides a Roadmap for Sustainability**

Offers actionable insights and recommendations that guide the transition toward a greener, more sustainable future.

# **Goals of Green audit**

## **1. Assess Environmental Impact**

To evaluate how the institution's activities affect the environment, including energy use, waste generation, water consumption, and carbon emissions.

## **2. Promote Sustainable Practices**

To encourage eco-friendly habits and sustainable operations within the campus community.

## **3. Improve Resource Efficiency**

To identify areas where resources such as electricity, water, and paper can be used more efficiently and conserved.

## **4. Enhance Waste Management**

To examine current waste disposal methods and suggest improvements in recycling, reuse, and reduction.

## **5. Ensure Regulatory Compliance**

To verify that the institution meets environmental laws, standards, and guidelines at the local, national, and international levels.

## **6. Encourage Environmental Awareness**

To create awareness among students, faculty, and staff about environmental issues and their role in minimizing ecological impact.

## **7. Support Policy Development**

To provide data and recommendations that can shape or improve the institution's environmental policies and sustainability plans.

## **8. Promote Biodiversity Conservation**

To assess and enhance the natural habitat within the campus, supporting the preservation of flora and fauna.

## **9. Benchmark Environmental Performance**

To establish a baseline for environmental performance and monitor improvements over time.

## **10. Foster a Green Campus Culture**

To cultivate a campus environment that prioritizes sustainability in teaching, research, operations, and student life.

# **Objectives of Green Audit**

## **1. To Identify the Environmental Impact of Campus Activities**

Evaluate how campus operations affect natural resources, energy usage, waste generation, and overall environmental health.

## **2. To Monitor Resource Consumption**

Track and analyze the use of electricity, water, fuel, paper, and other materials to promote efficient usage.

## **3. To Evaluate Waste Management Systems**

Assess how solid, liquid, and e-waste are handled and recommend strategies for reduction, reuse, and recycling.

## **4. To Promote Environmental Sustainability**

Encourage the adoption of green initiatives that reduce carbon footprint and environmental degradation.

## **5. To Support Environmental Compliance**

Ensure the institution adheres to environmental regulations, standards, and best practices.

## **6. To Enhance Green Literacy**

Raise awareness and educate the campus community about sustainability practices and environmental responsibilities.

**7. To Recommend Sustainable Alternatives**

Suggest eco-friendly technologies, practices, and infrastructure upgrades for long-term benefits.

**8. To Benchmark Current Performance**

Provide a baseline for assessing improvements in environmental performance over time.

**9. To Foster Accountability and Transparency**

Encourage responsible resource use by documenting and sharing audit findings with stakeholders.

**10. To Contribute to Institutional Planning**

Inform the development of green policies and action plans aligned with the institution's mission and sustainability goals.

## **Benefits of Green Audit to an Educational Institute**

**1. Promotes Environmental Awareness**

Educates students, faculty, and staff about environmental issues and encourages eco-friendly behavior across the campus.

**2. Improves Resource Efficiency**

Helps reduce the consumption of electricity, water, paper, and other resources, leading to cost savings and conservation.

**3. Strengthens Waste Management**

Enhances the effectiveness of waste segregation, recycling, and disposal, minimizing the institute's ecological footprint.

**4. Supports Sustainable Development**

Guides institutions toward integrating sustainability in infrastructure, academics, and daily operations.

**5. Ensures Legal and Regulatory Compliance**

Helps the institution comply with local, state, and national environmental regulations and standards.

**6. Enhances Institutional Image and Credibility**

Demonstrates the institute's commitment to sustainability, which can attract environmentally conscious students, faculty, and collaborators.

**7. Provides a Baseline for Future Improvements**

Establishes a benchmark for monitoring environmental performance and setting goals for continued progress.

**8. Encourages Student Participation and Innovation**

Offers students opportunities to engage in real-world sustainability practices and projects, fostering innovation and responsibility.

**9. Contributes to Rankings and Accreditations**

Green practices and audits can positively impact national and international rankings and accreditations focused on sustainability.

**10. Fosters a Healthy and Green Campus Environment**

Improves the overall campus ambiance, air quality, and biodiversity, making it a more pleasant and inspiring place to live and learn.

## Internal Green Audit Committee

The members of the committee are as follows

1	Dr. R.C. Yadav (Additional Director)	Chairperson
2	Dr.PrajaktaTomar	Member
3	Dr.Prabhanshu Vyas	Member
4	Mr. Ajay Gour	Member
5	Dr.Someshwarya	Member
6	Mr. Ghanshyam (Electrician)	Member
7	Dr. Amitasingh	Member
8	Dr.Akashsingh (Asst. Prof agriculture)	MemberSecretary
9	Ms. RituChokse	Member
10	Mr. Rupendra Shukla (House keeping)	Member
11	Mr. Suresh Rawat	Member
12	Mr. SanjuPaliwal	Member

## **Green Initiatives Taken By M.U.**

### **► Solid Waste Management**

- Bio degradable soil waste.
- There is ban on single use plastic and plastic crockery in the campus.
- Non bio degradable soil – Hoswin company
  - MoU
  - Plastic Waste
  - Ban on Plastic

### **► Tree Plantation Drives**

Five plantation drives were carried out in the current year in the Campus. Plants survival rate is around 92%.

**Green Audit Procedure**-Malwanchal University has constituted following internal audit committee.

- 1. Green Audit Committee**
- 2. Energy Audit Committee**
- 3. Waste Audit Committee**

A questionnaire is designed to collect the data for green audit.

**Scope** – Policy is applicable to

#### **A. Constituent unit of Malwanchal University.**

1. Index Medical College Hospital & Research Centre
2. Index Nursing College
3. Index Institute of Dental Sciences
4. Index Institute of Pharmacy
5. Department of Physiotherapy and Paramedical Sciences

#### **B. Index Hospital**

#### **C. Hostels and Faculty Quarters**

#### **D. Entire Open Green Area of Camp**

Please answer the following questions. Please provide as much details as possible.

# Audit Report

Control objective	Control(s)	Compliance	Process
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Reduce the absolute amount of waste that it produces from college kitchens, butchery, staff offices and student accommodation.	Agreement Log book collection	<b>Process</b> –Plastic ban, printing done on both sides of paper, Information sharing online –mail, whatsapp. Raw food material is ordered according to requirement; Cooked food items are prepared in appropriate quantity to minimize waste.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Make full use of all recycling facilities provided by City Municipality and private suppliers, including glass, cans, white, colour and brown paper, plastic bottles, batteries, print cartridges, cardboard and furniture.	Agreement MOU Policy	Glass, Cans, white colour and brown paper, plastic bottles, batteries, print cartridges, cardboard and furniture are handed over to authorized vendor for recycling.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Compost, or cause to be composted, all organic waste, green waste and un-recycled cardboard produced in or collected from kitchens, gardens, offices and rooms.	Compositions pit	All organic waste, green waste (vegetable & dried flower plants from garden cycles) cardboard collected from different composting. Compost is used to maintain
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Recycle or safely dispose of white goods, computers and electrical appliances.	Croma	White goods, computers and electrical appliance which can't be used further are handed over to authorized vendor.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Use reusable resources and containers and avoid unnecessary packaging wherever possible.	Instructions	Reusable containers are used to store goods to unnecessary packaging avoided, paper cups, plates are used to minimize plastic waste
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Always purchase recycled resources where these are both suitable and available.	Paper bags, Paper cups	Use of paper & paper cups is encouraged, use of polythene bags for packing is banned.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Provide sufficient, accessible and well-publicized collection points for recyclable waste, with responsibility for recycling clearly allocated.	Collection Point	Specific arrangements are done for cultural events, seminars, any conferences etc with due precaution not to use plastic water bottles. Paper waste is food waste minimized

