POLICY DOCUMENTS

ST. STEPHEN'S COLLEGE
UZHAVOOR

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CONTENTS

1. EDUCATION AND CURRICULUM

The vision and mission of St. Stephen's College, Uzhavoor declares its aim

1. To provide liberal and quality education that includes the imparting of sound learning, building of character,the spread of Truth and the knowledge of God.
2. To inculcate moral values,social commitment and dignity of labour among the youth through value education programmes.
3. To promote the acquisition of knowledge and communication skills by ensuring the participation of students in research projects and extra-curricular activities.

Thus the education and curriculum choices are prepared to develop and provide educationprogrammes that are substantive for students in the institution. The education and curriculum policy of the institution offers various programmes related to the effective execution of the syllabi provided by the university.

Our main goals while offering the courses are:

- Communicate the goals and objectives of the institution systematically and clearly toall students.
- Offer programmes that are consistent with institutional goals and objectives.
- Offer a wide range of programmes with adequate academic flexibility
- Use feedback from students in the initiation, review and redesign of programmes
- Facilitate effective running of the teaching-learning programmes
- Implement a well-conceived plan for monitoring student progress continuously
- Ensure that the student assessment procedures and systems are reliable and valid.
- Provide clear information to students about the admission and completion requirements for all programmes, the fee structure and refund policies, financial aidand student support services
- Ensure sufficient and well-run support services to all students
- Promote values, social responsibilities and good citizenry in all students

2. INTERNAL EVALUATION

The institution has an exclusive policy of internal evaluation and is committed to provide students with various internal assessments that track, measure, assure quality. Apart from the University exams, the college adopts several types of assessment methods to ensure consistency of quality quotient. The internal assessment methods slightly differ for the UG and PG programmes.

The internal assessment has three components

1. Attendance:To make sure the active participation of the learner in the process
2. Assignment/Seminar/Viva:To bring about the creative part of the learner and to ensure active participation in the process.
3. Internal Examination(s):in order to check the course outcome

- All the three components are mandatory for all the courses.
- Two test papers are to be conducted in each semester for each course.
- The evaluations of all components are to be published and are to be acknowledged by the candidates.
- All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University.
- The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.
- The internal evaluation is designed to be fair, consistent, unbiased, transparent, valid, reliable and accessible to all students.
- Valued answer sheets are promptly returned to students and effective intervention is ensured by a face to face interaction with the concerned teachers and students.
- Supplementary tests/ Class Tests/ Surprise Tests/ Modular assignments conducted to ensure performance parity.

3. QUALITY

The curriculum is designed such that every stakeholder of higher education has a role to play in quality enhancement and has the obligation to play it well. All the stakeholders in higher education - the government, the managements of institutions, the teachers, the students and the external quality assurance agencies – have important, may be different, but complementary roles in ensuring the quality of higher education. Of all the stakeholders mentioned above, students have a unique role to play in ensuring the quality of higher education. Firstly, students should realize that quality education is their right and that it is the responsibility of higher education institutions (HEIs) to provide quality education to learners. Secondly, students should be equally aware that they have significant learning responsibilities to enable institutions to provide quality education.

The college is committed to provide the highest quality education and training inthe field of higher education. The students will be given the opportunity to realise theirfull potential, enabling them to achieve the highest standards in their programmes of learning.The college has implemented various QUALITY IMPROVEMENT PROGRAMMES

1. Add-on/ certificate courses are conducted by the departments to promote the skills and the competence of the students and to make them proficient in subjects other than thesubjects of their regular course.
2. Emphasis is given to the development of communication skills, computer awareness and technical knowledge of the theory learned.
3. The above mentioned ones are self-financing programmes.

TUTORIAL SYSTEM is also monitored continuously forensuring thequality

1. Each class is placed under the special care of a teacher who is to have personal contact with his/her students and thereby help them grow as better human beings.
2. He/She may give them proper guidance in matters of study, career and conduct within and outside the classroom.
3. The teachers are also encouraged to arrange programmes for the cultural, social, emotional and intellectual growth of their students. The class teacher is the immediate authority of a class in all its day-to-day affairs.

NEW INITIATIVES IN HIGHER EDUCATION

The college facilitates the following new initiatives in higher education, instituted by the Department of Higher Education, Government of Kerala

1. WalkWith a Scholar (WWS): A Programme which is open for 30 first semester students.

2. ASAP(Additional Skill Acquisition Programme): A Programme which is open for 60 first semester students.

3. SSP(Scholar Support Programme): A Programme which is open to first semester students.

4. The college also urges the departments to conduct the seminars on their particular subject areas, as it may give students a chance to explore the world, outside the campus.

