



**ST. GREGORIOS COLLEGE
KOTTARAKARA**

**POLICY
DOCUMENTS**

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CODE OF ETHICS

A) Students

Students are enjoined upon to abide by the rules, policies and guidelines of the college, as well as that of the University of Kerala. Accordingly, they must conduct themselves in a disciplined and decorous manner in all circumstances.

Key Values:

Students are entreated to cultivate the following key values in particular:

- ✓ Respect, empathy and compassion for all fellow beings.
- ✓ Remain unprejudiced by differences of caste, class, creed, religion, gender, and to celebrate diversity.
- ✓ Maintain a life-long love for learning, undergirded by critical thinking and a scientific temper.
- ✓ Honour and preserve the natural world and its resources.
- ✓ Become responsible, progressive, and socially conscientious citizens.

Appearance:

- ✓ Students are expected to wear clean, neat and modest clothes.
- ✓ Identity cards are issued to all students in the first year. While on campus, students must mandatorily wear their ID cards at all times (as per G.O. No. 26483/GI/15/H. Edn. dated 12/10/2015)

Attendance and Application for Leave:

- ✓ Every student should attend classes regularly and punctually.
- ✓ Latecomers shall enter the class room only with the permission of the teacher concerned.
- ✓ Students are not permitted to absent themselves without leave for the whole or part of a day.
- ✓ Absence without leave to a class after roll-call entails forfeiture of attendance for the whole day.
- ✓ A student who comes late to a class after roll-call will be treated as absent for that period. A student who is absent from the college for more than fifteen consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls.
- ✓ Leave of absence should be obtained from the Principal on the recommendation of the Head of the Department/ Class Teacher concerned. As far as possible, leave should be obtained beforehand.
- ✓ If the grounds of application for leave are not satisfactory, the student may be called upon to explain or leave may be refused.

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- ✓ Application for leave for a period may be made to and granted by the teacher in-charge of the work in that period. In that case a note signed by the teacher concerned must be forwarded to the office.
- ✓ Students who are obliged to leave a class owing to indisposition must obtain endorsement from the teacher in-charge of the class at the time in support of their application for leave.
- ✓ Application for leave for more than three days at a stretch should be supported either by a letter from the parent / guardian or by a medical certificate in case of illness.
- ✓ The minimum attendance prescribed by the University is three-fourth of the number of the working days (75%) in the academic year.
- ✓ Exemption from shortage of attendance (subject to a maximum of 20 days) can be granted by the University, on the recommendation of the Principal, provided leave has been applied for and granted for such absence, on satisfactory grounds.
- ✓ Duty leave for sports education and extra-curricular activities will be granted only to athletes and persons representing the college or University in various matches, tournaments, sports and cultural events.
- ✓ A student deputed to participate in matches, tournaments, sports events etc., should submit his/her leave application duly recommended by the lecturer in Physical Education to the class teacher concerned for necessary action, not later than one week after the event.
- ✓ It is the responsibility of parents and guardians to find out from the college office if the attendance is not granted as a matter of course. It will be granted only in cases where it is satisfied that the students could not obtain 75 percent of attendance owing to reasons beyond their control. Exemption will not be granted for more than one academic year in any course of study or for shortage exceeding 20 days.
- ✓ The maximum period for which duty leave can be granted to a student for athletic activities will be limited to 20 percent of the total number of working days.

Punishable offences:

- ✓ Leaving the class room after the roll-call without the permission of the teacher is a punishable offence.
- ✓ Use of mobile phone whilst in class is strictly prohibited.
- ✓ Ragging is a punishable offence and those indulging in the same will be severely penalized. Students are expected to treat each other with respect.
- ✓ Students found guilty of sexual harassment will be severely punished.
- ✓ Smoking, intake of drugs, alcohol or indulging in other reprehensible habits within the college premises is also forbidden.
- ✓ Malpractices at examinations and test papers will be severely dealt with.
- ✓ Students should not cause any damage or loss to the property and articles of the college.

Other guidelines:

- ✓ Students who do not have classes during a period should not loiter on the college veranda or in the premises.

