



# ST. THOMAS COLLEGE

Ranni, Pathanamthitta, Kerala - 689673

ACCREDITED BY NAAC WITH ' B ' GRADE

**5.1.4 : The Institution adopts the following for redressal of students grievances including sexual harassment and ragging cases**

## POLICY DOCUMENTS

**CRITERION : 5**

**STUDENT SUPPORT AND  
PROGRESSION**



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## POLICY DOCUMENT

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*Internal Quality Assurance Cell (IQAC)*





## Preface

The Internal Quality Assurance Cell (IQAC) of St. Thomas College ensures the timely, efficient, and progressive performance of academic, administrative, and financial tasks. IQAC initiates various measures keeping in mind proper functioning of the institution; towards quality enhancement through internalization of quality culture and institutionalization of best practices. The coordinators and the members are looking towards faculty empowerment by conducting workshops / seminars / conferences through which the cell can sustain and enhance the quality of teaching, learning and evaluation.



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# POLICY DOCUMENT

## **1. ADMISSION AND SUPPORT POLICY**

The college follows a centralized admission scheme as per the MG university norms, Centralised allotment procedure is followed for UG and PG level admissions. The institution admits students through an online centralized admission process (CAP). General merit and Reservation Quota is filled from the university merit list and Management quota, Community quota, etc is filled at the college level, where merit or quality alone is taken into consideration. The college has an admission Committee which conducts the admission process, and a help desk is also present to assist students in the process.

### **POLICY**

Transparent, easy, and effective admission process at UG and PG levels for all students including Divyangjan.

### **PURPOSE**

- To attract students from various geographical places
- To offer merit-oriented, fair, and transparent admission
- To support the requirements of higher education.
- To provide education to students coming from all backgrounds

### **RESPONSIBILITY:**

Management, Principal, Admission coordinator and all teaching and nonteaching staff

## **REGISTRATION PROCESS FOR UG AND PG ADMISSION**

### **Instructions to Candidates for On-line Registration of Options**

#### **Candidates who are applying online shall follow the instructions given below:**

- Click on the "Account creation" link provided in the [www.cap.mgu.ac.in](http://www.cap.mgu.ac.in) web page
- Fill in the minimum personal details required with utmost care.
- Only one account can be created using a single mobile number and email id. All communications like application number and password shall be sent to the registered mobile number and hence candidates should take utmost care while giving mobilenumber.
- Create a '**Password**'. (The password will be used for all future online operations). **The password created by the candidate should not be disclosed to others who may**

**misuse it.** This may result in tampering with the options and the University will not be responsible for any such eventuality.

- After the successful creation of account, you will be provided a eight digit application number starting with 2. The application number will have to be retained by the candidate for all future online and offline operations.

Fill in the application form with personal details, academic eligibility and the options correctly. The applicant can give up to forty options

- After satisfying him/her that the details entered are correct, the applicants shall remit the application fee online.
- Pay the application fee by clicking on the "PAY NOW" button which will redirect the applicant to the Online Payment Gateway. Applicant can use Debit Card/ Credit Card or Internet Banking facility for making online payment.
- After remitting the fee, the applicant will be redirected back to the application page.
- Upload the digital copies of the supporting documents.
- Take the print out of the confirmation page which will have to be retained by the candidate for future reference.

## **2. EDUCATION AND CURRICULUM DELIVERY POLICY**

St Thomas College, Ranni being a state-aided institution, affiliated to Mahatma Gandhi University, follows the curriculum prepared and designed by the university. Every Academic year begins with the preparation of an Academic Calendar where dates are allocated for various academic activities. The faculty members of our college participate in curriculum designing committees and contribute towards curriculum planning and designing. Each academic session begins at the college with department-level meetings where the syllabus is discussed and teachers are entrusted with various portions. Time table is prepared scientifically for various departments by the head of the departments after consultation with other teachers of the department. Teachers prepare lectures according to the syllabus and portion given to them and at the beginning of each semester students are given the syllabus and references as per the syllabus. Special efforts will be taken to ensure that students are aware of POs, PSOs, and COs. Enough time is given to students to access the main library which has sufficient books catering to the syllabus. Students are provided internet access in the library whereby they get free access to e-journals and e-books. Seminars and workshops