4. ANTI- RAGGING

In consonance with the UGC regulations of 2009; the Kerala Ragging Prohibition Act , 1998, and M.G. University's Student's Code of Conduct Rules, 2005, regarding ragging the college maintains thepolicy of keeping the campus ragging free. Various committees such as the Anti-Ragging Cell, Discipline Committee and the Internal Complaints Committee have been formed to address student issues.

1. All the requirements as per the regulations of the Central and State governments, UGC and court orders including anti-ragging undertaking by students and parents, awareness programmes, etc. are satisfied.

2. Ragging is strictly forbidden and is punishable by rustication or expulsion from the college.

3. As per directives of the Honorable Supreme Court and M. G. University Letter No. ACA1/2/1647/07 Anti Ragging Squads are made each year to ensure that no ragging takes place.

4. The principal of the college directly supervises theAnti- ragging Cell.

5. 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 the complaint at the college office.

6. The Anti-ragging Cell shall ensure strict vigilance on activities of students especially during the arrival of new batches in the beginning of the academic year.

7. Counselling facility is provided in the college, and if necessary any time professional counsellors are made available in the campus.

8. Special sessions are arranged for the newcomers in the first weeks of the academic year in order to prepare them for the socio-academic life in the campus.

9. The college should identify all vulnerable locations, and ensure a constant vigil

and watch at such locations.

10. Hostels/accommodations,where freshers are admitted, are required to be carefully guarded.

11. The institution ensures the participation of all the students during the cultural festivals and celebrations to erase the senior- junior distinctions.

12. The prospectus and other admission-related documents of the college should contain the anti-ragging policy.

13. The anti-ragging policy of the college ensures the presence of teacher squads which take turns to maintain the customary discipline of the campus.

14. Special sessions should be conducted to sensitize the parents of the students about the rights and safety of the students.

5. ANTI-HARASSMENT

The college is committed to maintain an environment that encourages and fosters appropriate conduct among all persons and respect for individual values.The institution makes it a point that none of its stakeholders undergoes any sort of harassment.Thus it enforces Anti-Harassment Policy and Complaint Procedures at all levels in order to create an environment free from discrimination, harassment, retaliation and/ or sexual assault.

1. The college prohibits discrimination, harassment (including sexual/ gender harassment),sexual assault and retaliation against employees, interns, contractors and other third parties conducting business with the college.

2. The college specifically expects management level personnel to serve as models of appropriate conduct for other employees, and will hold them to a higher standard of accountability.

3. The college has a committee constituted in response to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act, 2013.

4. A common address by the Principal and teachers in charge of various committees and cells such as Anti-ragging Cell, Women's Cell, Discipline Committee, Internal complaints committee and Anti Harassment Cell, Students Grievance redressal committee at the time of admission, especially on the opening day.

5. Legal aid classes are regularly provided to the students to conscientise them about the sexual and gender-based violence.

6. To ensure gender equality female students are adequately represented in the various faculties of the college.

7. In handling claims made under this policy, the college may incorporate behavioral standards that are established by related policies.

8. Any student/employee who believes that they have been subjected to harassment (including sexual/ gender harassment) prohibited by this policy, or any employee or student who has witnessed such harassment, retaliation or sexual assault,

should immediately report the circumstances to the principal who is the head of the Anti-Harassment Committee or to the immediate superior authorities as fast as possible.

GRIEVANCE REDRESSAL MECHANISM

There is a Grievance Redressal mechanism in the college headed by the Principal. The members of the committee consist of IQAC co-ordinator, staff secretary, a senior lady teacher, Students Council President and Students Council Secretary.

6. INTERNAL ASSESSMENT GRIEVANCE REDRESSAL

The College Council nominates a Senior Teacher as the co-ordinator of internal evaluations. It is this co-ordinator who makes arrangements for giving awareness of the internal awareness components to students immediately after semester 1 commences. For students to raise their grievances, a three-tier system is followed which is as follows.

Level 1: Department Level:

The Department cell chaired by the HOD, Department Co-ordinator, Faculty Advisor and Teacher in-charge as members.

Level 2: College level

A committee with the Principal as Chairman, College Co-ordinator, HOD of concerned Department and Department Co-ordinator as members.

Level 3: University Level

A Committee constituted by the Vice-Chancellor as Chairman, Pro- Vice-Chancellor, Convener –Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member-secretary.

Internal assessment shall not be used as a tool for personal or other type of vengeance. A studenthas all rights to know how the teacher arrived at the marks.

7. FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION

The institution has a very transparent and frequently audited system of managing and mobilisingits financial resources. The college has to provide the best resources to the students and faculty tomeet its requirements in the academic field.

1. Programmes and extension activities planned by various departments should submit the proposal to the concerned committee. The monitoring committee should analyse the needs of each programme and organization's comparative advantage from that programme.

2. The college encourages each department to find sponsors while conducting seminars, fests and conferences.

3. The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus.

4. Apart from the customary government aid, the management should study various ways to channelize funds for the development of the institution.

5. All the construction and maintenance works are undertaken by the management after conducting a feasibility study with the help of the building and maintenance committee.

6. The members of the faculty are encouraged to avail themselves of different research incentives/ funds/ aids by various agencies.

7. Contribution from the public should be channelized with the help of implementing programmes that convey awareness about the value and challenges of higher education programmes.

8. ENVIRONMENT AND SUSTAINABILITY

As we can see, our college is situated like crowning a hillock in majestic splendour and is set against a lush verdant backdrop. St. Stephen's College is committed to preserve the biosphere and we are towards implementing, maintaining and continually improving environmental management processes to reduce its environmental footprint.

One of our missions is to develop in the students an attitude of reconciliation between man and nature which will help them become peacemakers, defenders of the poor and keepers of the environment.

1. The college is obliged to protect the environment through the prevention of pollution and waste, and through the sustainable development, and maintenance and improvement of the natural environment.

2. The college should formulate its policies complying with all relevant environmental legislation,standards, agreements, policies and procedures demarcated by the central, state governments.

3. The college is committed to maximise sustainable resource use and minimize the use of hazardous substances.

4. Special measures should be taken to protect and improve biodiversity of the campus.

5. Practical steps should be shown in developing and implementing research and teaching initiatives related to sustainability.

6. The college should design programmes to foster the quality of the environment and protection of the biodiversity throughout the region.

7. Objectives and targets should be established for improving our environmental performance in the areas of: energy consumption, greenhouse gas emissions, potable water consumption,waste to land fill, sustainable transport, and biodiversity.

8. The campus has to be made plastic-less to a possible extent. Abiding by the principle of green protocol, the institution insists on the use of cloth items replacing plastic-made ones.

9. Reservoirs for rain water harvesting should be constructed in the campus.

10. The college should take steps to harness solar power.

11. The college should attempt to become a paper free one by promoting electronic platforms for academic and administrative purposes.

9. WASTE MANAGEMENT

The Stephanian family feels obliged to protect the environment through the prevention of pollution and waste, and through the sustainable development, maintenance and improvement of the natural environment.This policy is a guidance document to faculty, staff and students to act responsibly in the handling of waste ,waste segregation ,and its storage and disposal.

Policy Objectives
- Create consciousness among faculty and students about the ways in which waste is generated, the means by which they can reduce its generation and manage the litter they produce.
- Give orientation and training to segregate hazardous and non-hazardous waste, and dispose of them using appropriate methods without creating further environmental pollution.
- Follow the "5 R'' principle of Refuse, Reduce, Reuse, Repurpose and Recycle.
- Reduce the use of plastic.

Solid Waste Management:

Students shall be instructed to reduce generation of waste. Solid waste shall be isolated and deposited in the bins kept for such purpose. Separate bins are kept for plastic and other waste. Food waste is collected in two large, anaerobic pipe composts installed near the dining area. The ongoing project by the Zoology department and CEERD shall focus on training in bio-waste management using vermicomposting technology. A biogas plant has been installed to manage bio-waste from the canteen and the gas generated is used in the canteen itself. Waste bins are kept in each class room. Waste from the various rooms shall be collected in the waste segregation centre and scrutinized for segregation. The segregated waste can be sold to the MoU signed agency for recycling. Waste paper shall be used for the Seed Pen Project of NSS and the Zoology Department. Precaution shall be taken not to encourage or bring disposable items such as plastic bottles, Thermocol, paper plates or cups to the campus. Steel glasses and plates provided by CEERD are used in the Canteen and by the NSS unit during camp. Students are asked to bring lunch in steel tiffin box to reduce paper and plastic waste. Sessions on waste

management are planned to be given to faculty and students.

Liquid waste management:

Liquid waste generated in the wash areas (bath rooms, toilets), laboratories, canteen, etc. shall be passed via drains for absorption into the earth. The canteen's wastewater shall be managed through the use of sedimentation pits which are cleared periodically of its waste and the rest of the water shall pass into the traditional drain.