the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Make specific arrangements for events, such as cultural Events, internal and external seminars and conferences, where significant recyclable waste is likely to be produced, in order to both minimize the waste produced and maximize what is recycled/reused.	Supervisor Duty Log book Collection Centre Entry register	
<b>Control objective</b>	<b>Control(s)</b>	<b>Compliance</b>	<b>Process</b>
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Promote reuse of items and waste recycling among staff, students and conference guests through training, posters and incentives.	Training posters , in unlike letter	Guest lectures, training sessions poster completion role plays are organized for students and staff to create awareness to promote use greens items and waste recycling.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Dispose all waste, whether solid or otherwise, in a scientific manner and ensure that it is not released directly to the environment.	Biomedical waste is first decontaminated as per then disposed off NABH guidelines by Hoswin company.	Collection, segregation and disposal of biomedical waste is done as per guidelines of NABH by HOSWIN Company general waste is disposal properly
Reduce energy consumption, especially of energy derived from fossil fuels,	Support renewable and carbon-neutral electricity options on any energy-purchasing consortium, with the aim of supplying all college properties with electricity that can be attributed to renewable and carbon-neutral sources.	Energy consumption reduction , thus areas well illuminated by day light , lights are switched off , All electrical appliances are shut down when not in use , LED lights are preferred	Energy consumption reduction. Solar panels, LED bulb are used .an well illuminated areas by day light. All lights are switched off. Electricity operated appliances not in case should be unplugged.
Reduce energy consumption, especially of energy derived from fossil fuels,	Appreciate that it is preferable to purchase electricity from a company that invests in new sources of renewable and carbon-neutral electricity.	MPEB Letter	Electricity is purchased from MPEB
Reduce energy consumption, especially of energy derived from fossil fuels,	Look in to the possibility of on-site micro-generation of renewable electricity.	Solar power is used document	Energy delivered from fossil; fuels is discourage and solar panels is used
Reduce energy consumption, especially of energy derived from fossil fuels,	Give preference to the most energy efficient and environmentally sound appliances available, this includes only using energy-saving light bulbs.	LED lights & Evidence	Energy saving appliances is purchased.

Control objective	Control(s)	Compliance	Proces
Reduce energy consumption, especially of energy derived from fossil fuels,	Provide energy efficient heating systems, with adjustable controls for individual heating appliances wherever possible, and ensure that comprehensible instructions are available to staff and students on the use of heating controls.	Geysers , Heaters, Boilers	In Hostels common geysers are provided for winter students are instructed not to use individual heaters
Reduce energy consumption, especially of energy derived from fossil fuels,	Encourage staff, students and conference guests to save energy through visible reminders, incentives and information to increase awareness. This particularly concerns turning off electrical appliances when not in use in both communal and residential rooms.	Awareness training , posters visible reminders	Visible reminder in form of notice are posted on notice boards in hostels, guest house, offices, hospital to put off the electric appliances when not in use supervisors take rounds daily.
Reduce energy consumption, especially of energy derived from fossil fuels,	Monitor and understand the importance of different sources of college energy consumption, and set appropriate and measurable targets for a reduction in certain areas of consumption and/or in the overall consumption of energy.	Energy audit sources of consumption	Energy Consumption audits is done by members of environment green audit committee to document energy consumption of constituent units & appropriate measures are taken to reduce conceptually
Reduce energy consumption, especially of energy derived from fossil fuels,	Conduct switch off drills at regular intervals.	Mock Drill	Floor coordinators and supervisors are trained to switch off the lights where not needed at regular intervals
Reduce energy consumption, especially of energy derived from fossil fuels,	Ensures that all electronic and electrical equipment's, such as computers, are switched off when not in use, and is generally configured in power saving mode when such option is available.	Instructions Posters	Electronic appliances and computers are unplugged when not in use
Reduce energy consumption, especially of energy derived from fossil fuels,	If there are equipment's running on standby mode, reduce the energy consumption on standby mode or minimize the running of equipment's on standby mode.	Instructions	Instructions are issued to operate to minimize the running of equipments on stand by mode.

Ensure that improvements, purchases and developments are environmentally sound	Seek and act upon professional advice in order to minimize the adverse environmental impact of any new developments and exceed government regulatory requirements. This includes efficient heating and water systems, appropriate space for recycling, and the use of recycled and/or sustainable building materials where possible.	SOP - STP/ETP	Recycling is done STP and ETP are provided by organization
<b>Control objective</b>	<b>Control(s)</b>		
Ensure that improvements, purchases and developments are environmentally sound	Purchase efficient and environmentally sound appliances in order to fulfill the commitments in section 2, and consider replacing old stock with 'greener', more efficient alternatives.	Purchase	Latest energy saving appliances are used and old equipments are replaced regularly
Ensure that improvements, purchases and developments are environmentally sound	Purchase food that has been produced and delivered with minimal impact on the environment, this includes buying locally produced, organic and free-range food wherever possible.	Organic Vegetable Purchase	Food materials are processed from locally. Organic vegetables are used.
Ensure that improvements, purchases and developments are environmentally sound	<i><b>Optional</b> [Investigate and understand the environmental impact of college investments. This implies a preference against companies whose 'core activity' contributes to: 1. Global warming through the extraction or production of fossil fuels, 2. the manufacture of chemicals which are dangerous or persistent in the environment, 3. The unsustainable harvest of natural resources.</i>	Energy efficient equipment paper reuse	Equipment not all purchased from commercial who to non energy efficient equipment
Minimize the use of sustainable transport	Make available information about bicycle and pedestrian routes, public transport services and car share schemes to staff and students.	No allowances BUS Car share No glass	For students and staff transport buses are used. For faculty common vehicles are used.
Minimize the use of sustainable transport	Reduce the proportion of travel on College business carried out in private transport and eliminate		Transport in charge maintains log books to monitor vehicles are efficiently unnecessary use is avoided.

	Unnecessary and inefficient use of college vehicles.	Monitociy of are glass ,logbooks	
Minimize the use of unsustainable transport	Promote car sharing / car pool among the students and faculty members.	car pool	Faculty and staff are encourage our car pooling.
Minimize consumption of water.	Repair sources of water leakage, such as dripping taps and showers as quickly as possible.	water leakage tap repair report	Supervisors take daily rounds of all areas to identify any water leakage and immediate repair is tour
Minimize consumption of water.	Install appliances which reduce water consumption.	Pressure tap to	Pressure taps are used to reduce water wastage.
Minimize consumption of water.	Encourage a decrease in water usage among staff, students and conference guests.	Training awareness	Students, faculty members and visitors are made aware to decrease water consumption.
Minimize consumption of water.	Purchase the most efficient washing machines and dishwashers available which have an economy setting as default.	Laundry machines document	In laundry good quality washing machines are used
<b>Control objective</b>	<b>Control(s)</b>		
Minimize consumption of water.	Use an efficient and hygienic water storage mechanism is to minimize the loss of water during storage.	Storage tanks , cleaner RO protocol purifier	Efficient and hygienic water storage is done as per NABH guidelines storage tanks are and RO system are legally cleaned.
Minimize consumption of water.	Minimize wastage of water and use of electricity during water filtration process, if used, such as RO filtration process and ensure that the equipment's used for such usage, are regularly serviced, and the wastage of water is not below the industry average for such equipment's used in similar capacity.	RO servicing Record	RO Filtration is serviced regularly
Minimize consumption of water	Install Water recycling mechanism, such as rain water harvesting system.	water harvesting	Water harvesting and recycling is practical