by experts in various fields were organized in order to help students. A sufficient instrumentation facility is given to the students for their practical classes. The institution has a very transparent and efficient student evaluation system which is regularly monitored by the head of the institution, apart from class tests conducted at the department level, an internal exam and model exam is conducted at the college level. Viva-voce is also conducted and students are given assignments on various topics. Records of internal exams, assignments, projects, etc are maintained in each department. College makes regular assessments of the results of each department after the university declares the results of each semester. The teaching and learning process of the whole college is monitored regularly and where ever improvements are required it is addressed promptly. Special attention is given to weak students and their development is ensured. Through all these methods effective curriculum delivery is ensured.

### **3. MENTORING POLICY**

St. Thomas College, Ranni has a well-structured mentoring mechanism. Majority of students admitted to the college are coming from rural areas. They have many social, academic and economic problems. Hence, students need continuous guidance for academic, social, personal and career guidance. Keeping in view all these needs of students, the college instituted a mentor-mentee system where a faculty is assigned to a group of students. IQAC conducts sessions on mentoring for faculty members every year.

#### **OBJECTIVES:**

The main objective of this mentoring system is to provide dynamic and effective support system for individuals to flourish academically, personally and professionally during the academic journey.

#### **MENTORING MECHANISM**

Mentoring is a healthy relationship between a mentor and mentee that helps the mentee to overcome some crucial situations in their life and to attain their goal in both academic and non-academic fields.

A Mentoring committee is constituted by staff council members at the beginning of each academic year. Coordinators of the committee regularly provide instructions for the proper functioning of the programme. They assign one faculty as a mentor to a group of 15 to 20

students. Mentors offer support for the personal, emotional and intellectual well-being of students. Faculty mentors assign a student or peer mentor to slow learners. The mentoring committee monitors the progress of the mentoring programme every month and IQAC provides support for the effective functioning of the program.

## **RESPONSIBILITIES OF MENTOR**

- Arrange a class wise meeting of mentees at the beginning of each academic year and establish a good rapport with students.
- Conduct individual mentoring sessions at least once in a month and discuss all personal matters like financial problems, family problems, academic problems and mental stress of mentees in this session.
- Maintain a mentoring record properly filled with students details.
- Mentors should be patient and genuinely interested in helping students out of their problems.
- Motivate students in academic activities and support innovative thinking.
- Encourage students to participate in various curricular and extra-curricular activities conducted by the college.
- Conduct thought provoking activities and group discussions to promote their social and leadership qualities.
- Offer guidance and constructive suggestions.
- Identify slow learners and help them improve their learning by assigning a peer mentor to them. Identify slow learners and assign them a peer mentor to help them improve their learning.
- Consult the college counselling cell about the needs of any mentee and take necessary action.
- Identify the various potentials of students and offer them platforms to express it.
- Provide knowledge of standard projects, journals and publications and how advanced learners can access them.
- Encourage the use of e-resources and libraries.
- Prepare a short report for each session and analyze the progress after the session.
- Advise the mentors on the right path to achieve their goal.



- Reduce student's mental stress by providing suitable activities.
- Give ideas about various scholarships, summer projects and courses suitable for them.
- Steps were taken to identify the economically backward mentees and help them.
- Advise mentees to select subjects suitable for higher studies and career.
- Mentor should handover the mentor -mentee meeting details to the class teacher, if the mentor is relieved of duties.
- All matters discussed in the mentor-mentee meeting should be kept confidential.

#### **RESPONSIBILITIES OF CLASS TEACHER AND HEAD OF THE DEPARTMENT**

- Arrange meetings with mentors once a month.
- Provide free textbooks and study materials to economically backward students.
- Conduct departmental skill development programs based on mentees' needs.
- Organize PTA meetings and report progress of students.
- Provide remedial classes for slow learners and encourage peer tutoring.
- Inform the Mentoring Committee about the needs of mentees
- Provide new projects for advanced learners.
- Provide teacher scholarships to encourage students.