E-waste management:

The agreement between M/s MSH Traders,Erattupetta and the college shall take care of the safe disposal of e-waste. The following items are identified by the agency as e-waste and the agency shall dispose of this waste safely: Camera, Hard Disk, Mobile, Network Rack Printer, UPS ,Laptops, PCBs, Refrigerator, Copper Cables, Waste recycling system: CPU, Mother Board, Mouse, Network Switches, Scanner, Cable Box, Server computer, lnverters, Compressor, Electrical Switches, CRT Monitor, LCD Monitor & Computing Terminals, Photo Copier, SMPS Fax Machines, Pump, Bio Medical Equipment, Lead Acid Batteries and Miscellaneous E-Waste.

The following measures shall be put in place for waste recycling:

1. All one-side used papers shall be utilized for routine printing activities.

2. Used papers shall be put to better use such as for making paper pens.

3. Saleable materials like paper bits, plastic waste including accumulated PET bottles, etc. shall regularly be sold to recycling agents thus generating some income for outreach activities.

Hazardous Chemical Waste Management:

Use of hazardous liquid chemicals generating hazardous fumes shall be avoided using fume hoods installed in the laboratories.

10. RESEARCH

Research and related activities determine the academic excellence of the institution and policies are drawn to ensure best research outcomes and paper publications.

1. The research cell identifies and contributes towards maintaining the academic equilibrium of the college and supports the decision making for every research discipline that is critical to the institution.

2. Regular research programmes like international seminars, conferences, workshops, webinars etc. are encouraged

3. The institution acknowledges the achievement of its faculty in different disciplines.

4. The potential research areas pertaining to the need of the institution are tapped and faculties are directed to focus the research on contemporary and relevant themes.

5. The essential infrastructural support for the research work will be provided by the college

6. An objective and transparent system for the allocation of financial and other aids for research are to be maintained.

7. Faculty are encouraged to extend their research outcomes to teaching, making use of the instructor's own research to benefit student's learning and outcomes.

8. The college is also willing to rectify any issues pertaining to the research field once notified.

9. *Aureole* is the college's annual refereed, peer-reviewed, multidisciplinary research journal, publishing high quality research papers reviewed by experts in the field. The purpose of this journal is to develop and support research aptitude among young scholars.

10. *Quaesitio* is the inter-collegiate, paper presentation competition and national conference conducted inter-departmentally by the college. Students are invited to present their papers at the competition and faculty/ research scholars may also do so aside from the contest. A talk/ seminar is also part of the programme.

11. MENTORING

Mentoring includes a collaborative relationship between the faculty and students through shared experiences of listening, talking and guiding students to a better pathway and also by pointing them to other support systems.

1. The mentors take up the responsibility to support learners who are enrolled on a course of study.

2. The element of confidentiality should be well maintained and mentors should have the best interests of their mentee in mind at all times.

3. The mentors should be good communicators and active listeners. They should have an empathetic approach to sensitive issues and should maintain confidentiality.

4. Regular meetings with proper documentation should be maintained.

5. Should instill confidence in their mentees through positive affirmations and enable them to take control of their own lives.

6. The Mentors are given training and guidance on Mentorship by the Institution.

7. The department heads, tutors and the mentors should meet once every month to discuss developments and possible pressure points which their mentees might be facing.

8. Any complaint regarding mentors from students should be submitted to the principal directly. And the principal should take due measures to provide the student with other suitable mentors.

12. EXTENSION ACTIVITIES

The College has a holistic approach towards the extension activities which enables to sensitize the students to social issues and bring them as responsible citizens.

1. Most of the extension activities are organized by the College through NSS, NCC, etc. Associations, various clubs and departments are encouraged to take up activities that would bring about not just personality development in students but also collective good for the locality and the environment.

2. All the departments are encouraged to undertake extension programmes either independently or via collaboration with government or non-government organizations

3. The College focuses on enriching activities via dramas,band, debates, public speaking etc to school children and community activities.

4. The various outreach and extension activities provide great exposure and opportunity for students to have first-hand experience in community building activities and also enable them to sensitize various social hazards.

5. Enable students to practically apply their talents and to utilize their knowledge and skills for the development of the society.

6. We cooperate also with the Govt. agencies and local bodies for communal harmony. Extension programmes directly interface the College with the corporate sector, the pharma industry, public sector undertakings, social welfare organizations, government agencies, media houses and private educational institutions.

13. PHYSICAL AND ACADEMIC FACILITIES AND MAINTENANCE

At the beginning of each financial year, the Purchase Committee in consultation with the Management plans the budgetary provisions for the various requirements associated with the maintenance and upkeep of the infrastructure. All policies ensure the optimal utilization of the provisions and facilities of the college to ensure an all-rounded academic environment for the students in the budget. All the infrastructural amenities of the college are properly maintained and upgraded on a timely basis.

