



# St. George's College *Aruvithura*

— Estd. 1965 —

**Policy Documents**

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# Curriculum Policy

As knowledge is a deep-seated treasure, St. George's college Aruvithura, designed the curriculum in a way that guarantees the attainment of the optimum potentialities of the learners in the institution. The education and curriculum policy of the institution focuses on cognitive development, character building, and the creation of holistic and well-rounded individuals equipped with key professional skills. The overall thrust of the curriculum policy of the institution is the framing of an effective transaction mechanism of the syllabi of the university, for ensuring the acquisition of basic professional skills and human values.

## **Policy Statement**

St. George's college is committed to achieving academic excellence focusing on quality education through the brilliant teaching-learning experience and research pursuits, thereby empowering the individual learners to achieve the status of a valuable citizen of the country.

## Objectives

The curriculum policy unveils the strategies adopted for ensuring quality teaching in the institution. It also defines the procedures for gauging the attainment of the outcome in the teaching and learning process. The objective of the policy is to provide transparent guidelines for all activities related to teaching and learning process in the campus.

## **Scope**

1. The curriculum is framed strictly in accordance with the syllabi provided by the university complemented with various certificate/ diploma courses and add on courses to equip the students professionally to meet the challenges of personal and professional life.
2. Specific sets of skills and values across different domains are identified and are integrated and at each stages of teaching- learning processes.
3. In all stages of curriculum delivery, experiential learning is given priority. In the pedagogy, opportunities for hands-on learning, arts and sports-integrated education programmes are duly considered.
4. The curriculum is carefully designed incorporating the innovative and relevant ICT techniques.
5. The attainment of learning outcomes and course outcome, are assessed periodically through various evaluation tools regularly.
6. The institution offers internship opportunities for the students to gain hands-on industrial

or organizational exposure and to integrate the knowledge and skills acquired through the class room learning.

7. Through seminars and workshops, learners are given opportunities to interact with professionals and other experts.
8. Special programmes for slow and advanced learners are kept as an important part of the policy requirement of inclusive learning .
9. Feedback from stakeholders are collected periodically to equip the learners to meet the challenges of the professional world.
10. The institution strictly adheres to the academic calendar issued by the university.
11. The college ensures a fruitful academic year by preparing an academic calendar in conformity with the university academic calendar .
12. Through best practices and policies, the institution develops an educational system that is geared towards a culture of quality in all academic and non-academic endeavours .
13. The institution is keen on propagating and transmitting the treasured Indian ethos and values in the teaching and learning process.

### **Action Plan**

1. The academic calendar of the institution must be prepared in conformity with the academic calendar of Mahatma Gandhi University.
2. The year plan and course plan shall be prepared before the inception of an academic year after a proper academic retreat.
3. The examination committee must make adequate preparations for the smooth conduct of internal and external examinations. The committee also supervises the preparation of internal examination question papers, attendance lists, and internal marks.
4. The committee must oversee the conduct of university exams, dissertations, and the conduct of the Viva and Voce.
5. The IQAC with the assistance of external experts must conduct the internal academic audit periodically.
6. The research committee should supervise and promote the research aptitude of both the students and faculty.
7. The feedback must be collected from the students and analysed carefully. Based on the feedback collected on the curriculum , effective action should be taken.

## Policy Reforms

In order to ensure that students receive quality education, the institution periodically renews its rules, regulations, procedures and protocols. These policies are created and instated only with the appropriate approval from the Governing body.

1. The Policy reforms are introduced with a view to ensure acceptable behaviour and code of conduct from students and staff in the changing academic atmosphere.
2. The policy reforms are designed on the basis of the reforms introduced by UGC, NAAC, affiliating University, State and Central Governments.
3. The Governing body of the College confirms the accountability of the institution through goal-oriented policies that ensure quality education.
4. The policies are updated after taking sufficient feedbacks from the college faculties, office staff, students and other stakeholders.
5. Proper reviews by the competent authorities are done before the implementation of the policies.

## Policy on Study Tour

The institution perceives study tour as a learning journey for gaining new knowledge, and first hand experience that supplement traditional classroom learning. The college has adopted the following policies and guidelines to guide the faculty and students in organizing study tour programmes to attain optimum development outcomes.

1. The directions given by UGC, Government, and University from time to time will have to be strictly adhered to.
2. The study tour should be conducted with a view to broaden knowledge, and learn different ways of doing things from others.
3. The study tour should be conducted with adequate number of faculty to meet all contingencies. The student-staff ratio should be appropriate.
4. Only final year students are entitled for study tour.
5. A letter of request for the study tour along with the recommendation letter of class teacher and Head of the department has to be submitted to the principal.
6. A consent letter from the parents is to be provided well in advance.
7. All the arrangement of the study tour including transportation, accommodation and finance should be done in consultation with authorities concerned.
8. The maximum number of days for the tour shall be three. But in the case of Botany students it can be fixed by the Head of the department and principal.
9. The principal has the authority to cancel or make modifications in the tour program at any time.
10. Usage of drugs and liquors is strictly prohibited.

## Internal Evaluation Policy

St. George's College Aruvithura has a meticulously planned and systematically executable internal evaluation policy committed to the assessment and enhancement of quality. The evaluative tools and assessment methods are designed so as to ensure continuous and comprehensive appraisal of learner performance. The College adheres to the norms for evaluation prescribed by the Mahatma Gandhi University, Kottayam to which it is affiliated.

1. The internal evaluation methods cover all the aspects of learner development
2. Impartiality, transparency, authenticity and accessibility are hallmarks of the institutional evaluation structure
3. Each department adopts general and programme specific procedures for evaluation and assessment to identify learning gaps, design remedial programmes and ensure academic and personal success.
4. Evaluation and assessment includes both scholastic and co-scholastic aspects
5. Formative and summative assessments are done to collect accumulative and terminal performance
6. Internal evaluation is seen as conduits for conveying teacher and student feedback
7. Teachers use various techniques to assess and ensure the learner participation in learning activities – oral question answer sessions, assignments, home works, graphical representation, problem solving sessions, quizzes, student seminars and field trips
8. Surprise written tests, group discussions and module wise examinations involving multiple choice questions, fill in the blanks questions, short answer questions and essay questions facilitate the ascertaining of learners' knowledge, understanding, application, analysis, synthesis, evaluation and creativity
9. Self-assessment and peer assessment are encouraged
10. A model examination is conducted towards the end of each semester involving very short answer questions, paragraph questions and essay questions
11. Well- structured internal evaluation scheme is adopted with attendance, assignment and two internal exams (of 40 and 80 marks each) as components, adhering to University norms and the criteria for internal evaluation are conveyed to the learners well in advance
12. The grievances related to the internal marks are attended to and redressed
13. Teachers employ informal methods like observation and personal talk to analyse and en-

hance the life skills of the learners

14. Practical works, project works and creative writing works assess and ensure the application of subject knowledge in practical situations
15. NCC and NSS are platforms to analyse and improve the social commitment of learners
16. Club activities are designed so as to evaluate and nurture varied skills and talents of learners

St. George's College promotes assessment and evaluation procedures catering to the multiple facets of learner development. Proper actions are taken based on evaluation including remedial coaching, provision of simplified notes, personal counselling and troubleshooting sessions.

# Learner Mentoring Policy

St. George's College is responsible to enabling learners to access support mechanisms to meet their academic needs. This policy applies to all mentors and mentees who take part in the programme. It aims at ensuring the opportunity to learn with a mentor who will always be ready for support and guidance on academic and personal issues. Thus, a personal bond is created for better understanding of the student's aspiration, strengths and weaknesses. The college regularly reviews the effectiveness of the Learner Mentoring Policy and procedures and making adjustments as and when necessary, in response to the needs of those involved.

## **This policy is backed by following objectives**

1. Learners must be facilitated to achieve their goals in college, in an environment where their general well-being is gratified.
2. To Assist and Support students to maintain a healthy academic life
3. Learners who are at-risk of failure in academics will have the opportunity to work with a mentor who will conduct remedial classes as a means of encountering the academic issues.
4. To provide mentoring services and help students to become self-reliant and confident.
5. To support students in building life skills through value-based education and service-oriented programs

## **Responsibilities of a Mentor:**

1. Each student is allocated a faculty mentor.
2. A mentor will provide support to 25 mentees.
3. The mentors should keep close contact with their mentees and help them resolve issues related to their surroundings.
4. The mentors should identify the students with academics, behavioural and emotional issues, and should provide them counselling support, if needed.
5. The mentors should motivate students to participate in extracurricular activities, to promote healthy behaviour.
6. The mentors are expected to maintain a professional relationship with the students, no personal relationships are encouraged.
7. The mentor supports the trainee in Internship and Placements by preparing them in professional aptitudes.
8. Mentors should maintain confidentiality with regard to the student's report.

9. The student's report should be regularly assessed by HODs, Principal, and Parents.

**Responsibilities of a Mentee:**

1. It is mandatory for the students to participate in the mentoring sessions and do the works assigned on them
2. Mentees should not maintain any personal relationship with mentor, late night calls, unnecessary messages are strictly prohibited
3. Mentee should maintain a healthy relationship with the mentors.
4. Mentees should meet their respective mentors at least once in a month.
5. The Mentees can share their aims, aspirations, thoughts, concerns, and feelings related to academics and social activities with their free will.

## Research Policy

The college is committed to promote a research culture among faculty and students, as it alone provides a strong foundation for the development of the nation in the following decades. Our research policy provides a broad framework for the research activities with the following objectives:

1. To encourage various departments to upgrade themselves to the next level. The immediate goal set is the up gradation of all PG departments to research departments.
2. To encourage faculty members to undertake research activities of social and academic importance and disseminate the research outcomes through paper publications.
3. To organize regular research programmes like seminars, conferences, workshops etc.
4. To promote collaborations with premier International and national institutions of higher learning and enter into linkages with Industry.
5. To facilitate the presentation of research work through academic events such as workshops/seminars/conferences and the publication of the same in reputed National / International journals.
6. To take initiative in granting study leave, duty leave, seed money, reduction in workload, etc. to the deserving faculty members to promote research culture in the Institution.
7. To identify socially useful and community-oriented research areas and encourage the faculty members to undertake research that may link the Institution with society.
8. To encourage qualified faculty members with Ph.D degree to apply for guideship.
9. To establish suitable infrastructure in the college that would help to undertake different research projects.
10. To encourage both UG and PG students to undertake innovative and socially useful research projects and publish them in National / International journals.
11. To encourage and facilitate faculty members to get research projects from National Funding agencies like DBT, DST, ICSSR, UGC and other institutions.
12. To provide financial assistance for the publication of research papers and research findings.
13. To organize various workshops and seminars to instil appropriate research skills and introduce them to the novel research trends and practices.