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- ✓ Requests and representations on behalf of the class and notices of any kind should not be circulated among the students anywhere within the college premises without the written permission of the Principal.
- ✓ Meetings of any kind will not be held within the college premises without the written permission of the Principal.
- ✓ Prior permission of the Principal should be obtained for:-
 - a. Organising special meetings, entertainments or social functions in the college
 - b. Using loud-speakers, megaphones etc., in the college premises
 - c. Inviting persons from outside for any function in the college
 - d. Collecting subscriptions of any kind from the students and staff members of the college
- ✓ When a student has any doubt on any matter concerning college discipline, he may seek guidance from the Principal or any of the Heads of Departments.
- ✓ A student who violates any rule or regulation of the college is liable to be punished. The decision of the Principal in matters of discipline shall be final.
- ✓ The management has the authority to conduct an enquiry against any student regarding his misconduct.
- ✓ Any matter not covered by the above-mentioned rules shall be decided by the Principal from time to time.

B) Teaching Staff

General Guidelines:

- ✓ Teachers should strive to be good role models to students through decorous conduct on and off campus.
- ✓ Teachers are prohibited from indulging in discrimination on the basis of religion, caste, creed, gender, ethnicity, financial status, family background, sexual orientation, etc.
- ✓ Teachers must strictly refrain from inappropriate behaviour such as the use of physical force, sexual misconduct, or any other act causing severe psychological distress to students.
- ✓ Teachers must always be honest, fair, impartial, and foster the spirit of equality.
- ✓ Teachers are expected to cultivate cordial, supportive relationships with the guardians of their students.
- ✓ Teachers must develop co-operative working relationships with their colleagues, non-teaching staff and the college management.
- ✓ Teachers should encourage the holistic development of their students, motivating them to participate in various co-curricular and extra-curricular activities.
- ✓ Teachers are discouraged from bringing mobile phones to class.
- ✓ Teachers must comply with the rules, policies and guidelines of the University, as well as that of the college.

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- ✓ Teachers must strive for the smooth and effective implementation of the Mentor-Mentee system.
- ✓ Teachers in charge are required to deliver regular lessons for the various Add-on and Bridge courses recognised by the college.
- ✓ Teachers are tasked with efficiently discharging any other duties allocated to them, including the co-ordinatorship/membership of various clubs, committees, organisation of events such as departmental associations, cultural or sports programmes, college elections, etc.

Appearance:

- ✓ Teachers must be neatly and modestly dressed.
- ✓ Whilst on campus, teachers must bear the ID cards issued to them.

Curricular Responsibilities:

- ✓ Teachers must complete the lessons allotted to them as per schedule, allowing for sufficient revision and doubt clearance sessions before examinations.
- ✓ Teachers must take cognizance of the differential learning abilities of their students, and accommodate them while delivering lessons, so that all students are able to follow the curriculum.
- ✓ Teachers must maintain a work diary for each academic year.
- ✓ Teachers must adhere to the timetables allotted to them.
- ✓ Evaluation of examinations and assignments must be fair and prompt, and the results of the same must be duly communicated to the students.
- ✓ CE marks must be uploaded on the University portal as per schedule.

Punctuality and Leaves:

- ✓ Teachers must be punctual in reporting for duty. They must remain on campus till the end of the prescribed working hours.
- ✓ Teachers must sign in the attendance register before 10 am each morning and again while leaving campus in the evening, after the working day has ended.
- ✓ Any teacher who reports late in the morning or who wishes to leave campus early must secure prior permission from the Principal to do so.
- ✓ Teachers can avail a total of 15 casual leaves per calendar year. Availing of these leaves must not hinder the completion of any duty assigned to the teacher.
- ✓ While availing ODs and DLs, teachers must inform the same to the respective Heads of Department, who must then make arrangements necessary for the smooth functioning of the department in the absence of said teacher.
- ✓ Teachers availing leave on medical grounds must submit the requisite medical documents to the office.
- ✓ Teachers must be present on campus on the first and/or last working day of each semester.

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Heads of Department:

- ✓ Heads of Department should have a copy of the departmental time table and individual teacher time tables.
- ✓ Heads of Department are responsible for the maintenance and upkeep of all departmental properties including tables, chairs, laboratory equipment, electrical and electronic appliances, gardens, etc. They must duly report to the Principal, loss or damage to such properties, if any.
- ✓ Heads of Department must ensure that regular PTA meetings are convened to update guardians about their wards' progress.
- ✓ Heads of Department convene regular departmental level meetings to discuss relevant issues and maintain minutes of the same.