Minimize the use of chemical pollutants	Ensure that all cleaning products used by college staff have a minimal detrimental impact on the environment, i.e. are biodegradable and non-toxic, even where this exceeds the Control of Substances Hazardous to Health (COSHH) regulations.	cleaning products list MSDS	To minimize chemical pollution biodegradable non toxic cleaning materials are used as per recommendation of NABH
Minimize the use of chemical pollutants	Minimize the use of fertilizers and pesticides in college grounds, opting for the use of compost produced on site wherever possible.	Pest control report MSDS	Herbal pesticides are used
Minimize the use of chemical pollutants	Dispose the chemical waste generated from the laboratories in a scientific manner.	Harzandarss NABH chemical disposal training labs	Chemical waste from laboratories are disposed off safely
Minimize the use of chemical pollutants	Reduce the practice of burning plastic and other material that emits harmful gas on burning is prevented in the campus.	Waste burning purchase	Burning of plastic and other materials is not practiced such material is handed over to authorized reduce for recycling
<b>Control objective</b>	<b>Control(s)</b>		
Minimize the use of chemical pollutants	Establish a Garden in the campus.	Gardens tree available	All gardens in campus are well maintained.
Minimize the use of chemical pollutants	Encourage the faculties and students to plant trees in the garden.	Tree plantation is done	Tree plantation drives organized
Minimize the use of chemical pollutants	Reviews periodically the list of trees planted in the garden.	Green audit is done publically	The green audit committee is established to do audit
Ensure that environmental awareness is created.	Conduct environmental awareness workshops as a part of the program.	Environmental Awareness workshops	World environment day cell belated workshops organized
Ensure that environmental awareness is created.	Conduct events such as plant tree to spread environmental awareness among the students.	Tree plantation campaign	Tree plantation is done by faculty /students and staff on environmental day
Ensure that environmental awareness is created.	Create awareness of environmental sustainability and take actions to ensure environmental sustainability.	Environmental Awareness Lecture	Environmental Day is celebrated to create awareness amongst students & staff. Guest lecture by Padam Shri Janak Palta .Dr.Ramgulam Razdan Pro Chancellor was organized on environmental day
Ensure that environmental awareness is created.	Reduce the rate at which the College contributes to the depletion and degradation of natural resources.	Minimum paper and water are environmental paperless	Institutions Contribute To Minimize depletion of nature resources by using them efficiently.

Ensure that environmental awareness is created.	Promote environmental awareness as a part of course work in various curricular areas, independent research projects, and community service.	Environmental Awareness VAC	Value Added Course are conducted on environmental awareness for students of each discipline
Ensure that the buildings conform to green standards.	Review architecture of existing buildings and reviews ways, in consultation with experts, to reduce usage of energy for such buildings, offering greatest efficiency for energy and water usage, and reducing carbon emission.	Building electricity/water installation details	Director planning and administration Mr. R.C. Ranawat and project engineer are appointed to review ways to reduce usage of energy in each building
<b>Control objective</b>	<b>Control(s)</b>		
Ensure that the Environmental Policy is enacted, enforced and reviewed	Establish a College Environmental Committee that will hold responsibility for the enactment, enforcement and review of the Environmental Policy. The Environmental Committee shall be the source of advice and guidance to staff and students on how to implement this Policy.	Environmental Committee Policy	Environmental Committee is established by the university
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that on the Nature Club there will be appropriate representatives of the relevant college departments and authorities – such as catering, gardening, maintenance, cleaning and finance.	Nature Club	Environmental Policy is documented and implemented
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that on the Environmental Committee there will be the Green Officer from an external agency who is engaged in the profession of providing guidance on environmental impact.	External Member	Environmental audit is done by external agencies
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that the Environmental Committee will review the Environmental Policy on an annual basis, and will monitor progress and	Environmental Policy Annual review	Annual review of Environmental Policy is undertaken

	set measurable targets wherever possible.		
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that the Environmental Policy is enforced regardless of whether its requirements exceed the mandate of the law.	Environmental Policy	Environmental Policy is implemented and monitored
<b>Control objective</b>	<b>Control(s)</b>		
Ensure that the Environmental Policy is enacted, enforced and reviewed	Require that every staff and student member recognizes their responsibility to ensure that the commitments in the Environmental Policy are properly put into practice.	Reason Chart Talk	Students and staff is made aware of their responsibilities to conserve environment and follow policy of institution
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that an audit is conducted annually and action is taken on the basis of audit report, recommendation and findings.	Annual Audit Schedule	Internal and External audits are conducted annually

## PART-B

### Learning Objectives

1. To raise awareness about biodiversity and its role in the overall health of the planet.
2. To investigate the native biodiversity of the college and surrounding community.
3. To identify key aspects of local habitats and the local ecosystem that promotes biodiversity.
4. To make connections between human actions and the level of biological diversity found within a habitat and/or ecosystem.
5. To improve the biodiversity found on college grounds.
6. To provide information regarding the benefits of a biologically diverse ecosystem to students, families, and the community.

### Background

The audit focus is to survey the college grounds to assess the level of biodiversity of flora and fauna found within the college. Biodiversity is the web of life. There are a variety of living things that are found within the college coexisting with the activities of students and teachers. These include the trees, shrubs, smaller plants and grasses, as well as birds, mammals and small invertebrates such as spiders and insects. The aim is to quantify the area of the college covered by vegetation and to assess the amount and diversity of habitats which could support a variety of species. Students will be encouraged to devise strategies to increase the level of biodiversity in the college grounds.

**\*NOTE\* All tables may be done in a manner that best suits your student's developmental level.**

2. The Eco-Action team should **work together to gather the data** needed to complete the audit.
3. **Analyze the results** and report the findings to the school community.
4. **Formulate an action plan** and be sure to monitor and evaluate along the way.
5. Keep this report with your records. This information will be needed when updating your college's metrics.

**TABLE 1. HABITAT HEALTH OBSERVATION SURVEY**

Map Reference	Plants														Comments/ Rating
	Layers			Natives			Weeds			Area					
	Herbs	Shrubs	Trees	None	Few	Most	Most	None	Some	Lots	Small	Medium	Large		
Grassland	ARICA PLUM	FICUS	PALM			SOUTH AMERICA									
	BOUGAINVILLEA	CHAMPA	ITALICA												
	NOLINA	PALM TREE	EUPHORBIA			SOUTH AFRICA									
	YUCCA	EUPHORBIA				SOUTH AFRICA									
	CARKEDIA	DURENTA	PALM TREE												
	ITLIFE					SOUTH AMERICA									
	HEMILIYA	BOUGAINVILLEA	DURENTA												
	HEBISCUS														
	ASHOK		FICUS			MEXICO									
	GILOY, CYCAS	EUPHORBIA													
	GARDENIA		ARICA			AUSTRALIA									
	PRINCE	ITLIFE													
	BOUGAINVILLEA		GULMOHAR			MADAGASCAR									
	BOTTLE BRUSH	FICUS													
	THUWAR														
	BARAHMASI	LEMANTA	KANER			MADAGASCAR									
	WHITE ROSE														
	KACHNAR	MOGRA	WHITE FICUS			MEXICO									
	JAMUNAMLA														
	NEEMMOGRA	GUAVA													
	GUAVA		ITALIA			EAST ASIA									
	GULMOHAR	BOTTLE BRUSH													
	SADABAHAR		DURENTA			ITLY									
RED ROSE															
CUDCODIA	HEBISCUS	ANOLA			MEXICO										
NELINO															
ARICA PALM	TAGAR	BOTTLE BRUSH			INDIA										
PARAS PIPAL	PLANT														
SANGIFUDDIN					AUSTRALIA										
ANTancal Collage		HEBISCUS													
Hospsic					CHINA										
Research Center		PARAS PIPAL			INDIA										
GOLDEN TIARA		THUJA			NORTH AMERICA										

