



MANAGEMENT, ACADEMIC AND ADMINISTRATIVE POLICY

document of

ST. MARY'S COLLEGE, SULTHAN BATHERY

Nationally accredited by NAAC with Grade 'A'

(Affiliated to the University of Calicut)

Preface

Introduction

Contents

PART-I

Directive Principles

PART-II

A. Policies concerning Structure of Management

1. Policy on The "Owner" *namely* the Educational Agency
2. Policy on the " the Manager"
3. Policy on a second line in responsibility: the Secretary, Governing Board
4. Policy on a dynamic group for decision making and implementation: the Executive Committee
5. Policy on the decision making body: the Governing Board
6. Policy on the 'ipso facto' manager
7. Policy on the head of institution or the Principal:
8. Policy on the Bursar/the Bursary Committee
9. Policy on the statutory College Council
10. Internal Quality Assurance Cell (IQAC) as a quality mechanism.

- 11. Policy on the Heads of Department as unit leaders**
- 12. Policy on the Tutor as the first line of contact for the student**

B. Policy on Human Resource Management

- 1. Students: at the top of the inverted pyramid**
- 2. The Teaching Staff: the primary instrument for the attainment of objectives.**
- 3. The Administrative Staff: as the supporting agency.**
- 4. Management functionaries: as policy makers and supervisors.**

C. Academic and Administrative Management Process

- 1. Student admissions**
- 2. Staff selection**
- 3. Teaching and Learning Process**
- 4. Faculty Enhancement & Enrichment**
- 5. Examinations and Evaluations**
- 6. Leisure and Entertainments**
- 7. Grievance Redressal**
- 8. Financial Resources**
- 9. Allied Services**
- 10. Clubs and Committees**
- 11. Collaborations and Cooperation**
- 12. Alumni Associations as a symbol of loyalty to the past and a connection to the future**
- 13. Land Policy**
- 14. Maintenance Policy**
- 15. Acquisition and Purchase and Stock Policy**
- 16. Policy on Health, Wellbeing and Happiness**
- 17. Policy on Social Media and Information Technology**
- 18. Campus Politics**
- 19. Labor Policy**
- 20. Policy on Automation**
- 21. Infrastructure Facilitation Policy**
- 22. Policy on Environment and Green Campus Initiative**
- 23. Policy on Wildlife and Peaceful Co Existence**
- 24. Energy Audit and Energy Policy**
- 25. The Policy of “the Campus Beyond the Campus”**
- 26. Policy on Scholarships**

- 27. Green Audit Policy**
- 28. Environmental Audit Policy**
- 29. E-governance & information Technology Policy**
- 30. Health, Safety and Security Policy**
- 31. Gender Policy**
- 32. Policy on Differently-Abled**
- 33. Policy About A Campus Which is Secular**

PART-III

Procedure for Additions and Amendments

PREFACE

The policy precepts enlisted in this document basically reflects the core values of this institution. A synergy in the operations of various functionaries of the institution is precipitated by strictly following these principles. All incumbents namely the staff, the students and various stakeholders are expected and directed to go through these in detail, particularly those concerning their activity. This is a reference manual of the institution. It can be seen that though not exhaustive, it covers a wide range of areas like governance, delivery of services and the relations with the society at large.

Nevertheless, these are not anything like a theo- philosophical treatise and that they are subject to change according to the changing circumstances. Thus it is something organic like a dynamic organization.

INTRODUCTION

The policy document is divided into two parts, Part- I and Part-II.

Part I consists of the Directive Principles that guide the formulation of the policies themselves.

The Part-II contains policies pertaining to management structure, policy on human resource management and the administrative and academic management process.

The management structure essentially explains the different functionaries, such as the Manager, Governing Body, Principal, etc.

The organization's perspective on various institutional human resource entities, such as employees, students, and so on, is reflected in its policy on human resources.

The academic and administrative management process provides information on nearly every aspect of institutional life, including admission, gender policy, land policy, and campus politics, among more than 30 different areas of policy concern.

The Part-III briefs on additions and amendments procedures.

PART-I

DIRECTIVE PRINCIPLES

1. POLICY DIRECTIVE:

- a) The first policy directive is that the institution must have a policy directive that controls and directs every single functional and managerial aspect of the organization.
- b) As a result of the founding ethos, St. Mary's College, Sulthan Bathery adheres to a policy that is consistent with general government regulations for higher education.
- c) By virtue of the fundamentals of its establishment, the institution recognises the fact that institutional life is not just a means to an end, but an end as well. Thus every incumbent, while getting nourished by the institution, shall nourish the institution in turn.
- d) Every incumbent shall give the profession in the institution, the primary priority in life.
- e) Freedom of thought and expression assuring the dignity of the individual resulting in the dignity of the person shall be the hallmark of this institution.