As per requirements and needs, Request Forms for repair and maintenance of college facilities are filed by the heads of various Departments. These are received and scrutinised by the Principal and forwarded to the Bursar who then initiates the processes for maintenance. ICT facility maintenance is redirected to the system administrator and for specialised support, external authorised service providers are brought in. The maintenance stock register helps keep a track of maintenance/ upgradation require.

CLASSROOMS

All the classrooms in the college are numbered and regularly maintained. In addition to the regular usage of these rooms for curricular activities, it is also made available for the conduct of examinations, both private and government. All the classroom utilities like benches, desks, lecture stands, and chairs are properly numbered for ease of maintenance. All the classrooms including the doors and windows are routinely cleaned.

Smart classes combined with the Internet, leverage the maximum potential of online materials for learning and teaching. ICT facilities and electronic equipment like fans and tube lights are switched off immediately after use to save electricity. In case of repair or damage of the goods, carpenters, electricians, and technicians appointed by the Management, carry out the maintenance.

COMPUTERS

All the computer labs are supplied with UPS for regular backup and provisions for the same have also been made at major locations like the academic/administrative office and the College Library. All departments have computers and laptops. The College has appointed a Systems Administrator to provide regular support services and maintenance for ICT equipment and UPS systems. Software upgradation and installation of anti-virus packages are done for all the computers on the campus on a timely basis. Computers are

properly serviced and reused for the proper functioning of academic and non-academic purposes. The maintenance of the computer hardware and software of the institution is carried out by third-party technicians in case of expertise demand.

LABORATORY

At the end of every academic year, the Heads of the various departments, who are in charge of the upkeep of their respective laboratories, submit a report on the working status of the equipment used in their departments. The Purchase Committee calls for quotations of the materials needed in the laboratory. The laboratory instruments are repaired and replaced, if necessary, by skilled technicians before the commencement of the new academic year. Students are given proper orientation with regard to the use of laboratory equipment, dress codes, disposal of waste, safety measures, first aid tips, etc. Annual stock verification of chemicals and glassware is done promptly. A stock register is kept in all departments to record all the laboratory facilities.

LIBRARY

The Librarian, with the help of library assistants, initiates the requirement and maintenance of the library facilities. The library is automated using 'KOHA', a well-known Integrated Library Management Software which has a number of advanced features, enabling the College library to become more user-oriented in the current digital era. Books, manuscripts, and reports are maintained with special care by the library assistants and they ensure a dust-free atmosphere in the library. The regularly updated OPAC system facilitates quicker and easier book searches. Stock verification of all the library books is done on a yearly basis. The missing books are replaced by the concerned person and a fine is also collected. Less damaged books are re-bound while highly damaged ones are replaced and restructured if possible.

SPORTS FACILITIES

A multi-purpose indoor stadium is open for the use of both students and faculty. Two multipurpose open grounds facilitate the conduct of sports activities. The Department of Physical Education monitors the maintenance and servicing of sports equipment. Professionals are hired for special training and field maintenance. The various types of equipment of the gymnasium are regularly serviced and new ones are purchased as per requirement. Ground leveling and repairs for courts and sports grounds are done annually

14. STUDENTS' ACTIVITIES

The students are given special care and attention during their academic career, ensuring the holistic development of the students and their participation in nation building. The college gives priority to mould excellent citizens with high intellect, integrity and human values.

1. The policy is designed to ensure the rights and duties of the students and support the institution's goals and strategies.

2. The policy regarding students strictly adhered to the norms and regulations of UGC, Government, Mahatma Gandhi University, Kottayam, and the higher education policies of the Catholic Church.

3. The policy is reviewed annually to ensure that it complies fully with any changes in legislation, aspires to best practice in the sector, and continues to support the vision and values of the college.

4. The college is committed to providing clear, comprehensive and accurate information on its programmes and courses and entry requirements which is accessible to all enquiries and applicants.

5. The college promotes the academically able and motivated students irrespective of their backgrounds without any discrimination based on caste, creed, region, religion and so on.

6. Matters relating to the recruitment, admission, mentoring, and academic formation will be supervised by the teachers. HODs, mentors, IQAC, College Council and the Principal. Students have the right to bring to the attention of the principal any issues regarding these topics.

7. Students with disabilities have the right to get all the special services provided in the campus. Any fall regarding the matter is directly dealt with by the authorities.