## TABLE 2. TREE SURVEY

Large trees (dead or alive) are nature's sky scrapers, providing food, homes and shelter for all kinds of animals. For this portion of the Biodiversity audit, your goal is to identify the habitat value of trees on your campus. For each tree, determine the following:

Type of Tree	Species	Tally (i.e., Number of Trees)	Total Number
<b>Native / Alive without hollows</b>	Nil	Nil	Nil
<b>Native / Alive with hollows</b>	Nil	Nil	Nil
<b>Native / Dead without hollows</b>	Nil	Nil	Nil
<b>Native / Dead with hollows</b>	Nil	Nil	Nil
<b>Exotic / Alive without hollows</b>	Nil	Nil	Nil
<b>Exotic / Alive with hollows</b>	Nil	Nil	Nil
<b>Exotic / Dead without hollows</b>	Nil	Nil	Nil
<b>Exotic / Dead with hollows</b>	Nil	Nil	Nil

**TABLE 3. COLLEGE GROUNDS VERTEBRATE ANIMAL OBSERVATION SURVEY**

Mammal Species		Evidence* (Yes/No)	Tally	Status N=Native I=Introduced	Behavior / Habitat Notes (e.g., sleeping, calling, hiding, hunting, perching, etc.)
1.	Dogs, cats,	YES		Indian	aggression, fear, dominance, friendship
2.	Wildcats	YES		Indian	nocturnal and solitary
3.	Squirrel	YES		America	impressively agile
4.	Rats	YES		China	Sleeping
Reptile Species		Evidence*	Tally	Status N=Native I=Introduced	Behavior / Habitat Notes (e.g., feeding, resting, aggressive, molting, hiding, moving, swimming, mating, etc.)
1.	Lizard,	YES		Africa	often territorial, the males fighting off other males and signalling, often with bright colours, to attract mates and to intimidate rivals
2.	Iguana,	YES		South America	Many factors influence iguana behavior, including the availability of food, predation pressure, social structure, and climate conditions.
Amphibian Species		Evidence*	Tally	Status N=Native I=Introduced	Behavior / Habitat Notes (e.g., feeding, nesting, aggressive, hiding, moving, calling, perching)
1.	Frogs, Toads, Crabs	YES		Indian	some species exhibit aggressive

## MEDICINAL PLANT LIST

S.No.	Common Name	Botanical Name	No. of Plants
1	KAALI MIRCH	<i>Piper nigrum</i> L	3
2	ADHUSA / VASA	<i>Adhatodavasica</i>	5
3	AJWAIN	<i>Trachyspermumammi</i>	1
4	AMABADI RED	<i>Hibiscus sabdariffa</i>	1
5	AMALTAS /ARAGVADHA	<i>Cassia fistula</i> L.	1
6	AMLA	<i>Phyllanthusemblica</i>	7
7	AMRA	<i>Mangiferaindica</i>	7
8	ANGOOR	<i>Vitisvinifera</i>	2
9	ANJEER	<i>Ficuscarica</i>	5
10	ANKOL	<i>Alangium</i>	2
11	APAMARGA	<i>Achyranthesaspera</i>	2
12	APARAJITA	<i>Clitoriaternatea</i>	7
13	ARAROT	<i>Marantaarundinacea</i>	1
14	ARJUN	<i>Terminalia arjuna</i>	2
15	ARK RAKTA	<i>Calotropisprocera</i>	3
16	ARK SHWETA	<i>Calotropisgigentia</i>	2
17	ASHMANTAK	<i>Ficusrumphi</i>	1
18	ASHWATHA / PIPAL	<i>Ficusreligiosa</i>	3
19	ASTHI SHRUNKHALA	<i>Cissusquadrangularis</i>	5
20	ATIBALA	<i>Abutilon Indicum</i>	2
21	AVARTAKI	<i>Cassia auriculata</i>	1
22	BABOOL	<i>Vachellianilotica</i>	2
23	BADAM	<i>Prunus dulcis</i>	2
24	BADHU / KAPUR KACHRI	<i>Hedychium spicatum</i>	1
25	BAKUCHI	<i>Psoraliacorylifolia</i>	1
26	BALA CHIKNA	<i>Sidacordifolia</i>	1
27	BANANA	<i>Musa</i> spp.	12
28	BEL	<i>Aegle marmelos</i>	7
29	BHARANGI	<i>Clerodendrumindicum</i>	1
30	BHINDI	<i>Abelmoschusesculentus</i>	1
31	BHOKAR	<i>Cordiadichotoma</i>	1
32	BHUI-AMLA	<i>Phyllanthusniruri</i>	1
33	BIBBA	<i>Semecarpusanacardium</i>	1
34	BICHUBUTTI	<i>Urticadioica</i>	1
35	BIMBI	<i>Cocciniaindica</i>	1
36	BLACK TURMERIC	<i>Curcuma caesia</i>	1
37	BRAZILLION BUTTON	<i>Centratherumpunctatum</i>	1
38	BRIHATI	<i>Solanumindicum</i>	1
39	BUCHA	<i>B. crenulata</i> (ovate buchu)	1
40	KADAMBA	<i>Neolamarckiacadamba</i>	1
41	CHAF	<i>Plumeria</i>	1
42	CHAKRAMARDA	<i>Cassia tora</i>	1
43	CHAMELI	<i>Jasminumspp</i>	10
44	CHANDAN	<i>Santalum album</i>	1
45	CHANGEREY	<i>Oxalis corniculata</i>	7
46	CHATRAKA ]	<i>Agaricuscampestris</i>	1
47	CHERRY	<i>Prunus avium</i>	6
48	CHIRBILVA	<i>Holopteliaintegrifolia</i>	1
49	CHITRAK BLUE	<i>Plumbagozeylanica</i>	1

50	CHITRAK WHITE	Plumbagozeylanica	7
51	CHITRONELA / SUGANDHIKA	Cymbopogonnardus	1
52	LEMON GRASS	Cymbopogonflexusus	7
53	DADIMA	<i>Punicagranatum</i>	1
54	DALCHINI	Cinnamomumverum	1
55	DESI AAM	MagniferaIndica	1
56	DESI GULAB	Rosa moschata	1
57	DHATURA	Daturastramonium	7
58	DHAWADA	Anogeissuslatifolia	1
59	DOUBLE MOGRA	<i>Jasminumsambac</i>	15
60	DRONAPUSHPI	Leucascephalotes	1
61	DUGDHIKA	Euphorbia hirta	1
62	ELA	ElettariaCardamomum	5
63	ERANDA	Ricinuscommunis	1
64	FALGU	Ficuscarica	1
65	FALSA / PARUSHAK	Grewiaasiatica	3
66	GAJAPIPALI	Scindapsusofficinalis	1
68	GAVTI CHANA	Cymbopogoncitratus	1
69	GODHUM	Triticumsativum	1
70	GOJIVHA	Onosmabracteatum	1
71	GOKSHUR	Tribulusterrestris	1
72	GREEN CHAMPA	Artabotryszeyleanicus	1
73	GUDHAL	<i>Hibiscus rosa-sinensis</i>	7
74	GUDUCHI	Tinosporacordifolia	1
75	GUGGUL	Commiphuromukul	5
76	GULAB DESHI	Rosa Rubiginosa	1
77	GULAR	<i>Ficusracemosa</i>	12
78	GULMOHAR	Delonixregia	1
79	GUNJ BLACK	AbrusPrecatorius	1
80	HAADJOD 4 DHARI	Cissusquadrangularis	5
81	HALADI	Curcuma longa	10
82	HALADI AMBE	Curucuma Amada	1
83	HALADI KAI	Berberisaristate	1
84	HETI/AGASTAYA RED	Sesbania grandiflora (L.) Poir.	1
85	HETI/AGASTAYA WHITE	Sesbania grandiflora (L.) Poir.	1
86	IMLI	Tamarindusindica	1
87	INDRA VARUNI	Citrulluscolocynthis	1
88	ISHWARMOOL	AristolochiaIndica	1
89	JAAMUN	Syzygiumcumini	3
90	JAL BHRAMI	Bacopamonniari	1
91	JAMBHUL RAI	Syzyglumcumini	1
92	JARUL/TAMHAN	Lagerstroemlaspeciosa	1
93	JIMUTAKA	Luffa echinata	1
94	JIRAK	Cuminumcuminum	1
95	JYOTISHMATI	Celastruspaniculatus	1
96	KACHNAAR	Bauhinia variegata	1
97	KADALI	Musa paradisiaca	12
98	KAKODUMBAR	Ficushispida Lf	12
99	KALA SHIRISH	Albiziaodoratissima	1
100	KALI MUSLI	Curculigoorchioides	1
101	KALLAVI	Gloriosasuperba	1
102	KALMEGH	Andrographispaniculata	1
103	KAMPILAK	MallotusphilippensisMuell	1