2. POLICY PRINCIPLE OF SEPARATE BUT INTEGRATED HIERARCHIES OF MANAGEMENT:

It is the policy of the Management to keep the

1. Management Hierarchy, and the
2. Academic Hierarchy

separate from each other; at the same time maintaining a plank in hierarchies in order to facilitate coordination of both the hierarchies which is inevitable for the smooth, effective and efficient functioning of the institution/s.

Both Management and Academic Hierarchies have the statutory Manager at the helm of affairs, with the Secretary, Governing Board with him in order to facilitate the decision making process.

3. POLICY PRINCIPLE OF ACADEMIC MANAGEMENT:

Management should have the statutory Principal as Head of Institution for the Administration of academic affairs. For the administration of academic affairs, he is helped by the Office of the Principal (College Office) with a Superintendent as the Head of Office with various Staff under him/her. As far as Policy matters are concerned, the Principal is supported by the statutory College Council, the Heads of Departments, and the Tutors which functions according to the statutes of the affiliating University, namely the University of Calicut.

4. POLICY PRINCIPLE OF DETERMINATION OF LINE AGENCY & STAFF

AGENCY:

Whereas

- a) Line Agency: which wields the formal responsibility for decision making consists of the Principal and the College Council, the Head of Departments and the Tutors.**
- b) Staff Agency consists of the Superintendent in office with his/her staff under him/her who do not enjoy formal responsibilities other than supporting the Line Agency.**

5. POLICY PRINCIPLE OF ADMINISTRATIVE MANAGEMENT:

As far as a privately run aided institution is concerned it takes more than the government proposed mechanism for the running of the institution. Therefore, there shall be an Administrative Management hierarchy in place.

The Administrative Management hierarchy has the Manager as the Head, with the Secretary, Executive Committee / Governing Board to assist him in the decision making process.

6. POLICY PRINCIPLE OF FUNCTIONAL ADMINISTRATIVE HEAD:

As the Manager himself may not be able to be present in the campus for the implementation of administrative policies, the Resident Manager shall function as

the head of administrative hierarchy to implement the decisions of the Manager-In-Governing Board/Executive Committee.

7. POLICY PRINCIPLE OF DYNAMIC ENGAGEMENT:

By virtue of the dynamism required for a private agency, the different elements in the Management Administrative hierarchy is susceptible to ever changing dynamism as per the requirements of the times., whereas, the change shall take place only through a process which reflects the changes in government policies and decisions of the Manager-In-Governing Board. Change is a rule rather than an exception.

8. POLICY PRINCIPLES OF DELEGATION AND DECENTRALIZATION:

The institution functions according to a policy of Delegation and Decentralization at all levels. This is in order to ensure freedom of thought and expression and smooth functioning of the institution with least managerial involvement. It ensures maximum utilization of human resources. The best mechanism is something which propels itself.

9. POLICY PRINCIPLE OF MANAGEMENT BY EXCEPTION:

It is the policy of the institution that the involvement of a certain authority at a certain level of the hierarchy, particularly those at the higher levels, shall happen only in exceptional matters.

10. POLICY PRINCIPLE OF ADMINISTRATIVE PROCESS:

The following cycle shall be followed in all matters of administration, whether Academic Management or Administrative Management.

POLICY→FORMAL DECISION→ RULES→PROCEDURES→
TOOLS→ IMPLEMENTATION→ REVIEW

PART-II

A. POLICIES CONCERNING STRUCTURE OF MANAGEMENT

1. POLICY ON THE “OWNER” *namely* THE EDUCATIONAL AGENCY

For all practical purposes, the Educational Agency shall be the “owner” of the institution/s. He is the titular and figurehead of the institution. He represents the ownership over the institution by the Church. He represents the Church. The Head of the Church administration and properties shall be the Educational Agency.

2. POLICY ON THE “ THE MANAGER”

There shall be a ‘de-facto’ manager of the institution. The Manager appointed by the Educational Agency as per the constitutional provisions shall be the administrative head of the institution. He shall integrate within himself all the powers of academic management as well as administrative management. He is the ‘de-facto’ head of the institution. He represents the institution before the government as well as the general public. The powers of the Educational Agency are represented through him.

3. POLICY ON A SECOND LINE IN RESPONSIBILITY: THE SECRETARY, GOVERNING BOARD

A second line in power is a must in every organization. In a way it acts as a check and balance on the powers of the Manager itself, which is desirable. In this case, the ‘Secretary, Governing Board’ shall serve the purpose. He is the immediate point of advice and aid to the Manager in policy making as well as administration.