#### **OUTCOMES**

On the basis of feedback from mentors of each department, the mentoring Committee evaluates the mentoring activity in each department and suggests necessary steps to be taken to IQAC. IQAC urges the departments to incorporate the themes suggested by the advisors while organizing the programmes. Apart from this, training sessions for attending interviews, induction programmes, skill development programmes, career counselling sessions from professionals, and personal counselling have been organized. Enrich the induction process by providing expert advice and guidance by experienced mentors. Enhances the student's confidence and challenges faced by them setting higher goals.

Mentor-Mentee Program molds future citizens by providing individualized attention to their continued growth. It enables students to adapt to new environments and achieve their aspirations by receiving continuous support from mentors. Through this programme, slow and advanced learners were identified and appropriate steps were taken to meet their needs. This helps the organization to reduce the dropout rate at the very initial level.

#### **4. INTERNAL EXAM POLICY**

Student Evaluation is very important for the effective functioning of any educational institution; hence our institution has a very transparent and efficient student evaluation system which is regularly monitored by the head of the institution, apart from class tests conducted at the department level, internal exam and model exam is conducted at the college level. The institution has an Internal Exam Committee which conducts exams, they prepare time table for the exams and accordingly, teachers prepare question papers and submit them to the committee. After the exams, students are shown their answer scripts. Viva-voce is also conducted and students are given assignments on various topics. Records of internal exams, assignments, projects, etc are maintained in each department.

College makes regular assessments of the results of each department, activities of departments, requirements of students etc. Internal marks are assessed on the basis of tests conducted, assignments, and seminars presented by the students, and based on their attendance, the student's performance in the class is also taken into consideration. All students are shown their internal marks before their marks are uploaded.

#### **5. STUDENT ACTIVITIES POLICY**

Students' active participation in all activities of the college is ensured through their representation in academic and non-academic bodies and various committees of the institution. Every year the College Union is elected democratically as per MG University norms. College Union has an Executive Committee consisting of the Chairman, Vice Chairman, General Secretary, University Union Counselor, Arts Club Secretary, Magazine Editor, and two Lady Representatives. Class representatives of all UG and PG programmes are also elected in the parliamentary mode. Furthermore, students actively participate in various Clubs, Committees, and cells of the college like Nature Club, Bhoomithra Sena, Women's Forum, Men's Forum Vimukthi Cell etc. NCC and NSS units of the college play a very important role in moulding the life of students and in their multi-faceted development. Student's representation is ensured in IQAC and their grievances are addressed through the Students' Grievance and Redressal Cell.

## **6. DIVYANGJAN POLICY**

St. Thomas College, Ranni strives to create a welcoming learning atmosphere. The college wants and strives to provide a barrier-free and differently-abled (divyangjan) friendly atmosphere on our campus by establishing an inclusive education framework for all. Where necessary, there are ramps, special restrooms, and other facilities in the campus. At the time of the exam, scribes and additional time are given in accordance with the standards. Students are given access to Divyangjan-friendly wheelchairs, washrooms and other equipment based on their needs. The College provides Divyangjan students equal opportunities for accessing all the facilities available in the campus. Classrooms and examination rooms for the differently abled are arranged at convenient places. Ramps are provided for easy access to all the buildings of the campus. The special toilet is set apart for the disabled.

## **7. STUDENT GRIEVANCE REDRESSAL POLICY**

Student Grievance Redressal Policy is drafted keeping student welfare as the highest priority and to fulfill obligations as prescribed by UGC (UGC Regulation F.No. 14-4/2012 (CPP-II)dtd. 7<sup>th</sup> Dec. 2018), the institute hereby declares the Student Grievances Redressal policy.

St. Thomas College, Ranni has a robust mechanism for handling student grievances related to academic and non-academic matters. The functions of the Grievance Redressal Committee are to look into the complaints lodged by any student, and assess its merit. The Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the Coordinator of Students' Grievance Redressal Committee or Principal.

### **OBJECTIVE**

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. In general, the objectives of these committees are:

- To ensure that students get prompt solution to their problems
- To ensure harmonious student – faculty relationship
- To provide a platform for essential communications and bridge the communication gap related to various academic matters

- To provide a platform to students for expressing their grievances freely and ensuring that it would be handled without any biases

The college ensures that grievances/complaints of students are handled promptly for necessary action.