## Policy on Extension Activities

1. St. George's College Aruvithura undertakes various extension activities with the active involvement of its departments, units of NSS, battalion of NCC, clubs like Blood Donors Forum, Private Educational Institutions, etc.
2. Departmental activities of the college are organized either independently or in joint collaboration with other disciplines.
3. Target area of activities identified by the college includes the enrichment of school students and women community.
4. Apart from rendering services to the needy, the college makes sure that these outreach and extension activities give the students an opportunity to get ample experience in interacting with the public. It helps them mould their behaviour to become responsible citizens of the country.
5. These activities envisioned by the college certainly provide the students an opportunity to use their talents, knowledge and skills for the progress of the community.
6. Through science popularization programmes, entrepreneurship development programmes, public speaking, debates etc., students enrich the society.
7. SGC TV functioning in the college is highly useful in this regard. It provides a platform for the teachers and students of the college to undertake activities for the development of the community.
8. As people living in the rural areas around the college look at its involvement in various matters that affect their day to day life, the activities envisaged and promoted by it involves the upliftment and well being of these people.
9. The college also makes it a point that the students do not lose their study time and class hours while involving in these activities. Most of the activities are planned to come about during holidays and out of class hours and executed accordingly.

## Innovation & Startup Policy

1. St. George' College Aruvithura upholds a policy of promoting and supporting the innovative ideas among students and faculty to engage the students and faculty in innovation and start up activities in campus.
2. The institution is provides an innovation ecosystem for promoting the innovation and entrepreneurial talents of students and is facilitating its growth among them.
3. The college gives paramount importance in providing mentoring and pre-incubation support to the students. For this purpose, it has established an Innovation and Entrepreneurship Development Center in the college.
4. The college also makes it a point that Institution Innovation Council established in the college meets regularly to evaluate the innovation related activities of the college. The Council further gives input for promoting the innovation activities among students and the faculty members. The aim of the college is the creation of an innovation ecosystem in it.
5. The college acts in tune with the policies of the central and state governments. Following the initiatives of the governments, it has implemented a National Innovation and Startup Policy and Innovation Ambassador Programme in the college.
6. The college has set forth a goal of obtaining a higher ranking in Atal Innovation Ranking. It already has a remarkable position in the ranking.
7. The innovation and entrepreneurship development cell of Kerala Startup Mission functioning in the college offers support and guidance for the entrepreneurial and innovative activities of student and faculty members. It works in accordance with the entrepreneurial cell functioning under the directorate of industries and commerce, government of Kerala in facilitating the innovation related entrepreneurial activities of the students.
8. The college aspires install a business incubation center in the campus in near future for providing full-fledged support for innovators among students and faculty members of the college and the community.
9. The college wants to quick-start a technology business incubator in the Campus.
10. The College, through its Institution Innovation Council, IEDC Innovation Entrepreneurship Development Center, and Entrepreneurship Development Club, organizes periodic contests on Business Ideas, Hackathons, Workshops, Seminars and IPR Related workshops, entrepreneurship related seminars etc., for promoting innovation and entrepreneurship among the students and the faculty members.
11. St.Georges College Aruvithura is committed to build, streamline and strengthen the innovation and entrepreneurial ecosystem in the campus by strong intra and inter-institutional partnerships with ecosystem enablers and different stakeholders at regional, national and international level.
12. The college ensures timely guidance and support for students, faculty and staff members for transforming their potential innovations and entrepreneurial plans into start-ups by directing them to avenues of funding, investment opportunities and networking support to make the innovation and venture successful.
13. The college ensures participation of students and faculty members in the Young Innovators Programme of the Kerala government and in Smart india Hackathone of Government of India.
14. The college ensure anytime Pre-Incubation/Incubation facility to students, staff and faculty of all disciplines and departments across the institution through the IEDC in the campus.
15. The college promotes advanced technology innovations and incubation facilities for its students and faculty innovations through MoU with near by technical institutions.
16. In order to facilitate freedom to Incubators in decision making with less administrative hassles for executing the programs related to innovation, IPR and Startups the college has a Technolo-

gy Business Incubator registered under Society Registration Act with independent governance structure.

17. The TBI functioning in the college is committed to the creation and nurturing of Start-ups by students, staff, faculty, alumni and potential start up applicants from outside.
18. Students who are under incubation, but are pursuing some entrepreneurial ventures while studying will be allowed to use their address in the institute to register their company with mutually agreed terms and conditions.
19. In accordance with the regulations of Mahatma Gandhi university Students entrepreneurs will be granted grace mark and attendance .
20. Students and faculty members intending to initiate a start-up based on the technology developed or co-developed by them or the technology owned by the institute, will be allowed to take a license on the said technology.
21. The college allows students and staff to work on their innovative projects and setting up start-ups or work as intern / part-time in start ups while studying / working.
22. The college promotes students to pursue a certificate course in entrepreneurship skill development offered by the College where by one can get a certificate in this domain while incubating and nurturing a start-up company.
23. Faculty and staff are encouraged to do courses on innovation, entrepreneurship management and venture development.
24. The college recruits staff who have a strong research, innovation and entrepreneurial/ industrial experience, behaviour and attitude to foster I&E culture.
25. The college promotes faculty and departments of the institutes to work in coherence with cross-departmental linkages to in order to gain maximum utilization of internal resources and knowledge through shared faculty, cross-faculty teaching and research.
26. The institution arranges external subject matter experts such as guest lecturers or alumni for strategic advice and bringing in skills which are not available internally.
27. The college recognises outstanding ideas, successful enterprises and contributors for promoting innovation and enterprises ecosystem within the institute through annual 'INNOVATION & ENTREPRENEURSHIP AWARD"
28. At the beginning of every academic session the college will conduct an induction program on I&E so that freshly inducted students are made aware about the entrepreneurial agenda of the institute and available support systems
29. The college will ensure maximum exploitation of entrepreneurial opportunities with industrial and commercial collaborators.
30. Students will be encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills by inviting first generation local entrepreneurs or experts to address young minds.
31. The college routinely organises events like idea and innovation competitions, hackathons, workshops, bootcamps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges to promote innovation mindset.
32. In order to attract and retain right people the college incentivise and support staff through office and lab space for entrepreneurial activities, reduced teaching loads, awards, trainings mechanisms for staff who actively contribute and support entrepreneurship activities.

## Policy on Financial Management & Resource Mobilisation

Finance is the life blood of all academic and non academic activities. The College has a transparent policy of handling and managing financial resources from all its stakeholders. We have an effective audit system to verify the correctness and legitimacy of funds received and utilized. Proper registers and supporting documents are maintained and submitted to authorities in time.

Some of the sources which generate funds for the development and infrastructure management of the College are depicted below.

1. Grants from UGC
2. RUSA /DST /FIST funds
3. Fees collected from students
4. Scholarships from government and from philanthropists
5. Endowments from philanthropists and Alumni
6. Renting college auditorium for community functions
7. Contributions from management
8. Teachers contribution
9. Department funds
10. PD account

All the Departments are instructed to conduct various academic and socially relevant programmes which fulfil the objectives of the institution. A number of cultural events and celebrations are conducted from the pool of contributions gathered by students by advertisements and sponsorships. Inter collegiate and inter departmental programmes are organised by such funds and also from the accumulated reserves of the Departments.

Infrastructural development and other construction activities are performed with the aid from Government, UGC, and RUSA fund and also with contributions of management. Proper registers and documentary evidences are maintained in compliance with audit and legal standards. The College receives ample help from PTA and Alumni in the form of fellowships, endowments and scholarships towards appreciation of meritorious students and for Fests.

The college collaborates with local self government machineries and local organisations to impart our responsibilities towards society and environment. The institution also spends generously for charitable activities and for the backward segments. Teaching and administrative staff contribute their financial commitment for the welfare of the College.

The Governing body in consultation with the monitoring committee, financé committee, construction committee and the Planning board assess the need and sanction funds for various activities of the College. Feasibility study and seeking expert opinion on allocation of funds are also conducted. Proper records and reports on utilization of funds are collected and evaluated in their meetings.

The staff members are encouraged to secure various funds from research agencies of government and private sector. Internal control system and external audit mechanisms facilitate transparency and safety in the management of funds.

## Policy on Physical Facilities & Academic Management System

Management and maintenance of resources with transparency facilitate efficient utilization of infrastructure in the College. Besides to cope with the emerging needs of academic fraternity, the College always strives to incorporate state of art technology in all its pursuits. The interventions of various Committees such as Planning Board, Construction Committee, Purchase Committee, Campus Development Committee and Library Advisory Committee at regular intervals contribute much for the development of the College.

### **Maintenance of Academic facilities**

Our college exerts keen interest and ample care in providing a safe and convenient teaching – learning environment in the campus. The classrooms, various laboratories and office rooms are well furnished with necessary equipments. The Heads of the Departments report about maintenance and repairs of the assigned areas to the authorities at regular intervals. The laboratory assistants and supportive staff daily manage their respective rooms with due care and diligence.

The Class rooms are well equipped with Wi-Fi connectivity and LCD facilities are arranged in each Department. Computer laboratories are checked regularly against malicious cyber infiltrations and scrutinized constantly with antivirus software and Firewall system. The College maintains sophisticated laboratories for Post Graduate Science courses separately in a new building with latest equipments. Proper safety measures and uninterrupted power supply are also maintained. We maintain a Language lab supported with sufficient software to tune the English language skills of students. A unique type of advanced Food quality testing laboratory is serving our signature to the society. We have an array of playgrounds for various indoor and outdoor games in the campus.

### **Maintenance of Physical facilities**

The construction activities and regular monitoring of physical infrastructure of the College is vested with the Bursar. Our physical faculties include auditoriums, air conditioned conference halls, seminar halls, smart class rooms, indoor court, gymnasium, Generator complex, gardens, hostels for girl students, beautiful pathways around the campus, amenity centre, Waste management facilities, vehicle parking grounds, prayer hall etc. There are facilities separately for girl students and differently abled students. Lift facilities, surveillance cameras through out the campus, examination halls and open gymnasium are well maintained in the campus. As a proud owner of a Community Telecasting Centre – SGC Channel, the College maintains well equipped studio, recording and capturing equip-

ments and act as a training centre for students.

### **Maintenance of Library facilities**

The institution makes it a point to maintain library facilities very well, while encouraging footfall in the library. Books and equipments are regularly checked and weed out obsolete items, if needed. The college envisages to offer library facilities in the smartest way possible by making use of international software – Koha, smart card systems, digital repository, and network lab with printing cum copying facilities, digital detection of availability of books, digital collection of previous question papers and Moodle platform with academic – non academic videos provide digital experience to all its stakeholders. Besides the librarian and supporting staff, a team of faculty as Advisory council is assigned for maintenance of library activities. Students' librarian – a representative from each class participates and organizes library related activities. Faculty and staff are encouraged to use Inflibnet, NSDL and N List facilities are also available in the library. There is also an Open Library system in which students contribute books for themselves.