8. The students are obliged to keep the rules and regulations of the college and conduct of behaviour which is provided in the handbook of the college.

9. In addition to this, the following points are considered to ensure a pro-student atmosphere in the campus. (i) Transparency in admission, examination, campus placements, etc. (ii) Sharing of infrastructure facilities among various departments and various sections of students. (iii) Value/ moral education to all students. (iv) Career guidance to all students. (v) Financial support to needy students (vi) Psycho-somatic wellness of every student.

15. ALUMNI ACTIVITIES

Alumni of the college include all students who left the college after the completion of the courses of graduation, post-graduation and research. The overall objective of the Association is to maintain a lively relation between the alumni and the alma mater. The Alumni Association is governed by the stipulations of its own constitution.

1. The Alumni Association has an important role in advancing the institution along with its vision, mission and core values.

2. The Association maintains mutually beneficial relationships between the parties, the alumni and alma mater. Each alumnus represents the institution in his or her respective vistas of life.

3. The Association should embark its own initiatives in the fields of academic activities, job-orientations, training programmes and various other human resource developments in the campus.

4. The institution is eager to recognise the accomplishments of its alumni in various fields every year. The members of the Alumni Association should inform their achievements promptly to the office. The alumni who reach positions of eminence are otherwise role models to the students and are generally recognised by the college by bestowing them with distinguished alumnus/alumna and other similar awards.

5. The Alumni Association Office plans various initiatives and programs to coordinate the activities of alumni. The Association is responsible for fundraising from alumni and other well-wishers. The Association keeps the highest level of transparency in the utilisation of these donations. The list of donors and utilization of the funds will be published in the annual statement of the Association.

6. The college conducts Alumni Day Celebration officially once a year and various batches of alumni can conduct their private gatherings in the campus with prior permission from the Principal's office.

16. FACULTY EMPOWERMENT

It ensures the greater participation of the teaching faculty in the planning, decision making and implementation of policies in the college. It aims at making the structures more democratic that offer employees greater autonomy, confidence and freedom to make decisions. The empowerment will help the teaching faculty to work comfortably with their colleagues. The faculty becomes responsible for the assigned duties without supervision. The teachers acquire the confidence and ease to provide varied learning experiences to students. The faculty empowerment is achieved through:

1. Conducting sessions on the plans, mission and goals of the college.

2. Updating the latest policies and demands in the higher education sector through seminars and group discussions.

3. Disseminating information through regular meetings, office letters and office advisory or memorandum;

4. Involving faculty members in the planning process and decision making.

5. Providing a conducive working environment.

6. Promoting the inner drive, the job with inner satisfaction, competence and self fulfilment.

7. Constant feedback from the faculty is taken in order to ensure the conscientious performance of the routine works. Special meetings are arranged to impart the consistency in realizing the mission of the college in the change and challenging trends of the society.

17. E-GOVERNANCE

Objective:

1. To increase the use of E-governance in various functions/departments of the institution.
2. To achieve increased levels of efficiency in the different functions.
3. To promote greater levels of transparency and accountability.
4. To reduce the use of paper in the various functions/departments of the institution.
5. Facilitating online internal and external communication between various entities of the institution
6. Providing easy access to information

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. **Conversion to Paperless office:** Digitization reduces money spent on paper, printers, ink, postage, office space for files and employee time to manage paperwork. It can process a much larger volume of paperwork compared to traditional offices in the same amount of time.
3. The institution already has well-functioning e-governance in accounts, library management system, examinations etc. Following are the E-Governance which are already in place in accounts:
   - **Tally ERP 9** for updating and preparation of accounts and **MS Excel** for preparation of various statements.
   - **SPARK** (Service and Payroll Administrative Repository of Kerala), which is an e-Governance endeavour under Finance Department, Govt of Kerala, to digitize all HR related service and salary data.
   - **BiMS**(Bill Information and Management System) is an e-Bill portal for Claim Settlements by Drawing and Disbursing Officers (DDOs).

- The Online PF system, **GAIN P.F** (Government Aided Institution Provident Fund) to maintain and handle the PF Account of the staff.

- **VISWAS** (Versatile Insurance Services in Well equipped Accounting System) introduced to file applications online for GIS membership and related claims.

- **PRISM** (Pensioners information System) is for the Welfare of pensioners. PRISM is used to submit pension related documents even before the date of their retirement to get their pension related benefits.

But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation.

1. **Website:** The website of the college needs to revamped taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc should be made visible to all the stakeholders. For this purpose, a separate website development committee is to be constituted and they will have to be given the authority and responsibility to interact with service provider/web designer for administration and updatingof college website.

