

St. Xavier's College, Thumba

Thiruvananthapuram- 695586



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ST. XAVIER'S POLICY MANUAL

St. Xavier's Policy Manual

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Quality Policy

St. Xavier's, a Jesuit institution of higher learning, has a rich a heritage of educational practices tested and proven all over the world for more than four hundred years. This legacy inspires us to toil for a better tomorrow keeping abreast the best and acceptable pedagogical tools of the day, while remaining firmly committed to our vision of "*a knowledge society with compassion, equity and justice*". The governance of the institution is always in tune with the stated mission of "*committing ourselves to excellence in higher education, training and building a just society with a preferential option for the marginalized*" and it is reflective in its leadership and decisions. The practice of following set policies clearly demonstrates the commitment of the institution to stick to its core values while striving to achieve its set goals. St. Xavier's is committed to pursue global standards of excellence in all our endeavours particularly **teaching**, learning, research, extension and in areas of administration and management, while building a culture of excellence, inclusion and nurturing of positive values of mutual respect, commitment to work, delivery of service, innovation in work, and high ethical standards.

ST. XAVIER'S COLLEGE, THUMBA

VISION : A knowledge society with compassion, equity and justice

Mission : We commit ourselves to excellence in higher education, training and building a just society with a preferential option for the marginalized.

Our Objectives

1. To provide quality higher education to the most marginalized in society, especially the fisher people.
2. To develop in our stake holders critical awareness of the social reality leading to commitment to justice and active citizenry.
3. To inculcate core values in our students.
4. To train our students in life skills.
5. To ensure gender sensitivity and equity in our campus and in the society.
6. To train our students to be excellent researchers and knowledge workers.
7. To develop socially committed outreach services.

Our Core Values

- Search for Truth
- Excellence (Magis)
- Equity
- Peace
- Eco-Sensitivity

Our Motto: *'Asatho Ma Sadgamaya'*

1. POLICY ON CERTIFICATE /DIPLOMA /VALUE ADDED PROGRAMME

A. Certificate Programme

- Every Department shall conduct a certificate programme offered by the college or in collaboration with an appropriate institution.
- The Director of Xavier Outreach Services (XOS) will co-ordinate the programme.
- The Certificate programme conducted shall be job oriented and preference in admission shall be for the students of St. Xavier's.
- Proper briefing of the details of the Course shall be given to the students
- Attendance is compulsory for those who opt for such courses
- Each certificate programme shall have its syllabi, course structure, mode of assessment etc. available
- A nominal fee could be collected from the students for conducting Certificate Programme.
- Classes shall be conducted during weekends or after normal class timings or during free hours

B. Diploma courses

- Diploma Courses are conducted through specified projects of UGC/University/Nodal agencies
- Principal shall be the Director of the programme
- A teaching faculty shall be the convenor of the programme
- A set of teachers, if necessary even from outside the institution shall be part of the pool of faculty for the diploma programme.
- Diploma courses are for the duration of six months
- Students enrolled for such programmes shall attend classes regularly
- Diploma course shall have its own syllabi, course structure and mode of assessment etc.
- Diploma Certificates are to be issued to students at the successful completion of the course
- Convenor and teaching faculty shall be paid an honorarium as per their work load from the amount paid by the sponsoring agency.
- Course details shall be given in the college website

C. Add on Programme

- Add on Courses shall be career related programmes.
- Add on programme shall have a convenor, who is responsible for the smooth conduct of the programme.
- Convenor shall be responsible for keeping the records regarding the list of names of students, teachers, timetable of the programme, Payment of honorarium, attendance list etc.
- At the completion of the time frame a detailed report shall be prepared and be sent to the concerned agencies that sponsored the specified add on programme.
- The convenor shall maintain a detailed account of all the financial transactions
- The students who complete the course shall be given their duly signed certificates in a common function
- Students are to be encouraged and financial assistance to be offered to all those who would like to take up add on courses
- Teachers who handle add on courses shall have the expertise and qualification to handle the classes

2. POLICY ON FEEDBACK

Teaching Staff

- At the completion of every course feedback shall be collected from students
- The teacher shall take into consideration the feedback of the students to improve his/her quality
- The teacher shall record the main points cropped up in the feedback and shall maintain in the Department file
- The HoD shall annually go through the feedback collected to ascertain whether progress is made in quality
- At the end of every year, when students pass out, the institution shall collect feedback on the overall quality of the programme and teacher's role
- The Principal shall communicate the main content of the feedback to the teachers concerned or to the specific Departments

Non Teaching Staff

- The institution shall take a feedback from all passing out students on the performance of the Non teaching staff
- The Non teaching staff are to submit an annual self appraisal report
- A feedback box is kept in the parlour of the college for the visitors to drop in their views and comments on the services offered here.
- From time to time feedback is obtained from teaching staff on the non teaching staff in their periodic meetings
- The Principal shall at the end of every year communicate an overall summary of the various feedback that are collected from different sources to improve the services

3. POLICY ON MENTORING SESSIONS

- Each Department shall take care of the mentoring sessions of its students
- The HoD shall divide the entire students into different groups and allot a teacher as mentor
- The HoD shall ensure that the teachers do the mentoring seriously at the allotted time
- The HoD shall periodically verify whether the teachers keep a record of their meetings in the files
- The teachers shall take up mentoring as a serious mission to help the students reach their full potential
- The Mentoring sessions shall act as mechanism to improve the bond between the students and teachers.

4. POLICY ON REMEDIAL CLASSES

- Each Department shall identify the students requiring remedial classes
- Each teacher, after a specific period into the course, shall conduct an objective assessment of his/her students to identify those who need assistance
- Remedial classes are offered freely to bring forth the best in **disadvantaged/weaker** students
- Remedial classes are offered on holidays and after working hours
- Remedial classes are conducted with the full support of the PTA
- Attendance shall be compulsory for the students
- Students attending remedial classes shall be offered motivation /counselling sessions

5. POLICY ON TEACHING AND LEARNING

- Departments shall prepare the timetable before the beginning of courses
- Teachers are assigned subjects on the basis of qualification, experience and expertise
- Before the beginning of each semester the teachers shall prepare a detailed course plan and present it at the Department meeting for the approval
- Joint teaching is encouraged to ensure better learning as a result a subject is taught by two teachers
- Periodic class tests are conducted
- Assignments and Internal assessments are conducted as per the University norms maintaining transparency and impartiality
- Regular class wise PTA meetings are held making parents/guardians active agents of the educational process
- Students on the basis of their performance are divided into advanced learners and slow learners and are offered classes and training as per their specific need
- Lesson delivery shall be **carried out with a learner** centric approach incorporating experiential learning, participative learning and problem solving methodology

6. POLICY ON PHYSICAL AND ACADEMIC INFRASTRUCTURE

Development and maintenance of infrastructure at St. Xavier's College is to assist the college in effectively achieving its mission of teaching, learning, research, and extension.

Physical Infrastructure

- Buildings
- Furniture
- Public addressing system
- Lawn and gardens
- Play grounds
- Residential facilities
- Health facilities and gymnasium
- Transportation
- Recreational facilities
- Canteen facilities
- Safe-drinking water
- Notice boards

Managing Infrastructure

- The responsibility of the use of the entire infrastructure of the campus is invested with the respective staff, students and other stakeholders
- The college shall upgrade and maintain infrastructure in accordance with its academic growth
- Annual maintenance shall be done during the summer holidays
- The college shall seek and explore possible funding sources such as UGC for constructing, upgrading and maintaining the buildings
- Furniture of the college shall be upgraded according to the changing times and needs and the college shall create or acquire durable, functional and lasting sets of furniture for office, library, classrooms and auditorium
- A comprehensive public addressing system shall be there in the college. Portable teaching amplifiers can be made available
- The college community shall take the responsibility of maintaining the surrounding lawn and garden
- The lawn shall be used for functions or programmes only with the permission of the **Manager/Principal**
- The college shall ensure diversity in planting trees
- The students and staff are to be encouraged to utilize the playgrounds optimally.
- As far as possible the college shall share its playgrounds with the **neighbouring schools** to ensure its optimal utilization

- Our students and staff and our guests can be given accommodation facilities in the campus on request
- The maintenance of the hostels is taken care of by the Hostel administrative committee
- An infirmary and women's restroom shall be maintained in the college. The service of an on-call doctor shall be ensured
- Facilities for exercise and gymnasium shall be provided and preserved in the Hostels
- Transportation facilities shall be provided as per the prior request from the departments
- Canteen facilities and safe-drinking water shall be provided

7. POLICY ON IT, ICT AND ONLINE EDUCATION AND RESEARCH

In tune with its vision St. Xavier's College is committed to maintain a well-equipped 'state of the art' ICT infrastructure for the academic and administrative requirements.

ICT Infrastructure of our college contains the following:

- Server
- CCTVs and LCD monitors
- Computers and printers
- Laptops
- OFC cable networking
- LCDs, smart board
- Internet
- Wi-Fi
- Websites
- E-documentation
- Digital documentation (institutional repository and electronic resources)
- Display boards
- Audio-visual facilities
- Intranet services
- E-learning modules
- Periodic internal training programmes
- External training
- E-communication
- Office and library automation
- Still and Video Camera

General Policy on the Use and Up- gradation of ICT

- The college shall provide ample information and communication technology infrastructure to execute the educational, administrative, communicative and operational responsibilities of the stakeholders
- Every stakeholder shall have access to the ICT infrastructure of the college for academic purposes
- The institution shall be committed to continuous upgrading and expansion of ICT infrastructure and to ICT enabled teaching/learning practices
- The college shall maintain a server computer through which centralized monitoring of networking and sharing of computers are executed
- A server room with a system administrator shall be maintained by the college
- The system administrator shall take care of and monitor the ICT infrastructure of the college

- Log books shall be maintained for the use of LCDs, common laptops, smart board to facilitate effective use of these resources
- Only educational sites shall be available during the working hours
- Free internet and Wi-fi access shall be available to all the students and faculty and they are password protected and centrally monitored
- Website shall be maintained, updated and upgraded continuously
- Reports, photographs and videos of all the programmes held in the campus shall be documented and maintained systematically
- Institutional repository shall be preserved and made available through intranet facilities
- The ICT skill training shall be conducted periodically for staff and students
- The college shall send its staff for workshops/training programmes for skill upgradation and for gaining awareness on latest developments
- Yahoo groups of alumni and official email are to be monitored by the system admin
- Institutional mail id, common departmental ids and individual faculty ids can be sustained and facilitated
- Administrative services shall be automated and continually upgraded

8. POLICY ON RESEARCH

- Research shall be a priority area of the institution placing it on par with teaching-learning process
- All the research activities of the institution shall come under the larger umbrella of St. Xavier's Research Centre (XRC)
- The Principal shall be the Director of XRC
- XRC shall function at three levels – Major and Minor Projects, Student Research by way of dissertation papers and Extension Research.
- The Research Committee shall coordinate and monitor the activities of XRC
- The Research committee shall consist of the Principal, the Convenor, HoDs of PG departments and the Director of XOS

The Functions of the Research Committee

- Prepare the policies regarding research, execute, revise and modify whenever required
- Motivate and assist the faculty, research scholars and students to prepare project proposals in their research area
- Approve the research proposals for recommendation and funding
- Organize research methodology workshops and workshops on scientific writing and academic publishing availing the support of the UGC/ICSSR
- Monitor the research projects of the college and XOS
- Publish the research reports in the institutional/Departmental Journals. Research scholars shall involve in the teaching-learning process of the institution
- Research scholars' booth shall be provided to them
- Yearly function shall be organized to honour the doctoral awardees
- The students shall be given opportunity to assist certain research projects of the faculty
- Students shall be encouraged to conduct their research projects using the research bank of the XOS
- Students shall participate in the Open Defence of the research scholars so as to create an interest in research
- Basic and advanced inputs in research methodology and statistics by eminent resource persons shall be organized at regular intervals

Major and Minor Projects

- The faculty members shall be given full autonomy in the organization and conduct of research projects. All the infrastructural and administrative facilities shall be made available to them for the conduct of the research projects
- Classes shall be rearranged for the faculty in order to enable the faculty to pursue quality research

- Seed money shall be made available to the faculty members, if needed, for the start up of the research projects
- Advance money shall be provided to the faculty for the conduct of research projects, if there is delay in getting the money from the funding agency
- Students' assistance shall be provided for data collection, if required, for data collection
- Collaborative researches with other institutions shall be promoted
- Separate account shall be maintained for each project and all payments shall be made within 30 days of the completion of the project
- Utilisation certificates of the projects shall be provided on time
- Transparency shall be ensured in all dealings by getting the account audited every year
- Faculty members shall be encouraged to acquire higher qualification in their respective domains to equip them better in the conduct of research
- Research colloquium shall be organized periodically to present the research outputs of the faculty members which shall be published as working papers

9. POLICY ON PUBLICATION

- Every teacher shall endeavour to publish at least one article per semester as part of his/her research and updating
- The Research Department shall conduct academic conclave in every semester where the faculty shall be provided with an opportunity to present their findings before an interdisciplinary audience
- The faculty who come up with publications shall be honoured with due recognition in public functions
- Departments shall be given financial aid for bringing out Department journals with a semi research outlook

10. POLICY ON EXTENSION

- Extension activity in the neighbourhood shall be an integral part of our education
- Extension activities shall be a medium through which students are trained to be men and women for others with compassion and commitment.
- Extension activities like social exposure, interaction and involvement are carried out under the leadership of Xavier Outreach Services (XOS)
- XOS shall function as a resource centre for social work, training centre, field intervention and documentation for educational, social and cultural empowerment of the fisher folk and other marginalized groups in the locality.
- As part of the curriculum, each student of the first degree programme shall put in a minimum of 40 hours in social service activities.
- XOS shall take the help of various clubs and organizations including NSS and NCC units etc to execute its various plans.
- The extension and outreach programmes shall enrich and challenge the classroom learning which shall facilitate the linkage between the text and the context.
- Each and every outreach activity shall be followed up by a collective reflection and personal integration process whereby the students critically assimilate the insights gained from the experience in the field.
- The XOS shall constantly upgrade and maintain infrastructure such as accommodation, public addressing system, ICT facilities, halls, canteen, etc. to undertake various extension activities of the college.
- The focus of our service shall be on Fisher people, inter-state migrants, youth, women and children
- The college shall give special focus on its extension activities in and around its adopted village Fathimapuram.
- Our outreach activities shall be specifically focused on three key areas:
 - **Educational, Career counselling and skill development programmes** such as literacy drive, tuition classes, motivational and soft skill training, spoken English coaching etc.
 - **Socio-Cultural initiatives** like campaign against the use of narcotism, awareness campaign about health and hygiene, Women empowerment activities, counselling and mental health programmes, computer literacy programmes, etc.
 - **Ecological interventions** in the form of '*Swatch Bharath*' campaigns, planting more tree saplings, alternative energy drives, promotion of organic farming, etc.

11. POLICY ON HUMAN VALUES AND PROFESSIONAL ETHICS

- Classes on human values and ethics shall be offered as part of the curriculum.
- Inculcating human values shall be of critical focus to integrate academic growth with value education.
- The issues on professional ethics shall be analyzed with the help of case studies in special sessions to augment the development of ethical competence in the individuals.
- Basic tenets of Indian constitution with a special focus on Human Rights shall be integrated into the curriculum.
- To nurture a well founded civic sense, lectures, camps, seminars and exhibition of films and photos shall be organized with the help of various clubs and organizations like NCC and NSS.

12. POLICY ON GENDER EQUITY

- St. Xavier's holds that inculcating the values of gender sensitivity as an essential virtue of education.
- Courses shall be offered for undergraduate students with a view to sensitizing them to some of the major issues faced by the society.
- Publications and research by teachers and students shall focus embolden the true saga of women's emancipation and give an intellectual twist to the ongoing theoretical discussions.
- The Women's Study Centre of our college shall regularly organize special lectures, symposiums, debates and general discussions on gender issues with a view to take forward the theoretical information that gained from the class rooms to a deeper level of awareness leading to liberation.
- The students shall be taken for field visits to various fishing villages and similar villages of marginalized groups and around the college to carry out our mission of gender sensitization through talks, street plays and discussions etc.
- Gender parity shall be ensured by bringing women into decisive administrative positions as an acknowledgement of their competence and contribution.

13. POLICY ON ENVIRONMENT AND SUSTAINABILITY

- Courses on awareness of our ecosystems, natural resources, bio-diversity, biotic resources, pollution, etc shall be part of the curriculum
- Students shall be taken out to Biodiversity Parks, Industrial Factories, and Seashores, etc to expose them to various environmental issues such as pollution, water treatment, bio-diversity and sustainable development.
- The Nature Club of our college shall organize World Environment Day and give leadership for conducting activities like ‘Plastics free Campus’, ‘Green Campus Clean Campus’ and debates and quiz competitions for the entire student body with a view to spread awareness on ecological issues and promote sustainable model of development.
- As part of the practical works associated with their environmental studies, students are initiated into organic farming in the campus in collaboration with Kadinamkulam Grama Panchayath.
- The Department of BBT shall maintain a Botanical Garden in the college to provide the students with an opportunity to study some of the rarest flora and fauna of the area.

14.POLICY ON GOVERNANCE, LEADERSHIP AND MANAGEMENT

The Vision of Leadership

We believe in the dictum ‘together we make a difference’ and collectively strive for our common dreams through an effective mechanism of teamwork, delegation and collaboration in our administrative practices to ensure excellent learning outcomes.

Participative Leadership Mechanism

- Participation of students in decision making in daily running of the institution through an effective Student Council
- Women representation shall be ensured in all administrative posts with a view to unite the college as one unit with a single vision and mission.
- Collaboration and networking with our well placed alumni and other famed Jesuit institutions in India and abroad provide an additional impetus for the development of the college.
- We are committed to e-governance in all possible realms and to periodically install more effective office software to make administration efficient and people friendly.
- Fair and transparent financial practices shall further embody the dynamics of our vision inspired leadership.

15. POLICY ON FINANCE

The efficacious functioning of St. Xavier's College depends greatly on its well charted out policy on financial management. The functioning, development and ethics of the institution as a centre of excellence is formed and maintained by practicing such a policy. The culture and credibility of the institution is enhanced by judiciously carrying out what has been clearly spelt out in the policy document. Transparency, accountability and fair play are the key principles of financial management at St. Xavier's. The college keeps it closer to its heart to live up to the vision enshrined in the financial policy.

Financial revenue of St. Xavier's college comes through two major sources: Governmental sources and non-governmental sources. The governmental sources are the UGC, Centre and State Governments and their various subsidiaries. The college receives money for infra structural development and for various other capacity building schemes through a proper mechanism. The non-governmental sources of income as far as St. Xavier's college is concerned are contributions from PTA, Alumni, philanthropists, etc. The policy document encompasses the following areas of financial management at the institutional level:

I. General policies

II. Fund from Government Sources

- UGC/RUSA
- Government Funds
- **Grant from the University**

III. Fund from Non-Governmental Sources

- PTA
- Alumni
- Talent and Merit Scholarships
- Contribution to 'Poor Students 'Fund'
- Project/Fellowship Fund
- Revenue generated from Consultation Service
- Project Fund

IV. Budgeting and Auditing

General Policies

- St. Xavier's college shall raise funds only through fair and ethical means
- Fund raising is done only through the designated persons for the said purpose
- All financial transactions shall be properly accounted and audited
- Financial transparency and accountability shall be maintained
- Disbursing of funds for various purposes shall be strictly based on the annual budget

- Stake holders shall try to include all major expenses in the annual budget
- All transactions shall be made in consultation with respective authorities
- Every transaction in accordance with the approved annual budget shall be directly done through the authorized office
- Any transaction outside the annual budget shall be done only through the concurrence of the concerned higher authorities.
- Money shall be released at the receipt of duly attested requests submitted well in advance.
- Accounts of the expended amount shall be submitted to the authorized office within 10 days.
- Development and maintenance needs of the institution shall be a major priority in expending the finance.
- Any fund collected by the departments shall be through proper procedure and such departments shall keep an account of the same for auditing.
- Accounts of the college shall be audited by respective agencies

Fund from Government Sources

UGC/RUSA Fund

- At the beginning of the five year plan when the applications are called for, the college shall apply for financial assistance under various schemes such as merged schemes, departmental development fund, general development fund, jubilee fund, minor and major research projects, seminars/conferences/workshops.
- Once it is sanctioned, the major and minor projects will be carried out by the concerned faculty and its bills and audited statements are handed over to the office and maintained there
- Seminars and workshops shall be the responsibility of the respective departments. Accounts of UGC sponsored seminars have to be audited and sent to the UGC within 2 weeks of the completion of seminars.
- Purchasing committee consisting of the Principal, HODs, vice-principal, HA and Bursar shall shortlist the equipments/ materials to be purchased. The purchase has to be done in accordance with the stock purchase manual as per the required tender/ quotations
- Audit statements, utilization certificates and reports have to be submitted periodically as per UGC requirements so that further installments can be obtained.

Grant from the University

- The college shall try to avail all the available grants from the university.
- Administration shall apply for research centre grant and journal grant at the invitation of applications by the university
- The College shall avail all the NSS grants from the university

- After utilizing the same for the specified purposes, the utilization certificates have to be submitted to the university annually.

PD Account

- Adhering to the Government norms, PD account shall be utilized for purchasing stationery, sports items, audio-visual items, student programmes, books, periodicals and news papers
- The planning Cell should be involved in the utilization of the PD Fund.
- The PD fund shall be utilized according to the budget prepared every year
- All the expenditure under the PD account shall be with the approval of the Planning Cell of the college.
- The details of the PD account shall be presented in the planning Cell meeting by the end of the financial year in order to ensure transparency.

Non Governmental sources

PTA Fund

- PTA fund is a voluntary contribution depending upon the financial condition of the students
- It shall be collected from the parents during the admission to various programmes
- No applicant shall be denied admission on account of PTA contribution
- This fund can be paid in installments within the course of three years
- If the student discontinues the course within the period of the closure of admission by the university, the contribution shall be refunded
- The students who drop out during the course cannot claim the PTA contribution
- PTA fund shall be utilized for the maintenance and development of the library, infrastructure and student welfare programmes

Alumni Contributions

- On special occasions institution can seek contributions from the Alumni
 - Jubilee Celebrations
 - Building and developmental works
 - Organization of seminars/workshops
 - Infrastructural up-gradation
 - Endowment awards and scholarships
- Alumni membership fee shall be collected and maintained by the alumni executive committee
- Transcript charge shall be collected from the applicants
- Alumni shall be encouraged to organize various programmes to raise funds for the institution

- Proper accounts shall be kept by the elected representative of the body
- Alumni shall not collect any money without the approval of the college administration
- Alumni account shall be presented in the general body meeting
- There shall be internal and external audit of the transactions of the alumni fund

Talent and Merit Scholarships

- The college shall continue to generate the scholarship fund from various sources so that it can meet the growing requests for assistance
- The donors' request for instituting awards and scholarships shall be scrutinized by the management and decision on the same shall be made in tune with the policies of the management

Contribution to 'Poor Students 'Fund'

- The college shall generate and maintain a fund for assisting the financially weak students
- Fund for Noon meal scheme shall be collected from willing and generous persons/well wishers.
- Faculty members shall be encouraged to contribute to support this noble cause
- Occasional contributions from other sources shall be tapped
- Needy students shall be supported as per the recommendation from the departments
- The committee with a convenor shall be responsible for maintaining the account.
- The convenor shall be a joint signatory in the bank transactions and he/she shall keep bills and voucher books.
- Any money collected for this cause shall be properly accounted and receipts shall be given to the donor by the convenor
- Account shall be prepared at the end of the academic year and presented to the faculty

Project/Fellowship Fund

- 10 percent of the sanctioned amount for the project shall be remitted to the institution as overhead charges.
- It shall be deducted at the disbursement of each installment
- Books, journals and equipment bought for the projects shall be the property of the institution at the completion of the project
- 50 percentage of the fund accrued from the projects shall be allocated for the respective departments, 25 percentage for the maintenance fund and the other 25 percentage shall be earmarked as seed-money for research in the college.
- A project committee consisting of the Principal, Vice-principal, Bursar, Staff representative, HA and research coordinator shall monitor this programme.

Revenue from Consultancy Service by Staff

- All the consultancy programmes of the staff shall be considered as consultancy service of the college
- 40 percentage of consultancy income shall be shared with the institution and remaining 60% can be used by the faculty.
- 50 percentage of this fund shall be allocated for the respective departments, 25 percentage for the maintenance fund and the other 25 percentage shall be earmarked as seed-money for research

Budgeting and Auditing

- Budget shall be prepared in advance for every financial year and has to get sanctioned by the managing committee and approved by the finance committee of the governing body of the college.
- Management account shall be audited at the end of every financial year
- The account shall be presented in the general staff meeting in the last week of January prior to the beginning of new financial year.
- UGC and Govt. account shall be audited by the DDCE's auditors and AG's office

16. POLICY ON SCHOLARSHIP

Objectives

- Scholarships are offered to promote academic excellence among students
- Scholarships are aimed at helping financially weak students actualize their potentials
- Scholarships provide a platform to streamline and ensure the support of PTA and Alumni in our mission
- This is used as a means to inculcate the values of social responsibility among the public

Composition

- There shall be a scholarship committee to take decisions on matters related to this
- Principal appoints a convenor with three members of teaching faculty and a non teaching staff and a representative from Student's council and PTA as members of the committee.
- The convenor shall convene the meetings of the committee at regular intervals
- Availability of various scholarships shall be given in college website and Notice board
- Awarding Scholarships shall be only through a transparent process to avoid any form of partiality.

Priorities

- First generation learners shall be given preference in management scholarships
- Merit cum means will be criterion for awarding the scholarship
- Attempt shall be made to reach to maximum number of students by finding resources

Sources

- The following are the major types of scholarships available that we try to tap in our institution
 - Government Funds
 - Management Funds
 - Contribution from Parents
 - Donations from Retired Teachers
 - Support from Well wishers and philanthropists
 - Collaboration with the Alumni
 - Corporate Social Responsibility Funds

17. POLICY ON AWARDS AND ACHIEVEMENTS (STAFF)

- There shall be a public announcement of the achievement in the college through the Public Address System
- The college shall honour the faculty with a '*Ponnada*' or other similar fitting manner at the College Day to recognize the achievement
- The college shall mention the contribution of the faculty in its annual report.
- Depending on the merit, the Principal may permit through proper procedure a maximum of one day as duty leave or other appropriate incentive to such staff

18. POLICY ON AWARDS AND ACHIEVEMENTS (STUDENTS)

- There shall be a public announcement of the achievement in the college through the Public Address System.
- The College shall pay an incentive scholarship to the Student for the achievement.
- The Student shall be given a memento at the College Day function.
- The student shall be given attendance for the days on which the student availed leave to attend the competitions.
- The college shall prefer such students to represent it in intercollegiate events.

19. POLICY ON GRIEVANCE AND REDRESSAL (STAFF)

- The College shall ensure that there is a Grievance Reddressal Cell functioning in the college.
- The Grievance Reddressal Cell shall meet mandatorily twice a year, once in the beginning and in the end besides other meetings as required
- The Cell shall have five members nominated by the College Council.
- The Convener of the Cell shall be a senior faculty member
- The composition of the Cell shall be as following: Convener, two members of the teaching faculty, a senior lady faculty and a non-teaching staff
- On receiving a complaint the Cell shall hold a meeting to discuss the issue.
- If there is apparent merit in the complaint the Cell shall arrange a meeting with the aggrieved party for further clarifications.
- In the light of the clarifications the Cell shall call the other party against whom the complaint has been lodged for a hearing.
- On the basis of the hearing the Cell shall arrive at a conclusion and propose the recommendations to the Principal for further action.

20. POLICY ON GRIEVANCE AND REDRESSAL (STUDENTS)

- The College shall ensure that there is a Grievance Reddressal Cell functioning in the college.
- The Cell shall meet mandatorily twice a year, once in the beginning and in the end besides other meetings as required
- The Cell shall have five members nominated by the College Council.
- The Convener of the Cell shall be a senior faculty member
- The composition of the Cell shall be as following: Convener, two members of the teaching faculty, a senior lady faculty, a non-teaching staff and a student representative
- On receiving a complaint the Cell shall hold a meeting to discuss the issue.
- If there is apparent merit in the complaint the Cell shall arrange a meeting with the aggrieved party for further clarifications.
- In the light of the clarifications the Cell shall call the other party against whom the complaint has been lodged for a hearing.
- On the basis of the hearing the Cell shall arrive at a conclusion and propose the recommendations to the Principal for further action.

21. POLICY ON INCENTIVES (STAFF)

Book publishing

- The college shall arrange a Book releasing ceremony in the college to honour the author.
- The author shall be given a memento at the College Day to recognize his efforts.
- The books published by the faculty of our college shall be exhibited in the college library.
- The college shall mention the contribution of the faculty in its annual report.
- The faculty shall be given five days academic leave to complete such works to promote research and publication culture among the faculty.

Paper presentation/publishing

- The college shall promote its faculty to publish at least one article in a reputed journal per year
- The faculty members who publish papers shall be given a chance to present their ideas in the academic conclave conducted in every semester.
- The college shall offer an incentive of Rs. 500 towards publishing charges per paper for paid journals
- The college shall mention the contribution of the faculty in its annual report.
- The faculty shall be given one day academic leave to complete such works to promote research and publication culture among the faculty.

Participation in Conference/Seminar

- Those faculty who attend conferences shall be given academic leave on those days for the same
- The college shall offer an incentive to meet the registration fee of such conferences
- A member of the faculty shall attend at least one conference/ seminar in a year in his/her relevant subject
- The college shall facilitate the reimbursement of TA and Registration fee paid towards the same form Govt. Schemes.

22. POLICY ON PROFESSIONAL DEVELOPMENT PROGRAMMES

Teaching Staff

- The college shall arrange professional development programmes for the staff from time to time.
- Experts from outside and within shall be engaged in such training programmes
- ICT enabled teaching and shall be a focus of such training programmes.
- Every staff shall attend such training programmes as it is meant for capacity building
- Newly recruited staff shall be given special orientations by the Management
- The Management shall bear the expenses of all the training programmes that they

Non Teaching Staff

- The Non-teaching staff shall be given training in leadership skills and Team work
- Profession training in file keeping and computer skills shall be arranged once a year to make their service effective.
- Newly recruited staff shall be given special orientations by the Management
- The Management shall bear the expenses for all the training programmes.