## **SCOPE**

The Committee deals with Grievances received in writing from the students about any matters including Academic, Finance, etc

## **FUNCTIONS AND PROCEDURE OF FILING OF A COMPLAINT**

On the receipt of grievances from the students, the complaints are attended promptly. Any student (former or present) shall have the right to file a complaint or application to the Committee to redress his or her grievance. Student may file a complaint through e-mail to the coordinator of the committee or Principal. After the receipt of the application from the applicant, the committee shall fix the date, time and venue of the meeting after having a discussion with the members.

## **COMPOSITION AND TENURE OF THE COMMITTEE**

The committee shall comprise of Principal as the Chairperson, two Coordinators, IQAC Coordinator, five teaching faculties, College Union Chairman and two students for an academic year. The members of the committee shall be appointed by the Principal of the institute. The Principal shall be the final authority in the matters of composition and tenure of the Committee. The Principal shall also appoint an Ombudsman to hear and decide appeals against the recommendations of the Committee.

## **DECENTRALIZATION IN WORKING AND GRIEVANCE REDRESSAL MECHANISM**

For the purpose of handling grievances in *academic areas*, the college has the following committees:

1. Admission grievance committee
2. Internal assessment committee
3. Examination committee.

## **ADMISSION GRIEVANCE REDRESSAL MECHANISM**

The nature of admission related grievances includes: Irregularity in the admission process adopted by the college; · Breach in reservation policy in admission as applicable; · Refund of fees in case a student withdraws admission within the stipulated time; · Issues of clarity relating to admission in various cut-offs. The institution takes necessary steps to ensure the smooth conduct of admissions within the college by forming Admission Committee. The names of the committees and their members are displayed in the College Handbook/notified on Website of the College. This committee ensures that all grievances of students are duly taken care of.

### **Receipt of complaint**

If any student has a complaint/query/grievance, then he/she /they may either lodge a written complaint or may mail it to the college.

### **Action taken at the committee level**

On receipt of the complaint, the grievance committee tries to resolve it within the committee, if unresolved then it is directed to the Principal.

### **Action taken by the Head of the institution**

If committee is not able to resolve the issue or the student is not satisfied with the committee's decision, then the complaint may be filed with the Head of the Institution for necessary action.

Reporting to the University: If the complaint is related to a matter pertaining to decisions at the university level then the complaint is forwarded to the concerned person of the university level seeking a resolution for the same.

## **INTERNAL ASSESSMENT GRIEVANCE REDRESSAL MECHANISM**

St. Thomas College follows all the guidelines of Mahatma Gandhi University to ensure that the process of continuous assessment is efficient and in the best interest of students. The Institution has three levels to address the grievances related to internal assessment- Department, College, and University. The protocol established by the college for grievance redressal aims to make the mechanism time-bound, transparent, and efficient.

**NATURE OF GRIEVANCES:**

The Internal Assessment-related grievances include:

- Incorrect uploading of Internal Assessment marks
- Marks not visible to the students on the college portal
- Late submission of assignment
- Non-submission of assignments due to medical issues, family emergency or academic/ non-academic event participation
- Any other.

**INTERNAL ASSESSMENT GRIEVANCES REDRESSAL POLICY**

- All the faculty members must adhere to the guidelines laid down by the Mahatma Gandhi University for the Internal Assessment.
- In order to maintain transparent Internal Assessment mechanism, every department may deliberate upon any internal assessment related issues, by discussing it among the faculty members.
- The College ensures that every student signs the hard copy of the Internal Assessment after a careful scrutiny before sending it to the examination branch of the University. The Internal Assessment Committee constituted by the college may intervene if the subject teacher and the department are experiencing difficulties in sorting out the issues at their end.