104	KAMRAK	Averrhoaacutangula	7
105	KANCHANAR	Bauhinia variegata	5
106	KANCHANAR WHITE	Bauhinia acuminata	1
107	KAPITHHA	Feronia elephantum	7
109	KAPUR	Cinnamomum camphor	1
110	KARANJA	Pongamiapinnata	12
111	KARAVELLAKA / KARELA	Momordicacharantia	14
112	KARIR	Capparis decidua	1
113	KARKATSHRUNGI	Pistaciaintegerrima	1
114	KARVEER	Neriumindicum	7
115	KASAMARDA	Cassia occidentalis Linn	1
116	KATESAWAR/ SEMAL	Bombaxcelba Linn	1
117	KATUKI	Picrorhizakurroa	1
118	KEVKAND/ PUSHKARMOOL	Inularacemosa	7
119	KHADIR	<i>Acacia catechu Willd.</i>	1
120	KHAIR	Senegalia catechu	1
121	KHAJUR	Phoenix dactylifera	1
122	KHIRANI	Manilkarahexandra	7
123	KHRUSHNAGARU	Aquilariasinensis	1
124	KRISHNA JIRAK	Carumcarvi	1
125	KAKRONDA	Blumealacera,	1
126	KULINJAN	Alpiniagalanga	1
127	KUSHTHA	Saussurealappa	1
128	KUTSHALMALI	Ceibapentandra	1
129	LAGHU AGNIMANTHA	Clerodendrumphlomidis	1
130	LAZULI / CHUI MUI	Mimosa pudica.	5
131	LATAKARAN	Caesalpiniaabonduc	1
132	MADANAPHAL	Randiadumetorum	1
133	MADHUK	Madhucaindica	1
134	MADHULIKA	Madhucalongifolia	1
135	MAHANEEM	Melia azedarach	1
136	MAIDA LAKDI/ ME SAKHA	LitseaGlutinosa	1
137	MAMIRA	Coptisteeta	1
138	MANDUKPARANI BHRAMI	Centellaasiatica	1
139	MARIGOLD	Tagetuserecta	10
140	MEDSHRINGI/ GUDMAR	Gymnemasylvestre	1
141	MEETHA NEEM	Murrayakoenigii	7
142	MEHNDI	Lawsoniainermis	7
143	MESHSHRINGI	Gymnemasylvestre	1
144	MINT / PUDINA	Mentha	5
145	MULAK	Raphanussativus	1
146	NAGARMOTHA	Cyperusscariosus	1
147	NARIYAL	Cocos nucifera	2
148	NEEM	Azadirachtaindica	7
149	NIMBU	<i>Citrus limon</i>	7
150	NIRGUNDI	Vitexnegundo	5
151	NISHOTTAR	Operculinaturpethum	1
152	SILVA MANSO	Operculinaturpethum	1
153	PALASH	Butea monosperma	5
154	PALANDU	Allium cepa	1
155	PANFUTTI / PATHARCHATTA	Kalanchoepinnata	7
156	PANOVA / PATWA	Butea pellita	1

157	PANSIES / BANFASA	<i>Viola tricolor</i> var. <i>hortensis</i>	1
158	PAPITA	<i>Carica papaya</i>	5
159	PARIBHADRA	<i>Erythrina indica</i>	1
160	PARPAT	<i>Fumaria vaillantii</i>	1
161	PATALGARUDI / BICCHU BUTTII	<i>Cocculushirsutus</i>	1
162	PATHA	<i>Cissampelos pariera</i>	1
163	PATOLA	<i>Trichosanthes dioica</i>	1
164	PHANAS / KATHAL	<i>Artocarpus heterophyllus</i>	7
165	PIPPALI LENDI	<i>Piper longum</i>	1
166	PLAKSH	<i>Ficus microcarpa</i> Linn	1
167	PUNNAG / NAG CHAMPA	<i>Calophyllum inophyllum</i>	1
168	RAJKA	<i>Brassica juncea</i>	1
169	RAMPHAL	<i>Annona reticulata</i>	7
170	REETHA / ARISHTAKA	<i>Sapindus mukorossi</i> Vahl	1
172	SADAFULI / SADABAHAR	<i>Catharanthus roseus</i>	12
173	SADAPHUU	<i>Catharanthus</i>	1
174	SAHADEVI	<i>Vernonia cinerea</i>	1
175	SALAI / SALLAKI	<i>Boswellia serrata</i>	1
177	SAMUDRASHOK / KATERI	<i>Argyrea nervosa</i>	1
178	SAPTAPARNI	<i>Alstonia scholaris</i>	7
179	SARPAGANDHA	<i>Rauvolfia serpentina</i>	1
180	SARSHAP	<i>Brassica campestris</i>	1
181	SATPANI VEL	<i>Alstonia scholaris</i>	1
182	SHARAPUNKHA	<i>Tephrosia purpurea</i>	1
183	SHATAVARI	<i>Asparagus racemosus</i>	3
184	SHATPUSHPA	<i>Anethum sowa</i>	1
185	SHISOO / SHISHAM	<i>Dalbergia sissoo</i>	2
186	SNUHI	<i>Euphorbia neriifolia</i>	1
187	SONAMUKHI / SANAYA	<i>Cassia angustifolia</i>	1
188	STEVIA	<i>Stevia rebaudiana</i>	5
189	SURINJAN	<i>Colchicum luteum</i>	1
190	SWARN CHAMPA	<i>Magnolia champaca</i>	7
191	TAGAR	<i>Valeriana wallichii</i>	1
192	TAILPARNI / NILGIRI	<i>Eucalyptus globulus</i>	1
193	TALIMKHANA / GOKHARU	<i>Hygrophila spinosa</i> (K. Schum.)	1
194	TEJPAT	<i>Cinnamomum tamala</i>	1
195	TARUNI	<i>Rosa centifolia</i>	1
196	TEJ PATTA	<i>Cinnamomum tamala</i>	5
197	TENDU / TIDUKA	<i>Diospyros melanoxylon</i>	1
198	TETU / SHYONAKO	<i>Oroxylum indicum</i> Vent.	1
199	TIL	<i>Sesamum indicum</i>	5
200	TRAPUSH / Kheera	<i>Cucumis sativus</i>	12
201	TULSI	<i>Ocimum sanctum</i>	7
202	TURMERIC	<i>Curcuma longa</i>	1
203	UDUMBAR	<i>Ficus racemosa</i> Linn	1
204	UNDIRKANI / LAKSHMANBUTI	<i>Selaginella bryopteris</i> ,	1
205	USHIR	<i>Vetiveria zizanioides</i>	1
206	VANYAKULTA	<i>Mimusops elengi</i>	1
207	VIBHITAK	<i>Terminalia bellirica</i>	5
208	VIKANKAT / KANTKARI	<i>Vernonia cinerea</i>	1
209	WHITE CHAMPA	<i>Magnolia champaca</i>	1
210	AJWAIN	<i>Trachyspermum ammi</i>	1