4. POLICY ON A DYNAMIC GROUP FOR DECISION MAKING AND IMPLEMENTATION: THE EXECUTIVE COMMITTEE

Since a decision making body of persons cannot always be in session, there shall be a small group who shall be entrusted with the powers of the larger decision making body. It may be called an “Executive Committee”. The Executive Committee as the case may be, shall enjoy all powers of the Governing Board when the latter is not in session.

5. POLICY ON THE DECISION MAKING BODY: THE GOVERNING BOARD

Though the Manager is entrusted with the responsibility of running the institution/s, there shall be a body of people who are experts in the matters of higher education as well as school education and who can contribute significantly to the growth of the institution/s. It shall be the supreme decision making body and the members of which shall be individually and collectively able to assist the Manager in decision

making. It need not necessarily be a representative body consisting of representations from other bodies or groups, because representation does not always ensure expertise.

6. POLICY ON THE 'IPSO FACTO' MANAGER

Needless to say, though the Manager is in the helm of affairs of the institution, he may not be able to be present in the campus always and as and when required. His job involves customary facilitation of a lot of documents. For this matter, the service of a "Resident Manager" may be put into place under decision by the Manager. He shall enjoy only the powers delegated to him by the Manager.

The Resident Manager is NOT entitled to put signatures on staff appointments of permanent nature.

The Resident Manager enjoys no original powers and that he is entitled to responsibilities delegated to him by the Manager. Therefore, for all matters of internal administration, the Resident Manager shall put signature 'BY ORDER' only.

7. POLICY ON THE HEAD OF INSTITUTION OR THE PRINCIPAL:

- a) The Head of Institution for all practical purposes is the Principal duly appointed by the Educational Agency.
- b) All delegations and representations of the institution is by and through the Principal. For the students and the public, he shall remain as the highest point of contact at the institution.
- c) He shall remain as the only channel through which students or staff members can come in contact with the Manager.
- d) For any member of the Governing Body to participate in any official or semi official academic or non academic function in the institution, an invitation/intimation from the Principal is a must.
- e) The Principal shall brief the Manager or his representative of all matters on a daily basis.
- f) He may, with the permission of the Manager, may provide any member of the Governing Body with any piece of information pertaining to the institution.

8. POLICY ON THE BURSAR/THE BURSARY COMMITTEE

Maintenance of the property of the institution is a major concern of the Management. The Principal by virtue of his engagements may not get enough time to attend the maintenance matters. Therefore, there shall be an office particularly

for the maintenance of the property. This position can be objectified in the Office of the Bursar and or Bursary Committee. The performance of the Bursar is fully according to the Rules, Procedures and Tools developed by the Executive Committee from time to time. The primary rule is that “no maintenance without following formal procedures”. The Procedure shall begin with a written request in a given format or an “Intent Form” which is a tool. The Bursar evaluates the situation's merit, assigns the specific maintenance, reviews the completed job, and approves payment. However, any maintenance that requires more money than a predetermined amount must be brought to the Resident Manager's attention.

If necessary, a committee system may be used, with the bursar continuing to serve as the chairman of each Bursary Committee responsible for a specific area of maintenance, such as buildings and related infrastructure.

9. POLICY ON THE STATUTORY COLLEGE COUNCIL

The status of the College Council as the statutory body shall be recognised accordingly. Therefore, the Council has a significant role as far as academic administration at the institutional level is concerned.

10. Internal Quality Assurance Cell (IQAC) as quality mechanism.

The Internal Quality Assurance Cell (IQAC) as envisaged by the National Assessment and Accreditation Council shall be at the helm of the quality assurance mechanism of the institution. All engagements ensuring planning, guiding and monitoring quality assurance and quality enhancement shall be as per the policies and procedures of the IQAC.

11. POLICY ON THE HEADS OF DEPARTMENT AS UNIT LEADERS

The first line of leadership from the bottom is provided by the Heads of each department. They are like unit leaders as a department is a basic educational functional unit of the institution. With the help of the Tutors and all the staff members including non teaching staff of a department, the HoD administrates the educational administration process.

12. POLICY ON THE TUTOR AS THE FIRST LINE OF CONTACT FOR THE STUDENT

In the educational administrative mechanism, the individual Tutor act as the first line of contact for the student. The Tutor is the last level in the educational administrative hierarchy. Therefore, the role of the Tutor in the administrative

hierarchy is very significant in enriching the educational as well as personal life of each individual student.

B. POLICY ON HUMAN RESOURCES

1. STUDENTS: At the top of the Inverted Pyramid

The Management would like to follow a policy of “Inverted Pyramid” whereas the students would fall at the top level of the hierarchy and the Management would fall at the bottom of the hierarchy. It could be a very precarious balancing mechanism for all practical purposes., but the institution is FOR the students. All and every activity of the institution must directly or indirectly benefit the student community.

2. THE TEACHING STAFF:

The primary instrument for the attainment of objectives.

The foundation of the institution is mainly composed of the teaching staff. The staff works to carry out the institution's noble vision. They act as the tools by which the institution's objectives are practically realized. Therefore they are required to give their utmost individually to achieving the institution's goals. Each staff member must place the institution's goals as their first priority in life. The personal and public lives will also change into a more organized and successful domain once they give their vocation the respect it deserves in their lives. A successful personal and non-vocational life will emerge from giving your career full emphasis.

3. THE ADMINISTRATIVE STAFF: As the supporting agency.

Although not directly involved in the accomplishment of the institution's objectives, the administrative staff, ministerial staff, or "non-teaching staff," as they are sometimes referred to, is a necessary supporting mechanism. Outside the scope of their work duties, they are expected to offer the education administration system all of their support.

4. MANAGEMENT FUNCTIONARIES: as policy makers and supervisors.

The men and women who hold various positions in the management hierarchy should be able to provide significant support for the educational administrative process. These are service jobs, not jobs of authority or reputation. As a result, each

incumbent must be carefully chosen to serve on the Governing Board or the Executive Committee.

C. ACADEMIC AND ADMINISTRATIVE MANAGEMENT PROCESS

1. STUDENT ADMISSIONS

Admissions for students must closely follow the guidelines established by the affiliated university or universities and the state government. Academic merit will be the main consideration for admission to Management Quota seats. The Management is, however, free to establish rules governing admission to this group of seats.

2. STAFF SELECTION

The Management has the authority to appoint staff since they are the institution's sole promoters. Nonetheless, the Administration is required to rigorously abide by all guidelines established from time to time by the University or Universities and the State Government. The value of merit cannot be compromised at the expense of eligibility. It is important to guarantee curricular commitment since it reflects dedication to the school and the pupils. A good teacher must have the capacity to connect with students.

3. TEACHING AND LEARNING PROCESS

Teaching and learning process shall be given utmost importance over all other concerns. Predetermined class hours and time tables and allocation of class hours according to the syllabus are of prime importance.

4. FACULTY ENHANCEMENT & ENRICHMENT

The policy on Faculty Enhancement and enrichment refers to all professional development programs aimed at enhancing the knowledge levels, skill patterns and the overall ability of the faculty members as well as the members of the staff. These may include workshops, seminars, conferences or mentoring sessions aimed at improving teaching strategies and methods, research methods and pedagogical skills. The ultimate focus of faculty enhancement and enrichment is to improve the quality of teaching and research resulting in the student learning experience and life in the campus. Through continuous learning and development, faculty and staff members should be able to stay up-to-date with emerging trends and best practices in their respective fields which can lead to better outcomes for students, increased productivity and a much more fulfilling career.

Therefore, all members of the faculty and the staff shall make use of all opportunities for enhancement and enrichment. The management shall encourage all such efforts financially and otherwise.

5. EXAMINATIONS AND EVALUATIONS

There shall be a process of continuous evaluation of the students as well as student's evaluation of teachers. These must result in effective remedial measures.

6. LEISURE AND ENTERTAINMENTS

There shall be enough facilities for the students as well as staff in the campus to spend free time profitably involved in positive methods of entertainment. Arts and cultural activities must be supported to the maximum.

7. GRIEVANCE REDRESSAL

There shall be ample grievance redressal mechanisms for staff as well as students. These must adhere to the rules, regulations and directives of government agencies and must be based on the law of the land and the principles of natural justice.

8. FINANCIAL RESOURCES

The institution must follow a policy of acquiring and utilizing effectively and efficiently to achieve the adopted objectives as per the vision and mission. The policy must involve identifying the resources required, mobilizing them and allocating them in a manner that maximizes their impact. The institution adopts that resource mobilization policies depend on effective planning, coordination and monitoring as well as strong leadership and stakeholder engagement. This must result in improved financial stability, enhanced service delivery and greater impact on the community.

Despite the fact that the government pays a sizable portion of the permanent staff's salaries, the institution has the nature of a philanthropic charitable enterprise. As a result, the institution must make an effort to raise money from all available sources in order to cover institutional expenses. To maintain transparency and accountability, the institution must adhere to proper professional accounting and accountability procedures.

Any money raised for the institution must be used exclusively for the institution. Diverting funds would be unethical and against the spirit of the origin of the institution.

9. ALLIED SERVICES

The administration must commit to providing all allied services to students and staff members, such as Maintenance Services, Hostels, Farms, Dairy, Canteens, Tea Stalls and so on.

10. CLUBS AND COMMITTEES

The organization will support the formation of any clubs or committees that are directly or indirectly geared towards enhancing the lives of students and faculty on campus, such as the literary club, fitness club, film club, disciplinary committee, etc.

11. COLLABORATIONS AND COOPERATIONS

The Management shall welcome all or any initiative which would provide the students with significant services at no significant costs by means of collaborations and cooperation with universities, government departments, non-governmental organizations and the like. For example, a formal government registered Cooperative Store for selling books and stationery would be as welcome as a health/medical clinic in collaboration with a local self government or a government department or a coaching center in collaboration with the member of Alumni Association.

12. ALUMNI ASSOCIATIONS AS A SYMBOL OF LOYALTY TO THE PAST AND A CONNECTION TO THE FUTURE

Alumni associations are a symbol of loyalty to the past for both the institution as well as members of alumni and a connection to the future for their mutual benefit. The institution must support and promote collective as well as individual initiatives of members of alumni, alumni association or associations.

13. LAND POLICY

The institution must strive for the efficient and effective utilization of land resources. The activities must support the goal of higher education, either directly or indirectly. The facilities shall be sustainable to the maximum. The natural resources shall be exploited to the minimum and any damage or change shall be amply compensated. The construction shall not disturb the original topography of the land. All governments rules and regulations shall be strictly adhered to.

14. MAINTENANCE POLICY

The maintenance policy is such that at a given time, the buildings and facilities shall remain as new as possible. The time used to initiate and complete maintenance shall be the minimum. Maintenance schedule shall be strictly adhered to. There shall be a well designed procedure for maintenance management.

15. ACQUISITION AND PURCHASE AND STOCK POLICY

There shall be well designed procedures for acquisitions, purchases and stock maintenance. Governmental and non-governmental funds should have separate channels of procedure.

16. POLICY ON HEALTH, WELLBEING AND HAPPINESS

The campus is a human ecosystem which shall promote happiness, wellbeing and healthy way of life. All activities in the campus must be able to support the complete physical, psychological and spiritual well being of the individual which must get reflected in their personal lives outside the campus also.

17. POLICY ON SOCIAL MEDIA AND INFORMATION TECHNOLOGY

The staff and students must strive for the responsible use of social media as well as Information Technology.

18. CAMPUS POLITICS

An apolitical person or a society is the most dangerous situation in the 21st century. Political correctness and correct politics are not mutually exclusive. Students and staff must be able to make use of all methods of peaceful political activities which would promote the ethos of higher education and the vision and mission of the institution in particular. Campus politics shall not be at the expense of the academic process. The campus shall not be in peril. Campus and politics of various associations shall not be a venture for personal aggrandizement.

19. LABOR POLICY

The Labor administration shall strictly adhere to government rules and regulations.

20. POLICY ON AUTOMATION

Automation by means of mechanical, electrical, electronic and Information Technology shall be utilized to the maximum minimizing human labor. However, cases of losing labor hours shall be considered sympathetically.

21. INFRASTRUCTURE FACILITATION POLICY

The infrastructural facilities of the institution like buildings, grounds etc could be made available to external agencies like clubs or individuals for genuine purposes which shall not be a profit venture. However, a user fee to cover cleaning and related expenses may be collected.

22. POLICY ON ENVIRONMENT AND GREEN CAMPUS INITIATIVE

Respect the Environment. The campus is nestled in one of the most fragile and ecologically sensitive zones, not only of the country but planet Earth itself. Therefore, do the small in a big way. See the big in the small. All on-campus activities must adhere to the fundamental principles of the Green Initiative. The environment's sustainability and protection must come first. Materials that could harm the environment as a whole must be avoided, reduced, recycled, or reused.

Planting trees is one of the most environmentally friendly ways to safeguard the environment. On campus, no space that could be a green cover should be left empty.

23. POLICY ON WILDLIFE AND PEACEFUL CO EXISTENCE

Due to proximity to the reserve forests of Wayanad Wildlife Sanctuary, and the presence of Bandipur Tiger Reserve and Mudumalai National Park, there can be incidents of animals straying into the campus area posing threat to humans as well as domestic animals and birds in campus besides other hazards. Therefore,

- a) The campus infrastructure shall ensure peaceful coexistence of humans, domestic animals, birds and wild animals and birds.
- b) It is necessary to take precautions including fencing to prevent potentially harmful interactions between humans and animals.
- c) Any structure used to limit animal mobility must be made of materials and be constructed in a way that prevents bodily injury to wild animals. (For example, woven chain links instead of barbed wire fencing.
- d) Media including Social Media shall be made use as a warning system in case of reported stray incidents.
- e) Anything and everything that would normally attract wild animals like honey combs, termite dunes etc both man-made and natural shall be removed without

causing hazards to insects and cow sheds as well as fowl pens should be properly protected to avoid entry.

- f) The removal of any wild animals or insects from the campus must strictly adhere to any instructions issued by the government in this respect. If necessary, the Forest Department of the government must be contacted for assistance.

24. ENERGY AUDIT AND ENERGY POLICY

The fundamental principle of the Energy Policy of the institution is that “energy saved is energy generated”. Therefore it is important to conduct a periodic Energy Audit with the main objective to assist the college in lowering its energy usage and carbon footprint and generating savings from energy. It is the duty of the institution to be an ecologically responsible institution by locating areas of energy waste and making recommendations for efficiency enhancements. The following are the basic tenants of the institution’s Energy Policy:

- a) The institution must be committed to conduct periodic Energy Audit.
- b) Energy conservation should be given top priority in the policy in order to lower the college's overall energy usage. This might entail establishing goals for lowering energy consumption, putting energy-efficient technologies into use, and encouraging staff members and students to adopt energy-saving practices.
- c) Renewable energy: To meet the college's energy needs, the policy should promote the use of renewable energy sources, like solar or wind power. This could entail putting in renewable energy systems on campus or getting off-site renewable energy credits.
- d) To lower the college's energy expenses and environmental impact, the policy should place a high priority on energy efficiency. This can entail establishing energy management strategies, improving lighting and HVAC systems, and using energy-efficient building materials.
- e) Education and outreach: The policy should support energy education and outreach initiatives to increase understanding of energy conservation and sustainability among students, faculty, and the general public.
- f) Reporting and monitoring: The policy should include systems for reporting and tracking the college's energy use and advancements in the direction of its renewable energy and energy saving goals.
- g) Funding and incentives: The institution must have a liberal policy towards identifying and funding to support energy conservation and renewable energy mechanisms on campus.

25. THE POLICY OF “THE CAMPUS BEYOND THE CAMPUS”

Beyond its actual boundaries, the campus has a complex ecosystem. The faculty and staff are a part of a bigger system that exists off campus. Each person on campus cycles back and forth between this bigger system on occasion. It is a never-ending process for energy to be transported from and to the bigger system. The institution's representative will always react to the external, bigger system from the institution's point of view, and that is natural and unavoidable. This should lead to the binary taking proactive measures that will be advantageous to both parties at the same time.

Thus, the campus community is encouraged to become involved in global concerns and offer their proactive responses to the problems they discover and act accordingly.

26. POLICY ON SCHOLARSHIPS

It is the policy of the college to bring a maximum number of scholarships to the deserving students and facilitate the same irrespective of the basis of scholarships criteria like academic excellence or financial need. Additionally, they are also encouraged to explore the availability of external sources of scholarships for which all facilitations shall be provided by the institution. The institution reckons that there shall be a Scholarships Division or a Desk in the College office to process Scholarships applications. There shall be a system to disseminate information on various scholarships available to students.

In the cases of Scholarships which might take time to credit, the Management may make arrangements for the payments of their fee and or boarding expenses depending upon the requirements of the situation.

27. GREEN AUDIT POLICY

A Green Audit system must be in place for a routine, comprehensive assessment of the institution's impact and environmental sustainability. The audit must evaluate the college's policies and practices with regard to things like transportation, water conservation, waste management, energy efficiency, and overall environmental effect. The aim of a green audit is to locate opportunities for the college to lessen its carbon footprint and increase environmental sustainability. A green audit's main objective is to assist the college in becoming a more environmentally sustainable organization by encouraging ethical environmental behavior and minimizing its environmental impact.

The Green Audit shall consist of the following elements:

- a) **Energy use assessment:** This entails assessing the college's patterns of energy consumption and identifying opportunities for enhancing energy efficiency.
- b) **Evaluation of waste management procedures:** The audit shall assess the college's waste management procedures, including its recycling and composting programs, and it will point out areas that could use improvement.
- c) **Water conservation:** The audit shall assess the college's water usage patterns and pinpoint strategies for lowering water usage.
- d) **Assessment of landscaping and green space:** The audit will look at the college's landscaping methods and recommend measures to increase biodiversity and lessen the impact of landscaping on the environment.
- e) **Evaluation of the college's overall environmental effect, including its greenhouse gas emissions and other environmental footprints, will be done as part of the audit.**
- f) **Recommendations:** In light of the audit's findings, the auditors shall make suggestions for the college to improve its environmental sustainability.
- g) **The Green Audit shall be conducted by a select internal committee or an accredited national or international agency of repute.**

28. ENVIRONMENTAL AUDIT POLICY

The Environmental Audit policy of the college shall demonstrate the institution's commitment to sustainability, environmental protection, and responsible resource management. Therefore, it shall encompass the following:-

Purpose and Scope: The Environmental Audit Policy of the College shall specify the goal and reach of the environmental audit, as well as the subject areas and environmental factors that will be evaluated.

Assigning Responsibilities: The policy shall assign the roles and responsibilities of the people or internal external agencies involved in the audit process as well as all stakeholders.

Methodology: The methodology of audit, including the standards used to gauge how the college's operations and activities affect the environment, should be covered in the policy. If the audit is done by an external agency, their methodology shall be properly vetted prior to final commitment agreement.

Active Reporting: The policy should specify the audit report's format, frequency, and dissemination. A mechanism should be laid up for informing stakeholders, such

as the college administration, faculty, staff, and students, of the audit findings and recommendations. The report shall necessarily result in improvement prospects.

Improvement Plan: The policy may call for an improvement plan that specifies the steps to be followed in response to the recommendations and findings of the audit.

Review and Monitoring: The policy should outline how often the environmental audit policies and procedures will be reviewed and monitored for effectiveness.

The Environmental Audit may be conducted periodically by a select internal committee or an accredited national or international agency of repute.

29. E-GOVERNANCE & INFORMATION TECHNOLOGY POLICY

The institution shall have a robust e-Governance policy which is put in place. It is to provide efficient, transparent, and accountable e- Governance systems and processes to students, faculty, staff members and the members of the general public, as the case may be by means of affordable, available and accessible technological interventions. The primary concern shall be to ease administration rather than replacing human work hours.

The institution shall be fully set to face any challenge as the situation calls for, as in the cases of events like the COVID outbreak.

The following are the services which the institution shall try to provide through e-Governance methodologies:-

- a) Online Enquiry.
- b) Online dissemination of information through websites, social media etc.
- c) Online admission and registration process so far as it confirms government and university norms.
- d) Online payment of fees and other charges which need not necessarily replace direct methods.
- e) Online application for scholarships and financial aid and assistance for the same, as the case may be.
- f) Online access to maximum number of academic records, like attendance records.
- g) Online scheduling of sessions.
- h) Online submission of assignments and assessments.
- i) Online communication with faculty, staff, and students.
- j) Online complaint registry.
- k) Online library services, including catalogs, search facilities, access to e-books, journals, and other digital resources free of cost as far as possible.

- l) **e-Learning solutions:** The institution must strive to provide e-Learning solutions to the faculty and students as well as the members of the general public.
- m) **Training and Support Systems:** The college must ensure that teachers, staff, and students are proficient in using the e-Governance system by providing them with the necessary training and assistance. These trainings shall be provided free of cost.
- n) **Data Security:** Data Security shall be the primary concern of the e-Governance system. The institution must ensure that no data shall be compromised and that adequate data security mechanisms are put in place.
- o) **e-Privacy:** Data Privacy and e-Privacy are the rights of a netizen. The college should be committed to ensure the same. The system must abide by all applicable laws and rules in this regard.
- p) **Constant Up gradation:** Since a redundant mechanism is as useless as its technology, the institution must keep itself abreast with the latest technology as far as possible.
- q) **Periodic Evaluation & Improvement Measures:** There shall be periodic evaluation of e-Governance mechanisms to find areas of improvement.

30. HEALTH, SAFETY AND SECURITY POLICY

The Health, Safety and Security Policy of the institution aims to ensure the safety and well-being of its students, faculty, staff, and visitors. The basic tenets of the policy are listed below:-

- a) Provisions for first aid, emergency medical services, and environmental safety.
- b) Provisions to prevent incidents that might pose threat to safety and security like, lightning arresters, fire fighting equipments and emergency exit systems and programs)
- c) **Emergency Response Plan:** The institution needs an emergency response plan (ERP) that details what to do in case of a fire, a natural disaster, or a violent incident.
- d) **Education and Training on Emergency Response:** The staff and students shall be adequately trained to respond responsibly in case of incidents.
- e) **Health Education:** There shall be systems for periodic health check up, awareness on health related activities like blood donation and education on campus and personal health and hygiene.
- f) **Technology and Health:** The institution shall make use of all human and technological interventions to maintain a healthy campus like proper and scientific cleaning of hygiene facilities, provisions for emergency personal hygiene material, mechanized cleaning methods etc.
- g) **Security Measures:** The institution must have sufficient security measures in place to guard against illegal access to the campus and its buildings. This covers both

security guards at entrances as well as technical security measures like fencing around campus periphery, CCTV cameras at strategic locations, and sign boards.

- h) **Professional help:** To ensure efficient cooperation in responding to safety and security issues on campus, the institution should develop and maintain good working relationships with the local law enforcement agencies and government safety and rescue departments.
- i) **Drugs and Substance Abuse:** Any possibility of drug or substance abuse among employees or students, as well as in the area in and around the campus, should be eliminated. The institution shall be in constant touch with law enforcement agencies in this regard and a secret system of reporting incidents and possibilities shall be put in place. Events that would possibly promote drug abuse also shall be discouraged.
- j) **Review, Reporting and Feedback:** There shall be a formal system to periodically review the health, safety and security systems and processes and recommend for improvements for the same.

31. GENDER POLICY

The fundamental principle of the organization is to promote an inclusive community devoid of gender boundaries. Everyone ought to be free to express their gender identity without worrying about harassment or discrimination. The college acknowledges the diversity of gender identities and traits and that each person should retain their ability to choose their gender identification. Never should gender identification stand in the way of equal opportunity or freedom of expression. Therefore, the institution shall strive to:-

- a) Provide facilities, restrooms, and other areas on campus that are gender-neutral.
- b) To avoid gender specific salutations like 'Sri' or Smt'.
- c) Not to recognize gender identity of names and maintain the gender neutrality of names.
- d) Provide value education and gender sensitization programs to facilitate inclusivity and non-discrimination.
- e) Develop and maintain a grievance redressal mechanism specific to this cause.

Above all, it shall be kept in mind that gender equality is fundamental human rights.

32. POLICY ON DIFFERENTLY ABLED

There shall be a proactive system in place to address the special needs of the students or staff with different abilities. The policy of the institution on the Differently Abled is characterized by the following:-

- a) Inclusiveness: All staff and students must have an equal chance to engage fully in all aspects of campus life and must have equal status in doing so. The college will work to minimize or completely eradicate any potential sources of underprivileged status.**
- b) Accessibility: The policy should ensure that all campus facilities, technology, and services are accessible to individuals with disabilities. This includes physical access to buildings and classrooms, as well as access to assistive technologies and support services.**
- c) Support services: The students and staff with disabilities have access to support services, such as disability services call in numbers, special tutoring, and counseling.**
- d) Support Facilities: Reserved seating in classrooms, libraries and canteens, special equipment for physical exercises, specially developed accessibility systems like lifts or ramps to all spaces in campus, reserved parking for vehicles, non queue services and priority services etc.**
- e) Guaranteed Admissions: A system of guaranteed admissions to programs within the parameters of university and governmental norms and regulations, as well as guaranteed lodging and hostel amenities, shall be in place.**
- f) Reservations: The policy of government/s shall be strictly followed with diligence to facilitate student reservations and staff reservation in jobs.**

Besides the above, it shall be kept in mind as a matter of policy that all and every program or activity of the institution shall consider the convenience or inconvenience of the people with different abilities.

33. POLICY ABOUT A CAMPUS WHICH IS SECULAR

Religion is a personal matter though it has societal ramifications. However, the campus community shall strive to maintain a secular atmosphere. Like in the nation, the campus also shall maintain a positive secular atmosphere without discrimination to any particular religion or without special care or attention to any particular religion irrespective of the fact that the institution is promoted by the services of a certain religion.

The Secular Policy of the campus is characterized by the following:

- a) Nondiscrimination based on religion, religious identity, or atheism.**
- b) The institution shall avoid all symbols of religious identity notwithstanding the fact that the institution is promoted by the services of a certain religion.**

- c) **Value Identifications:** The campus must comprehend, acknowledge, and accommodate the good qualities inherent in all religions or in atheism, and it must welcome the celebration of specific occasions specified by governments without alienating other communities.
- d) **Arts and Culture:** The campus may promote arts and cultural forms special to any particular religion.

Above all, it must be upheld that a person's religious affiliation or atheist identity must not obstruct academic freedom of expression, academic integrity, or the teaching and learning process.

PART-III

PROCEDURE FOR ADDITIONS AND AMENDMENTS

The additions and amendments to the policy postulates can be effected through a recommendation for the same by majority decision of a formal meeting of the Internal Quality Assurance Cell which thereafter is presented to the Principal to be placed before the College Council, which after deliberations and discussions shall adopt/reject/suggest changes upon majority votes and in the event of passing, the same shall be brought before a formal meeting of the Governing Body which shall discuss, debate and adopt/reject the policy proposal and in the event of passing the same, it shall be brought to record by the Manager by a formal decree and necessary communications shall be made for publicity and compliance by concerned party/ies.

-End of Policy Material-




PRINCIPAL
ST. MARY'S COLLEGE
SULTHAN BATHERY
WAYANAD-673 592