**EXAMINATION GRIEVANCE REDRESSAL MECHANISM:**

The college has an examination committee which is responsible and accountable for handling all examination-related issues. This committee comprises teaching and non-teaching staff which acts as a connecting link between students and the university. The committee deals with examination-related grievances of the following nature:

**PRE- EXAMINATION ISSUES**

- Papers opted for by the students are not reflected in the data sheet;
- Late submission of examination fee;
- Missing admit card;
- Matters related to students found using unfair means
- Appearing late for the exam. Post-examination issues



- Marks are not uploaded;
- Delay in the declaration of results;
- Non-transparent or unfair evaluation practices;
- Student is wrongly marked absent in the result;

## **THE PROCEDURE OF GRIEVANCE REDRESSAL**

- The aggrieved student submits the problem/complaint in the form of an application to the committee. Depending on the nature of the issue, the committee tries to resolve the problem as early as possible.
- If the problem is related to the University, then the committee forwards the same to the University and approaches the concerned person for redressal.
- If the student is not satisfied with the college level efforts on the matters related to the University, then he/she/they is free to directly write an application to the University.

### ***Non-Academic Matters Grievances***

- related to non-academic matters are taken care off by separate committees formulated for this purpose, such as:
- Issues related to indiscipline: Discipline Committee
- Issues related to Ragging/Bullying: Anti-Ragging Committee
- Issues related to sexual harassment: Anti Sexual Harassement Committee etc.
- Issues related to Discrimination: SC/ST/OBC Monitoring Committee
- Issues related to Infrastructure/facilities: Maintenance andUtilization Committee
- Any other issues: Internal Complaint Committee.

## **8. ANTI-RAGGING POLICY**

Merits and Ethics are the core driving values for professionals of higher calibre with a strong sense of ethical judgment; social integration of students coming from different parts of the country with diverse cultural and social backgrounds becomes a matter of prime importance. Ragging is a social menace that has to be avoided in an academic environment and concerted efforts are required to prevent its occurrence. Hence the institution has adopted a sound Anti-Ragging policy. The anti-ragging policy adopted by the institution takes care of preventive, procedural, and punitive aspects of ragging based on the guidelines provided by the

University Grants Commission and Mahatma Gandhi University. As per the policy, the institution shall:

- Constitute an Anti-Ragging Cell with a faculty coordinator and representatives from the stakeholders to mentor various aspects related to the menace of ragging.
- Ensure the creation, development, and nurturing of a conducive socio-academic environment within the student community.
- Generate and maintain a high level of confidence among the freshers and their parents/guardians by providing a perception that the newcomers are provided support and a cordial environment rather than being harassed and intimidated.
- Advocate Zero tolerance towards any acts such as conspiracy, riot, public nuisance, physical and psychological humiliations, restraints/confinement, violation of decency and morals, and other acts recognized as forms of ragging.
- Keep in place an integrated system to discourage and prevent any negative acts by the seniors, which disrupt socio academic integration of new entrants.
- Organise orientation programs for the student community, both freshers and seniors to raise awareness of the constitutional and institutional laws and regulations regarding ragging.
- Encourage new entrants to report any act of misconduct that they are subjected to or have witnessed, to the authority concerned.

Ragging/eve teasing/intimidating/harassing/using words of abuse etc. to anyone including junior students especially female students within the campus or outside is a punishable crime under Police Act, and such matters will be reported immediately to the police.

## **9. ANTI-SEXUAL HARASSMENT POLICY**

St. Thomas College Anti-Sexual Harassment Committee is committed to providing a supportive environment free of violence, harassment, and abuse among students, teachers, and non-teaching faculty on the College campus. This includes all forms of sexual violence and sexual harassment against all members of the college. The committee members should fully assist the "anguished person" in writing a sexual harassment complaint and the members should also be aware of the role and responsibilities under the UGC Regulations and the Sexual Harassment of Women at Workplace Act.2013.

## **DECLARATION OF POLICY-**

The institution shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensure the full enforcement of “Fundamental Rights” under *articles 14, 15, 19(1) (g) and 21 of the Constitution of India*, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

## **OBJECTIVES OF THE POLICY-**

- Develop a mechanism to prevent and redressal of sexual harassment cases and other gender-based violence in the institution.
- To establish the knowledge and awareness of gender equality, rights, privileges and responsibilities of citizens.
- To Guarantee equal access of all resources and involvement in college activities.
- Providing an environment without gender discrimination.
- To create a social and psychological environment that raises awareness of the various forms of sexual harassment.