# Policy on Information Technology

The IT policy of the College is designed to maintain, secure, and assure the legal and proper use of the campus's information technology infrastructure, as well as to provide standards for acceptable and unacceptable use of the college's IT resources. This policy specifies strategies and responsibilities for safeguarding the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by the College. Furthermore, this policy promotes effective organizational security and protects users and IT resources from cyber thieves, bullying, account and asset misuse, as well as the spread of malicious software. Guidelines are created and provided to help the organization, the departments and individuals who are part of the college community to understand how the college policy applies to some of the significant areas and to bring conformity with the stated policies.

***The IT Policy includes:***

1. Learning Management System (MOODLE) Use Policy
2. Library Information Management System (KOHA) Use Policy
3. Academic Management System Use Policy
4. Email Account Use Policy
5. Internet Use Policy

***Further, the policies shall be applicable at two levels:***

1. End Users Groups (Faculty, students, senior administrators, Officers and other staff)
2. Network Administrators

It should be noted that the IT Policy applies to technology administered centrally by the college or by individual departments, as well as information services provided by the college administration or by individual departments, or by members of the college community, or by authorised resident or non-resident visitors on their own hardware connected to the college.

The IT policy also applies to resources managed by central administrative departments, such as the library, computer centres, laboratories, college offices, recognised subunits of the college, and everywhere the college provides network access. Computers owned by the individuals, or those owned by research projects of the faculty and students when linked to campus network, they are subject to the 'Do's and 'Don'ts stated in the IT policy. In addition, the entire faculty, students, staff, departments, authorised visitors/visiting faculty, and anyone who may be granted authorization to utilise the college's information technology infrastructure must follow the standards. Certain infrac-

tions of IT policy by any member of the college community may result in disciplinary action by the college authorities against the offender/s. If the situation necessitates legal action, law enforcement agencies may also be notified.

***Applies to stakeholders on campus or off campus:***

- Students:- UG, PG and Research Scholars
- Faculty
- Administrative Staff (Non-Technical/Technical)
- Higher Authorities and Officers
- Guests

***Resources:***

- Network Devices wired/wireless
- Internet Access
- Official website
- Official email services
- Documentation facility (Printers/Scanners)
- Surveillance network
- Learning Management Systems
- Academic Management System
- Library Information Management System
- Smart Boards
- Other governing software, etc.

***Learning Management System Use Policy***

This policy addresses important considerations in the use of a Learning Management System (LMS) at St. George's College Aruvithura .MOODLE is the official LMS supported by the College. The members of the MOODLE Cell of the College administer the LMS to ensure optimal performance, manage user accounts, safeguards user privacy and data, provide technical support to faculty and students, offer instructional design services, deliver training to faculty in best practices of online course development and instructional technology implementation.

This policy applies to all faculties, staff, students, and others who use St. George's instance of MOODLE. This policy does not cover independent use of any LMS which is not supported as the official College LMS, nor external tools not managed by the College which instructors might deploy to supplement their courses (e.g. external blogs, wikis, e-packs, etc).Users may be aware that by using

the LMS facility, the users are agreeing to abide by the following policies:

1. All users of the LMS must adhere to the College's Appropriate Use of Computing and Network Resources policy.
2. The College is not responsible for the accuracy, integrity, and/or legality of the content uploaded to the LMS by its students, staff, or faculty. The University is not responsible for content linked from LMS to external web sites.
3. The users of LMS are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. Access credentials may not be shared or given to anyone other than the user to whom they were assigned.
4. All employees who have access to student information in the LMS are required to adhere to the safeguards to prevent the unauthorized disclosure of protected student information.
5. Access to the LMS is granted to currently enrolled students and instructors of record for published term courses. Course rosters are generated via official enrolments in Banner. Course owners and administrators should not grant course access to students not listed in the official roster using student email addresses.
6. Faculty and staff hosting a course in Moodle shall comply with institutional rules, policies and procedures.
7. Illegal content or content that is in violation of the College's policies or contractual agreements shall be removed from a course account if requested by the instructor of record or other appropriate academic administrator.

### ***Library Management System (KOHA) Use Policy***

In effort to operate a library with efficiency and at reduced costs, it is recommended to utilize Library Management system (KOHA) services to entirely automate all the tasks involved in operations of the library. The activities of book purchasing, cataloguing, indexing, circulation recording and stock checking are done by the software. Such software eliminates the need for repetitive manual work and minimizes the chances of errors. All the stakeholders can check the availability of books, renewal and share information using laptop or mobile.

### ***Email Account Use Policy***

To promote the efficient distribution of critical information to faculty, staff and students, and the college administrators, it is recommended to utilize the college email services, for formal communication and for academic and other official purposes. Formal communications are official notices from the college to faculty, staff and students. These communications may include administrative content,

such as human resources information, policy messages, general messages, official announcements, etc. To receive these notices, it is essential that the email address be kept active by using it regularly. For obtaining the college's email account, the user may contact office unit for email account and default password by submitting an application in a prescribed Performa. Users may be aware that by using the email facility, they are agreeing to abide by the following policies:

1. The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
2. Using the facility for illegal/commercial purposes is a direct violation of the IT policy and may entail withdrawal of the facility.
3. User should not open any mail or attachment that is from unknown and suspicious source.
4. User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
5. It is ultimately each individual's responsibility to keep their e-mail account free from violations of college's email usage policy.

#### ***Responsibilities of internet/network unit***

Every year, INTERNET UNIT reviews the existing networking facilities and need for possible expansion. Network expansion will be carried out by INTERNET UNIT when the college makes the necessary funds available.

1. INTERNET UNIT considers providing network connection through wireless connectivity, where access through Fibre Optic/UTP cables is not feasible, in such locations
2. INTERNET UNIT is authorized to consider the applications of departments or divisions for the use of radio spectrum from INTERNET UNIT prior to implementation of wireless local area networks.
3. INTERNET UNIT is authorized to restrict network access to the Sections, departments, or divisions through wireless local area networks either via authentication or MAC/IP address restrictions.
4. INTERNET UNIT is authorized to restrict network access through login ID and Password
5. INTERNET UNIT is authorized to monitor the internet speed and other service conditions offered by the service provider.
6. Electronic logs that are created as a result of the monitoring of network traffic need only be retained until the administrative need for them ends, at which time they should be destroyed.

7. INTERNET UNIT is responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. INTERNET UNIT monitors the network to ensure that such services are used properly.
8. INTERNET UNIT provides Net Access IDs to the individual users to enable them to use the campus-wide network and email facilities provided by the college upon receiving the requests from the individuals on prescribed proforma.
9. INTERNET UNIT will be responsible only for solving the network related problems or services related to the network.
10. INTERNET UNIT will be constrained to disconnect any Section, department, or division from the campus network backbone whose traffic violates practices set forth in this policy or any network related policy. In the event of a situation where the normal flow of traffic is severely degraded by a Section, department, or division machine or network, INTERNET UNIT endeavours to remedy the problem in a manner that has the least adverse impact on the other members of that network. If a Section, department, or division is disconnected, INTERNET UNIT provides the conditions that must be met to be reconnected.

## Anti Ragging Policy

In June 2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in educational institutions. In consonance with the UGC regulations of 2009 and the Prohibition of Ragging Act, Kerala, 1998, the following measures are established to ensure a ragging-free campus:

1. Wide Awareness on Anti-ragging policy is disseminated through college Handbook & Calendar which is distributed at the beginning of the academic year.
2. Obtaining signed affidavit from parents and students against ragging.
3. An effective and efficient Anti-ragging Cell and An anti-ragging Squad is functioning in the college so as to ensure the fraternity among SGCians. The members of the Cells meet regularly and submit the reports to the Principal.
4. The Principal of the College directly supervises the functions of the above Cells and takes constant feedbacks from the teachers concerned.
5. The institution can identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
6. Vulnerable areas are strictly kept under CCTV Surveillance.
7. Special guidelines and instructions are provided to the senior batches just before the arrival of the freshers, focusing on the laws regarding ragging or other forms of harassments.
8. The class tutors are instructed to keep vigilance on the students, identify the trouble-triggers and give them proper instructions considering ragging as a cognizable offence.
9. Counselling facilities are provided by professional counsellors once in a week and the students can make use of this facility.
10. The Principal addresses the freshers on the commencement day itself and ensures their protection and safety within the campus and its premises.
11. Special sessions are arranged for the newcomers in the Induction programme in the first weeks of the academic year in order to adapt themselves to the new socio-academic life in the campus.
12. The respective HODS and class tutors keep constant vigil on the new comers and the students can address their concerns and lodge their complaint on issues of ragging to the teachers.
13. Mentoring will be done effectively during this period so as to provide a conducive learning environment to them.

14. Ascertaining Zero tolerance towards ragging: Any student who is found guilty of ragging is seriously dealt with as per the university regulations. The case should also be reported to the law and order department of the state immediately at the reception of any such complaint at the college office.
15. Updated information will be provided on the college website with the contact details of nodal officers related to anti-ragging committee.

***The Anti-Ragging Committee constitutes the following members:***

- The Principal(Chairman)
- Chairman, ETPA Municipality
- SHO, Erattupetta Police
- Two senior teacher representatives
- Two representatives from parents
- Student representatives

## Anti- Sexual Harassment Policy

The Govt. of India is committed to ending all forms of violence against women that negatively impact women, hamper gender equality and constricts the social and economic development of the country. Since, sexual harassment results in violation of the fundamental rights of a woman to equality as per Articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Govt. of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act is an extension of the Vishaka Guidelines issued by the Supreme Court in 1997. The UGC too issues circulars, since 1998, to all the universities and colleges advising them to establish a permanent committee to develop guidelines to combat sexual harassment against women. Keeping these guidelines in mind the College has constituted an Anti-Sexual Harassment Committee.

1. The Management ensures congenial environment of gender equality and well being for its staff and students alike. It prohibits any kind of discrimination, harassment, sexual assault and retaliation against its employees or students.
2. It is expected from the teachers and students to keep an ethics/code of conduct in their behaviour.
3. Awareness will be provided to the girl students on any kind of sexual or gender based violence through various campaigns.
4. Legal awareness will be adequately provided on various modes of violence against women.
5. Self defence classes and training will help them to meet these challenges effectively.
6. The girl children would be learnt not to be silent on such occasions and they should be confident enough to speak up.
7. To ensure gender equality female students are adequately represented in various bodies / cells of the college.