Research and Faculty Development:

- ✓ Teachers must keep abreast of the latest pedagogical practices and advancements in their respective fields by participating in Faculty Development Programmes, Orientation and Refresher Courses, etc.
- ✓ Teachers are encouraged to actively pursue research activities such as the publication of articles, text books, supervision of research projects, etc.
- ✓ Organisation and participation in national and international seminars, conferences, workshops, etc, are encouraged.

C) Non-Teaching Staff

- ✓ Non-teaching staff must be neatly and modestly dressed whilst on campus, and must bear the ID cards issued to them.
- ✓ Non-teaching staff must punctually report for duty.
- ✓ Those reporting late or desirous of leaving early, must obtain prior permission from the Principal to do so.
- ✓ Non-teaching staff must establish a cordial and co-operative working relationship with students, teaching staff and the management.
- ✓ Non-teaching staff must discharge all duties allocated to them in a prompt, diligent and honest manner.
- ✓ Non-teaching staff must periodically upgrade their skills and knowledge in order to better perform the professional duties assigned to them.
- ✓ They must refrain from inappropriate behaviour and discrimination on the basis of religion, caste, creed, gender, ethnicity, etc.
- ✓ Non-teaching staff can avail 20 casual leaves per calendar year.
- ✓ Non-teaching staff must ensure that their membership or involvement with any external organisation does not bring disrepute to the college or lead to a conflict of interest with their status as employees of the college.

SEVERELY PUNISHABLE OFFENCES

RAGGING

(Source: Summary of UGC Regulations on Ragging: antiragging.in)

Definition: Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

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Punishment: Depending on the nature and gravity of the offence, any student, who, upon investigation by the Anti-Ragging Cell is found guilty of ragging, may be awarded one or more of the following punishments, namely:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f) Suspension/ expulsion from the hostel.
- g) Cancellation of admission.
- h) Rustication from the institution for period ranging from one to four semesters.
- i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

SEXUAL HARRASMENT

(Source: University Grants Commission (*Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions*) Regulations, 2015: [UGC-Regulation-Prevention-and-Prohibition_1.pdf \(iimb.ac.in\)](#)

Definition: “sexual harassment” means:

- (i) “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-(a) any unwelcome physical, verbal or non-verbal conduct of sexual nature;(b) demand or request for sexual favours;(c) making sexually coloured remarks(d) physical contact and advances; or(e) showing pornography”
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones(a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;(b) implied or explicit threat of detrimental treatment in the conduct of work;(c) implied or explicit threat about the present or future status of the person concerned;

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- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

Punishment and compensation:

- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI,¹ if the offender is an employee.²
- (2) Where the respondent is a student³, depending upon the severity of the offence, the HEI may,-
 - (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) suspend or restrict entry into the campus for a specific period;
 - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - (d) award reformative punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
 - (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
 - (b) the loss of career opportunity due to the incident of sexual harassment;
 - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) the income and status of the alleged perpetrator and victim; and
 - (e) the feasibility of such payment in lump sum or in instalments.

¹“Higher Educational Institution” (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);

²“Employee” means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;

³ “student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI; Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student; Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;

GREEN CAMPUS POLICY DOCUMENT

St. Gregorios College recognises the importance of educating its students and employees about the necessity of practising an environmentally conscious and sustainable lifestyle. To this effect, it has formulated the following guidelines, in line with the Green Protocol issued by the Government of Kerala. The aim of these directives is to create a “Clean, Green and Plastic-Free” campus which inspires students to be more responsible towards the environment and the management of its resources.

Plastic Ban

- ✓ Students, faculty and non-teaching staff should be made aware of the adverse impacts of plastic pollution on the environment.
- ✓ Students and employees of the institution are enjoined upon to avoid usage of plastic products, especially single-use plastic, on campus.
- ✓ Instead of plastic water bottles, lunch boxes, or carry bags, students and employees of the institution must utilize more environmentally viable substitutes like steel bottles, steel lunch boxes, cloth bags, etc.
- ✓ Use of plastic products is strictly prohibited at any function or meeting organised on the campus.
- ✓ Cloth banners, steel/porcelain cups and plates must be used instead of plastic flexes and disposable cups and plates at such events.