## **DEFINITION OF SEXUAL HARASSMENT-**

Sexual harassment is uninvited behaviour of a sexual nature that makes a person uncomfortable, discomfit, or threatened. It includes situations where a person is asked to carry out sexual activity as a condition of that person’s work, as well as surroundings that create an environment that is antagonistic, terrifying, or humiliating for the recipient. Sexual harassment can involve one or more episodes and actions constituting harassment may be physical, verbal, or non-verbal. Examples of sexual behavior or conduct include-

### **Physical conduct**

Unfavorable physical contact, such as unwanted touching, patting, kissing or brushing against another person's body.

Physical violence, including sexual assault.

Using work-related threats or rewards to obtain sexual favour.

### **Verbal conduct**

- Insults based on the gender of the worker.
- Sending sexual messages (via phone or email).
- Using disrespectful comments, epithets, insults and jokes.
- Comments about a person's appearance, age, personal life, etc.

### **Non-verbal conduct**

- Showing sexually vulgar or indecent materials.
- Stalking someone, Whistling etc.
- Using sexually suggestive images, making sexual gestures with hands or body movements.

### **JURISDICTION-**

The rules and regulations defined in this policy shall be applicable to all complaints of sexual harassment made:

- By a member of the campus against any other member irrespective of whether the harassment is claimed to have taken place within or outside the campus.
- If the sexual harassment is claimed to have taken place within the institution by an outsider against a member of the college or by a member of the college against an outsider.
- When sexual harassment is suspected to have occurred off campus, the Committee recommends that the University/College authorities to take action by lodging a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

### **COMPOSITION OF THE COMMITTEE-**

- A Presiding Officer: This must be a senior female employee of the organization.
- Five teaching staff dedicated to the cause of women.
- Two non-teaching staff.
- Two students, if the matter involves students.
- One external member.

## **RESPONSIBILITIES-**

- Awareness programs / trainings to be conducted for all staff and students.
- Execution of the Anti–Sexual Harassment policy at the institution.
- Provide the victims with a safe and accessible mechanism of complaint.
- Initiation of inquiry at the earliest in case of any complaints.
- Provide interim relief to the complainant.
- Provide an opportunity for conciliation wherever possible.
- Follow the principles of natural justice at all stages of the proceedings.
- Maintain confidentiality in regard to the proceedings taking place before the Committee.
- Review of ATR (Action taken report) for previous meeting's MOM

## **IMPLEMENTATION OF THIS POLICY-**

- The institution will ensure that this policy is widely circulated to all relevant persons.
- All new staffs and students must be trained on the content of this policy as part of their induction into the college.
- Every year, college encourage students to attend programmes conducted by the women's cell and Men's Forum on gender discrimination and sexual harassment.
- It is the responsibility of the principal to ensure that all his/her employees and students are aware of the policy.

## **POWERS OF THE COMMITTEE-**

- The committee has the right to call witnesses and demand documents or data from the employee or student.
- The Committee has the power to recommend action against any person found guilty of (a) sexually harassing the complainant; b) retaliation or victimization the complainant and (c) false allegations of sexual harassment against the defendant.

## **THE PROCESS FOR LODGING A COMPLAINT**

- The victim must submit a written complaint to the committee

- Then conducts an investigation, and the report must be submitted to the authority of the institution within 10 days.
- Any victim can report the incident through the E-mail ([ashcommitteestc@gmail.com](mailto:ashcommitteestc@gmail.com)), by filling a google form which is available in college website or post letter in the complaint box.

### **DISCIPLINARY ACTION**

If the committee detects violations, disciplinary action will be taken against the accused. Disciplinary action may include transfer, suspension of promotion, suspension or even termination, or any other action it deems appropriate. If the accused is a student, depending on the seriousness of the crime, the committee may recommend

- Suspending or limiting entry into the campus for a specific period of time.
- Discharge from the rolls of the college and repudiating readmission.
- Giving reformatory punishments like obligatory counselling.
- Suppression of privileges such as entree to the library, scholarships, grants, ID cards, etc.