## Alumni Association Policy

SGC always fosters a dynamic relationship with its alumni as it is one of the significant stakeholders of us. The bond between the alumni and their alma mater is interrelated and interdependent. The Alumni Association of St. George's College Aruvithura is the reflection of its past, representation of its present and a link to its future. The College has an effective alumni network and it makes the alumni actively participate in the institution's developmental activities. The association supports the institution and contributes to its institutional, academic and infrastructural development. Alumni engages very proactively in various modes:

- **Financial contributions:** Providing scholarships/ mementoes to the achievers such as rank holders/class toppers. Contributing to the infrastructural and physical development of the college, which has a rural backdrop. Maintaining a link with the Georgian charitable trust and widen the services to the community
- **Non financial:** Functioning as a mentor and guide for the present students, providing proper guidance and career counselling, rendering Legal advices for the institution's needs.
- **Career Guidance & Campus Placement:** they provide career guidance and hire new employees from the campus through campus placement.
- **Green initiatives:** they contribute immensely to the beautification of campus through their innovative ideas.
- **Contribution of Books:** Every academic year, plenty of books are contributed by the alumni to the College Library & Departmental library. An Open Library is set up constituting the books contributed by the alumni in 2018.
- **Alumni lectures:** the illustrious alumni across the globe serve as mentors/role models/instructors for the present students. Most of the departments organise alumni lecture series every year so as to soothe their bond to the almamater.
- **Act as Sponsoring Agencies:** They help in sponsoring and organising events at the institutional level and the departmental level and scaffolds the management of the events.
- **Alumni meetings:** An annual alumni meeting is held every academic year so as to foster the relationship between alumni and its alma mater. Department wise alumni meetings are also convened.

## Campus Placement Policy

The Placement Cell at SGC acts as a framework for providing career guidance and counselling, for ensuring skill enhancement and overall development of the students. Exclusive training is given to the final year students. The placementcell functions very proactively to become a link between the job seekers and job providers by building up their capacity and networking with industries.

1. The institution aims at building a strong network among the corporate & institutes for placements.
2. To improve employability skills among students.
3. Empower students to meet the challenges of modern job market
4. Overall quality improvement and upgrading students to meet the modern corporate requirements.
5. To become the preferred choice of employers regarding campus recruitments.
6. Provide equal employment opportunities for all the students.
7. To ensure sustainable employment for all the students.
8. To offer guidance on best career options.

The college has identified certain thrust areas which require positive reinforcements and training programmes are conducted extensively. Special sessions are organised for soft skill acquisition, Group discussions and interview skills, personality developments, IT Skills etc. Master trainers are invited to train the students and to empower them to meet the requirements of global job market.

# Grievance Redressal Policy

St. George's College, Aruvithura has a well-defined mechanism for redressal of students' grievances related to academic and non-academic matters, such as internal assessment, victimization, attendance, charging of fees, conduct of examinations, harassment by fellow students or teachers etc.

## ***Objectives of Grievance Redressal Committee***

The purpose of the grievance redressal committee is to act as a transparent and unbiased body where a student can report a complaint and to ensure a speedy response in case a student faces any kind of grievances, the functioning of which will itself reduce the chances of occurrence of such grievances.

## ***Following are the objectives of the Grievance Redressal Committee: -***

- Maintaining harmonious inter student and faculty–Student relationship
- Creating an environment in which students can freely express their grievances without fear of discrimination or victimization
- Provide proper counselling to students about issues concerning them
- Protecting the students from ragging in any form as any student grievance reported about ragging would be brought to the notice of the management immediately.

## ***Jurisdiction of the Committee***

The committee shall deal with grievances received in writing about any of the following :

- Academic – Issues related to internal marks or any other examination related affairs, issue of Transfer Certificate, conduct certificate etc.
- Financial – relating to dues, payments and scholarships
- Administration – grievances related to facilities provided in the college like class rooms, library, rest rooms, canteen, sports etc.
- Harassment and Ragging

## **Grievance Redressal Committee**

### ***The principal of the college shall constitute two Grievance Redressal Committees:-***

- The Department Level Grievance Redressal Committee
- The College Level Grievance Redressal Committee

***The composition of the Department level Grievance Redressal Committee is as under:***

- Chairman - Head of the department
- Members - Two senior faculty members of the department including one lady faculty member

***The composition of the college level Grievance Redressal committee is as under: -***

- Chairman - Principal
- Members – All HODs, Two senior faculty members including one lady faulty member, one senior administrative staff member

Both these committees will deal with all grievances related to academics and administration. In addition, the College level committee will also handle any appeal filed by the student against the decision Department Level Grievance Redressal Committee.

### **Procedure for Redressal of Grievances**

An aggrieved student shall first submit his/her complaint in writing to his/her mentor (class teacher) who shall resolve the grievance within two days. In case the mentor is not able to resolve the grievance, he/she shall forward it to the chairman of the Departmental Level Grievance Committee. The chairman of the Departmental Committee shall convene a meeting of the committee within 2 days of receiving the complaint from the faculty mentor or from the aggrieved student in case he/she applies directly to the committee. The chairpman shall attempt to resolve the grievance within a week of the receipt of the complaint and an action taken report is to be prepared.

If the student is not satisfied with the solution of the department level committee, he/she shall appeal to the college level committee giving the reasons for his/her dissatisfaction with the decision within a week of receipt of the decision of the department level committee.

The chairman of the College level redressal committee shall convene a meeting of the committee with 2 days of receiving the complaint. The College level committee shall verify the facts and shall either endorse or amend the decision of the Departmental level committee and issue an appropriate order within a week of receipt of the grievance.

If the student is not satisfied with the redressal offered by the College Level Grievance Redressal Committee he /she can submit an appeal to the Manager of the College within a week of receipt of the decision with all relevant details.

The Manager shall review the decision and pass an appropriate order. The manager, if needed

may recommend, necessary corrective action , to ensure avoidance of recurrence of similar grievance at the College, and the necessary changes shall be made in the rules of the College. At all levels a fair hearing shall be given to all parties at all levels/committees.

The law of natural justice shall be observed and a fair hearing to the complainant and concerned persons shall be given at all levels. The relevant provisions of the Acts/Regulations shall be kept in mind while passing an order on the grievance at any level, and no order shall be passed in contradiction of the same.

# Policy on College Union

## Objectives of the College Union

*The college union is organised with the following objectives:*

- To train the students to be responsible citizens of India aware of their rights, duties and responsibilities and make them familiar with the parliamentary and democratic systems
- To provide opportunities for all round development of students including development of character, leadership, efficiency and service mindedness
- To organise cultural programs, quizzes , debates, discussions, seminars, work shops etc. for students ,hence promoting their original thinking and acquirement of knowledge on current issues
- To encourage and ensure student participation in extracurricular activities like Youth festival, inter-collegiate sports meets etc. that are conducive to the above objectives.

## College Union Election

The College union election will be conducted following a parliamentary model as per para 6.2.4 of the J.M. Lyngdoh Commission Report and order passed by the Supreme Court of India in SLP No. 24295/2004 and the high court of Kerala.

## Constitution of Students Union

The college union consists of (1) students general council and (2) an executive. All students are members of the Students general council. In order to conduct election to the executive council, an electoral council consisting of two elected representatives from each class will be formed. The electoral council will elect the executive committee. The executive committee consists of the following office bearers:

- Chairman
- Vice – chairperson
- General secretary
- University union councillors
- Magazine editor (the language secretaries of Malayalam, English and Hindi will function as assistant editors for the respective sections of College magazine)
- Arts club secretary
- Secretary of sports (to be nominated by a committee consisting of the Principal, the head of the department of Physical Education and the Staff advisor of the student's council)
- SC/ST representative ( to be nominated , if there is no SC/ST among those elected to the

executive)

- One member representing the students of each year of UG and PG classes (elected by and from among the student representatives of respective years in the electoral council)
- Two lady representatives (elected by and from among the lady representatives in the students general council)

### **Eligibility for contesting to the college electoral council**

Candidates contesting to the electoral council should possess a minimum of 75% attendance in the previous year (except in the case of first year students) and should have passed all the examinations held so far. Those who were granted condonation of attendance in the previous year are not eligible to contest in the election. Anyone against whom disciplinary action of any kind has been taken inside or outside the campus, civil or criminal, ipso facto stands debarred from contesting elections to electoral council. Students are forbidden to contest in the union election on the label of student organizations.

### **Finance management**

The principal is the ex-officio treasurer and patron of the college union. Expenses for the activities of the college union require prior sanction of the principal and the college union advisor.

### **Guidelines for the Union Activities in the College**

*Based on government of Kerala Higher Education (G) Departement Circular No. 26483/G1/15/H. Edn, dated 12/10/2015*

- All Celebrations in the Campus, including Union activities, should be held only after getting prior permission from the Head of the Institution.
- Student's Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convener, all HoDs and Discipline Committee members.
- College Union has to function only during 9.00 am to 5.00 pm, during the working days of the academic year. However, during any celebration, Head of the Institution can extend the time.
- Programs by external agencies/Professional groups/Paid Programs such as DJ/Musical events Should not be permitted Inside or outside the campus (Amendment, dated 06.06.2016)

## **Guidelines for various celebrations in the college**

*(Based on Government of Kerala Higher Education (G) Department circular no. 26483/G1/15/H.Edn. dated 12/10/2015)*

- All celebrations in the campus, including union activities, should be held only after getting prior permission from the head of the institution
- The discipline committee should monitor and supervise the celebrations in the college.
- All students have to wear identity tag In the College.
- No type of vehicles should be used during celebrations inside the college campus or hostels.
- Any complaint received to the head of the institution about misbehavior of any student or about activities like possessing weapons , alcohol consumption, using drugs in campus/ hostel rooms etc. will be dealt with as per rules in force.
- Public including former students will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.
- Bike race/ motor car race/ elephant procession or any similar activities should not be permitted inside the campus or hostels.
- Procession of any kind is not allowed.
- Percussion instruments are strictly prohibited.
- Public address system, if needed, can be used only within the halls. It should not create any disturbance to other departments
- Students should clean the respective places allotted to them after each celebration.
- All celebrations should be modest.
- Crackers and fireworks are not allowed.
- Students are not allowed to stay on the campus after 5 pm on the day before celebrations.
- All celebrations in the college must end by 5 pm.

## Administration Policy

The administrative head of the institution is the manager. The manager acts as appointing authority and regulates it. He visits college regularly and discuss academic and non academic activities of the college with teachers and other stakeholders including students

The Governing body of the college is the supreme authority, which sets the vision of the college and its broad frame of operation. It dispenses regular support for making apt policy decisions and making effort for timely appointment of staff. The college functions under the leadership of Principal who propels all the academic and non academic activities of the college. The management of the college actively involves all the activities of the college in the direction of its vision and mission and working through the Principal. The management encourages the teachers to avail all the opportunities for improving their skill and make budgetary allocation to this ends.