Waste Management

- ✓ Solid wastes generated in the campus are to be segregated at source into biodegradable and non-biodegradable wastes. Colour coded bins are installed in campus for this purpose.
- ✓ The college must also strive to minimise the generation of paper waste. This may be done by encouraging, where possible, the online submission of assignments, and double-sided printing on paper.

Greening the Campus

- ✓ The planting of trees and saplings is to be encouraged in order to increase the green cover and improve the air quality on campus.
- ✓ Commemoration of important days is to be accompanied by the planting of saplings.

Water Conservation

- ✓ Rain water harvesting is to be implemented as a means of ensuring adequate availability of water.
- ✓ Students and employees must use water judiciously and avoid its wastage at all costs.

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Shift to Alternate Sources of energy

- ✓ Concerted efforts are to be made to shift towards cleaner, renewable sources of energy.
- ✓ The institution should invest more in solar power to meet its energy requirements.
- ✓ The institution should switch to using cost effective and energy- efficient LED bulbs.
- ✓ The biogas plant, powered by waste generated on campus, may be utilized to meet a portion of the institution's fuel needs.

Restricting Vehicle Entry

- ✓ The entry of outside vehicles is restricted in the campus during the working hours of the institution.
- ✓ Students and employees are advised to resort to public transport, walking, vehicle pooling, etc., to the maximum extent possible.

GRIEVANCE REDRESSAL POLICY

St. Gregorios College is a student-friendly institution, focused on providing a quality-oriented, harmonious and strife-free educational experience for all its pupils. It recognises the importance of heeding and speedily resolving any genuine grievance that could impair the learning experience of students on campus. For this purpose, the institution has constituted a **Grievance Redressal Cell**. The Cell is a forum for remedying those complaints that are not addressed by other support systems such as the Anti-Ragging Cell or the Anti- Sexual Harassment Cell.

The issues falling under the purview of the Grievance Redressal Cell may comprise myriad academic and non-academic matters. This includes:

- 1) Academic grievances: Complaints of unfair evaluation, insufficient or ineffective instructions in the classrooms, etc.
- 2) Withholding of financial aid such as scholarships, fee concessions or refunds.
- 3) Withholding of educational documents.
- 4) Discrimination on the basis of caste, creed, religion, gender, ethnicity, etc
- 5) Irregularities in admission procedures.
- 6) Grievances of disabled students: lack of accessibility, inclusivity, scribal facility,etc
- 7) Any other grievance deemed valid and genuine by the Grievance Redressal Cell.

Composition of Grievance Redressal Cell:

The Grievance Redressal Cell (GRC) consists of five members. The Principal acts as the Chairperson of the Cell. It also includes three senior teachers nominated by the Principal and a student representative.

The tenure of the members of the cell, barring that of the Chairperson, is two years.

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Procedure for Lodging Grievances:

The aggrieved student may lodge their complaint through either the online or offline method. Those opting for the online method can email their petition to the mail id:
sgcgrievancedressal@gmail.com

Alternately, the complainants can drop written petitions addressed to the Chairperson of the Grievance Redressal Cell in the Grievance Box.

The petition must:

- 1) Be dated
- 2) Contain the names of the aggrieved student as well as other relevant persons involved in the issue.
- 3) Clearly elucidate the problem encountered.
- 4) State the corrective measure that is sought for the issue.
- 5) Bear the signature of the aggrieved student (in case of offline petition).

Guidelines for Grievance Redressal Cell Members:

- 1) The Grievance Box as well as the email id is to be monitored weekly for any petitions.
- 2) The Cell must discuss and resolve the grievance raised within 15 working days of receiving a valid petition.
- 3) The details of the petition and petitioner may be treated as confidential, unless required to be revealed by law.
- 4) The aggrieved student must not be subjected to harassment, intimidation or any other kind of victimization due to submission of the petition.

POLICY ON FINANCIAL ASSISTANCE TO TEACHERS FOR CONDUCTING AND PARTICIPATING IN SEMINARS/WORKSHOPS/CONFERENCES

Policy statement :(Purpose/Objective)

In order to encourage and assist teachers to gain more knowledge and expertise in their field and to adopt best strategies and educational practices, which will in turn develop their professional skills.

Related policy procedures/guidelines:

Financial assistance to teachers for conducting and participating in seminars/ workshops/ conferences are subject to the following provisions noted below:

1. When a teacher wishes to conduct or participate in a seminar, workshop or conference, a request for assistance shall be submitted to the Manager through the concerned Head of the Department and approved by the Principal. Approval must be received prior to date of the programme.

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2. A teacher can avail the financial assistance for attending seminars/ workshops/ conferences only once in an academic year.
3. For record-keeping purposes, the applicant must submit proof of successful completion and/or a copy of their certificate to the Principal. Brochures and other relevant documents regarding the seminars/workshops/ conferences conducting in the college should be submitted in advance.

RESOURCE MOBILIZATION POLICY

The institution has a policy for the mobilization of financial resources from government and non-government sources. Being government aided the institution functions in accordance with the rules and regulations of the government and the requirements for the effective management of the institution. The resource mobilization policy aims at the following.

1. Diversify and strengthen the financial resource base with a view to support the institution in attaining its goals, strategic plans and steady growth.
2. Study, identify and prioritise different sources of financial assistance from the Centre, state government and authorised agencies by analysing the structure and eligibility conditions of the schemes for assistance to colleges.
3. Take steps for the timely submission of application/proposal for grants and funds from the government/UGC and other departmental agencies for financing infrastructure and physical facilities, promotion of research and academic programmes.
4. Undertake study for identifying different non-government sources and tapping those sources for enhanced supply of funds to meet its varied needs.
5. Ensure optimum utilisation of the resources available to the institution and maintain transparency and accountability in the utilisation of funds.
6. Encourage faculty by providing necessary input to find innovative strategies for identifying and attracting funded projects, including seminar, workshop and training programmes.
7. Encourage sponsorship and contributions from philanthropists and well-wishers.
8. Undertake steps to generate funds through association with industry and research establishments through exchange of resources and expertise.
9. Support to faculty for availing assistance for national/international research projects through which the infrastructure facilities shall be enhanced.
10. Promote synergistic interaction with local self- government institutions and peoples representatives in the government so as to achieve the educational goals of the college.
11. Strengthen the activities of the PTA, Alumni and Retired Teachers Association to encourage increased contribution to suit the needs of the college.
12. Adopt measures to enhance fund generation through various college activities.

DISABILITY POLICY DOCUMENT

The institution strives to provide an inclusive, accommodative and barrier-free learning environment for its students. Accordingly, it endeavours to safeguard the rights and needs of its disabled pupils. The key principles of the institution's disability policy are as follows:

- 1) To recognize disabled students as significant human resources with the potential to impart considerable value to the institution and to the nation.
- 2) To view education as an equalizing force that should enable disabled students to surmount obstacles, harness their innate talents and thrive in life.
- 3) To impress upon the teaching and non-teaching staff, the need to adopt a respectful, sensitive and non-discriminatory attitude towards disabled students and their families.

The following facilities should be established in the campus to benefit disabled pupils:

- a) Provision of wheelchairs and construction of ramps to allow disabled students to easily access the college environs.
- b) Provision of signboards to understand location of office, departments, classrooms and amenities.
- c) Provision of accessible restroom facilities.
- d) To assist disabled students in writing exams by arranging for them suitable scribes in accordance with the University guidelines.

CODE OF ETHICS FOR RESEARCH

The promotion of credible and socially beneficial research is crucial for nation-building. At present, the institution has one approved research center: namely, in the P.G. Department of Commerce. Eight of our faculty members from across five disciplines have been recognized as research guides by the University of Kerala. The institution hopes to expand its research output significantly in the coming years. To monitor the standards of research being carried out, the institution has framed a research and ethics policy. The implementation of the policy is duly monitored by the Research and Ethics committee.

Objectives:

To re-affirm the institution's stated mission to propagate meritorious researchTo create an atmosphere and the facilities required to incentivize research from faculty and students Policy:

- Research centres under St. Gregorios College, Kottarakara shall strictly adhere to the guidelines prescribed by the University of Kerala for research. This includes:
 - Research scholar : Supervisor ratio
 - Attendance requirement of the research scholar
- Research scholars must mandatorily sign the attendance register at the time of entry and exit. prior to attending seminars, conferences, undertaking surveys, and other such academic activities, the research scholar must submit applications for duty leave from the center, duly recommended by their supervisor.

- If the scholar has to avail leaves for any other purpose, written reasons must be provided to the center.
- The institution has a zero-tolerance policy toward plagiarism. Research supervisors are tasked with instructing their wards on the need for integrity in research. The consequences of plagiarism must be strongly impressed upon the scholars by the supervisors. Scholars are required to update their supervisors on the progress of their research every six months.
- Innovative, preferably interdisciplinary research with socially beneficial outcomes shall be encouraged.
- Prior to thesis submission, scholars should have to their credit a minimum of two publications in UGC care list approved journals. (Scholars should strive, if possible, to have an international publication during this time.)
- At the time of completion of research work, a copy of the thesis must be handed over to the research centre.
- The mental and emotional health of the scholars is of utmost importance. Any occurrence which disturbs the mental well-being of scholars and impedes the fruitful progression of their Research shall be reported to the Research and Ethics committee. Such occurrences can include (but not be limited to) harassment. The committee shall then take the appropriate action: either by providing speedy redressal to the scholar's grievance or by redirecting him/her to the anti-sexual harassment cell or the counseling cell, as the situation warrants.

MAINTENANCE POLICY

The Managing agency of the college is represented by the Manager and Administrator who are jointly responsible for the development and maintenance of campus infrastructure. Customarily, the assent of the Managing council is obtained before implementing proposals involving huge financial commitment. With respect to maintenance and optimum utilization of physical, academic and support facilities a system combining conventional practices and systematic procedures are in place.

- The demands related to maintenance and proper utilization of facilities has to be submitted to the Principal in writing by the heads of departments or on behalf of IQAC. The Principal makes an assessment of the requirements based on feedback. Procedurally, most matters have to be discussed and finalized in the College council meetings before forwarding the proposals to the management. In the discharge of financial powers, the Administrator is ably assisted by the designated college officials and supporting staff. Mechanical appliances and laboratory equipment are usually serviced and maintained by the Labassistants under the supervision of teachers. The services of skilled professors are also availed for the maintenance of computers, electronic appliances and laboratory equipment in their respective departments.

- The maintenance of physical infrastructure including college buildings, class-rooms and laboratories are systematically executed by the management, mostly on annual basis. Routine maintenance of all sophisticated equipments and machinery in the campus are enabled and overseen by service providers and contracting agencies. Urgent requests for servicing and repair or demand for chemicals, stationery etc., are directly dealt by the Principal. The necessary amounts are expended out of PD account, PTA funds and funds provided by the management.
- Wherever necessary, plumbers, electricians, gardeners, security staff, cleaning staff etc., are appointed on contract basis and paid out of management funds. A full-time mechanic is also available for assisting in the servicing and maintenance of electrical and electronic equipment in the science labs. Cleanliness and hygiene is maintained in the campus, classrooms, staffrooms, college office and laboratories by committed last grade employees and hired workers.
- Closed circuit cameras are installed in several parts of the campus and linked to a server in the Principal's office. A private agency is contracted for replacement and repair of its hardware components. The college website is maintained with the support of a reputed service provider. The main Computer lab is operated with the help of a contract staff.
- The utilization and maintenance of the library is overseen by the Library Advisory committee and the Librarian. Annual stock verification is conducted by the committees constituted by the Principal. The allocation of physical facilities including classrooms, staffrooms, seminar halls and common amenities is made systematically so as to ensure its optimum utilization.
- The college NCC and NSS units are allowed spacious rooms and stores and are responsible for the upkeep of facilities. The sports infrastructure such as the gym and basketball court is utilized on a regular basis by students which are overseen by the Physical Education instructor.

INSTITUTIONAL POLICY ON E-GOVERNANCE

Objectives of e-governance policy:

- Implementation of e-governance in different areas of functioning of the institution
- Provide a systematic and more integrated system of governance
- Increase the accessibility of information and services to the stakeholders
- Applying electronic means including ICT facilities in the overall educational administration
- Raise the efficiency of college administration
- Facilitating online internal and external communication between departments and organs, the public, University and the Government
- Promote transparency and accountability in the institutional functioning
- Use advanced technological means to support the objective of quality higher education

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- Ensure efficient and effective governance
- Implementation of automated library and modernized services
- Satisfying the interests of stakeholders of the college
- Consensus oriented and more responsive system of governance
- Introduction of modernized Management Information System

Areas of application of e-governance policy

The policy is to implement e- governance in all functional areas of the institution. It mainly covers the general administration, student admissions, finance and accounts, fees and scholarships, college library and ICT infrastructure. The policy seeks to ensure that everyone follows appropriate and transparent decision making processes and the interests of all the stakeholders are protected and promoted. The major aspects of e-governance in the college setting are outlined as follows.

Website:

The primary purpose of the website is to provide current, timely and engaging information about the activities of the college to the students, parents, the community and the concerned authorities. It has multiple advantages including the ability to attract interested students for admission to various courses. The institution had decided to revamp the website with professionalized assistance, so as to suit modern requirements. After doing a custom redesign, the college now has an upgraded website. The technical support team of IQAC will look after the process of the administration, updating and maintenance of the website on regular basis.

Student Admissions:

Being aided college, student admissions to Under Graduate and Post Graduate programmes are given on the basis of centralized on line allotment process of the University. The college follows an open and transparent policy for admissions in consonance with university regulations. All the necessary information is to be made available in the website. The management has agreed upon a policy for introducing suitable college management software as early as possible.

Finance and Accounts:

It has been assessed that with new accounting methods and compliances, the existing framework needs to be updated. The institutional policy is to introduce advanced accounting methods by procuring current software with a view to achieve ease of accounts and better financial management. The college has to facilitate online payment in respect of several transactions in the future. Currently, the salary bills of staff are processed through SPARK (Service Payroll Administrative Repository Kerala). Scholarships to eligible students under e-grants scheme of the state government is administered by online mode. Training of staff and updating the system of accounting should be done regularly.

College Library:

Decision has been taken to renovate library as part of institution's policy to create a better academic ambience by providing modernized library services. The E-library facility can be availed by students for free. It has been equipped with D Space, which preserves and enables easy access to different types of digital content. Library is fully automated with LIBSOFT, since 2004 (Version 4.1). The library facilitates Web-OPAC, which provides remote access to the users. The requirements for research by students and teachers should be given due consideration. The library committee shall take the initiative in identifying new e- learning

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resources and assist the librarian in giving training to the staff and students.

Conduct of Examinations:

Conducting examinations is a major aspect of the functioning of an affiliated college. Most important are university examinations that have to be conducted with utmost care and confidentiality. The university stipulations regarding facilities to be created for conducting examinations has to be carried out meticulously. The superintendent and deputy superintendent of examinations have to ensure that examinations are conducted strictly in accordance with the rules and guidelines of the university. As per decision of the university, it has become mandatory to conduct PG examinations in online manner. As the scope for e-governance in conducting examinations is expanding, the institution has to put in place standard facilities and update the same.

College Administration:

It is part of institutional policy to raise the operational efficiency to suit modern requirements. This will be achieved only through the simplification of all processes and creating a hassle free, easy and convenient administrative ambience. Adequate flexibility and quality assurance raises confidence among the stakeholders. There is increased need to introduce modernized management information system for which initial steps should be taken. Facilities should be created for online management of staff affairs and better internal communication. Institution should give priority to providing maximum services for students in online mode.

INSTITUTIONAL SCHOLARSHIP POLICY DOCUMENT

A special feature of government aided colleges like St. Gregorios College is that the majority of students (above 65%) are covered by scholarships granted by the state government, university and other authorities. However, a substantial number of students joining the institution are affected by socioeconomic backwardness. The institution holds that no student should be deprived of opportunity to study due to financial barriers. Scholarships are an important way a student can fulfill his educational goals and aspirations. The College will provide scholarships to students who are enrolled in various programs through funds provided by donors and other college funds.

A number of endowment scholarships are instituted at the college level. Most of the scholarships have been initiated by retired professors, principals and heads of departments to commemorate their dedicated service and retirement. A number of scholarships have been instituted under the auspices of the departments of the college to benefit best achievers in their respective disciplines. A few awards are aimed to help bright students hailing from financially poor backgrounds.

An award has also been instituted by the Department of Physical Education to be given annually to the best athlete who represents the college at the university/state level.

A few scholarships are awarded to the deserving students on the basis of merit cum means by the College Council. Generally, scholarships are awarded on the basis of academic merit to the highest scorers in different subjects and courses.

The PTA of the college is involved in a major way in selecting eligible students for award of the scholarships and these scholarships are bestowed upon the students in the annual PTA meetings convened every year.

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The Retired Teachers Association (RTA) provides scholarships to two meritorious students of weak financial background. Application for financial assistance in respect of concerned scholarships should be made to the Principal.