## **10. STUDY TOUR POLICY**

Study tours are conducted by the college as part of the academic programmes. The following instructions should be strictly followed by the students with regard to study tours:

- Only final-year students are allowed to organize study tours. As far as possible, study tours shall be conducted before the X'mas holidays.
- This should be done only with the prior permission of the class teacher HOD and the Principal.
- Booking of vehicles and arrangements for a stay while on tour should be made only after consultation with the authorities concerned. The details of the tour programme should be given to the principal in writing, well in advance.
- The students shall obey all the directions given by the class teacher/teachers accompanying them. Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
- The Principal has the right to cancel or to make any modification to the tour programme at any time.



- The directions given by UGC, Government, and MG University, from time to time will have to be strictly adhered to.

## **11. RESEARCH POLICY**

A research development committee was formed in the institution to initiate research among faculty, build a scientific temper among students and to keep themselves abreast of new knowledge, promote in them the awareness of current research findings, teach them to critique and appraise research, and encourage them to utilize research in evidence-based study.

- The research committee identifies and supports decision-making in various research fields that is essential to the institution, and works for maintaining the academic equilibrium of the college.
- The faculty is encouraged to participate in regular research activities such as international seminars, conferences, workshops, and webinars.
- The accomplishment of its faculty across a variety of areas is recognised by the college.
- The institution's potential research needs are identified, and faculties are instructed to concentrate their research on current and relevant issues.
- The college is always ready to offer necessary infrastructure support for research work.
- Management of the college provides funds to all departments to organise research related activities.
- Faculty members are encouraged to apply the findings of their study to their classroom, thereby enhancing students' learning and performance.

## **12. FINANCIAL PLANNING AND RESOURCE MOBILIZATION**

The planning of funds for the institution is mainly handled by the college development committee consisting of the Principal, Vice Principal, IQAC coordinator, and representatives of teachers. The committee shall plan and categorize day-to-day and yearly requirements. The committee shall convene a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year. They prepare the annual budget for maintenance of all infrastructure facilities at the beginning of the year as per the requirements of the departments, library, laboratories, and other support services. The Head of the

Departments should give a report regarding the day-to-day requirements, repairing of equipment if any, and maintenance which may be submitted to the principal's office.

The principal shall ensure a transparent and well-planned financial management system whereby the funds/grants received from the government, UGC, NGO, Management, and benefactors are effectively mobilized for infrastructure development, maintenance, academic and other various supportive activities of the college. The RUSA committee which consists of the Principal, Vice Principal, IQAC coordinator, and representatives of teachers and students handles the RUSA fund. The committee shall make recommendations to management regarding the utilization of funds received. The principal shall monitor the effective resource utilization of funds and initiate internal and external financial audits for both government and management accounts.

### **13. PURCHASE POLICY**

- There shall be a purchase committee with principal, and teacher -in -charge as the coordinator
- 2 The official purchase shall be carried out by the purchase committee following all the stipulated regulations
- 3 Regular meetings shall be convened to decide and record the disbursement of funds for varied purchases
- A minutes book shall be maintained to document the discussions and decisions.
- A Register shall be maintained to preserve transparency with regard to Receipts and payments of funds

### **14. TEACHING FACULTY – QUALITY ENHANCEMENT POLICY**

Under the discretion of the manager, the teachers are provided with financial support for

- attending conference
- attending workshop
- Membership in professional bodies.

The amount may be decided by the manager according to the requirement of teachers. All the full-time and part-time teachers can avail of the financial support.

**THE FINANCIAL SUPPORT TO THE TEACHERS** can be for:

- Registration fees for seminars, workshops, and conferences
- Travelling and accommodation allowances in case of outstation seminars, workshops, and conferences
- Membership fees of professional bodies
- Enrolling in a professional development course

### **TRAINING FOR NON-TEACHING STAFF**

Contributions of Non-teaching staff are very important for the smooth functioning of any educational institution. They have to undertake a wide range of activities, keeping in view of that, Non Teaching Staff Training Programme (NTSTP) is organized every year where the staff is given training on communication skill, Office Management skill, Hospitality, office automation etc.