211	YELLOW CHAMPA	Magnolia champaca	1
212	YUTHIKA / INDIAN JASMINE	Jasminum auriculatum	1
213	AFRICAN MARIGOLD	Tagetes erecta	1
214	KARMARDAK	Cassia Carndus	7
215	PARIJAT	Nyctanthes arbor-tristis	12

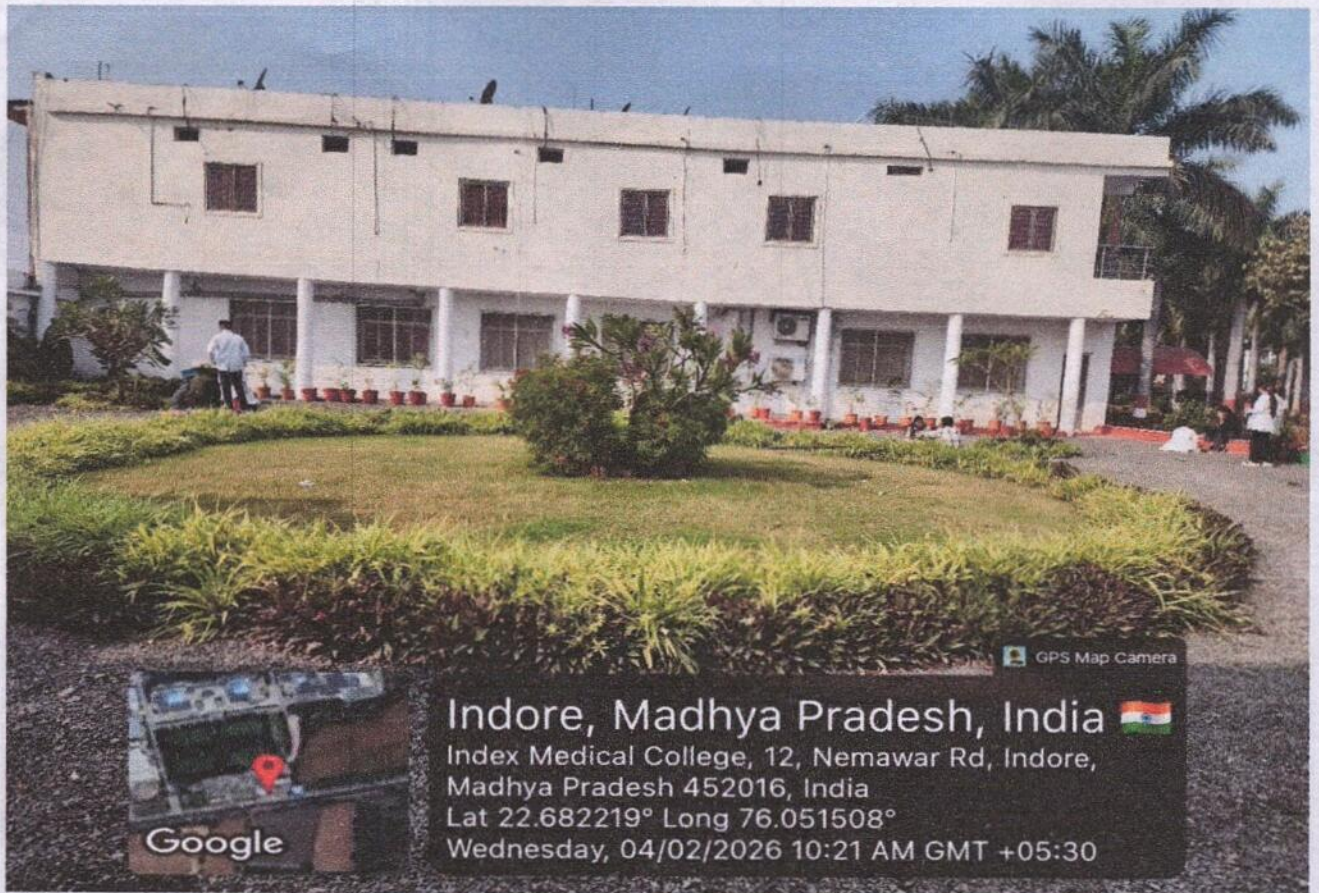
## Malwanchal university campus picture



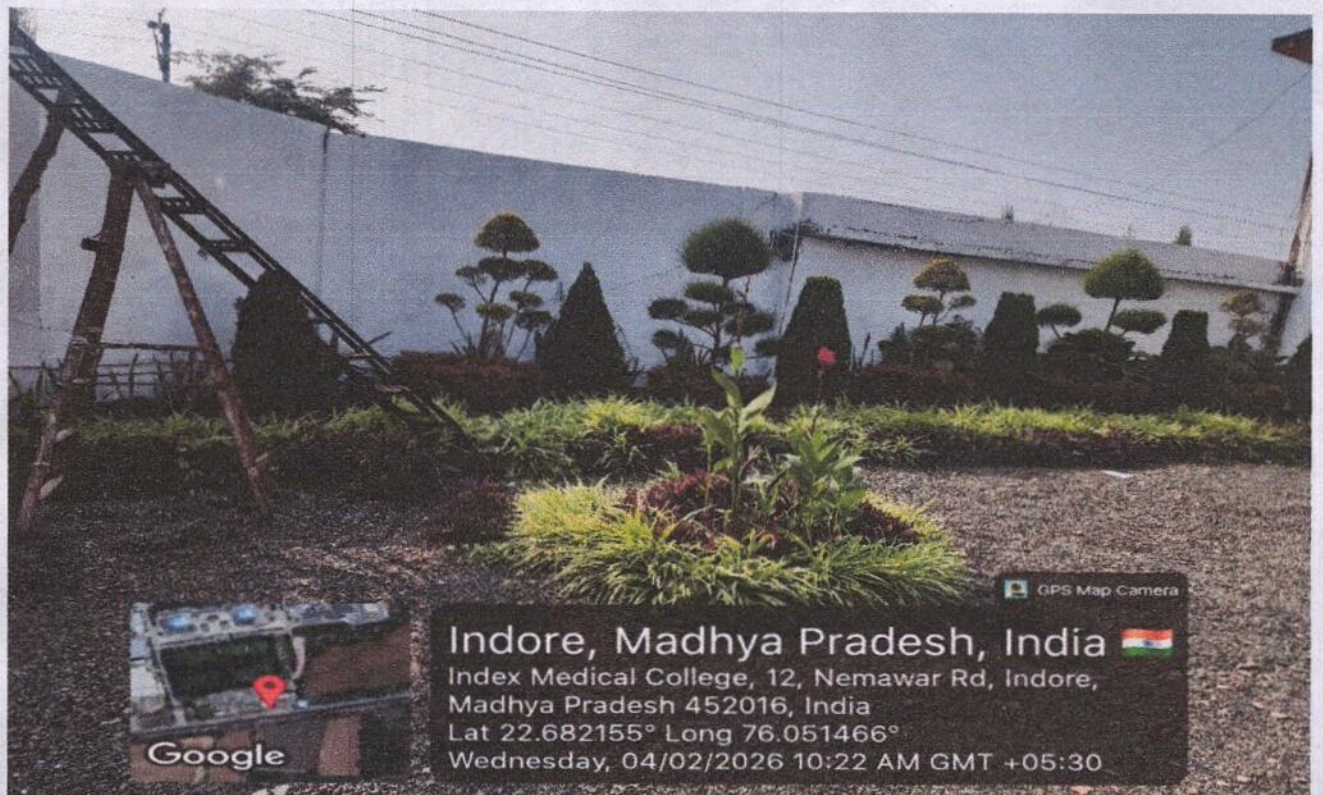
