



MORNING STAR HOME SCIENCE COLLEGE

ESTD 1968

ANGAMALY SOUTH, KERALA - 683573



ACADEMIC & ADMINISTRATIVE POLICIES



PREFACE

Morning Star Home Science College, Angamaly is a luminous institution for higher education in central Kerala established by the Congregation of the Sisters of Nazareth with the motto “Learn to Serve, Serve with Love”. The vision of the institution is to “Mould young women as prudent scholars and competent professional capable of being ambassadors of graceful service to their families and to society”. This is purposed to be achieved through the institution’s mission to “Equip young women to cope with the challenges of the times by fostering self-respect and self-reliance, promoting divergent thinking and cultivating a knowledge culture”. It is also aimed to “Ensure the all-round development of students by providing value based instruction and skills training”. All the programmes and activities provided are based on the institution’s set of core values which include Social Commitment, Competency Building, Knowledge with Prudence, Faith in God and Selfless Service.

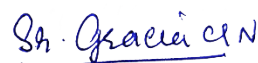
The college ensures all possible means for adding quality and sustaining excellence. The quality policy of the institution is to deliver quality education to all students with a strong footing on the vision, mission, motto and core values of the institution. The institution aims to provide state of the art facilities for curricular, extra-curricular and research activities. These objectives are best fulfilled under the keen guidance and directions through the policies framed by the Management. The policies pertaining to administration are framed by the Managing Board of Morning Star Home Science College Educational Trust and the policies regarding academics are designed by the Governing body. These policies shall be amended as and when required. The IQAC of the college is keen in communicating these policies to all its stakeholders for the better functioning and swift upgradation of the institution. The IQAC and the entire team of staff and students are bound to abide by these policies stated for the smooth functioning of the institution.



Ms. Shiny K. Ittiachan
IQAC Coordinator



Dr. Rosily A.V.
Principal



Sr. Gracia C.S.N
Manager

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1. Quality Policy

The quality policy of Morning Star Home Science College reflects the ambition and dedication of the college to achieve excellence in education by continually improving the quality of its services and raising the standards of performance in accordance with its vision and mission, the university regulations and guiding principles. The Internal Quality Assurance Cell (IQAC) of the college serves as a driving force to achieve excellence and to monitor continuously the quality improvement in accordance with the UGC norms. The IQAC submit annual quality assurance reports to NAAC as self-reviewed progress reports.

The composition of the IQAC is as follows:

1. Chairperson: Head of the Institution
2. Vice-principal of the institution
3. Head of various departments
4. One representative from the Management
5. Few senior administrative officers
6. One nominee each from local society, Students and Alumni
7. One nominee each from Employers/Industrialists/stakeholders
8. One of the senior teachers as the Co-ordinator of the IQAC

The Quality policy of the college focuses to:

- Facilitate, develop and sustain an institutional culture that is consistent with the vision and mission of the institution.
- Implement and maintain a Quality Management System that ensures all applicable legislation and standards.
- Develop a framework for taking deliberate, consistent, and catalytic action to enhance the institution's academic and administrative performance.
- Facilitate quality education for a diverse range of learners that will encourage lifelong learning and develop skills needed of graduates.
- Enhance the quality of teaching with the help of human resource management initiatives and professional development programmes.
- Empower the faculty to upgrade their expertise in order to integrate teaching-learning with real-world needs on a regular basis.

- Improve the quality of the learning experience by guaranteeing optimal availability and use of learning materials and ICT facilities and also by regularly monitoring and assessing the quality of teaching-learning, co-curricular and extra-curricular activities.
- Performance Based Appraisal System (PBAS), Academic and Administration Audit (AAA) and SWOC analysis shall be administered annually for assessing and enhancing the quality of education.
- Develop effective communication techniques to keep all stakeholders informed and motivate them to support and contribute to the success of quality improvement efforts.
- Provide supportive services and a stimulating teaching-learning environment that encourages student progress and retention.
- Establish an integrated planning and quality assurance cycle that is well-communicated throughout the organisation and guides all college operations.
- Encourage the internalisation of a quality culture, maintain institutional distinctiveness and adopt best practises to improve institutional performance.
- Ensure responsibility and accountability in all interactions with stakeholders such as students, faculty, the government, and local communities.
- Maintain a mechanism to collect feedback from students and other stakeholders in order to improve the services.

2. Admission Policy

The admissions are done in accordance with the rules and regulations of the affiliating university. The Principal of the college is the in charge of all student admissions. An Admission Committee in the college will execute, supervise and oversee the admission procedure. The committee must follow the rules and procedures established by the government, the UGC, and the affiliating university for the admission and reservation of students. The student admission under Management Quota and Community Quota shall be finalized by the Manager.

3. Policy on Code of Conduct & Code of Ethics

Morning Star Home Science College is dedicated to upholding stringent moral ideals with its stakeholders, through its motto "Learn to Serve, Serve with Love". The institution has a Committee to monitor the matters of discipline, ethics and codes of conduct reviews it from time to time. The monitoring committee conducts annual meeting regularly and organizes orientation and professional ethics programmes for students, teachers and non-teaching staffs.

The Monitoring committee of the college consists of the following members:

1. Principal
2. Vice-Principal
3. IQAC Coordinator
4. Staff Secretary
5. Union Advisor

Code of Conduct

Every student of Morning Star Home Science College is expected to abide by the code of conduct detailed below to upkeep a congenial academic atmosphere in the campus.

1. The academic work of the college begins at 9.20 am with a morning prayer recited through the public address system; students are expected to maintain proper decorum throughout the prayer.
2. The students are expected to be in neat and clean uniform as per the directions of the college authority. Uniforms are mandatory on exam days.
3. Students should compulsorily wear ID cards in the college premises.
4. Use of mobile phones during class hours is prohibited. Students who bring mobile phones due to unavoidable reasons must keep them in silent / switched off mode.
5. All sorts of political and organisational activities are banned in the college.
6. Ragging is strictly prohibited in the college campus and its premises. Any such incidents may be reported to the faculty coordinator of the Anti Ragging Cell. Upon receiving a complaint the authority will carry out appropriate enquiry and action.
7. Students are **obliged to**
 - a. Be punctual and regular in classes.
 - b. Inform their absence on a working day in advance to the Class Advisor. Leave on an emergency situation may be informed either by the student or the parent and all leave days should be marked in the Handbook by the student.
 - c. Use the library and its facilities for knowledge enhancement. Attendance in library hour is mandatory
 - d. Maintain socially accepted standards of morality and discipline in the campus and its premises.
 - e. Exhibit proper respect and courtesy to all honourable guests, teachers, non-teaching staff and fellow students.

- f. Report any kind of medical emergency to the Class Advisor or Head of the Department.
 - g. Report all kinds of grievances to the Grievance Cell in person or online.
 - h. Report the maintenance requirements to the Class Advisor.
 - i. Follow the exam related guidelines issued by the University and the Institution in its right spirit.
 - j. Inform all kinds physical abuse and sexual harassment to the Internal Complaint Centre (ICC)
 - k. Uphold the reputation of the college
 - l. Safeguard the facilities of the college.
 - m. Keep the classrooms neat and tidy.
 - n. Park vehicles in the space allotted in the campus.
 - o. Abide by the rules and regulations of the college issued from time to time.
8. Students are obliged not to
- a. Stay away from classes without a proper reason.
 - b. Participate in any strike in the college or incite fellow students to join.
 - c. Loiter in the campus or cause any disturbance to the classes in progress.
 - d. Organise meetings in the college or display notices on the college notice boards without the permission of the Principal.
 - e. Hold unauthorised celebrations in and around the campus.
 - f. Distribute any leaflets or printed materials and display banners or posters in the campus without the permission of the Principal.
 - g. Bring outsiders into the college campus.
 - h. Scribble offensive, abusive or obscene words or figures on black boards or desks or on walls or any other places in the campus.
 - i. Possess or consume or distribute alcohol, tobacco or harmful drugs in any form in the campus or its surroundings.
 - j. Bring camera and other electronic gadgets without prior permission from the competent authority.
9. The authority and discretion of the Principal in matters of code of conduct is final and binding.

Code of Ethics

I. Teachers and their Responsibilities

Morning Star Home Science College envisages a group of motivated teachers- dedicated to their profession, devoted to their students and committed to the institute. It is assumed that by opting to be a teacher, they take up the obligation to conduct themselves in accordance with the ideal of the profession. The college expects her teachers to partake in the mission of molding generations with thirst for knowledge, trust in values and love for God.

Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii. Manage their private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continuous through study and research.
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- v. Maintain active membership of professional organizations and strive to improve education and profession through them.
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of the university and college examinations, including supervision, invigilation and evaluation.
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

II. Teachers and the Students

Teachers should:

- i. Respect the right and dignity of the student in expressing her opinion.
- ii. Deal justly and impartially with students regardless of their religious, economic, social and physical characteristics.
- iii. Recognize the difference in aptitude and capabilities among student and strive to meet their individual needs.
- iv. Encourage student to improve their attainments, develop their personalities and at the same time contribute to community welfare.

- v. Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- vi. to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit.
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix. Aid students to develop an understanding of our national heritage and national goals.
- x. Refrain from inciting students against other students, colleagues or administration.
- xi. Be good listeners and try to mitigate the problems of students through guidance and counselling

III. Teachers and Colleagues

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

IV. Teachers and Authorities

Teachers should:

- i. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- ii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iii. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- iv. Should adhere to the conditions of contract. v. Give and expect due notice before a change of position is made
- v. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-teaching Staff

- i. Teachers should treat the non-teaching staff as colleagues and equal partners.
- ii. Teachers should help in the function of joint staff-councils covering both teachers and thenonteaching staff.
- iii. Maintain a healthy relation with guardians in a strictly professional way and share the progress oftheir wards in due time.
- iv. Teachers being guardians de jure, shall share the responsibility of the holistic growth of their wards.

VI. Teachers and Guardians

Teachers should:

- i. Try to see through teachers' bodies and organizations that the institution maintains contact with the guardians.
- ii. Meet the guardians in the meeting convened for the purpose of mutual exchange of ideas and the benefit of the institution.
- iii. Maintain a healthy relation with guardians in a strictly professional way and share the progress of their wards in due time.
- iv. Teachers, being co-guardians, shall share the responsibility of the holistic growth of their wards.
- v. Realize that the institution's mission to be of graceful service to the society begins from each home and therefore, the teachers shall keep the parents of our students in confidence in joining this mission.

VII. Teachers and Society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectuallife.
- iii. Be aware of social problems and take part in such activities as would be conducive to the progressof society and hence the country as a whole.
- iv. Perform duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- v. Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but activelyworking for National Integration.
- vi. Take initiative in realizing the motto of the college to be of loving service to the society by reaching out to the financially and mentally disadvantaged

sections.

- vii. Realize that the institution's mission to be of graceful service to the society begins from each home and therefore the teachers shall keep the parents in confidence in joining this mission.

4. The Policy and the Procedure for Maintaining and Utilizing Physical Academic and the Support Facilities

The college has a standard operating procedure for maintenance and utilization of physical, academic and the support facilities meticulously monitored by the Planning Committee. The staff and students take due care to optimally use the facilities.

Maintenance of Physical Facilities

The physical facilities are maintained and monitored by the college Bursar, appointed by the Manager. A standard protocol is established to maintain and utilize facilities including class rooms, laboratories, library, computers, auditorium, seminar halls, AV room, gymnasium, playground, canteen, play school, generator, solar panels etc.

- ❖ The Bursar is responsible for the light, water, sound system, and cleaning in the campus.
- ❖ The maintenance team includes technical, electrical and plumbing assistants and cleaning staff.
- ❖ A register is kept for the maintenance and utilization regarding the facilities.
- ❖ Safety measures are ensured through first aid boxes, fire extinguishers etc.
- ❖ Concentrated acids and hazardous chemicals are kept separately in fume hood.
- ❖ The laboratory assistants take care of the respective laboratories.
- ❖ The Heads of the Departments report to the Principal periodically for all the maintenance works and purchase of apparatus, equipment, chemicals etc.
- ❖ IT infrastructure is checked constantly by updating antivirus software.
- ❖ Maintenance of sports equipment and infrastructure are done periodically.

ICT Facilities

- ❖ The college has AMC with Computer Mate Solutions for repair and maintenance of ICT facilities.
- ❖ Campus wi-fi is maintained by service providers like BSNL.
- ❖ The college Website is maintained regularly by AMC with Vedha Solutions, Info Park, Kochi.
- ❖ The College Portal is maintained regularly by AMC with IPSR Solutions, Kottayam.

Library

- ❖ The working time of library is from 9.00 am to 4.30 pm.
- ❖ Newspaper reading section will be opened from 8.30 am till 5.00 pm.
- ❖ Strict silence is to be maintained in the library.
- ❖ Belongings of the users are to be kept in the property counter.
- ❖ Gate register facility is provided.
- ❖ Library is fully automated with LMS.
- ❖ E-resources like, N-List, Digital Library (software), National Digital Library are available to staff and students through E-Learner's Lab.
- ❖ All staff and students are members of the college library and are entitled to make proper use of the library.
- ❖ Library card is issued to all the members.
- ❖ Books and periodicals can be borrowed for seven days. An amount of Rs.1per day will be charged for delay.
- ❖ Books kept for reference shall not be issued.
- ❖ An in-house register is kept exclusively for spot readers.
- ❖ Visitors are also allowed for reference purpose under the discretion of the Librarian.
- ❖ Separate section is provided for rare books, foreign languages and career books.
- ❖ Xerox facility is provided in the Library.
- ❖ Separate reading area and books with large print are provided for Divyangjan
- ❖ Mobile Library, Garden Library, Ladder Library and Book Bank facilities are arranged.
- ❖ Orientation about library facilities and rules are given to the students regularly.
- ❖ Library catalogue system is also available.
- ❖ New books are displayed on the 'New Arrivals' shelves so that library users can browse through new acquisitions.
- ❖ If a book or periodical is damaged or lost by a member, she will have to replace it or pay the replacement cost of the book including postage within the time fixed by the librarian.
- ❖ Stock verification is done properly in every year.
- ❖ As part of community extension programme, the Library takes up the mission of donating books to the nearby schools and distribution of books to the public under the name of Morning Star Mobile Library.

5. Policy on Curriculum Delivery

The college follows the curriculum and syllabus framed by the affiliated university. In order to ensure the effective curriculum delivery, the college adopts effective strategies and

methods which include the combination of instructional practices, learning experiences, and assessment of students' performance. It is the privilege of the college that many of its faculty members are actively involved in curriculum design and have been appointed as members of Boards of Studies in the affiliated university.

The policy on curriculum delivery is as follows:

- The faculty must strictly adhere to the Academic calendar provided by the affiliated university for curriculum planning and delivery.
- At the beginning of every academic year, a Year plan shall be prepared by the IQAC for the effective curriculum delivery procedures.
- Stick to the deadlines set forth in the academic calendar for completing the syllabus, the co-curricular activities and evaluation procedures.
- A well formulated Master time-table, Department time table and faculty time table should be followed to carry out the circular and co-curricular activities timely.
- For effective curriculum delivery procedures, the Heads of the Departments shall divide the courses in the prescribed syllabus among the faculty before the starting of every academic year and each faculty must prepare the course plan for the syllabus delivery.
- The faculty members should properly maintain the Teacher's Diary which is a record of the regular process of curriculum delivery.
- Teacher's diary and course plan prepared by the faculty members should be verified by the HOD and the Principal.
- The IQAC should monitor the curriculum delivery process and make required changes if needed.
- Outcome Based Education must be strictly followed in curriculum delivery.
- The learning experiences provided and the evaluation process carried out must be strictly outcome based.
- Learner centred strategies and methods should be adopted so that the students adapt themselves into the one which suits their abilities.
- ICT enabled teaching strategies should be incorporated to cater individual students' need.
- Any lapse in the time bound completion of the syllabus due to unforeseen circumstances shall be mitigated through offline and online extra classes.

- Draw different assessment strategies which allows teacher to bring best out of students which helps them to understand their own potentials and achieve their goals.
- Daily register, Monthly report and half yearly presentation of the departments helps to monitor the effectiveness of curriculum planning and delivery.
- A consolidated report of the curricular and co-curricular activities of the department shall be submitted to the Principal at the end of every academic year.
- Academic Audit should be conducted under the initiative of IQAC every year.
- Provide adequate training and workshops to all faculties participating in the curriculum delivery process on new technology and approaches that have emerged in the teaching and evaluation process.
- The teaching process, the strategies adopted for syllabus delivery and the evaluation process followed must be assessed timely through feedback from learners and other stakeholders.

6. Curriculum Enrichment Policy

The curriculum of the variety of courses offered by the affiliating university helps the students with the chance to acquire mastery of standards at a deeper level. The prescribed curriculum by the affiliating university should be supplemented in order to cater to the diverse needs of the students and for that the college offers many additional programmes in different discipline.

The policy on curriculum enrichment is as follows:

- The college shall conduct seminars and webinars in relevant topics for the students which contribute to curriculum enrichment and also inspire students to participate in seminars and webinars conducted by other institutions.
- Various Skill development programmes, Certificate courses, Diploma courses, Value Added courses, Add-on courses etc should be introduced to supplement curriculum.
- The curriculum and the evaluation procedure for the Certificate courses, Diploma courses, Value Added courses, Add-on courses shall be developed by the respective departments and verified by IQAC.
- The students shall be encouraged to undergo online courses offered by NPTEL, Coursera etc.
- The various cells and clubs functioning in the college should organize programmes that complement the curriculum.

- Value education programme offered by the college should assist students in developing human and moral ideals.
- The departments should undertake collaborations and linkages with established institutions to facilitate student projects and internships.
- The students should be encouraged to take on projects funded by Government organisations such as Kerala State Council for Science, Technology and Environment.
- Annual study tours, industrial visits and field trips shall be conducted to support curricular activities.
- Walk With a Scholar Programme, Civil Service Coaching, coaching for competitive examinations etc shall be offered by the college for advanced learners.
- The slow learners should be supported by Remedial teaching, Scholar Support Programme, personal counselling etc. in order to cater their needs.
- The students shall be encouraged to do Additional Skill Acquisition Programme offered by Government of Kerala which aids in skill development.
- Career guidance programs, Education expos and Placement activities by various agencies should also be offered by the institution to the students.

7. Examination and Evaluation Policy

- The external theory examination of all semesters will be conducted by the affiliating University at the end of each semester.
- The Examination Co-ordinating Cell in the college consisting of a Chief Superintendent (Principal) and a Senior Assistant Superintendent (a Senior Faculty) shall be responsible for the smooth and efficient administration of the university exams.
- Apart from the University Examinations, internal evaluation through continuous assessment shall be conducted by the college.
- An Internal Examination Cell headed by the Vice-Principal shall co-ordinate the continuous evaluation undertaken by various departments within the college.
- The college follows a transparent and healthy mechanism in the internal assessment procedure.
- All type of evaluation should be strictly outcome based.
- Two Internal Exams, Seminar, Assignment and Attendance scores forms the components for internal evaluation as prescribed by the university. In addition to that, open book tests, oral tests, discussions, debates etc shall be conducted as additional assessments as part of Continuous Internal Evaluation.

- The internal examination will be conducted twice in all semesters, one in the mid semester and at the end of the semester.
- The dates of the internal examinations shall be intimated to students through academic calendar and circulars. The schedule will also be put up on the notice board.
- Those students who are unable to attend the internal examinations as per the schedule (either due to participation in University/State/National/International level competitions or due to genuine reasons) can apply for retest on the prescribed format with the forwarding remarks of their parents to the Principal.
- The responsibility of evaluating the internal assessment is vested on the teacher(s) who teach the course and shall announce the result within one week after the internal tests.
- The evaluations of all components of internal assessment shall be published and 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 if needed.
- Any grievance regarding internal evaluation shall be made at the earliest opportunity, preferably within two days of the award of marks.
- In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged in department level, college level and university level. Students are informed regarding the same through college calendar.
- A student can approach the upper level only if grievance is not addressed at the lower level.
- In the Department Level, there will be a Department cell chaired by the HOD and Teacher in-charge as members. In the College level, a committee with the Principal as Chairman, College Coordinator, HOD of concerned Department will be the members. 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 will be there in University Level.
- The progress report of the students will be discussed with the parents during open houses.
- The students writing the internal and external examinations should strictly adhere to the rules and regulations of the college.

- The candidates should enter the exam hall 15 minutes before the commencement of the exam.
- No candidates shall be admitted to the exam hall 30 minutes after the commencement of the examination.
- The candidates should exit the exam hall only after one hour of the exam.
- The candidates should be allowed to leave the examination hall only after handing over the answer book to the invigilator.
- Malpractices during examination is offensive and punishable.
- Electronic gadgets and smart watches are strictly prohibited inside the exam hall.

8. Internal Examination

The college follows a transparent and healthy mechanism in the internal assessment procedure. The internal examination shall be conducted twice in all semesters. Continuous evaluation process is based on the performance of students in class tests, assignments, seminars, open book tests, oral tests, discussions, debates etc.

- ❖ Evaluations of all components will be published and are to be acknowledged by the candidates.
- ❖ Those students who are unable to attend the examination as per the schedule (either due to participation in University/ State /National / International level competitions or due to genuine reasons) should inform the Principal through proper channel.
- ❖ Retest facility is provided for genuine cases where students have to apply on the prescribed format with the forwarding remarks of their parents.
- ❖ Any grievance regarding internal evaluation shall be made at the earliest opportunity, preferably within two days of the award of marks.
- ❖ All documents of internal assessment are to be kept in the college for two years. The responsibility of evaluating the internal assessment is vested on the teacher(s) who teach the course.

9. Feedback Policy

- Feedback Mechanism is essential to know whether the college is delivering good performance and imparting quality education.

- The college shall have an effective feedback system to collect and analyse the feedback from various stakeholders such as students, teachers, parents, employers, and alumni to analyse the effectiveness of existing curriculum and to suggest alteration or modifications as per the need of an hour.
- To maintain the quality of teaching, feedback on teachers' performance should be collected from the students and submit to IQAC for analysis. Based on this analysis, the Principal can take necessary steps to improve the quality of teaching and learning process in the College.
- The students' satisfaction survey is also done to assess the facilities and amenities provided by the college.
- The collective feedback from the stakeholders such as students, teachers, parents, employers, and alumni should be summarized and analysed in order to take remedial actions and to make continuous improvements.
- The suggestions for improvement in the curriculum should be informed to the Board of Studies of the affiliating University through the faculty of the institution representing the body.

10. Mentoring Policy

The College is dedicated in ensuring support mechanisms to students to meet their academic goals. Mentoring entails listening, encouraging, exchanging ideas, providing assistance, advice and guidance to students and directing them to other sources of support or referral.

- Every student in the college must be allotted with a faculty mentor at the time of admission,
- The mentor-mentee list is generated and circulated to mentors and mentees.
- Mentor-mentee ratio should not exceed 1:18.
- Mentors should be provided with individual mentoring sessions on a regular basis.
- Mentoring diary for each mentee should be maintained confidentially with the mentor.
- Mentors should monitor the academic progress of the mentees and give them counselling on personal matters.
- The mentor should act as a guide, coach and role model for the trainee.
- Mentors should be effective communicators and active listeners.

- Mentors should be compassionate while dealing with sensitive issues and capable of maintaining confidentiality.
- Mentees should be regular and punctual for meetings with the mentor.
- The mentorship mechanism in the department should be monitored by the HOD.
- The reports prepared by the mentors should be periodically evaluated and its effectiveness should be monitored by the IQAC.

11. Welfare Policy

The institution is always concerned about the welfare of its stakeholders. The college provide welfare schemes to the staff and students so as to maintain an efficient and satisfied work force in the institution. The intellectual and professional security of its members as well as their financial and bodily security is also considered under welfare programmes offered by the institution.

Welfare Measures for Teaching staff, non-teaching staff, support staff and students are as follows:

(a) Teachers

- The faculty members are sent for FDP, orientation, refresher and short-term courses etc. and are encouraged to attend Seminars, Conferences and Workshops for their professional development.
- Various Professional Development Programmes and training sessions are organized by the Management to facilitate the development the staff members.
- Faculty members are encouraged to enrol for doctoral research and as research guides.
- Financial support will be provided to faculty members once in a year to attend PDP/FDP.
- Deserving faculty members will be granted seed money, duty leave, reduction in workload, etc. for research related activities.
- The Institution felicitates the faculty who receives Doctorate degree, National and International awards etc.
- Increment and promotion will be given as per Government rules to all the staff appointed by the Government and University.
- Faculty are allowed to take casual leave, commuted leave, medical leave, half pay leave etc. as per the policies of the State government.

- All permanent employees of the institution are provided the opportunities to get the benefit of Government Schemes such as Provident Fund, Group insurance, State Life Insurance festival allowances etc.
- The college hostel offers discounted services to the faculty members, including lodging and noon meal.
- Advance Salary is provided for government guest faculty.
- Under the salary grant scheme of state Government, the teaching personnel are entitled to use the Government Health Scheme and are reimbursed for medical expenses.
- Free medical check-up is provided to all the faculty members.
- A staff retiring room, canteen, open gym, yoga room, prayer room, wi-fi facility etc are the additional facilities provided to the staff members.

(b) Students

- The college aims at promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- Fee concession is provided to students those who are in need.
- The college offers uniforms to students in a considerable rate.
- Safe and secure hostel accommodation is provided inside the campus.
- All college students receive free medical examinations.
- Students in need receive a medical allowance.
- Save a Star is a unique feature of the college where the students and staff find a platform to help the needy students discreetly in the form of uniform, medical aid, books etc.
- Freeships are offered by the faculty members to the students who need financial assistance.
- The students are motivated to apply for various scholarships offered by the state and central government as well as by the NGO's.
- The students' representation is ensured in IQAC, various committees and clubs functioning in the college.
- In addition to the regular academic and co-curricular activities, the students are provided with additional supports such as bridge course, tutorial sessions, remedial coaching, mentoring etc.
- Counselling services are offered by the institution to facilitate mental health and emotional wellbeing of students.

- The college caters to the needs of individuals who need special attention. Facilities for divyangjan such as ramps, disabled friendly washrooms, wheel chairs, library facilities, scribes are provided.
- The college is committed to provide induction programme, value education and career guidance to the students to encourage their moral development and career development.
- The NSS, Women cell, Youth Red Cross and various other clubs functioning in the college aims at developing social, cultural and ethical values among the students.
- The Grievance Redressal Cell, Anti-Ragging Cell, SC/ST and OBC cells and Minority Cell functioning in the college offers assistance to students in overcoming their grievances, prevent ragging, ensure equal opportunities etc.
- The college also provide facilities such as canteen, sick room, open gym, multipurpose court, yoga room, prayer room to the students.
- Campus is fully equipped with CCTV cameras and has fire safety measures in place to ensure safety and security to each student. The security personnel patrol the college on a 24-hour basis.

(c) Non- Teaching Staff and Support staff

- All permanent non-teaching staff and support staff of the institution are provided the opportunities to get the benefit of Government Schemes such as Provident Fund, Group insurance, State Life Insurance, festival allowances etc.
- The permanent non-teaching staff and support staff can take casual leave, commuted leave, medical leave, half pay leave etc. as per the policies of the State government.
- The college hostel accommodation and noon meal offered at a subsidised rate to them.
- Personal loan will be granted on request and free medical check-up is provided.
- Medical allowance is also provided to those who are in need.
- Uniforms are provided free of cost to the employees such as security, sweepers etc.

12. Policy on Environmental Consciousness & Sustainability

- The college encourages a sustainably organic and eco-friendly life style for healthy living.
- Maintenance of the college premises is in adherence to the Green Protocol and in tune with 'Go Green, Grow Green' policy.
- The college has facilities for alternative source of energy. 90% of the power requirement is met through solar energy.
- LED bulbs and tubes are installed to reduce the consumption of power.

- Waste management and disposal facilities have been properly set up in the campus.
- Biogas plant, Bio compost and vermin composting unit in the campus make optimum use of organic waste.
- Incinerator is installed in the campus for the disposal of solid waste.
- Paper waste and used pens are given for recycling.
- Rain water harvesting facility exists in the campus.
- The college ensures minimum use of plastic and hence the use of cloth banners and bamboo boards are promoted.
- Plants-including those for carbon neutrality, phytoremediation, host plants for butterfly, medicinal plants etc. add vibrancy to campus.
- Fish ponds at different locations in the campus promote care and growth of the aquatic ecosystem.
- Green Audit, Energy Audit and Environment Audits should be regularly carried out by external agencies and the suggestions made should be put into practise.
- Automobile entry is restricted beyond the main block to safeguard the campus environment.

13.Resource Mobilisation Policy

The institution aims to mobilise maximum resources for the promotion of infrastructure, teaching-learning resources, research, and co-curricular activities. Strategies and procedures for the mobilization of funds needed for development include the following:

- Grant-in-aid from the Government of Kerala shall be obtained fully and on time through a well-managed system of administration.
- Timely proposals shall be prepared and submitted to obtain funds from government agencies like UGC and RUSA.
- Explore all the avenues of fund supply from KSCSTE and Higher Education Department for the purpose of student support.
- Fund for the activities of the National Service Scheme shall be received from the Government of Kerala.
- Budget shall be prepared and submitted to the Management to procure fund for infrastructure augmentation, purchase of books, maintenance of laboratories and salary of Assistant Professors on Contract.

- Staff and students shall be encouraged to apply and get sanction for projects funded by non-governmental agencies like CSR.
- Contributions from individuals including the present and retired staff shall be sought after for endowments, scholarship, purchase of books and journals, freeships, furniture, infrastructure development etc.
- All possible support from the stakeholders like PTA, Alumnae, Students shall be resorted to for the development of the institution.
- The fee collected from the self-financing courses shall be allocated for institutional development.
- Save a Star Scheme, in practice from 1991 shall be continued inviting more voluntary contributions from the staff and students. The fund collected shall be used to support the financially needy students to access text books, records, uniforms, fee, noon meals etc.

14. Policy on Internship/Project/OJT/IV/Study Tour

Internships, project works, on-the-job training, industrial visits, study tours are examples of experiential learning that combine knowledge and theory learned in the classroom with practical application and skills development in a professional setting.

- The college shall arrange internships, project works, on-the-job training and industrial visits for students only in accordance with the curriculum and guidelines of affiliating university.
- The Head of the Departments and the Faculty mentor or Supervising teacher of the respective subject shall be responsible for organising internships, project works, on-the-job training and industrial visits for students and selecting reputed firms for the same.
- The principal of the institution is the final authority to grant permission for the students to do internships, project works, on-the-job training and industrial visits.
- The institutes have the flexibility to schedule internships, project works, on-the-job training and industrial visits according to the availability of the opportunities.
- All departments must try for linkage/MoU/Collaboration for internships, project works, on-the-job training and industrial visits.
- A Request Letter or Email should be sent to the industry or organization from the college seeking permission.

- The copy of the Confirmation Letter or Email sent by the industry or organization indicating the training slots and the number of seats allocated for internships should be kept in the department.
- Faculty Mentor or Supervisor shall evaluate the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students should be submitted in the department.
- Students should submit the report of internship, project, training or visit to the faculty mentor or supervisor immediately after the completion of each.
- Training Certificate shall be obtained from the industry or organization and a copy of the same should be kept in the department.
- Study tour should be conducted as per the university and government rules.
- Study tour should be done only with the prior permission of the Class in-charge, HOD and the Principal.
- Booking of vehicles and arrangements for stay while on tour should be made only after consultation with the HOD and tour co-ordinators (faculty) in the department.
- The Principal should be informed in advance of the details of the tour programme.
- The tour co-ordinators (faculty) of the mentioned tour programme should manage the amount collected for the conduct of the tour.
- All directions given by the class teacher/teachers accompanying them must be followed by the students.
- Any act of indiscipline committed while on tour would be deemed as an act of indiscipline on campus and will result in disciplinary action.
- The tour must adhere to the tour schedule submitted to the authorities and no route changes will be permitted without the permission of Principal.
- All students participating in the tour should give consent letter signed by their parent to the HOD.
- The Principal reserves the right to cancel or to make any modification in the tour programme at any time.
- The orders issued by the UGC, the government and M.G. University from time to time must be strictly followed.

15. Policy on Bridge Course

The Bridge course aims at closing the knowledge gap between the courses that students studied earlier and the courses they would be studying as core courses at their

undergraduate or graduate level. It also aims to impart basic concepts of discipline which do not form part of the earlier programme.

- At the beginning of each programme, the college will offer a bridge course to all the students.
- The syllabus and schedule for the bridge course must be prepared by the departments who offer it.
- The faculty members of the respective departments should conduct bridge course for their students.
- The syllabus of the bridge course for undergraduate and graduate level should be as per academic requirements.
- The duration of course is ten hours of interactive sessions.

16. Policy on Tutorial

A tutoring system followed in the college aims at fostering greater communication and rapport between the students and the instructors. It also helps to improve their level of understanding of foundational areas and to give them a stronger base for future academic work.

- Tutorial sessions will be offered on academically relevant themes as well as on unique areas where students require additional information.
- Tutorial classes should be provided compulsorily to all students.
- Special hours besides the regular working hours are provided for tutorial classes.
- The classes will be conducted during noon interval time from 12.50 pm to 1.20 pm.
- The first year UG and PG students will have tutorial class on every Tuesday. The second year UG students will have tutorial session on all Wednesdays. The tutorial class for all final year UG and PG students will be on every Monday.
- The faculty in the department will be responsible for taking tutorial classes and HOD will monitor the classes.
- The attendance of the students should be taken during each tutorial sessions.
- A register should be maintained in each department for recording the details of tutorial classes.

17. Policy on Remedial coaching

Remedial coaching is a strategy the college has adopted to assist academically underachieving students. It attempts to improve slow learners in their subject-specific knowledge, attitudes and skills as well as prepare them ready for university exams.

- An entry level test is conducted in each department at the beginning of every academic year to identify the slow learners in each class.
- Based on the exam results, the students will be categorised as advanced, average, or slow learners.
- The areas of student potential as well as areas where remedial assistance is required is identified by the interpretation of the test results.
- Remedial classes should be provided compulsorily to all students who score very low marks in the test and to those students with genuine interest.
- Remedial classes shall be conducted during noon interval time from 12.50 pm to 1.20 pm.
- The remedial classes for first year UG and PG students will be on every Wednesday. The second year UG students will have remedial session on all Mondays and the for final year UG and PG students the classes will be on every Tuesday.
- Remedial classes will be given for core courses as well as complementary courses for all UG programmes.
- Individual instructions and attention should be given to the students in difficult areas of studies.
- Peer tutorial sessions or group study methods must be suggested and arranged for them so that the knowledge and skill of advance learners can be used effectively.
- Group assignments and group projects must be given.
- Motivate the slow learners to participate in all academic activities organised by the department.
- All departments should keep registers for remedial teaching which comprise of the attendance of the students, the topics covered, the signature of the teacher, counter signature of HOD etc.
- The progress of the students should be assessed on the basis of continuous evaluation and if necessary, corrective action should be taken.

18. Human Resource Policy

A sound set of human resource policies that are dynamic and supportive is essential for creating a conducive working environment in the institution where employees can work and benefit in accordance with the institution's vision, mission, and quality policies. This contributes to sustainable development, institutional effectiveness and employee satisfaction.

- Permanent staff for teaching and administrative positions in the aided sector are selected and appointed in accordance with the regulations, guidelines, and rules of the competent authority, such as the Government of Kerala's GOs, University statutes, the Department of Collegiate Education and the University Grants Commission.
- A selection committee in the college shall be responsible for the selection and appointment to teaching posts in the self-financing section.
- The members of the Selection Committee for the appointment of teaching staff (Self-Financing and guest faculty) shall consist of Manager as Chairperson, Principal and Head of the Department as Subject Expert.
- The vacancies for the staff positions are notified in the news papers.
- The Interview Board for Administrative staff selection shall consist of the Manager, Principal, one staff member of the non-teaching cadre depending of the post as directed by the Management.
- If the number of candidates on the rank list exceeds the number of vacancies, the remaining candidates on the rank list shall be maintained for future consideration until the next advertisement for the same position.
- The employees selected should be placed on a one-year probationary period after which they may be appointed as full-time regular employees if they meet the specified merit standards.
- The responsibilities of various human resource in the institution such as Administrative Staff, Teaching Staff, Non- Teaching Staff and Technical support staff are designed as per the norms of Government of Kerala and statute of affiliating University in line with the vision & mission of the institution.
- The designation, pay scale and promotion of the employee will be determined based on the rules and regulations of Government of Kerala, Affiliating University, the Department of Collegiate Education and the University Grants Commission.

- The age of superannuation for the Government Aided teaching, technical and non-teaching staff is as per the Kerala Government norm.
- Staff members are expected to give advance notice of 3 months in case of resignation, so that alternatives can be arranged without disruption to academic activities.

19. Grievance Redressal Cell

- The College has set up four levels of Grievance Redressal where concerns related to academic and non-academic matters can be addressed. A complaint from an aggrieved student relating to a college shall be addressed to the Grievance Redressal Cell with the following composition; Principal (Chairperson), Vice Principal, Two Senior Faculty members and Student Representative. A student can approach the upper level only if grievance is not addressed at the lower level.
- ❖ Teacher level – Grievance regarding the evaluation shall be brought to the notice of the teacher concerned.
- ❖ Department level - If is not satisfied with the decision of teacher concerned, she may appeal to the department level chaired by the Head of the Department, and teacher-in-charge as members.
- ❖ College Level- The student has the freedom to make further appeal to the college level committee with the Principal as Chairperson, HOD of the concerned Department and a senior teacher nominated by the college council as members.
- ❖ University Level- If the student is still not satisfied; she may appeal to the University level a committee constituted by the Vice Chancellor.
- ❖ Complaints can be filled online or can be placed in the Grievance box. The Cell coordinator attends to these issues and resolves them at the earliest.

20. Anti-Ragging Cell

Anti-Ragging Cell is constituted in the college to prevent ragging and to take anti ragging guidelines issued by UGC/University/The Kerala Prohibition of Ragging Act. The cell is constituted with the following members, Principal, Coordinator, teachers in charge and student representatives.

21. SC/ST & OBC Cell

- ❖ The college has instituted the SC/ST and OBC cells to ascertain there is no caste based discrimination and ensure equal opportunities to all students.
- ❖ The cell is constituted with Principal, Office Superintendent, Admission in charge and Scholarship in charge.

- ❖ The cell caters to the needs of the SC/ST and OBC students and updates them on the available scholarships programs of the UGC and State Government.
- ❖ The grievances of SC/ST students are resolved by the committee.
- ❖ Motivation, encouragement and opportunities are provided for these students to enhance their potential and equip them for a bright future.

22. Minority Cell

- ❖ The college, being a Christian minority institution, a Minority Cell is constituted with the objective of uplifting the members of the minority community to reach at par with others. Care is taken to provide assistance to the educational and cultural needs of the members of the minority community. The cell provides support through aiding them to avail of financial support and scholarships from the government. The cell functions with the Principal as the Chairperson, Office super intendant, Admission in charge, Scholarship in charge and two senior faculty are the members of the cell.

23. Assistance for Divyangjan

The college caters to the needs of individuals who need special attention. A cell-constituting the Principal, a senior faculty, the NSS Coordinator and student's union chairperson - is constituted for their assistance.

- ❖ The Library offers books in large print to the visually impaired for better reading on their own. Easy access of books and a convenient reading spot is arranged for them at a space reserved for them in the library.
- ❖ Hand rails have been set up near the wash rooms.
- ❖ Wheelchairs are made available for those who require them.
- ❖ Ramps have been constructed wherever necessary.
- ❖ As per University rules the assistance of scribes is also provided.
- ❖ Technology assistance and software aid shall be provided as and when required.

24. E-Governance Policy

E-Governance has become a pressing need of the day in academic and administrative management. Hence the institution takes necessary steps in installing e-resources for the successful accomplishment of academics and administration. The policy of the institution regarding the areas where e-governance is to be introduced includes:

- Student Enrolment: Provision to create various batches and enroll students into the batches.

- Fees Management: Provision to set various types of fees, define exemptions and discounts for specific groups of students.
- Calendar and time Table: The events and academic calendar of the HEI may be mapped into the built-in calendar. Timetable for each batch may be configured facilitate attendance marking.
- Attendance: Options to easily mark attendance or absence.
- Internal Assessment Scoring: Assessment methods like Exams, Assignments, Projects, Seminars etc. can be defined and marks for the same can be entered on a per-student basis.
- A/B Form Generation: A form and B form required by the University can be generated easily.
- Reports: Other modular level reports and consolidated reports required for internal and external use can be generated.
- The Administrator shall be the superuser of this application.
- Teachers can view and edit relevant student details.
- Student login lets each student know essential information about their performance.
- Parent Login to know the basic information about their ward's performance.
- SMS based notification system for daily, or other important/emergency announcements/communication purposes.