## **15. GREEN PROTOCOL AND POLICY ON ENVIRONMENT AND ENERGY USAGE**

Situated on a hilltop, in the sylvan surroundings of lush green plantation, the institution has always been a centre that promotes healthy environment practices. Green Protocol followed in the campus is instrumental in the implementation of activities that help sustain its ecological balance like planting new trees to compensate for the lost ones and propagating safe waste disposal practices. All the activities of the institution are centered on the universal and basic protocols of environment protection and sustainable/eco friendly energy initiatives. Awareness classes are conducted on a regular basis to disseminate the methods of protection of the environment. The college is committed to maximise sustainable resource use and minimize the use of hazardous substances. Timely action is taken to protect and improve the biodiversity of the campus. Special measures are undertaken regularly for improving performance in the areas of energy consumption and water conservation. The campus has to be made plastic free to a possible extent. In accordance with the institutional principle of green protocol, the college follows a very strict and eco friendly waste management mechanism. Thus the college is obliged to maintain and improve environmental management

methods to reduce its environmental footprint. Environmental consciousness, conservation and sustainability are ingrained in the basic functioning of the institution.

## **16. ENVIRONMENTAL QUALITY AND SUSTAINABILITY**

- It is imperative for the college to safeguard the environment by reducing waste and pollution and by focusing on sustainable development and preservation of the natural environment.
- The college has formulated its policies in accordance with all applicable Environmental laws, regulations, covenants, agreements, rules, and practices outlined by the national and state governments.
- The college is dedicated to maximizing the use of sustainable resources.
- Specific steps are implemented to safeguard and enhance the biodiversity of the campus.
- The college has taken initiatives to promote environmental excellence and biodiversity preservation in the area.
- Goals and objectives are set to improve our environmental performance in the following categories: energy utilisation, reduce greenhouse gas emissions, consumption of drinkable water, sustainable transportation, and preserving biodiversity.
- Plastic has to be eliminated from the campus as far as possible; to achieve this goal institution insists on the usage of textile products as a rule of green procedure, substituting ones made of plastic.
- The college has in place reservoirs for collecting rainwater; its maintenance is done periodically.
- The college makes sure use of solar energy as far as possible.
- The college promotes electronic learning in an effort to go paperless in administrative and academic spheres.

## **17. WASTE MANAGEMENT POLICY**

The institution is bound to save the environment by maintaining pollution free and plastic free campus; laying emphasis to sustainable development and preservation of nature. This policy

serves as a guide to faculty, staff, and students regarding how to handle garbage, separate waste, and store and dispose waste safely.

### **POLICY GOALS**

- Raise awareness among teachers and students regarding how trash is produced, the ways in which it can be reduced, and the ways in which it can be managed.
- Provide instruction on how to distinguish between hazardous and non-hazardous trash, then eliminate them using proper procedures to avoid creating more pollution to the environment.
- Adhere to the "5 R" rule: refuse, reduce, reuse, repurpose and recycle.
- Cut back on plastic usage.

### **MANAGEMENT OF SOLID WASTE**

Students will be given instructions on how to produce less waste. Solid trash must be separated and disposed of in the designated bins. Pipe composts are placed next to all blocks to dispose food waste. Training in bio-waste management with vermicomposting technology is taught to students by Zoology department. Hostel's bio-waste is being managed by a biogas plant, and the gas produced there is used in the hostel for cooking. Every classroom has trash cans for disposing paper waste, bottles and glass. The segregated garbage is sold to the MoU-signed recycling agency.

As a preventative measure students and teachers are advised against bringing products such as plastic bottles, Thermocol, paper plates, or cups. To decrease paper and plastic waste, students are asked to bring their lunch in a steel tiffin box. During NCC and NSS camps, usage of steel glasses and plates are encouraged. Faculty and students are provided trash management training.

### **MANAGEMENT OF LIQUID WASTE**

All liquid waste produced in restrooms, laboratories, canteens, and other wash places will be send to drains so that it can be absorbed by the earth. Sedimentation pits that are periodically cleaned of their trash will be used to control the canteen's wastewater.

## **E-WASTE MANAGEMENT**

The College's safe disposal of e-waste is handled under an agreement between Clean Kerala Company limited and the college. They help in collection of Non-Bio-degradable waste, E-waste and hazardous waste.