**PEACOCK**



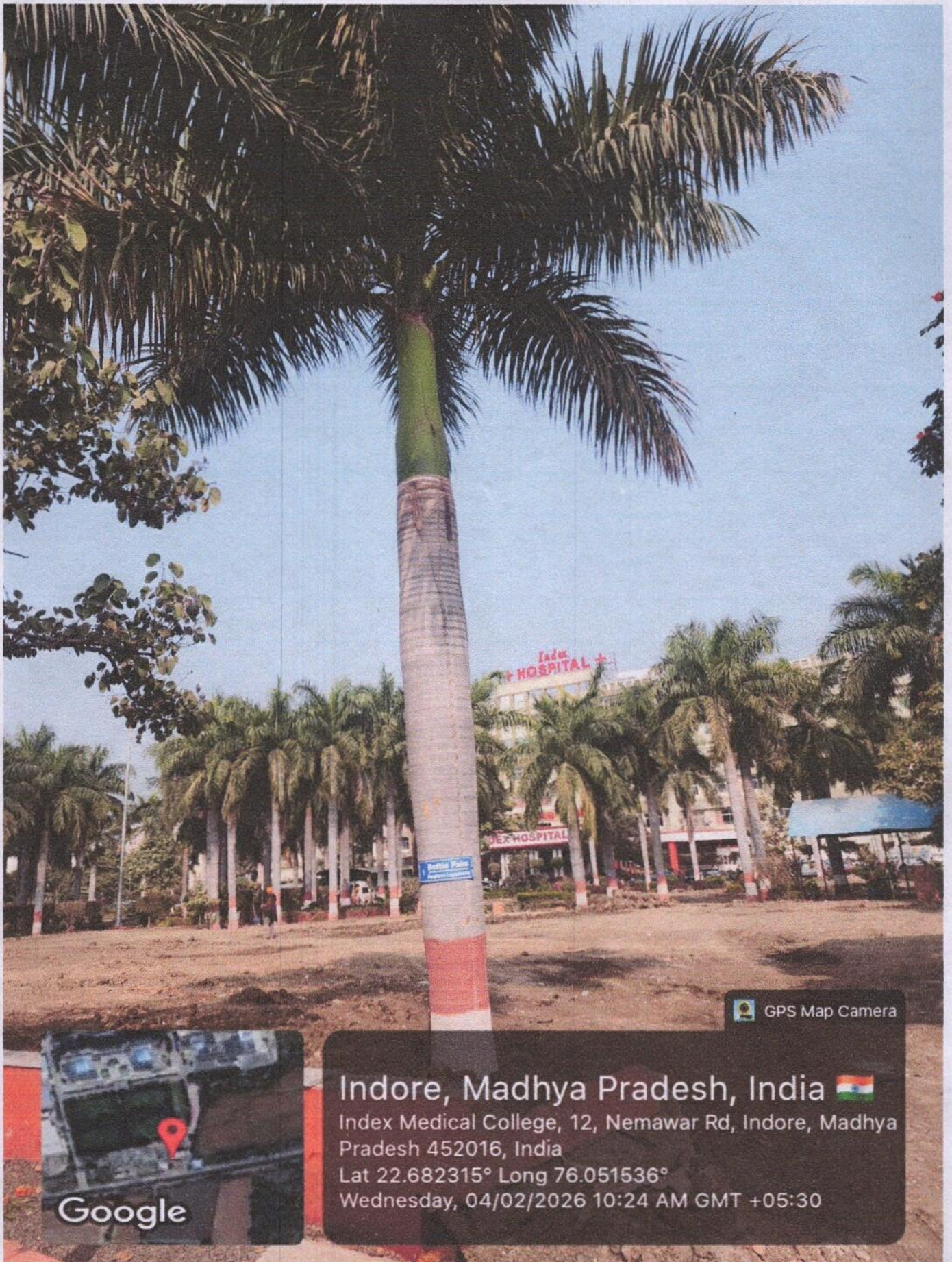
**PIGON**




**Main gate left side garden**



**Main gate left side garden**



Indore, Madhya Pradesh, India 


Index Medical College, 12, Nemawar Rd, Indore, Madhya Pradesh 452016, India

Lat 22.682315° Long 76.051536°

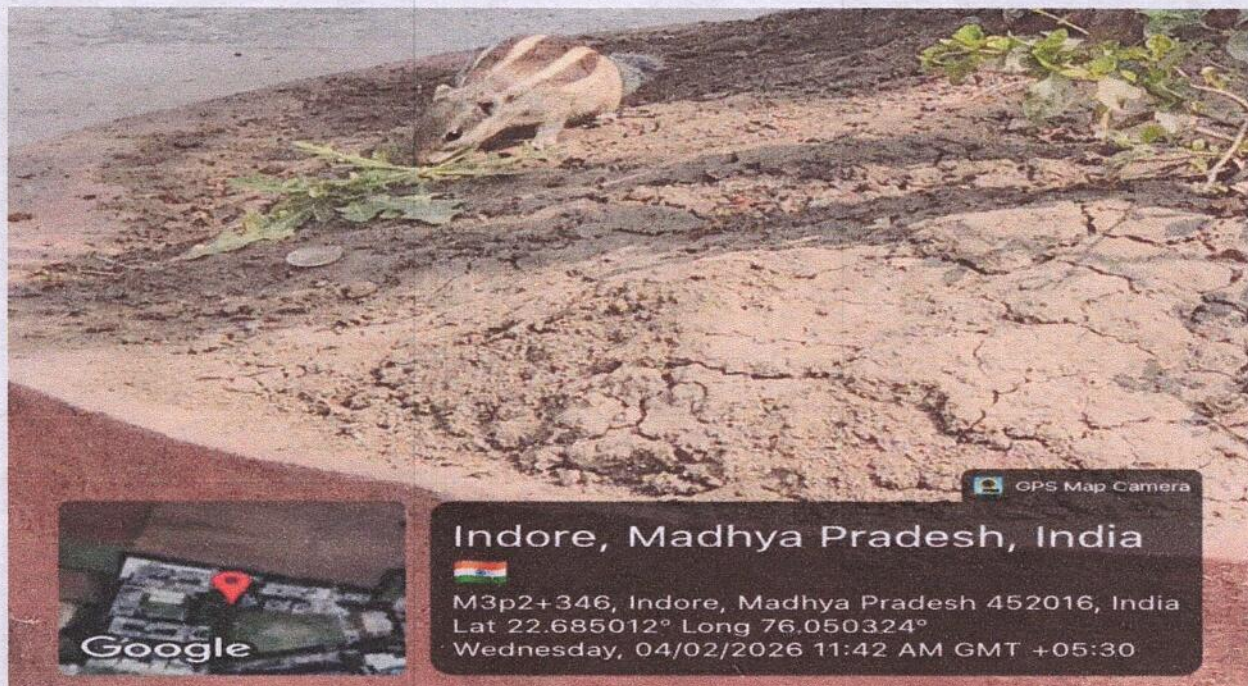
Wednesday, 04/02/2026 10:24 AM GMT +05:30