The council meeting serves as a platform for obtaining feedback for the management. The agenda of the council is supposed to discuss in the department for arriving consensus and implementation in the future course. The council meetings also serve as a venue for defining and redefining roles of the stakeholders. The Principal visits every once a semester and obtains feedback directly and solves issues any.

The development concerns and administrative hassles are presented before the staff and consensus are arrived. Effort is made to ensure that everyone is involved in some or other aspect of administration, and tasks are devolved through various committees to increase efficiency.

The college has a students' union, with the office bearers elected through the parliamentary mode election process. A staff advisor monitors the students' union activities. The college has an Anti-Ragging committee for preventing the menace of ragging of all kind.

A Grievance Redressal Cell is working in the college, headed by the Principal and teachers. An Anti-Harassment committee has been functioning in the college to monitor any harassment against women. A discipline committee too functioning in the college headed by the Principal. To empower lady students, the college has a women cell consisting of teachers and lady students of the college.

## E-Governance Policy

1. Automate the activities of the institution by the Implementation of E-governance
2. The system help us to achieve efficiency, transparency and accountability of various activates
3. The concept of paperless office is achieved to certain extend with the help of E-governance applications
4. The academic management system named Liways is implemented in the institution which facilitate online processing of a number day to day operations. The main modules of the system focuses on following areas :
  - Attendance management
  - Student details
  - Admission process
  - TC issue
  - Fee management
5. The institution owns an efficient web site that provides login facilities are provided for staff and students. Detailed profile of the college is provided in the website.
6. The library owns a number of online features. The open source platform – KOHA is used for automation of the library. It provides online book search, reservation and renewal of books. The eprint system implements the digital repository of question papers. The open access public catalog link is provided through the college web site.
7. The institution follows all the mandatarly operations in the government and university portals. The major process such as admission, examination, payroll processing and scholarships are done through government and university portals

## Policy on Faculty Empowerment

The Management is keen about various activities meant for the skill enhancement of the Faculty. The Management believes that its intellectually and morally empowered Faculty is the cornerstone of its academic achievements. The College promotes following measures for the Faculty empowerment.

- The College gives thorough importance to various Faculty Development Programmes conducted in and outside the campus and also encourages its Faculty to make use of such opportunities in order to augment their expertise. For that financial support is offered to the staff.
- The College conducts retreats and orientation programs by experts for its Faculty to instil in them the core values of the institution and to make them stand up in the world of academia.
- There is an active Research Cell in the College which promotes the spirit of research among the Faculty.
- The College publishes an International Research Journal which is peer reviewed to divulge the fruits of the research conducted by the Faculty there by giving them an impressive audience.
- The College conducts leisure programmes like tours, excursions, celebrations on festive occasions and yearly family meet in order to promote the spirit of fraternity among the Faculty.

## Policy on Human Values & Professional Ethics

Our Institution instils human values and professional ethics into the minds of the staff and the students to facilitate development of holistic perspective among them towards their personal and professional life.

- The College participates in activities like Swachh Bharat Abhiyan, Health Camps, Community Service programmes and other extension and outreach programmes in the areas close to the College campus to inculcate in the students and the staff their social responsibility.
- The college offers a Value Education Course to all the students in the college and many webinars on human values and professional ethics are conducted.
- The institution instructs Students, teachers, Administrative Staff (Principal), Governing Body members and support staff to abide by specific 'codes of conduct' of the College.
- The Institution decided to observe Independence Day, Republic Day and Human Rights Day to generate patriotic fervour, nationalism and feeling of love and adoration towards motherland and among stakeholders of the College.
- The College brings the students to the forefront of Flood Rescue and Relief Operations: distribution of food kits, cleaning and chlorination, organising medical camp and distribution of free medicine.
- Recognised SES REC(Social Entrepreneurship, Swachhta & Rural Engagement Cell) Action Plan by the ministry of education government of India for waste management in the campus and community/adopted villages is implemented in the college.
- Staff and students of the college pay frequent visits to nearby orphanages and old age homes and distribute food and dresses among the inmates.
- The teachers are expected to be role models to the student by showing concern for students and motivating them.
- The teachers are fair in assigning marks/grades to the students for internal and external assessments.
- Teachers respect the right and dignity of the students in expressing his/her opinion.
- Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.
- Human values are transmitted through value education classes.

- Blood Donor's Forum, Miss-a-Meal programme, etc. helps the students to inculcate values of generosity and sacrifice.
- 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.
- The College provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- Ramps are provided for easy access to all the buildings of the campus.
- Special toilet is set apart for the disabled.
- Various Career Guidance Programmes are organised to inculcate professional ethical practices in students.
- Special emphasis is given to encourage ethical, fair play and equity practices among students in the conduct of various inter-collegiate competitions and cultural practices

# PTA Policy

The college has a policy for creation of Parent Teacher Association (PTA) to ensure a good teaching-learning environment. The PTA shall function at two levels of administrative ease and effective interaction I) The Departmental PTA II) The General PTA

## Level I: The Departmental PTA

1. There shall be a DPTA for each UG and PG course with the Principal as the chairman and the teachers and the parents of the department concerned as members
2. The DPTA shall elect from among themselves as Executive committee
3. There shall be one parent, preferably a graduate representing each year of the course and a lady representative elected from among the parents shall be the members of the executive committee.
4. The convener may nominate not more than two members from among the faculty to the executive committee.
5. The office bearers shall be as follows:
  - Chairman : Principal
  - Convener : Head of the Department
  - Vice-President: Member of the executive committee representing parents
  - Secretary cum Treasurer: The convener may nominate a member of the executive committee representing teachers
6. Any fund collected for developmental assistance of the concerned department shall be in the joint account of the convener and the Secretary cum Treasurer of the DPTA.
7. The accounts shall be submitted by the convener for approval before the general body of the DPTA.
8. All the financial collections and transactions shall be subject to the prior approval and sanction of the Principal.
9. The convener shall maintain the accounts of the DPTA and submit audited accounts of the same to the Principal on or before 31st May every year.
10. There shall be at least one meeting general body of the DPTA in an academic year.
11. All Meeting of the DPTA can be convened only with the concurrence of the Principal.
12. In the absence of the Chairman, the convener shall preside over the meetings of the DPTA.

13. The quorum for the meeting shall be one third of the members of the DPTA.

14. The term of the office bearers shall be one academic year.

## **Level II : The General PTA**

15. The General Body of the PTA shall consist of the Principal, a representative of the board of trustees nominated by the Manager, the members of the teaching staff, office superintendent and parents of all students on the rolls in the college register.

16. An executive body shall be constituted for the PTA with the principal, a representative of the board of trustees nominated by the manager, the vice-presidents of DPTAs, the conveners of DPTAs and the office superintendent as members.

17. The office bearers shall be as follows:

- The President : A parent(preferably a graduate) who is a representative in the executive body elected by and from the members of the executive body.
- The Secretary: A member nominated from among the members of the teaching staff in the executive body by the Principal.
- The Treasurer: The Principal(Ex-Officio)

18. The executive body shall meet at least once a year.

19. The President shall preside over the meeting. The secretary shall convene the meeting with the concurrence of the Principal and will be the custodian of the minutes book.

20. The Principal shall operate all accounts. The executive body of the PTA may authorize the Principal for the levy and collection of developmental financial assistance from students, parents of students, alumni or any other organizations or agencies.

21. The quorum for the meeting shall be one third of its members.

22. In case of any dispute in executive body on any other issue, the principal shall use his discretion to maintain order and to take decisions that the situation warrants.

# Welfare Policy for Staff & Students

The College Management has taken care to fulfil various needs and aspirations of its staff and students. The institution strives to provide a satisfactory environment which ensures high degree of job satisfaction for the employees and the all-around wellbeing of the students. The following are the welfare schemes put forward for the benefit of the employees as well as students.

## **Institution Initiated Welfare Schemes**

- Staff Co-operative society is functioning in the college for meeting the financial needs of the staff. Financial products and services are offered at an affordable rate of interest.
- Free Wi-Fi facility on Campus for students as well as the staff.
- Domain email addresses to all staff members.
- Free uniform is supplied to supporting staff and security men.
- Gymnasium is available for the staff and students to maintain their physical fitness.
- Recreation Room is provided to the staff and students for their recreation.
- Separate Parking area is maintained for parking the staff vehicles and also the vehicles used by the students.
- Annual tour programme is arranged for staff members as well as for the students.
- Annual get-together and lunch are arranged for the staff and their family.
- Retirement party is arranged for the staff as a recognition of their committed service.
- Farewell ceremonies are arranged for outgoing batches of students
- Discussion Rooms are used for serious deliberations.
- Temporary jobs on compassionate grounds are given to family members of the non-teaching staff.

## **Other Welfare Schemes in the campus**

- Provident Fund- The staff can invest in the GAINPF on a monthly basis.
- Group Insurance Scheme (GIS) is given to staff for their welfare. It provides insurance benefits to the staff appointed in accordance with the rules of recruitment of the state.
- State Life Insurance Scheme is provided to the staff at low cost with twin benefits of an insurance cover to help their nominees in the event of death while in service and a lump sum payment to augment their resource on their retirement.
- The Management encourages Faculty members to apply for promotions without any delay

and follows the UGC norms for their career development.

- Maternity Leave is given to female staff members for 180 days to safeguard the interest of the mother immediately before and after the child birth. Leave benefits are also given to female staff who have a miscarriage or tubectomy.
- Paternity Leave for 10 days is given to male staff members to be emotionally and physically available for both mother and child, before and after delivery.
- National Pension Scheme (NPS) is a voluntary contribution pension system existing in the college. The staff can contribute regularly in their pension account during their working life.

# Policy on Covid Protocol

St. George's College, Aruvithura strives to ensure education continuity and protect the safety of learners and education stake holders as the Covid-19 crisis unfolded. The COVID-19 Campus Safety Policy sets minimum standards which all members of St. George's College are familiar with and comply with in order to protect the health and safety of all community members.

## Objectives

- To update guidance regarding preventive measures on a timely basis as per government regulations.
- To help protect students, faculty, and staff slow the spread of COVID-19, by encouraging vaccinations and monitoring process.
- To keep continued focus on keeping students safe, particularly because not all students have had the opportunity or are eligible to be vaccinated against COVID-19.
- To ensure education continuity with the aid of ICT devices.

## Action Plan

- Active monitoring of body temperature on a daily basis.
- Vaccination drive in campus
- Ensuring face mask and sanitization
- Maintaining social distancing
- Ensuring quarantine of suspected and confirmed cases.
- Passive Monitoring: Daily surveys and/or self-assessments

# Crisis Management Policy

## SCOPE AND PURPOSE

An emergency may occur from natural disasters like earthquake, drought, flood, cyclone, high winds, cloud burst, heat waves, landslide, forest fire etc. or human failures like structural fault, waste water treatment, power disruption and disrupted lift operation, water crisis or accidents like fire etc. There is a responsibility & authority matrix and specific do's and don'ts during implementation of the emergency. The Emergency Preparedness and Response Plan outline the emergency management system in the event of a major crisis / disaster.

## OBJECTIVES

- Preservation of life
- Protection of property
- Continuity of operations
- Coordinating emergency operations with all the concerned agencies

## ACTION PLAN

Successful emergency management depends on prompt and correct decisions of the people present at the location and their immediate actions during the first minutes of the incident. In an emergency situation, the residents and visitors are on their own until first responders arrive. First responders may include Police, Fire Brigade, Medical Team, neighbours, Security Personnel and designated Emergency Officials, etc. In most cases Police and Fire Brigade are expected to arrive first. Important phone numbers are permanently displayed at prominent places and evacuation drill is regularly conducted, so that residents and visitors are not confronted with surprises or helplessness during the crisis.

# Divyangjan Policy

St. George's College Aruvithura intends to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students and employees are not distraught or treated unfavourably. All the authorities of the institute are striving in order to extending a helping hand towards the differently abled so as to make sure about the benefits of ground programmes, administrations and activities.

## Objectives of the Policy

- To create inclusive culture to avoid discrimination, exploitation, and exclusion of Disabled students and staff from all spheres of work and education.
- To create suitable mechanism for effective delivery of services to disable students and staff of the institute.
- To ensure implementation of all legislations with respect to persons with disabilities.
- To provide inclusive education at the institute.
- To ensure full participation of such people and to provide them the equal opportunities for development.

## Policy Statement

The institute shall facilitate higher education for Divyangjans in every stream and would have necessary aids and appliances.

## Support System

Support system enables people with disabilities to move about safely and freely and use the facilities within the built environment. The disabled friendly equipment is to provide an environment that supports the independent functioning of the individuals so that they can participate without assistance in everyday activities. To the maximum extent possible the buildings are supported with railings for their accessibility. The ramp shall be wide enough that a wheel chair user can use it without any problem. A wheel chair is also provided by the institution. Lift facility is also arranged for accessing the different floors of the buildings. Disability sensitization sessions are arranged as a part of Induction programme.

## Disabled friendly Urinals

Washrooms/ Urinals with Western closet and grab bars are arranged in the ground floor and toilets shall be wide enough for the free movement of differently abled students.

### **Scribes for the examination**

The institution shall provide or allow scribes for those students who are in need while writing exams. Controller of Examination shall allow the students on the recommendation of the Principal to grant additional time to attend university examination. In the case of students who are eligible for availing the services of scribes, the Principal shall authorize to appoint scribes according the following conditions:

1. The scribe shall not be an employee of the college where the examinations conducted.
2. The scribe shall not be a relative of the student.
3. The educational qualification of the scribe shall be less than the student.
4. The scribe shall not belong to same discipline to which the student belongs.
5. A written request shall be accepted to avail the facility of the scribe which is duly signed by the Head of the Department and Principal.

# Energy & Environment Policy

## Preamble

Well planned environmental management is essential for sustainable development. The environment and energy policy of St. Georges college is laid down keeping this key point in focus and realizing that it is the social responsibility of the institution to protect the environment in its reach. The environment policy includes management of energy consumption, waste management, water management and constant monitoring of the biodiversity of the campus.

## Policy statement

St Georges college vows to protect the environment by constantly monitoring the biodiversity in the campus, reducing the energy consumption and water consumption through appropriate methods, effective management of wastes and spreading awareness to the individuals and members of the society on the need of protecting the environment.

## Objectives

- Continuously monitor the biodiversity in the campus.
- Conduct energy audit
- Reduce the use of fossil fuels
- Promote the use of renewable energy
- Waste management in an ecofriendly manner with maximum recycling of wastes wherever possible.
- Spread awareness regarding the importance of energy conservation among students and faculty.
- Spread awareness and promote energy saving measures to local community.
- Harvest and use rainwater to reduce impact on ground water.

## Action plan

1. Replacement of the non-working 40-Watt fluorescent lamps is to be done only with 15–20-watt LED tube lights.
2. Use of sensor-based avenue and corner lights.
3. Collection and sending of plastic/ metal wastes to scrap merchants who send them for recycling.

4. Management of wastewater from various labs, canteen toilets etc. within the campus through proper methods, thereby avoiding any contamination of local water bodies or environment.
5. Incineration of slow to decompose wastes like plywood and other materials in special incinerators located near rubber plantation within the campus so that soil contamination and air pollution is minimized.
6. Proper use of the rainwater harvesting units within the campus.
7. Updating the biodiversity and energy audit every year.

### **Responsibilities and roles**

There is an energy and environment monitoring team consisting of

1. Principal of the college
2. Bursar of the college
3. IQAC coordinators
4. Faculty in charge of energy audit from Physics department.
5. Faculty in charge of biodiversity audit from Botany department.
6. Representative of the administrative staff.

The energy and environment monitoring team ensures the and optimum allocation of water and energy resources within the campus. The team also monitors proper waste management in an environment friendly manner and harvesting of rainwater and its reuse.

# Policy on Gender Equity

St. George's college believes strongly in social responsibility and transformation and it always strives to promote a culture of inclusiveness that values equity. The institution provides an inclusive and supportive working and learning environment for students of all genders. The policy aims at fostering an atmosphere in which unlawful discrimination and harassment are not tolerated and where all students irrespective of the gender or other identities are encouraged to achieve their full potential. The college adopts a range of measures to prevent gender-based discrimination and adopts flexible and inclusive provisions for students and staff.

## Policy statement

Gender equity policy is framed to uphold the principle of gender Equity as cherished in the Indian Constitution, and in its Preamble, without any discrimination to any gender, providing equal opportunity to all.

## Objectives

The College gender policy is to abide by the national and international laws and Acts .The policy aims at providing:

- Equal learning opportunities for male and female learners.
- Equal career opportunities for male and female faculty.
- Fair distribution of work and also salaries among women and men.
- Equality of opportunity for women and men in academic activities and research pursuits.
- Equality in recruitment, promotion and progression of faculty.
- Opportunities for raising gender equality awareness in the community.
- Opportunity for sensitise the community about the need for upholding equity values.

## Scope

1. This policy is implemented in agreement with relevant government and University policies and related documents.
2. It promotes a gender-aware and gender-responsive culture, that values gender equality.
3. The institution sensitises students against gender biases and gender-based stereotypes.
4. The college is committed to improving and promoting gender equality and diversity in the

- academic sphere through promoting gender inclusive and participatory decision-making processes.
5. The college seeks to provide equal opportunity to permanent, fixed-term and casual staff members and officers.
  6. The institution is committed to ensure that all students and staff have an understanding of gender issues and the objectives of this policy. The college arranges seminars, symposiums and expert talks to sensitise its stakeholders on the issue of gender equity.
  7. The institution is keen on providing equal opportunities to all, irrespective of gender in participating and contributing towards the upliftment of the institution and to receive appropriate acknowledgement and equitable reward for that participation and contribution.
  8. Various cells and clubs in the institution introduce programmes focusing on equality.

### **Action plan**

1. The rules and regulations of the college are designed in a way that provide a framework of practice for pursuing the objectives of equality.
2. Gender related discussions and debates will be encouraged in the college to sensitise the stakeholders about gender issues.
3. The college shall introduce gender equality in all the academic and administrative matters including admission, appointments, nominations and elections to decision making and advisory bodies.
4. The institution is keen on the inclusion of women and other marginalised groups in all advisory and decision making bodies.
5. The College is sensitive to gender issues, practices and customs.
6. Safety audit of the campuses will be conducted periodically.
7. Qualified counsellors are appointed to address the gender related issues of students, staff and workers.
8. The college will sensitise and train the teachers and students through symposiums, webinars, flash mobs and initiate conversation in this direction.
9. Gender issue related topics are included and promoted in projects and dissertations.
10. Various cells like and committees like women's Cell, Internal Complaints Committee etc. shall function to guarantee the fair treatment of all the sexes.

## Policy on Holistic Education

The education and the curriculum are fully designed to heighten the overall growth of the students and the institution. The educational policy emphasizes on the social, cultural and spiritual growth of the students which enables them to become a socially responsible citizen. Students are taught to reflect on their actions and how they impact at a national and international level, as well as how to learn from the community around them.

1. Emphasis is given to an education that can promote equality, values and responsibilities among students which can eventually help them to contribute in the nation building process.
2. Emphasis is placed on positive school environments and providing whole-child supports (services that support academic and non-academic needs) to students.
3. The policy stresses on helping the students understand their skills and act as a pillar that can support them to build their dreams.
4. The education system introduces and implements various programs and practices which can aid the students to realise their intellectual, emotional, social, physical, artistic, creative and spiritual potentials.
5. Ideals that include both child-centred learning as well as a focus on eco-literacy or ecological wisdom which are provided through educators who have a greater understanding about Nature and sustainability.
6. Focuses on the central idea of 'Eco-friendly Green Campus' and ensures the same through students and teachers making the campus litter free and environment friendly.
7. Intensive experimental and group sessions, a co-created learning ambience and hands-on engagement through real-life projects, field trips and internships that helps in making the learning process exciting, rigorous and transformative.
8. Learning how to use various processes that go beyond teaching/learning to create, nurture, sustain and systematise educational life and work spaces that are creative and meaningful.
9. Guides teachers to engage students in projects that apply critical-thinking skills toward solving real-world problems.
10. Promotion of self-guided educational environments where teachers allow students to learn at their own pace in the style that best suits them.

11. Merging with community members, including families, residents, organizations, and officials, to provide integrated support and expanded learning opportunities and thereby bringing together various academic, social, development, and engagement activities.
12. Establishing holistic education by creating integrated programs where teachers from different disciplines come together to teach thematic courses that address issues from multiple perspectives. Coursework might also include independent research, travel, fieldwork, and internship.

# Policy on Institution Rules & Code of Conduct

## Introduction

The general rules applicable to the students at St. Georges college Aruvithura is based on Mahatma Gandhi University's Student's Code of Conduct Rules- 2005 introduced vide UO. No. 162/2004/2/Elen. Dated 16 February 2005. This order has laid down rules for maintaining discipline in all colleges affiliated to the university, and is binding to all the students of the college.

In light of the above order, college has laid down following rules defining general discipline expected from student community, violating any of which could warrant disciplinary action.

1. Every morning classes commence with a prayer song.
2. No student shall enter or leave the classroom when the session is on, without the permission of the teacher concerned.
3. Students are expected to spend their free hours within their respective classes as per the directions given by the HoD or class teacher. Peer teachers should ensure that the time is utilized fruitfully, for academic purposes. Students should not loiter along the verandahs or crowd at the corridors and staircase. They are not permitted to enter classrooms other than their own.
4. Students are expected to be properly dressed. Showy clothes and T-Shirts are to be avoided. Girl students are expected to show dignity in their dress and general behaviour.
5. Smoking is strictly prohibited in the college campus.
6. Political activism is strictly banned in the campus. Students are forbidden to organize or attend meetings other than those permitted by the principal. Strikes are strictly prohibited in the college campus and its premises.
7. If students have grievance or complaint, they shall approach the class teacher first. If they are not satisfied, they may approach the H. O. D and then if needed, appeal to the principal.
8. Any student who is persistently insubordinate or who is repeatedly or wilfully mischievous shall be removed from the rolls.
9. Students are not permitted to bring mobile phones to the campus.
10. Students may park their vehicles at their own risk in the space allotted to them. Students should submit the registration number of their vehicles along with the ID card to obtain necessary permission from the principal.

11. All students should have with them their identity cards when they are in the college campus. They will have to wear the same on a tag. The principal and staff members can examine them. The student may be asked to leave the campus for not producing the same when requested to do so.
12. Anyone who is suspended from the college shall not enter the college campus unless and until his/her suspension is revoked by the college authorities, or without prior written permission from the principal.
13. All the girl students shall use the inner verandahs and the staircases marked for them and all the boys shall use the outer verandahs and the staircases marked for them.
14. In case of any damage to college property, the loss shall be recovered from the persons responsible if they can be identified and if not, shall be imposed a collective fine.
15. No outsider should be invited to the college without the consent of the principal.
16. All kinds of applications submitted to the office by the staff, students and others must be complete in all respects. Incomplete applications will not be accepted.
17. Any student taking part in video related production (shoot) work outside the campus on working days shall obtain the necessary permission to take part in the same from the principal.
18. If any student is requested to participate in any shoot for any agency other than SGC TV within in the campus he /she shall obtain permission to participate in the same from the principal.
19. No one shall engage in any activity which may detrimentally affect the reputation and interest of the institution.
20. No one shall distribute or circulate any notice, pamphlet, leaf let etc. within the campus or exhibitory type of banner, flag, poster etc. without the prior written sanction of the principal.
21. In the interest of the institution and for the sake of discipline, the principal can suspend, dismiss or take punitive action on any student for his/ her misconduct.
22. Staying away from classes without sufficient reason and persuading students to abstain from classes or making them participate in strikes in the college is punishable.
23. During free hours the students are expected to make use of the library or the reading room.
24. Students are not permitted to organize tours without the permission of the principal.
25. Organizing meetings in the college or displaying notices anywhere in the college campus

without the written permission of the principal is strictly prohibited.

26. Smoking, consumption of alcoholic beverages and use of narcotics, destruction of college property and other objectionable activity or behaviour on the part of students are punishable
27. College union election will be conducted in the parliamentary model.
28. The Principal shall be the final authority in the interpretation of the college rules. Matters not covered by the rules mentioned above are left to the discretion of the principal and his decision shall be final.
29. Students must abstain from making remarks in the social media against the wider interest of the college.

### **Rules to prevent ragging**

In June 2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in educational institutions. As per the regulations from UGC, the definition of ragging and punishments against it are: -

As per the UGC Regulations 2009, 'Ragging' constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which rudeness a fresher or any other student.
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student including a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forced obscene and lewd acts, gestures, causing bodily harm or any other dan-

ger to health or person.

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

## **Punishments**

The UGC regulations stipulate that students can be expelled from an institute and debarred from taking admission to any other institute for a specified period after being found guilty of the offence.

As per the regulations any students can be fined up to Rs. 2.5 Lakhs if found guilty of ragging. The UGC regulations provide for justification of a student, a period from one to four semesters depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival etc.
6. Suspension/expulsion from the hostel
7. Cancellation of admission
8. Rustication from the institution for periods ranging from 1 to 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
10. Fine ranging between Rupees 25,000/- and Rupees 2.5 lakh
11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

## 12. Rules regarding Political activities in the campus

Mahatma Gandhi University's Student's Code of Conduct Rules- 2005 introduced vide UO. No. 162/2004/2/Eden. Dated 16 February 2005 prohibits political activity inside the campus. Political activity is defined as "any act, activity or conduct by any student in a college by which political ideologies of any political parties recognized by the Election Commission are preached, professed, imparted or disseminated by speeches, visible representation or other means of communication whatsoever".

Prohibition on political activity inside the campus means the following:-

1. No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
2. Taking part in any political activity by organizing students or gathering inside the college campus for the purpose of doing any activity as defined in Rule 4 (6) shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the principal has the power to take disciplinary action against students who indulge in the aforesaid activities.
3. It shall constitute gross indiscipline to call for an appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they will be punished as per the rules stated above.
4. No student at a college shall stage or indulge in any activity like dharna, gherao, obstructing entry to and from any classroom, office, hall or other places inside the campus and such activities shall be treated as misconduct.
5. No student shall shout slogans inside the classrooms, office, or any other place inside the campus and obstruct or cause disturbance to the everyday functioning of the institution.



# Policy on Green Campus

Green campus is a concept where environment friendly practices are adopted in every aspect of functioning of a college thereby imparting a culture of living in harmony with environment. It helps to create a new generation with awareness on need of protecting our environment and promoting a lifestyle with least impact on environment.

St. George college aruvithura is situated in eastern part of Kottayam District, in a transition zone between midlands and western ghat hills of kerala. The famous 'Meenachil River" flows through the borders of campus. The campus is in an area that is rich in biodiversity. Most students in the campus are from sub-urban and rural areas where an ecofriendly lifestyle already in practice.

## Objectives of green campus policy.

1. Manage energy use in the daily functioning of the college to reduce carbon footprint.
2. Promotion of energy saving practices in and outside the campus.
3. Waste management -including biodegradable and non-biodegradable wastes in an environment friendly manner.
4. Ensure proper recycling and environment friendly purchase policy.
5. Monitor and protect overall biodiversity in the campus as part of green audit.
6. Ensure trees covering in the campus for at least 30% of land area.
7. Ensure rainwater harvesting.

## Implementing Green Campus Program

As a part of green campus policy, a monitoring committee will be formed which will monitor functioning of college with impacts on local environment and suggest measures to adopt reduce toll on environment. The use of energy (electrical/ gas or any other form), management of different kind of wastes, and protection of local biodiversity will be monitored by the committee. An inevitable part of green campus policy is the estimation of biodiversity in the campus as part of green audit and continuous monitoring for any changes. The plants in the campus are scientifically identified and documented through a green audit conducted by Botany Department. Rain water harvesting is effectively implemented in the campus so that exploiting the ground water resources can be minimized.

## Promotion of Reduced carbon footprint in college functioning

A reduced carbon footprint in the functioning of the college is planned to ensure through: -

1. Plant more trees in the campus to offset carbon emission due to energy use including electricity and emissions from vehicles in the campus.
2. Use of energy efficient electronic devices, lamps, computers etc..
3. Shutting down computers and printers when not in use.
4. Keep cutting of trees during various developmental activities to a minimum and plant enough trees in case of any tree felling is needed.

### **Major green campus Initiatives**

1. Only LED lights are used for lighting purposes
2. Rain water harvesting system implemented.
3. Tree planting ensured
4. Plastic free campus
5. Proper recycling of e-waste and other wastes generated.
6. Landscaping and gardens to provide a green cover to the land.
7. Vehicle use within the campus restricted.
8. Green audit conducted.
9. Water distribution system repair and maintenance is ensured.

## Policy on Safety & Security

A safe, secure and cohesive ambience of Teaching-learning is the basic pre-requisite for quality education and research in HEIs. The college makes it a point to ensure the safety of students against threats and accidents, both man-made and natural. The college building as well as the hostel buildings are safeguarded by a high boundary wall that cannot be scaled over easily. The two main entry points to the campus are manned by security guards. Fire fighting system is installed in all the buildings of the campus and each building has the provision for electric circuit breaker. Network and Internet security in the campus is ensured by installation of Firewall system.

The staff and students are provided with identity cards and all students have to wear uniforms on all working days except Wednesdays. Rules against ragging are strictly observed in the campus and the college has a well-functioning support system to prevent sexual harassment of any sort. UGC regulations concerning the Promotion of Equity is strictly observed by all the stakeholders. Discrimination of all sorts is strictly prohibited in the campus. Counselling facility is offered on every day basis in the campus to sustain the mental sanity of the students.

# Vehicle on Campus Policy

## Preamble

The use of motor vehicles is indispensable today's lifestyle and the staff and students St. George's college Aruvithura are using vehicles for their conveyance needs. Following an order from Kerala high court, the Kerala Higher education department has issued an order (Higher Education (G) Department, Government of Kerala Order No; 26483/G1/H Edn dated 12.10.2015), restricting the use of vehicles within the campus. Accordingly, St. Georges college has implemented a policy on use of vehicles within the campus.

## Policy statement

The St .Georges college Aruvithura permits limited use of vehicle in its campus subjected to following regulations: -

1. Vehicles of any kind are not allowed within the campus during celebrations.
2. Staff and Students are encouraged to use public transport vehicles whenever possible for conveyance, as part of college's policy of reducing environmental pollution.
3. Teaching staff and administrative staff may use motor vehicles up to the predesignated points and parking areas within the campus.
4. Student's motor vehicles are not allowed inside the campus except for women and differently abled students, who can use them within the campus, up to predesignated parking points.
5. Within the campus, vehicle speed shall not exceed 15 km/h for staff and 10 km/h for students.
6. Any transport rules enforced by government authorities shall be applicable inside the campus.
7. Use of bicycles is allowed and encouraged for conveyance inside the campus.

## Objectives

The vehicle use policy of St. Georges college Aruvithura has been implemented with the following objectives: -

1. Reduce the use of fossil fuels.
2. Promote the use of ecofriendly transport means inside the campus.
3. Minimize the chances of any vehicle accidents inside the campus.

## **Action plan**

1. Security personal will monitor the vehicles at entry gate.
2. A Vehicle Use Monitoring team will monitor the use of vehicles inside the campus.
3. Any vehicles parked beyond pre-designated parking points or violating any regulations- shall be warned once and deny entry to the campus on repeated violation.

## **Responsibilities and roles**

A vehicle use monitoring team is continuously monitoring and regulates the use of vehicles inside the campus and the team consists of-

1. Principal of the college.
2. Representative of the IQAC Team.
3. Security staff.
4. Representative of the administrative staff.

The vehicle use monitoring team shall be the first reacting body in the case of a vehicle accident inside the campus and contact for police/ medical assistance as per need.

# Policy on Waste Management

## Policy Statement

In order to meet our legal obligations and recycling aspirations, the college requires all staff, students, contractors and visitors to comply with this Policy and associated procedures on waste management. To fulfill its moral obligations and legal duties this policy is a necessary requirement to ensure harmless, compliant, environmentally and financially sustainable environment. This policy offers guidance to staff and students, and defines responsibilities in all aspects of Waste Management with standards for appropriate waste segregation, storage, handling, transport and disposal. The purpose of this policy is to enable the college to honor its commitment to manage waste responsibly.

## Policy Objectives

The policy has been prepared with the objectives of:

1. The safe handling and storage of wastes in the college campus.
2. Reduce waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost-effective manner.
3. Deliver appropriate training for teachers, residents, staffs, students and other stakeholders on waste management issues.
4. Follow the five "R" principle of reduce, reuse, recycle, refuse and regenerate.
5. Remain compliant with all relevant waste legislations.

## Solid Waste Management

All students and staffs shall be instructed to avoid generating waste. There shall have separate bins for degradable and non-degradable items in each floor; red painted for plastic and related stuff, and green ones for paper. Precaution shall be taken not to bring disposables such as PET bottles, paper plates or cups to the campus. Steel glasses and plates stored in the canteen and the NSS units shall be used during camps. An incinerator shall be installed in the campus to burn garbage.

## Liquid Waste Management

Liquid waste generated in the wash areas (bath rooms, toilets), labs, canteen etc. shall be passed through drains to absorb into the earth midway through the college ground. Canteen waste water shall be managed through sedimentation pits which are cleared periodically of the waste and the rest of the water shall pass into the traditional drain.

## **E- Waste Management**

SGC Aruvithura will work with Haritha Keralam Mission, Suchitwa Mission and Clean Kerala Company for a garbage-free Kerala. The 'SGC Haritha Karma' Sena will collect non-biodegradable waste from the college campus and will handover it to Haritha Karma Sena volunteers of Kudumbashree Erattupetta Municipality.

### ***E - Waste includes:***

Batteries, Lights, Tubes, electrical wastes etc., CD's, Audio and Video Tapes, Monitors, Key board and CPU, Mobile, Cable box, Invertors, Copper Cables, Electrical switches, Printers, Scanner, Network Rack, Photo Copier, Camera etc...

## **Purchase and Usage of Items**

Purchasing of items has a real impact on the quantity and recyclable value of waste, on the campus. One of the important waste reduction strategies of the college is to choose and buy recycled products. For reducing the waste from the source, itself the Management Committee and various departments should consider the following:

1. The purchase of products with non- reusable packages will be reduced.
2. Refillable and reusable products should be purchased.
3. Flexes and plastic hoardings during programmes should be banned.
4. Buy items which are made up of recycled materials.
5. Reduce the use of disposable items like disposable plates and glasses and use durable items.

## **Responsible Parties**

The SGC HARITHA KARMA SENA is responsible for the waste management and its effectiveness on the campus.

SGC HARITHAKARMA SENA COMMITTEE Members:

- Head of the Institution
- Bursar & Course Coordinator
- IQAC Coordinator
- Bhoomithra Sena Faculty Member

- Harithakarma Sena Faculty Member
- Nss Programme coordinator
- Superintendent
- Two students representatives from Students Council

# Policy on Water Conservation

## **Vision Statement:**

We visualize a progressive, self-reliant and economically stable water conservation policy to provide safe, potable, adequate and affordable water supply throughout the campus. We are committed to manage effectively the college water resources for the common benefit of the stakeholders and to assure its sustainable use for long run.

## **Water Conservation Plan Goals:**

- To effectively manage SGC's water consumption and water costs.
- Reducing energy consumption and emissions associated with water use.
- Strengthen SGC's water sustainability profile and to help in building a culture of water conservation throughout the campus.
- Create teaching, learning and research opportunities wherever possible.
- Active focus on rain water harvesting and water recycling.

## **Water Conservation Strategies:**

The key activities to conserve water are as follows:

- Adopt effective mechanism to reduce water loss, use and waste of resources.
- Avoiding any damage to water quality
- Improving water management practices – Water Harvesting and Recycling.
- Establish Water treatment centers
- Provide incentives to students and teachers for efficient water use and conservation.

## **Water Conservation Policy – Need**

Water conservation is a key issue in today's developing society. Innovative methods and strategies must be adopted by the institution to sensitize the students about the need for conserving water. Various seminars and workshops must be arranged to educate the stakeholders and to initialize responsible water management.

## **Water Conservation Initiatives**

- Establish sign boards near the basins to remind the students to turn off taps as soon as they wash their hands.

- Install aerators and water efficient plumbing fixtures to save water in the college.
- Proper detection and repair of leakages at the college premises to reduce water loss.
- Avoid flushing the toilets unnecessarily. Warning boards should be placed to dispose wastes in dustbins rather than in toilets.
- Impart awareness of the need for water conservation by creating colorful posters on efficient water use and water savings.
- Always use a broom to clean walkways, driveways and entrances rather than hosing off these areas.
- Install water efficient devices at colleges wherever appropriate – faucet aerators, high efficiency dual flush toilet, Water level sensors in tanks, sensor taps etc.
- Incorporate water conservation policy and procedures into training programs.
- Observe Water Conservation Day in the college by conducting competitions to raise the awareness of water conservation among student fraternity.
- Encourage students to use refillable water bottles and educate them to pour leftover water into the garden.
- Proper maintenance and monitoring of water levels in Rain Water Storage tanks.
- Conducting research on water recycling for the effective re-use of water in the college premises.
- Surface water conservation through ponds and wells. Our college is blessed with natural well and supplementary tanks. We use the supplementary tank for fish breeding.
- Studies regarding the effective Sewage Treatment Plant is under progress.

## **Conclusion**

Water conservation includes all the policies, strategies and activities to sustainably manage the natural resource of fresh water, to protect the hydrosphere, and to meet the current and future human demand (thus avoiding water scarcity). Population, household size and growth and affluence all affect how much water is used. Thus, as an institution responsible for imparting higher education, our college should take serious effort to protect the surrounding environment and available water resources. We, St George's College Aruvithura is committed to promote and propagate the message of water conservation among the academic and social community as well. As a center of excellence in academics, we shall provide ways and support to the policy makers the ways to improve the water conservation and awareness. This includes awareness campaigns for protection of lakes, study on

climate change, water testing methods, soil testing and water literacy programs. This policy documents will help the college stakeholders to effectively implement and conserve the water resources of our college and the community.

# HR Policy

The management of St. George's College, Aruvithura with the intention of fulfilling the vision of the college, developed the HR policy to select the best among the available candidates through a fair selection process formally laid down.

These rules, framed and approved by the Governing Body, are applicable to all current and future employees and are subject to amendments, alteration, deletion, or addition by the Governing Board as and when found necessary.

The main objectives of HR policy in our college are the faculty as core to our being, repository of our vision, competence and values, and look forward towards young, talented and vibrant individuals suffused with values and commitment. We seek those who are passionate about teaching and interested in the overall development of students into good human-beings and expect commitment to continuous learning, research and application of knowledge to improve the quality of human existence.

## Service Rules & Procedures

### Recruitment and Selection

- Every year, before the beginning of the academic session, the principal, St. George College assess the requirements of the Institute concerning the staff and determine the positions to be filled.
- There shall be a regular notification on the institutional website inviting applications for staff positions, and applications received against this notification shall also be considered based on need.
- The aided staff vacancies are notified in the newspaper as per the UGC/State regulations.
- Administrative staff members already serving in the college and meeting the notified requirements can apply for direct recruitment to higher posts only if specifically called for in the advertisement.
- The last date for submission of applications against advertisements shall be as decided by the Management.
- The screening and short listing of candidates for interview shall be done by selection committee as constituted by the management.
- Selection of candidates shall be on merit and suitability as decided by the interview Board and a rank list of suitable candidates shall be prepared based on merit.

- The rank list of selected candidates shall normally be maintained for 6 months or more depending on need. If the number of candidates on the rank list exceeds the number of vacancies, the remaining candidates on the rank list shall be maintained for future consideration until the next advertisement for the same position.
- Offer letters signed by the Manager shall be dispatched to selected candidates for acceptance.
- If the candidate accepts the offer, the appointment order signed by the Manager shall be issued.
- The administrative staff qualifications will be in accordance with the post called for.

### **Performance Appraisal System**

- It is applicable to various sections of the college including the management, faculty, students and non-teaching staff.
- The methodology is linked to the UGC guidelines.
- Areas to be focused for serious improvement whether regarding a department/person will be identified and necessary changes shall be effected.
- If there is significant progress for a particular department/person, it will be specially mentioned.
- In addition to the regulations of UGC the performance appraisal, the demands of the college's vision and mission are taken for consideration.
- The principal discusses the results with the non-teaching staff whose score has to be improved.
- The appraisal forms are consolidated by the supervisors and a report is submitted to the Principal.
- The appraisee shall sign the format after the appraiser complete the feedback discussion and record the final score on Appraisal format.
- Evaluation is conducted at the end of an academic year.
- Following the discussion, the supervisor determines the "Final Rating" for each performance dimension, considering the employee's self-evaluation, the relative priority of the dimension and other relevant factors.
- The purpose of self-evaluation is to encourage dialogue around performance outcomes and related issues. This provides the basis for discussion between the employee and re-

porting officer about accomplishments and issues that affected performance.

### **The institution practices decentralization and participative management**

The Institutions follows the Professional Management approach in managing the Institutions. The Professional Management aims at implementing the concept of innovativeness in managing the academic and administrative matters. The Institutions always believe in the practices of decentralisation and participative management. Practice of Decentralisation is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels -Management, College Development Committee, Governing Council, Principal, Vice-Principal, IQAC Committee, NAAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non-teaching Staff, NCC, NSS, all the stakeholders involve in the decentralisation and participative management all are working together for efficient functioning of the Institutions.

St George's College Aruvthura is committed to providing equal opportunities in every matter. This means we must treat everyone fairly and never engage in any form of unlawful discrimination. We follow all related laws and in our employment decisions (such as recruiting, hiring, training, salary and promotion) we do not discriminate against individuals on the basis of race, color, gender, age, national origin, religion, sexual orientation, gender identity or expression, marital status, citizenship, disability or any other legally protected factor.