2. **ERP**: ERP is to be implemented at various levels in order to provide a simpler and efficient system of governance within the institution. Separate login facilities are provided for staff and students.A well-functioning ERP system willalso ensure digital monitoring of daily activities of the staff and students.

- **Student Admission:** The College has decided to process all admissions in online mode. This will cover admissions to all courses including graduation and post graduation. For this purpose, an arrangement can be entered into with a reputed banking company preferable State Bank of India/Federal Bank with whom the college has regular banking relationship. The Principal and Bursar of the college is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

- **Accounts:** For ease of maintaining accounts, the society is already using Tally ERP 9 and other E-Governance initiatives mandated by Government of Kerala. But, with the implementation of ERP, for the smooth conduct of different functions of the institution, Accounts related modules/sections of the ERP will be used in a phased manner in addition to existingE-Governance domains. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of ERP will also have to be done on timely basis.

- **Administration:** To provide a hassle free, convenient and cost effective process, maximum administration of the college should be handled with ERP based technology. Facilities should be provided for online leave management of employees, e copy of salary certificates, internal communication between the employee'sinterest, etc. Students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.

- **Examination:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done utmost care and caution. Senior Assistant Superintendent of Examinations needs to supervise the entire process of examination under the guidance of the Principal(Superintendent of Examinations) of the college.

3. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.

Commitment to Services online: The institution is committed to provide all the online services with utmost care and caution as that of an offline service.

18. HUMAN VALUES AND PROFESSIONAL ETHICS

- For providing quality education to all students in the classroom teachers treat their students with love, care, affection and commitment and inculcate good values among them without favouritism and discrimination.

- The teachers are 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.

- Teachers maintain decorum while handling students of the opposite sex and maintain professional distance from students.

19. PERFORMANCE APPRAISAL

The teacher in full employment should work not less than 40 hours per week for 180 teaching days (30/36 weeks) in an academic year. The teacher should be available for at least 7 hours (including the recess hour) daily in college. The teacher's reporting time shall be at least 15 mins in advance of the stipulated work hours. The teacher also needs to maintain a daily diary of such tasks performed, which will be verified by the HOD every month.

Based on their work, a Performance Appraisal is to be conducted on a regular basis. Performance Appraisal is based on meticulously designed modules:

1. It is applicable to various sections of the college including the management, faculty, students and non-teaching staff.

2. The methodology is linked to the UGC guidelines.

3. In addition to the regulations of UGC the performance appraisal, the demands of the college's vision and mission are taken for consideration.

4. It is done once a year in a confidential manner.

5. The findings are communicated to the concerned parties without delay.

6. If there is significant progress for a particular department/person, it will be specially mentioned.

7. Areas to be focused for serious improvement whether it regards to a department/person will be given along with a supervising authority.

8. Data will be analyzed quantifiably based on the documents produced and feedbacks.

9. The performance appraisal will be carried on with constant comparison with other colleges under the university.

20. POLICY REFORMS

The policies of the college are never meant to be static. It is constantly evolving and dynamic suiting the time. The governing body recognizes and promotes the usefulness of planning and policy making.

1. Policy reforms are based on the findings and requirements of UGC, NAAC, affiliating University, state and central Governments and the changes demanded by the changing world.

2. The governing body of the college ensures the process of updating policies from time to time.

3. Appraisal of the policies of the college is done with the help of feedbacks from the faculty, students and office staff

4. The competent authorities review and approve the policy making and reform process and hold the responsibility for its execution.

21. POLICY ON STUDY TOURS

The College has adopted the following procedures to guide faculty and students in organizing study tour programs to enhance the experiential learning of students. The study tour must be conducted in accordance with government rules and policies. The purposes and specific educational objectives of the study tours should be carefully developed. The study tour should provide an orientation, which helps the participants in achieving appropriate personal, social, and academic development. The study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies. All the arrangements of the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively.

22. POLICY FOR DIVYANGJAN

The Right of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. The right is against all kinds of discriminations on any grounds including disability. The right intends to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students, or any employees are not distraught or treated unfavourably. All the authorities of the institution are striving in order to forward a helping hand towards the Divyangjan. These guidelines apply to all the college faculty and staff.

Objectives of the Policy

1. To create an inclusive culture that avoids discrimination, exploitation and exclusion of disabled students and staff from all spheres of work and education.

2. To create a suitable regulatory mechanism for effective delivery of services to Divyangjan students and staff.

3. To ensure implementation of all legislations with respect to Divyangjan.

4. To ensure full participation of Divyangjan and to provide them equal opportunities for development.

5. To provide necessary budget allocation to achieve the above objectives.

Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndrome, invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome (AIDS) are also included in the term disability. Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual.

- Qualified Person with Disability The expression "qualified individual with a disability" alludes to a person with a disability who is qualified to participate in any given university programme or activity.

1. With regards to enrolment, a certified individual with a disability must fulfil the scholastic guidelines required for affirmation and meet the scholarly necessities set up for any given course, degree, or certificate program.

2. With respect to employment, training, work assignments, and promotion, a qualified individual with a disability must be able to perform the minimum essential functions of the job.

3. However relaxation shall be allowed as per the Government rules.

Practices

- Providing counselling for the students with disabilities on the types of courses they can study when it comes to higher education.

- Ensuring the admission of as many students with disabilities as possible through the open quota.

- Collection of orders dealing with fee concessions, examination procedures, reservation policies, etc., referring to persons with disabilities as per the government policies from time to time.

- Assessing the educational needs of Divyangjan enrolled in higher education.

- Conducting awareness programs for teachers about the approaches to teaching, evaluation procedures, etc. which they should adapt in the case of students with disability.

- Providing support to the students with disability and assist them in getting appropriate employment after their studies.

- Conducting regular Remedial Coaching Classes for Divyangjan.

- Accessibility policy: Providing access means making all the services, activities and the benefits thereof, fully available to qualified people with disabilities.

- The College should provide various provisions in creating a disabled-friendly campus. The management and faculty members should ensure appropriate/reasonable accommodations for each person with a disability, and be willing to resolve access problems. The campus should be barrier free and

accessible for Divyangjan. The following principles of accessibility will be strictly observed:

- All UG and PG programs and activities must be accessible.

- To provide accessible textbooks and study material to all students with disabilities.

- To ensure the awareness programmes for all the teachers and non-teaching staff regarding the issues of accessibility.

- The college will ensure the representation of all types of disabilities listed in Rights of Persons with Disabilities, 2016 and as per government regulations from time to time.

St. Stephen's will make reasonable changes in the educational plan and assessment framework to meet the particular needs of students with disabilities. A sensible convenience will be given to meet the necessities of a considerable number of students with disabilities. Guidelines and regulations have been issued by the examination department to use scribes in exams.

Other facilities include:

- Ramps

- Wheelchair

- Smartphone digital library embedded with screen reading software

- Audio Book Access

- Facilities provided from time to time as per government rules

23. FINANCIAL ASSISTANCE FOR STAFF (For Presenting/ Participating in Conferences, Seminars, Workshops)

As part of enhancing the quality and teaching skills of faculty in the institution, the management has decided to offer financial assistance to faculty who are attending seminars/ conferences and workshops and also to acquire membership in professional bodies in their respective fields. This assistance will be available for all teaching faculty for attending seminars, workshops, conferences etc.; presenting papers and publishing research articles at various such venues; and obtaining professional membership in the relevant field. The financial assistance may be in the form of travelling allowance to attend seminars, workshops, conferences, etc. or it may be provided to the teachers for payment of registration fees, publication fees, etc.

Staff can avail of reimbursement if their name appears in the published program or they are delivering a keynote address or similar talk. These faculty members can avail of reimbursement for up to three professional programmes in a year with a total annual maximum cap of Rs. 5,000.

The following expenses are generally eligible for reimbursement under this policy:

1. The cost of essential ground transportation.

2. The cost of registration for the conference (or equivalent event).

3. The cost of parking, either at an airport or at the conference site.

4. The actual cost of lodging.

5. Meals and other food expenses equal to Rs.250 per day.

It is expected that faculty members will make every effort to economize when traveling, thus drawing less heavily on the limited funds available and allowing the College to fund as many trips as possible for as many faculty members as possible at the highest rate possible.

The teachers who are intending to avail this financial assistance shall submit a request letter to the Principal along with the pre-proposal form from the office. It must include with it the following:

- Dates of travel

- Plan to cover missed classes

- Provide evidence of participation by uploading a copy of the invitation or agenda

- Indicate supplemental sources of funding

The request should be submitted within one week of attending the programme or after obtaining professional membership, to the office. The traveller is responsible for forwarding scanned receipts by email to office@ststephens.net.in and submit a hardcopy of the filled form. The request letter along with an expense report form and related documents to justify the attendance of the programme and obtaining membership in professional bodies will be verified by the office and if satisfied the request will be approved. After the request is approved, it is communicated to the concerned office personnel and the grant is released to the teacher with the permission of the Principal.

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