Numbering of bottel palm tree



Indore, Madhya Pradesh, India   
Index Medical College, 12, Nemawar Rd, Indore,  
Madhya Pradesh 452016, India  
Lat 22.682153° Long 76.051459°  
Wednesday, 04/02/2026 10:22 AM GMT +05:30

**Garden room**



Indore, Madhya Pradesh, India   
M3p2+346, Indore, Madhya Pradesh 452016, India  
Lat 22.685012° Long 76.050324°  
Wednesday, 04/02/2026 11:42 AM GMT +05:30

**Squirrel**



# MALWANCHAL UNIVERSITY, INDORE



**Scribe Policy**

**Year- 2025-2026**

*Neh*  
**Controller of Examinations  
Malwanchal University  
Indore (M.P.)**

*Sodhal*  
**Registrar  
Malwanchal University  
Indore (M.P.)**



## Scribe Policy

2025-2026

Document No- MU/ SP/01/2024

Issued Date - 1/04/2024

Revision Date :- 1/04/2026

Created by :- Controller of Examination

Approved by- Registrar

*Sothi*  
**Registrar**  
Malwanchal University  
Indore (M.P.)

*Neh*  
**Controller of Examination**  
Malwanchal University  
Indore (M.P.)

**MALWANCHAL UNIVERSITY, INDORE**

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1	INTRODUCTION
2	OBJECTIVE
3	SCOPE
4	POLICY STATEMENT
5	RESPONSIBILITY
6	APPENDIX-I

## **Policy for Providing Writer / Scribe for Handicapped/injured Student during Examination**

### **1. Introduction-**

In accordance with guidelines issued by Ministry of Social Justice and Empowerment for persons with Benchmark Disabilities / Persons with Disabilities Letter Nos. F NO. 34-02/2015-DD-III dated 29.08.2018 & F.NO. 29-6/2019-DD-III dated 10.08.2022 and University Grant Commissions recommendation, The Malwanchal university has developed a policy on providing to student's writer/ scribe for persons with benchmark disabilities.

### **2. Objective-**

To provide writer/scribe to any person with bench mark disabilities as defined under section 2(r) & 2(s) of the RPwD Act 2016 and has limitations in writing including that of speed if so desired by him/her.

### **3. Scope-**

This Policy is applicable to the candidate who are Visually Impaired (blind/low vision) or Orthopedically Handicap (who's Writing speed is adversely affected permanently by cerebral palsy with locomotor impairment / temporarily disabilities due to injury etc. may use services of a scribe during the examinations of constituent units of Malwanchal University.

**4. Policy Statement-** It was resolved to approve the following guidelines for providing writer/ scribe of handicapped / injured students.

I. The facility of scribe and /or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitations to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government / Private healthcare institution.

The medical authority for the purpose of certification as mentioned in point (b) above should be a multi-member authority comprising the following: -

(i) Chief Medical Officer /Civil Surgeon/ Chief District Medical Officer ..... Chairperson

(ii) Orthopedic /PMR specialist

(iii) Neurologist, if available\*

(iv) ClinicalPsychologistRehabilitationPsychologist/Psychologist/Psychiatrist/  
Special Educator

(v) Occupational therapist, if available\*

(vi) Any other expert based on the condition of the candidate as may be nominated by the chairperson.

II. The facility of scribe is meant for only those candidates as mentioned above who have disability of 40% or more and who have physical limitations to write including that of speed.

III. A Candidate temporally incapacitated due to injury and appearing for an End Term Semester Examination of the University may seek the services of a scribe under these rules.

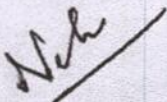
- The application need to be approved by the Vice Chancellor.
- Student has to apply 10 days before commencement of examination emergency will be considered on the case basis.
- The examiner to provide certificate from the Specialist doctor or Medical superintendent citing inability to writer and the reason to be genuine.
- The Student has the discretion of opting for his/her own scribe/reader/ prompter/ laboratory/assistant or request the examination body for the same. The examination body may also identify the scribe /reader/prompter/laboratory assistant should submit details of the scribe at least a week prior to commencement of the examinations as per proforma in APPENDIX-I.
- Scribe/reader/prompter/laboratory assistant must carry their ID proof (Aadhar card / College ID/ Any official document) containing their name, photograph, and address.
- The qualification of the scribe/reader/prompter/laboratory assistant brought by the student shall always be one level lower than the qualification of the student taking the examination.
- If the student cannot locate a scribe /reader/ prompter /laboratory assistant, the college will assign a scribe /reader/ prompter /laboratory assistant from its pool of volunteers/ student's. In such a scenario, an effort will be made to ensure that the same will not be more than the minimum qualification criteria of the examination. However, In case of an emergency or in exceptional cases where the subject at hand requires a scribe to be conversant with the language / technical terms to qualify to write the examination, the scribe /reader/ prompter /laboratory assistant only in case when provided by the college may be an adult/senior student. The letter will be contingent on the approval from the Principle 's office, to be approved by Vice chancellor/ Registrar.
- In cases of students with autism spectrum disorder, severe mental illness, or cerebral palsy, where the communication and rapport between the student and the scribe/reader/ prompter/ laboratory assistant are critical, then an adult scribe/reader/prompter/laboratory assistant can be provided by the college, with time offered for rapport building. The permission to use an adult known to the student/familiar with the student will be granted only in exceptional circumstances on special approval by the Vice chancellor. Such an application needs to be made well in advance – preferably right at the beginning of the year while availing accommodations. Any last –minute request of such a nature will not be entertained.
- Student will not be allowed to avail the services of a close relative such as siblings as a scribe /reader/ prompter /laboratory assistant. In case it is discovered subsequently that the scribe /reader/ prompter

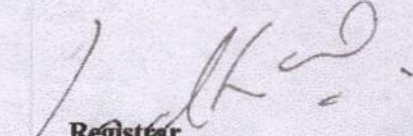
/laboratory assistant was a close relative, the result might be withheld, unless prior approval for the same was issued by the Principal's office.

- A person acting as scribe for one candidate cannot be scribe for another candidate.
- The examiner to be charged additional RS. 350 per Subject/Paper as writer charges by university.
- The writer to be paid remuneration of RS.250 per subject/paper by University.
- The Compensatory time given for examination shall be 20 minutes per each hour of examination.
- The examination center should be accessible for disabled candidate.
- Proper seating arrangement should have made prior to the commencement.
- The disabled grandly toilets should be available.
- In case of other exigencies, the decision will be at the discretion of the vice chancellor/ Registrar.

#### **5. Responsibility-**

- Receipt of applications from students to Controller of Examinations.
- Approval of application by Hon`ble Vice Chancellor.
- Record management by Department of Examination.

  
**Controller of Examination**  
**Malwanchal University,**  
**Indore (M.P.)**  
**Controller of Examination**  
**Malwanchal University**  
**Indore (M.P.)**

  
**Registrar**  
**Malwanchal University**  
**Indore (M.P.)**  
**Registrar**  
**Malwanchal University**  
**Indore (M.P.)**

## APPENDIX-I

### Letter of Undertaking for Using Own Scribe

I am ..... (Name of the student) a student with ..... (Name of the disability) in appearing for the ..... (Name of the examinations) bearing UID No..... Roll No..... I am in ..... (Class).

I hereby State that ..... (Name of the scribe) with Aadhar number..... Will provide the service of the scribe /reader/ prompter /laboratory assistant for the undersigned for taking the aforesaid examination.

I hereby undertake that his/her qualification is..... In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I agree that the college has the right to withhold my results and I understand the matter would be referred to the unfair means committee.

Place: Indore

(signature of the student with disability)

Date: